**“AGM 2024 – A Year in Review and Annual General Meeting”**

The Chamber will host its Annual General Meeting (AGM) at Toyota Manufacturing UK, Burnaston, Derby DE1 9TA, on Monday 9 December 2024.

The event will include a breakfast expo / networking / marketplace event from 8.30-9.30am, followed by the AGM 9.30-11am. The marketplace event will primarily be aimed at member charities, social enterprises, and Community Interest Companies to showcase their activities and initiatives and to give members an opportunity to get involved.

We will have space for up to 20 exhibitors. Information detailing all exhibitors will be shared with delegates and used on social media platforms.

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| **To reserve your stand space:**Please complete this application form and return it to Lesley.young@emc-dnl.co.uk. **Space allocation and stand requirements:**Applications will be accepted on a first come first served basis, taken on the date of receipt of the completed booking form below. Stands will be located in the AGM registration area, ensuring maximum exposure for exhibitors with delegates. Refreshments will be available throughout the morning. On the day, exhibitors will be permitted a maximum of two banner stands (measuring approximately 2,000mm tall x 850mm wide). Two chairs and a table will be provided to display marketing collateral. Note there will *not* be access to electricity power points next to the tables. Exhibitors are asked to please bring their own tablecloths. **Set up:** Set up will be on the day. Exhibitors will be able to access the venue from 8am with delegates arriving from 8.30am. All stands are to be removed immediately following the AGM once delegates have departed.**Delegate numbers:**The event aims to achieve 150 delegates on the day.**Cost:**This is a FREE to exhibit event and includes entry into the expo and AGM together with refreshments for up to two people from each exhibitor. Exhibitors are expected to be present throughout the event and at the AGM. |

**Please complete the following details in full:**

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| **Company name:** |  |
| **Company address:** |  |
| **Principal contact name:** |  |
| **Contact telephone number:** |  |
| **Contact email:** |  |
| **Website address:** |  |
| **Please send/attach a JPEG copy of your company logo**  |  |
| **Name of delegate(s) who will be attending with the exhibition stand:** | 1. 2.  |
| **Any other information you would like us to be aware of:** |  |