



## Sponsorship and Exhibition Terms and Conditions

1. The British Medical Laser Association (BMLA) will organise, or otherwise procuring the organisation of, the BMLA 2022 Annual Conference and Educational Courses, to be held as an in-person event with potential live streamed elements, between the 25<sup>th</sup> and 27<sup>th</sup> of May 2022.
2. For the purposes of these Terms and Conditions:
  - (a) the "Conference" means the conference section of the Event;
  - (b) the "Event" means the Conference and Educational Courses;
  - (c) "Organiser" means BMLA, a charity registered in England, charity number 800062 and registered address is 179 Park Lane, Poynton, Stockport, Greater Manchester, SK12 1RH;
  - (d) "Sponsor" means the organisation that wishes to acquire certain sponsorship, advertising and promotional rights relating to the Conference from the Organiser;
  - (e) "Exhibitor" means the organisation that wishes to acquire exhibition space at the Conference from the Organiser;
  - (f) "Exhibition Stand" represents the physical area of limited dimensions allocated to the Exhibitor and where the Exhibitor can display branded material;
  - (g) "Sponsorship Prospectus" represents the document detailing the available sponsorship and exhibition packages;
  - (h) "Sponsorship Application Form" is the form completed by the Sponsor and/or Exhibitor, confirming the intended sponsorship and/or exhibition package to be purchased;
  - (i) "Sponsorship/Exhibition Pro-forma" means the final agreement form completed by the Sponsor and/or Exhibitor confirming the Sponsorship/Exhibition agreement and including invoicing details;
  - (j) "Sponsorship/Exhibition Fee" means all monies agreed to be paid to the Organiser by the Sponsor and/or Exhibitor as detailed in the Sponsorship Prospectus and Sponsorship/Exhibition Pro-forma;
  - (k) "Exhibition Briefing Pack" is the pre-event document sent to Exhibitors and Sponsors ahead of the Conference and which includes all necessary instructions for deliveries and attendance at the Event;
  - (l) "Force Majeure Event" means any event which the Organiser or the supplier of the service(s) in question could not, even with all due care, foresee or avoid. Such events may include, but are not limited to, war or threat of war, riot, civil strife, actual or threatened terrorist activity, industrial dispute, strike, natural or nuclear disaster, adverse weather conditions, power or internet outage, fire, enforced period of national mourning, government declaration of national emergency, epidemic or pandemic and all similar events outside the Organiser's control or the control of the supplier concerned.





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### 3. **Exhibition Stand Rights**

- 3.1 The Organisers reserves the right to allocate available Exhibition Stands on a first come first served basis.
- 3.2 Exhibitors will be provided the Exhibition Space as discussed with the organisers. The Organiser will make every effort to ensure Exhibitor Stand position is the same as the one booked as per the venue floorplan, however, the Organisers reserve the right to make minor changes to the floorplan at any point prior to the start of the Conference.
- 3.3 An Exhibition Stand is not confirmed until the confirmation has been received by the Sponsor/Exhibitor from the Organiser that the booking is complete pending completion and return to the Organiser of the Sponsorship/Exhibition Pro-forma.
- 3.4 The Exhibition Stand shall be made available for set-up on Thursday morning and then be available for Exhibitors' use during the Conference.
- 3.5 Exhibition hours in the Conference programme are subject to change. Exhibitors will be notified as soon as possible if a change in hours occurs.
- 3.6 Exhibition Stands MUST be staffed during all exhibition and/or break hours and activities.
- 3.7 Sponsors/Exhibitors are entirely responsible for all their own belongings, equipment, deliveries and collections before, during and after the conference. The Organisers will not be held liable for any loss or damage to Sponsors/Exhibitors belonging.
- 3.8 In no event may the Exhibitor transfer, assign or sub-let the Exhibition Stand or any part thereof to any third party or allow any third party to otherwise use the Exhibition Stand or any part thereof.

### 4. **Sponsor/Exhibitor Access to the Conference**

- 4.1 Sponsor/Exhibitor representatives are required to register online before Friday 1<sup>st</sup> April 2022, using the bespoke Sponsor/Exhibitor registration form provided by the Organiser.
- 4.2 Access to the Conference by any person acting for the Sponsor/Exhibitor is subject to such person having been signed up on the Sponsors/Exhibitors behalf via the registration form. Such access and attendance shall then be subject to the 'BMLA 2022 Registration Terms and Conditions' available online [HERE](#).





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### 5. **Payment Terms**

5.1 The Organiser will issue the Sponsor/Exhibitor with an invoice for the Sponsorship/Exhibition Fee through the registration system using the invoice details provided by Sponsors/Exhibitor.

5.2 Payment terms will be detailed on the invoice and are 14 days from the date of the invoice, preferably by electronic bank transfer, unless stated otherwise on the invoice. Full payment is required 30 days before the start of the Event.

