



**By returning this booking form, you are accepting the terms and conditions stated below. If you have any questions about this please talk to us before returning the form.**

**SECTION 1: Please indicate your choice of partnership package or sponsors forum participation**

I would like to proceed with the following partnership opportunities from the e-Prospectus:	
	Cost: £

**SECTION 2: Contact details of person to receive all further sponsorship information**

Company name:

First name:  Last name:

Job title:  Phone no:

Email:

**Section 3: Payment**

Invoice address:

City & Postcode  Email **(if different from above)**

**Payment details – tick appropriate box:**

FML – SF4227  
 Last reviewed:17/09/2020  
 Next Review:17/09/2022

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**INVOICE**

**A copy of your Purchase Order (PO) paperwork must accompany this booking form for it to be processed.**

**BACS payment to Fitwise Ltd, Ref POGP, Account No. 10325314 Sort code: 83-51-00**

**Expected payment date: \_\_\_\_\_ Please email remittance advice to [remittance@fitwise.co.uk](mailto:remittance@fitwise.co.uk).**

**SECTION 4: Terms and conditions of booking****Payment**

Payment must be made in full within 30 days or prior to the event, whichever is sooner. Failure to pay will result in your company being refused participation in the event and you will still be liable for the full cost of your sponsorship and any ensuing costs. Invoices not paid within 30-day net will incur an 8.5% charge.

**Cancellations**

Refunds for sponsorship, which are cancelled, will only be made in the event of the sponsorship being sold out. Every effort will be made to re-sell all sponsorship space.

**Company Information Submission Form**

On receipt of your completed booking form, you will be sent a link to submit your company information.

**Deadline: 3 weeks prior** to the first live date of the event. You are encouraged to submit your information as early as possible to avoid possible issues. **We cannot accept information after the deadline and amendments cannot be made after submission.**

We kindly ask you to note that there is significant work that goes on behind the scenes to ensure submissions are uploaded accurately and in line with your booking. It is for this reason that we cannot extend deadlines or amend information that has been submitted. We thank you for your understanding.

**ABPI and MedTech**

It is the 'Exhibitor / Sponsor's' responsibility to ensure that they are compliant.

**Delegates** – On registering all our delegates must confirm job titles and place of work. They will then receive login details and password ensuring that no members of the public can access the Conference.

We cannot guarantee that all delegates will be from the UK only however the 'Exhibitor / Sponsor' may include a disclaimer on their listing if required.

**Delegate contact** – The 'Exhibitor / Sponsor' will receive a full delegate list post conference to include name, job title, organisation, location and email address however it will be the 'Exhibitor / Sponsor's' responsibility to obtain unambiguous and positive consent from delegates to use this data for direct marketing purposes

**Prescribing/Adverse Data Information** – This can be included as text in the 'Exhibitor / Sponsor' listing or provided as a link when submitting their company information.

**Comment function** – this will be included on all Exhibitor /Sponsor listings as standard and will only be removed on special request

**Layout of virtual 'stands'**

All virtual 'stands' will follow a standard display layout shown here: <https://fitwise.co.uk/wp-content/uploads/2020/12/Standard-display-layout.pdf>. By agreeing to exhibit at this event you agree to have your company information displayed in line with this standard layout.

**Note on proofing**

A static screen shot will be provided to you 1 week before the event. This is for information purposes only and will follow the standard layout as specified in the event booking form. If the information submitted is accurate, there should be no errors. Upon receiving login details to the e-conference (timescales will be event dependent), we would advise that you immediately check your 'stand'/sponsorship. On the rare occasion that a link (or similar) does not work, this can be rectified quickly by alerting the event team at [events@fitwise.co.uk](mailto:events@fitwise.co.uk).

**Bankruptcy or liquidation**

In the event of a sponsor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such a sponsor will terminate forthwith, the allotment of sponsorship will be cancelled and all sums paid by the sponsor under contract shall be forfeit.

**Insurance**

Sponsors are reminded of the need to consult their insurance company or insurance broker to cover themselves fully against all risks of the sponsorship.