

Exhibition Booking form 2013

Exhibitor details

Name: _____
 Position: _____
 Company name: _____
 Address: _____
 _____ City: _____
 Postcode: _____ Country: _____
 Tel: _____
 Email: _____

Invoice address details (if different from above)

Name: _____
 Organisation: _____
 Address: _____
 _____ Postcode: _____
 Tel: _____
 Email: _____

Sponsorship Packages

- Platinum (30 points) Gold (20 points)
 Silver (10 points) Bronze (5 + points)

Please tell us how you would like to use your points or book sponsorship items:

Companies booking sponsorship packages will get first choice of sponsorship opportunities

	Points	Price
Printed programme	<input type="checkbox"/> 20	<input type="checkbox"/> £10,000
Cyber Café and networking area	<input type="checkbox"/> 20	<input type="checkbox"/> £10,000
Wireless internet access	<input type="checkbox"/> 10	<input type="checkbox"/> £5,000
BSR conference/event app	<input type="checkbox"/> 20	<input type="checkbox"/> £10,000
Abstract USB stick	<input type="checkbox"/> 15	<input type="checkbox"/> £7,500
Conference lanyard and delegate badge	<input type="checkbox"/> 5	<input type="checkbox"/> £2,500
Note pads and pen	<input type="checkbox"/> 5	<input type="checkbox"/> £2,500
Conference bags with luggage tag	<input type="checkbox"/> 10	<input type="checkbox"/> £5,000
Directional signage	<input type="checkbox"/> 5	<input type="checkbox"/> £2,500
Delegate bag inserts	<input type="checkbox"/> 2	<input type="checkbox"/> £1,000
Pocket calendars	<input type="checkbox"/> 10	<input type="checkbox"/> £5,000
Advertising rates		
Full page colour	<input type="checkbox"/> 4	<input type="checkbox"/> £2,000
Programme tab	<input type="checkbox"/> 5	<input type="checkbox"/> £2,500
Delegate email bulletin	<input type="checkbox"/> 5	<input type="checkbox"/> £2,500
Chair drops	<input type="checkbox"/> 5	<input type="checkbox"/> £2,500
Poster sponsor	<input type="checkbox"/> 15	<input type="checkbox"/> £7,500
Breakfast sponsor (Tuesday)	<input type="checkbox"/> 10	<input type="checkbox"/> £5,000
Lunch bags (Thursday)	<input type="checkbox"/> 10	<input type="checkbox"/> £5,000
Innovation Theatre sessions		
30 minute workshop	<input type="checkbox"/> 15	<input type="checkbox"/> £7,500

PRIZES, AWARDS AND BURSARIES

- Allied Health Professional Bursaries
 Medical Student Bursaries
 Young Investigator Award
 Innovation Award

Price

- £5,000
 £3,000
 £5,000
 £2,000

Stand Size

- 2x2 (£1,500 +VAT)
 2x3 (£2,500 +VAT)
 3x3 (£4,100 +VAT)
 Shell scheme (£515 +VAT per sqm)
 Space only (£499 +VAT per sqm)

Stand size _____ x _____ = _____ sqm

Stand number 1st choice 2nd choice 3rd choice

Industry Supported Symposia

Breakfast symposia (£12,500)

- Wednesday 07.00-08.30 (two slots available)
 Thursday 07.00-08.30 (two slots available)

Evening symposia (£25,000)

- Tuesday 17.30-19.00 (two slots available)
 Wednesday 17.30-19.00 (two slots available)

Innovation Theatre sessions (£7,500)

Morning - two 30 minute slots available

- Tuesday 23 April 10.30 or 11.00
 Wednesday 24 April 10.30 or 11.00
 Thursday 25 April 10.30 or 11.00

Lunchtime - two 30 minute slots available

- Tuesday 23 April 13.00 or 13.30
 Thursday 24 April 13.00 or 13.30

Total booking amount £ _____ **+ VAT**
Purchase order number _____
VAT number _____

Description for Exhibitor listing (max 65 words) or email
srahman@rheumatology.org.uk

Contractual agreement

By ticking this box on this application indicates our understanding and agreement to comply with all policies, rules, regulations, terms and conditions stated overleaf, in the Rheumatology 2013 prospectus and in the technical manual.

