**UK Kidney Week 2024**

**Industry Booking Form**

*Please return to: stephanie.lock@ukkidney.org*

Company Name:

Contact Name:

Mobile number:

Email:

Address for Invoicing:

Purchase Order Number:

(this can be provided at a later date if required)

Finance Email Address:

**Exhibition**

* + The layout of the exhibition floor and the space available can be found at [ukkw.org/exhibition](https://www.ukkw.org/exhibition/) after offers are made public in early January. This will not be available in the pre order period for corporate members, during this time please refer to the brochure.
	+ Included in all stands are:
		- Standard company name
		- 2 exhibitor (not delegate) passes
	+ Included in only Charity, Bronze and Silver stands are one standard table (size of our choosing) and two chairs. Gold and Platinum stands are unfurnished.
	+ Full exhibition details and regulations will be provided in the exhibitor’s manual to be sent early spring 2024.
	+ Please note public liability insurance is essential.

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

|  |  |
| --- | --- |
| **Stand number** | **Preference** |
|  | 1st |
|  | 2nd |
|  | 3rd |

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

**Passes**

Additional exhibitor passes

* Exhibitor passes are generic- showing only the company name, and as such are transferrable.
* Access to the Scientific Sessions is strictly prohibited. If you wish to attend sessions you must register as a delegate.
* You may also attend:
	+ Lunch and refreshment breaks during Exhibition Opening
	+ Exhibition & Poster Display
	+ The Welcome Reception
* Passes will be available on arrival from the exhibition service desk.

|  |  |  |
| --- | --- | --- |
| **Number of additional exhibitor passes** | **Price- £100 exc VAT** | **Total** |
|  | £100 |  |

Delegate passes

* Registration opens on 31st January 2024.
* We can only accept payment via invoice for groups of more than 5 delegates.
	+ To register as a group, please contact events@ukkidney.org
	+ For groups of less than five, card payment is required and you can register at <https://www.ukkw.org/registration/> once registration has opened.

Conference dinner

* If you have registered as a delegate you will have to positively indicate if you wish to attend the Gala dinner.
* Access to the dinner is not included in exhibitor passes. You will need to book to attend:

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of tickets** | **Price- £100 exc VAT** | **Total** | **Dietary requirements** |
|  | £100 |  |  |

**Sponsorship**

* This operates on a first-come first-serve basis with priority given to corporate members.
* Subject to approval by the UKKW programme committee.
* We expect that the proposed speakers and chairs reflect the diverse nature of the UKKA and our kidney patients. All-male panels are not permitted.
* We are unable to record your symposia however there will be a preferred AV supplier (details in exhibitors manual) who you can contact directly to arrange subject to their availability and cost.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Amount exc. VAT** | **Symposia Topic** |
| Daytime symposia (60 minutes) |  | £20,000 |  |
| Breakfast symposia (45 minutes) |  | £15,000 |  |
| Mini symposia (20 minutes) |  | £6,500 |  |
| Lanyard sponsorship  |  | £3,500 |  |
| Pillar wraps |  | £3,000 |  |
| Stage banners |  | £3,000 |  |
| Escalator to exhibition |  | £6,000 |  |
| Escalator to dinner hall |  | £4,000 |  |
| Escalator to auditorium |  | £4,000 |  |
| Media wall vinyls |  | £2,000 |  |
| Logo stickers |  | £2,000 |  |
| Pre-event email |  | £2,000 |  |
| Post-event email |  | £2,000 |  |

**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.

1. 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.

1. 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 may 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.

1. 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.

1. 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.

1. 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.

1. 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.

1. 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.

Signature:

Name:

Date: