

Table Booking Form

Birmingham Hilton Metropole Thursday 9th May 2019



To book your places at the 2019 BCIA Awards, please complete the details below and email this form to hayley@keystonecomms.co.uk. Once the booking has been acknowledged and processed, an invoice will be issued by FETA Ltd (BCIA).

I require Table of 10 - £1200.00 +VAT Number required:

Individual places - £140.00 +VAT Number required:

Booking Contact Details:

Full Name:	
Position:	
Company Name:	
Telephone Number:	
Email Address:	

Invoicing Details:

Address Line 1:			
Address Line 2:			
Town/City:			
County:			
Postcode:		Country:	
Telephone Number:			
Email (to send invoice):			
A/C Contact:			
A/C Email:			

Please provide us with a PO number to cover this booking:

Purchase Order No:			
Signature:		Date:	

Booking and Payment Terms:

1. Our standard payment terms are 30 days, however in all cases payment must be made prior to the event and any late payment will incur a 10% surcharge.
2. Cancellations will be accepted up to one month prior to the event, in writing, without penalty.
3. Cancellations between 15-28 days prior to the event will be charged 50% of the total invoice without exception.
4. Cancellations up to 14 days before the event will be liable for 100% of the cost without exception.

Your completion of this form constitutes an acceptance of the above cancellation charges.