



Sponsorship & Exhibition Prospectus

**Welcoming you to the 41st
BBTS Conference**

17-19 September 2024
SEC, Glasgow, Scotland

www.bbts.org.uk/bbts2024



Invitation to Participate

The British Blood Transfusion Society (BBTS) is a membership society, professional body and charity committed to the research, development, and advanced study of blood transfusion. We support the professional community by providing career development and learning opportunities, ensuring the constant advancement of the profession.

BBTS Annual Conference 2024: Topics and Themes

- Blood Donation (including Donor Safety)
- Components, Donation Testing and Safety, Tissues, Cells, and Cellular Therapies
- Diagnostics Science and Technology
- Education and Training
- Patient Blood Management
- Quality, Regulation and Governance

The BBTS Annual Conference attracts high profile speakers and delegates from around the globe. We are the event of choice for over 400 transfusion professionals each year.

Offering an eclectic mix of lecture styles and subject topics delivered in a collaborative environment, the BBTS Annual Conference 2024 offers something for everyone interested in blood transfusion.

For details of the programme as it develops, visit [<https://www.bbts.org.uk/whatwedo/annualconference>).

Why Participate

Recent years have been extremely challenging for health professionals and the transfusion community. Our professionally diverse network of members are working on the front line every day; managing an ever-increasing workload and developing novel approaches and techniques to treat their patients. Exhibiting and/or sponsoring with the BBTS Annual Conference 2024 will be a key step for your company in fostering partnerships with the UK and Ireland's blood transfusion community.

This opportunity allows your company, product, and brand to be uniquely and actively showcased at this high calibre, innovation driven forum.

Our three-day programme of 21 sessions includes presentations, talks and workshops delivered by more than 70 speakers. In addition, delegates can network informally at a number of social events, including the spectacular Gala Dinner and Awards Ceremony.

Our sponsorship opportunities will enhance your experience and increase your awareness amongst

our community. It will allow your company to meet new business partners, generate latest ideas, gather additional knowledge, foster collaborations, and meet key decision makers.

Your relationship with the BBTS Annual Conference 2024 will provide a highly efficient and effective business and marketing platform for your organisation. It allows your company to connect and engage with the transfusion community and illustrate the difference your business can make in this field. You will have the opportunity to:

- Showcase innovative clinical and research studies.
- Outline latest trends in transfusion medicine.
- Disseminate the latest best practice and international gold standards.
- Provide a platform for fruitful and authentic scientific exchange, helping transfusion professionals to learn and grow in their careers.
- Provide delegates with an opportunity to network and renew friendships.
- Update delegates on industry research and developments.

Objectives of BBTS

BBTS aims to play a leading role in safe and effective transfusion practice by delivering high quality education and training, setting standards, and promoting research, development, and innovation. BBTS

- Represents members at a national level.
- Supports members on issues which affect their working lives.
- Produces publications that educate, update, and inspire.

BBTS Membership

BBTS is a professional membership body supporting transfusion professionals throughout their entire career. We offer education and development, and networking opportunities designed to both enhance knowledge of the profession and advance career prospects. Members use the Society to share knowledge, manage their professional commitments and stay up to date with the latest news. The BBTS community includes everyone from undergraduates, biomedical scientists, lecturers and researchers, nurses, transfusion practitioners, anaesthetists, and consultant haematologists. Through our membership, the BBTS spans the globe with members in over 50 countries, from Australia to India, South Africa to Spain, and Iran to the USA. Our members work in NHS hospitals, private hospitals, academic institutions, research environments, and private companies.

Programme Overview

Monday 16th September 2024

Time	Title
	Exhibition Build Day – 10.00-19.00 space only 13.00-19.00 shell scheme
Time tbc	Bursary Drinks Reception
Time tbc	Quiz and Networking Evening

