

MEDIA INFORMATION



irrv

INSTITUTE OF REVENUES
RATING & VALUATION



irrv

INSTITUTE OF REVENUES
RATING & VALUATION

IRRV's conference, events, magazines and website take you directly to your market

The Institute of Revenues, Rating and Valuation offers a unique level of direct access to a major slice of the public sector market.

With 5500 members, no other professional institute or commercial enterprise can provide the penetration or coverage of local authorities, and no other organisation offers the range of activities across the marketing mix.

From advertising in the IRRV's suite of high quality magazines to face-to-face selling opportunities at its exhibitions, marketing and sales executives can expect to find value for money promotional opportunities that work.

The Institute's faculty structure delivers precise customer groupings and the right level of decision makers up to Heads of Service, Directors of Finance and Chief Executive Officers.

Working with Tregartha Dinnie you can buy from the rate card or discuss your specific marketing objectives. Our team will then create a bespoke 'package' drawing from the marketing mix to provide something individual to your brand or service.

In recent years, IRRV has expanded both its geographical reach (Northern Ireland, International Conference) and also the range of its activities, to now include CRM and a broader sweep of local government activity.

Its flagship event – the Annual Conference and Exhibition – now features a sponsored fringe programme, social events, golf competition and of course Performance Awards Night, the culmination of the sectors most challenging and rewarding customer service and team awards.

If you can see the opportunity you want in the rate card, or if you want to discuss a bespoke campaign call 01908 306500 to see how hard the programme can work for you.

- CONFERENCES
- EXHIBITIONS
- SEMINARS
- MAGAZINES
- NETWORKING EVENTS
- DIRECT MARKETING
- E-MARKETING
- WEBSITE
- JOINT ACTIVITIES
- BESPOKE SPONSORSHIPS

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IRRV Benefits Conference 2008
 5th - 7th February
IRRV Benefit Fraud Conference 2008
 7th - 8th February

Combined Exhibition
 The Majestic Hotel, Harrogate
 5th - 8th February

Shell Scheme at £322 per m²

Stand Dimensions (m)
 All stands 3 x 2 except:

9	2 x 2
10	2.5 x 2.5
20	3 x 4
21	3 x 4
22	3 x 3
30	3 x 1.5
32	2.5 x 2
37	3 x 4
43	3 x 4
44	3 x 3
45	3 x 3
46	9 x 5



Please see page 14 for exhibitions booking form

Booking Hotline 01908 306 500

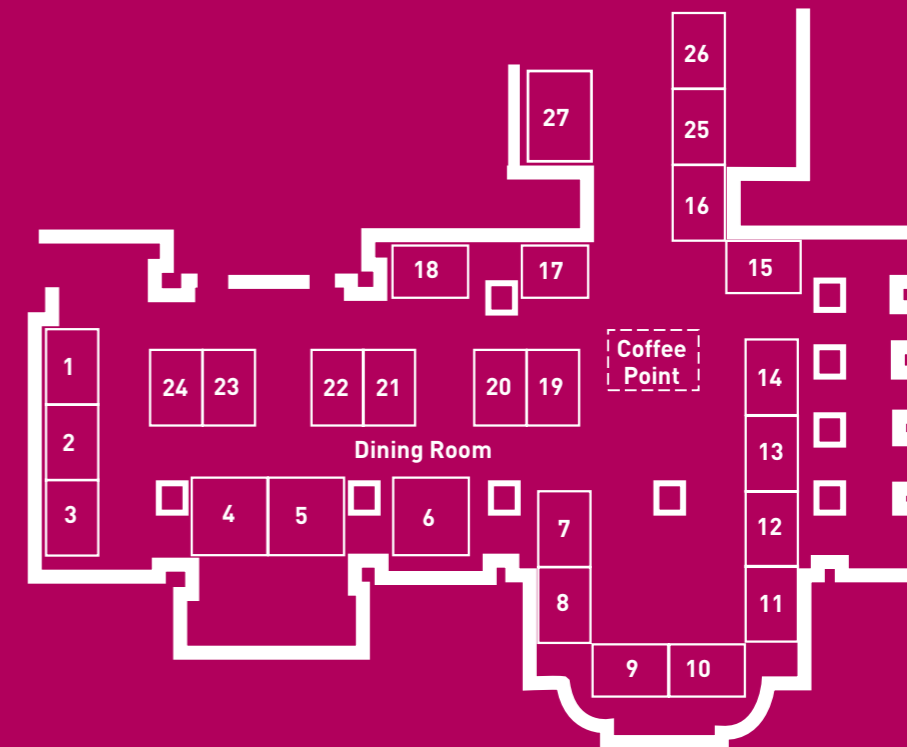
Sponsorship opportunities are also available at this conference, please see enclosed information or call 01908 306 500.

