

Booking form

Physiology 2019, Aberdeen UK, 8 - 10 July 2019

EXHIBITION AND SPONSORSHIP PACKAGES

YOUR DETAILS

Company name (to be used on event literature and website)

Contact name

Contact address

Email

Telephone

Invoice address (if different from above)

EU VAT Number / Tax Number (US)

PO number (if required)

EXHIBITION

Corner (£2200 + VAT)

Preferred exhibition booth(s), please choose three:

Passport competition? Y or N

Internal (£1950 + VAT)

Preferred exhibition booth(s), please choose three:

Passport competition? Y or N

Not-for-profit (£1750 + VAT)

Preferred exhibition booth(s), please choose three:

Passport competition? Y or N

SPONSORSHIP PACKAGES AND OPPORTUNITIES

Principal sponsor package

£10,000 + VAT

£8000* + VAT

Preferred exhibition booth(s), please choose three:

Major sponsor package

£7500 + VAT

£6000* + VAT

Preferred exhibition booth(s), please choose three:

Plus Lunch sponsorship

Mon

Tues

Meeting sponsor package

£5000 + VAT

£4000* + VAT

Preferred exhibition booth(s), please choose three:

Plus tea and coffee break

Mon

Tues

Weds

In signing and dating this booking form you agree to the Terms and Conditions contained within this 'Exhibition & Sponsorship Opportunities' document, including the payment terms & schedule and the cancellation policy & cancellation charges as outlined.

Signed _____

Date _____

Print name _____

On behalf of _____

Please return this form to Uta Boeger-Brown, Sponsorship & Exhibition Manager at BioMedEx Ltd

email: physocexhibition@biomedex.co.uk

* not-for-profit rate

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PROGRAMME SPONSORSHIP AND ADVERTISING

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PROGRAMME SPONSORSHIP

Rapid fire innovation session (£300 + VAT/slot)

Mon Tues

Prize Lecture (£1000 + VAT)

Preferred Plenary Lecture:

Symposium (£750 + VAT)

Preferred Symposium:

ADVERTISING

Programme

Outside back (£1000 + VAT)

Inside back (£800 + VAT)

Inside front (£800 + VAT)

Full page (£600 + VAT)

Half page (£400 + VAT)

Literature Inserts (£200 + VAT)

Seat drop (£150 + VAT)

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Print name _____ **On behalf of** _____

Please return this form to Uta Boeger-Brown, Sponsorship & Exhibition Manager at BioMedEx Ltd

email: physocexhibition@biomedex.co.uk

* not-for-profit rate

NOTES, AND TERMS AND CONDITIONS

- All prices are excluding VAT.
- All packages and opportunities will be allocated on a first-come, first-served basis. Should your chosen packages opportunities no longer be available we will contact you to discuss an alternative.
- Complimentary registrations are non-transferable.
- Any emails sent to the participants on behalf of sponsors/exhibitors are subject to approval by the conference organisers.
- Information being included in the printed programme is subject to it being received by the deadline schedule specified.
- Programme may be subject to change.

Principal sponsor package

General press releases do not include scientific releases which result from presentations at the conference.

Major sponsor package

Principal sponsor has first choice of symposia.

Industry symposium

Speakers will be invited by the sponsor. Travel cost, accommodation and registration fees of the speakers will be covered by the sponsor. Sponsor should ensure compliance with the ABPI Code of Practice.

Rapid Fire Innovation Session

Limited to six ten-minute slots on first-come, first-served basis

Plenary Lecture sponsorship / Keynote Lecture sponsorship

Subject to approval by the speaker

Symposium sponsorship

Subject to approval by the symposium organiser

Conference bags

Plus cost of producing and delivering the bags

Promotional inserts for conference bags (max one page of A4)

Plus cost of producing and delivering the items. Design subject to approval by the organisers

Advertising opportunities – Programme book

All files must be finished artwork with all fonts and graphics included (all images CMYK and 300dpi or higher) (deadline detailed below)

Exhibition

Exhibition booths/spaces must be staffed during key exhibition times.

Contracts & confirmation

Sponsors

Once a completed booking form is received a confirmation of booking will be emailed to you with an accompanying invoice for the full amount of the selected sponsorship package.

