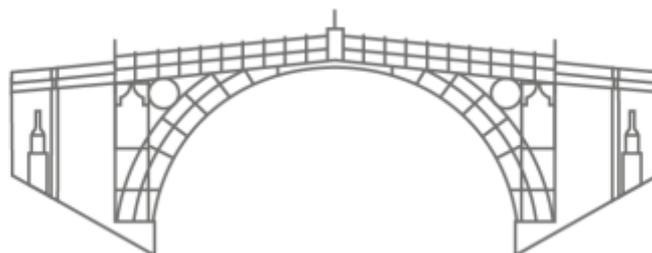




Annual Meeting

30 Sept – 2 Oct 2018

Telford International Centre, UK



Industry Sponsorship & Exhibition Prospectus

Telford International Centre, UK

September 30th – October 2nd 2018



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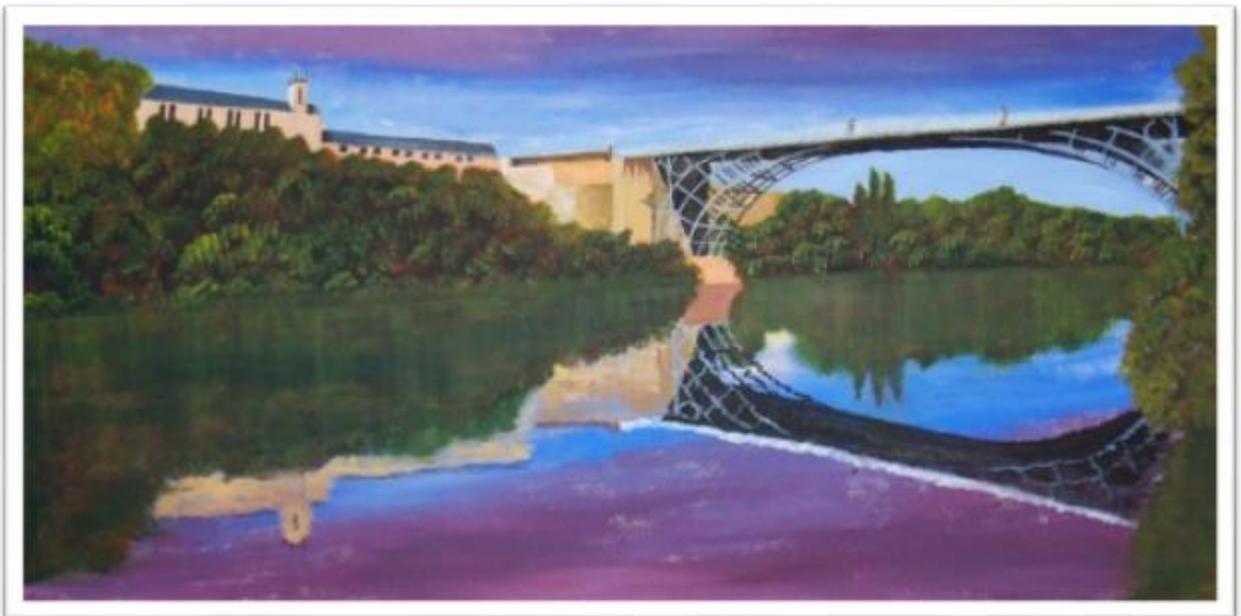
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General Information

Dates

Sunday 30th September – Tuesday 2nd October 2018

Venue

Telford International Centre
St Quentin Gate
Telford, Shropshire, UK
TF3 4JH

Participants

Expected 600 attendees comprising of:
Clinical Allergologists, Immunologists, Respiratory Physicians, Dermatologists,
gastroenterologists, ENT Surgeons, GPs with an interest in Allergy and Immunology,
Nurses, Dieticians, Paediatricians and trainees in all these areas, and representatives from
the patient organisations.

Event organisers

Medivents Limited
Spirella Building, Letchworth, Herts, SG6 4ET
Tel: +44 (0) 1462 476315
Email: BSACI@medivents.co.uk

For sponsorship packages, new enquiries and to book a stand:

Name: Nikki McGee
Tel: 01462 476315
Email: BSACI@medivents.co.uk

For technical & exhibition information:

Name: Nikki McGee
Tel: 01462 476315
Email: BSACI@medivents.co.uk



About The Meeting

The BSACI Annual Meeting is the leading Allergy and Immunology meeting in the UK and celebrates the best of allergy care. The meeting carries a strong multidisciplinary approach with practitioners from primary, secondary and tertiary care all working together.

