

LARIA One Day Conference 2019 Tuesday 5th November Aston University, Birmingham



LARIA - why get involved?

LARIA is largely a voluntary organisation and we rely on the time and goodwill of members. LARIA exists to promote continuous improvements in the quality and impact of local research and intelligence. By promoting high standards and excellence in research, analysis and insight we ensure maximum impact in the delivery of high quality public service.

How we do it and make a difference:

We facilitate the sharing of research and intelligence best practice and create networking opportunities for our members. LARIA members play an active role across the research and intelligence sector.



LARIA represent local area researchers and not just local government researchers so the conference will not only focus on local councils but across the public sector including health and social, crime and community safety and local economic performance and resilience.

LARIA is pleased to offer you the chance to be a part for the 2019 Conference, helping us to support local researchers in the public sector.

Get involved by sponsoring and exhibiting:

The conference offers your organisation the opportunity to:

- raise your profile within the research sector
- demonstrate new products or services
- source new leads for business
- keep up-to-date with the needs of your audience
- build new and strengthen current partnerships
- opportunity to network



Exhibition Space

Exhibition space will be available in the Private Dining area within Aston Business School where all refreshments and catering will be served.

You can book which exhibition stand you require by requesting the floor plan.

Please note, key note sponsors and partners get first refusal to all stands.

Sponsor Packages - £995

- Four delegate tickets to the conference (to include refreshments and catering)
- Attendance at all keynote and workshop sessions
- Table top exhibition space in the refreshment area to display corporate literature
- The opportunity to insert up to a four-page A4 sized insert within the delegate packs
- Organisations logo and overview on the LARIA conference website
- Organisations logo on the LARIA main website promoting the event with a link back to your website and any pre-event literature and delegate list
- A public 'thank you' at the event
- The delegate list sent after the event electronically to include delegate email addresses (*please note, delegates have the option not to disclose their information to sponsors and exhibitors, so not all delegates/email addresses will appear on the final list*)

Exhibition packages - £495

- Two delegate tickets to the conference (to include refreshments and catering)
- Attendance at all keynote and workshop sessions
- Table top exhibition space in the refreshment area to display corporate literature
- The opportunity to include an A4 sized insert within the delegate packs
- Organisations logo and overview on the LARIA conference website
- The delegate list sent after the event electronically to include delegate email addresses (*please note, delegates have the option not to disclose their information to sponsors and exhibitors, so not all delegates/email addresses will appear on the final list*)

Please note, none of the above packages include travel or accommodation



Insert within the Conference Delegate Packs

- Promotional Material - One page of A5 - £85
- Promotional Material - Insert up to four pages of A4 - £160
- Promotional Material - Insert more than four pages of A4 - £260

Delegate Packs

We are looking for an organisation to provide delegate packs free of charge in return for putting an insert within the delegate pack and promoting your organisation on all delegate packs with the LARIA logo

Important Information to note:

Inserts within the Conference Delegate Packs

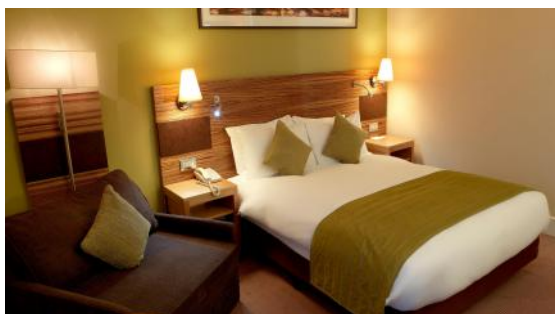
Please provide 150 inserts/packs by no later than Friday, 25 October 2019 to:

Sarah Welsh, LARIA Events Organiser, c/o Mosaic Events Ltd, Tower House, Mill Lane, off Askham Fields Lane, Askham Bryan, York, YO23 3FS



Accommodation

Conference Aston Hotel offers accommodation subject to availability and can be booked directly via the website - www.conferenceaston.co.uk



Booking Form 1 of 3

Contact Name & Email:	
Organisation:	
Address & Postcode: (Please ensure this is the invoice address and quote PO number if applicable)	
Telephone:	
Exhibitor Name & Email:	
Exhibitor Name & Email	
Special Requirements:	

Additional Exhibitor Passes

£50 per person for one day or £95 for two days

Name of Attendee	Date/s Attending	Cost

Booking Form 2 of 3

Exhibition Stand

Please complete the boxes below if you are booking an exhibition stand only - otherwise please complete the other opportunities box on the page below.

Total fee for package selected:	
Please state your first and second choice of the number of stand required:	
Do you require WiFi access?:	
Please state if you do not require a table for your exhibition stand: (Please note this space is table top and not a shell scheme)	
Number of chairs to be provided:	
Number of power sockets required:	
Please confirm the materials you will be bringing to fill your exhibition space including the exact size of your stand (pop up/ full banner stands):	

Please remember to provide your overview and organisations logo in JPEG format for the conference website with your booking form.

If you are providing an insert for the delegates packs, please note insert deadline on page 3.



Booking form 3 of 3

Please note here if you would like to provide an insert for the delgate packs. Please specify which size and cost (refer to table on page 3):	



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 ANNUAL CONFERENCE 2019 (“the Event”) will be held at Conference Aston Conference Centre & Hotel, Aston University, Aston Street, Birmingham, B4 7ET on Tuesday 5 November 2019. 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 5 September 2019 - 20% Refund.

Cancellation after 5 September - 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 _____