IRRV Collection & Enforcement Conference 2008
 20th - 21st May
 The Majestic Hotel, Harrogate

Shell Scheme at £229 per m²

Stand Dimensions (m)
 All stands 3 x 2 except:

4	3 x 3
5	3 x 3
6	3 x 3
17	2.5 x 2
27	3 x 4



Please see page 14 for exhibitions booking form

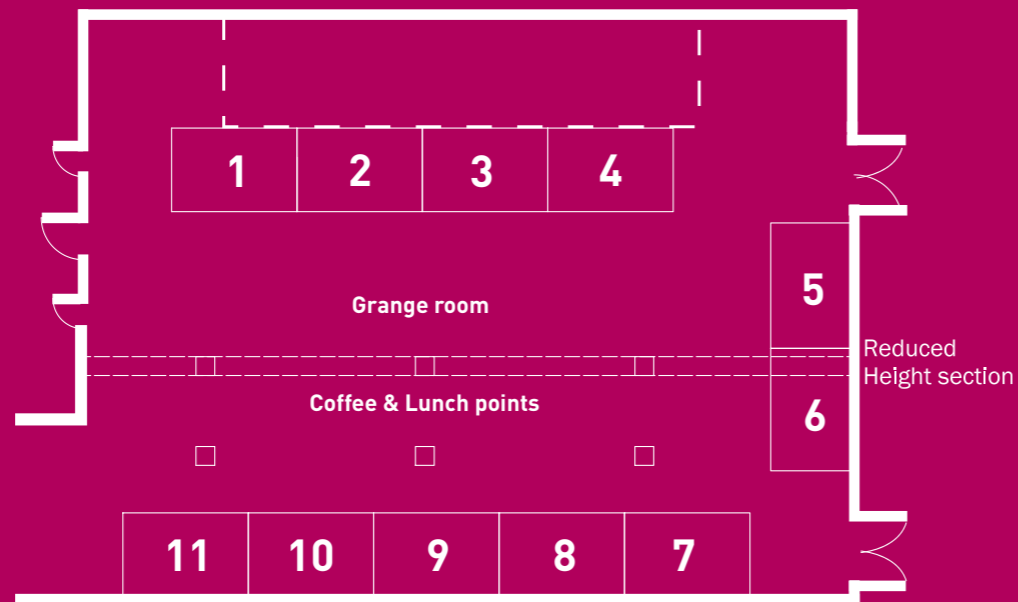
Booking Hotline 01908 306 500

Sponsorship opportunities are also available at this conference, please see enclosed information or call 01908 306 500.

IRRV CRM & Social Inclusion Conference 2008

3rd - 4th June

Chesford Grange, Nr Kenilworth



Shell Scheme at £229 per m²

All stands are 3 x 2m.

For 2008 the Institute's CRM Conference will join with the Social Inclusion event to provide an invaluable opportunity to hear from experts in both fields and offer new ideas for your organisation. The conference will include a packed programme of sessions covering implementation and development amongst other related topics.

Please see page 14 for exhibitions booking form

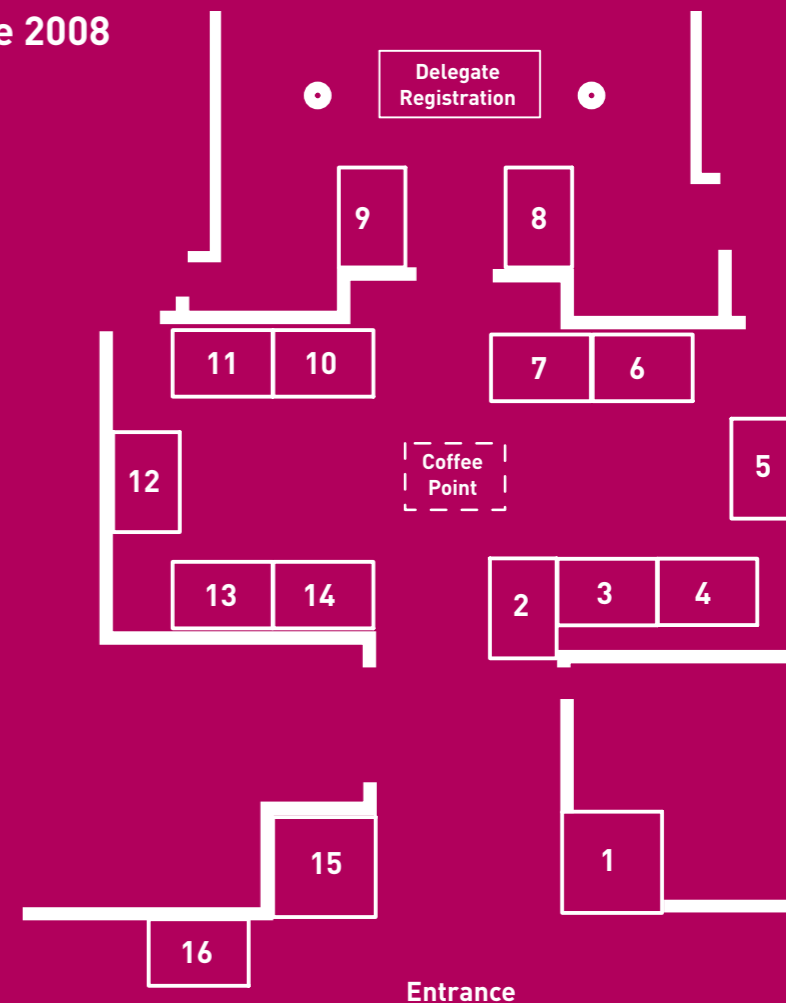
Booking Hotline 01908 306 500

Sponsorship opportunities are also available at this conference, please see enclosed information or call 01908 306 500.