Once again, we will be welcoming key opinion leaders from around the world as well as many locally renowned experts. This year the programme has dedicated strands for scientists/researchers, adult and paediatric clinicians, trainees and allied health professionals and those who work in general practice.

The popular Allied Health/Primary Care Day sessions which are well embedded into the programme will again be combined this year. As most allergic disease is being managed in the community, these sessions are an important feature in the programme.

We are encouraged by the increasing number of junior members and students who attend the meeting each year. To accommodate these, BSACI offer a range of discounted rates to enable upcoming professionals to network with experienced allergy practitioners as well as update themselves on the latest news from our sponsoring partners. We are excited to be investing together into the next generation of "Allergy Multidisciplinary Teams".

The programme allows for clinical and personal networking for doctors, nurses, dieticians and scientists – during the sessions via debate and discussions, over a cup of tea, in the exhibition area and with the poster presenters. Like last year, the 2018 poster area will be integrated into the exhibition areas to enable such networking to be free-flowing. There will be a lively social programme with the welcome reception on Sunday and a social event on Monday evening, which sponsors and exhibitors are invited to attend.

The BSACI Meeting 2018 will provide sponsors with exposure and access to delegates who have the capacity to influence the selection of products and services within their institutions. The meeting also provides you with the opportunity to demonstrate your support and commitment to the field of Allergy and Clinical Immunology. Participating in our sponsorship programme will enable you to extend your visibility beyond the exhibition hall and we hope achieve maximum exposure at the meeting.

Benefits and Acknowledgements

It is the express intention of the Meeting Organising Committee to ensure that participating companies receive the highest recognition in return for their generous support.

General benefits will include the following:

- Company name and logo on sponsored item(s)
- Acknowledgement on the meeting website
- Acknowledgement and company profile in the Final Programme
- Company name and logo on sponsors' acknowledgement boards
- Use of meeting logo on company communications relating to BSACI Meeting 2018



Sponsorship Packages

Sponsorship Packages

Here are the four different levels of sponsorship package available

Benefits	Platinum £22,000*	Gold £13,650*	Silver £9,450*	Bronze £5,775*
Exhibition space (space only)	6m x 6m	4m x 5m	3mx 5m	3m x 3m
Invitation to the Meeting Dinner	3	2	1	
Full Page Advert	√	√	√	
Half Page Advert				√
Bag insert	√	√	√	√
Company strap line on meeting website	√			
Free registrations	4	3	2	1
Final Programme – company profile	200 words	150 words	50 words	50 words
Company logo on sponsor acknowledgement boards around the venue	√	√	√	√

NB: If you would like to discuss a tailor-made sponsorship package please contact Nikki McGee or Lucie Flint at bsaci@medivents.co.uk or on 01462 476315

* Excludes VAT which will be charged at the UK standard rate 20%



Exhibitor Information

The packages are designed to provide all key elements to maximise your exposure at the meeting.

However, if your requirements don't fit the mould we would be delighted to offer you the opportunity to customise your own package based on your individual requirements. From tailoring your own size of exhibition stand to sponsoring of funding specific items the shopping list of options is extensive to allow you to create your own package.

Exhibition Space

The charge per square metre for stand rental is **£600 +VAT**

The stand fee is inclusive of the following items:

- Listing as an exhibitor on the website prior to the meeting
- 50 word company/product profile in the programme
- Shell scheme frame, basic lighting
- Fascia panel with company name in standard lettering
- Cleaning of public areas and gangways
- Exhibitor badges

Allocation of Exhibition Space

Space allocation will be made on a "first come, first served" basis. A completed exhibition booking form should be emailed to ensure reservation of a desired location. Please choose three alternative locations from the attached provisional exhibition layout. Upon receipt of the exhibition booking form and contract, space will be confirmed and an invoice will be mailed. NB: This is only a provisional layout and may be subject to change.

Space allocations will be made in the order in which application forms with payment are received.

Please contact Nikki McGee at bsaci@medivents.co.uk to discuss availability

Exhibitor Registration

All exhibitors are required to be registered. Two exhibitor badges will be included within the package which will allow access to the scientific sessions. Any additional registrations will be charged.