Tuesday 17th September 2024

Time	Title
	Conference Registration
08.00-09.15	Refreshments, Exhibition and Poster Viewing
09.15-09.30	Official Conference Opening
09.30-11.00	SIG1: Red Cell SIG Part 1 SIG2: Paediatric SIG SIG 3: Cellular Therapies SIG
11.00-11.30	Refreshments, Exhibition and Poster Viewing
11.30-13.00	SIG4: Red Cell SIG Part 2 SIG5: Patient Blood Management SIG6: Microbiology SIG
13.00-14.00	Exclusive Lunchtime Symposium Sponsor Opportunity, Exhibition and Poster Viewing
14.00-15.30	SIG7: Red Cell SIG Part 3 SIG8: Blood Bank Technology SIG9: Components SIG
15.30-16.00	Refreshments, Exhibition and Poster Viewing
16.00-17.30	Plenary 1: Blood Supply: Infectious Blood Inquiry
17.30-20.00	Exhibition Opening and Poster Board Sponsor Opportunity

Wednesday 18th September 2024

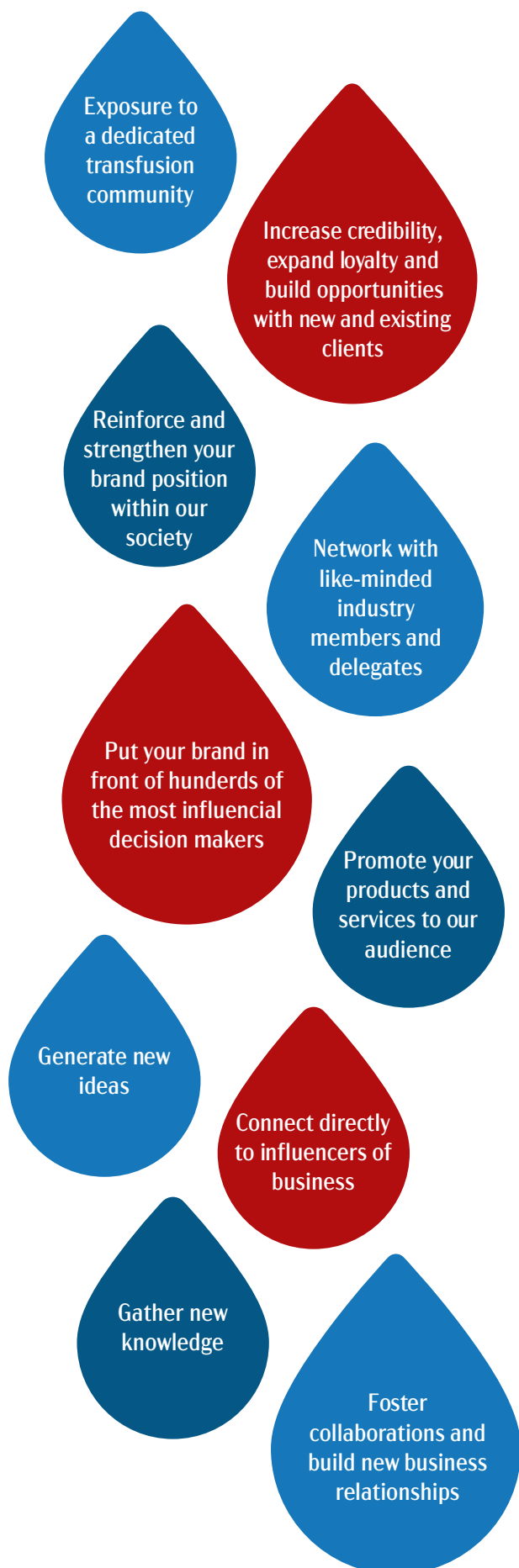
Time	Title
	Conference Registration
08.00-08.45	Refreshments, Exhibition and Poster Viewing
09:00-10.30	SS1: Margaret Kenwright Awards SS2: Serious Hazards of Transfusion SS3: Serological Case Studies SS4: Equality, Diversity, and Inclusion
10.30-11.00	Refreshments, Exhibition and Poster Viewing
11.00-12.30	Plenary 2 - BBTS Award Lectures
12.30-13.00	BBTS Annual General Meeting - BBTS members only
13.00-14.00	Exclusive Lunchtime Symposium Sponsor Opportunity, Exhibition and Poster Viewing
14.00-15.30	SS5: Clinical Case Studies SS6: TBC SS7: Donor/Donations SS8: BSH/BBTS Joint Session
15.30-16.00	Refreshments, Exhibition and Poster Viewing
16.00-16.45	Networking and Poster Viewing
16.45-17.15	Poster Prize Giving
Time tbc	Conference Dinner Sponsor Opportunity

