

**FCC Course - Introduction to Cocoa and its Institutions**  
**Course starts at 09:00 on Monday 21<sup>st</sup> June and finishes**  
**at 17:30 on Wednesday 23<sup>rd</sup> June 2010**

**Nestlé Training Facility - Rashleighs, Darlings Lane Maidenhead, Berkshire SL6 6PD**  
**Tel +44 (0)1628 622361**

## Registration Form

**I confirm my registration to the FCC Course – Introduction to Cocoa and its Institutions as follows:**

- Member rate: £850 plus VAT, if applicable  
 Non-Member rate: £1000 plus VAT, if applicable

**Delegate name:**

**Company:**

**Mobile No:**

**Email:**

My arrival date will be:	My departure date will be:
<p>I will/will not* require accommodation on Sunday night, 20<sup>th</sup> June 2010</p> <p><b>If yes, please note that check in at Rashleighs on Sundays, must be between 6pm and 9pm. No dinner is provided on Sundays but sandwiches can be organised.</b></p> <p><input type="checkbox"/> Bed &amp; breakfast- standard residential room @£78 per person per night  <input type="checkbox"/> Bed &amp; breakfast – deluxe residential room @ £88 per person per night  <input type="checkbox"/> Sandwiches required</p>	
<p>I will/will not* require accommodation on Monday night, 21<sup>st</sup> June 2010</p> <p><input type="checkbox"/> Bed &amp; breakfast- standard residential room @£78 per person per night  <input type="checkbox"/> Bed &amp; breakfast – deluxe residential room @ £88 per person per night  <input type="checkbox"/> Dinner at Rashleighs @ £22.50 per person</p>	
<p>I will/will not* require accommodation on Tuesday night, 22<sup>nd</sup> June 2010</p> <p><input type="checkbox"/> Bed &amp; breakfast- standard residential room @£78 per person per night  <input type="checkbox"/> Bed &amp; breakfast – deluxe residential room @ £88 per person per night  <input type="checkbox"/> Barbecue/dinner hosted by the FCC on Tuesday night, 22<sup>nd</sup> June 2010</p>	
<p>I will/will not* require accommodation on Wednesday night, 23<sup>rd</sup> June 2010</p> <p><input type="checkbox"/> Bed &amp; breakfast- standard residential room @£78 per person per night  <input type="checkbox"/> Bed &amp; breakfast – deluxe residential room @ £88 per person per night  <input type="checkbox"/> Dinner at Rashleighs @ £22.50 per person</p>	

\* delete as required

select as required – payment for hotel accommodation shall be made directly to Rashleighs upon departure

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**Payment instructions:**

**Please invoice my company for the cost of the FCC Course – Introduction to  
Cocoa and its Institutions as follows:**

**Member rate: £850 plus VAT, if applicable**

**Non-Member rate: £1000 plus VAT, if applicable**

I shall pay for accommodation, transfers and any extras directly to Rashleighs upon departure.

Delegate Name.....

Company.....

Signature.....

Date.....

**Payment Policy**

Payment must be received by the FCC at least 6 weeks before the beginning of a course. If you register within 6 weeks of a course, we will request that you arrange for immediate payment in order to confirm your place.

**Cancellation Policy**

Should you be unable to attend, a substitute delegate may take your place at no extra charge (please let us know at least a week before the course starts). A full refund will only be given for cancellations received in writing, via e-mail or fax, no later than 4 weeks before the commencement of a course. There will be no refund for cancellations within 4 weeks of the start of a course.

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### **Accommodation**

Rashleighs can offer bed and breakfast as

- standard residential rooms at £78.00 per person per night (14 rooms available) or
- deluxe residential rooms at £88.00 per person per night (12 rooms available)

Please indicate your requirements on the registration form above. If your choice of room is fully booked we will allocate the next available category.

For further information about the accommodation facilities, please contact Rashleighs directly on +44(0) 1628 622 361.

### **Meals**

All lunches are included in the cost of the Course as well as the barbecue/dinner on Tuesday night, 22<sup>nd</sup> June 2010.

On other nights, delegates have the option to have dinner at the Nestlé Training Facility, charged at £22.50 per person or at local restaurants within a short taxi ride from Rashleighs.

### **Leisure Facilities**

All delegates have complimentary admission to David Lloyd Leisure Club in Maidenhead. Entry passes are available from the Manager's office.

### **Transfers**

Rashleighs can assist delegates with transfers if required. To benefit from this service delegates must email Rashleighs Administration [Rashleighs@uk.nestle.com](mailto:Rashleighs@uk.nestle.com) with full flight information and specific requirements.

Approximate Inbound costs, assuming Heathrow, Terminal 1,2 & 3 £32.00,  
Terminal 4 & 5 £35.00. Outbound Terminal 1,2 & 3 £25.00, Terminal 4 & 5 £28.00.

All costs will be charged directly by Rashleighs to delegates' rooms plus VAT @17.5%.

### **Payment**

Payment of the Course fee shall be made directly to the FCC as per invoice instructions.

Payment for accommodation, transfers and any extras shall be made directly to Rashleighs by Credit Card. There is an additional charge of 3% for this service. All credit cards are accepted except Dinners Club.