IRRV Scottish Conference 2008

3rd - 4th September

Crieff Hydro Hotel, Crieff



Shell Scheme at £229 per m²

Stand Dimensions (m)

All stands 3 x 2 except:

1	3 x 3
15	3 x 3

The IRRV Scottish Conference and accompanying exhibition is now established as a major event in the Scottish local government calendar. Offering everyone with an interest in local government and related fields, the opportunity to debate key issues, listen to new ideas and make a contribution by expressing their opinions.

Attended by over 300 delegates, this popular event will be returning to the Crieff Hydro Hotel, a venue with excellent recreational facilities set in beautiful surroundings.

Please see page 14 for exhibitions booking form

Booking Hotline 01908 306 500

Sponsorship opportunities are also available at this conference, please see enclosed information or call 01908 306 500.

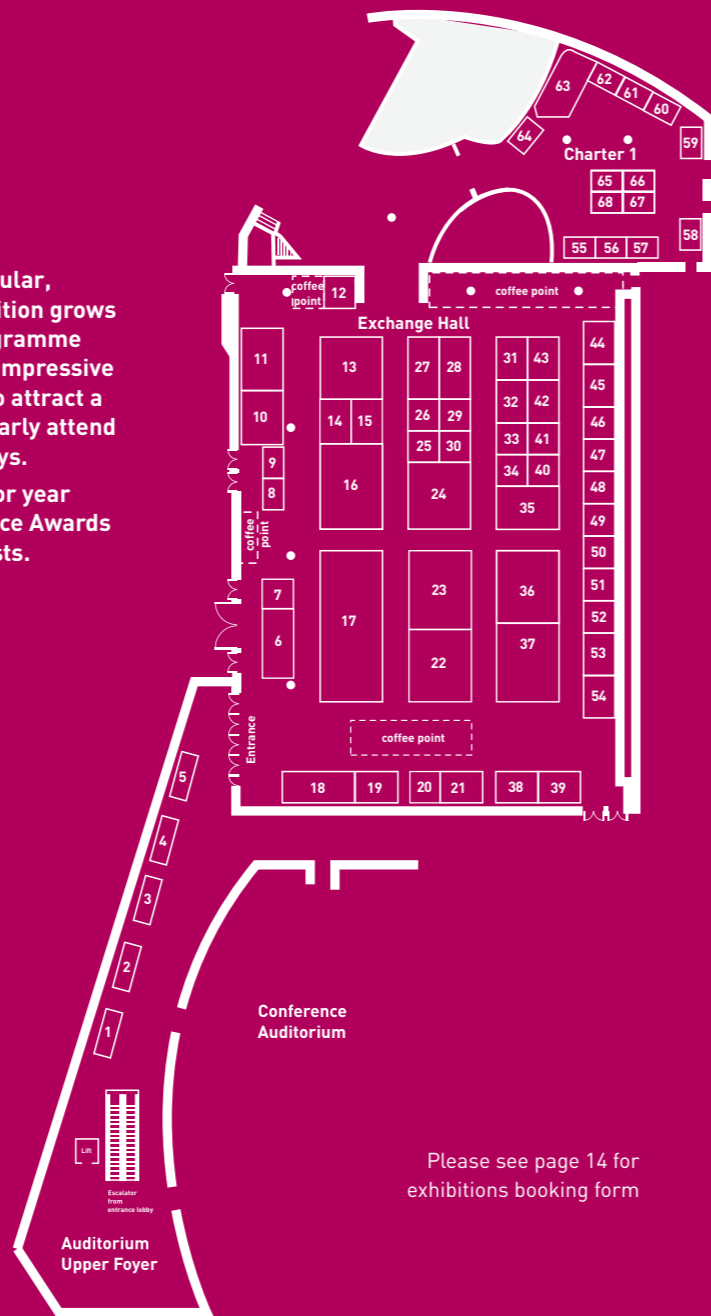
IRRV Annual Conference 2008
30th September - 3rd October
Manchester Central, **Manchester**

For 2008 the IRRV Annual Conference returns to the popular, purpose built, Manchester Central. Each year the exhibition grows and features new companies, whilst the conference programme expands to feature an enhanced fringe programme and impressive speaker profiles. These continued developments help to attract a wider delegate audience. Over 900 delegates now regularly attend this key IRRV conference and exhibition over the four days.

IRRV Annual Conference is a highlight of the public sector year and conference week includes the acclaimed Performance Awards Night, a black-tie affair that attracts more than 850 guests.