Thursday 19th September 2024

Time	Title			
	Conference Registration			
08.45-09.30	Refreshments, Exhibition and Poster Viewing			
09.30-11.00	SS9: Transfusion Practitioner	SS10: Hospital Laboratory	SS11: TBC	SS12: Research
11.00-11.30	Refreshments, Exhibition and Poster Viewing			
11.30-13.00	Plenary 3			
13.00-13.15	Closing remarks			
13.15-13.45	Lunch, Exhibition and Poster Viewing			
13.45	Close of Conference and departure			
14.00	Exhibition Breakdown			

Please note times and topics are provisional and subject to change

Influence the Influencers – 10 Reasons to Engage with our Community



What do our Exhibiting Companies say?

85% were happy with the attendance of visitors to their stand.

85% believed that the exhibition was value for money

100% of respondents, stated that they would exhibit again in 2024

What do our Delegates say?

“The wide variation of invited speakers and their presentations were excellent. There was plenty of time to visit the exhibitors and find out more from suppliers and other organisations linked to the blood transfusion laboratory.”

“The clinical case studies session was very interesting with a good variety of topics. All the plenaries were engaging.”

“Really good sessions with new material. Good attendance and opportunities for networking.”

“The trade show and the presentations were very informative.”

“The highlight was networking with colleagues and commercial suppliers after years of not seeing anyone due to COVID restrictions.”

“SIG day is always excellent. Enjoyed the Award lectures also.”

“Great to be with everyone in our transfusion world.”

“Lots of great talks presented by excellent speakers.”

Evolution of Previous Meetings

Harrogate 2023	427 Delegates
Glasgow 2022	487 Delegates
Virtual 2021	472 Delegates
Harrogate 2019	475 Delegates
Brighton 2018	517 Delegates
Glasgow 2017	501 Delegates
Harrogate 2016	451 Delegates
London 2015	2619 Delegates (in conjunction with ISBT)
Harrogate 2014	575 Delegates (included a Patient Blood Management Day)
Birmingham 2013	482 Delegates

Summary of Sponsorship Packages

Please note that exhibition space is not included in sponsorship packages. All sponsors must purchase an exhibition space (see page 7). Please note all prices quoted below are exc. VAT.

Benefit	Platinum App and WIFI	Diamond Branding	Gold	Silver	Bronze	Exclusive Lunchtime Symposium	Charging & Networking Zone	Welcome Reception & Poster Board	Gala Dinner	Delegate Bag	Lanyard
Cost + VAT	£11500	£9500	£7500	£6000	£5000	£5500	£5000	£3500	£3500	£3500	£2500
Website	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Logo and Profile in programme	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Advert in programme	Full page back cover	Full page Inside front cover	Full page inside back cover	Half page	Half page	Half page	Half page				
E-shot to delegates	2	2	2	1	1	1					
Bag insert	✓	✓				✓					
Company Passes	4	3	2	1	1	1	1	1	1		
Benefits	Company name and logo on app homepage Choice of premium location of stand (subject to availability) Rotating banner advert Push notifications twice a day Pre and post event e-shot	Exclusive branding on 3 x floor graphics and Loch Suite Foyer Wall Vinyl Digital exposure on venue concourse once every minute and on 4 other prominent screens Pre and post event e-shot	Two full page adverts in Bloodlines Pre and post event e-shot One full page advert in Transfusion Medicine	Full page advert in Bloodline Full page advert in Transfusion Medicine	Full page advert in Bloodlines Pre and post event e-shot Half page advert in Transfusion Medicine	Address audience for 45 min Pre event e-shot Digital advertising outside room Push notification on app	Logo on charging zone boundary walls Leaflets and branded giveaway opportunity	Opportunity for branded napkins Logo on poster boards Logo on digital signage Logo on poster guidelines	Logo on menu and each table number Opportunity for branded napkins Table for 10 guests Pre event e-shot		

Sponsorship Packages

We have identified a number of opportunities that aim to:

Increase Your Reach, Strengthen Your Impact and Bolster Your Sales.

BBTS 2024 sponsorship opportunities offer the industry a longer-term integrated marketing and publicity campaign run throughout the year. We want to highlight how you can maximise your investment by giving you multiple opportunities to engage with our delegates and membership community. Not only will sponsors gain a prominent presence at the conference but there is the opportunity with several packages to have numerous touch points throughout the year. These include relevant e-marketing, website presence, and press/ advertorial opportunities with industry publications.

