



PARTNERSHIP & EXHIBITION PROSPECTUS

TRANSFUSION PROFESSIONALS ASSEMBLE

13-15 September 2022 / SEC Glasgow

www.bbts.org.uk/bbts2022

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 2022: TOPICS AND THEMES

- Blood Donation, Components and Safety
- Diagnostics Science and Technology
- Improving Patient Outcomes
- Quality, Regulation and Governance
- Education
- Cellular Therapies, Tissues and Cells

The BBTS Annual Conference attracts high profile speakers and delegates from around the globe. We are the event of choice for over 500 transfusionists each year.

Offering an eclectic mix of lecture styles and subject topics delivered in a collaborative environment, the BBTS Annual Conference 2022 offers something for everyone.

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. We:

- Represent members at national level
- Support members on issues which affect their working lives
- Produce publications that educate, update, and inspire

WHY PARTICIPATE

The last couple of years have been exceptional and extremely challenging for all health professionals and our transfusion community is no exception. Our professionally diverse network of members are working on the front line every day; managing an ever increasing workload and developing new approaches and techniques to treat their patients. Partnering with the BBTS Annual Conference 2022 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 have the opportunity to network informally at a number of social events, including the spectacular Gala Dinner and Awards Ceremony.

Our partnership opportunities will enhance your experience and increase your awareness amongst our community. It will allow your company to meet new business partners, generate new ideas, gather new knowledge, foster collaborations, and meet key decision makers. Our themes provide the content for a vast array of industry participation and there is the opportunity to align your core values with those themes by sponsoring a dedicated session.

Your relationship with the BBTS Annual Conference 2022 will provide a highly efficient and effective business and marketing platform for your organisation to connect and engage with the transfusion community. It allows your company to show how your business makes a real difference within our community.