Shell Scheme at £388 per m²

Stand	Dimensions (m)	Stand	Dimensions (m)
1 - 5	4 x 2	24	6 x 6
6	6 x 3	25 - 26	3 x 3
7	3 x 3	27 - 28	6 x 3
8 - 9	3 x 2	29 - 30	3 x 3
10	5 x 4	31 - 32	4 x 3
11	6 x 4	33 - 34	3 x 3
12	3 x 3	35	6 x 4
13	6 x 6	36	6 x 5
14 - 15	4 x 3	37	9 x 6
16	8 x 6	38 - 39	4 x 3
17	14 x 6	40 - 41	3 x 3
18	7 x 3	42 - 45	4 x 3
19	4 x 3	46 - 52	3 x 3
20	3 x 3	53 - 54	4 x 3
21	4 x 3	55 - 62	3 x 2
22	7 x 6	63	3 x 6
23	7 x 6	64 - 68	3 x 2

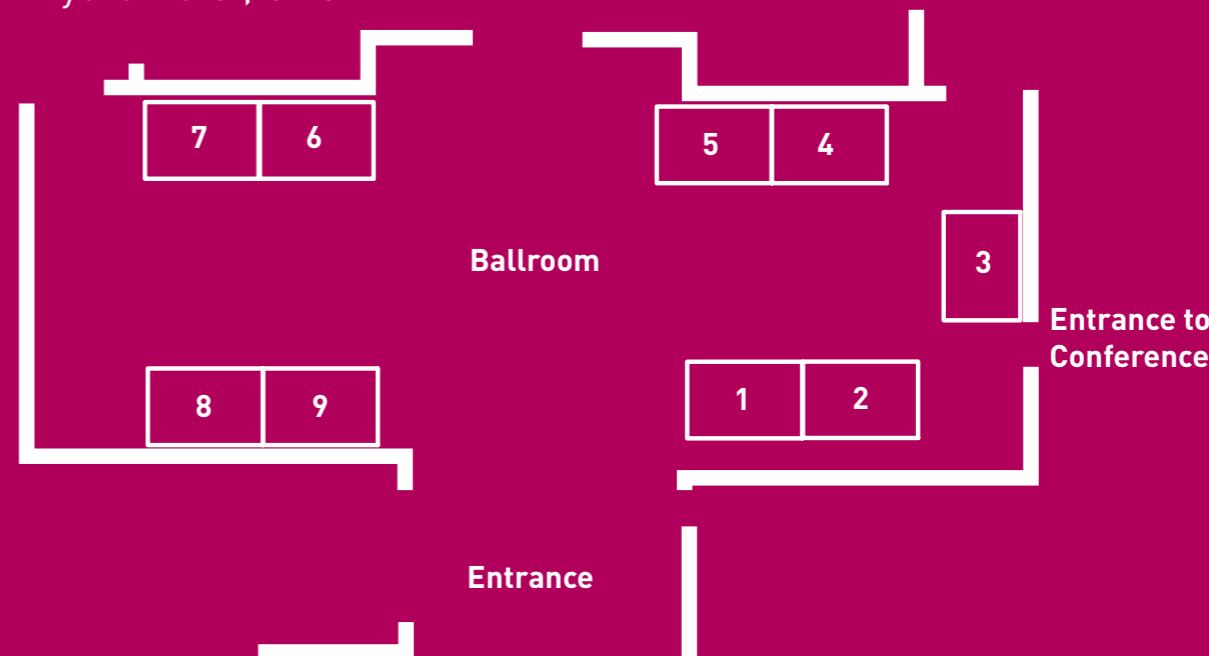


Please see page 14 for exhibitions booking form

Booking Hotline 01908 306 500

Sponsorship opportunities are also available at this conference, please see enclosed information or call 01908 306 500.

IRRV Scottish Benefits Conference 2008
3rd - 4th December
Crieff Hydro Hotel, **Crieff**



Please see page 14 for exhibitions booking form

Shell Scheme at £229 per m²

All stands are 3 x 2m

This increasingly popular event is recognised as a major annual event for Benefits Managers, key officers and benefits practitioners in Scotland. With a wide range of speakers on topical issues, it is very well supported by Scottish local authorities and other organisations and the conference exhibition affords the opportunity to mix with the key decision-makers in benefits administration in Scotland.

Booking Hotline 01908 306 500

Sponsorship opportunities are also available at this conference, please see enclosed information or call 01908 306 500.

Sponsorship Rate Card

Commercial sponsorships attached to IRRV events, services and products offer a direct marketing communications link to those that influence – and make – buying decisions.

Either as part of a planned campaign or as an opportunistic initiative to drive competitive advantage, IRRV sponsorships provide high market profile and contact with the people who matter.

Choose from a number of off-the-shelf options linked to the IRRV's events calendar... or ask the team at Tregartha Dinnie to help you create a bespoke package which suits your sales campaign timings and your budget.