Please note: all partners must purchase an exhibition space.

Please note all prices quoted below are exc. VAT.

Please take the time to review this prospectus and to consider joining us as a sponsor and/or exhibitor in 2024.

If you wish to discuss a bespoke package to suit your marketing objectives and your budget, please do not hesitate to contact the conference secretariat in the first instance to discuss your requirements.

Contact the secretariat by email:

bbts@conferencecollective.co.uk

or by telephone **+44 (0) 20 8977 7997**

Our high-impact sponsorship opportunities will give your company the competitive edge to stand out in the crowd.

PLATINUM APP AND WIFI SPONSOR - £11,500

Exclusive sponsorship of the 2024 event app and wi-fi at the venue. Sponsorship includes:

- Company name and logo on the app page which will be seen by delegates every time they access the app
- Push notifications at agreed times twice a day during conference opening times
- Rotating banner advert on the conference pages of the BBTS website with a hyperlink to your website
- Acknowledgements of support in communication relating to the app, in the conference programme
- Choice of premium location for purchased exhibition stand (subject to availability)
- Full-page advert in the conference programme –

back cover

- One pre-event, and one post event, e-shot inviting registered delegates to engage with the you at the conference
- Promotional flyer to be inserted into the delegate bag. Sponsor to provide their own collateral - maximum A4 double sided
- Four complimentary full conference registrations
- Logo and 50-word company overview in the conference programme.

DIAMOND BRANDING SPONSOR - £9,500

Display your company advert/logo and message within the conference venue on digital signage points positioned in high footfall areas. This package also provides exclusive branding opportunities:

- Your logo will be displayed once every minute so over 480 times, each day on a prominent screen on the main SEC concourse. In addition, your logo will also appear on 4 additional screens in high traffic areas guaranteeing that each attendee views your rotating advert
- Branding on 3 x floor graphics on the main concourse outside our conference rooms (1800mm x 1200mm)
- Branding on Loch Suite Foyer Wall Vinyl. (10100mm x 2450mm)
- Three complimentary full conference registrations.
- A full-page advert in the conference programme on the inside front cover
- One pre-event, and one post event, e-shot inviting registered delegates to engage with you at the conference
- Promotional flyer to be inserted into the delegate bag. Sponsor to provide their own collateral - maximum A4 double sided
- Logo and 50-word company overview in the conference programme
- Acknowledgment on the conference pages of the BBTS website with a link to the sponsors website

GOLD SPONSOR - £7,500

Align your brand with that of BBTS by featuring your organisation as our Gold Sponsor. Package includes:

- The sponsor will be acknowledged on the BBTS conference website with a link to the sponsor's own website
- Two full page adverts in Bloodlines throughout 2024/2025
- A full-page advert in the conference programme –

on the inside back cover

- One pre-event, and one post event, e-shot inviting registered delegates to engage with you
- Full page advert in Transfusion Medicine
- Two complimentary full conference registrations
- Logo and 50-word company overview in the conference programme.

SILVER SPONSOR - £6,000

Align your brand with that of BBTS by featuring your organisation as our Silver Sponsor. Package includes:

- One full page advert in Bloodlines - inside back or inside front cover (subject to schedule)
- Half page advert in the conference programme
- Full page advert in Transfusion Medicine
- The sponsor will also be acknowledged on the BBTS conference website with a link to the sponsor's own website
- One complimentary full conference registration
- One pre-event e-shot inviting registered delegates to engage with you at the conference
- Logo and 50-word company overview in the conference programme.

BRONZE SPONSOR - £5,000

Align your brand with that of BBTS by featuring your organisation as our Bronze Sponsor. Package includes:

- Full page advert in Bloodlines
- Half page advert in the conference programme
- One pre-event e-shot inviting registered delegates to engage with you at the conference
- Half page advert in Transfusion Medicine
- One complimentary full conference registration
- Acknowledged on the BBTS conference website with a link to the sponsor's own website
- Logo and 50-word company overview in the conference programme.

