



12-14 June 2017

Manchester Central Convention Complex

**EXHIBITION AND SPONSORSHIP BOOKING FORM**

Name	Organisation
PO Number	
Address	
Tel	Email

**Invoice address details (if different from above)**

Name	Organisation
Address	
Tel	Email

**Exhibition space**

Please list below your preferred THREE stand choices in order of preference:

1. Stand number/s \_\_\_\_\_ Stand size \_\_\_\_\_ sqm
2. Stand number/s \_\_\_\_\_ Stand size \_\_\_\_\_ sqm
3. Stand number/s \_\_\_\_\_ Stand size \_\_\_\_\_ sqm

☐ Shell scheme @ £345 + VAT per sqm☐ Space only @ £325 + VAT per sqm (must be greater than 12sqm)**Marketing opportunities**

- |  |             |   |               |  |
|--|-------------|---|---------------|--|
| <input type="checkbox"/> 1 bag insert            | <b>£695</b> | <input type="checkbox"/> 2 bag inserts        | <b>£995</b>   |  |
| <input type="checkbox"/> 200 word upgrade        | <b>£295</b> | <input type="checkbox"/> DPS colour advert    | <b>£1,995</b> | <input type="checkbox"/> Full page colour advert <b>£1,295</b> |
| <input type="checkbox"/> Half-page colour advert | <b>£895</b> | <input type="checkbox"/> Plasma screen advert | <b>£895</b>   | <input type="checkbox"/> E-newsletter <b>£595</b>              |

**Satellite symposium**

- |  |               |  |             |
|--|---------------|--|-------------|
| <input type="checkbox"/> 60 minute session | <b>£1,295</b> | <input type="checkbox"/> 30 minute session | <b>£795</b> |
|--|---------------|--|-------------|

**Sponsorship**

I would like to sponsor (please state) \_\_\_\_\_ @ £ \_\_\_\_\_

Total amount of booking £ \_\_\_\_\_ + VAT

**Contractual agreement**

I understand this is a legally binding contract and have read and agree to the terms and conditions overleaf.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# TERMS AND CONDITIONS

## 1. DEFINITIONS

In these Standard Terms and Conditions the word 'Sponsor/Exhibitor' means any company, organisation or person who has applied for space allocation in an exhibition and/or to sponsor an event, or their agent, contractor or employee. The word 'Organiser' means Profile Productions Ltd.

## 2. STAND BOOKINGS

Sponsors/Exhibitors must complete sign and return the booking form. Provisional bookings can be held for 14 working days; however no application will be considered valid until a signed booking form and full payment is received. The Organiser reserves the right to refuse any bookings at any time without stating a reason. A booking is only confirmed when accepted by the Organiser in writing.

## 3. PAYMENT TERMS

An invoice will be raised on receipt of a booking form and should be paid in full within 21 days of the invoice date. Where the invoice amount is not paid within the prescribed time, stands and sponsorship packages may be reallocated and any loss incurred by the Organiser by such non-payment shall be claimed from the defaulting Sponsor/Exhibitor.

## 4. CANCELLATION

All cancellations must be made in writing. Cancellations made within 60 days of the event will be liable to a 50% cancellation fee. Cancellations made within 30 days of the event will be liable for full payment of the total invoice amount for the original booking.

## 5. AMENDMENT OF EXHIBITION FLOOR PLAN

While every endeavour is made to retain the published plan of the exhibition, the Organiser shall be entitled to vary the layout if it believes such variation to be in the general best interests of the exhibition as a whole.

## 6. SECURITY AND INSURANCE

Neither the Organiser nor its contractors shall be responsible for the safety and security of the exhibit or of any other property of any Sponsor/Exhibitor, its agents or employees, or for the loss, damage or destruction by theft or fire, or from any other cause, to such exhibits or other property, or for loss, damage or injury sustained by any Sponsor/Exhibitor or any other person save where proved to be caused by the negligence or breach of duty of the Organiser. The Sponsor/Exhibitor shall indemnify the Organiser and its contractors against any liability incurred by the Organiser or its contractors to third persons, as a result of any act or omission of the Sponsor/Exhibitor, its employees or agents. The Sponsor/Exhibitor should effect its own insurance against the risk of any loss, damage or injury or liability.

