



Booking Form

Thank you for your interest in the Careers Fair 2010. Last year's event was Imperial College London's most attended careers event with over 4500 students looking for their potential future employer.

This year's event will again be in our marquee situated on the Queen's Lawn, South Kensington Campus, with over 80 companies attending on **Wednesday 27 October**.

As with previous years, we will be offering a choice of single or double stands each with your choice of furniture. For your staff attending the event we will also be providing tea, coffee and cakes throughout the day as well as lunch vouchers to be redeemed at the many food outlets around the campus.

We are offering an early bird discount for all bookings received and confirmed before Tuesday 1 June 2010. The final deadline for bookings is Friday 13 August 2010, however we expect to sell out in advance of this deadline.

If you have any questions please do not hesitate to contact me at a.mckee@imperial.ac.uk or by calling me on +44 (0)207 594 8091. To book your place at the fair please fill out this form in its entirety. This form will provide us with your invoicing information, details you want included in our full-colour brochure about your company as well as your requirements for the furniture we provide for your stand. Your booking will not be confirmed until we have received all your information and you have received a confirmation letter.

We look forward to seeing you in October!

Yours sincerely,

Alexander Mckee
Central Services Manager
Imperial College Union
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Booking Information

We

Company Name

Would like to book a stand at the Imperial College Union Careers Fair 2010, subject to the terms and conditions outlined below.

	Early Bird Price **	Normal Price	Wed 27 Oct
Single Stand (3mx2m)	£800	£950	
Double Stand * (6mx2m)	£1200	£1400	

Half Page Advert

@ **£300**

Full Page Advert

@ **£500**

Website Banner

@ **£250**

* Due to demand, the number of double stands available is restricted.

** Bookings made before Tuesday 1 June.

All prices are exclusive of VAT.

Booked By

Job Title

Signature

Date

Please let us know what furniture you would like provided for your stand (included in the price of your booking).

Desk & Desk Chairs

Coffee Table & Lounge Chairs

No Furniture Required

Booking Information cont..

Your Order/Ref No.

AN ORDER REFERENCE IS REQUIRED FOR US TO ACCEPT YOUR BOOKING

Correspondence Address

Telephone Number

Fax Number

Email Address

Advertisement Contact Address

Invoice Address (If different)

1. All bookings must be received by Friday 13 August.
2. To guarantee entry into the Fair Brochure, all text information MUST reach us by Friday 20 August.
3. All brochure advertising MUST reach us by Friday 20 August.
4. A 75% cancellation fee will be charged to a Company withdrawing from the Fair after Friday 13 August.
5. The Union's Decision regarding any aspect of the Fair is final. All queries to be addressed to the Central Services Manager, Alex Mckee, 020 7594 8091, a.mckee@imperial.ac.uk
6. The Fair brochure artwork specifications will be sent upon booking an advertisement. Imperial College Union accepts no responsibility for company artwork.
7. All details are correct at time of going to press. They may be subject to change without notification.

