

Sponsorship and Exhibition Terms and Conditions

Booking

1. Exhibition stands are allocated on a first come first served basis.
2. A stand is not confirmed until the confirmation has been received from Clare Beach, BMLA Conference Office that the booking is complete.
3. An invoice will be issued through the registration system using the invoice details provided to us.
4. Payment terms, which are also detailed on the invoice, are 14 days from the date of the invoice, preferably by electronic bank transfer, unless stated otherwise on the invoice. Full payment is required by before the start of the conference.
5. A receipt will be issued upon completion of payment.
6. All participants must register online selecting the exhibitor category before 10th February 2020.
7. Exhibitors are entirely responsible for all their own belongings, equipment, deliveries and collections before, during and after the conference.
8. Monies received from sponsors and exhibitors will be used to cover the conference venue and associated costs and not any of the social aspects of the conference organisation.

Delivery and Collection

9. Exhibition materials can be delivered to the venue no sooner than 8am on Monday 4th May 2020 prior to the conference, using only the postage label in your pack which will be sent nearer the time (Please print and attach the postage label to each and every item you send to the venue). Please also remember to add a return address in case of lost items.
10. At the end of the conference displays can be taken down after the lunch break and all materials must be taken away/ collected from the same address that day.
11. Once the conference has ended any items you wish to to arrange for collection should be off-site by 6pm on Thursday 7th May 2020. Any collections after this time needs to have been pre-arranged with the organisers & venue and specific details sent to office@bmla.co.uk no later than 2 weeks before the conference.
12. The organisers take no responsibility for materials delivered or collected outside the specified times.
13. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the exhibitor's displays, equipment and other property brought upon the premises of the exhibit facility and shall indemnify and hold harmless the organisers and each of their employees and suppliers and agents from any and all such losses, damages and claims. In addition, the exhibitor acknowledges that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor. A copy of which must be given to the organisers onsite before 09:00 Wednesday 7th May 2020.

Booth position

14. You will be provided a space as discussed with the organisers. Although every effort will be made to ensure your booth position is the same as the one you booked, the

organisers reserve the right to make minor changes to the floor plan at any point prior to the start of the conference.

15. Exhibition hours are subject to change. Exhibitors will be notified as soon as possible if a change in hours is necessary.
16. Exhibit booths MUST be staffed during all open hall hours and activities.

Giveaways

17. Appropriate and relevant giveaways and product samples may be distributed from your exhibit booth.

Drawings/Prizes/Raffles, Etc.

18. Prize contests, awards, drawings, raffles or lotteries of any kind must be approved by the organisers at least one month prior to the conference.

Sponsored Symposia and additional events/meetings

19. If an exhibitor/sponsor wishes to arrange additional meetings and events with conference attendees these cannot be in parallel with any other events in the programme. An approved schedule is available from the organisers.

Cancellation Policy

20. If an exhibitor wishes to cancel or reduce exhibit space after assignment has been made, written notification must be sent to the Office at office@bmla.co.uk and monies paid will be returned less a £100 administration fee. Cancellations after 1 month before the conference onwards will receive no refund and will be liable for payment of the balance should it not have been received by the cancellation date.