



ROYAL COLLEGE
of PODIATRY

EXHIBITION &
SPONSORSHIP GUIDE

ACC LIVERPOOL

ANNUAL CONFERENCE
AND EXHIBITION 2021

DELIVERING EXCELLENCE

18 - 20 NOVEMBER 2021



Stand package

- Shell scheme
- Velcro compatible panels
- Carpet
- Fascia nameboard
- One power socket
- Two spotlights
- 100 words in conference handbook listing and link website
- Complimentary registration for stand personnel
- Complimentary refreshments and lunch for stand personnel
- Attendee list

Space only options are available

Size

2x2m

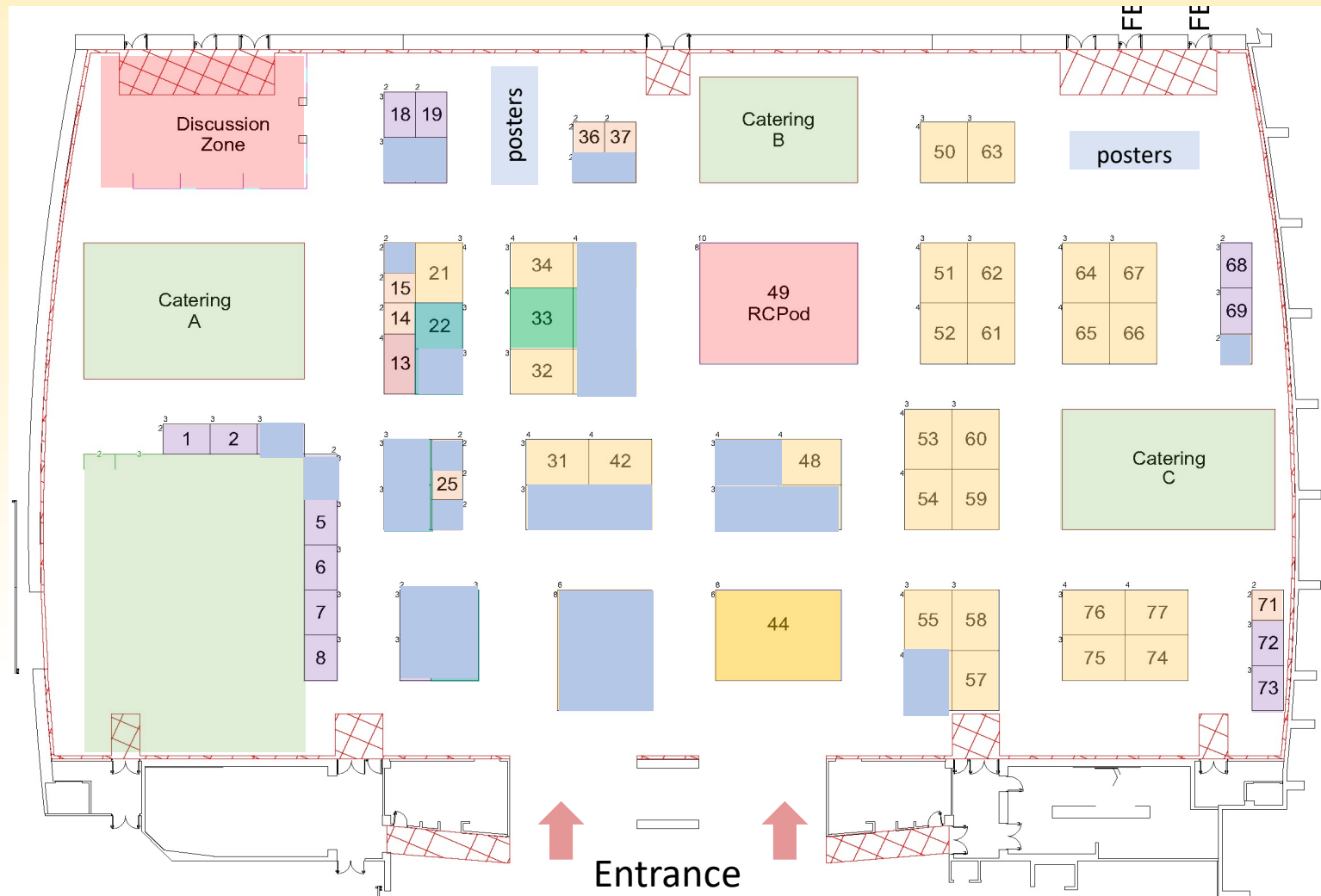
3x2m

3x3m

4x3m

4x4m

Exhibition Plan Hall 2





The Annual Conference

The Royal College of Podiatry Annual Conference and Exhibition is the largest professional podiatry event in Europe. It is the must attend event of the year for all podiatrists, podiatric surgeons, students and team colleagues from private practice and across the NHS. Showcasing the latest clinical, education and policy developments and together an impressive range of national and international speakers.

The past year has made us all realise and appreciate the value of being able to meet with peers, colleagues, clients and friends to share, debate, network and have fun!

The exhibition is one of a kind, the ONLY event in Europe featuring over 80 podiatry suppliers and manufacturers and where exhibitors can meet with over 1,000 senior level podiatrists in one place. Its continuing success is evident in the number of new and long standing suppliers we welcome to the conference each year, making the exhibition a one-stop-shop for podiatrists' needs.

