



Exhibition & Sponsorship Application

Please return to ISBI by e-mail: info@worldburn.org

Company Name: _____

Contact Name/s: _____

Job title: _____

Tel No: _____ Mobile: _____

Email: _____

Signed: _____ Date: _____

Booth Selection (please choose your top 3 choices): _____

Exhibition & Sponsorship Opportunities

Please indicate which of the following sponsorship items you would like. Please see sponsorship brochure for more information on each item.

Item	Amount \$	Total
Platinum Sponsorship package	\$35,000	
Gold Sponsorship package	\$20,000	
Silver Sponsorship package	\$15,000	
Bronze Sponsorship package	\$10,000	
Exhibit space – 9 sqm	\$5,950	
Exhibit space – 6 sqm	\$3,950	
Sponsored Lunch Symposium	\$17,000	
Sponsored Breakfast Symposium	\$10,000	
Sponsored Workshop	\$6,000	
Insert in delegate Congress Bag	\$2,000	
Advertisement – full page in Congress App	\$2,000	
Sponsorship of Congress Bags	\$6,500	
Sponsorship of Notepads / Pens	\$2,800	
Sponsorship of Lanyards	\$5,500	
Sponsorship of Congress App	\$6,500	
Sponsorship of Speakers' Preview Room	\$3,500	
Sponsorship of Coffee / tea breaks (per break)	\$2,000	
Sponsorship of Welcome Reception	\$6,000	
Sponsorship of Networking Dinner	\$10,000	
Sponsorship of E-Posters	\$17,000	
Sponsorship of Wifi	\$5,500	
TOTAL		

Invoicing Details

Sponsorship Opportunities Total	\$
Exhibition Prices Total	\$
Additional Stand Personnel Total	\$
Overall Total	\$

Address for Invoicing	
Postcode	
Purchase Order Number	
Finance Email Address	

Booking Terms and Conditions:

- Please return your completed application to info@worldburn.org. An invoice will be sent to you immediately.
- **To guarantee your booth space, a 25% deposit is required immediately. Full payment must be received within 30 days of the invoice date.**
- **Applications received after 1 January 2024 require full payment to guarantee your booth space.**
- If payment is not received by this date, you will forfeit your booth reservation.
- A full receipt and confirmation letter will be issued after receipt of the total payment.
- Cancellation requests received in writing on or before 1 January 2024 will be entitled to a refund minus 25% of the total booth charge. Cancellation requests received on or before 1 June 2024 will be entitled to a 50% refund. Cancellation requests received after 1 June 2024 will not be entitled to any refund.
- Full Terms and conditions at rear of document.

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 an exhibition and/or to sponsor an event, or their agent, contractor or employee. The word 'Organiser' means Executive Business Support (EBS) or the International Society for Burn Injuries (ISB)/British Burn Association (BBA) for which they are acting on behalf of.

2. EXHIBITOR BOOTHS

Sponsors/Exhibitors must complete sign and return the booking form.

3. PAYMENT TERMS

An invoice will be raised on receipt of a booking form and 25% deposit will be required to reserve booth space. Full payment is required within 30 days of the invoice date. For applications received after 1 January 2024, full payment is required. If the invoice amount is not paid by the deadline, booth space and sponsorship packages will be reallocated and any loss incurred by the Organiser by such non-payment shall be claimed from the defaulting Sponsor/Exhibitor.

4. CANCELLATION

All cancellations made in writing on or before 1 January 2024 will be subject to a 25% administrative cost withheld from the original payment. Cancellation requests received on or before 1 June 2024 will be entitled to a 50% refund. Cancellation requests received after 1 June 2024 will not be entitled to any refund.

5. AMENDMENT OF EXHIBITION FLOOR PLAN

While every endeavour is made to retain the published plan of the exhibition, the Organiser shall be entitled to vary the layout if it believes such variation to be in the general best interests of the exhibition as a whole.

