

## **LARIA One Day Conference: Sponsorship and Exhibition Opportunities**

**Thursday, 9<sup>th</sup> November 2017, University of Liverpool, Foresight Centre**

**Become one of our One Day Conference 2017 sponsors:**

### **Gold event sponsor package – £995.00**

- Four delegate tickets to the event (to include refreshments and attendance only no accommodation) *any additional delegates will be charged for.*
- 3m x 1m table top exhibition stand in the refreshment area to display corporate literature
- An opportunity to insert up to a four-page A4 flyer into the delegate packs
- Key partner logo on the LARIA website promoting the event, any pre-event literature and delegate list.
- The delegate list sent after the event electronically to include emails only
- A public 'thank you' at the event
- The event listed on the LARIA website including your logo and link back to your website

### **Silver exhibition stands sponsor = £495.00**

By taking an exhibition stand you will be given the opportunity to network with delegates during arrival, mid-morning, and afternoon refreshment breaks along with lunch which will take place in the exhibition area.

- Two delegate tickets to the event (to include refreshments and attendance only, no accommodation). *Any additional delegates will be charged for.*
- 2m x 1m exhibition stand in the refreshment area to display corporate literature
- The opportunity to include an A4 sized insert within the delegate packs
- The delegate list sent after the event electronically to include emails only

### **Bronze insert into the delegate packs – Starting from £150.00**

Advertise publicity material in the delegate bags (each guest will receive one)

- Insert within the event delegate packs starting from £120.00 per insert (based on a document which is up to four double-sided sheets of A4 in length). Larger inserts may be at a higher cost (POA).
- Alternatively, we are looking for an organisation to provide delegate bags free of charge in return for putting an insert within the delegate pack and promoting your organisation on all delegate bags with the LARIA logo – a total of 120 bags would need to be provided to the organisers by Friday 27<sup>th</sup> October 2017).

**For further information about the sponsorship or other options available at the event please contact Sarah Welsh on 0345 676 9598 or email [admin@laria.org.uk](mailto:admin@laria.org.uk)**

**To secure your sponsorship package, please complete the form below and return by any of the following methods:**

**Email - [admin@laria.org.uk](mailto:admin@laria.org.uk)**

**Post – LARIA, Tower House, Mill Lane (off Askham Fields Lane), Askham Bryan, York, YO23 3NU**

**LARIA ONE DAY CONFERENCE 207  
THURSDAY, 9<sup>th</sup> NOVEMBER 2017  
SPONSOR/EXHIBITOR REQUIREMENTS FORM**

<b>Organisation Name</b>	
<b>Contact</b>	
<b>Please detail the package you are booking</b>	
<b>Total Fee</b>	
<b>Internet Access required</b>	<b>Yes/No</b>
<b>Table(s) in Exhibition Area Required</b> (please state number of tables required) <b>Please note this space is table top and not a shell scheme.</b>	
<b>Chairs in Exhibition Area Required</b> (please state number of chairs required)	
<b>Power Socket required</b>	<b>Yes/No</b>
<b>Will you be bringing pop up/exhibition stands or an exhibition stand if so can you confirm the size of these/this?</b>	
<b>Conference Pack Insert required</b>	<b>Yes/No</b>
<b>If you are providing an insert for the conference pack please state how many pages this is and what size</b>	
<b>Address for Invoice and purchase order number</b>	

**1<sup>st</sup> Attendee**  
**(if applicable)**

**Title:** \_\_\_\_\_ Mr/Mrs/Ms/Miss/Dr \_\_\_\_\_ \*Please delete as appropriate

**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Special Dietary Needs (eg Vegetarian):** \_\_\_\_\_

**Other Requirements:** \_\_\_\_\_

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**2<sup>nd</sup> Attendee**  
**(if applicable)**

**Title:** \_\_\_\_\_ Mr/Mrs/Ms/Miss/Dr \_\_\_\_\_ \*Please delete as appropriate

**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Special Dietary Needs (e.g. Vegetarian):** \_\_\_\_\_

**Other Requirements:** \_\_\_\_\_

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**For further delegates please photocopy this form.**

**Confirmation of Order**

The undersigned hereby represents and warrants that he/she is duly authorised to execute this Booking Form on behalf of the Exhibitor named above. The Exhibitor hereby agrees that upon acceptance of this Booking Form that a contract shall be created between Mosaic Events (on behalf of LARIA) and the Exhibitor incorporating and subject to the Terms and Conditions contained below.

