

## Terms and Conditions for Sponsorship, Exhibition and Advertisers

Your booking is deemed to have been received and confirmed once an invoice has been raised and sent for you package. After this point, should you wish to cancel your package the following terms and conditions will apply.

### Cancellation Policy

Cancellation of any sponsorship package, supplier showcase and/or Exhibition booking should be made in writing to [exhibitions@aua.ac.uk](mailto:exhibitions@aua.ac.uk) at the earliest available opportunity.

Where a cancellation is requested the following fees will be applicable:

Package	100% + £100 extra charge	100%	50%	25%	No Charge
<b>Exhibition Stand*</b>	Between 18 March - 15 April 2019	Between 18 Feb – 17 March	21 Jan – 17 Feb 2019	17 Dec – 20 Jan 2018	Before 16 Dec
<b>Supplier Showcase* **</b>	Between 18 March - 15 April 2019	Between 18 Feb – 17 March	21 Jan – 17 Feb 2019	17 Dec – 20 Jan 2018	Before 16 Dec
<b>Plenary / Hotspot Sponsorship</b>	Between 18 March – 15 April	Between 18 Feb – 17 March	Between 21 Jan – 17 Feb 2019	NA	Before 20 Jan 2019
<b>Delegate promotional inserts</b>	Between 8 April – 15 April	Between 1 April – 7 April 2019	Between 25 March and 31 March 2019	NA	Before 24 March 2019
<b>Conference Application Advert</b>	Between 8 April – 15 April	Between 1 April – 7 April 2019	Between 25 March and 31 March 2019	NA	Before 24 March 2019

\*Failure to attend a Supplier Showcase or exhibition during the Conference without prior written notification will be subject to 100% of the fee plus a £100 extra charge.

\*\*Additional terms and conditions for the Supplier Showcase package:

- **IMPORTANT:** The Conference programme will be open for delegates to book their working sessions from January 2019. Any supplier showcase applications received after this time will be added to the programme, however many delegates will likely have already selected their sessions.
- Suggestions from the Conference Moderation Team may be presented to you by email for consideration.
- Should you wish to make any changes to your session proposal, please contact [exhibitions@aua.ac.uk](mailto:exhibitions@aua.ac.uk) as soon as possible.
- If you wish to change a presenter please confirm the new details to [exhibitions@aua.ac.uk](mailto:exhibitions@aua.ac.uk).
- The information provided in this form may be used for marketing purposes and will be published on the AUA website and Conference app. AUA reserves the right to edit information supplied in this form. We may contact you to provide additional information for your session.

- Whilst we endeavour to meet all of your requirements we are unable to guarantee that we will be able to do so.
- Failure to attend a supplier showcase without prior written notification during the Conference will be subject to 100% of the fee plus a £100 extra charge.
- AUA reserves the right to edit information supplied in the proposal form. We may contact you to provide additional information. Presenters are subject to the standard event terms and conditions which can be found at [aua.ac.uk](http://aua.ac.uk).

### **Images**

The AUA reserves the right to employ photographers to take photographs of sponsors/exhibitors/advertisers at any AUA event. The AUA reserves the right to use any images taken at an event for marketing and advertisement purposes, without any further approval required.

### **Other terms**

The AUA reserves the right to remove any sponsor/exhibitor/advertiser from the event should their behaviour be deemed to be inappropriate by the AUA or its partners. This would result in no refund of event fees or additional costs being billed.

### **Payment**

All fees must be paid in full no later than 30 days after the invoice date. Settlement of the invoice is only deemed to have happened when the full amount has been paid and received by the AUA in cash or cleared funds. The Association reserves the right to levy interest or administration charges in the event of payments being made by instalments. This should be agreed in writing in advance. Default on a payment due will result in the full balance becoming payable and possible removal from the event.