5.3 The Organiser will issue a receipt for the Sponsors/Exhibitor upon receipt of full Sponsorship/Exhibition Fee payment.

5.4 Monies received from Sponsors and Exhibitors will be used to cover the Conference venue and associated costs and not any of the social aspects of the Event, unless a specific social element of the Event is sponsored as part of an agreed package.

### 6. **Intellectual Property Rights**

6.1 The Sponsor/Exhibitor confirms that they are the sole owner of or controls all Intellectual Property Rights for their organisation logo. The Sponsor/Exhibitor confirms that the use of the Sponsor Logo by the Organiser will not infringe the Intellectual Property Rights of any third party or expose the Organiser to any criminal or civil proceedings.

6.2 All Intellectual Property Rights in and to any materials produced for the Conference by or on behalf of the Organiser or jointly by the Organiser and the Sponsor shall, with the exception of the sponsor logo, be the sole and exclusive property of the Organiser.

### 7. **Delivery and Collection**

7.1 Exhibition Stand materials can be delivered to the venue no sooner than 8am on Tuesday 24<sup>th</sup> May 2022 prior to the conference, using only the postage label in the Exhibition Briefing Pack which will be sent nearer the time. The postage label must be printed and attached to each and every item sent to the venue. Exhibitors/Sponsors are responsible for the inclusion of a return address in case of lost items.

7.2 At the end of the conference, on Friday 27<sup>th</sup> May, Exhibition Stand displays can be taken down after the lunch break and all materials must be taken away/collected from the same address that day.

7.3 Sponsors/Exhibitors must arrange for collection of Exhibition Stand items no later than by 6pm on Friday 27<sup>th</sup> May 2022. Any collections after this time needs to have been pre-arranged with the Organisers and venue and specific details sent to [office@bmla.co.uk](mailto:office@bmla.co.uk) no later than 2 weeks before the conference.





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7.4 The Organisers take no responsibility for materials delivered or collected outside the specified times.

7.5 The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the exhibitor's displays, equipment and other property brought upon the premises of the exhibit facility and shall indemnify and hold harmless the organisers and each of their employees and suppliers and agents from any and all such losses, damages and claims.

7.6 The Exhibitor acknowledges that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering potential such losses by the Exhibitor. A copy of which must be given to the organisers onsite before 09:00 Thursday 26<sup>th</sup> May 2022.

### 8. Giveaways

8.1 Sponsors/Exhibitors can display and distribute appropriate and relevant giveaways and product samples may from their Exhibition Stand.

8.2 Further to the above, the Organisers would like to take this opportunity to urge all Sponsors and Exhibitors to consider sustainable, reusable display materials for their stands and avoid plastics and single-use collateral.

### 9. Drawings/Prizes/Raffles etc.

9.1 Prize contests, awards, drawings, raffles or lotteries of any kind that the Exhibitor wishes to include at their Exhibition Stand must be approved by the Organisers at least one month prior to the Conference.

### 10. Symposia and additional events/meetings

10.1 If a Sponsor/Exhibitor wishes to arrange additional meetings and events with/promoted to Conference attendees, these cannot take place in parallel with any other Conference agenda sessions or Event related social items. Sponsor/Exhibitor must consult the latest approved Event schedule which is available from the Organisers or via the official website <https://openingdoors.eventsair.com/bmla2022/programme> before proposing or organising any such additional meetings.





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### 11. Cancellation Policy

11.1 In the eventuality that Sponsors/Exhibitors wish to cancel or reduce their packages after assignment has been made, written notification must be sent to the Organisers via the BMLA Office at [office@bmla.co.uk](mailto:office@bmla.co.uk). Monies paid will be returned less a £100 administration fee. Cancellations received in the 1-month period before the conference will receive no refund and will be liable for payment of the balance should it not have been received by the cancellation date.

11.2 In the eventuality that the BMLA 2022 Annual Conference cannot be held or is postponed due to a Force Majeure Event, or such other events beyond the control of the Organisers, the Organiser accepts no liability for any damages, costs, or losses incurred, such as financial losses or any other consequential losses.

11.3 In the eventuality of a Force Majeure Event occurring, the Organisers may choose to cancel the BMLA 2022 Annual Conference, and in such instances will reimburse any Sponsorship or Exhibition fees paid by Sponsors and/or Exhibitors.

11.4 Notwithstanding clauses 11.2 and 11.3 above, the Organisers reserve the right if a Force Majeure Event occurs to change the format, location and/or dates for the BMLA 2022 Annual Conference, and to hold the event in a different format, location and/or on other dates (Replacement Event/Virtual Event) as near to the original dates as possible without any liability to the Participants. The Replacement Event shall take place within 12 months of the original dates for the BMLA 2022 Annual Conference, and the Sponsor/Exhibitors will be able to carry over any Sponsorship/Exhibition fees paid in relation to the BMLA 2022 Virtual Conference to the Replacement Event.