Completion of the booking form by the sponsor shall be considered as commitment to purchase the selected items.

Exhibitors

Once a completed exhibition booking form is received a confirmation of exhibition booking will be emailed to you with an accompanying invoice for the full amount of the selected exhibition package. Completion of the booking form by the sponsor shall be considered as commitment to purchase the selected items.

Programme sponsorship, promotional marketing & advertising packages

Once a completed booking form is received a confirmation of booking will be emailed to you with an accompanying invoice for the full amount of the selected programme sponsorship, promotional marketing and/or advertising package.

Exhibition space allocation

Whilst every effort will be made to allocate the space(s) requested, the organising committee and the Sponsorship & Exhibition Manager reserve the right to make the final allocation.

Eligible exhibits

Only the sign of the company/organisation whose name appears on the completed booking form may be placed in the stand or appear on any printed lists of sponsors and exhibitors.

Exhibitors are not to share with others any space allotted to them without prior written consent by the Sponsorship & Exhibition Manager.

Liability

The organisers of Physiology and its appointed agents cannot accept liability for personal accidents or loss of or damage to private property of participants, including staff or appointed agents of exhibiting companies and organisations, and accompanying persons, either during or indirectly arising from the conference.

Public liability insurance

All exhibitors, exhibiting sponsors and commercial partners must provide the Sponsorship & Exhibition Manager with a copy of their public liability insurance certificate as proof that their exhibition stand and personnel, as well as any agent and contractor appointed by said exhibitors, exhibiting sponsors and commercial partners are covered by public liability insurance for the duration of the conference, including set-up and break-down periods.

Abandonment

In the event of it being necessary for any reason whatsoever for the conference and/or its concomitant exhibition to be abandoned, postponed or altered in any way in whole or in part or if the organising committee and its appointed agents find it necessary to change the dates or venue of the conference and / or its concomitant Exhibition or the Exhibition layout, the organising committee and its appointed agents shall not be liable for any expenditure, loss, or damage incurred by a sponsor or exhibitor resultant upon such change. Nor shall the organising committee and its appointed agents be liable for any expenditure, loss, or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever.

Payment

Terms of payment

The payment terms are 30 days from invoice issue date and within the payment schedule detailed below, however for late bookings immediate payment may be required. All payments must be received before the start of the conference. Should any company/organisation fail to complete payments prior to the commencement of the conference, the Organisers reserve the right to deny participation to any such company/organisation and the organisers will be entitled to cancel the booking while cancellation will be subject to cancellation charges as outlined below.

Any exhibiting company and organisation who fail to complete payments in accordance with the payment terms will not be granted access to their stand location to build or dress the space and will not be mentioned in the conference literature and will have their name and logo removed from the conference website. Similarly, any promotional items and literature inserts will not be included in the delegate bags.

Payment methods

All payments must be made in Pounds Sterling (GBP£) by Automated Bank Transfer/BACS payment.

Please note the invoice number must be used as the reference on all BACS payments.

Royal Bank of Scotland, Child & Co, 1 Fleet Street, London, EC4Y 1BD

Account number: 65213918

Sort code: 15-80-00

SWIFT code: RBOS GB 2L

IBAN: GB20RBOS15800065213918

Please note we do not accept payments by cheque or credit card.

Cancellation policy & cancellation charges

Cancellation or modification of any sponsorship, promotional marketing, promotional literature insert, advertising, and exhibition item must be made in writing and received by the Sponsorship & Exhibition Manager (contact information can be found at the bottom of this form).

The following cancellation charges apply for any cancellation or modification notice received.

Before 8 April 2019 (that is, three months prior to the conference) – 50% refund will be made of the agreed package amount of programme sponsorship package, promotional marketing package, promotional literature insert, advertising package and exhibition package.

After 8 April 2019 (being less than three months prior to the conference) – no refunds will be issued on any agreed package and any outstanding amounts will be invoiced in full.

Sponsor & exhibitor guidelines

Companies wishing to offer hospitality in addition to the conference social programme must contact Uta Boeger-Brown (physocexhibition@biomedex.co.uk). Any company or organisation planning a function that is intended to involve delegates during the period of the conference must notify Uta Boeger-Brown of its style, timing, size and venue no later than 8 June 2019.