	Benefits & Benefit Fraud Conference	Collection & Enforcement Conference	CRM & Social Inclusion Conference	Scottish Conference	Annual Conference
Breakout Signage	£1,500	£1,000	£1,000	£1,000	N/A
Civic Wine Reception	N/A	N/A	N/A	N/A	£6,000
Coffee Service	TAKEN	TAKEN	£2,000	£2,000	£3,000
Conference Dinner	TAKEN	TAKEN	£2,500	£2,500	N/A
Conference Notepads	£1,500	£1,500	£1,500	£1,500	£2,500
Conference Pens	£1,500	£1,500	£1,500	£1,500	£2,500
Conference Sessions	£1,500	£1,500	£1,500	£1,500	N/A
Delegate Lanyards	POA	POA	POA	POA	£7,500
Delegate Bags	£3,000	£2,500	£2,500	£2,500	£6,500
Delegate Pack Insert	£750	£500	£500	£500	£850
Directional Signage	£2,750	£2,000	£2,000	£2,000	£4,000
Exhibition Guide	£4,500	N/A	N/A	N/A	£6,000
External Banners	N/A	N/A	N/A	N/A	£2,750
Floor Tiles** (min 10 tiles)	£250**	£200**	£200**	£200**	£300**
Fringe Meeting	N/A	N/A	N/A	N/A	£1,500
Hospitality Area	N/A	N/A	N/A	N/A	£5,000
Internet Café	N/A	N/A	N/A	N/A	POA
Main Stage Set	TAKEN	£1,800	£1,800	TAKEN	£8,900
Registration Desk	£1,750	£1,500	£1,500	£1,500	£3,000
Welcome Lunch*	N/A	N/A	N/A	N/A	£6,000*
Wine Reception	TAKEN	TAKEN	£2,000	£2,000	£5,000

* per day

** cost is per tile - minimum of 10

Please see page 15 for sponsorship booking form

Sponsorship Booking Hotline 01908 306 500

Insight magazine

Conceived as part of the Institute's programme of communications, Insight magazine is a professionally designed and produced journal distributed on a monthly basis to over 6,000 readers and subscribers.

Insight provides access to the latest information across a wide range of relevant topics. Up-to-the-minute news, views and facts are presented with great editorial skill, resulting in a journal that is both readable and valuable to anyone involved in revenues and rating, local authority benefits, or the valuation of land and property. Special articles are commissioned on a regular basis from expert contributors and Insight is aptly named as the membership's most regular source of inside track news.



Insight Advertising Deadlines 2008

Jan/Feb	Booking - 14 Dec	Copy - 3 Jan
March	Booking - 1 Feb	Copy - 11 Feb
April	Booking - 26 Feb	Copy - 7 March
May	Booking - 4 April	Copy - 16 April
June	Booking - 2 May	Copy - 13 May
July	Booking - 10 June	Copy - 18 June
August	Booking - 30 June	Copy - 9 July
September	Booking - 1 Aug	Copy - 12 Aug
October	Booking - 19 Aug	Copy - 1 Sept
November	Booking - 6 Oct	Copy - 15 Oct
December	Booking - 3 Nov	Copy - 12 Nov

Colour	DPS	Page	1/2 Page	1/4 Page
R.O.P.	£2,385	£1,615	£1,276	£1,047
Series of 3*	£2,271	£1,569	£1,248	£1,015
Series of 6*	£2,230	£1,531	£1,224	£991
Series of 11*	£2,154	£1,484	£1,176	£947

Mono	DPS	Page	1/2 Page	1/4 Page
R.O.P.	£1,615	£846	£507	£278
Series of 3*	£1,461	£799	£478	£245
Series of 6*	£1,501	£761	£455	£223
Series of 11*	£1,384	£715	£408	£179

Inserts £180 per 1,000

* Series costs are per advertisement

Frequency Monthly*

Circulation 6,000

* 11 issues a year: combined January/February issue and bumper October issue for Annual Conference. Normally 32 pages (+ 8 pages for January/February and 56 pages for the October issue).

Agency Commission 10% maximum on application.

Production

[All measurements shown are Height x Width].

DPS

Type: 277mm x 390mm
Trim: 297mm x 420mm
Bleed: 303mm x 426mm

Full Page

Type: 267.6mm x 186mm
Trim: 297mm x 210mm
Bleed: 303mm x 216mm

Half Page

Horizontal: 131.765mm x 186mm
Vertical: 267.6mm x 90mm

Quarter Page

Block: 131.954mm x 90mm
Vertical strip: 267.6mm x 58mm
Horizontal strip: 62.096mm x 186mm

Inserts

Items must be no bigger than: 295mm x 210mm.
Maximum weight per item: 15g.

Artwork Format

Available on request.

Please note a charge will be incurred if artwork supplied incorrectly requires amends

Please see page 13 for advertising booking form

Benefit magazine

Benefit magazine is the benefits information service from the IRRV. It is the authoritative journal read by housing and council tax benefits professionals working in local authorities across the country.

The magazine contains expert advice on benefits administration and features on topical subjects. With authoritative articles on policy, Benefit keeps its readers up-to-date with current developments and prepares them for tomorrow's changes.