**Please return your completed form to Sarah Welsh, LARIA Events Organiser, Tower House, Mill Lane, off Askham Fields lane, Askham Bryan, York YO23 3NU  
Or by e-mail: admin@laria.org.uk**

## Terms and Conditions of Exhibiting

These **Terms and Conditions** are between LARIA ("the Organiser") and the Exhibitor whose details appear on the Exhibitor Booking Form ("the Form") to which these Terms and Conditions are attached.

**LOCATION. The LARIA ONE DAY CONFERENCE 2017** ("the Event") will be held at the University of Liverpool, Foresight Centre, 1 Brownlow St, Liverpool L69 3GL

The Organiser reserves the right to make such modifications and changes to exhibit space assignments as may be necessary to meet the needs of the Organiser and exhibitors.

**EXHIBITOR INFORMATION.** The Organiser agrees to allocate a stand to the Exhibitor at the Event in consideration for the Exhibitor paying the fees as specified in the Form. While all reasonable endeavours will be made to fulfil the Exhibitor requirements the Organiser reserves the right to make a stand reallocation at any time. Should any dispute arise as to the stand allocation or as to the right of the Exhibitor to display any exhibits the decision of the Organiser will be final and binding. The Organiser reserves the right to cancel the stand for any reason, and without prior notice to the Exhibitor, in which event any payment received in respect of the space booked will be refunded, subject to deduction of reasonable administration costs.

**USE OF EXHIBITION STAND.** The Exhibitor shall provide adequate staff for the operation of its stand at all times that the Event is open to the public or invitees of the Organiser. All demonstrations and promotional activities, including distribution of promotional material, shall be confined to the limits of the exhibition space booked. The Exhibitor is responsible for keeping the aisles near its exhibition space free of congestion caused by demonstrations. The Exhibitor shall not assign, licence or share the exhibition space without the express written consent of the Organiser. No individual company or organisation not assigned exhibition space shall solicit business within the exhibition area. Exposed, unfinished surfaces to the allocated exhibition spaces are not permitted and must be finished at the Exhibitor's expense. The Organiser reserves the right to perform such finishing and to charge the Exhibitor the cost of so doing. The Exhibitor's space may not extend beyond the allocated space.

**PAYMENT.** Invoices will be issued for all stand rentals and all payments must be received **within 14 days of receipt of invoice**. On receipt of payment, an Exhibitor confirmation will be issued which will include details of stand allocation, build up and pull instructions, Health and Safety requirements and other relevant guidelines. The stand will not be considered booked until payment is received.

**CANCELLATION.** All cancellations must be by written notice to the Organiser. In the event the Exhibitor cancels all or part of the exhibit space contract the following provision shall apply:

Cancellation before 12<sup>th</sup> October 2017 - 20% Refund.

Cancellation within four weeks of the event (i.e. after 12<sup>th</sup> October) - No Refund

All payments made to the Organiser under this contract shall be deemed fully earned and non-refundable when made in consideration for (a) expenses incurred by the Organiser, and (b) the Organiser's lost or deferred opportunity to provide exhibit space to others, and (c) the potential effect of the cancellation of the Event as a whole and all cancellation fees that may become due hereunder are acknowledged by the Exhibitor to constitute liquidated damages.