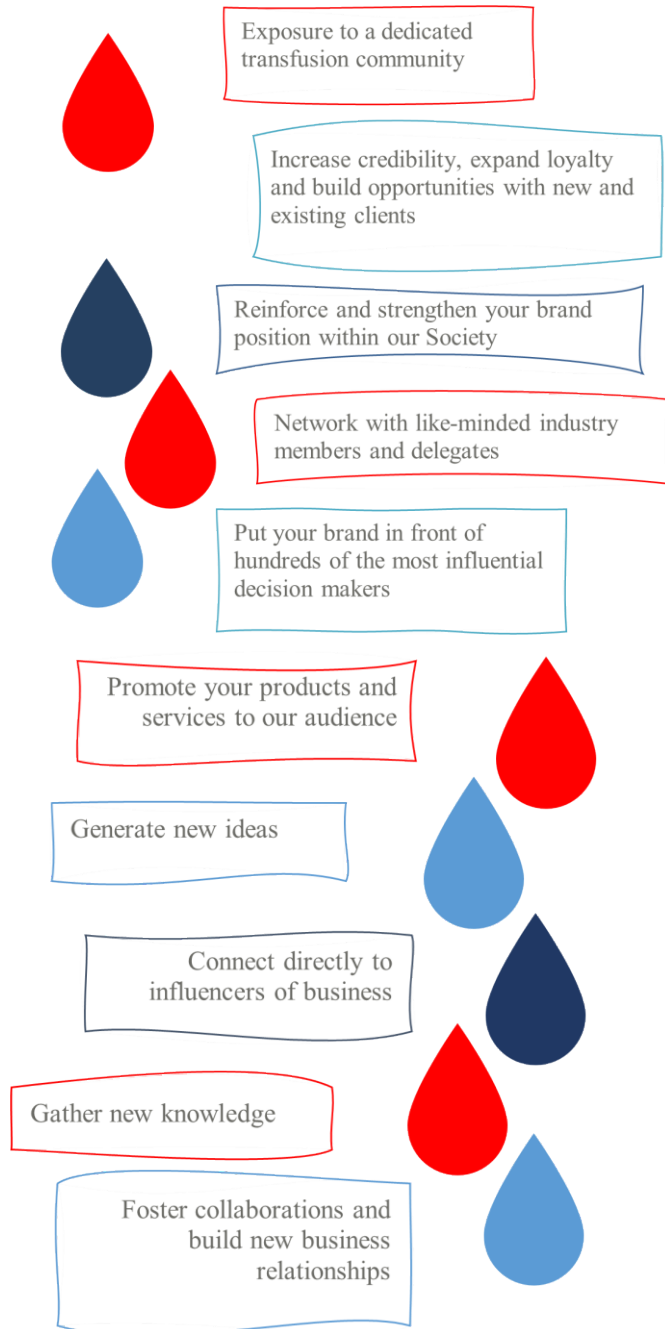
WHAT'S NEW IN 2022

Following requests from Sponsors, we are delighted to announce that our 2022 BBTS bursary schemes will be open for sponsorship for the first time and more lunchtime sponsored sessions will be available for you to showcase your latest research, products, and techniques.

BBTS MEMBERSHIP

BBTS is a professional membership body supporting transfusion professionals throughout their entire career. We offer education, development and networking opportunities designed to 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.

INFLUENCE THE INFLUENCERS – 10 REASONS TO ENGAGE WITH OUR COMMUNITY



WHAT DO OUR EXHIBITING PARTNERS SAY?

70%	of exhibitors said their participation in this event was worthwhile
100%	rated their visitor quality was either excellent or good
76%	of exhibitors said they received a ROI above average
91%	stated that they would exhibit again in 2022

WHAT DO OUR DELEGATES SAY?

- “ It was a great esteem boost when talking with exhibitors as I represented my hospital and felt the value of our lab as a customer.
- “ A great event, thank you.
- “ Thoroughly enjoyed the conference, the networking opportunities and the programme- well done to the team!
- “ I think the whole conference was brilliant, and I had a great time.
- “ Superbly organised - beforehand and actual event - Aim is always to get inspiration and a buzz - worked yet again.
- “ Thank you – it was a well run and interesting conference.

EVOLUTION OF PREVIOUS MEETINGS

- 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

PARTNERSHIP PACKAGES

We have identified a number of elements that will 'Increase Your Reach, Strengthen Your Impact and Bolster Your Sales'. BBTS 2022 partnership 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 partners gain a prominent presence at the conference but you have access to numerous touch points throughout the year. These include relevant e-marketing, web and social media presence, press/ advertorial opportunities with industry publications and exposure to the wider delegate database through sponsored symposium sessions.

NEW FOR 2022: HAND SANITISING STATION

£1,575 (supplied by sponsor) or £2,625 (supplied by BBTS)

Hand sanitising has never been more crucial. Have your company logo featured as a sponsor at the hand sanitiser stations and maps within the conference programme.

Sponsorship Benefit:

Branded hand sanitising stations will be placed throughout the venue. The sponsor's company logo will also be on the Directory of Sponsor's/Exhibitors page within the final programme. The sponsor will also have acknowledgment on the BBTS conference website with a link to the sponsor's website.

NEW FOR 2022: BRANDED HAND SANITISERS

£1,050 (supplied by sponsor) or £2,100 (supplied by BBTS)

Have your company logo featured on hand sanitiser that will be provided to every attendee at the conference. The sponsor's name and/or logo will be printed on the sanitiser in one colour if supplied by BBTS.

Company visibility to all attendees at the conference. The sponsor's company logo will also be on the Directory of Sponsor's/Exhibitors page within the final programme. The sponsor will also have acknowledgment on the BBTS conference website with a link to the sponsor's website.

Combined package of sanitising stations and individual sanitisers also available

EXCLUSIVE LUNCHTIME SYMPOSIUM - ONE PER DAY

£4,725

Organised by the sponsor, the Sponsored Lunchtime Symposium will take place onsite and will be included in the official conference programme. Each session will last 45 minutes. The sponsored symposium theme/programme should receive the endorsement of the Annual Conference Committee (ACC). The price includes the following services:

- Organised by the sponsor, the workshop will take place onsite at BBTS 2022 and will be included in the official conference programme.
- Opportunity to address the audience in a 45-minute presentation (Final programme and speaker selection to subject to approval by BBTS).
- A room capacity of 120 - 150 seats.
- Two pull-up banners inside/outside of presentation room (from 15 minutes prior to the symposium session). Banners to be supplied by the sponsor.
- Digital poster advertising opportunity featuring the symposium session at the 2022 Conference.
- Push notification half an hour prior to start of symposium to all delegates via the event app.
- Logo within programme to acknowledge sponsor support.
- Half page advert in the conference programme.
- Logo & 50-word company overview in conference programme.
- One complimentary full conference registration.
- Pre-event e-shot to invite registered delegates to the symposium.
- Symposium invitation inserted into delegate bag (max double sided A4). Sponsor to supply.
- Hyperlink to PDF featuring your symposium from the BBTS 2022 website.
- Symposium programme on conference app.

SPONSORED SESSION - £2,625

Strengthen your company's visibility and awareness by sponsoring a relevant session. Enhance your image by being acknowledged and associated with an industry influencer on a relevant topic within the scientific programme

- Acknowledgement as sponsor of the session.
- Company logo on the AV screen pre and post session.

- Company logo on speaker holding slides for the session. (Co- branded with BBTS Annual Conference 2022).
- One complimentary full conference registration.
- Your logo will be printed next to the session information in the conference programme.
- Your logo displayed on the website under the session information - giving you exposure to all potential attendees as they preview the programme.
- Opportunity for one promotional flyer to be inserted into the delegate bag. Sponsor to provide their own collateral - Maximum A4 double sided.

CHARGING STATION (EXCLUSIVE) - £4,725

- Align your organisation with the comfort and well- being of delegates by sponsoring the charging station.
- Complimentary space will be provided in the registration area. Lounge furniture, coffee tables and plants, to create a comfortable meeting and rest area.
- Opportunity for you to add company collateral/ leaflets to the coffee tables and space for you to provide two pull-up banners and branded giveaways appropriate to the audience (material subject to approval by BBTS).
- Two exhibitor passes.
- Logo on signage related to Charging Station Sponsorship and within programme to acknowledge sponsor support.
- Logo & 50-word company overview in the conference programme.

GALA DINNER PARTNER - £5,250

- Acknowledgement in programme and on-site signage at the Gala Dinner.
- Opportunity to provide branded cocktail napkins & two pull-up banners for display at the Gala Dinner.
- Logo on all Gala Dinner signage and within programme to acknowledge sponsor support.
- Full page advert in the conference programme.
- Logo & 50-word company overview in conference programme.

- Complimentary table of 10 to invite guests to the Gala Dinner.
- Pre-event e-shot inviting all registered delegates to the Gala Dinner.
- Recognised on the gala dinner menu as award Partner.

PARTNER FOR OUR ANNUAL AWARD LECTURES

James Blundell award £2,100

Kenneth Goldsmith award £1,575

Race and Sanger award £1,575

- Strengthen your company's visibility and awareness by sponsoring a BBTS award.
- Acknowledgement by the chairperson as partner of the award.
- Company logo on the AV screen both pre and post individual award lecture.
- Company logo on speaker holding slides during award session. (Co- branded with BBTS 2022).
- Exclusive branding within the conference programme related to this award.
- Recognised on the website under the award session- giving you exposure to all potential attendees as they preview the programme.
- Recognised on the gala dinner menu as award partner.
- Two invitations to the Gala Dinner.
- Photo opportunity for partnering company during award Presentation.

