

BAPEN 2024 Conference 5th & 6th November 2024

Sponsorship & Exhibition Booking Form

To place a booking please complete and return the booking form to: conferences@bapen.org.uk

If you have any questions please contact Nikki McGee at the above email address / T: +44(0)1462 341423

Booking Contact Details

Company Name <i>(as to appear on all conference materials)</i>	
Booking Contact	
Contact Telephone Number	
Email Address	
Organisation Address <i>(for correspondence)</i>	
Invoice Address <i>(if different to the above)</i>	
P/O Number	<i>If you require a PO number to be quoted on the invoice please insert the PO number here</i>

Booking Requirements

Exhibition Package	Preferred stand location	Cost £ excl. 20% VAT	Please mark with an 'X'
Premium		£10,800	
Standard +		£8,100	
Standard		£4,800	
Economy +		£3,600	
Economy		£2,400	
Charity / Not for profit		£150	

Educational Opportunities	Date and Time	Cost £ excl. 20% VAT	Please mark with an 'X'
Satellite Symposium	Tues 5 th 13:00 – 14:00	£5,000	
	Wed 6 th 08:00 – 09:00	£5,000	
	Wed 6 th 13:30 - 14:30	£5,000	
Nutrition Village	Tues 5 th 10:30 – 11:15	£850	
	Tues 5 th 15:30 – 16:15	£850	
	Wed 6 th 10:30 – 11:00	£850	
	Wed 6 th 12:30 – 13:15	£850	
BAPEN Symposium Sponsor	Upon request	£3,000	
Poster Area Sponsor	Conference duration	£2,000	

Advertising and Branding Opportunities	Cost £ excl. 20% VAT	Please mark with an 'X'
Conference App	£4,000	
Full Page Advert in the printed programme	£1,000	
Website banner on the conference web page	£750	
BAPEN Masterclass	£850	
BSPGHAN Study Day	£850	
Masterclass and Study Day Combined	£1,575	

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Booking Package Summary

Booking Summary - please insert total amounts into the Cost column	Cost £ excl. 20% VAT
Exhibition Package Total	
Educational Opportunities Total	
Advertising and Branding Opportunities	
Total Cost	

20% VAT will be added to all invoices

ACCEPTANCE AND SIGNATURE

I accept the contract terms and conditions and agree to abide by the terms and conditions. I am authorised to sign this form on behalf of the organisation.

SIGNED ON BEHALF OF:

NAME:

POSITION:

SIGNATURE:

DATE:

TERMS AND CONDITIONS
<p><u>Terms of Payment</u></p> <ul style="list-style-type: none"> The full cost of sponsorship will be invoiced upon receipt of the signed booking agreement (unless otherwise agreed) Payment terms are 30 days from receipt of invoice. If a booking is received less than 30 days prior to the start of the conference, full payment is due immediately and we can accept card payments for this purpose. All invoices and costs must be settled prior to the start of the conference. <p><u>Payment Method</u></p> <p>Payment to be received via BACS or international transfer. Purchase Orders to be made out to BAPEN Devonshire Business Centre, Works Road Letchworth, Herts, SG6 1GJ. VAT will be charged on all published costs. All payments must be received before the start date of the meeting.</p> <p><u>Cancellation / Modification Policy</u></p> <p>Cancellation or modification of sponsorship items must be made in writing to conferences@bapen.org.uk</p> <p>The organisers shall retain:</p> <ul style="list-style-type: none"> 10% of the agreed package amount if the cancellation is made before 31st May 2024 50% of the agreed package amount if the cancellation is made after 28th June 2024 100% of the agreed package amount if the cancellation is made after 30th August 2024
CODE OF PRACTICE
<p>We undertake to comply with any applicable anti-bribery regulations and codes relating to anti-bribery and anti-corruption (the "Anti-Bribery Laws"), including but not limited to the US Foreign Corrupt Practices Act and the UK Bribery Act 2010. BAPEN is prohibited from offering or paying directly or indirectly anything of value to a government official or any other person, entity or institution covered under the Anti-Bribery Laws in order to: (i) win or retain business; (ii) improperly influence an act or decision that will be of benefit; (iii) gain an improper advantage.</p> <p>BAPEN undertakes to keep accurate and transparent records to reflect transactions and payments. Should BAPEN breach or have any reason to believe that it might have breached this section, it shall inform you immediately, in writing, and cooperate to investigate and document the facts.</p>
TECHNICAL MANUAL
<p>A Technical Manual will be distributed to all those companies who have booked sponsorship and/or exhibition space. This manual will include additional services order forms and all the details regarding your attendance at the event. If you have a question or requirement that cannot be fulfilled by the information within the manual please contact Nikki McGee at the Conference Secretariat at conferences@bapen.org.uk or on 01462 341423</p>