Benefit Advertising Deadlines 2008

Jan/Feb	Booking - 14 Dec	Copy - 3 Jan
April	Booking - 25 Feb	Copy - 7 March
June	Booking - 2 May	Copy - 13 May
August	Booking - 30 June	Copy - 9 July
October	Booking - 19 Aug	Copy - 1 Sept
December	Booking - 3 Nov	Copy - 12 Nov

Colour	Page	1/2 Page	1/4 Page
R.O.P.	£620	£491	£403
Series of 3*	£603	£480	£390
Series of 6*	£589	£471	£381

Mono	Page	1/2 Page	1/4 Page
R.O.P.	£325	£195	£100
Series of 3*	£302	£184	£95
Series of 6*	£293	£175	£86

Inserts	£450 per 1,000
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* Series costs are per advertisement

Frequency Bi-Monthly*

Circulation 1,400

* 6 issues a year: combined January/February issue. 28 pages.

Agency Commission

10% maximum on application.

Production

(All measurements shown are Height x Width).

Full Page

Type: 267.6mm x 186mm
Trim: 297mm x 210mm
Bleed: 303mm x 216mm

Half Page

Horizontal: 131.765mm x 186mm
Vertical: 267.6mm x 90mm

Quarter Page

Block: 131.954mm x 90mm
Horizontal strip: 62.096mm x 186mm

Vertical strip: 267.6mm x 58mm

Inserts

Items must be no bigger than: 295mm x 210mm.
Maximum weight per item: 15g.

Artwork Format

Available on request.

Please note a charge will be incurred if artwork supplied incorrectly requires amends.

Please see page 13 for advertising booking form

Valuer magazine

IRRV Valuer is the IRRV's highly regarded magazine devoted to all aspects of land and property valuation. Covering issues affecting valuers in their working lives, both in the UK and abroad, its qualified commentators provide well-informed insider perspectives on the emerging reforms, technologies, legislation and regulations.



Valuer Advertising Deadlines 2008

March	Booking - 1 Feb	Copy - 11 Feb
June	Booking - 2 May	Copy - 13 May
September	Booking - 1 Aug	Copy - 12 Aug
December	Booking - 3 Nov	Copy - 12 Nov

Colour	Page	1/2 Page	1/4 Page
R.O.P.	£620	£491	£403
Series of 2*	£603	£480	£390
Series of 4*	£589	£471	£381

Mono	Page	1/2 Page	1/4 Page
R.O.P.	£325	£195	£100
Series of 2*	£302	£184	£95
Series of 4*	£293	£175	£86

Inserts	£450 per 1,000
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* Series costs are per advertisement

Frequency Quarterly*

Circulation 1,660.

* 4 issues a year: Normally 32 pages.

Agency Commission

10% maximum on application.

Production

(All measurements shown are Height x Width).

Full Page

Type: 240.622mm x 186mm
Trim: 270mm x 210mm
Bleed: 276mm x 216mm

Half Page

Horizontal: 186mm x 116.43mm
Vertical: 240.622mm x 90mm

Quarter Page

Block: 116.43mm x 90mm
Horizontal strip: 58.215mm x 186mm

Vertical strip: 240.62mm x 58mm

Inserts

Items must be no bigger than: 270mm x 210mm.
Maximum weight per item: 15g.

Artwork Format

Available on request.

Please note a charge will be incurred if artwork supplied incorrectly requires amends.

Please see page 13 for advertising booking form

Faculty Review magazine

Launched in July 2006 IRRV Faculty Review magazine focuses mainly on revenues and benefits, but also includes articles relevant to Valuer members.

Issued quarterly, the magazine contains reports from the chairs of the Institute faculties, around the UK - reports from Scotland, Wales and Northern Ireland, a regular students page and features on particular aspects of local taxation, benefits and business rates.



Faculty Review Advertising Deadlines 2008

Jan/Feb	Booking - 14 Dec	Copy - 3 Jan
May	Booking - 4 April	Copy - 16 April
July	Booking - 10 June	Copy - 18 June
October	Booking - 19 Aug	Copy - 1 Sept

Colour	Page	1/2 Page	1/4 Page
R.O.P.	£998	£818	£671
Series of 2*	£973	£798	£638
Series of 4*	£949	£778	£638

Mono	Page	1/2 Page	1/4 Page
R.O.P.	£524	£429	£352
Series of 2*	£507	£415	£341
Series of 4*	£491	£402	£330

Inserts	£110 per 1,000
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* Series costs are per advertisement

Frequency Quarterly*

Circulation 6,000.
Issued with Insight.

*** 4 issues a year:**
Normally 24 pages.

Agency Commission
10% maximum on application.

Production

(All measurements shown are Height x Width).

Full Page
Type: 240.622mm x 186mm
Trim: 270mm x 210mm
Bleed: 276mm x 216mm

Half Page
Horizontal: 186mm x 116.43mm
Vertical: 240.622mm x 90mm

Quarter Page

Block: 116.43mm x 90mm
Horizontal strip: 58.215mm x 186mm

Vertical strip: 240.62mm x 58mm

Inserts

Items must be no bigger than: 270mm x 210mm.
Maximum weight per item: 15g.

