

BOOKING FORM

Thursday 22nd November 2018

Royal Lancaster London, Lancaster Terrace, London

Drinks Reception 6.45pm

Carriages 12.00am

Dress code Black Tie

Please complete the contact and payment details section in **CAPITAL** letters and return to:

NATALIA KAY

Insurance Day, Christchurch Court, 10-15 Newgate Street, London, EC1A 7AZ

☎ +44 (0)207 017 5173 ✉ natalia.kay@informa.com

PLEASE RESERVE

Premium table(s) at £4,950 +VAT per table

To include branded tables and a full page ad in the guest list (A6)

Standard table(s) at £3,950 +VAT per table

All tables include drinks reception, three course meal and awards ceremony. Premium tables also include an advert in the guest list and table branding. Wine for your table should be ordered separately.

CONTACT DETAILS

Name

Job Title

Company Name

Company VAT Number

Address

Post Code

Telephone

Email

Signature

Date

BOOKING CONDITIONS

ACCEPTANCE Bookings may only be made by completing a booking form in full and are not accepted until confirmation has been sent by Informa UK Ltd ("the Organiser").

CANCELLATIONS Please note cancellations need to be made in writing and addressed to Natalia Kay. Cancellations made by 1 September 2018 will receive a full refund less a 10% administration charge. After this date no refunds will be made. Non-payment or non-attendance does not constitute cancellation. It may be necessary for reasons beyond the control of the organiser to alter the content and timing or location of the event.

ABANDONMENT OR RELOCATION In the event that the Dinner is abandoned for whatever reason the Organiser shall refund any bookings it has received from applicants for places, who shall have no other claim whatsoever against the Organiser.

DATA PROTECTION From time to time we may wish to send services. If you do not wish to receive this information, please tick the following box.

Insurance Day is part of Informa plc, a global media company. If you do not wish to receive information from other businesses that are relevant to you in the Informa group, please tick this box.

In some circumstances we may wish to pass on your details to carefully selected 3rd parties, in order for them to send you your details in this way, please tick this box.

Personal Data supplied is subject to the Data Protection Act 1998. The personal information shown on this form, and/or provided by you, will be held on a database and may be shared with companies in the Informa Group in the UK and internationally.

It may be used to keep you, or any additional names provided by you, up to date with developments in your industry. If you have any questions about Informa's use of your data please write to Tel: +44 (0)20 7017 5239, Fax: +44 (0) 20 7017 6241 or email updatemydetails@informa.com

SPECIAL ARRANGEMENTS If you have any special requirements, such as wheelchair access or special dietary needs, please let us know in advance.

REGISTERED OFFICE 5 Howick Place, London, SW1P 1WG
Registered No. (GB) 365 4626 36

Payment Details **3 easy ways to pay**

PLEASE DO NOT DETACH

I enclose a cheque made payable to Informa UK Ltd for £
in the case of faxed back forms, cheque to follow in the post

Please invoice my company at the above address for the amount of £

Purchase order no

I would like to be contacted by a member of the registration team to take my payment details and confirm my booking

Contact name for cardholder

Contact telephone number

The Insurance Day Awards is proud to be PCI compliant