

DELEGATE & SPONSOR BOOKING FORM

Join us at Miami Marriott Biscayne Bay Hotel, Florida
on December 10 - 12, 2012

A booking entitles a delegate or sponsor to:

- Attend the Reception Evening (10th)
- Participate in the two day Conference including lunches & refreshments (11th and 12th)
- Attend the Gala Dinner (11th)
- Attend the Cultural Evening (offsite) (12th)
- Be transferred from Miami International airport to Marriott Biscayne Bay Hotel
- Have unlimited access to exhibition during conference hours on December, 11th and 12th
- Have a delegate manual with delegate listings (name, email address)

All bookings exclude accommodation, however, gasworld has secured lower rates for delegates wanting to stay at the conference hotel – please contact Katie Hill for more details.

Delegate Booking

Full rate per delegate: \$1600

Full Corporate rate per delegate \$1400

- Early Bird: \$1200** (to be booked and paid for by 15th Oct 2012)
- Early Corporate Rate: \$1000** (Price per delegate if three or more are attending from one company, to be booked and paid for by 15th Oct 2012)

Sponsorship of Promotional Booth

Full rate exhibition booth: \$8000

- Early Booth Booking** (inclusive of two delegate places): \$6000
(to be booked and paid for by 10th September)
- Late Booth Booking** (inclusive of two delegate places): \$8000 (can be paid in two parts – 40% deposit payable within 30 days of invoice, and the remaining 60% to be paid by 5th October 2012)

All Other Sponsorship Bookings

(All can be paid in two parts – 40% deposit payable within 30 days of invoice, and the remaining 60% to be paid by 5th October 2012)

- Welcome Reception (10th December)** (Inclusive of two delegate places): **\$15,000**
- Lunch on day one (11th December)** (Inclusive of two delegate places): **\$12,000**
- Gala Dinner (11th December)** (Inclusive of five delegate places): **\$25,000**
- Lunch on day two (12th December)** (Inclusive of two delegate places): **\$12,000**
- Cultural Evening (12th December)** (Inclusive of three delegate places): **\$18,000**
- Advertisement in inside front / inside back of delegate manual: \$3,000**
- Advertisement in delegate manual: \$2,000**



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10th-12th December 2012
Miami Marriot Biscayne
Bay Hotel, Florida



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Billing Details

Company: _____
Address: _____
Country: _____ Post / Zip Code: _____
VAT Number (If UK) : _____

Delegate Details

Please write exactly what you would like to see printed on delegate badges and all other conference materials

Delegate 1:

Title: _____ Name: _____ Company: _____
Job Title: _____
Direct Phone Number: _____ Mobile Number: _____ Email: _____

Delegate 2:

Title: _____ Name: _____ Company: _____
Job Title: _____
Direct Phone Number: _____ Mobile Number: _____ Email: _____

Delegate 3:

Title: _____ Name: _____ Company: _____
Job Title: _____
Direct Phone Number: _____ Mobile Number: _____ Email: _____

Delegate 4:

Title: _____ Name: _____ Company: _____
Job Title: _____
Direct Phone Number: _____ Mobile Number: _____ Email: _____

Delegate 5:

Title: _____ Name: _____ Company: _____
Job Title: _____
Direct Phone Number: _____ Mobile Number: _____ Email: _____

- Each delegate is given a full delegate list at the event, detailing all who attended the conference. In order to gain new business, and give delegates the opportunity to follow up with you after the event, we encourage you to give us permission to print your email address and telephone number. If you are NOT happy for us to do so, please tick the box above.
- From time to time, third party media may wish to contact you regarding their publications. Please tick this box if you do NOT wish to be contacted by them.



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Payment Details

Total: \$

All bookings for one or two delegates must be made by credit or debit card.

