

**Your Conference
Your Profession**



bacp

British Association for
Counselling & Psychotherapy

**Annual
Conference
2008**

17–18 October 2008
Telford International Centre



**Sponsorship & Exhibition
opportunities**

Sponsorship & exhibition opportunities

Promote your products and services to around 500 key professionals in the counselling & psychotherapy industry

Premier Sponsor – £1950 (1 available)

- Listing on conference website including logo and contact details with hyperlink to own website
- Logo on front cover of conference delegate guide
- Logo on future advertising for the event (this will include at least one advert in Therapy Today and adverts in a couple of divisional journals)
- Logo on front cover of conference brochure
- Logo on annual conference edition of the events diary
- Discount off full colour advert in Therapy Today placed opposite an annual conference advert
- Opportunity to present a session within the main conference programme
- 100 word profile inside conference delegate guide
- Logo on delegate badges, packs and conference signage
- Logo displayed during refreshment breaks on beverage stations
- Display space in exhibition hall (material provided by sponsor)
- One insert into delegate packs
- Acknowledgement during conference welcome speech
- Discounted exhibition stand space (£75 off)

Flowers & Sweets – £245 (1 available)

- Listing on conference website including logo and contact details with hyperlink to own website
- 100 word profile inside conference delegate guide
- Display space in exhibition hall (material provided by sponsor)
- One insert into delegate packs
- Flowers in the registration area, main auditorium and awards evening with acknowledgement of sponsorship
- Sweets at registration desk with acknowledgement of sponsorship
- Acknowledgement during awards evening

Welcome drinks reception – £650 (1 available)

- Listing on conference website including logo and contact details with hyperlink to own website
- 100 word profile inside conference delegate guide
- Display space in exhibition hall (material provided by sponsor)
- One insert into delegate packs
- Display space in awards area (material provided by sponsor)
- Logo on awards literature
- Logo on signage displayed during welcome drinks with acknowledgement of sponsorship
- Opportunity for short speech / book launch during drinks reception
- Acknowledgement during awards evening

Awards evening – £525 (1 available)

- Listing on conference website including logo and contact details with hyperlink to own website
- 100 word profile inside conference delegate guide
- Display space in exhibition hall (material provided by sponsor)
- One insert into delegate packs
- Display space in awards area (material provided by sponsor)
- Logo on awards literature
- Logo on signage displayed in awards area / buffet station during ceremony with acknowledgement of sponsorship
- Acknowledgement during awards evening

Lunchtime book launch – £350 (2 available)

- Listing on conference website including logo and contact details with hyperlink to own website
- 100 word profile inside conference delegate guide
- One insert into delegate packs
- Details of book launch in main conference programme, delegate guide & website
- Book launch in exhibition area during lunchtime

Exclusive sponsorships – £185 each

- Supply corporate bags
- Supply corporate pens
- Supply corporate pads

All of the above will receive:

- Listing on conference website including logo and contact details with hyperlink to own website
- 100 word profile inside conference delegate guide
- Discounted price for inserts into delegate packs (£50 off)

Inserts into delegate packs – £95

- Literature included in delegate packs (max size A4, max weight 30gm).

(POA for heavier inserts)

Exhibition Stand – £495

- 3m x 2m space stand in exhibition hall with table, chairs and power
- Listing on conference website including logo and contact details with hyperlink to own website
- 100 word profile inside conference delegate guide
- Discounted price for inserts into delegate packs (£50 off)
- Catering and refreshments for up to two stand members (Additional exhibitors £20 each)

All prices are exclusive of VAT.

If you are interested in sponsoring or exhibiting at the event, or would like to find out more information, please contact Katy Hobday or Karen Boxall on:

Phone: Katy 01455 883362; Karen 01455 883322

Email: events@bacp.co.uk

Fax: Complete the booking form and fax back to 01455 550243

Sponsorship & Exhibition Booking Form

Annual Conference 2008 – Your Conference Your Profession

17–18 October 2008, Telford International Centre



British Association for
Counselling & Psychotherapy

Please fill out this form and fax back to: 01455 550243, or post to:
bacp events, BACP House, 15 St John's Business Park, Lutterworth LE17 4HB

Personal details

Name

Company

Address.....