Any such event is subject to agreement by the organising committee. No participant, sponsor or exhibitor may organise, attend or favour meetings, gatherings or any other events during the conference which have not been reported to, and approved by, the organisers prior to the start of the conference.

Schedule of delivery of items for inclusion in the printed programme and/or delegate bags

Company description and logo: 1 May 2019

Passport competition question and prize: 1 May 2019

Advert for printed programme: 1 May 2019

Insert for delegate bag to arrive: 1 May 2019

Information received AFTER this time may not be included.

This is a binding contract and becomes valid after the booking form is accepted by the Exhibition Secretariat, BioMedEx Ltd, and a confirmation email is issued. Please take time to read the general terms and conditions contained within this document.

Please return this form to Uta Boeger-Brown, Sponsorship & Exhibition Manager at BioMedEx Ltd

email: physocexhibition@biomedex.co.uk

NOTES, AND TERMS AND CONDITIONS

These terms are the contractual agreement between the Organiser and the exhibiting / sponsoring company or organisation (Exhibitor(s) / Sponsor(s)).

Application to Participate:

Application to participate will be considered only if submitted on the appropriate forms, duly completed, signed and dated. Completed booking forms can be submitted by fax, post, or email. Emailed copies of the completed booking forms must be a scanned version of the signed original.

Booking will be confirmed in so far as exhibition space and sponsorship items are available. Applicants will be informed in writing (email) of the acceptance or refusal of their application. In case of refusal, all payments received shall be fully refunded. In case of acceptance Sponsors / Exhibitors will be bound by the Terms and Conditions listed on the booking forms and in the 'Sponsorship Opportunities & Invitation to Exhibit' prospectus and /or contractual agreement.

Obligations and Rights of the Sponsor/Exhibitor:

Booking implies full acceptance by the Sponsor / Exhibitor of the sponsorship / exhibition regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the conference without compensation or refund of sums already paid, and without prejudice to the Sponsor / Exhibitor.

By submitting an application to participate and duly complete booking form the Sponsor / Exhibitor makes a final and irrevocable commitment to occupy the space / items allocated and to maintain the company's / organisation's installation until the date and time fixed for closure of the event. The Sponsor / Exhibitor may only present on the company's / organisation's stand / space the materials, products and services described in the application to participate. No advertising of behalf of third party companies or organisations not sponsoring or exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager.

Obligations and Rights of the Organiser

The Organiser undertakes to allocate exhibition space / sponsorship items as far as possible on the basis of preference expressed by the applicants. Applications will be considered in order of receipt of booking forms and timely payment of invoices. The Organiser reserves the right to offer to a different company / organisation any sponsorship item or exhibition space that has not been occupied by the Sponsor / Exhibitor by the time of the official opening of the conference with no obligation to provide compensation to the defaulting Sponsor / Exhibitor.

The Organiser may not be held liable for the conference attracting a lower than expected number of participants or for any lack of interest in the event as a whole.

Force Majeure:

In the event that the conference does not take place owing to an event of force majeure, the Sponsors / Exhibitors undertake not to claim any indemnity from the Organiser. The amount still available following payment of all the expenses incurred shall be distributed to the Sponsors / Exhibitors on a pro-rata basis of the amounts paid.

Liability Insurance:

Equipment and all related display materials installed by Sponsors / Exhibitors are not insured by the Organiser, and the Organiser under no circumstances will be liable for any loss, damage, or destruction caused to equipment, goods, or property belonging to any Sponsors / Exhibitors. The Sponsor / Exhibitor agrees to be responsible for his / her property and person and for the property and persons of his / her employees and agents and for any third party who may visit the Sponsor's / Exhibitor's space. The Sponsor / Exhibitor shall hold harmless the Organiser from any and all damages / claims including those usually covered by a fire and extended-coverage policy. The Sponsor / Exhibitor undertakes to arrange a public liability insurance policy and employer's liability insurance providing cover for any / all loss / damage caused to third parties for which the Sponsor / Exhibitor 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 the Sponsor / Exhibitor is the custodian. Upon request, the Organiser will be provided with copies of such policies.

