



BAPRAS

British Association of Plastic
Reconstructive and Aesthetic Surgeons

Sponsorship and Exhibition Booking & Enquiry Form

AEC 4.4 Head and Neck
7- 8 October 2019

Company Name:	
Contact name (please note all conference information will be sent to the named contact):	
Finance department contact (for invoicing queries)	
Company Address (for invoicing)	
VAT Registration Number	
E-Mail:	
Telephone:	
PO Number for invoice	

Information to Include in Conference Guide

Company Name:	
Company description (100 words max)	
Company Address	
E-Mail:	
Telephone:	
Website:	

Sponsorship Packages



Sponsorship Package	£2500+VAT	
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Exhibition Package



Exhibition Package	£800+VAT	
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Additional Staff Passes

	Days Required	Quantity
£40.00 + VAT	Monday 7 October	
£40.00 + VAT	Tuesday 8 October	
Total amount		



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Additional Support Items

Support- International speaker	Contact us	
Delegate bags – to be honoured by company	Contact us	

Please return forms to secretariat@bapras.org.uk

Exhibitions Space Booking - Terms and Conditions

Further Information

Payment Terms

30 days from date of invoice. Please note we cannot confirm stand space until full payment of our invoice has been received.

Cancellation Policy

If an exhibition space has to be cancelled, the following conditions will apply:

- More than 6 months prior to the conference: a cancellation fee of 20% of the exhibition fee will be payable
- 1-6 months prior to the conference: A cancellation fee of 50% of the exhibition fee will be payable
- Less than a month prior to the conference: A cancellation fee of 100% of the exhibition fee will be payable.

Exhibition Space

Places are allocated strictly on a first come first served basis and are allocated **ONLY** when payment has been received.

The exhibition space has been carefully planned to allow the maximum number of companies to exhibit. It is imperative therefore that your stand does not exceed the size allocated to you. If your company arrives at the meeting with a larger stand, you will be asked to dismantle any part of the stand, which encroaches to the detriment of a neighbouring site. No electrical extension leads are available at the venue and all companies must provide their own.

Spaces between the exhibition stands must be kept free. No fittings, fixtures or signs of any nature are to be attached to the walls or fabric of the building and all stands must be free standing. Firms displaying heavy pieces of equipment must take adequate measures to protect floors from the damage.

Set Up

Information on set up and breakdown will be supplied one month before the conference. Exhibitors **must** be set up by the start of the first refreshment break. Access for setup after this time is solely at the discretion of the organisers.

Loss or Damage

Neither the venue nor BAPRAS can be held responsible for loss or damage to the exhibitors' stands or property. Obtaining the relevant insurance is the sole responsibility of each exhibitor. The organisers reserve the right to alter the exhibition layout without prior notice. Applications received for space, and then confirmed, imply complete acceptance of the above conditions. If any matters or disputes arise, the decision of the Honorary Secretary is final.