

## BOOKING FORM

(all prices exclusive of VAT at the prevailing rate)

### Exhibition stands

Shell scheme (£370 per sqm)

Space only (£335 per sqm)

Mobile unit (£11,500)

Mobile dimensions

Stand choice:

1<sup>st</sup> choice

Stand no:	
Size	
Total cost of space	

2<sup>nd</sup> choice

Stand no:	
Size	
Total cost of space	

3<sup>rd</sup> choice

Stand no:	
Size	
Total cost of space	

Mobile unit

No:	
-----	--

### Sponsorship

Platinum	(£28,000)	40pts	<input type="checkbox"/>
Gold	(£18,000)	30pts	<input type="checkbox"/>
Silver	(£12,000)	15pts	<input type="checkbox"/>
Bronze	(£7,000)	7pts	<input type="checkbox"/>

### Add-on activities

- Social media take-over day (Sponsors only - 8 pts)
- Charging station (6 pts)
- Selfie wall (Sponsors only - 6 pts)
- X (formerly twitter)wall (Sponsors only - 6 pts)
- Wellbeing zone (8 pts)
- ePosters platform and screens (6 pts)
- Private meeting room (Sponsors only - 3 pts)
- Logo on lanyards (Sponsors only - 10 pts)
- Plasma screen adverts (3 pts)
- Video advert in Main Auditorium (Platinum only - 4 pts)
- 45-min webinar (Sponsors only - 7pts)
- 60-min session at congress (4 pts)
- Item in online resource hub (1 pt)
- Congress guide advert:
- Double pg (5 pts)
  - Full pg (3 pts)
  - Half pg (2 pts)
- Banner ad on pre-event marketing email (3 pts)
- Banner ad on with click-through on ukio.org.uk homepage for 2 weeks (3 pts)
- Social media post (2 pts)
- Industry spotlight in marketing email (4 pts)

<b>TOTAL COST (ex VAT)</b>	£
----------------------------	---

### Your details

Contact name	
Job title	
Company	
Email address	
Tel no	
PO number	
Invoice name	
Invoice address	
Invoice email	
Invoice tel no	

I have read and agree to the terms and conditions overleaf and understand by signing this booking form I am entering a legally binding contract

Signature

Date

**Return your booking form to**

[sue.elcock@profileproductions.co.uk](mailto:sue.elcock@profileproductions.co.uk)

## 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 (physical or virtual) and/or to sponsor an event (physical or virtual), or their agent, contractor or employee. The word 'Organiser' means Profile Productions Ltd.

## 2. 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

All prices quoted are exclusive of VAT at the prevailing rate. 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 AND PACKAGES

While every endeavour is made to retain the published plan of the exhibition and the sponsorship and exhibition packages, the Organiser shall be entitled to vary the layout and packages if it believes such variation to be in the general best interests of the event, including any measures necessary to ensure a Covid-safe event and in response to any emerging regulations and guidance.

## 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. Should the event be cancelled, postponed or moved online for reasons beyond our control, such as a force majeure, or any governance restricting large gatherings then all monies paid will be refunded in full.

## 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 or 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 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 should not reach target.

## 17. INDUSTRY SPONSORED SESSIONS

The Sponsor/Exhibitor is responsible for the content of their session and any speakers they invite. The sessions require approval by the UKIO management committee prior to publication. UKIO will not cover any expenses relating to speakers in industry sponsored sessions.

## ROC EVENTS LTD

Profile Productions Ltd  
Suite 213, Boundary House  
Boston Road  
London. W7 2QE