I, the undersigned, make the above application to exhibit at Rheumatology 2013 to be held at The ICC, Birmingham and authorise the BSR to reserve space on our behalf.

If indicated on the above application, I also apply to reserve the indicated Industry supported symposia slot and/or sponsorship option(s) at Rheumatology 2013 and authorise the BSR to make the reservation accordingly.

Name _____

Signature _____

Date _____

Exhibition Terms and Conditions - Important, please read in full

When making a booking for exhibition a space at Rheumatology 2013 please note that you're agreeing to adhere to the following rules and regulations.

ABPI Code of Practice - All exhibitors are required to comply with the ABPI Code of Practice for the Pharmaceutical Industry. The responsibility for ensuring compliance rests with the exhibitor.

Amendment of exhibition floor plan - Whilst every endeavour is made by the BSR to adhere to the published exhibition floor plan, the BSR reserves the right to amend the plan if it is believed to be in the best interests of the exhibition.

The BSR agrees to ensure that any such changes are minimal.

Amendments to the Terms and Conditions - The BSR reserves the right to alter, amend, or add to any of these rules and regulations. Should any query arise, the decision of the BSR shall be final. BSR undertakes, as far as possible, to communicate any amendment, or addition to these rules and regulations as efficiently as possible to all participating exhibitors.

Cancellation policy - All cancellations must be made in writing, for the attention of James Glavin, Director of Events and Marketing (jglavin@rheumatology.org.uk). The official cancellation date will be recorded as the date of receipt of the exhibitor's written cancellation notice.

Cancellations received **on or before 25 January 2013** will receive a refund of 75% of the total booking cost.

Cancellations received **between 26 January and 15 March 2013** will receive a refund of 25% of the total booking cost.

Cancellations received **after 15 March 2013** will not receive a refund.

Children - Please note that it is not permissible for children under the age of 16 to have access to any part of Rheumatology 2013.

Disposal of waste - It is the exhibitor's responsibility to ensure that all debris and waste material arising from the build up of their exhibition stand is disposed of prior to the opening of the exhibition. Likewise, it is the exhibitor's responsibility to ensure that all waste is properly disposed of following stand break down at the end of the exhibition. Failure to comply with this rule will result in the exhibitor being liable for the relevant clearance costs incurred by the BSR. We would encourage you to recycle where possible.

Early break down of exhibition stands - Please note that it is not permitted for any exhibitor to pack up, or break down their stand in advance of the official exhibition closing time of 15.00, Thursday 25 April 2013 under any circumstances.

Enforcement of Rules and Regulations - BSR will take a negative view of any exhibitor, or third party working on behalf of an exhibiting company, that does not adhere to these rules and regulations. BSR reserves the right to restrict and/or dismiss at any time any exhibit that is deemed undesirable, in poor taste, or offensive to attendees or other exhibitors.

Exhibition Space Allocation - Priority of exhibition space will be given to Corporate Partners of BSR and then on a first come, first serve basis to all other exhibitors.

Exhibition Stand Personnel - All participating exhibitor personnel must be registered to attend the BSR Annual Meeting.

The exhibiting company is entitled to an allocation of complimentary exhibitor passes. Please note that such exhibitor passes will only gain the holder entry into the exhibition hall and plenary conference sessions. Personnel wishing to attend ANY scientific session (other than plenary sessions) within the meeting programme must register as a delegate and pay in full for the relevant part of the meeting.

The exhibiting company must certify that the names submitted for registration are employees or official representatives of the exhibiting company.

The exhibiting company is responsible for the conduct of its stand personnel, third party contractors, PR or marketing company, or any other organisation appointed on its behalf. It is the responsibility of the exhibiting company to disseminate the relevant policies, rules and regulations to its staff and affiliates.

