The British Society for Allergy and Clinical Immunology

Annual Conference
Industry Sponsorship & Exhibition Prospectus
September 30th – October 2nd 2020
Harrogate Convention Centre UK

www.bsacimeeting.org
The British Society for Allergy & Clinical Immunology (BSACI) is the national, professional and academic society which represents the specialty of allergy at all levels. Its aim is to improve the management of allergies and related diseases of the immune system in the United Kingdom, through education, training and research.

Contents
General Information
About the Conference
Sponsorship Packages
Exhibition Information
Booking Form
Terms & Conditions
General Information

Dates
Wednesday 30th September 2020 – Friday 2nd October 2020

Venue
Harrogate Convention Centre
Kings Road
Harrogate. UK
HG1 5LA

Participants
Expected 600 attendees comprising:
- 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 530076
Email: BSACI@medivents.co.uk

For sponsorship packages, new enquiries and to book a stand:
Name: Lucie Flint
Tel: 01462 530076
Email: BSACI@medivents.co.uk

For technical & exhibition information:
Name: Sophia Pyne
Tel: 01462 530076
Email: BSACI@medivents.co.uk
About The Conference

BSACI Annual Conference is the leading Allergy and Immunology meeting in the UK and celebrates the best of allergy care. The meeting carries a strong multidisciplinary approach, integrating wide ranging professions with representation at primary, secondary and tertiary care levels.

Our 2020 Annual Conference will focus on delivering best allergy treatments and care through agile networks for the 21st century. We are hosting leading opinion leaders, high profile community practitioners, academic pharmacists and immunologists to further our discipline through education, research and networking our delegates.

The 2020 programme showcases immunotherapy, biologic therapy, investigations for diagnosis and treatment of allergic reactions and asthma. We have dedicated strands for adult and paediatric clinicians, trainees, allied health professionals and general practice. We are enhancing our offering for community based workers and have embedded Allied Health/Primary Care sessions throughout the conference programme. We are hosting joint sessions with The British Paediatric Allergy, Immunity and Infection Group (BPAIIG) and the British Society for Cutaneous Allergy and Clinical Experimental Allergy.

Our annual meeting has grown each year, with our largest number of delegates attending Harrogate last year. We welcome all levels of professionals, from students, BSACI Junior Scholars and trainees, to expert clinicians and Professors. To accommodate our whole community, BSACI offers 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 2020 poster area will be integrated into the exhibition areas to enable such networking to be free-flowing. There will be a welcome reception on Wednesday evening which sponsors and exhibitors are invited to attend.

The BSACI Meeting 2020 will provide sponsors with exposure and access to delegates. 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 as a sponsor and/or exhibitor.

General benefits will include the following:

- Company name and logo on sponsored item(s)
- Acknowledgement on the meeting website with a link to your company website
- Acknowledgement and company profile in the Final Programme
- Company name and logo on sponsors’ acknowledgement boards

bsacimeeting.org
Sponsorship Packages

There are four different levels of sponsorship package available.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Platinum £22,000*</th>
<th>Gold £13,650*</th>
<th>Silver £9,450*</th>
<th>Bronze £5,775*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition space (space only)</td>
<td>6m x 6m</td>
<td>4m x 5m</td>
<td>3m x 5m</td>
<td>3m x 3m</td>
</tr>
<tr>
<td>Welcome Reception Tickets</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Full Page Advert</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Half Page Advert</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bag insert</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Free registrations</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Final Programme - company profile</td>
<td>200 words</td>
<td>150 words</td>
<td>50 words</td>
<td>50 words</td>
</tr>
<tr>
<td>Company logo on sponsor acknowledgement boards around the venue</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

NB: If you would like to discuss a tailor-made sponsorship package please contact Lucie Flint at bsaci@medivents.co.uk or on 01462 530076

* 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 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 conference website prior to the meeting with a link to your company website
• 50 word company/product profile in the programme
• Shell scheme frame, with lighting
• Fascia panel with company name in standard lettering
• Cleaning of public areas and gangways
• 2 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 a contract will be issued with an invoice. **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 Lucie Flint 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
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.

There is an opportunity to webcast your symposium at a cost of £3,000 + 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.
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.

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.

Sponsorship of the Barry Kay Awards

£3,000 + VAT

A unique opportunity to sponsor the prestigious Barry Kay Awards given to the winning abstract authors in six categories. Your company will receive prominent recognition appearing in the literature and e-mailshots and will be acknowledged during the ceremony attended by all the delegates.
Meeting Delegate Bags
(including the supply of pads & pens)

£3,675 + VAT (supplied by sponsor)

The opportunity for one company to provide the delegate bags branded with your logo. You can also provide pads & pens to be included within the bags.

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.

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.

Mobile Phone Charging Unit

Cost £800 + VAT

This is an opportunity to sponsor one of the phone charging units at the event. The unit will be branded with your company logo. Options are available for the unit to have a 19” LCD screen which can display video, photos or content of your choice. Please contact the events team to discuss all the options.
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 - £995 +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.

Additional Networking Opportunity for Exhibitors
• Welcome Reception on Wednesday 30th September

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 Studio I on the ground floor of the Harrogate Covention 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.

Previous sponsors and exhibitors
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.

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 28th February 2020
• 50% of the agreed package amount if the cancellation is made after 29th May 2020
• 100% of the agreed package amount if the cancellation is made after 31st July
**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**
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 Organiser; and the Organiser 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 Organiser 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 exhibitor 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 it’s 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/sponsor’s responsibility to comply with the local authority’s regulations. EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org and IFPMA (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/third party.