**Display Stand Booking Form for Disability Focus**

Please use this form to confirm if you would like to have a display/information stand or a banner at **Disability Focus** on **Tuesday,** **23rd October, 2018** at One (Centre for Learning), Scrivener Drive, Ipswich. It is envisaged that there will be space for 25 display stands with tables, with additional space for organisations that would like to display a pull up banner. People coming with stands are also encouraged to take part in the day as delegates (and can then be provided with lunch too) – **please complete a delegate booking form and an image consent form for each person coming with a stand and return as instructed.**

There will be more time at the start, during the lunch break and at the end of the day for people to network and visit displays so we would prefer the displays to be left up until 4pm if possible. **At previous events, delegates have expressed their disappointment when stands are packed up early and we would therefore request that your display is left up until the end of the event.**

**We would be very pleased if people coming with information displays would also join in the table top discussion groups.**

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| Organisation |  |
| Contact name, phone number, and e-mail  |  |
| Who will be responsible for the stand  |  |
| Would you prefer a display space with a table. |  |
| Would you like to display your organisation’s banner? |  |
| Please tick to confirm your organisation has public liability insurance  |  |

The deadline for confirming this information is **Monday 8th October.** Please email this form to trish.hayward@avenuesgroup.org.uk or call 01473 836777.