

RCOT 2019 ANNUAL CONFERENCE BOOKING FORM**2019 Conference and Exhibition Monday 17 and Tuesday 18 June 2019****at ICC Birmingham**

Company/organisation name: _____

Contact name: _____

Company/organisation name (as it should appear in all event publications): _____

Company/organisation address: _____

City: _____ County: _____

Country: _____ Postcode: _____

Invoice address (if different from above): _____

City: _____ County: _____

Country: _____ Postcode: _____

Contact telephone: _____ Email: _____

Website: _____

Twitter: _____ Facebook: _____

VAT number: _____ Purchase order number (is required): _____

EXHIBITION SPACE

We hereby apply to book an exhibition stand at the rate of £295+VAT per square metre.

Choice	Stand no.	Shell scheme (tick if applicable)	Space only (tick if applicable)	No. of square metres	Total price
1st choice					£
2nd choice					£

Special notes: please indicate any particular stand configuration requirements or any stand location issues, e.g. next to or opposite any other exhibiting companies. We will try and assist with these special requirements, where possible.

TOTAL DUE – please complete		Exhibitor rate	Non exhibitor rate	Amount due (Excl. VAT)
Exhibition space:				£
Exhibition workshop and skills exchange	40 minutes	£995	£1,500	£
Sponsorship package(s) required:				£
Conference Preview	Full page advert	£2,100	£POA	£
	Half page advert	£1,300	£POA	£
Showguide	Outside back cover	£485	£685	£
	Full page	£385	£585	£
Logo next to directory listing		£175		£
Delegate bag insert		£495	£POA	£
TOTAL PACKAGE (exclusive of VAT)			£	£

Name: _____ Position: _____

Signature: _____ Date: _____

TERMS & CONDITIONS

By returning this agreement form, you accept the contract terms and conditions (listed overleaf) and agree to abide by the terms and conditions for the Conference. The person named above is authorised to book this space and/or sponsorship on behalf of the applicant/company/organisation. The form will be held as a valid liable contract, by which both parties will be bound.

PLEASE COMPLETE THIS FORM AND RETURN TO:**RCOT 2019 Annual Conference & Exhibition, Michelle Moran or David Agyei, Communications & Marketing Department, Royal College of Occupational Therapists, 106-114 Borough High Street, London SE1 1LB
Email: michelle.moran@rcot.co.uk or david.agyei@rcot.co.uk Tel: +44 (0) 20 7450 2322**

To be completed by the Royal College of Occupational Therapists administrator	
Approved by: _____	Date: _____
Authorised by: _____	Date: _____

ANNUAL CONFERENCE TERMS AND CONDITIONS

Agreement

The Booking Form constitutes an offer by the Exhibitor (the person or company/organisation who has contracted on the Booking Form) to exhibit, sponsor or advertise at the Royal College of Occupational Therapists Annual Conference and Exhibition on these terms and conditions only. The Organiser (The Royal College of Occupational Therapists) reserves the right to accept or refuse such offer at its sole discretion.

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

All bookings of exhibition packages are administered on a first-come, first-served basis. Each stand includes: refreshments at official Conference break times and conference materials for two stand personnel. A completed Annual Conference Exhibition Booking Form should be posted/mailed to ensure reservation of a desired location. Upon receipt of the Annual Conference Booking Form, space will be confirmed and an invoice will be mailed. Please note that two alternative choices should be clearly indicated on the booking form. Space allocations will be made in the order in which booking forms are received.

Payment

On receiving the Annual Conference Exhibition Booking Form written confirmation will be sent to the Exhibitor, the Organiser will issue its invoice to the Exhibitor in respect of the Exhibitor Fee. The Exhibitor shall make full and final payment to the Organiser no later than 30 days following receipt of the invoice. If the Company/Organisation fails to make payment within the set invoice timescales or within one week prior to the event, the Organiser has the right to cancel your stand position (see cancellation clause below. Payment must be received by the Organiser prior to the event. The Exhibitor Fee is exclusive of VAT. Payments should be in Pounds Sterling and made payable to 'RCOT Annual Conference'.

Terms

This Agreement commences on the date of the Organiser's written confirmation of the booking, and shall terminate at the end of the Royal College of Occupational Therapists Annual Conference and Exhibition 2019, except when expressly provided otherwise in these Terms.

Cancellation clause

Cancellation of Exhibition booking must be made in writing to The RCOT Commercial Development Manager, Communications and Marketing Department, Royal College of Occupational Therapists, 106-114 Borough High Street, London SE1 1LB or emailed to michelle.moran@rcot.co.uk. If the Exhibitor cancels this Agreement, the Organiser shall refund to the Exhibitor a percentage of the fees determined in accordance with the following (subject to any costs as set out below):

Irrespective of when the booking form is received; if cancellation/reduction is received up to and including 31 January 2019, the organiser shall retain 50% of the agreed package amount and if cancellation/reduction is received after 1 February 2019 the Organiser shall retain 100% of the agreed package. The 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 cost of materials and any costs to which the Organiser has committed when the 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 Exhibitor.

Insurance

While every precaution is taken to protect your property during the event, the Organiser is not responsible for any loss or damage and we strongly recommend that you take out appropriate insurance cover. The Organiser accepts 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 Organiser 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 14.30 on Tuesday 18 June 2019, 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

The current EU 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.

Privacy Policy

To see our data protection, privacy policy and how we do business, please visit our website www.rcot.co.uk. All companies who attend our events or advertise with us must adhere to current GDPR regulations.

Liability clause

The Organiser shall not be liable for any failure to fulfill 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 fulfillment impossible.

The Organiser's obligations

The Organiser will:

- Organise the Royal College of Occupational Therapists Annual Conference and Exhibition to a high standard and to the best of its ability.
- Once the booking form is received RCOT will send the exhibitor manual, which contains all forms to be completed prior to the start of the event.
- Ensure the Exhibitor benefits from all elements of the confirmed Exhibition Package.
- Do not knowingly permit (or omit), to anything to be done which is prejudicial to the good image of the Exhibitor.

The Exhibitor's obligations

- Exhibitors must complete all health and safety and risk forms prior to exhibiting at the event, and also provide proof of insurance.
- Stands must be staffed during key exhibition times, including refreshment breaks and lunch breaks.
- Companies wishing to offer hospitality in addition to the Conference social programme must contact the Organiser. Any additional social events must not clash with the official Conference Social Programme and are subject to the agreement of the Organiser.
- The Exhibitor (including its officers, employees, contractors and agents) and their 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.
- Do not knowingly permit (or omit) anything to be done which is prejudicial to the good image of the Organiser or Venue.
- Do not knowingly permit (or omit) anything which it knows, or ought reasonably to know, shall cause the Venue or Organiser to incur any extra or increased insurance premium in relation to any insurance taken out by the Venue or Organiser.

