



UK Kidney Association

## UK Kidney Week 2023 Sponsorship and Exhibition Booking Form 5<sup>th</sup> - 7<sup>th</sup> June 2023

Please return to: [stephanie.lock@renalregistry.nhs.uk](mailto:stephanie.lock@renalregistry.nhs.uk)

### Contact details

Company Name:

Contact Name/s:

Mobile number:

Email:

### Exhibition Opportunities

All stands include two exhibition personnel but do not allow access to the sessions.

Any stand personnel that wish to attend the Scientific Sessions must register as a delegate.

Exhibitor passes include:

- Lunch and refreshment breaks during Exhibition Opening
- Access to Exhibition & Poster Display
- Welcome Reception

All prices are exclusive of VAT

### **Stand Information**

- The layout of the exhibition floor and the space available can be found at [ukkw.org/exhibition](http://ukkw.org/exhibition)
- The stand includes:
  - Shell scheme
  - Carpet
  - Standard name sign
  - One table and two chairs

Please indicate in order of preference the stand which you would like to book:

Stand number	Preference
	1 <sup>st</sup>
	2 <sup>nd</sup>
	3 <sup>rd</sup>

*Stands will then be allocated, and you will be contacted to inform you of your confirmed booking*

## Sponsorship Opportunities

Please indicate which of the following sponsorship items you would like to confirm.

Item	Quantity Req	Amount £ Ex VAT	Total
<b>Single sponsored symposium</b> The sponsored symposium is available for all registered delegates, apart from patients. This item will include the following benefits: <ul style="list-style-type: none"> <li>60 minutes session on a topic of any choosing (pending committee approval)</li> <li>Symposium can be digitally promoted in the atrium</li> <li>Recording of symposium- raw files only will be sent to you</li> </ul>		£25,000	
<b>Sponsored symposium (Daytime, 60 minutes)</b> The sponsored symposium is available for all registered delegates apart from patients. Timings will be made available to book on first-come, first-served basis. This item will include the following benefits: <ul style="list-style-type: none"> <li>60 minutes session on a topic of any choosing (pending committee approval)</li> <li>Symposium can be digitally promoted in the atrium</li> <li>Recording of symposium- raw files only will be sent to you</li> </ul>		£20,000	
<b>Sponsored symposium (Breakfast, 45 minutes)</b> The sponsored symposium is available for all registered delegates apart from patients. Timings will be made available to book on first-come, first-served basis. This item will include the following benefits: <ul style="list-style-type: none"> <li>45 minutes session on a topic of any choosing (pending committee approval)</li> <li>Symposium can be digitally promoted in the atrium</li> </ul> Tea and Coffee will be available in the exhibition hall. If the sponsor wishes to provide alternative catering then this will need to be arranged through the venue directly.		£15,000	
<b>Sponsored symposium (45 minutes) Monday Lunch</b> The sponsored symposium is available for all registered delegates apart from patients. Timings will be made available to book on first-come, first-served basis. This item will include the following benefits: <ul style="list-style-type: none"> <li>45 minutes session on a topic of any choosing (pending committee approval)</li> <li>Symposium can be digitally promoted in the atrium</li> </ul>		£15,000	
<b>Mini-symposium (20 minutes)</b> Mini-symposia are available for all registered delegates apart from patients. Timings will be made available to book on first-come, first-served basis. This item will include the following benefits: <ul style="list-style-type: none"> <li>20 minutes session on a topic of any choosing (pending committee approval)</li> </ul>		£5,000	

<b>Exclusive lanyard sponsorship</b> Only available to one organisation. Will be made available to book on first-come, first-served basis.		£3,500	
<b>Branded panels placed in Lounge area</b> Only available to one organisation. Will be made available to book on first-come, first-served basis.		£3,000	
<b>Vinyl sticker branding on glass escalator</b> Logo on one side only and joint with UKKW Only available to one organisation. Will be made available to book on first-come, first-served basis.		£2,000	
<b>Vinyl sticker branding on glass staircase</b> \			
<b>Outdoor terrace area available for branding opportunities</b> A large patio area at the front of the ICC next to the famous Welsh dragon sculpture. Can be used for seating, pop-ups and more.		POA	
<b>Atrium digital screen</b> 16:9 landscape, two-day logo placement (Tuesday and Wednesday). Not exclusive 1 of 3		£4,000	
<b>Exclusive digital logo outside lobby lifts</b> Only available to one organisation. Will be showcased for the full conference.		£2,000	
<b>Pre-event email</b> HTML files preferred, will be sent to all opted-in UKKW delegates.		£1,500	
<b>Post-event email</b> HTML files preferred, will be sent to all opted-in UKKW delegates.		£1,500	
<b>TOTAL</b>			

### Invoicing Details

Address for Invoicing	
Purchase Order Number	
Finance Email Address	

## **Important Details**

Please use this space to let us know of any key compliance dates or requirements you may have.

### **Symposium Title**

Please use this space to let us know the general topic of your symposium. We will then try to ensure there are no parallel talks on the same subject.

## **Terms and conditions**

### **General Terms and Conditions:**

#### **1. DEFINITIONS**

In these Standard Terms and Conditions the word 'Sponsor/Exhibitor' means any company, organisation or person who has applied for space allocation in the exhibition and/or to sponsor an event, or their agent, contractor or employee. The word 'Organiser' means the UKKA.

#### **2. STAND BOOKINGS**

Sponsors/Exhibitors must complete sign and return the booking form. No application will be considered valid until a signed booking form is received. The Organiser reserves the right to refuse any bookings at any time without stating a reason. A booking is only confirmed when accepted by the Organiser in writing.

#### **3. PAYMENT TERMS**

An invoice will be raised once the booking is confirmed by the sponsor and should be paid in full. If payment is not received by this date, you will not be allowed to exhibit. Where the invoice amount is not paid within the prescribed time, stands and sponsorship packages may be reallocated and any loss incurred by the Organiser by such non-payment shall be claimed from the defaulting Sponsor/Exhibitor.

#### **4. CANCELLATION**

All cancellations must be made in writing and are subject to a 10% administrative cost withheld from the original payment. Cancellations made within 30 days of the event will be liable to a further 50% cancellation fee. Cancellations made within 14 days of the event will be liable for payment of the total invoice amount for the original booking.

#### **5. POSTPONEMENT OR ABANDONMENT**

The Sponsor/Exhibitor shall have no claim against the Organiser or its contractors in respect of any loss or damage caused by the prevention, postponement or abandonment of the event, for reasons beyond the control of the Organiser or its contractors.

#### **6. UNDESIRABLE ACTIVITIES**

If it appears to the Organiser that the Sponsor/Exhibitor may be engaged in activities which it considers to be contrary to the best interests of the event or which appear unethical or unlawful, the Organiser may without being under any liability to refund or reduce any costs, cancel any booking or sponsorship package and require the Sponsor/Exhibitor to vacate the event forthwith and to refuse the Sponsor/Exhibitor the right to participate further in the event.

#### **7. DELEGATE NUMBERS**

Whilst the Organiser will make every effort to secure a high level of attendance of delegates, there can be no guarantee of delegate numbers and no discounts or refunds are available if delegate numbers do not reach the projected levels.

#### **18. AGREEMENT**

These Standard Terms and Conditions, together with the booking form, printed sales material, letter of confirmation and any subsequent agreed variations in writing and signed by the Organiser shall represent the entire Agreement between the Organiser and the Sponsor/Exhibitor and shall supersede any previous agreements or representations whether written or oral.

**Signed:**

**Date:**