

## Promotional Opportunities Booking Form – Part 1 of 3

CONFERENCE OPTIONS	PRICE	Number Available	Please ✓ To Book
<p><b>Exhibition Stand 1 day:</b></p> <ul style="list-style-type: none"> <li>• Invitation to attend the pre-event drinks reception held Wednesday 09<sup>th</sup> November 2016 at 8pm (Trafalgar Breakout Area)</li> <li>• Book &amp; Choose: Once booked &amp; paid for, the exhibiting company will be able to choose their stand position from those that are available at that time.</li> <li>• Each 2 x1.5m stand will include a table, 2 chairs and power.</li> <li>• 2 free delegate places to man the stand for duration of event.</li> <li>• Logo printed on Programme including 50 word strap line</li> <li>• Company representation on Conference App</li> <li>• Logo on filler slides during breaks</li> </ul>	<p><b>£900</b></p> <p>(Discount available for our Corporate Members)</p>	<b>NOW FULLY BOOKED</b>	
<p><b>Sponsored Breaks:</b></p> <ul style="list-style-type: none"> <li>• 1x1 day delegate place</li> <li>• Acknowledgement &amp; logo printed on Programme</li> <li>• Company representation on Conference App</li> <li>• Logo on filler slides during breaks</li> </ul>	<b>£400</b>	<b>Only 2 available</b>	
<p><b>Sponsored AV Tech Support per day:</b></p> <ul style="list-style-type: none"> <li>• 2x1 day delegate places</li> <li>• Acknowledgement &amp; logo printed on Programme</li> <li>• Company representation on Conference App</li> <li>• Logo on filler slides during breaks</li> </ul>	<b>£600</b>	<b>1</b>	
<p><b>Programme Advert (half page)</b></p> <ul style="list-style-type: none"> <li>• Half page advert (half A4 size) within main Conference Programme Brochure</li> </ul>	<b>£300</b>	<b>Only 4 available</b>	
DINNER DANCE OPTIONS	PRICE	Number Available	Please ✓ To Book
<p><b>Dinner Dance Drinks Reception Sponsor:</b></p> <ul style="list-style-type: none"> <li>• Table of 10 guests of your choosing</li> <li>• Acknowledgement &amp; logo printed on Dinner Menu</li> <li>• Company representation on Conference App</li> </ul>	<b>£1500</b>	<b>1</b>	
<p><b>Dinner Dance Drinks Table Wine Sponsor:</b></p> <ul style="list-style-type: none"> <li>• Table of 10 guests of your choosing</li> <li>• Acknowledgement &amp; logo printed on Dinner Menu</li> <li>• Company representation on Conference App</li> </ul>	<b>£1500</b>	<b>1</b>	
<p><b>Dinner Dance Decorations/Entertainment Sponsor:</b></p> <ul style="list-style-type: none"> <li>• Table of 10 guests of your choosing</li> <li>• Acknowledgement &amp; logo printed on Dinner Menu</li> <li>• Company representation on Conference App</li> </ul>	<b>£1000</b>	<b>1</b>	
<p><b>Dinner Dance Table:</b></p> <ul style="list-style-type: none"> <li>• Table of 10 guests of your choosing</li> </ul>	<b>£500 (per table)</b>	<b>5</b>	

## Promotional Opportunities Booking Form – Part 2 of 3

<i>Please provide details of the main contact regarding all aspects of your Promotional Booking:</i>			
<b>Title:</b>		<b>Email:</b>	
<b>Full Name:</b>		<b>Telephone:</b>	
<b>Job Title:</b>		<b>Mobile:</b>	
<b>Company:</b>			
<b>Address:</b>			
		<b>Postcode:</b>	
<b>Signature:</b>			
<p><b>PLEASE NOTE:</b> The completed Terms &amp; Conditions form (Part 3 over the page) must be signed &amp; returned with your booking form to <a href="mailto:info@cmsuk.org">info@cmsuk.org</a> or posted to: PO Box 293, Sutton, Surrey SM1 9BH. An appropriate invoice will then be raised. Booking of a specific stand space as per the floor plan, will only be confirmed upon receipt of full payment of the invoice. For enquiries please call: <b>0333 2070755</b></p>			