**SAFETY.** The Exhibitor accepts sole responsibility for any personal injury or property damage that may result directly or indirectly from the collapse of its exhibit or any portion thereof or any other unsafe condition of its exhibit. The Exhibitor hereby agrees to indemnify and hold harmless the Organiser, the owner and manager of the Event venue, and others lawfully on the exhibitor floor, from and against any claim, loss, liability or damage suffered as a result of the Exhibitor's installation, use, construction or maintenance of an unsafe exhibit. The Exhibitor further warrants that it has obtained adequate insurance to cover its potential liability hereunder. All materials used for building and decorating stands and displays must be of non-flammable material. The Exhibitor must comply with all instructions given by the Organiser and other relevant authorities to avoid the risk of fire.

**LIMITATION OF LIABILITY.** Neither the Organiser nor any of its agents or representatives shall have any liability whatsoever to the Exhibitor for any loss, expense or damage to the Exhibitor, its guests or their property, relating to or arising out of the acts of any other participant, visitor to the Event venue or other

invitee of the Organiser, other than for the Organiser's failure to perform its obligations hereunder. The Organiser shall not be liable for lost profits or other consequential loss caused to the Exhibitor and the Organiser's total liability hereunder shall in no case exceed the amount of the total rent actually received by the Organiser from the Exhibitor. The Organiser shall have no liability for any failure to perform its obligations hereunder where such failure to perform is due to any strike, civil disorder, riot, act of war, act of God, or any other cause of any kind whatsoever not within the Organiser's reasonable control. Nothing herein shall limit either party's liability for death or personal injury arising from the proven negligence by itself or its employees or agents. The Exhibitor will be responsible for the costs of making good any damage to wall, floors, structures, stands and accessories.

**SECURITY.** The Organiser shall provide a security service during the hours the exhibition area is closed. However, the Exhibitor is solely responsible for the security of its own exhibit materials and the Exhibitor undertakes to obtain appropriate insurance to cover the same. All property of an Exhibitor is understood to remain in its sole care, custody and control in transit to or from the confines of the Event venue. The Exhibitor agrees to waive all rights of subrogation against the Organiser, its directors and employees. The Exhibitor shall carry public liability insurance against personal injury, death or damage to or loss of property by any cause whatsoever.

**AGREEMENT.** This Agreement contains the entire understanding between the parties hereto and supersedes all previous agreements between the parties. No other terms or conditions (including any written, given verbally or attached to any purchase order form, document or correspondence) shall be included or implied unless agreed upon in writing and signed by a duly authorised officer or representative of each of the parties to this Agreement. No variation to this Agreement shall be valid unless it is recorded in writing and signed by a duly authorised offer or representative of the Organiser.

**ASSIGNMENT.** This contract cannot be assigned or transferred by the Exhibitor.

**GOVERNING LAW.** This Agreement shall be subject to and construed in accordance with the laws of England and those parties hereby irrevocably submit to the jurisdiction of the English Courts. The Organiser shall be entitled to recover the costs, including reasonable solicitor's fees and/or collection fees in any action brought to enforce this contract or its rights hereunder.

NAME \_\_\_\_\_

ORGANISATION \_\_\_\_\_

POSITION \_\_\_\_\_

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

## Other Opportunities Booking Form

	<b>Please tick appropriate</b>
<b>Insert within the delegate pack</b>	
<b>Total Fee to be invoiced</b>	
	<b>Please complete the details below</b>
<b>Organisation Name</b>	
<b>Contact Name</b>	
<b>Job Title</b>	
<b>Address</b> <i>(Please ensure this is the invoice address)</i>	
<b>E-mail</b>	
<b>Telephone Number</b>	
<b>Conference Pack Insert Name</b>	
<b>Size of insert</b>	
<b>Purchase Order Number (if relevant)</b>	

**Please note you must provide 120 inserts which must be delivered to the below address by no later than Friday 27<sup>th</sup> October 2017 to ensure these are included within the delegate packs**

Sarah Welsh, LARIA Events Organiser, LARIA, Tower House, Mill Lane, off Askham Fields Lane, Askham Bryan, York YO23 3NU or e-mail: [admin@laria.org.uk](mailto:admin@laria.org.uk)

Please contact Sarah on 0345 676 9598 if you need any further information.