EXCLUSIVE LUNCHTIME SYMPOSIUM - ONE PER DAY - £5,500

Organised by the sponsor, you will have the opportunity to present a 45-minute Sponsored Lunchtime Symposium in the conference centre. Your session will be included in the official conference programme. The sponsored symposium theme/programme must receive the endorsement of the Annual Conference Committee (ACC). The exclusive sponsorship includes the following:

- This session will be included in the official conference programme which is printed and features on the conference app

- The room capacity will be 250 -300 seats
- Digital advertising at the entrance to the symposium
- A push notification half an hour prior to the start of the symposium to all delegates via the event app
- Half page advert in the conference programme
- One complimentary full conference registration
- Pre-event e-shot to invite registered delegates to the symposium
- Symposium invitation inserted into the delegate bag (maximum double sided A4). Sponsor to supply
- Acknowledgement on the BBTS conference website with a link to the sponsor's website
- Logo and 50-word company overview in the conference programme.

CHARGING AND NETWORKING ZONE SPONSOR - £5,000

Align your brand with this networking zone, which will be a central meeting hub for delegates in the exhibition.

- Complimentary space will be provided in the exhibition hall complete with furniture and charging stations to create a comfortable meeting and re-charging area
- Opportunity for you to add company collateral/ branded giveaways to the coffee tables. These should be appropriate to the audience (material is subject to approval by BBTS)
- One complimentary full conference registration
- One logo on two boundary walls around the zone
- Acknowledgement in the programme of sponsorship of this zone
- Logo and 50-word company overview in the conference programme.

GALA DINNER SPONSOR - £3,500

The Gala Dinner evening includes the presentation of the BBTS Awards, a key event in the transfusion medicine year. Your company will be the main sponsor of this celebratory evening that rewards innovation, recognises outstanding medical and scientific contributions to transfusion medicine and science, and awards exceptional and long-standing services to the practice of blood transfusion in the UK.

- Acknowledgement on dinner menu as Gala Dinner sponsor
- Logo on each table number
- Opportunity to provide branded napkins
- Logo on signage and in printed programme to acknowledge sponsor support
- Acknowledgement on the BBTS conference website with a link to the sponsors website

- Your company will have a reserved complimentary table for 10 invited guests in a key location at the Gala Dinner.
- Pre-event e-shot inviting all registered delegates to the Gala Dinner
- Logo and 50-word company overview in the conference programme
- One complimentary full conference registration.

EXHIBITION WELCOME RECEPTION AND POSTER BOARD SPONSOR - £3,500

Take the opportunity to align yourself both with the Welcome Reception and the Poster Boards in the exhibition hall. This package includes:

- Logo exclusively on digital signage for the event to acknowledge the sponsor's support.
- Opportunity to supply branded napkins.
- Company logo featured on each poster board beside the poster number.
- Company logo on poster guidance issued to all poster presenters.
- One complimentary full conference registration.
- Logo and 50-word company overview in conference programme
- Acknowledgement on the BBTS conference website with a link to the sponsors website.

CONFERENCE BAG SPONSOR - £3,500

Align yourself with the conference bag and be seen by every delegate. Place your logo on the BBTS 2024 tote cotton bag. Each attendee will receive a bag upon arrival. Bags will be sourced and printed by the conference organiser. Acknowledgement in the conference programme of sponsorship. Logo and 50 word company overview in the conference programme.

CONFERENCE LANYARD SPONSOR - £2,500

Have your logo on the official BBTS conference badge lanyard. Each delegate will receive a name badge lanyard when they check in at registration. Lanyards will be highly visible as attendees must wear a badge to enter all sessions and functions. Branded lanyards will be worn by all participants and featured in photographs. Acknowledgment on the BBTS conference website and in the conference programme.

CONFERENCE PEN AND NOTEPAD SPONSOR - £1,800

Opportunity for branded notepads and branded pens to be inserted into the delegate bag and given to every attendee as they arrive at the BBTS Annual Conference 2024. Sponsor to supply branded notepads and branded

pens.

WATER COOLER SPONSOR -£1,700

Branded signage at each of the four, water coolers in the exhibition hall. These will be in prominent locations and used regularly by the delegates throughout the conference. There is also an option for the sponsor to supply a water bottle for delegates. This sponsorship includes having your logo and 50-word company overview in the conference programme.

SPONSOR FOR OUR ANNUAL AWARD LECTURES

James Blundell Award -£800

The James Blundell Award was introduced in 1984 and is given for original research resulting in an important and significant contribution to the body of medical and or scientific knowledge within the field of blood transfusion.