Exhibitors' Technical Manual

An exhibitors' manual outlining all technical aspects of exhibiting will be circulated four months prior to the meeting. It will include the following:

- Technical details about the venue
- Final exhibition details and information
- Services available for exhibitors to order



Exhibition Plan

DRAFT

Stands

6x6m

5x4m

5x3m

3x3m

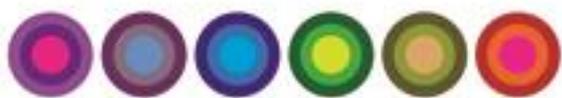
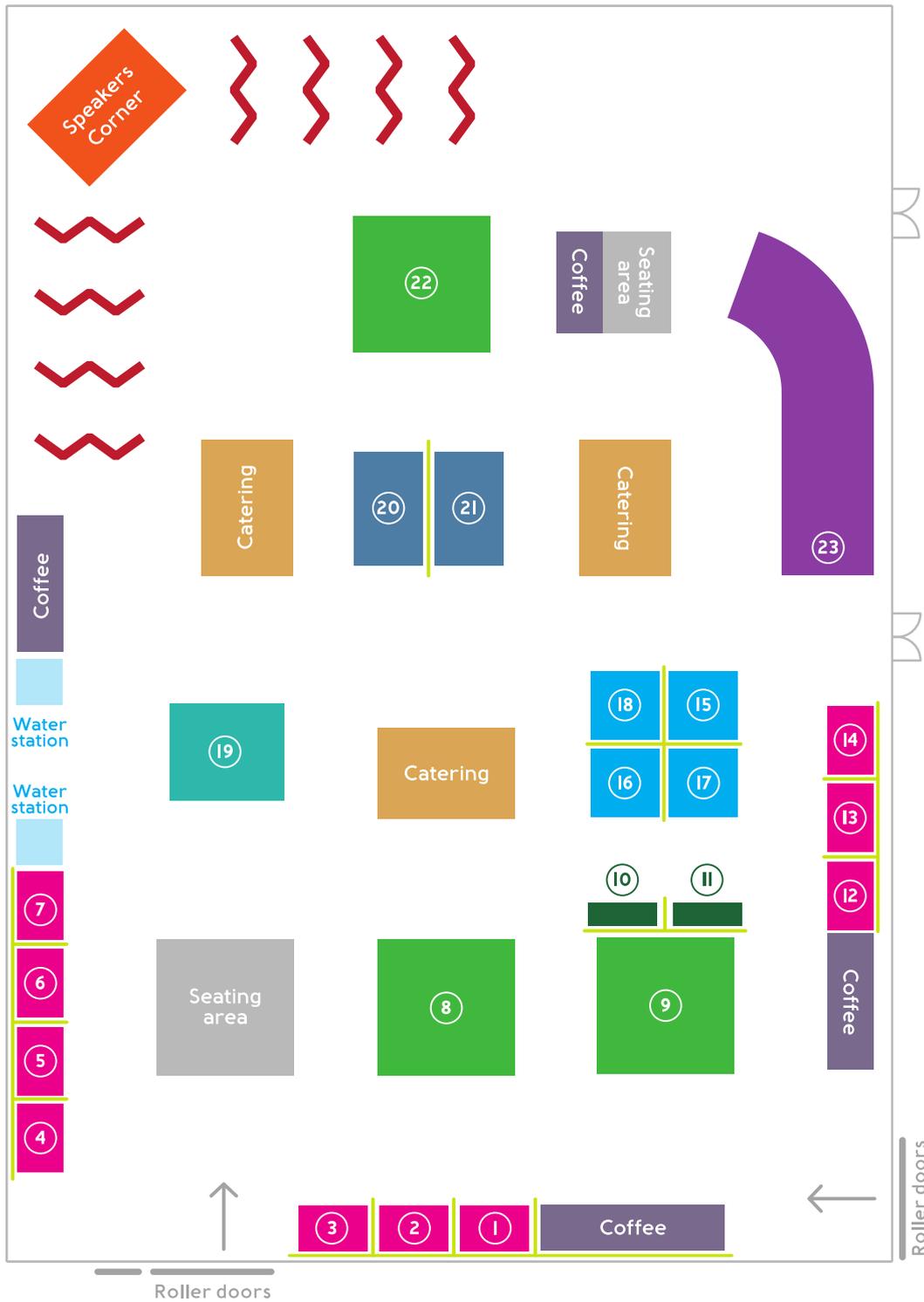
3x2m

3x1m

Poster Display

Nutricia

Shell scheme walling



Programme Items

Sponsored Satellite Symposium - £8,400 +VAT

Opportunity to organise a sponsored satellite symposium, this includes:

