

Date: November 2011
To: Public Sector Suppliers



Dear Colleague,

**National Facilities Management Seminar & Exhibition,
25 / 26 January 2012, Crowne Plaza Hotel, Chester**



Please see attached the booking form for the upcoming National Facilities Management seminar taking place at the Crowne Plaza hotel, Trinity Street in Chester.

This event attracted over 35 authorities across England, Northern Ireland, Scotland & Wales, many of whom have direct responsibility for the procurement and commissioning of catering and cleaning goods and services within their authority.

Following the feedback from the 2011 event, the seminar is being increased to a two full day event. Day one will concentrate on Facilities Management Building Cleaning issues and day two will focus on the Catering services. The exhibition will continue to be located in a completely separate room from the sessions which will allow all catering & refreshments to be served exclusively within the exhibition hall. This will provide all delegates with dedicated exhibition viewing and should help to enhance the networking opportunities for exhibitors during all refreshment and lunch breaks.

As well as the dedicated exhibition view, all exhibitors are invited to attend the annual dinner on the Wednesday evening which provides another excellent opportunity to network with delegates in a more informal environment. The annual dinner places are included as part of the exhibition package, there is no further cost attached to attending.



All exhibitors should be aware that stands will be allocated on a first come first served arrangement. New exhibitors to the event should note that all business and social functions held during the seminar are open equally to both delegates and exhibitors.

Should you wish to attend this exciting conference then please complete and return the booking form attached by fax to myself on **01698 200 316**.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Louise McMillan'.

Louise McMillan
Marketing & Exhibition Manager



Association for Public Service Excellence

Brandon House Business Centre
Unit 18-20, 23/25 Brandon Street
Hamilton ML3 6DA

telephone: 01698 459 051

fax: 01698 200 316

email: enquiries@apse.org.uk

web: www.apse.org.uk

SPONSORSHIP INFORMATION

1 Delegate Bags

£1100 + VAT

Every delegate, exhibitor, speaker and guest receives a high quality delegate bag upon registration. The bags are extremely attractive and functional with shoulder straps and are carried by delegates throughout the seminar and beyond, being both practical and durable. All bags will carry the sponsor's logo and include an agreed amount of marketing materials.

2 Seminar Folders

£1000 + VAT

A quality A4 sized folder (including notepad and pen) is issued to all participants upon arrival. These folders are used heavily throughout the event and are practical for almost any future meeting. The sponsor's logo can be clearly identified on the front cover, with plenty of space for contact details to be enclosed within. *(Please note: Seminar folders can be supplied directly from the sponsor)*

3 Seminar Gift

£1500 + VAT

Each delegate will receive upon arrival a gift to mark the event. These gifts are often used in daily life, such as a clock, a paperweight, a business card holder etc. and can be sponsored by you. The sponsorship includes a clear display of your company name and logo on the item, with reference to your contribution being made during the opening remarks and within the overall seminar programme. The type and nature of the gift will be fully agreed with the sponsor prior to distribution.

4 Annual Dinner

£1500 + VAT

Every delegate, speaker and exhibitor is invited to attend the Annual Dinner on the Wednesday evening. Sponsors will have their name and logo printed on all table menus and table plans, and fully referenced within the seminar programme. Sponsors will also be entitled to a seat on the top table where they will be thanked during the opening speeches by the seminar Chairpersons. A dining table for the sponsor to invite delegates will also be provided.

5 Pre-Dinner Drinks Reception

£1000 + VAT

This is an excellent opportunity to sponsor a reception during the course of the event. The reception will be held prior to the Annual Dinner on the Wednesday evening. Sponsors will have their name and logo printed on all invitations and are welcome to display a company banner within the area. The reception will be fully publicised within the seminar programme and promoted throughout the day. A selection of bottled beers and spirits will be provided at the reception and is included as part of the sponsorship.

6 APSE Briefing Subscription

£700 + VAT

This provides exhibitors with an excellent way to keep up to date on the issues which are of importance to their customers. Exhibitors will receive a year's subscription to all APSE Briefings providing invaluable information and developments across local government services.

7 Direct News

£550 + VAT

One half page advert in APSE's newsletter Direct News. Direct News is published 6 times a year and distributed to over 18,000 local authority contacts (other sizes / rates available).

**LOUISE MCMILLAN, MARKETING & EXHIBITION MANAGER
APSE, BRANDON HOUSE BUSINESS CENTRE, UNIT 18 – 20, 23/25 BRANDON STREET
HAMILTON ML3 6DA**

Tel: 01698 459 051

Fax: 01698 200 316

Email: enquiries@apse.org.uk

Web: www.apse.org.uk

**FACILITIES MANAGEMENT
SEMINAR & EXHIBITION**



**CROWNE PLAZA HOTEL, CHESTER
25 / 26 JANUARY 2012**

EXHIBITOR BOOKING FORM

COMPANY NAME.....

CONTACT NAME.....

ADDRESS.....

.....

POSTCODE..... EMAIL.....

TELEPHONE FAX.....

FULL NAME OF REPRESENTATIVE 1.....

FULL NAME OF REPRESENTATIVE 2.....

Exhibition Packages				
	*Inclusive of Accommodation	Tick or 'X'	Exclusive of Accommodation	Tick or 'X'
Package One: One Internal Stand (3mx2m)	£845 + VAT		£645 + VAT	

**Inclusive of Accommodation:- Rate incorporates 2 representatives full board for the evening of Wednesday 25 January 2012.*

NUMBER OF EXTRA ACCOMMODATION (£150 + VAT per Rep)

PAYMENT DETAILS:

CHEQUE ENCLOSED FOR £ (Please make cheques payable to: **APSE**)

PLEASE INVOICE (tick) (Payment within 30 days)

SIGNATURE DATE.....

PLEASE FAX COMPLETED FORMS DIRECT TO:

01698 200 316

or email completed form to: Lmcmillan@apse.org.uk

**LOUISE MCMILLAN, MARKETING & EXHIBITION MANAGER
APSE, BRANDON HOUSE BUSINESS CENTRE, UNIT 18-20, 23/25 BRANDON STREET
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