## ***Promotional Opportunities Booking Form – Part 3 of 3***

### **EXHIBITION & SPONSORSHIP TERMS & CONDITIONS**

By registering for this event, you are agreeing to the following terms and conditions:

#### ***General***

1. In these terms and conditions the Case Management Society UK is referred to as CMSUK.
2. All bookings are subject to the final approval of the Chair of the CMSUK Events Committee. CMSUK reserves the right to terminate a booking in those circumstances where the Chair does not grant approval of a sponsor or exhibitor.

#### ***Payment***

3. CMSUK will not be bound by any price quoted on the telephone.
4. CMSUK will not reserve any exhibition spaces, sponsorship bookings, or dinner dance tickets until payment has been received. All are sold on a first-come, first-served basis.

#### ***Cancellations***

5. All cancellation requests must be received in writing.
6. Refunds may be issued for exhibitors subject to the following notice periods:
  - a. 13 weeks or more – 100% of the package price
  - b. 9-12 weeks – 75% of the package price
7. CMSUK is unable to offer any refunds for cancellations for exhibition spaces, made with eight weeks' notice or less.

#### ***Exhibition and floor space***

8. Each exhibiting/sponsoring company may only have two representatives present within the conference & exhibition area at any one time, unless otherwise booked and paid for as conference delegates.
9. Exhibition spaces may not be shared between companies.
10. Exhibitors shall not sublet or assign any part of the space allotted, nor grant licenses in respect thereof without CMSUK's prior consent.
11. The exhibition stand must only advertise the company that has been stated on the booking form, and which has been granted the approval of the CMSUK Events Committee Chair.
12. Each exhibition space measures 2 metres by 1.5 metres. The stand must not exceed these measurements in any way. Failure to keep within the space available may result in all or part of the exhibition stand being removed.
13. CMSUK reserves the right to alter or re-plan the layout of the exhibition and agrees to advise those affected in a reasonably timely manner.
14. CMSUK will provide a clothed trestle table, two chairs and power for each exhibition space. Any other equipment must be provided by the exhibiting company.
15. All exhibition stands must be set-up between 7pm and 10pm on Wednesday 9<sup>th</sup> November 2016 or between 7am and 8.30am on Thursday 10<sup>th</sup> November 2016. Failure to set up by the above stated times will lead to refusal of entry.
16. All exhibition stands must be set up in the allocated space as per their booking and the CMSUK floor plan. Failure to set up correctly may result in the stand being dismantled and moved without prior notification.
17. All exhibition stands must remain operational and not dismantled until after 4:30pm (following the afternoon refreshment break).
18. CMSUK reserves the right to refuse any future bookings from sponsors or exhibitors who arrive late, dismantle their stand early or otherwise infringe any rules notified by CMSUK to exhibitors and/or sponsors.
19. CMSUK accepts no responsibility whatsoever for the safety, loss or damage of any property including exhibitions stands that may need to be dismantled by CMSUK.
20. CMSUK accepts no responsibility for the welfare of any staff, contractors or other persons.

#### ***Delegate Passes***

21. The two Exhibitors attending with the stand are entitled and invited to attend all aspects of the conference as delegates and as such will receive a delegate pack and are included in all catering breaks including lunch which will be offered to Exhibitors up to half hour before the programmed lunch time to ensure their stands can be fully manned during this period.

#### ***Dinner Dance***

22. Where Dinner Dance attendance is not included within the Sponsor package, tickets can be purchased separately if required and on an as required, first-come first-served basis and charged at the standard price.

<b>Full Name:</b>		<b>Job Title:</b>	
<b>Company:</b>		<b>Signed:</b>	