Kenneth Goldsmith Award -£800

The Kenneth Goldsmith Award was introduced in 1984 and is given for original research within the field of blood transfusion together with contributions to blood transfusion in general, either in the medical or scientific fields.

Race and Sanger Award - £800

The society has perpetuated the names of Robert Race and Ruth Sanger by the establishment of the Race and Sanger Award. This award is given for involvement in research and development and making an outstanding medical or scientific contribution to transfusion medicine.

Strengthen your company's visibility and awareness by sponsoring one of the above award lectures. Benefits are:

- Acknowledgement by the chairperson as partner of the award
- Company logo on holding slides both pre and post chosen award lecture (co-branded with BBTS 2024)
- Exclusive branding within the conference programme related to the award
- Logo and 50-word company overview in the conference programme.

DELEGATE BAG INSERT - £450

Opportunity to share your marketing content with every participant by inserting one A4, double-sided leaflet in every delegate bag.

Exhibition

Exhibition Opportunities

The Exhibition of BBTS Annual Conference 2024 will be a fantastic opportunity for exhibitors to display their new equipment and techniques, medical supplies, and devices to the transfusion community.

The exhibition provides an excellent opportunity for delegates to interact with commercial companies and to familiarise themselves with the latest advancements within their field. Our delegates increasingly welcome the opportunity to tap into the expertise provided by exhibiting companies to answer questions and provide product demonstrations. In addition to the commercial exhibition and the scientific posters, lunch and refreshment breaks will take place in the exhibition area to maximise the amount of time delegates spend within the exhibition.

Tentative Open Exhibition Schedule

	Day 1 Tuesday 17/09/2024	Day 2 Wednesday 18/09/2024	Day 3 Thursday 19/09/2024
Exhibition Open	08.00 – 20.00	08.00 – 17.15	08.45 – 13.45
Evening Activities	Exhibition Welcome Reception	Gala Dinner	

Exhibition Costs

Exhibitors can book either space only or a shell scheme booth. The following is included in the costs:

Space Only **£400 per m²(min. 12m²)**

- Listing, and direct link to company homepage, in the exhibition section of the conference website and conference app
- Listing in the exhibition section in the conference programme
- Conference registration for 4 personnel (up to 18sqm)/ 5 personnel (up to 24sqm) / 8 personnel (up to 36sqm)
- Wifi

Shell Scheme **£425 per m²**

Consists of a modular construction with:

- 1 x 4ft trestle table and two chairs
- 2 Energy efficient spotlights
- 1 Double socket
- Sign with company name
- Cleaning of aisles and exhibition hall and night-time security
- Wi-Fi
- Listing in the exhibition section in the conference programme
- Listing, and direct link to company homepage, in the exhibition section of the conference website and conference app
- Two exhibitor passes. Extra exhibitor passes need to be booked at a rate of £130 + VAT. Passes include access to the exhibition area, name badge and a copy of the conference programme. Group rate of 6 or more available upon request.

Note: All VAT registered UK organisations taking up sponsorship and exhibition opportunities are subject to VAT at the prevailing rate, currently 20%. All VAT registered EU organisation will not be charged VAT on sponsorship if a VAT number is included on the booking contract below. All exhibition sales are subject to VAT at 20%.

CAN YOU AFFORD NOT TO BE THERE?

Make sure you take advantage of the opportunity to reach your target audience at this conference.

- Enhance your strategic position in the market with clever branding.
- Maximise your return on investment.
- Engage delegates through parallel sessions and workshops.
- Enhance your visual impact with an exhibition stand.
- Seize this unique opportunity to meet the delegates face to face.

Exhibition Floorplan

This is the BBTS Annual Conference 2024 Exhibition floorplan; please indicate your preferred booth number when you are booking your exhibition stand. Please note that the organisers will allocate exhibition booths on a first come first served basis and based on the profile of the organisation. The organisers will confirm your exact exhibition stand number on receipt of booking form.



Floor plan is provisional and subject to change at the discretion of the BBTS and the conference organisers.

