# Booking form

We, the undersigned, express our wish to sponsor the items marked below in accordance with the terms described in the “Terms and Conditions”.

|  |
| --- |
|  **Sponsoring company name:** |
|  Main contact name & job title: |
| Email: |
| Phone number: |
| Finance contact name & job title: |
| Finance email: |
| Finance phone number: |
| Purchase order number: |
| Address (to send invoice to): |
| Sponsorship item(s): |
| One-off donation to go to the RCEM charity: |
| Total cost of items (not including VAT): |

Signature: ……………………………….….….….….......................................... Date: ….. / ….. /.........

# Terms and conditions

## GENERAL DETAILS

We are committed to making the event a success for all our supporters. If you have a specific idea or request that does not fit into one of the packages detailed, please let us know. All prices shown are not including VAT.

The Royal College of Emergency Medicine is the academic body for Emergency Medicine in the UK. Our conferences and study days are of the major meeting points for these doctors, the majority of whom are purchasing decision makers. If booking relevant face-to-face event packages, all sponsors will exhibit in venues alongside event catering, ensuring a consistently high level of exposure to delegates for the duration of the event.

The College will provide name badges for sponsor representatives attending the event when names are given in advance, these can be collected from the registration desk. Please contact the College if additional audio visual and IT equipment are required.

Please also confirm to the College if you require additional power sockets, and we will see if this can be catered for accordingly. Please note that there may be a charge for this.

Each package comes with an assigned number of company representative passes (6x2m = 4 passes, 3x2m = 2 passes).

Deadlines for files, set-up times and storage facilities will be confirmed on an event specific basis. If deadlines are not met by sponsors then the College cannot guarantee the relevant goods, service or sponsor item will feature as planned. If deadlines are missed then the College is unable to give a refund for missing items. Once a completed booking form and payment has been received sponsors will receive a full exhibition pack related to their event.

The College values its long standing relationships with other charitable and not-for- profit organisations. We are pleased to offer a 10% discount to charitable and not-for- profit organisations. Due to the intimate nature of the venue our commercial partners will be given first option for all sponsorship packages.

## TERMS AND CONDITIONS BOOKING AND PAYMENT

Please note that we require all invoices for sponsorship and exhibition to be paid within

30 days of invoice date or 3 working days before the event date, whichever is sooner. Sponsoring and exhibiting organisations agree to this when signing the booking page. A booking form is only deemed complete if all fields have been complete, until this has happened a sponsor will not be considered ‘booked’ and you may lose stand preferences or limited item options. If payment has not been made, the College reserves the right to refuse entry to the exhibitor.

## CANCELLATION

Refunds for stands, which are cancelled, will only be made in the event of the exhibition

being sold out. Every effort will be made to re-sell all stand space.

In the unlikely event that the College postpones an event and the sponsor/exhibitor is unable or unwilling to attend on the rescheduled date, they will receive a full refund of the fee paid. The College is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event.

The College shall assume no liability whatsoever if this event is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this conference impracticable, illegal or impossible. For the purpose of this clause, a fortuitous event shall include, but not be limited to: war, fire, strikes, extreme weather or other emergencies.

Please note that while speakers and topics are confirmed at the time of publishing, circumstances beyond the control of the organisers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, the College reserves the right to alter or modify the advertised speakers and/or topics if necessary without any liability to you whatsoever. Any substitutions or alterations will be updated on the event’s webpage as soon as possible.

## SPECIAL REQUIREMENTS

Please note representative special requirements including dietaries and special access must be finalised at least 10 working days before the event takes place. Special requirement requests with respect to a sponsored item or exhibition stand, must be finalised at least 4 weeks before the event date. Requests and changes after this time, cannot be guaranteed.

All sponsorship bookings, are also covered by the Terms and Conditions of Booking found at [www.rcem.ac.uk.](http://www.rcem.ac.uk/)

## LIABILITY

It is the exhibitor’s responsibility to ensure the appropriate Public Liability Insurance (PLI)

is in place. This applies to ALL exhibitors, including charities and not-for-profit organisations.

Exhibitors who do not have existing PLI should investigate the option of obtaining appropriate cover specifically for this event. Exhibitors who are not able to provide evidence of PLI will be refused entry to the event.

The organisers do not accept liability for any injuries or losses of any nature incurred by delegates, representatives and/or accompanying persons, nor for loss or damage to their event items, luggage and/or personal belongings.

In connection to payment to the College (e.g. bank transfers), all bank charges are the responsibility of the payee.

RCEM reserve the right to refuse entry to any sponsor or representative to all our events.

Royal College of Emergency Medicine

[www.rcem.ac.uk](http://www.rcem.ac.uk/)

Tel: +44 (0)20 7404 1999

Incorporated by Royal Charter, 2008 Registered charity no. 1122689 Scottish charity no. SC044373

VAT no. 173205823

To discuss how an RCEM event can help you achieve your objectives, call us now on +44 (0)20 7067 1263 or email events@rcem.ac.uk.