



Marketing & Communications

University of Wolverhampton Students' Union
 Wulfruna Street
 Wolverhampton
 WV1 1LY
 Tel: 01902 32 2025 Fax: 01902 32 2115
 Email: marketing@wolvesunion.org

PROMOTIONAL STAND BOOKING FORM

<u>YOUR DETAILS</u>		<u>OUR DETAILS</u>	
Contact Name:		Contact Name:	Jaswinder Jandu
Advertiser Name:	(The Advertiser')	Business Name:	Wolverhampton Students' Union (The Union')
Invoice Address:		Delivery Address:	City Campus - South Wulfruna Street Wolverhampton WV1 1LY
		Please ensure delivery details are clearly marked!	
Tel:		Tel:	01902 32 2025
Fax:		Fax:	01902 32 2115
E-mail:		E-mail:	marketing@wolvesunion.org
<u>DAY(S) REQUIRED</u>			
City Campus, Wolverhampton: National company: £100 per day Local company: £50 per day		Walsall Campus: National company: £50 per day Local company: £25 per day	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday			
Date(s) requested:			
<u>LOCATION</u>			
<input type="checkbox"/> City Campus (Access from 9am) <input type="checkbox"/> Walsall Campus (Access from 10am)			
<u>PAYMENT DETAILS</u>			
Purchase Order Number:			
Agreed Fee:			
Total Net: _____			
VAT EXEMPT			
Total Costs:			

Description of product or service to be promoted:

PAYMENT

Bookings will be accepted throughout the academic year 2008/2009 (excluding Welcome Week, whereby a Fresher’s Fayre booking will be required). All fees must be received in advance. Bookings can be cancelled provided that written notification is received by the Marketing Unit of UWSU 7 days prior to the service requirement, cancellation notification received less than 7 days prior to the service requirement will require fees to be paid in full.

Please make cheques payable to UWSU.

UWSU reserves the right to reject any booking without prejudice.

AGREEMENT

I agree for this event to take place as agreed and accept that UWSU cannot guarantee attendance numbers.

Name and company position of signatory:

Signature: **Date:**

Please return your completed form and other relevant material to:

Jaswinder Jandu
Marketing & Communications
University of Wolverhampton Students’ Union
Wulfruna Street
Wolverhampton
WV1 1LY

You are advised to make a photocopy of this form for your records.