

APIL's sponsorship and exhibition terms & conditions

By registering for this event, you are agreeing to the following terms and conditions:

General

- 1. In these terms and conditions The Association of Personal Injury Lawyers is referred to as APIL.
- 2. All bookings are subject to the final approval of the Chief Executive Officer of APIL (the CEO). APIL reserves the right to terminate a booking in those circumstances where the CEO does not grant approval of a sponsor or exhibitor.
- 3. APIL reserves the right to refuse future bookings from anyone who attends an event uninvited and without pre-booking.

Payment

- 4. APIL will not be bound by any price quoted on the telephone.
- 5. Exhibition spaces: APIL will not reserve any exhibition spaces, accommodation or dinner dance tickets until payment has been received. All packages are sold on a first-come, first-served basis.
- 6. Sponsorship packages: For all sponsorship packages, a signed order acknowledgement form must be received at the time of booking and a deposit of 20% must be paid. Two further payments of 40% must be made with the balance being settled 3 months prior to the event.

Cancellations

- 7. All cancellation requests must be received in writing.
- 8. Refunds may be issued for exhibitors and sponsors subject to the following notice period:
 - 6 months or more prior to the conference taking place 80% of the package price.
 - 3 6 months prior to the conference taking place 50% of the package price.
- 9. APIL is unable to offer any refunds for cancellations of exhibition and sponsorship packages made with less than 3 months notice.

Exhibition and floor space

- 10. Each exhibiting/sponsoring company may only have two representatives present within the exhibition area at any one time, unless otherwise stated in their package.
- 11. Exhibition spaces cannot be shared between companies.
- 12. Exhibitors shall not sublet or assign any part of the space allotted, nor grant licenses in respect thereof without APIL's prior consent.
- 13. The exhibition stand must only advertise the company that has been stated on the booking form, and which has been granted the approval of the CEO.
- 14. Each exhibition space measures 1.5 metres by 3 metres. The stand must not exceed these measurements in any way.
- 15. APIL reserves the right to alter or re-plan the layout of the exhibition and agrees to reasonably advise those affected.
- 16. APIL will provide a clothed trestle table and two chairs for each exhibition space. Any other equipment must be provided by the exhibiting company.
- 17. Exhibition stands must only be set-up and dismantled during the times specified on the relevant j joining instructions
- 18. Failure to set up during the stated times will lead to refusal of entry.
- 19. APIL reserves the right to refuse any future bookings from sponsors or exhibitors who arrive late, dismantle their stand early or otherwise infringe any rules notified by APIL to exhibitors and/or sponsors.
- 20. Any items of value must be removed from the exhibition area at the end of each day.
- 21. APIL accepts no responsibility whatsoever for the safety, loss or damage of any property.
- 22. APIL accepts no responsibility for the welfare of any staff, contractors or other persons.
- 23. The provision of alcohol to delegates is strictly prohibited with the exception of closed bottles as prize draws. Any alcohol prizes are to be distributed at the close of the day only.



Exhibition and floor space continued

- 24. Any exhibitors or sponsors requiring a power supply must advise APIL of this requirement in advance and will be required to bring their own extension cables to use. Should any additional cables be required throughout the event, these will be available to hire, subject to a deposit of £10 which is payable on the day. This deposit will be refunded at the end of the exhibition provided that the cables in question are returned in full working order.
- 25. Exhibitors and sponsors are welcome to undertake a prize draw but they will each be responsible for informing the winners and sending on the prizes.

Delegate passes

- 26. Exhibitors are not entitled to attend the conference as delegates, unless otherwise stated in their package.
- 27. The APIL annual general meeting is not open to any exhibitors or sponsors. Any sponsors holding a delegate pass must leave the vicinity of the AGM and not return until the meeting has ended.
- 28. Exhibitors are not entitled to receive a conference pack or any other APIL merchandise, unless otherwise stated in their package.
- 29. All exhibitors and sponsors and their representatives will be issued with a wristband to wear throughout the conference. Access to any area of the conference will only be allowed to those wearing the correct coloured wristband and these must be visible at all times.

Evening dinners

- 30. Subject to availability, sponsors and exhibitors are entitled to purchase further tickets for evening dinners and dinner dances, provided that these are for employees of the approved exhibiting/sponsoring company.
- 31. Partners/spouses of exhibitors and sponsors are not eligible to attend the evening dinners and dinner dances.

Accommodation

- 32. Exhibitors and sponsors will be informed at the time of booking whether accommodation will be included in their package
- 33. Subject to availability, additional bedrooms may only be purchased 1 week prior to the event. Any additional bedrooms will be allocated on a strictly first come, first served basis.
- 34. Any additional bedrooms are strictly limited to employees of the sponsoring/exhibiting companies.
- 35. Accommodation will only be confirmed once full payment has been received.

General

- 36. All exhibiting and sponsoring companies must submit their 250 word company profile by the deadline stated on their requirements form.
- 37. Failure to submit a company profile by the specified deadline date will result in either a previous company profile being used (where applicable) or no profile being included within the delegate packs.
- 38. On confirmation of booking, all sponsoring companies should send their companies logo as either a JPEG or EPS. Failure to send your logo may result in it not being included on the relevant marketing material.
- 39. Your company name will be displayed on marketing and conference materials, as stated on your requirements form.
- 40. All dietary requirements must be specified on your requirements form. Please note that all dietary requirements can be catered for with prior notice, although if there is an additional charge for this by the venue or this has to be sourced externally, the charged will be passed on to the exhibiting/ sponsoring company.