The exhibition is the perfect platform to launch a new product, raise awareness, stay ahead of competitors, conduct research, make sales, generate new leads, learn direct from podiatrists, exchange ideas, network and support your industry – join us in Liverpool and find out for yourself!

The Venue

ACC Liverpool is a multipurpose events and convention venue on the Kings Dock in Liverpool. The exhibition will take place in Hall 2 on the lower ground floor of the conference centre. All the sessions take place on the upper level.

Exhibition timetable

Timings are indicative only and may change.

Exhibition build times

Thursday 18 November

02.00-09.00	Shell contractors only
07.00-13.00	Space only contractors
09.00-13.00	Shell scheme exhibitors

Exhibition open times

Thursday 18 November	13.30 – 19.15
Friday 19 November	08.15 – 16.30
Saturday 20 November	08.30 – 13.30

Exhibition breakdown times

Saturday 28 November	14.00 – 22.00
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Conference handbook

Each exhibitor receives 100 words of copy in the conference handbook. Advertising options are also available:

- DPS colour advert £1,695
- Full page colour advert £1,395
- Half page colour advert £ 995
- Quarter page colour advert £ 695

COVID-19 Statement

The health and safety of exhibitors, contractors, delegates, speakers, and staff will always be the College's number one priority. Measures will be in place to ensure that we are compliant with the guidance that is operational at the time.

We are working with the venue to ensure a safe and controlled environment at the conference. With Covid secure working practices in place for the exhibition build.

The conference will only take place if it is allowed by the UK Government and if the venue, ACC Liverpool, deem it safe to do so.

Should the event have to be cancelled or moved online due to COVID-19 a full refund will be offered



Booking form

Stand details

- ☐ Shell scheme
- ☐ Space only

Stand size

- ☐ 2m x 2m
- ☐ 3m x 2m
- ☐ 3m x 3m
- ☐ 4m x 3m
- ☐ 4m x 4m

Stand number(s)

1st choice _____ at £ _____

2nd choice _____ at £ _____

3rd choice _____ at £ _____

Additional items

- ☐ DPS colour advert £1,995
- ☐ Full page colour advert £1,395
- ☐ Half page colour advert £ 995
- ☐ Quarter page colour advert £ 695
- ☐ Exhibitor Demo Zone £ 395

Total amount of booking £ _____ + VAT

Exhibitor details

Name _____

Position _____

Organisation _____

PO Number _____

Address _____

_____ Postcode _____

Tel _____

Email _____

Invoice address details if different to above

Name _____

Position _____

Address _____

_____ Postcode _____

Tel _____

Email _____

Contractual agreement

- ☐ I have read and agree to the terms and conditions overleaf and understand by signing this booking form I am entering a legally binding contract

Signature _____

Date _____

Please return the booking form to

Profile Productions Ltd

Boston House
69 – 75 Boston Manor Road
Brentford
Middlesex
TW8 9JJ

Tel: +44(0)20 3725 5840

Email: cop@profileproductions.co.uk

Web: <https://cop.org.uk/>





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 The Royal College of Podiatry or its contracted PCO.

2. STAND BOOKINGS

Sponsors/Exhibitors must complete sign and return the booking form. Provisional bookings can be held for 14 working days; however no application will be considered valid until a signed booking form and full payment is received. The Organiser reserves the right to refuse any bookings at any time without stating a reason. A booking is only confirmed when accepted by the Organiser in writing.

3. PAYMENT TERMS

An invoice will be raised on receipt of a booking form and should be paid in full within 21 days of the invoice date. Where the invoice amount is not paid within the prescribed time, stands and sponsorship packages may be reallocated and any loss incurred by the Organiser by such non-payment should be claimed from the defaulting Sponsor/Exhibitor.

4. CANCELLATION

All cancellations must be made in writing. Cancellations made within 60 days of the opening of the event will be liable to a further 50% cancellation fee. Cancellations made within 30 days of the opening of the event will be liable for payment of the total invoice amount for the original booking.

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 effect 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. Should the event be cancelled or moved online due to COVID-19 or government restrictions a full refund will be offered.

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

Under no circumstances may the Sponsor/Exhibitor alter or add to the external structure of the exhibition stands. Further interior design fittings, lighting and decoration may be added at the Sponsor/Exhibitor's expense subject to the compliance with current regulations, and any requirements of the local or other authority at the time. The Sponsor/Exhibitor is deemed to have knowledge of such requirements and regulations and is to be bound thereby and shall indemnify the Organiser and its contractors against any claim, action, loss or liability occasioned by any breach thereof. 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 ST AND 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%. 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. Any Sponsor/Exhibitor failing to do so will be liable for additional rental costs.

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. 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.

17. 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.

19. GENERAL CONDITIONS

The Organiser reserves the right to change these Conditions at any time without prior notice. Any variation to these terms and conditions shall only be valid if set out by the Organiser in writing and delivered to the Sponsor/Exhibitor. These terms and conditions shall be governed by and construed in accordance with the laws of England and Wales. Disputes shall be exclusively subject to the jurisdiction of the courts of England and Wales. Agreement to these terms and conditions include specific agreement to the information provided by you on behalf of your organisation being recorded and used to communicate with you about commercial opportunities from The Royal College of Podiatry