

**Exhibition & Sponsorship Booking Form**

**Please return to:**

British Burn Association, C/O Executive Business Support,

Unit E1, City Wharf, Davidson Road, Lichfield, Staffordshire, WS14 9DZ

Email: bba@execbs.com  Tel: 01543 442 193

Company Name:

Contact Name/s:

Job title:

Tel No: Mobile:

Email:

Signed: Date:

**Exhibition & Sponsorship Opportunities**

**Please indicate which of the following sponsorship items you would like to take up.** Please see sponsorship brochure for more information on each item.

|  |  |  |
| --- | --- | --- |
| **Item** | **Amount £** | **Total** |
| Platinum Sponsorship including 6m x 2m | £10,000 |  |
| Double Stand (6m x 2m) | £3,775 |  |
| Single Stand (3m x 2m) | £2,695 |  |
| Charity Stand (3m x 2m) – 1 day | £95 |  |
| Charity Stand (3m x 2m) – 2 day | £135 |  |
| Charity Stand (3m x 2m) – 3 day | £175 |  |
| Sponsored symposia | £4,500 |  |
| Branded water bottle sponsorship | £1,300 |  |
| Sponsorship of lanyards | £1000 |  |
| Advert in conference app | £1,500 |  |
| Pre-event email | £1,000 |  |
| **TOTAL** |  |  |

**Exhibition Prices**

**Stand information**

Complimentary promotional activities/Stand include the following:

• Exhibition space only 3m x 2m includes a trestle table and 2 chairs if required

• 2 exhibitor passes for the duration of the meeting (not including entry to any external receptions unless specified). Additional passes can be purchased.

• Exhibitor Meeting pack

• Company logo and listing on the conference app and website.

• Power sockets (suitable for phone, laptop and screen) but exhibitors should bring their own extension leads

Exhibitors are permitted to bring poster boards, pull up banners and other display material to put up behind their tables provided it fits within the allocated space.

**Please can you indicate below if you would like the following optional items on your stand.**

|  |  |
| --- | --- |
| 6 foot trestle table | Free of Charge □ |
| Table Cloth | Free of Charge □ |
| Two chairs | Free of Charge □ |

**Additional Stand Personnel**

**ALL personnel attending the BBA Annual Meeting must register.**

Single stands are entitled to **2 exhibitor** **passes** and double stands **4 exhibitor passes.**

**If you wish book more personnel, please complete the table below.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Additional Staff Rate Price**  | **Quantity Required** | **Total Cost** |
| **Day rate** Wednesday 4th May  | £150.00 per person per day |  |  |
| **Day rate** Thursday 5th May |  |  |
| **Day rate** Friday 6th May  |  |  |
| **Full conference** Wednesday 4th – Friday 6th May  | £400.00 per person |  |  |

**Please state all stand personnel names, including complimentary names using the table below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** | **Attending on which days***(please circle/highlight which days you require)* | **Email address** | **Special dietary requirements** |
|  | Wed 21st June □ Thurs 22nd June □ Fri 23rd June □ |  |  |
|  | Wed 21st June □ Thurs 22nd June □ Fri 23rd June □ |  |  |
|  | Wed 21st June □ Thurs 22nd June □ Fri 23rd June □ |  |  |
|  | Wed 21st June □ Thurs 22nd June □ Fri 23rd June □ |  |  |

**Invoicing Details**

|  |  |
| --- | --- |
| Sponsorship Opportunities Total  | £ |
| Exhibition Prices Total  | £ |
| Additional Stand Personnel Total  | £ |
| **Overall Total**  | £ |

**PLEASE NOTE: 100% pre-payment is required before Monday 3rd April 2023.**

|  |  |
| --- | --- |
| Address for Invoicing |  |
| Postcode |  |
| Purchase Order Number |  |
| Finance Email Address |  |

**Booking Terms and Conditions:**

* **Payment must be received by Monday 3rd April 2023.**
* If payment is not received by this date you will not be allowed to attend the exhibition.
* A full receipt and confirmation letter will be issued after receipt of payment.
* Cancellations are charged at 10% of the original booking up to 1st March 2023 after which we regret there can be no refunds.
* **No refunds will be issued should the event become virtual due to guidelines out of their control**
* Please return your completed form to bba@execbs.com
* Full Terms and conditions at rear of document.

**General 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 Executive Business Support or the organisation for which they are acting on behalf of.

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 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 and are subject to a 10% administrative cost withheld from the original payment.
Cancellations made within 60 days of the event will be liable to a further 50% cancellation fee. Cancellations made within 28 days of the event will be liable for 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 affect 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-up, 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 will 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. DISPOSAL OF WASTE
It is the responsibility of the Sponsor/Exhibitor to ensure that all debris and waste material arising from its own stand fitting is completely removed from exhibition area prior to the opening of the exhibition. Failure to comply with this procedure shall render the Sponsor/Exhibitor liable for the cost of clearance by the Organiser.

15. 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.

16. 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.

17. 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.

18. AGREEMENT
These Standard Terms and Conditions, together with the booking form, printed sales material, letter of confirmation and any subsequent agreed variations in writing and signed by the Organiser shall represent the entire Agreement between the Organiser and the Sponsor/Exhibitor and shall supersede any previous agreements or representations whether written or oral.