- Room hire, stage & set, standard audio/visual equipment,
- E-Mailshot of sponsor's symposium invitation to all registered delegates
- Permission to use the phrase "Satellite Symposium of BSACI Meeting 2017"
- Catering (supplied at sponsors' expense) in addition to above cost

Sponsored Satellite Symposium Slots:

Sunday 30th September 2018

Evening Satellite Symposium:

17:45 – 18:45

Monday 1st October 2018

Breakfast Satellite Symposium:

08:15 – 09:15

Lunchtime Satellite Symposium:

12:45 – 13:45

Evening Satellite Symposium:

18:15 – 19:15

Tuesday 2nd October 2018

Breakfast Satellite Symposium:

08:45 – 09:45

For the above satellite symposium packages, the following applies:

- Satellite slots are allocated to major (Platinum) sponsors in the first instance. Thereafter, time slots will be allocated on a first-come, first-served basis
- The sponsoring company for the satellite symposium may select speakers and topics.
- The sponsoring company, in addition to the sponsorship fee, must cover all speakers' expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the symposium speakers have already been invited to talk in other sessions by BSACI.
- Satellite symposium programmes are subject to approval by the BSACI Programme Committee. In cases where the Programme Committee does not approve the satellite symposium, each party will be entitled to cancel the satellite symposium booking without paying any penalty for the cancellation or for any damages caused by the cancellation to the other party.

There is an opportunity to webcast your symposium at a cost of £8,400 + VAT.

Webcasting your satellite symposium is an excellent marketing tool to promote your scientific research to your clients and prospective clients outside of the meeting participants. With the permission of the BSACI Programme Committee it may also be housed on the BSACI Meeting website.



Educational Grant in Support of an Existing Session - £5,775 +VAT

The opportunity to support one of the scientific sessions by means of an unrestricted educational grant.

Your company will be acknowledged within the programme as is in accordance with industry guidelines.

Funding and Educational Grants

The Organising Committee welcomes any additional funding/educational grant which will support delegate attendance or speakers or simply go towards enhancing the quality of 2016 BSACI Meeting overall. Should your company wish to provide additional support please

contact Lucie Macfarlane at bsaci@medivents.co.uk

Sponsorship of Poster Area - £3,200 + VAT

Scientific posters will be displayed in a dedicated area in the exhibition hall. The poster area is a major feature of the meeting and is a crucial networking and learning opportunity for the participants. As a sponsor you will be aligning your company with new scientific research and will benefit from strong branding to a captive and engaged audience. The sponsor's name and logo will be prominently displayed at the entrance to the poster area and an acknowledgement of the sponsor (no logo for compliance reasons) will appear on the instructions to poster presenters. The sponsor will be acknowledged in the Final Programme next to details of the poster area.

Meeting Delegate Bags £3,675 + VAT

This is a high profile, much sought-after item. The sponsor's logo/branding will be printed on the delegate bags (also to include the meeting logo). Please note that if provided by a sponsor, it will be the company's responsibility to pay the relevant tax, shipping and any other charges.

Lanyards - £3,675 + VAT (supplied by sponsor)

Sponsors will have the opportunity to provide lanyards displaying their name and corporate logo which will be distributed to delegates with their name badges.

Pads and Pens £2,100 + VAT (supplied by sponsor)

Distributed in the meeting delegate bag, this is a unique opportunity to highlight your name and company logo on two items which will see continuous use throughout the meeting.

Catering £840 + VAT

Catering points will be located within the exhibition area for the duration of the meeting. Sponsors will have their logo displayed at the catering points for one coffee break. There will also be the opportunity to provide additional branded items, overprinted napkins, cups, bottled water, etc.



Print Related Items

Final Programme Advertising

Inside Front/Back Cover Colour Advert - £1,575 +VAT

Full Page Colour Advert - £1,470 +VAT

Half Page Colour Advert - £735 +VAT

The Final Programme will be distributed on-site to all participants, and will include all meeting information, such as the definitive meeting programme and details of the social arrangements.

Delegate Bag Insert - £1,315 +VAT

Some of the major sponsorship packages include a delegate bag insert. Other companies may have a single insert, maximum size A4, which will be inserted into the meeting delegate bag by the organisers.

Directional Signage - £2,625 +VAT

There will be extensive meeting signage around the venue, and the opportunity exists for a sponsor to support this service and have their company logo on all directional signs.

CODES OF PRACTICE FOR THE MARKETING OF PRESCRIPTION MEDICINES

Please note that it is the sponsor/exhibitor's responsibility to comply with the local authority's regulations, ABPI (Association of British Pharmaceutical Industry) www.abpi.org.uk Code of Practice on the Promotion of Medicines.