6. SECURITY AND INSURANCE

Neither the Organiser nor its contractors shall be responsible for the safety and security of the exhibit or of any other property of any Sponsor/Exhibitor, its agents or employees, or for the loss, damage or destruction by theft or fire, or from any other cause, to such exhibits or other property, or for loss, damage or injury sustained by any Sponsor/Exhibitor or any other person save where proved to be caused by the negligence or breach of duty of the Organiser. The Sponsor/Exhibitor shall indemnify the Organiser and its contractors against any liability incurred by the Organiser or its contractors to third persons, as a result of any act or omission of the Sponsor/Exhibitor, its employees or agents. The Sponsor/Exhibitor should affect its own insurance against the risk of any loss, damage or injury or liability.

7. 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.

8. SUBLETTING AND SHARING OF STANDS

The Sponsor/Exhibitor shall neither share with, nor part with possession of the whole or any part of the stand allocated to it, to another organisation, company or person without the written consent of the Organiser.

9. STAND FITTINGS REGULATIONS

The Sponsor/Exhibitor and its contractors may not interfere with the exhibition building in any way whatsoever, and any damage caused by their acts of negligence shall require them to indemnify the Organiser and its contractors against any claim arising from such damage.

10. ACCESS AND STAND DISPLAYS

The Sponsor/Exhibitor must ensure that its stand is ready before the opening of the exhibition each day. Stands must be fully staffed and stocked at all times. The Sponsor/Exhibitor must comply with build-up, breakdown and delivery times, as set out in the Sponsor/Exhibitor manual. Late build up and early breakdown creates problems in exhibition halls, contravenes health and safety regulations and is discourteous to other Sponsor/Exhibitors. If late setup is unavoidable, a suitable time slot

will be allocated by the Organiser at its discretion. Exhibits are not to be removed until the exhibition is closed, and any Sponsor/Exhibitors closing the stand before that time without the permission of the Organiser will be liable for an early closing fee of 25% of the total invoice amount. The Sponsor/Exhibitor must vacate its stand, and ensure that all exhibit items are removed from the premises, within the time specified for exhibition breakdown.

11. 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 Exhibition or event or which appear unethical or unlawful, the Organiser may without being under any liability to refund or reduce any costs, cancel any stand 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. Canvassing for orders, except by the Sponsor/Exhibitor on his own stand in the normal course of his business is strictly prohibited and in any such case the right to expulsion referred to above will be exercised at once. The distribution or display of printed or other placards, flyers or circulars or other articles except by the Sponsor/Exhibitor on its own display space is prohibited, except by prior written agreement with the Organiser.

12. SAMPLING CONSUMABLES

If the Sponsor/Exhibitor wishes to sample consumables it must ensure that it complies with sampling regulations as laid out by the venue's contract and caterers. Consumables may be subject to corkage.

13. HEALTH & SAFETY AT WORK ACT

It is the responsibility of the Sponsor/Exhibitor to ensure that its contractors' employees' and agents', displays and exhibits comply with current legislation regarding Health & Safety at Work.

14. DISPOSAL OF WASTE

It is the responsibility of the Sponsor/Exhibitor to ensure that all debris and waste material arising from its own stand fitting is completely removed from exhibition area prior to the opening of the exhibition. Failure to comply with this procedure shall render the Sponsor/Exhibitor liable for the cost of clearance by the Organiser.

15. SPECIAL HAZARDS

Any exhibit that may be regarded as constituting a special risk or hazard must be notified to the Organiser at least one month in advance of the opening of the exhibition. The Sponsor/Exhibitor must at its own expense, comply with any conditions or safety precautions the Organiser, venue licensor or local authority may impose.

16. SPONSOR/EXHIBITOR BADGES

Sponsors and Exhibitors with a badge are welcome to attend any of the conference sessions.

17. 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. The delegate list will be released to exhibitors 2 weeks prior to the commencement of the congress.

18. 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.