# BAPRASLHEADtop

# Sponsorship and Exhibition Booking and Enquiry Form

**BAPRAS 2020: Wednesday 9- Friday 11 December 2020**

1. **General details**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Contact name (please note all conference information will be sent to the named contact):** |  |
| **E-Mail:** |  |
| **Telephone:** |  |

1. **Invoice information**

|  |  |
| --- | --- |
| **Finance department contact and email address (for invoicing queries)** |  |
| **Company Address**  |  |
| **VAT Registration Number** |  |
| **PO Number for invoice** |  |

1. **Information for Conference Guide – Please also attach a JPG of your company logo**

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

**Sponsorship Packages**

 **✓**

|  |  |  |
| --- | --- | --- |
| **Platinum** | £6000+VAT |  |
| **Gold** | £3000+VAT |  |
| **Silver** | £2000+VAT |  |

**Exhibition Space Only- other space sizes are available- Contact us for more information**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 2x1m | £800+VAT |  |
| 3x1m | £1200+VAT |  |
| 3x2m | £2400+VAT |  |

**Please select three exhibition stand locations (see map in prospectus)**

|  |  |  |
| --- | --- | --- |
| **First choice** | **Second choice** | **Third choice** |
|  |  |  |

**Additional staff passes**

(one staff pass per day per 2sqms is allocated, so 1 for each 2x1m space; 2 for each 3x1m space; 3 for each 3x2m space)

|  |  |  |
| --- | --- | --- |
|  | **Days required** | **Quantity** |
| £40.00 + VAT | Wednesday |  |
| £40.00 + VAT | Thursday |  |
| £40.00 + VAT | Friday |  |
| Total amount |  | £ |

**Additional support items**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Number of places |
| Educational grant: support a plenary session | £2000 |  | - |
| Educational grant: support a parallel session | £1000 |  | - |
| Educational grant: support a guest speaker | From £500 |  |  |
| Educational grant: support a trainee | From £100 |  |  |
| Educational grant: support a nurse | From £50 |  |  |
| Satellite symposium | £5000 |  | - |
| Sponsorship of poster presentation area | £2000 |  | - |
| Provision of delegate bags/lanyards/coffee cups | Contact us |  | - |
| Conference guide advertisement | £200 |  | - |

**Please return your forms to** **gemma.adlington@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.