



## Promotional Opportunities Booking Form – Part 1 of 3

| CONFERENCE OPTIONS  | PRICE   | Please ✓ To Book |
|---|---|------------------|
| <p style="text-align: center;"><b>Headline Sponsor</b></p> <ul style="list-style-type: none"> <li>• 6x4m stand in prime location</li> <li>• Pull up stand behind the registration desk on sponsored day</li> <li>• One 10minute lecture theatre slot on each day</li> <li>• Free one -page delegate pack insert</li> <li>• Half page advert in the conference brochure</li> <li>• Pre-conference promotion on all mailings/information</li> <li>• Logo on events page of the website</li> <li>• 2 complimentary tickets to the conference</li> <li>• 2 complimentary tickets to the Christmas dinner dance</li> <li>• Logo on conference screen throughout the sponsored day</li> <li>• Acknowledgement in the welcome speech</li> <li>• Opportunity to Chair the event on sponsored day</li> </ul>                         |  |                  |
| <p style="text-align: center;"><b>Exhibition Stand 2 day (Standard)</b></p> <ul style="list-style-type: none"> <li>• Invitation to attend the pre-event drinks reception held Monday 25<sup>th</sup> November 2019</li> <li>• Each 3x2m stand includes a table, 2 chairs and power</li> <li>• Each stand comes with 2 free delegate places</li> <li>• Book &amp; Choose: once booked and paid for the exhibiting company will be able to choose their stand position from those available at that time</li> <li>• Stands will be in the main exhibition area where lunch and refreshments are served</li> <li>• Logo printed in the conference brochure including a 50-word strapline</li> <li>• Logo on the events page of the website and link to chosen website</li> <li>• Logo on welcome and closing slides</li> </ul> | <p><b>£1950</b></p> <p>(£1250 for corporate members)</p>                            |                  |
| <p style="text-align: center;"><b>Exhibition Stand 2 day (Large)</b></p> <ul style="list-style-type: none"> <li>• Invitation to attend the pre-event drinks reception held Monday 25<sup>th</sup> November 2019</li> <li>• Each 6x4m stand includes a table, 2 chairs and power</li> <li>• Each stand comes with 2 free delegate places</li> <li>• Book &amp; Choose: once booked and paid for the exhibiting company will be able to choose their stand position from those available at that time</li> <li>• Stands will be in the main exhibition area where lunch and refreshments are served</li> <li>• Logo printed in the conference brochure including a 50-word strapline</li> <li>• Logo on the events page of the website and link to chosen website</li> <li>• Logo on welcome and closing slides</li> </ul>    | <p><b>£2750</b></p> <p>(£2050 for corporate members)</p>                            |                  |

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| <p><b>Exhibition Stand 2 day with added ‘theatre sessions’</b></p> <ul style="list-style-type: none"> <li>As per Standard Exhibition Stand booking but includes a 10 minute dedicated theatre session for delegates on each day.</li> </ul>  |  |                    |
| <p><b>Pre Event Reception Drinks Sponsor</b><br/>Monday 25<sup>th</sup> November 2019 – Evening Pre-Conference Event</p> <ul style="list-style-type: none"> <li>Pull up banner x2 at the drinks reception</li> <li>Supply your own printed wine glass tags for that extra promotion</li> <li>Free half page advert in the conference brochure</li> <li>Logo on events page of website and hyperlink to chosen website</li> </ul> |   | <p><b>£900</b></p> |
| <p><b>Lunch Sponsor</b><br/>(1 Available each day)</p> <ul style="list-style-type: none"> <li>Logo and thanks on each lunch station</li> <li>1 free delegate place on the sponsored day</li> <li>Name and logo in the conference brochure</li> <li>X2 pop up stands by the lunch station</li> <li>Event page link to chosen website</li> </ul>   | <p><b>£1000<br/>each day</b></p>  |                    |
| <p><b>Sponsored Breaks</b></p> <ul style="list-style-type: none"> <li>Acknowledgement &amp; logo printed in conference brochure</li> <li>Branded signs on the refreshment stations</li> <li>Name and logo in the conference brochure</li> <li>Logo on filler slides during breaks</li> <li>Event page link to chosen website</li> </ul>  | <p><b>£400<br/>4 available</b></p>  |                    |
| <p><b>Conference Brochure Sponsor</b></p> <ul style="list-style-type: none"> <li>Full page (A4 portrait) advert in the brochure</li> <li>Front cover acknowledgement, logo and branding alongside CMSUK</li> <li>Event page link to chosen website</li> </ul>  | <p><b>£900</b></p>  |                    |
| <p><b>Conference Brochure Advert</b><br/>(half page)</p> <ul style="list-style-type: none"> <li>Half page advert (A5 landscape) within main Conference Brochure</li> </ul>   | <p><b>£250</b></p>  |                    |
| <p><b>Conference Brochure Advert</b><br/>(Full page)</p> <ul style="list-style-type: none"> <li>Full page advert (A4 portrait) within main Conference Brochure</li> </ul>  | <p><b>£400</b></p>  |                    |

## Promotional Opportunities Booking Form – Part 1 of 3

| <b>CHRISTMAS DINNER DANCE OPTIONS<br/>(Tuesday 26<sup>th</sup> November 2019)</b>  | <b>PRICE</b>        | <b>Please ✓ To Book</b> |
|--|---------------------|-------------------------|
| <p><b>Christmas 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>• Branded pull up banner in the drinks reception area</li> <li>• Half page advert (A5 landscape) in the conference brochure</li> <li>• Insert in the delegate bag</li> <li>• Events page link to chosen website</li> </ul>  | <p><b>£1500</b></p> |                         |
| <p><b>Christmas 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>• Branded pull up banner in the drinks reception area</li> <li>• Half page advert (A5 landscape) in the conference brochure</li> <li>• Insert in the delegate bag</li> <li>• Events page link to chosen website</li> </ul> | <p><b>£1500</b></p> |                         |
| <p><b>Christmas Dinner Dance 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>• Branded pull up banner in the drinks reception area</li> <li>• Full page advert (A4 landscape) in the conference brochure</li> <li>• Insert in the delegate bag</li> <li>• Events page link to chosen website</li> </ul>     | <p><b>£2000</b></p> |                         |

## Promotional Opportunities Booking Form – Part 2 of 3

*Please provide details of the main contact regarding all aspects of your Promotional Booking:*

|   |  |                   |  |
|---|--|-------------------|--|
| <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>Website:</b>   |  | <b>Signature:</b> |  |
| <p><i>PLEASE NOTE: 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: 0333 2070755</i></p> |  |                   |  |
| <b>Company:</b>   |  | <b>Signed:</b>    |  |

## ***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. Standard exhibition spaces measure 3 metres by 2 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. A small number of 6 metre x 4 metre stands are available for an additional charge. 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.
14. 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.
15. 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.
16. All exhibition stands must be set-up between 7pm and 10pm on Monday 25<sup>th</sup> November 2019 or between 7am and 8.30am on Tuesday 26<sup>th</sup> November 2019. Failure to set up by the above stated times may lead to refusal of entry.
17. 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.
18. All exhibition stands must remain operational and not dismantled until after the afternoon refreshment break on the second day (27<sup>th</sup> November 2019).
19. 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.
20. 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.
21. CMSUK accepts no responsibility for the welfare of any staff, contractors or other persons.

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

22. 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***

23. 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.