EXHIBITION OPENING SUPPER PARTNER £3,675

- Logo exclusively on all Exhibition Opening Supper signage to acknowledge sponsor support.
- Logo & 50-word company overview in conference programme.
- Opportunity to supply branded napkins

INTEGRATED PACKAGE (EXCLUSIVE)**£6,825**

- Align your brand with that of BBTS by featuring your organisation as our Integrated /Promotional Event Partner.
- Acknowledgement in the conference programme and on all digital signage at the conference.
- Two full page adverts in Bloodlines throughout 2022/2022 - back cover positions x 3 issues.
- A full-page advert in the conference programme – back cover position.
- One pre-event, and one post event, e-shot inviting registered delegates to engage with the you at the conference.
- Opportunity for you to install two large poster adverts (content subject to LOC approval), within the conference centre. Sponsor to provide their own collateral.
- Full page advert in Transfusion Medicine on a date of your choice.
- Rotating leader board advert on the conference website with hyperlink from BBTS 2022 website.
- Opportunity for one promotional flyer to be inserted into the delegate bag. Sponsor to provide their own collateral - Maximum A4 double sided.
- Two complimentary full conference registrations.

ENGAGEMENT PARTNER (TWO**AVAILABLE) - £4,725**

- Full page advert in Bloodlines - inside back or inside front cover subject to schedule.
- Full page advert in the conference programme - Inside back or inside front cover.
- Full page advert in Transfusion Medicine.
- Acknowledgement in conference programme and on all signage at the event.
- One pre-event, and one post event, e-shot inviting registered delegates to engage with you at the event.
- Rotating MPU advert on the conference website with hyperlink from BBTS 2022 website.
- Two complimentary full conference registrations.

INTERACTIVE OPTION (FOUR**AVAILABLE) £2,888**

- Full page advert in Bloodlines.
- Full page advert in the conference programme.
- Opportunity for one promotional flyer to be inserted into the delegate bag. Sponsor to provide their own collateral - Maximum A4 double sided.
- One pre-event e-shot inviting registered delegates to engage with you at the conference.
- Half page advert in Transfusion Medicine.
- Rotating MPU advert on the conference website with hyperlink from BBTS 2022 website.

PUBLICITY OPTION (FOUR AVAILABLE)**£1,943**

- Presence on the BBTS 2022 homepage of the BBTS website for the duration of the time the pages are live with a logo linked to a page of your choice.
- Full page advert in Bloodlines at a time of your choice in 2022 / 2022.
- Half page advertorial and half page advert in the conference programme.
- Two e-shots to registered delegates at two chosen dates between 1st March 2022 - 1st March 2022 as agreed with BBTS.

CONNECTIONS OPTION - £788

- Half page advert in Bloodlines.
- Logo and company bio on BBTS 2022 conference website.
- Opportunity for one promotional flyer to be inserted into the delegate bag. Sponsor to provide their own collateral - Maximum A4 double sided.

INDIVIDUAL PARTNERSHIP OPPORTUNITIES**CONFERENCE BAG (EXCLUSIVE) - £3,675**

Place your logo on the BBTS Annual Conference 2022 conference bag. Each attendee will receive a bag upon arrival. Bags will be sourced and printed by the conference organiser.

CONFERENCE LANYARD (EXCLUSIVE)**£2,100**

Opportunity to supply branded lanyards which will be worn by each attendee and exhibitor and featured in photographs. Price includes recognition on the conference website and in the conference programme. Sourced by PCO.

CONFERENCE PEN & NOTEPAD**(EXCLUSIVE) - £1,575**

Opportunity for branded notepads to be inserted into the delegate bag, given to every attendee as they enter BBTS Annual Conference 2022. Sponsor to source and supply printed notepads.

CONFERENCE APP (EXCLUSIVE) - £4,725

Exclusive sponsorship of the 2022 event app. Sponsorship includes: logo on homepage, two

Push notifications throughout conference duration,

Acknowledgements of support on signage relating to app and in conference programme as well as on homepage of app.

