



Director of the Year Awards 2009

Gala Dinner Table Booking Form

This year, the Gala Reception & Dinner will take place on **Thursday 18th March 2010** (*please note revised date*) at the **Sheraton Grand Hotel, Edinburgh**. Drinks Reception: 7.00pm | Carriages: 11.30pm | Dress: Black Tie / Cocktail or Evening Dress. Please complete and return this form as soon as possible to reserve your place at the IoD Scotland Director of the Year Awards:

Ticket/Table Reservations (price includes drinks reception, dinner and table wine)

- Please reserve table(s) of 10 places @ £995 + VAT Please reserve seat(s) @ £105 + VAT

Booking Details (please complete in BLOCK CAPITALS)

Surname (Mr/Mrs/Ms)
 First names
 Membership no (if applicable)
 Job title
 Company
 Address

 Postcode

 Tel
 Email

Payment Details

Cheque (payable to IoD Scotland)
 Please send me an invoice on receipt of booking form
 Credit card:
 Visa Mastercard Switch / Solo (issue no)
 Card no
 Expiry date
 Start date
 Card security code
 Name on card
 Signature
 Date
 Cardholder's address (if different from above)

 Postcode

Please return the completed form to IoD Scotland Director of the Year Awards, c/o 16 Linden Park Terrace, Milnathort KY13 9XY or fax 01577 863850.

SHOULD YOU WISH TO RAISE YOUR COMPANY PROFILE AT THIS PRESTIGIOUS EVENT, PLEASE TICK THE RELEVANT BOX BELOW, AND YOU WILL BE CONTACTED WITH FURTHER INFORMATION.

GALA DINNER PROGRAMME ADVERTISING OPPORTUNITIES – PRINTED IN FULL COLOUR AND DISTRIBUTED TO ALL ATTENDEES

- FULL PAGE – £500 + VAT HALF PAGE – £300 + VAT

The IoD Scotland will use your information for administration and analysis. We may share your information with carefully selected third parties. We, or they, may send you details of other goods, services or events that may be of interest to you. The information may be provided by letter, telephone or other reasonable means of communication. If you do not want your details to be shared with carefully selected third parties, please tick the box.

Terms and conditions

Full payment is required prior to the date of the event. Tickets will be sent out prior to the event. Notice of cancellation must be given in writing and the following policy will apply: 15% administration charge at any point of cancellation, 25% administration charge from 12 weeks prior to the event, 50% administration charge from 8 weeks prior to the event, 100% administration charge from 6 weeks prior to the event. The IoD Scotland reserves the right to alter the arrangements or cancel an event due to unforeseen circumstances, in which case every effort will be made to provide a refund.

