

# BRITISH ACCOUNTING ASSOCIATION

Annual Conference, 30 March to 1 April 2010  
Cardiff City Hall



## Exhibitor's Registration Form

Please complete the form below using CAPITAL LETTERS and return by Friday 26 February 2010.

### Representative Information

Name of representative(s) attending	1.
	2.
	3.
Organisation	
Contact name and address	 ----- ----- -----
Contact email address	
Please specify any dietary requirements	
Please specify any disabilities that require assistance	

### Fees

Display fee* @ £250 plus VAT	£
Representative fee** @ £100 per person	£
Attendance at Conference Dinner on Wednesday 31 March (£50 per person)	£
Insertion of A4 flier in delegate bag @ £200 plus VAT	£
<b>Total payment</b>	<b>£</b>

\* The display fee covers the cost of an exhibition area and a copy of all conference material (e.g. details of participants, programme etc).

\*\* At least one representative must be in attendance throughout the conference. The fee covers the cost of lunches and morning/afternoon refreshments and attendance at the evening drinks reception on Tuesday 30 March.

### Internal Use Only

Document No	90000	Invoice No	2000	Billing No	
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## Payment

Please note that:

- no credit will be given for cancellations made after Friday 26 February 2010, from that date onwards any invoice issued must be paid;
- there is no reduction in fees for partial attendance;
- payment should NOT be sent with this form - an invoice will be issued to you in due course;
- payment of the invoice can be made either by BACS, cheque or credit card;
- any payment received will be held by the University of Sheffield on behalf of the BAA.

## Registration and Further Information

You should return this form (by Friday 26 February 2010) to:

Kathryn Hewitt, BAA Administrator  
c/o Management School  
The University of Sheffield  
9 Mappin Street  
Sheffield S1 4DT  
United Kingdom

If you have any questions regarding the Annual Conference, your membership or any aspect of the BAA, please contact the Administrator either at the above address or by phone + 44 (0) 114 222 3462; fax + 44 (0) 114 222 3494; email [baa@sheffield.ac.uk](mailto:baa@sheffield.ac.uk).