

Booking form

Please tick your chosen sponsorship package:

Science and Symposia	Unit cost	Qty	Total
Breakfast Symposia	£8,750		
Lunch Symposia	£25,750		
Evening Symposia	£16,750		
Symposia Express Breakfast	£3,000		
Symposia Express Lunch	£7,000		
Symposia Express Evening	£5,000		
E-Poster Area Sponsor (UNDER OFFER)	£7,500		
Silent Symposia on Exhibition Floor	£1,250		
Endoscopy Village	£7,500		
The Library	£2,500		
Print and Brand Exposure	Unit cost	Qty	Total
Delegate Bags	£10,000		
Portable Power Bank	£10,000		
Prominent Poster Banner	£1,000		
Delegate Lanyards (UNDER OFFER)	£10,000		
Pocket Programme Book (UNDER OFFER)	£10,000		
Notepads or Pens	£2,000		
Notepads and Pens	£3,500		
Delegate Water Bottle (UNDER OFFER)	£3,500		
Delegate Bag Insert	£1,200		
Delegate Digest Advert: Back Page	£2,500		
Delegate Digest Advert: Full Page	£1,500		
Delegate Digest Advert: Half Page	£1,000		
Technology and Interaction	Unit cost	Qty	Total
Mobile App - under offer	£17,500		
WiFi	£10,000		
Workstations (UNDER OFFER)	£8,000		
Onsite Digital Advertising	£550		
Career Development Clinic (UNDER OFFER)	£7,000		
Recharging Station	£10,000		
Welcome Reception	£10,000		
Meeting Zone	£7,000		
Registration Area	£6,000		
Coffee or Lunch Break Sponsor	£2,000		
Speaker Preview Area and Green Room (UNDER OFFER)	£3,000		

Total Cost:

plus VAT at 20%

Exhibition:

Package	Early Bird (31/01/19)	Late Rate from (01/02/19)	Qty	Total
Space Only (per sqm)	£550	£650		
Shell Scheme (per sqm)	£600	£700		
Entry Level	£1,450 per table top stand	£1,450 per table top stand		
Charity Stand	£1,000 per table top stand	£1,000 per table top stand		
Publishers	£1,000 per table top stand	£1,000 per table top stand		

Total Cost:

plus VAT at 20%

Please indicate preference booth number (see floor plan):

pref 1 _____ / pref 2 _____ / pref 3 _____

Note: preference may not be available, final stand location will be confirmed in May 2019

Note: two exhibitor passes are included with every stand

Name:

Organisation:

Organisation's VAT Registration Number:
(only if based in EU and outside of the UK)

Address that will appear on the invoice:

City, State, Zip/Postal Code:

Phone:

Fax:

Email:

Signature:

Please email or return this form to the address below, if you require further information please contact bsgindustry@conferencepartners.com

Payment Policy: 100% payment is due on booking. The Partner/exhibitor's logo and company biography will not be included on any promotional materials until full payment is received.

Cancellation Policy: Cancellation within six months prior to the conference will incur a cancellation fee of 40%. Cancellation within four months prior to the conference will incur a cancellation fee of 100%. The cancellation fee of the Partnership amount is subject to VAT at 20%.

Terms and Conditions

Acceptance of General Terms

Those wishing to participate as a sponsor or exhibitor unreservedly accept, and undertake to comply with these general terms. The event organiser reserves the right to give notice should any new provisions, circumstances or changes in the interest of the event occur.

Letter of Commitment

If you would like to be a sponsor or exhibitor, please complete and return the relevant booking / application form(s) ensuring that you indicate you have read and agree to the terms and conditions. Upon receipt of the completed booking form, Conference Partners UK Ltd will then proceed to issue your company the necessary invoice with full payment instructions.

