



## How to Register

Register online at [www.surveyorevents.com/bridges](http://www.surveyorevents.com/bridges)

Post your completed form to:  
Surveyor Events, 32 Vauxhall Bridge Road, London, SW1V 2SS

Fax your completed booking form to  
Surveyor Events on 020 7973 6600

### Enquiries

Enquiries or change of delegate information should be addressed to: Surveyor Events, 32 Vauxhall Bridge Road, London, SW1V 2SS.  
T: 020 7973 4633 E: [conferences@hgluk.com](mailto:conferences@hgluk.com)

### Conditions and Cancellation Policy

- It is a condition of booking that registrations requesting payment by invoice are accompanied by a purchase order / official order.
- Bookings posted on or after 11<sup>th</sup> March 2010 should also be confirmed by telephone.
- Cancellations must be received in writing to [conferences@hgluk.com](mailto:conferences@hgluk.com) or by post to Surveyor Events, 32 Vauxhall Bridge Road, London, SW1V 2SS by 11<sup>th</sup> March 2010 and will be subject to a charge of 25%.

- No refunds will be made for cancellations received within 14 days of the conference or failure to attend after booking.
- Substitutions may be made at any time.

### Close of Pre-Registration for Delegates

Delegate pre-registration will close at 12.00pm on Monday 22<sup>nd</sup> March. Subsequent bookings should be made in person on-site on the day of the conference. Please contact the organisers to check availability.

Please complete the following form in **BLOCK CAPITALS** and send with a purchase order to: **Surveyor, 32 Vauxhall Bridge Road, London, SW1V 2SS. Fax: 020 7973 6600.**

## Delegate Registration Form (please fill in using BLOCK CAPITALS)

### Please book 1 place at Bridges: Strength to Strength

Please tick the appropriate box(es)

Public Sector Delegate: £260 + VAT\* = (£299.00)

Private Sector Delegate: £310 + VAT\* = (£356.50)

\* Prior to 31<sup>st</sup> December 2009, VAT will be charged at a rate of 15%. Bookings received after 31<sup>st</sup> December 2009 will be charged at a VAT rate of 17.5%

### PAYMENT DETAILS

I enclose my cheque made payable to Hemming Group Ltd for £ \_\_\_\_\_

Please invoice me for £ \_\_\_\_\_  
Purchase order attached: (Tick as applicable)

Yes       To Follow       Not Applicable

If 'Not Applicable' is ticked, we assume that invoice payment will not be subject to quoting the purchase order reference.

Please charge my card £ \_\_\_\_\_

Visa       MasterCard       Maestro

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

3 Digit Card Security Code: \_\_\_\_\_

Cardholders signature: \_\_\_\_\_

### VAT number

Please supply your organisation's VAT number

**IMPORTANT NOTE:** Please indicate below the contact name and department to which invoices should be sent. Otherwise invoices will be sent to the registered delegate who will be responsible for ensuring that the invoice is re-directed for prompt payment.

Contact: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

### DELEGATE DETAILS

Title: \_\_\_\_\_ Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Town: \_\_\_\_\_

County: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please list any special requirements dietary or otherwise:

\_\_\_\_\_

### Please ensure that you answer the questions below:

Type of organisation (please tick one box)

- Local Authority       Central Government  
 Consultant       Contractor       Govt. Agent  
 Manufacturer       Other (please specify) \_\_\_\_\_

### Primary Job Function (please tick as many boxes as applicable)

- Policy & Strategy       Project Mngt       Bridge Maintenance  
 Contract Mngt       Construction       Highway Maintenance  
 Procurement       Safety       IT  
 Safety       Training       Other (please specify)

I have read and agreed with the terms and conditions

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Photocopies of this form will be accepted

WEB

### PLEASE ENSURE YOU HAVE SIGNED AND DATED THE REGISTRATION FORM

VAT number GB 342 0234 08 KL

The personal information provided by you will be held on a database and may be shared with companies within Hemming Group Ltd. If you do not wish your details to be used for this purpose please write to: **David Thomas, Surveyor Events, 32 Vauxhall Bridge Road, London SW1V 2SS, email: [conferences@hgluk.com](mailto:conferences@hgluk.com)**