POSTER BOARD - £3,150

Opportunity to have brand exposure via marketing collateral in areas where poster boards are showcased.

SPONSORSHIP OF THE WATER STATIONS**£2,625**

Opportunity to provide branded signage next to each station and branded cups.

DELEGATE BAG INSERT - £630

Further details of the specific branding on all the above will be supplied on request.

ADVERTISING OPPORTUNITIES – FROM**£473**

Full page, full colour advertisement in the conference programme - £473

Full page advert in Bloodlines (circulation of 1600 BBTS members) - £734

Half page advert in Bloodlines - £576

TRANSFUSION MEDICINE – FROM £1,190

Aimed at a global audience of consultants, scientists, lab technicians and non-consultant medical staff. Transfusion Medicine is also received by members of BBTS who represent the majority of UK specialists practicing in this field. (Circulation in excess of 1,300 copies)

Full page advert including a 25% discount for exhibiting partners - £1,339

Half page advert including a 25% discount for exhibiting partners - £1,190

ONSITE DIGITAL ADVERTISING – £683

Display your corporate advert digitally within the conference venue. From the information screens positioned in high footfall areas across the conference, your advert/logo and company message will be displayed for 10 seconds within any two-minute period. This means your advert will be shown 300 times over the day on one screen and 2,100 times throughout the venue in 5 prime locations each day. The floorplan, programme and keynote speakers will also be shown on each of these screens, guaranteeing each and every attendee viewing your advert. Rate for one advert (for the duration of the conference)

EXHIBITION**EXHIBITION OPPORTUNITIES**

The Exhibition of BBTS Annual Conference 2022 will be a great 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, tea and coffee breaks will take place in the exhibition area in order to maximise the amount of time delegates spend within the exhibition.

TENTATIVE EXHIBITION SCHEDULE

	Day 1 13/09/2022	Day 2 14/09/2022	Day 3 15/09/2022
Exhibition Open	Noon – 20.00	09.00 – 18.00	09.00 – 13.30
Evening Activities	Drinks Reception	Gala Dinner	/

- 2 Energy efficient spotlights
- 1 Double socket
- Sign with company name
- Stand cleaning and night-time security
- Wi-Fi (upgrade available at cost)
- 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 £110 + 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 partnership and exhibition opportunities are subject to VAT at 20%. All VAT registered EU organisation will not be charged VAT on partnership if a VAT number is included on the booking contract below. All exhibition sales are subject to VAT at 20%.

COST TO EXHIBIT

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

Space Only **£347 per m²(min. 12m²)**

- Stand cleaning and night security patrolling venue
- 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
- Conference registration for 4 personnel (up to 18sqm)/ 5 personnel (up to 24sqm) / 8 personnel (up to 36sqm)

Shell Scheme **£362 per m²**

Consists of a modular construction with:

- One countertop and two stools

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 FLOOR PLAN

This is the BBTS Annual Conference 2022 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 organization. The organisers will confirm your exact exhibition stand number on receipt of booking form.

COVID

The organisers will closely monitor the current COVID pandemic advice and ensure all social distancing guidelines will be adhered to. Should it be required, the below floorplan may be subject to change. The organisers will ensure exhibitors are made aware of any changes.



FLOOR PLAN



BOOKING FORM

COMPANY DETAILS

Contact Name:			
Position within Company:			
Company Name:			
Address:			
		Postcode:	
Tel:		Mobile:	
Email:			
Registration VAT Number:			
PO Number:			
Invoice Address (if different from above)			
Company Website:			
Products/Service being showcased			

PARTNER PACKAGE

Item:	Cost:	Please Tick:
Exclusive Lunchtime Symposium (One Per Day)	£4,725 + VAT	
Sponsored Session	£2,625 + VAT	
Charging Station (Exclusive)	£4,725 + VAT	
Gala Dinner Partner	£5,250 + VAT	
Partner For Annual Award Lectures – James Blundell award	£2,100 + VAT	