Artwork Format

Available on request.

Please note a charge will be incurred if artwork supplied incorrectly requires amends.

Please see page 13 for advertising booking form

Conference Handbooks

IRRV Conference Handbooks are given to all delegates at each conference.

The handbook provides full details of the event including programme, list of delegates, speaker biographies and represent excellent opportunities for your company to advertise its products and services.



Handbook Advertising Booking Deadlines 2008

Benefits/Benefit Fraud Conference: **7 January**
Collection & Enforcement Conference: **21 April**
CRM & Social Inclusion Conference: **5 May**
Scottish Conference: **4 August**
Annual Conference: **1 September**

Conference Dates 2008

Benefits/Benefit Fraud Conference: **5 - 8 February**
Collection & Enforcement Conference: **20 - 21 May**
CRM & Social Inclusion Conference: **3 - 4 June**
Scottish Conference: **3 - 4 September**
Annual Conference: **30 September - 3 October**

2008 Annual Conference	Page	1/2 Page	1/4 Page
Colour	£880	£627	£513
Mono	£710	£490	£381

Other 2008 Conferences	Page	1/2 Page	1/4 Page
Colour	£490	£338	£260
Mono	£410	£258	£205

Production Specification

Frequency varies

Print Run varies*

*Usually between 250-500.

Production

(All measurements shown are Height x Width).

Full Page
Type: 260mm x 120mm
Trim: 297mm x 140mm
Bleed: 307mm x 150mm

Half Page
128.5mm x 120mm

Quarter Page
50mm x 120mm

Artwork Format

Available on request.

Please note a charge will be incurred if artwork supplied incorrectly requires amends

Please see page 13 for advertising booking form

PLEASE PHOTOCOPY THIS FORM

MAGAZINES

I agree to book the following (please tick):

- | | | |
|---|---|---|
| <input type="checkbox"/> full page | <input type="checkbox"/> colour | <input type="checkbox"/> mono |
| <input type="checkbox"/> half page (horizontal) | <input type="checkbox"/> colour | <input type="checkbox"/> mono |
| <input type="checkbox"/> half page (vertical) | <input type="checkbox"/> colour | <input type="checkbox"/> mono |
| <input type="checkbox"/> quarter page | <input type="checkbox"/> colour | <input type="checkbox"/> mono |
| select <input type="checkbox"/> block | <input type="checkbox"/> horizontal strip | <input type="checkbox"/> vertical strip |
| <input type="checkbox"/> insert | | |

In the following magazine (please tick):

- | | |
|---|--|
| <input type="checkbox"/> Insight | @ £ <input type="text"/> per advertisement |
| <input type="checkbox"/> Benefit | @ £ <input type="text"/> per advertisement |
| <input type="checkbox"/> Valuer | @ £ <input type="text"/> per advertisement |
| <input type="checkbox"/> Faculty Review | @ £ <input type="text"/> per advertisement |

In the following issue/s (please tick):

- | | | | | | |
|----------------------------------|--------------------------------|--------------------------------|------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Jan/Feb | <input type="checkbox"/> March | <input type="checkbox"/> April | <input type="checkbox"/> May | <input type="checkbox"/> June | <input type="checkbox"/> July |
| <input type="checkbox"/> August | <input type="checkbox"/> Sep | <input type="checkbox"/> Oct | <input type="checkbox"/> Nov | <input type="checkbox"/> Dec | |

HANDBOOK

I agree to book the following sized advert (please tick):

- | | | |
|---------------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> full page | <input type="checkbox"/> colour | <input type="checkbox"/> mono |
| <input type="checkbox"/> half page | <input type="checkbox"/> colour | <input type="checkbox"/> mono |
| <input type="checkbox"/> quarter page | <input type="checkbox"/> colour | <input type="checkbox"/> mono |

In the following handbook (please tick):

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Benefit/Benefit Fraud Conference | @ £ <input type="text"/> per advert |
| <input type="checkbox"/> Collection & Enforcement Conference | @ £ <input type="text"/> per advert |
| <input type="checkbox"/> CRM & Social Inclusion Conference | @ £ <input type="text"/> per advert |
| <input type="checkbox"/> Benefit Fraud Conference | @ £ <input type="text"/> per advert |
| <input type="checkbox"/> Scottish Conference | @ £ <input type="text"/> per advert |
| <input type="checkbox"/> Annual Conference | @ £ <input type="text"/> per advert |

If you have any questions, or wish to discuss any aspect of advertising please telephone Vicki Parry, Victoria Foskett, or Sam Rowe-Green at Tregartha Dinnie on **01908 306 500**.

Company name

Contact name

Position

Address

Postcode

Phone

Fax

Email

PO number

Signed*

Date

I hereby declare that I am authorised to place orders and purchase on behalf of the above-named company and I am liable to make an immediate payment on receipt of the invoice.

