Annual Conference 2008

Saturday 20 - Wednesday 24 September, Manchester Central

Application form

Audio Visual

DEADLINE:
27 June 2008

Before you start

- Have a black ballpoint pen for completing the form. You must complete the form in block capitals, writing one character in each square. It is important that you write clearly as your form may be machine-scanned. Please use standard printing. ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
- All sections of the form must be completed. If any part does not apply to you, **do not leave blank** but mark clearly in the first three boxes N / A (for 'not applicable')

A Main Contact Details

Title Initials

Surname

Forenames in full

Organisation / Organisation Address

Postcode

Work telephone Mobile telephone

Email address

Registered Charity number (if applicable)

B Audio Visual requirements

Package: *(✓ or indicate the number you require)*	
☐ Fringe Meeting Package (£365)	☐ Reception Speech Package (£365)
PA System inc. speakers & mixing desk 3 Top Table Microphones 1 Radio Handheld for Q&A	PA System inc. speakers & mixing desk 1 Radio Handheld for speeches 1 Microphone stand

Extra Equipment: *(✓ or indicate the number you require)*			
☐ Plasma Screen (£210)	☐ Extra Handheld (£52)	☐ CD player (£21)	☐ Laptop (£120)
☐ LCD Projector & Tripod screen (£365)	☐ Top table mic (£15)	☐ Lecturn and mic (£60)	☐ MP3 Recording of meeting (£60)
☐ DVD player (£30)			

Other requirements, please specify:_____

_____

_____

_____

C Invoicing details

Please invoice the amount of £ plus VAT

Contact name

Work Telephone

Invoice address

Postcode

Refund policy:

- All cancellation requests must be put in writing to the Labour Party
- Any cancelled applications received up to and including 31 August will incur a 25% administration charge
- Any cancelled applications received after 31 August must pay in full, no refund will be issued

D Event details

Name of the event:

Date of event: (✓)

Saturday 20 Sept ☐ Sunday 21 Sept ☐ Monday 22 Sept ☐

Tuesday 23 Sept ☐ Wednesday 24 Sept ☐

Time of event: *please do not include set up time*

Start ☐☐ am / pm

Finish ☐☐ am / pm

Venue: (✓)

Manchester Central ☐ Midland Hotel ☐ Radisson Hotel ☐

Marquee ☐ Please specify_____

Signed by applicant (signature) _____

Date ☐☐ / ☐☐ / ☐☐☐☐

Return form to: Conference Services, The Labour Party, Eldon House, Regent Centre, Newcastle upon Tyne NE3 3PW

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