



2018



The ASFP Passive Fire Protection Industry Awards

**7th December 2018
Plaisterers' Hall, London**

Timetable for the event:

Drinks Reception: 12.00

Lunch: 13.00

Award Presentation 15:45

Close: 17.00

Ticket Purchase:

I wish to book individual tickets at the cost of £155 +VAT per ticket

I wish to book a table (10 people). There will be 10% discount, making the cost £1395 +VAT

A donation of £10 per ticket will be made to the Children's Burns Trust www.cbtrust.org.uk

GUEST NAME	GUEST COMPANY	DIETARY REQ.	GUEST CONTACT EMAIL

Payment Details:

I wish to pay by credit card (*please contact the office to make payment*)

I would like to be invoiced, purchase order number (if required):

The details listed below are where all tickets for this booking will be posted to.

It is the responsibility of the main contact to ensure tickets are passed onto your guests.

COMPANY:	
COMPANY ADDRESS:	
MAIN CONTACT:	EMAIL ADDRESS:

To make a payment/ if you have any questions, please contact the ASFP offices on 01420 471612.

Please note that your place/s are not guaranteed until this booking form has been submitted and *any* outstanding payments received.

Attendance is by printed invitation only which will be issued prior to the event to the Main Contact listed above.

PLEASE RETURN THIS FORM TO EVENTS@ASFP.ORG.UK

Cancellation Policy

Cancellation Policy: Cancellations must be received in writing (via email) in advance of the event.

The following cancellation charges apply: a. 6-4 weeks notice: 50% refund b. 4-0 weeks notice: No refund c. Failure to attend: No refund

Payment: Payment must be received, in full, prior the event. If full and cleared payment has not been received you will be asked to make payment on the day of the event, the on-site card machine will incur a 5.4% surcharge (access to the event may be refused at the organizer's discretion for non-payment).

Terms and Conditions

1. Once your booking form has been received please allow up to 7 working days for processing, after which confirmation will be sent by the ASFP offices.
2. All event tickets will be sent to the main address declared on the booking form 2 weeks prior to the event. It is the responsibility of the main booking contact to issue tickets to all guests on the booking application. The ASFP will not be issuing guest tickets to individuals.
3. Entrance is by printed invitation only – please ensure it is on your person on the day of the event.

Event Information

1. The ASFP shall endeavour to ensure that the timings for the event are provided. However, the Association reserves the right to alter published timings.
2. The event is currently offered by the ASFP and the contents remain the property of the ASFP at all times.
3. Accommodation is not included with any of the ASFP events. Attendees must make their own arrangements.
4. Refreshments: All events include refreshments, attendees must notify the ASFP offices of any dietary requirements prior to the event commencing.
5. Transportation is not included with any of the ASFP events. Attendees must make their own arrangements.
7. Special requirements: Attendees are requested to provide notice of any special requirements they may have.
8. The ASFP reserves the right to cancel an event if minimum delegate numbers have not been reached. The ASFP will endeavour to give 2 working weeks' notice of cancellations.

Signed:

Print Name:

Date:

Company Name:

Data Protection Declaration

The Association for Specialist Fire Protection (ASFP) fully complies with existing data protection legislation and in accordance with this will hold the data contained in this form for administrative purposes. By completing this form, you give you consent that the information that you have provided will be held securely within the ASFP records and used to process your registration.

The ASFP would like to keep you up to date with our interesting events, news, research and courses. If you would like to continue to receive information from us, please tick the box below.

I wish to continue to receive communication from the ASFP