*Signature and completion of this booking form constitutes an application. No refunds will be given.

Tregartha Dinnie Ltd, on behalf of IRRV, will not accept cancellation or withdrawal of any application once it has been made.

Information provided on this form will be held on a database and may be used to send you information on other IRRV services in the future. Details held will not be passed onto other companies.

Purchase orders
Please make purchase orders payable to the IRRV.

Please return this form to: The Events Team Fax: 01908 306505

Tregartha Dinnie Ltd, Chancery House, 199 Silbury Boulevard, Milton Keynes MK9 1JL Tel: 01908 306500

PLEASE PHOTOCOPY THIS FORM

I agree to book stand number
Size: sq metres

At the following: (please tick one):

IRRV Benefits Conference, and IRRV Benefit Fraud Conference, 5th - 8th February 2008

Majestic Hotel, Harrogate
@ £322 per sq metre.

IRRV Collection & Enforcement Conference, 20th - 21st May 2008

Majestic Hotel, Harrogate
@ £229 per sq metre.

IRRV CRM & Social Inclusion Conference, 3rd - 4th June 2008

Chesford Grange, nr Kenilworth
@ £229 per sq metre.

IRRV Scottish Conference, 3rd - 4th September 2008

Crieff Hydro Hotel, Crieff
@ £229 per sq metre.

IRRV Annual Conference, 30th September - 3rd October 2008

Manchester Central, Manchester
@ £388 per sq metre.

IRRV Scottish Benefits Conference, 3rd - 4th December 2008

Crieff Hydro Hotel, Crieff
@ £229 per sq metre.

*Signature and completion of this booking form constitutes an application. No refunds will be given.

Information provided on this form will be held on a database and may be used to send you information on other IRRV services in the future. Details held will not be passed onto other companies.

Purchase orders
Please make purchase orders payable to the IRRV.

Applications
Applications may be made in writing on a first come, first served basis. An invoice for the full amount due will be raised on receipt of a signed application, payable within 14 days of the invoice date.

Please return this form to: The Events Team Fax: 01908 306505

Tregartha Dinnie Ltd, Chancery House, 199 Silbury Boulevard, Milton Keynes MK9 1JL Tel: 01908 306500

If you have any questions, or wish to discuss any aspect of the exhibition please telephone Vicki Parry, Victoria Foskett, or Sam Rowe-Green at Tregartha Dinnie on **01908 306 500**.

Company name

Contact name

Position

Address

Postcode

Phone

Fax

Email

PO number

Signed*

Date

I hereby declare that I am authorised to place orders and purchase on behalf of the above-named company and I am liable to make an immediate payment on receipt of the invoice.

Cancellations
Tregartha Dinnie Ltd, on behalf of IRRV, will not accept cancellation or withdrawal of any application once it has been made. The full cost of space booked is due irrespective of non-attendance.

No refunds will be given.

Non-approved activities
Whilst recognising the legitimate desire of exhibitors and sponsors to maximise the value of their participation in IRRV events, the Institute has a responsibility to protect the interests of all its business partners.

Activities which deprive IRRV events of the delegate audience or which actively compete with elements of the social programme may result in exclusion of the organisation(s) responsible.

If in any doubt, please contact event organisers Tregartha Dinnie.

PLEASE PHOTOCOPY THIS FORM

I agree to book sponsorship of:

At a cost of £ (excluding VAT)

At the following event (please tick):

- Benefits & Benefit Fraud Conference
- Collection & Enforcement Conference
- CRM & Social Inclusion Conference
- Scottish Conference
- Annual Conference

Company name Contact name Position Address Postcode Phone Fax Email PO number Signed* Date

Payable to IRRV

I hereby declare that I am authorised to place orders and purchase on behalf of the above-named company and I am liable to make an immediate payment on receipt of the invoice.

*Signature and completion of this booking form constitutes an application. No refunds will be given.

Information provided on this form will be held on a database and may be used to send you information on other IRRV services in the future. Details held will not be passed onto other companies.

Purchase orders

Please make purchase orders payable to the IRRV.

Applications

Applications may be made in writing on a first come, first served basis. An invoice for the full amount due will be raised on receipt of a signed application, payable within 14 days of the invoice date.

Cancellations

Tregartha Dinnie Ltd, on behalf of IRRV, will not accept cancellation or withdrawal of any application once it has been made. The full cost of space booked is due irrespective of non-attendance.

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Non-approved activities

Whilst recognising the legitimate desire of exhibitors and sponsors to maximise the value of their participation in IRRV events, the Institute has a responsibility to protect the interests of all its business partners.

Activities which deprive IRRV events of the delegate audience or which actively compete with elements of the social programme may result in exclusion of the organisation(s) responsible.

If in any doubt, please contact event organisers Tregartha Dinnie.

Please return this form to: The Events Team Fax: 01908 306505

Tregartha Dinnie Ltd, Chancery House, 199 Silbury Boulevard, Milton Keynes MK9 1JL Tel: 01908 306500