Booking Form

Company Details

Contact Name:

Position within Company:

Company Name:

Address:

Postcode:

Tel: Mobile:

Email:

Registration VAT Number:

P O Number:

Invoice Address
(if different from above)

Company Website:

Products/Service being showcased

Packages

Item	Cost	Please Tick
Platinum App and Wi-Fi Sponsor	£11,500 + VAT	<input type="checkbox"/>
Diamond Branding Sponsor	£9,500 + VAT	<input type="checkbox"/>
Gold Sponsor	£7,500 + VAT	<input type="checkbox"/>
Silver Sponsor	£6,000 + VAT	<input type="checkbox"/>
Bronze Sponsor	£5,000 + VAT	<input type="checkbox"/>
Exclusive Lunchtime Symposium (One Per Day)	£5,500 + VAT	<input type="checkbox"/>
Charging Station and Networking Zone	£5,000 + VAT	<input type="checkbox"/>
Gala Dinner Sponsor	£3,500 + VAT	<input type="checkbox"/>
Welcome Reception and Poster Board Sponsor	£3,500 + VAT	<input type="checkbox"/>
Conference Bag Sponsor	£3,500 + VAT	<input type="checkbox"/>
Conference Lanyard Sponsor	£2,500 + VAT	<input type="checkbox"/>
Conference Pen & Notepad Sponsor	£1,800 + VAT	<input type="checkbox"/>
Water Cooler Sponsor	£1,700 + VAT	<input type="checkbox"/>
James Blundell Award	£800 + VAT	<input type="checkbox"/>
Kenneth Goldsmith Award	£800 + VAT	<input type="checkbox"/>
Race & Sanger Award	£800 + VAT	<input type="checkbox"/>
Delegate Bag Insert	£450 + VAT	<input type="checkbox"/>

Exhibition Space

Exhibition Space	Space Required (m ²)	Total Cost
Space Only @ £400 + VAT per m2		
Please State Preferred Stand Number:		
1st choice		
2nd choice		
3rd choice		
Shell Scheme @ £425 + VAT per m2		
Please State Preferred Stand Number:		
1st choice		
2nd choice		
3rd choice		
Additional Exhibitor Registrations		
Additional Gala Dinner Tickets		
Sponsor Package Items (if applicable)		
Exhibition Package (insert type)		£
Total (excluding VAT)		£

Payment Terms

Payment must be received within 30 days of the invoice date, or prior to the commencement of the conference, whichever is the sooner.

Please complete this form and email it along with an eps and png version of your company logo and a 50-word biography to the BBTS 2024 Secretariat at the below email address:

E: bbts@conferencecollective.co.uk

For any enquiries please call: +44 (0) 20 8977 7997

Exhibition Terms and Conditions

By returning this booking form, you accept the contract terms and conditions (listed in this Sponsorship and Exhibition Prospectus) and agree to abide by the terms and conditions for the Conference. The person named above is authorised to book this space on behalf of the applicant/company. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

Each Stand Space Includes: Exhibition space, 2 company representatives on the exhibition stand, Exhibition Opening finger buffet and drinks, lunches & refreshments, and conference materials.

Please complete this form and return to:

BBTS 2024 c/o The Conference Collective Limited, 8 Waldegrave Road, Teddington, Middlesex, TW11 8HT, UK Tel: **+44 (0) 20 8977 7997**
Email:

sales@conferencecollective.co.uk

Agreement

The Booking Form constitutes only an offer by the Sponsor or Exhibitor to exhibit at/ BBTS 2024 Conference on these terms and conditions only. The Organisers reserve the right to accept or refuse such offer at its sole discretion.

In the event, that the Organisers accept the Sponsor's/Exhibitor's offer, the Organiser will provide written confirmation of the booking, and this will create a legally binding contract between the Sponsor and the Organiser on these terms and conditions only to the exclusion of all others (this 'Agreement').

All bookings of exhibition packages, promotional marketing opportunities, advertising and sponsorship are administered on a first-come, first-served basis. Each stand includes complimentary registrations for the conference to include access refreshments at official conference break times and conference materials. A completed Sponsorship/Exhibition Booking Form and Contract should be posted/ emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed, and an invoice will be emailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms are received.

Payment

On providing such written confirmation to the Sponsor/Exhibitor, the Organiser will issue its invoice to the Sponsor/Exhibitor in respect of the Sponsorship/Exhibitor Fee. The Sponsor/Exhibitor shall make full and final payment to the Organiser no later than 30 days following receipt of the invoice.