Cancellation of BSG 2019

It is mutually agreed that in the event of total or partial cancellation of the meeting due to fire, strike, natural disaster (either threatened or actual), government regulations or causes which would prevent its scheduled opening or continuance, this agreement will be terminated immediately, the organiser shall determine an equitable basis for the refund of a portion of the item(s) purchased, after due consideration of expenditures and commitments already made. Under no circumstances is the organiser responsible for any exhibitor's expenses (such as travel, lodging, or exhibit shipping), or any other incidental or consequential damages.

Payment Terms

All prices are quoted exclusive of VAT, unless otherwise stated. Sponsors and exhibitors will be invoiced as follows:

- The total balance of 100% will be invoiced on receipt of the completed order form and will be due for payment upon receipt of the invoice to guarantee the reservation
- All payments must be made in GBP Sterling.
- If an exhibitor pays registration fees for invited participants, these fees cannot be offset against the exhibition amount; this applies to all categories.
- Registration fees must be paid separately in all cases.

Cancellation Policy

Cancellations and changes to your original booking must be made in writing to Conference Partners UK Ltd. For cancellations made:

- From six months prior to the conference will incur a cancellation fee of 40%
- From four months prior to the conference will incur a cancellation fee of 100%

Unscheduled Meetings and Events

During the conference, no participant or exhibitor may organise, attend or favour meetings, gatherings or any other events, relating to the topics covered by the conference, or that will overlap with the purpose of the exhibition which have not have been reported to, and approved by, the organising committee beforehand.

Staffing of Stands

Exhibitors will be required to ensure that their stands are staffed during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

Product Disclaimer

The organisers do not, in any manner, endorse any of the products or services related to the exhibitions which have been accepted for display during the meeting.

BSG conference Logo

Exhibitors are permitted to use the BSG conference logo which can be obtained from the organisers upon request.

Security and Insurance.

The Organisers will not be held responsible for any loss or damage to exhibitor's goods and exhibitors are reminded that they should undertake the arrangement a public liability insurance policy providing cover for any/ all loss/damage caused to third parties for which it is liable (including all regular and temporary staff). The policy shall include a 'rental risks' clause to cover loss, theft, damage to all/ any equipment that it is the custodian. Upon request, the organiser will be provided with copies of such policies.

Health and Safety at Work Regulations

It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.

Damage

Exhibitors shall leave the shell scheme and hired equipment in the same good condition that it was found in and will be liable for any damage caused as a result of their facilities and decoration.

Distribution of Materials

Any distribution of advertising materials, corporate leaflets, invitations or flyers may only be carried out from the exhibitors stand or within the pre-reserved meeting room and designated space. Please seek approval prior to handing out any consumable products.

Intellectual Property

Unless otherwise provided for in writing, the copyright and other intellectual property rights held over all the organiser's offers, publications and other products or services shall remain its property.

Any rights which may be granted by the organiser are destined for the participant's sole use and may not be assigned, transferred or granted under sub-licences without the organiser's prior agreement. Granted rights shall be non-exclusive. The participant shall not acquire any intellectual property right over the services and products offered by the organiser.

Trademarks and Logos

The exhibitors will be personally responsible for any authorisations relating to copyright or related rights, originating from the elements of any nature whatsoever which it provides or uses during the event. It shall hold the organiser harmless as regards any action in this respect.

Moreover, the participant hereby expressly authorises the organiser to use the candidate's trademarks and logos within the strict framework of the event for its organisation and promotion.

Exhibition Build up and breakdown

Exhibitors are responsible for ensuring that their contractors work to timescales and respect the instructions given by the organisers on-site.

If an exhibitor's stand is not finished by the given deadline, the organisers reserve the right to ask the contractors to leave site. If the unfinished stand is considered a hazard to the delegates, the stand will be cordoned off.

The organisers will do their utmost to accommodate extra time needed by contractors, if given prior warning but, should extensions to build time incur additional venue or staffing costs, these will be passed on to the sponsor. Please ensure you manage your contractors closely and that they respect the organisers.