



### **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.