The exhibition will be held in Hall 1 on the ground floor of the Telford International Centre. This will form the hub of the meeting and will provide an excellent opportunity for delegates to interact with our industry partners and to familiarise themselves with the latest advances in research and products. The poster display area will be incorporated within the exhibition.

Lunch and tea & coffee breaks will be served in this area in order to maximise the amount of time delegates spend within the exhibition.

Applications for sponsorship and/or exhibition space must be made in writing with the enclosed booking enquiry form.

Additional Networking Opportunity for Exhibitors

- Welcome Reception on Sunday 30th September
- Social Event on Monday 1st October

Contracts & Confirmation

Once your signed booking form is received a contract will be sent to you for a signature with an accompanying invoice. This contract should be signed and returned. Upon receipt of the Booking Form the organiser will reserve the items listed in it and issue an invoice. Completion of the Booking Form by the sponsor shall be considered as a commitment to purchase the items. Terms and conditions of sponsorship are included in this prospectus and will be included in the sponsorship agreement.



Terms of Payment

- The full cost of sponsorship will be invoiced upon receipt of the agreement (unless otherwise agreed)
- Payment terms are 30 days from receipt of invoice. If a booking is received less than 30 days prior to the start of the conference, full payment is due immediately and we can accept card payments for this purpose. All invoices and costs must be settled prior to the start of the conference.

Payment Method

Payment to be received via BACS or international transfer. All payments must be received before the start date of the meeting. Should the sponsor fail to complete payment prior to the commencement of the meeting, the organiser will be entitled to cancel the booking which will be subject to cancellation fees as determined below.

Cancellation / Modification Policy:

Cancellation or modification of sponsorship items must be made in writing to the Event Organisers (please refer to the contact information within this prospectus).

The organisers shall retain:

- 10% of the agreed package amount if the cancellation is made before 31st January 2018
- 50% of the agreed package amount if the cancellation is made after 30th April 2018
- 100% of the agreed package amount if the cancellation is made after 31st July



Sponsorship Package Booking Form

Please complete all details and send to: **BSACI Meeting 2018**

c/o Medivents Limited, Spirella Building, Bridge Road, Letchworth, Hertfordshire, SG6 4ET

Tel: +44 (0) 1462 476315 Fax: +44 (0) 1462 476320 Email: bsaci@medivents.co.uk

CONTACT NAME:

COMPANY NAME:

.....

ORGANISATION ADDRESS:

.....

.....

POSTCODE:CONTACT TEL:

WEBSITE:

EMAIL ADDRESS (for all communication):

PURCHASE ORDER NO:

We wish to book the following sponsorship package: (please tick ✓)

<input type="checkbox"/>	Platinum Sponsorship £22,000 +VAT	<input type="checkbox"/>	Gold Sponsorship £13,650 +VAT
<input type="checkbox"/>	Silver Sponsorship £9,450 +VAT	<input type="checkbox"/>	Bronze Sponsorship £5,775+VAT

*** Please note the above costs are subject to VAT at the current rate of 20%**

Choice	Stand No	Shell Scheme (tick if required)	Space Only (tick if required)	No. of Square Metres	Total Price
1 st Choice					£
2 nd Choice					£
3 rd Choice					£



Customised Sponsorship Booking Form

Please complete all details and send to: **BSACI Meeting 2018**

c/o Medivents Limited, Spirella Building, Bridge Road, Letchworth, Hertfordshire, SG6 4ET

Tel: +44 (0) 1462 476315 Fax: +44 (0) 1462 476320 Email: bsaci@medivents.co.uk

CONTACT NAME:

COMPANY NAME:

.....

ORGANISATION ADDRESS:

.....

.....

POSTCODE:CONTACT TEL:

WEBSITE:

EMAIL ADDRESS (for all communication):

PURCHASE ORDER NO:

We wish to book the following exhibition shell scheme/space only, £600 + vat per sqm.

Choice	Stand No	Shell Scheme (tick if applicable)	Space Only (tick if applicable)	No. of Square Metres	Total Price
1 st Choice					£
2 nd Choice					£
3 rd Choice					£

Special notes: My stand must be located adjacent to or opposite the following companies, or I require special configuration as follows:

We wish to book the following Satellite Symposium Slot at £8,400 + vat

Date:	Time:
-------	-------

Please confirm my booking and send me an invoice.

