

BOOKING FORM

1st - 6th
September 2025



By completing this form , you are committing to supporting the ESCOP Conference in September 2025.

Please complete the below.

We would like to book the following sponsorship package - please tick

GOLD £2,800

SILVER £2,000

BRONZE £1,000

Other Sponsorship Product _____

Once confirmed, further information will be sent to you with regards to access time, venue location, travel, accommodation and health and safety.

Company Name:

Contact Name:

Address:

Email:

Phone:

Twitter Handle:

PO Number:

INVOICE DETAILS IF DIFFERENT FROM ABOVE:

Invoice Address:

Accounts Email:

By signing this form, you are aware that payment needs to be made (and funds cleared) prior to the event taking place, and you agree with the Terms and Conditions as outlined below.

Signed

Date.....

TERMS AND CONDITIONS

- The event is managed by Event Management Direct (EMD) on behalf of ESCOP.
- The booking form must be completed, signed and returned for the exhibition booking to be confirmed.
- All prices include VAT.
- Your high-resolution logo may be used for promotional literature, announcements of your support on social media and also on printed literature.
- The full booking fee is payable as per the invoice terms, which is 30 days after the invoice date.
- Failure to make payment, could result in your booking being cancelled.
- Cancellations must be made in writing to victorialeonard@eventmanagementdirect.co.uk within 40 working days of the event start date.

·In the event of a cancellation the following charges will apply:

- From invoice date 25% of total value
- Within 90 days prior to event 50% of total value
- Within 60 days prior to event 75% of total value
- Within 40 days prior to event 100% of total value

·EMD reserves the right to change or cancel any booking where forced to do so by circumstances beyond our control.

·You will be allocated an exhibition area and stand number. You are required to use only that space, and no changes (even as agreed amongst other exhibitors) will be accepted.

·All photographs, videos, or other recorded media may be used by EMD for the purposes of marketing or advertising without any payment.

·The event organisers and their partners reserve the right to refuse admittance to any person who in their judgement is deemed unmanageable or a danger to the safety of others. In this instance, no financial refund will be given.

·Safety is paramount and all exhibitors and staff must accept that the decision of the organisers is final with relation to event safety. EMD will accept no liability for problems arising from failure to accept and/or respond to this.

·EMD will not be liable for damage to equipment at the event, and it is the exhibitors' sole responsibility to look after their equipment. There will be security on site. This security team is for the building and its contents, and so it is at the discretion of the exhibitor as to whether to leave equipment overnight or unmanned.

·Any newspaper promotion or reviews organised by the exhibitor must be approved by the organisers before publication.

·No Liability is accepted for:

-Loss of or damage to property belonging to or travelling with exhibitors. For example, watches, jewellery, cameras, AV and IT equipment, or clothing.

·Any damages to the building, items within the event venue or other equipment must be reported to a member of EMD staff.

·If you have any complaint during your booking, please notify EMD immediately. We will then do our utmost to find a satisfactory solution.

·As an exhibitor you agree to respect your neighbouring exhibitors, even if they are direct competitors.

·By signing this booking form, you agree to keeping all details between yourself and the organisers strictly confidential. You are agreeing to a strict non-disclosure agreement whereby your exhibition arrangement is not to be discussed under any circumstances. This remains in place for 3 years after the event has taken place.

·You will be allocated a space which will be clearly defined. You must remain within the area, and not encroach on others space unless agreed between yourselves.

·Due to limited storage space in the venue, you are required to ensure you dismantle your exhibition and remove all items in accordance with the date agreed with EMD, and all items to be couriered are clearly labelled and collected on the agreed aforementioned date.

·EMD, the Partners and the Venue cannot be held responsible for ensuring items are collected by couriers.

·For the comfort, health and safety of all concerned, there will be no smoking during the event. This includes e-cigarettes.