Postcode Email

Telephone Fax

BACP membership no. (if applicable)

Exhibitor opportunities

- Exhibition stand £495
(for two staff members)
- Additional staff £20 each
- Premier Sponsor exhibition stand £425

Insert opportunities

- Delegate pack insert only £95
- Exhibitor/sponsor delegate pack insert £45

Sponsorship opportunities

- Premier Sponsor £1950
- Welcome Drinks Reception £650
- Flowers & Sweets £245
- Awards Evening £525
- Lunchtime book launch £350 Fri Sat
- Exclusive Sponsorship £185 each
- Bags Pens Pad

(Exclusive sponsorship items to be delivered by Monday 6 October 2008 to Sally Wigston, BACP, BACP House, 15 St John's Business Park, Lutterworth LE17 4HB)

(Inserts to be delivered by Monday 6 October 2008 to Sally Wigston, BACP, BACP House, 15 St John's Business Park, Lutterworth LE17 4HB)

Total & confirmation

Total £ Signature Date

(All prices are exclusive of VAT)

Accepted by BACP Date

By signing above, I acknowledge that I am authorised to sign for my company and understand that I am making a commitment to participate in this sponsorship opportunity. If total sponsorship payment is not received in full, I understand that the sponsorship agreement will be cancelled.

Payment information

- Invoice (official purchase order must be attached)
- Cheque (payable to BACP)
- Credit/debit card

Card no. Exp /

Issue no. (Switch only) Security no. (last 3 digits on signature strip)

House number & postcode of the address where the card is registered

Name (as on card) Signed Date

Payment

Applications must be accompanied by full payment before the 26 September 2008. Please note that we can only raise an invoice if you send an official purchase order with your booking form. Invoices must be paid within 28 days and by 26 September at the latest.

Cancellation Policy

In the event that any exhibitor or sponsor wishes to cancel the contracted exhibition space or sponsorship deal, a 50 percent refund will be made if the request is made in writing and received by 5 September 2008. Cancellations after this date will result in a forfeiture of all fees paid.

Installation & Dismantling

Exhibitors may set up their exhibition stands between at 18:30 and 22.00 on Thursday 16 October 2008. The centre will be closed at 22.00 and will not open again until 08.00 on Friday 17 October. All set up should be complete by 08:30 on Friday 17 October. All stands should be dismantled and the centre cleared by 22.00 on Saturday 18 October 2008.

Company Information

We request you send a short piece of text (no more than 100 words) to describe your organisations products and/or services along with a copy of your company/organisation logo and contact details. Please send this in with your booking form for inclusion in the conference delegate guide. (This does not apply if you are having an insert only)

Exhibition Hours

08:30–17:00 17 & 18 October 2008

Delegate Registration

Conference registration is not included in any of the packages. If you wish to attend any of the conference sessions, you must also register as a delegate (additional fees apply).

Accommodation

Accommodation is not included in any of the packages and all sponsors/exhibitors are responsible for their own accommodation bookings. We do have an accommodation booking service available for conference delegates which exhibitors are welcome to use. Details are:

Event Links

Tel: 01952 281561

Fax: 01952 281590

Email: eventlinks@ticuk.com

Website: www.ticuk.com/Accommodation/EventLinks.asp

General

All matters and questions not covered by the rules and regulations are subject to decision by the conference management. The conference management may amend the Rules and Regulations; all amendments must be equally binding to all parties. In the event of any amendments or additions to the regulations, conference management shall give written notice to those affected.

Assignment of Sponsorship Deals / Exhibition Space

Booking of sponsorship deals and exhibition space are taken on a first come, first served basis. The conference management will allocate stand space to exhibitors. The floor plan is designed to ensure good visibility and access to all stands and traffic flow will be encouraged with refreshments situated strategically in the exhibition hall.

In the event of conflict regarding space requests or conditions beyond its control, the conference management reserves the right to revise the floor plan. The conference management may relocate an exhibit at any time with the understanding that the conference management will work with the effected exhibitor in an attempt to reach an equitable solution for all concerned.

Storage of Crates & Boxes

Deliveries will not be accepted at the TIC prior to 18.00 on 16 October 2008. Any items requiring collection after the exhibition must be collected by 22.00 on 18 October 2008.

Exhibitors must provide their own trolleys and staff for deliveries of stand goods and materials.

Care of Exhibition Space

Exhibitors must, at their own expense, maintain and keep exhibit space clean and orderly.

Liability & Insurance

Each exhibitor is responsible for obtaining insurance cover in such amounts as it deems appropriate to comply with obligations hereunder and their own protection. Each exhibitor must make provisions for the safeguard of goods, materials and equipment and displays at all times. Neither the Telford International Centre, nor the Conference Management will be responsible for the loss or damage to any property for any cause.

Special Regulations

All activities of exhibitors must be confined to the allotted exhibit space. Small token gifts such as pens, pencils and sweets etc., may be distributed. Distribution of noisemakers is prohibited.

Exhibitor Badges

Exhibitor badges will be provided and should be worn at all times.



British Association for
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BACP House

15 St John's Business Park

Lutterworth LE17 4HB

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w: www.bacp.co.uk

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