

International Cambridge Conference on Breast Cancer Imaging
West Road Concert Hall, Cambridge, UK Monday 3 – Tuesday 4 July 2017

Exhibition and sponsorship booking form

Company details	
Contact name:	
Position within company:	
Company name:	
Address:	
	Postcode:
Tel:	Mobile:
Email:	

On-site sponsorship items		
Item	Cost	Please tick
Delegate bags		
Final programme		
Delegate bag insert		

Scientific programme sponsorship items		
Item	Cost	Please tick
Sponsored symposium		
Exhibitor workshop	POA	
Sponsorship of speaker	POA	

Exhibition space		
Costs:		
Stands 1-2 (2x1m): £790 +VAT		
Stands 3, 4, 5 & 8 (4x1m): £1,580 +VAT		
Stands 6, 7, 9, 10, 11 & 12 (3x1m): £1,185 +VAT		
	Stand number	Stand size
First choice		
Second choice		
Third choice		
Please tick appropriate box if you require any of the following (included in exhibition fee)		Please tick
6ft table x 1		
13 amp power supply		
Chairs x 2		

Company representatives attending meeting
1.
2.
<i>Please specify which day, if appropriate</i>

Additional catering requirements

The exhibition stand space fee includes lunch/tea/coffee for 2 stand personnel. The cost of lunch/tea/coffee for any additional stand personnel is £25.00 + VAT per person per day.

		No. of additional lunches required
Monday 3 July 2017		
Tuesday 4 July 2017		

Conference dinner – Monday 3 July 2017

The Conference dinner will take place in the historic surroundings of King’s College. Tickets are £50.00 + VAT each.

	No. of tickets

Special dietary requirements:

Vegetarian
 Other (please specify)

Total for invoice

Stand (insert number)	£
Sponsored items (if applicable)	£
Additional catering (if applicable)	£
Dinner tickets (if applicable)	£
Total (ex VAT)	£

Invoicing details

Please send me a VAT invoice quoting Purchase Order No (if required).....

Company name and invoice address **if different** from overleaf:

.....

.....

Payment terms:
 Payment must be received within 30 days of the invoice date, or prior to the commencement of the conference, whichever is the sooner.

Please return this form to:
 Hannah Batchelor, Secretariat, BCI 2017
 The Conference Collective Ltd, 8 Waldegrave Road, Teddington, TW11 8HT
 T: +44 (0) 20 8977 7997 E: bci@conferencecollective.co.uk

SPONSORSHIP AND EXHIBITION TERMS AND CONDITIONS

Agreement

The Booking Form constitutes only an offer by the Sponsor or Exhibitor to exhibit at/Sponsor International Cambridge Conference on Breast Cancer Imaging 2017 on these terms and conditions only. The Organisers reserve the right to accept or refuse such offer at its sole discretion.

In the event that the Organisers accept the Sponsor's/Exhibitor's offer, the Organiser will provide written confirmation of the booking and this will create a legally binding contract between the Sponsor and the Organiser on these terms and conditions only to the exclusion of all others (this 'Agreement').

All bookings of exhibition packages, promotional marketing opportunities, advertising and sponsorship are administered on a first-come, first-served basis. Each stand includes complimentary registrations for the conference to include access to all Conference sessions, refreshments at official Conference break times & conference materials. A completed Sponsorship/Exhibition Booking Form should be posted / emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form, space will be confirmed and an invoice will be mailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms are received.

Payment

On providing such written confirmation to the Sponsor/Exhibitor, the Organiser will issue its invoice to the Sponsor/Exhibitor in respect of the Sponsorship/Exhibitor Fee. The Sponsor/Exhibitor shall make full and final payment to the Organiser no later than 30 days following receipt of the invoice.

The Sponsorship/Exhibitor Fee is exclusive of VAT. Payments should be made in Pounds Sterling and made payable to 'International Cambridge Conference on Breast Cancer Imaging'.

Terms

This Agreement commences on the date of the Organiser's written confirmation of the booking, and shall terminate at the end of the International Cambridge Conference on Breast Cancer Imaging 2017 except when expressly provided otherwise in these terms.

