

## Exhibition & Sponsorship booking form

Please complete this form in BLOCK CAPITALS or typeface

SECTION 1: Please indicate your choice of package:	
<b>Standard Exhibitor - £795</b>	Please tick <input type="checkbox"/>
<p>Complimentary access to the e-conference for 2 reps</p> <p><b>Entry into exhibition hall:</b></p> <ul style="list-style-type: none"> <li>- Company name</li> <li>- Logo with link to your website or product info</li> <li>- Strap line (max. 8 words)</li> <li>- Website address</li> <li>- Email address</li> <li>- Telephone number</li> <li>- Free text area (max. 200 words) – content can include links to sites, products, online downloads etc.</li> <li>- Up to 2 images on your exhibitor entry</li> <li>- A video upload on your exhibitor entry</li> </ul> <p><b>As well as:</b></p> <ul style="list-style-type: none"> <li>- Access to the ‘attendees’ section of the e-conference offering the ability to contact delegates directly</li> <li>- Opportunity to host a private meeting room (zoom recommended) and provide link</li> <li>- ‘Call back’ button</li> <li>- Post event delegate list with contact details (responsibility of company to obtain delegates’ unambiguous and positive consent)</li> </ul>	
<b>Gold Partnership - £995 (x2 available)</b>	<input type="checkbox"/>
<p><b>Standard exhibitor package plus:</b></p> <ul style="list-style-type: none"> <li>- 1 social media mention (if available)</li> <li>- Logo on the conference landing page (including click-thru link)</li> <li>- Logo on e-conference platform</li> <li>- Sliding banner on the registration site</li> <li>- Virtual delegate bag insert</li> <li>- Complimentary delegate places</li> </ul>	
<b>Platinum Partnership – 1,500 (exclusive)</b>	<input type="checkbox"/>
<p><b>Standard exhibitor package plus:</b></p> <ul style="list-style-type: none"> <li>- Complimentary access to the e-conference for 4 reps</li> <li>- Up to 4 images on your exhibitor entry</li> <li>- Symposia - 20 minute slot in the main programme</li> <li>- Video welcome – contribute to the welcome presentation</li> <li>- 1 social media mention (if available)</li> <li>- Logo on the conference landing page (including click-thru link)</li> <li>- Logo on e-conference platform</li> <li>- Sliding banner on the registration site</li> <li>- Virtual delegate bag insert</li> <li>- Complimentary delegate places</li> </ul>	

FML –  
Last Reviewed:  
Review Date:

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SECTION 2: Contact details of person to receive all further exhibition/sponsorship information

Company name:	<input type="text"/>		
First name:	<input type="text"/>	Last name:	<input type="text"/>
Job title:	<input type="text"/>	Phone no.:	<input type="text"/>
Email:	<input type="text"/>		

Section 3: Payment

Invoice address:	<input type="text"/>		
City & Postcode	<input type="text"/>	Email (if different from above)	<input type="text"/>
Date	<input type="text"/>	Signature	<input type="text"/>

Payment details (tick appropriate box)

**CHEQUE**

- Made payable to** 'Fitwise Management Limited' and send to BSA E-conference 2020, Fitwise Management Ltd, Blackburn House, Redhouse Road, Seafield, EH47 7AQ. A 'paid' tax invoice will be sent to the address above on receipt of cheque.

**INVOICE**

- A copy of your Purchase Order (PO) paperwork must accompany this booking form in order for it to be processed.**  
**BACS payment to** Fitwise Ltd Account. Account No. 10325314 Sort code: 83-51-00  
**Expected payment date:** \_\_\_\_\_  
**Please email remittance advice to** [remittance@fitwise.co.uk](mailto:remittance@fitwise.co.uk).

**Payment Terms:** Payment terms are strictly 30 days net from date of invoice. Invoices not paid within 30 day net will incur an 8.5% charge. If booking within 30 days of the event payment must be received 3 weeks prior to the event start date. If within this 3 week timescale, payment must be made at time of registration.

All enquiries regarding this invoice to Fitwise Management Ltd Tel: +44 (0)1506 292 026

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**SECTION 4: Terms and conditions of booking**

**By returning this booking form, you are accepting the terms and conditions stated below. If you have any questions about this please talk to us before returning the form.**

**SUBMISSION OF COMPANY DETAILS**

On receipt of your company submission form:

- Refer to your booking form to confirm what your exhibition or sponsorship package includes.
- Some information requested may not be applicable to your booking and will therefore not need to be completed.
- You should only complete the information which is included in your exhibition or sponsorship booking.
- If you submit information that is not included in your agreed exhibition or sponsorship booking, this will not be displayed.
- If you fail to submit information which is included as part of your package this is your choice and we cannot amend your booking.

**CANCELLATIONS**

Refunds for exhibitor/sponsorship packages which are cancelled, will only be made in the event of BSA cancelling the event.

**INSURANCE**

On the rare occasion of a conference being cancelled only the value of your package will be refunded. Any other expenses must be covered by your own insurance. We can provide you with details of an Insurance Broker if required.

**POST CONFERENCE DELEGATE LISTS**

You will receive a full delegate list post conference to include name, job title, organisation, location and email address however it will be your responsibility to obtain unambiguous and positive consent from delegates to use this data for direct marketing purposes

For official use		Stand allocated	
Date processed		Date Conf letter sent	
Date Invoice sent		Date Payment	

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