



**HCA** | UK  
HEARING  
CONSERVATION  
ASSOCIATION

**LISTEN**

**UP**

**CONFERENCE**



**Inaugural UKHCA  
Annual Conference**

3 November 2022

Pendulum Hotel & Manchester  
Conference Centre | Manchester

**EXHIBITOR PROSPECTUS**

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## WELCOME

The UK Hearing Conservation Association are proud to introduce our first Conference; Listen Up to be held on the 3rd November 2022 in Manchester. We are compiling an exciting, inspiring and interactive event at which we hope you can join us.

Listen Up will focus on the opportunities for Prevention of NOISE induced harm and Prevention of SOUND induced harm; looking beyond the workplace.

This event will attract employers, particularly from high risk noise industries e.g. construction, defence, utilities, manufacturing, oil and gas or music and entertainment, anyone actively involved in hearing conservation such as; health and safety professionals, occupational hygienists, occupational health nurses and physicians, audiologists, scientists, engineers and acousticians, Insurers and litigation experts and educators.

At Listen Up delegates will have access to a wide variety of hearing and noise control expertise in one place and have the opportunity to explore the innovative services and solutions our exhibitors can provide to help them protect their workforce.

Together we can make a real difference, and bring to an end the escalating worldwide epidemic of noise induced hearing loss and I look forward to welcoming you as a valued exhibitor to our event.

Kind Regards

*Clare Forshaw*

Hearing Conservation Association



## Exhibitors Rates

### TABLE TOP - £795 + VAT

#### Price Includes:

- Table and 2 chairs
- Registration, morning break for 2 representatives Lunch for 2 representatives
- Access to electrical points (bring own extension leads)
- Delegate list -post conference
- Access to conference sessions for 2 representatives

### **Exhibition viewing** (may be subject to change)

The exhibition will be open from 08:30 on Thursday 3rd November 2022 with at least 2 hours of dedicated exhibition viewing time during registration, tea/coffee and lunch breaks. Times as follows:

Thursday 3rd November	08:30 – 09:15
	10:30 – 11:15
	12:45 – 13:45

### **Exhibition set-up and break-down**

Setting up time for exhibitors will be on Thursday 3rd November 2022 from 7.00am – 8.15am. All stands should be erected and dressed by 08.30 with all packaging and other materials removed from aisles and stands. Break down will begin after the lunch break at 13:45, all exhibitors should be clear of the building by 17.00.





## Main Conference Sponsor (x3 available)

£1,595 + VAT

Price includes:

### Standard exhibitors package+

- Your logo and web link on conference marketing emails
- Your logo and web link on conference website
- Your logo on conference signage
- Insert in delegate bag
- Literature can be placed at registration desk
- Verbal mention at opening session
- Pull up banner for display in registration area
- 60 second infomercial prior to breakouts
- Holding slide during breakout sessions
- 2 tweets during conference
- Sliding banner on catch-up TV platform, post conference
- 4 complimentary delegate tickets



## Additional Sponsorship Opportunities

### Delegate Bag Insert

**£195 + VAT**

150 inserts required  
To be no larger than A4 and up to 4pp booklet

### Delegate Bag Sponsor

**£395 + VAT**

Your logo on all bags

### Power-point Advertising

**£295 + VAT**

Your advert will appear on continuous loop throughout all refreshment breaks in session room

### Delegate Pens

**FOC**

150 to be supplied by sponsoring company

### Delegate Notepads

**FOC**

150 to be supplied by sponsoring company

## How to book:

### Make a provisional booking

Stands will be allocated on a first come, first served basis. Bookings can be made by the following methods and will be held for 7 days:

Contact Catriona Rice on +44 (0)1506 292 039 or alternatively, complete and return the booking form by Email to [catriona.rice@fitwise.co.uk](mailto:catriona.rice@fitwise.co.uk)

### Confirm your provisional booking

Send us the completed stand booking form within 7 days by post, or email.

### What happens next?

Once payment or a copy of an official purchase order is received, we will write to you confirming your space allocation and enclose a tax invoice or receipted tax invoice as appropriate.

Your stand information pack will be sent to you on the lead up to the event

### Payment Methods

#### **BACS payment**

Account Name: Fitwise Ltd

Account No: 10325314

Sort Code: 83-51-00

IBAN No: GB55RBOS83510010325314

Bic Code: RBOSGB2L

VAT No: 815 7610 31

Banking Association: Royal Bank of  
Scotland

A VAT receipt will be send on receipt of payment

Please send remittance advice to Fitwise: [accounts@fitwise.co.uk](mailto:accounts@fitwise.co.uk) with reference 'UKHCA' detailing amount paid, payment date, your company name, contact name and phone number: A VAT receipt will be sent on confirmation of payment reaching the bank account.

Payment Terms: Payment terms are strictly 30 days net from date of invoice. Invoices not paid within 30 day net will incur an 8.5% charge. If booking within 30 days of the event payment must be received 3 weeks prior to the event start date. If within this 3 week timescale, payment must be made at time of registration.

## Event Details

### Venue

Pendulum Hotel & Manchester  
Conference Centre  
Sackville St, Manchester M1 3BB  
T: 0161 955 8000

### Travel

Parking: Car park located 100 yards  
from venue, £15.00 per 24 hours  
By rail: 5 minutes from Piccadilly Station



## Conference Organisers

**Clare Forshaw**

Hearing Conservation Association

**Leah Philpott**

Hearing Conservation Association

## Sales Lead

Catriona Rice  
UK Sales Manager  
T: 01506 292039 E: [catriona.rice@fitwise.co.uk](mailto:catriona.rice@fitwise.co.uk)

Fitwise Management Ltd,  
Blackburn House,  
Redhouse Road,  
Seafield,  
West Lothian,  
EH47 7AQ





## Terms and Conditions

**Please refer to full terms and conditions on your booking form at time of booking.**

### **Payment:**

All payment for stands should be received 3 weeks prior to the event. Failure to pay in advance of the event will result in your company being refused entry; you will still be liable for the full cost of your stand and any ensuing costs.

### **Cancellations**

Refunds for stands, which are cancelled, will only be made in the event of the cancelled stand space being resold. Every effort will be made to re-sell this stand space.

### **Additional charges:**

Exhibitors will incur all costs accrued on-site for any additional requirement e.g. plasma screens or additional catering.

### **Delegate Bag Inserts:**

If you have booked a delegate bag insert please deliver 150 flyers to Fitwise, Blackburn House, Redhouse Road, Seafield, Bathgate, West Lothian, EH47 7AQ by Monday 17th October 2022. Clearly label the package "[Company Name] Delegate Bag Insert, 'UKHCA'

### **Delegate Lists:**

You will receive a full delegate list post conference to include name, job title, organisation, location and email address however it will be your responsibility to obtain unambiguous and positive consent from delegates to use this data for direct marketing purposes.