



UNIVERSITY OF GHANA

**SCHOOL OF CONTINUING AND DISTANCE EDUCATION
COLLEGE OF EDUCATION
LEGON**

**68TH
ANNUAL
NEW YEAR SCHOOL
& CONFERENCE**

EXHIBITION FORM

Four Easy Ways to Apply

| Name | Telephone | Email | |
|--------------------------|--------------|-----------------------|---|
| Abena Owusu-Dankwa | 0244041088 | abena@infocuspr.com | Adaaman Close Tesano -Light Industrial Area; P.OBOX CT 4429 Cantonment Accra, Ghana |
| Alberta Nana Akyaa Akosa | 024 462 3012 | alberta@infocuspr.com | |

**Return this form to confirm your registration*

A. Exhibitors Details

(Please photocopy this form to register more than one delegate)

First Name:.....

Contact Person:.....

Nature of Business:.....

.....

.....

Address:.....

Town/City:.....

Tel:..... Fax:.....

E-mail:.....

B. Pricing details and Special offers

Participating fee (including documentation & Stands):

- Strategic Stands GHC: 3,000
- Double Stands (6m x 4m) GHC: 2,800
- Single Stand (3m x 4m) GHC: 1,800
- Others: size and price to be agreed based on Exhibitor's request
- Would you like us to arrange a tour to your company?

Brochure Advertisement :

- Full page inside – 1500
- Inside cover – 1700
- Back cover - 2000
- Half page – 900
- Quarter page – 500

C. Payment Details

I wish to Book:..... (number) stand(s)

Total amount (GHC):

D. Payment Methods

(Exhibition fees strictly payable in advance)

Please select one of the following payment methods:

(Tick as appropriate): Cash Cheque

Cheque Number:..... Date:.....

* All Cheques should be made payable to the Bank Detail **Bank Name:** Ecobank, Legon **Account Name:** UG - College Of Education **Account No.:** 0160134485305902

E. Confirmation

I / we confirm that I / we: Have read and accepted Events' substitution / cancellation policy

am/are authorized to sign this document on behalf of the above company

Signature:

Date:

Data Protection

Occasionally, the companies in The Event Organizers would like to contact you about new features, events, news, special offers and for market research purposes.

- Tick this box if you'd like to hear from us by e-mail

We'll assume that we may contact you unless you tick these boxes:

- No contact from us by post
No contact from us by
- Telephone
No contact from other selected Companies about their products and services by post

Substitutions/Cancellations

If you are unable to attend the Exhibition for any reason, you may make substitutions at no extra charge but we would appreciate prior notice. If you wish to cancel you're your booking we require at least 21 days' prior written notice.

If you cancel at least 21 days prior to the event an administration fee of 20% will be payable. If full payment has already been made, the balance (less the administration fee) will be refunded.

If your cancellation notice is NOT received at least 21 days prior to the day of the event, you will be liable for payment of the full fee and will not be entitled to any refund.

We reserve the right to accept or reject exhibitors at our own discretion.