SIGNATURE:.....DATE:

We accept the contract terms and conditions (listed in this Sponsorship and Exhibition Prospectus) and agree to abide by the Guidelines for industry participation for the meeting. I am authorised to sign this form on behalf of the applicant/company.



Sponsorship item	Price	√
Scientific Programme Items		
Plenary Satellite Symposium	£8,400 + VAT	
Satellite Symposium Webcast	£8,400 + VAT	
Educational Grant in Support of an Existing Scientific Session	£5,775 + VAT	
On Site Items		
Sponsorship of Poster Area	£3,200 + VAT	
Meeting Delegate Bags	£3,675 + VAT	
Lanyards	£3,675 + VAT	
Pads and Pens	£2,100 + VAT	
Catering (per coffee break)	£840 + VAT	
Print Related Items		
Inside Back Cover Colour Advert	£1,575 + VAT	
Full Page Colour Advert	£1,470 + VAT	
Half Page Colour Advert	£735 + VAT	
Delegate Bag Insert	£1,315 + VAT	
Directional Signage	£2,625 + VAT	
Total Amount (please complete)		

VAT INFORMATION

All sponsorship prices are exclusive of VAT (20% UK), and are subject to VAT at the local rate which will be added to the invoice.

Please ensure that your VAT number appears on the booking form & contract, in order to allow VAT reclaim.

Where applicable VAT fees can be claimed through:

Mr. Richard Asquith
 TH/IF VAT Services Managing Director
 +44 (0) 870 067 8881 Work
 +44 (0) 79 777 23645 mobile
richard.asquith@tmf-group.com
 Dolphin House' 2-5 Manchester Street
 Brighton BN2 1TF, United Kingdom

The above informative details are indicated for your convenience and do not imply any responsibility on the part of the organisers



Terms and Conditions

Application to Participate

Application to participate will be considered only if submitted on the appropriate forms, duly completed. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance sponsor/exhibitor will be bound by the Terms and Conditions listed in the prospectus and/or contractual agreement.

Obligations and Rights of the Exhibitor/Sponsor

Registration implies full acceptance by the exhibitors/sponsors of the exhibition / sponsorship regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the meeting without compensation or refund of sums already paid, and without prejudice to the exhibitor/sponsor.

By submitting an application to participate, the exhibitor /sponsor make a final and irrevocable commitment to occupy the space /items allocated and to maintain his/her installation until the date and time fixed for closure of the event.

The exhibitor/sponsor may only present on his/her stand or space the materials, products or services described in the application to participate.

No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

Obligation and Rights of Organiser

The Organiser undertakes to allocate exhibition space/sponsorship items space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment.

The Organiser reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to exhibitors/sponsors.

The Organiser reserves the right to offer to a different firm any stand, space or sponsorship item that has not been occupied by the event of the opening of the meeting, with no obligation to provide compensation to the defaulting exhibitor / sponsor.

Liability Insurance

Equipment and all related display materials installed by exhibitors/sponsors are not insured by the Organizer, and the Organizer under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors. The exhibitor/sponsor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space. The exhibitor/sponsor shall hold harmless the organizer from any and all damages/claims including those usually covered by a fire and extended – coverage policy. The sponsor/exhibitor will purchase insurance policies for the above listed damages.

Exhibition Regulations

The exhibition manager, acting under direction of the organising committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the exhibition manager.

The organiser reserves the right to alter the general layout or limit the space allotted to each exhibitor/ sponsor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organiser will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits. In standard booths, height is restricted to 244cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site.

Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the organiser will arrange for their removal at the exhibitor's risk and expenses.

Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours. Payment is to be made in accordance with the conditions of payment listed in the prospectus.

Should the exhibitor /sponsor fail to make a payment on time, the organiser is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand/ sponsorship items or seek compensation for non-fulfilment of contract.

Participation by exhibitors/sponsors is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorised on presentation of a badge issued by the organiser. Exhibitors' badges will not be mailed in advance and may be collected from the exhibition manager's desk.

The organiser ensures daily cleaning of the aisles. Exhibitors /sponsors are responsible for the cleaning of their stands.

The provision of refreshments for the participants by exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed.

Exhibition areas and fittings made available to exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the exhibitor.

Any special decoration or fittings must be submitted to the Organiser for prior authorization.

Advertising panels and display are not permitted outside the exhibition areas allotted to exhibitors.

The Organiser will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

Code of Practice

It is the exhibitor's/sponsor's responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org Code of Practice on the Promotion of Medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the organiser to any suits, demands by the sponsor/exhibitor/any third party.