## 7. POSTPONEMENT OR ABANDONMENT

The Sponsor/Exhibitor shall have no claim against the Organiser or its contractors in respect of any loss or damage caused by the prevention, postponement or abandonment of the event, for reasons beyond the control of the Organiser or its contractors.

## 8. SUBLETTING AND SHARING OF STANDS

The Sponsor/Exhibitor shall neither share with, nor part with possession of the whole or any part of the stand allocated to it, to another organisation, company or person without the written consent of the Organiser.

## 9. STAND FITTINGS REGULATIONS

The Sponsor/Exhibitor and its contractors may not interfere with the exhibition building in any way whatsoever, and any damage caused by their acts of negligence shall require them to indemnify the Organiser and its contractors against any claim arising from such damage.

## 10. ACCESS AND STAND DISPLAYS

The Sponsor/Exhibitor must ensure that its stand is ready before the opening of the exhibition each day. Stands must be fully staffed and stocked at all times. The Sponsor/Exhibitor must comply with build, breakdown and delivery times, as set out in the Sponsor/Exhibitor manual. Late build up and early breakdown creates problems in exhibition halls, contravenes health and safety regulations and is discourteous to other Sponsor/Exhibitors. If late setup is unavoidable, a suitable time slot will be allocated by the Organiser at its discretion. Exhibits are not to be removed until the exhibition is closed, and any Sponsor/Exhibitors closing the stand before that time without the permission of the Organiser may be liable for an **early closing fee of 25% of the total invoice amount**. The Sponsor/Exhibitor must vacate its stand, and ensure that all exhibit items are removed from the premises, within the time specified for exhibition breakdown.

## 11. UNDESIRABLE ACTIVITIES

If it appears to the Organiser that the Sponsor/Exhibitor may be engaged in activities which it considers to be contrary to the best interests of the Exhibition or event or which appear unethical or unlawful, the Organiser may without being under any liability to refund or reduce any costs, cancel any stand booking or sponsorship package and require the Sponsor/Exhibitor to vacate the event forthwith and to refuse the Sponsor/Exhibitor the right to participate further in the event. Canvassing for orders, except by the Sponsor/Exhibitor on his own stand in the normal course of his business is strictly prohibited and in any such case the right to expulsion referred to above will be exercised at once. The distribution or display of printed or other placards, flyers or circulars or other articles except by the Sponsor/Exhibitor on its own display space is prohibited, except by prior written agreement with the Organiser.

## 12. SAMPLING CONSUMABLES

If the Sponsor/Exhibitor wishes to sample consumables it must ensure that it complies with sampling regulations as laid out by the venue's contract and caterers. Consumables may be subject to corkage.

## 13. HEALTH & SAFETY AT WORK ACT

It is the responsibility of the Sponsor/Exhibitor to ensure that its contractors' employees' and agents', displays and exhibits comply with current legislation regarding Health & Safety at Work.

## 14. SPECIAL HAZARDS

Any exhibit that may be regarded as constituting a special risk or hazard must be notified to the Organiser at least one month in advance of the opening of the exhibition. The Sponsor/Exhibitor must at its own expense, comply with any conditions or safety precautions the Organiser, venue licensor or local authority may impose.

## 15. SPONSOR/EXHIBITOR BADGES

Please note that Sponsor/Exhibitor badges will not grant access to any of the conference sessions. Individual employees, agents, or contractors from sponsoring/exhibiting companies or organisations who wish to attend the conference sessions must register as full conference delegates.

## 16. DELEGATE NUMBERS

Whilst the Organiser will make every effort to secure a high level of attendance of delegates, there can be no guarantee of delegate numbers and no discounts or refunds are available if delegate numbers do not reach the projected levels.