The Sponsorship/Exhibitor Fee is exclusive of VAT. Payments should be made, in Pounds Sterling and made payable to 'Conference Collective Limited.'

Terms

This Agreement commences on the date of the Organiser's written confirmation of the booking and shall terminate at the end of BBTS 2024 Conference except when expressly provided otherwise in these terms.

Cancellation clauses

Cancellation of Sponsorship/Exhibition Booking must be made in writing to The Exhibition and Sponsorship Manager, BBTS 2024 Congress, c/o The Conference Collective, 8 Waldegrave Road, Teddington, Middlesex TW11 8HT and can be emailed to: bbts@conferencecollective.co.uk. If the Sponsor/Exhibitor cancels this Agreement, the Organiser shall refund (subject to any costs as set out below) to the Sponsor/Exhibitor a percentage of the fees determined in accordance with the following:

If cancellation/reduction is received, up to and including 10 May 2024, the organisers shall retain 20% of the agreed package amount.

If cancellation/reduction is received, between 11 May – 14 June 2024, the organisers shall retain 50% of the agreed package amount.

If cancellation/reduction is received after 14 June 2024, the organisers shall retain 100% of the agreed package. The sponsorship/exhibition fee (where applicable) will be refunded after the conference.

The Organiser shall be entitled to retain from any refunded fees a sum equivalent to its actual administration expenses, the costs of materials

and any costs to which the Organiser has committed when the Sponsor/Exhibitor cancels this Agreement.

If the conference is cancelled by the Organiser (other than because of events beyond the reasonable control of the Organiser), the Organiser shall refund the fee paid by the Sponsor/Exhibitor.

Insurance

While every precaution is taken to protect your property during the event, the Organisers are not responsible for any loss or damage, and we strongly recommend that you take out appropriate insurance cover. The Organisers accept no responsibility for any loss sustained by Exhibitors from theft, fire damage or any third party.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this Exhibitors should protect their expenditures against abandonment and cancellation or curtailment of the event due to reasons beyond the Organiser's control.

Security

The Organisers cannot be held responsible, for the loss or damage to Exhibitors' property. Exhibitors are advised not to leave their stand unattended at any time especially if there are portable and valuable items on the stand.

Exhibition set up and breakdown

Exhibitors must ensure that their stand is set up and dressed by the times specified in the Exhibitor Manual. The only activities permissible on the day of the Conference are displaying brochures or the setup of any valuable equipment, which for security reasons you do not want to leave unattended overnight. Exhibition stands must not be broken down before 13:45 on the last day of the Conference.

Exhibitors' responsibilities

All exhibiting companies are responsible for their stand. Consideration must be given to the safety of the stand throughout the event and that any actions or inactions do not give rise to accidents, injuries, or an unsafe working environment as far as is reasonably practicable.

Accessibility

Current regulations state that disabled persons must be afforded the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and view any exhibits. To this end, Exhibitors are advised to ensure that their stand is easily accessible to visitors in wheelchairs.

Liability clause

The Organiser shall not be liable for any failure to fulfil this contract where failure is caused by supervening circumstances including weather, fire, flood, earthquake, travel, transport delays, war, riots, acts of terrorism or events which, without fault of either party, render fulfilment impossible.

The Organiser's obligations

The Organiser will:

- Organise the BBTS 2024 Conference to a high standard and to the best of its ability.
- Ensure the Sponsor/Exhibitor benefits from all elements of the confirmed Sponsorship/Exhibition Package.
- Not do or knowingly permit to be done anything which is prejudicial to the good image of the Sponsor/Exhibitor

Sponsor's/Exhibitor's obligations

Stands must be staffed during key exhibition times, including refreshment breaks, lunch breaks and poster viewing sessions.

Companies wishing to offer hospitality in addition to the Conference social programme must contact the Organiser: bbts@conferencecollective.co.uk. Any additional social events must not clash with the official Conference Social Programme and is subject to the agreement of the Organiser.

The Sponsor/Exhibitor (including its officers, employees, contractors, and agents) and the Sponsor's exhibition stand must comply in all respects with all applicable laws, regulations and rules and conditions of the Venue relevant to it, and with any relevant trade codes of practice.

BBTS 2024 Conference Secretariat

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