Exhibition Regulations:

The Exhibition Manager, acting under the direction of the Organising Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager.

The Organiser reserves the right to alter the general layout or limit the space allotted to each Exhibitor / Sponsor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organiser will not be held liable for expenses incurred other than the cost of exhibition space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining exhibition stands or exhibition spaces, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits. Height restrictions apply for purpose-build stands utilising space-only exhibition spaces in accordance with the exhibition guidelines and rules & regulations enforced by the owners and operators of the premises. Exhibitors are responsible for the cost and execution of the design, installation, and delivery of their display to (and its removal from) the exhibition site.

Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures. Electrical equipment must be PAT tested.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display shall be undertaken before the designated hour of the closure of the exhibition and the time designated for exhibition break-down. It is the responsibility of the Exhibitors / Sponsors to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organiser will arrange for the removal of such items at the Exhibitors' / Sponsors' risk and expenses.

Exhibitors are obliged to ensure that their exhibition stands are permanently staffed during the exhibition key times.

Payments are to be made in accordance with the condition of payment (payment terms and payment schedule) listed in the prospectus.

Should the Sponsor / Exhibitor fail to make a payment on time, the Organiser is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the exhibition stand / sponsorship item or seek compensation for non-fulfilment of contract.

Participation by Sponsors / Exhibitors is dependent upon compliance with all rules, regulation and conditions stated herein. Access to the exhibition is authorised on presentation of the Sponsor's / Exhibitor's badge issued by the Organiser. Sponsors' and Exhibitors' badges will not be mailed in advance and may be collected from the Registration Desk.

The Organiser ensures daily cleaning of the aisles. Sponsors / Exhibitors are responsible for the cleaning of their stands. The provision of refreshments for the conference participants by Sponsors / Exhibitors is only permitted if the catering regulations of the owners and operators of the exhibition venue concerned are observed.

Exhibition areas and fittings made available to Sponsors / Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Sponsor / Exhibitor concerned.

Any special decoration or fitting must be submitted to the Organiser for prior authorisation.

Advertising panels and display are not permitted outside the exhibition areas allotted to Sponsors / Exhibitors.

The Organiser will not approve stands which do not comply with the accepted standards, until the necessary changes have been made.

Any distribution of advertising materials, corporate leaflets, invitations or flyers by Sponsors / Exhibitors may only be carried out from the exhibitor's stand or within any pre-reserved meeting room.

Companies wishing to offer hospitality in addition to the conference social programme must contact the Organisers. Any company or organisation planning a function that is intended to involve delegates during the period of the conference must notify the Organisers of its style, timing, size and venue by the deadline specified in the notes, terms and conditions. Any such event is subject to agreement by the Organising Committee. No participant, sponsor or exhibitor may organise, attend or favour meetings, gatherings or any other events during the conference which have not been reported to, and approved by, the Organisers prior to the start of the conference.

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 Sponsor's / Exhibitor'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 Sponsor / Exhibitor shall not acquire any intellectual property right over the services and products offered by the Organiser.

Trademarks and Logos:

The Sponsor / Exhibitor shall be personally responsible for any authorisation relating to copyright or related rights, originating from the elements of any nature whatsoever which it provides or uses during the conference. Any Sponsor / Exhibitor shall hold the Organiser harmless as regards any action in this respect. Moreover, the Sponsor / Exhibitor hereby expressly authorises the Organiser to use the Sponsor's / Exhibitor's trademarks and logos within the strict framework of the conference for its organisation and promotion.

Code of Practice:

It is the Sponsor's / Exhibitor's responsibility to comply with the local authority's regulations on the Code of Practice on the Promotion of Medicines.

Please refer to

ABPI (Association of British Pharmaceutical Industries) www.abpi.org.uk

EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org

IFPMA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org

Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Organiser to any suits, demands by the Sponsors / Exhibitors or any third party.

Governing Law

This contractual agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

Disputes and Jurisdiction:

The parties irrevocably agree that the Commercial Court of England, a division of the Queen's bench Division of the High Court, shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this contractual agreement.'