For the benefit of attendees and other exhibitors, all stands must be staffed during the exhibition core hours. On occasions, outside of the core hours, if it is not possible to staff your stand you will be responsible for ensuring that the stand is roped off and made safe. The BSR accept no responsibility for loss or damage to your stand or property which occurs when the stand is not staffed.

Exhibitor's technical manual - A technical manual relating to the exhibition, containing important health and safety information and policies as well as a full contractor listing will be distributed to exhibitors by late January 2013. It is the exhibitor's responsibility to ensure that this information is disseminated to any relevant third parties working on its behalf. It is essential that all exhibiting companies read the technical manual in full, and confirm to the BSR that they have read and understood all if its contents.

Health and Safety at Work Act - It is the responsibility of the exhibitor to ensure that all company personnel, contractors and third party representatives adhere to the Health and Safety at Work Act, during the exhibition and stand build and break down periods.

Insurance - Neither the BSR nor its contractors shall accept any liability for the loss, damage or destruction of any exhibits or contents therein. For this reason the BSR strongly advises exhibitors to effect their own insurance against any risk of loss, damage, injury or liability.

Payment terms - Purchase Order Numbers are required at the time of booking service(s). For bookings under £10,000 the BSR requires the total cost of your booking to be paid within 30 days of invoice date. Bookings over £10,000 require a deposit of 50% to be paid within 30 days of invoice date. Alternatively, you may choose to pay the full cost of your booking. The BSR must receive full payment on or before **30 March 2013**.

If, after **11 April 2013** there is an amount outstanding to be paid for your exhibition stand, the BSR reserves the right to assume that you wish to cancel your booking and may re-allocate your space accordingly. Please note in this instance you will be liable for the full cost of your exhibition stand.

If you have any disputes on the content of the sale invoice(s), please raise your concerns with our Finance Department within fourteen days of its delivery. If no disputes are raised the invoice is deemed to be accepted. The Society reserves the right to charge interest on any outstanding balance at the rate prescribed and in accordance with Section 6 of the Late Payment Commercial Debts (Interest) Act 1998 and the Late Payment of Commercial Debt Regulations 2002.

Postponement or Abandonment - We will not be liable or responsible for any failure to perform or delay in performance of any of our obligations under these terms and conditions that is caused by events outside our reasonable control ("Force Majeure Event"). A Force Majeure Event includes any act, event, non-occurrence, omission or accident beyond our reasonable control and includes in particular (without limitation) the following: strikes or other industrial action; civil commotion, riot, invasion, terrorist attack or threat of terrorist attack; fire, storm, flood or other natural disaster; impossibility of the use of railway, shipping, aircraft, motor transport or other means of public or private telecommunication networks. Our obligations under these terms and conditions are suspended for the period that the Force Majeure Event continues and provided that if the Force Majeure Events renders, in our opinion, the conference not viable whether from a financial or logistical point of view then we may cancel or postpone the conference. If we choose to postpone the conference to another date (and/or place) we will offer you the opportunity of transferring your booking to the new date. If the conference is cancelled as a result of a Force Majeure Event we will provide refunds to exhibitors and sponsors on the basis of any sums remaining to us after satisfying all our obligations in respect of the cancelled event. You acknowledge that it may be on this basis that no refund is possible.

Private/social events policy - Exhibiting companies may host private/social events during the BSR Annual Meeting, providing any such event takes place outside of the scientific programme hours, and does not clash with industry supported symposia or the conference Presidents' reception.

Use of third parties/PR companies - The BSR recognises that many exhibiting companies will wish to appoint a third party to act on its behalf, however please note that the original exhibition stand booking form **MUST** be completed and signed by a representative of the exhibiting company. Full contact details for this company representative must also be given. The BSR cannot accept bookings made by a third party, although we will be happy to work those acting on your behalf once your booking has been confirmed.