Item:	Cost:	Please Tick:
Partner for Annual Award Lectures – Kenneth Goldsmith award	£1,575 + VAT	
Partner for Annual Award Lectures – Race & Sanger award	£1,575 + VAT	
Exhibition Opening & Supper	£3,675 + VAT	
Integrated Package (Exclusive)	£6,825 + VAT	
Engagement Partner	£4,725 + VAT	
Interactive Option	£2,888 + VAT	
Publicity Option	£1,943 + VAT	
Connections Option	£788 + VAT	
Charging Station (Exclusive)	£4,725 + VAT	
Gala Dinner Partner	£5,250 + VAT	
Partner For Annual Award Lectures – James Blundell	£2,100 + VAT	

INDIVIDUAL PARTNERSHIP OPPORTUNITIES

Item:	Cost:	Please Tick:
Conference Bag (Exclusive)	£3,675+ VAT	
Conference Lanyard (Exclusive)	£2,100 + VAT	
Conference Pen & Notepad (Exclusive)	£1,575 + VAT	
Conference App (Exclusive)	£4,725 + VAT	
Poster Board	£3,150 + VAT	
Sponsorship of Water Station	£2,625 + VAT	
Delegate Bag Insert	£630 + VAT	
Full page, full colour advert in the conference programme	£473 + VAT	

Item:	Cost:	Please Tick:
Full page advert in Bloodlines	£734 + VAT	
Half page advert in Bloodlines	£576 + VAT	
Full page advert in Transfusion Medicine including a 25% discount for exhibiting partners	£1,339 + VAT	
Half page advert in Transfusion Medicine including a 25% discount for exhibiting partners	£1,190 + VAT	
Onsite Digital Advertising	£683 + VAT	

EXHIBITION SPACE

Exhibition Space	Space Required (m2)	Total Cost
Space Only @ £347 + VAT per m2		
Please State Preferred Stand Number:		
1 st choice		
2 nd choice		
3 rd choice		
Shell Scheme @ £362 + VAT per m2		
Please State Preferred Stand Number:		
1 st choice		
2 nd choice		
3 rd choice		
Additional Exhibitor Registrations		
Additional Gala Dinner Tickets		
Onsite Digital Advertising		
Partner Package Items (if applicable)		
Individual Partnership Opportunities (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 return this form and email it along with an eps and png version of your company logo and a 50-word biography to:

BBTS Conference 2022 Secretariat

The Conference Collective Ltd, 8 Waldegrave Road, Teddington, TW11 8HT

T: +44 (0) 20 8977 7997

E: bbts@conferencecollective.co.uk

Exhibition terms & 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, lunches & refreshments & conference materials.

Please complete this form and return to:

BBTS 2022 c/o The Conference Collective Limited, 8 Waldegrave Road, Teddington, Middlesex, TW11 8HT, UK

Tel: +44 (0) 20 8977 7997 Email: bbts@conferencecollective.co.uk

Agreement

The Booking Form constitutes only an offer by the Sponsor or Exhibitor to exhibit at/ BBTS 2022 Congress 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 & 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 mailed. 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 2022 Congress 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 2022 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 **31 May 2022**, the organisers shall retain 20% of the agreed package amount.

If cancellation/reduction is received between **1 June and 30 June 2022**, the organisers shall retain 50% of the agree package amount.

If cancellation/reduction is received after **30 June 2022**, 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 as a result 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 set up of any valuable equipment, which for security reasons you do not want to leave unattended overnight. Exhibition stands must not be broken down before 13:30 on the last day of the Conference.

Exhibitors' responsibilities

All exhibiting companies are responsible for their stand. Due 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 so 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 2022 Congress 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 Organisers (email: 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 2022 Conference Secretariat
The Conference Collective Ltd,

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