

EXHIBITION & SPONSORSHIP BOOKING FORM

Booking Procedure

Please note that packages, exhibition space and sponsorship items will be allocated on a first come first served basis and ONLY upon receipt of a completed booking form.

Contact Name:		
Company:		
Address:		
		Postcode:
Tel:	Email:	
SPONSORSHIP/EXHIBITION PACKAGE(S) REQUESTED:	QUANTITY	VALUE
Exhibition Space - £550.00 +VAT (£660)		£
ADDITIONAL PACKAGE(S):	QUANTITY	VALUE
Ticket to attend fork buffet and drinks reception - £40pp +VAT (£48)		£
Ticket to attend conference - £195pp +VAT (£234)		£
PACKAGE REQUIREMENTS:		
Table ☐	Access to Electricity Point ☐	NO ADDITIONAL CHARGE
TOTAL (Excluding VAT)		£
TOTAL AMOUNT PAYABLE + VAT at 20%		£
Please send an invoice quoting Purchase Order NO		PO No:
IMPORTANT: PLEASE ENSURE THAT PURCHASE ORDERS ARE MADE TO BABY LIFELINE TRADING LTD		
Name and address to which invoices should be sent:		
Address:		
		Postcode:
Email:		
ACCOUNTS PAYABLE CONTACT DETAILS		
Name:		
Tel:	Email:	
PAYMENTS ARE DUE IMMEDIATELY UPON RECEIPT OF INVOICE AND MUST BE RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE OR PRIOR TO THE COMMENCEMENT OF THE CONFERENCE, WHICHEVER IS SOONER.		

CONFIRMATION	
I confirm that I: - Have read the terms and conditions on the following page and agree to be bound by them - Understand the cancellation charges explained on the following pages - Am authorised to sign this document on behalf of the company named above	Signature: Printed Name: Date:
PLEASE RETURN THIS FORM TO:	
Baby Lifeline Trading LTD The Granary, Fernhill Court, Balsall Street East, Balsall Common, CV7 7FR Email: info@babylifeline.org.uk Tel: +44 (0) 1676534671	

TERMS & CONDITIONS

VENUE

Hilton Birmingham Metropole, The NEC Birmingham, Pendigo Way, Marston Green, Birmingham, B40 1PP

ORGANISER

Baby Lifeline Trading Ltd

1. THE ORGANISER UNDERTAKES THE FOLLOWING:

- 1.1. To book the venue and deal with all correspondence and arrangements regarding Venue in accordance with the standard terms and conditions applicable to the Venue.
- 1.2. To invite suitable qualified chairmen and speakers.
- 1.3. To send invitations by email to suitable potential delegates, to publicise the conference on its website and in its newsletter, and to deal with all further correspondence with delegates.
- 1.4. To organise the conference in conformity with the General Data Protection Regulation (GDPR).

2. THE SPONSOR/EXHIBITOR UNDERTAKES THE FOLLOWING:

- 2.1. To pay to the organiser the Sponsorship/Exhibitors fee detailed on the booking form within 30 days of the invoice, or prior to commencement of the conference, whichever is sooner. Please note UK VAT (at the prevailing rate of 20%) is applicable on Sponsorship and Exhibitor Packages.
- 2.2. To take responsibility in the supply, delivery, erection and dismantling of their own exhibition stands and displays in advance of the start of the conference and after the close of the conference. The exhibitor will not be allowed to exhibit if any money is outstanding at the conference start date.
- 2.3. All logos required on marketing material to be submitted as soon as possible to info@babylifeline.org.uk
- 2.4. To ensure that neither it nor any other third parties hired by it will erect any exhibitors stands or displays within the venue or alter or amend any exhibitions, stands or displays without the Organiser's prior written consent.
- 2.5. To ensure that its employee's contractors and agents will at all times conduct themselves in a professional and orderly manner at the conference.

3. TERMINATION

- 3.1. If either party shall commit any material breach of any clause of this agreement and fails to remedy such breach (in the case of a breach capable of being remedied) within 21 days of receipt of written notice from the other party requiring the same to be remedied and giving particulars of the breach, the other party shall be entitled forthwith to terminate this Agreement.
- 3.2. If this Agreement is terminated by the Sponsor/Exhibitor for reasons of material breach by the Sponsor/Exhibitor under clause 3.1 or is terminated by the Sponsor/Exhibitor for any reason whatsoever other than the reasons of breach by the Organiser under clause 3.1 the Sponsor/Exhibitor shall pay the Organiser a termination fee in accordance with the following schedule;
Termination on or after signing the agreement;
 - 3.2.1. On or before 6th August 2021 – 75% of the total amount stated on booking form.
 - 3.2.2. After 6th August 2021 – 100% of the total amount stated on booking form.

4. CANCELLATION OF CONFERENCE

- 4.1. If the Conference can be postponed or rearranged to a date suitable for the Sponsor/Exhibitor; the contract shall be binding on all parties. In the event that the Conference is cancelled or abandoned by the Organiser with no intention to rearrange at a future date the Sponsor/Exhibitor shall be entitled to a refund of the Sponsorship/Exhibitor fee in full. This Agreement shall not be binding on the Sponsor/Exhibitor if the Conference shall take place more than three months after the agreed term at another place (other than Hilton Metropole Hotel – Birmingham) or a non-equivalent Venue.

5. FORCE MAJEURE

- 5.1. Neither party shall be liable for damages for any failure to carry out its obligations hereunder arising out of causes beyond its reasonable control and without its fault or negligence, including but not limited to government intervention, strikes, labour disputes, accidents, terrorist attacks, Acts of God, national or local disasters, wars or embargoes.

6. PAYMENTS

- 6.1. All payments due by the Sponsor/Exhibitor shall be due for payment in full within 30 days of receipt of an invoice by the Organiser or before the start date of the Conference, whichever is sooner.
- 6.2. All payments shall be made by bank transfer to Baby Lifeline Trading Ltd.

7. CONFIDENTIALITY

- 7.1. Both parties shall treat as confidential during and after the termination of this Agreement any and all information, documents, papers, programs, plans and ideas relating to the other party or any of its Affiliates or any of its products.