Cancellation clause

Cancellation of Sponsorship/Exhibition Booking must be made in writing to The Exhibition and Sponsorship Manager, International Cambridge Conference on Breast Cancer Imaging 2017, c/o The Conference Collective, 8 Waldegrave Road, Teddington, Middlesex TW11 8GT and can be emailed to bci@conferencecollective.co.uk. If the Sponsor/ Exhibitor cancels this Agreement, the Organiser shall refund (subject to any costs as set out below) to the Sponsor/Exhibitor a percentage of the fees determined in accordance with the following:

If cancellation/reduction is received up to and including 1 October 2016, the organisers shall retain 10% of the agreed package amount; if cancellation/reduction is received between 2 October 2016 and 1 February 2017, the organisers shall retain 50% of the agreed package amount, and if cancellation/reduction is received after 2 February 2017, the organisers shall retain 100% of the agreed package. The sponsorship/exhibition fee (where applicable) will be refunded after the conference.

The Organiser shall be entitled to retain from any refunded fees a sum equivalent to its actual administration expenses, the costs of materials and any costs to which the Organiser has committed when the Sponsor/Exhibitor cancels this Agreement.

If the conference is cancelled by the Organiser (other than as a result of events beyond the reasonable control of the Organiser), the Organiser shall refund the fee paid by the Sponsor/Exhibitor.

Insurance

While every precaution is taken to protect your property during the event, the Organisers are not responsible for any loss or damage and we strongly recommend that you take out appropriate insurance cover. The Organisers accept no responsibility for any loss sustained by exhibitors from theft, fire damage or any third party.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this exhibitors should protect their expenditures against abandonment and cancellation or curtailment of the event due to reasons beyond the Organiser's control.

Security

The Organisers cannot be held responsible for the loss or damage to exhibitors' property. Exhibitors are advised not to leave their stand unattended at any time especially if there are portable and valuable items on the stand.

Exhibition set up and breakdown

Exhibitors must ensure that their stand is set up and dressed by the times specified in the Exhibitor Manual. The only activities permissible on the day of the Conference are displaying brochures or the set-up of any valuable equipment, which for security reasons you do not want to leave unattended overnight. Exhibition stands must not be broken down before 14.30 on Tuesday 4 July 2017, the last day of the Conference.

Exhibitors' responsibilities

All exhibiting companies are responsible for their stand. Due consideration must be given to the safety of the stand throughout the event and that any actions or inactions do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

Accessibility

The current EU regulations state that disabled persons must be afforded the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and view any exhibits. To this end, exhibitors are advised to ensure that their stand is easily accessible to visitors in wheelchairs.

Liability clause

The Organiser shall not be liable for any failure to fulfill this contract where failure is caused by supervening circumstances including weather, fire, flood, earthquake, travel, transport delays, war, riots, acts of terrorism or events which, without fault of either party, render fulfillment impossible.

The Organiser's obligations

The Organiser will:

- Organise the International Cambridge Conference on Breast Cancer Imaging 2017 to a high standard and to the best of its ability
- Ensure the Sponsor/Exhibitor benefits from all elements of the confirmed Sponsorship/Exhibition Package
- Not do or knowingly permit to be done anything which is prejudicial to the good image of the Sponsor/Exhibitor

Sponsor's/exhibitor's obligations

Stands must be staffed during key exhibition times, including refreshment breaks, lunch breaks and poster viewing sessions.

Companies wishing to offer hospitality in addition to the Conference social programme must contact the Organisers (email: bci@conferencecollective.co.uk). Any additional social events must not clash with the official Conference Social Programme and is subject to the agreement of the Organiser.

The Sponsor/Exhibitor (including its officers, employees, contractors and agents) and the Sponsor's exhibition stand must comply in all respects with all applicable laws, regulations, and rules and conditions of the Venue relevant to it, and with any relevant trade codes of practice.

A delegate list including attendees' names and organisations will be circulated to all attendees and exhibitors on the day of the event. This is solely for reference use and to aid networking.