Please debit my **VISA / MASTERCARD / AMEX** (please delete as appropriate)

Card Number: _____

Security Number Code (on reverse of card): _____

Expiry Date: _____ Issue No. (If applicable): _____

Card Billing address (if different from above):

Company: _____

Address: _____

Country: _____ Post / Zip Code: _____

OR

Please send me an invoice to the billing address above (Only applicable to those booking more than two delegates, or sponsorship packages)

(Delegates must have paid before attending the conference. UK based delegates will be billed in GBP + VAT added.)

Please be advised we operate a strict 'no payment, no entry' rule at the registration desk; therefore if you are not sure if your company has paid the invoice for your attendance please bring enough cash or a valid credit card to the conference, in order to pay your delegate fee and avoid refusal of entry.

Are you bringing your partner to Miami? In order for them to attend the evening events and enjoy day activities, they need to register. Please contact us for details.

I have read the terms and conditions and acknowledge payment terms

Signed: _____

How to Book: Complete and return the above form to Katie Hill by fax or email.

Email: katie.hill@gasworld.com Fax: +44 1872 260668



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Terms and Conditions

1.1 Early Bird and Full Delegate Bookings

To qualify for the Early Bird rate, delegates must have booked and paid by 15th October 2012.

Delegate Payment Terms: All bookings for one or two named delegates must be made by credit card payment. Once payment is processed, this secures attendance and a receipt invoice will be issued within 14 days of receiving bank confirmation.

Cancellation Policy: gasworld requires you to send your cancellation requests in writing 30 days prior to the conference in order to qualify for a refund. There will be a cancellation administration fee of 20% deductible and the remainder refunded to your nominated bank. Cancellations received less than 30 days before the conference are non-refundable, but substitute delegates are allowed.

1.2 Early Corporate Bookings

To qualify for the Early Corporate Rate, delegates must have booked and paid by 15th October 2012.

Corporate Payment Terms: All corporate bookings will be invoiced on receiving this booking form and payment is due within 15 days of date of invoice to secure delegate places. All payments need to be made by wire transfer to our nominated bank – all the Corporation's banking charges need to be paid by the Corporation itself.

Cancellation Policy: gasworld requires you to send your cancellation requests in writing 30 days prior to the conference in order to qualify for a refund. There will be a cancellation administration fee of 20% deductible and the remainder refunded to your nominated bank. If the number of delegates drops to less than three, gasworld will charge the difference between the corporate rate and the rate applicable at the time. Cancellations received less than 30 days before the conference are non-refundable, but substitute delegates are allowed.

1.3 Exhibition Booth Bookings

A booking deposit is payable in order to secure a booth. An immediate 40% deposit upon commitment is payable within 30 days of invoice, with the remaining amount payable by the 5th October 2012. Failure to make payment within 30 days of receiving the invoice will result in your sponsorship reservation being released, to give other companies the opportunity. Please note that the promotional booths are always very popular, so it is advisable to book early in order to avoid disappointment.

Cancellation Policy: Should you cancel your sponsorship before 19th October 2012 – your deposit (or full fee if you have paid in full) less a 20% administration fee will be returned. After 19th October 2012 your deposit becomes non-refundable and failure to pay the full amount will result in the sponsorship being open to other companies.

1.4 Sponsorship Packages

To help with budgeting and encourage participation we offer the option to pay a booking deposit to secure the event your company wishes to sponsor. An immediate 40% deposit upon commitment is payable within 30 days of invoice, with the remaining amount payable by the 5th October 2012. Failure to make payment within 30 days of receiving the invoice will result in your sponsorship reservation being released, to give other companies the opportunity.

All sponsorship packages must be paid before 19th November 2012. Failure to settle such invoices will incur a late payment charge of \$250 per 30 day period.

Cancellation Charges: Should you cancel your sponsorship before 19th October 2012 your deposit less a 20% administration fee will be returned. After 19th October 2012 your deposit becomes non-refundable and failure to pay the full amount will result in the sponsorship being open to other companies.



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