

A-A Cardiac Update Meetings

SPONSORSHIP BOOKING FORM



Company:	
Contact:	Position:
Address:	
Postcode:	Country:
Telephone:	Fax:
Email:	

Invoice Address Details (if different from above)

... ..	
Postcode:	Country:
Telephone:	Email:

Packages

	Locations
Exhibit at individual Arrhythmia Alliance Cardiac Update Meetings - £750 + VAT per meeting	Add the location(s) of the meeting(s) you wish to sponsor
Exhibit at all Arrhythmia Alliance Cardiac Update Meetings - £8,500 + VAT (£500 + VAT per meeting)
<i>To complete this form, please sign where indicated on the following page.</i>	

Terms and Conditions

1. Definitions

In these terms and conditions, the word 'Sponsor' means any company, organisation or person who has applied for space allocation at one or more of Arrhythmia Alliance's Cardiac Update Meetings. The word 'Organiser' means Arrhythmia Alliance. 'Cardiac Update Meeting' means the event detailed on the Sponsorship Booking Form.

2. Stand Bookings Payment Terms

Sponsors must complete, sign and return the booking form; no application will be considered valid until a signed booking form is received. A booking is only confirmed when accepted by the Organiser in writing.

Your package will be invoiced on receipt of a booking form and must be paid within 30 days of the invoice date or prior to the meeting date whichever is earliest.

We will exercise the right to claim interest of 8.5% per day from the first day after our normal credit terms of 30 days has passed. The interest will continue to accrue daily until the original invoice has been paid, the total interest when invoiced will be payable immediately.

3. Cancellation

All cancellations must be made in writing. Cancellations made more than 6 months prior to the Cardiac Update Meeting the Sponsor will be refunded all payments less 10% administrative fee. Cancellations made after that time and up to 3 months prior to the Cardiac Update Meeting, the Sponsor will be liable to pay 50% of their package price. If notification of cancellation is received within 3 months of the Cardiac Update Meeting, the Sponsor will be liable for payment of the total package price.

4. Postponement or Abandonment

The Sponsor shall have no claim against the Organiser in respect of any loss or damage caused by the prevention, postponement or abandonment of the Cardiac Update Meeting, for reasons beyond the control of the Organiser. Such obstacles and hindrances include, but are not limited to, the outbreak of war, act of terrorism, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.

5. Exhibition Space

Sponsors should not engage in activities or display items, which would be against the best interests of the exhibition.

6. Security and Insurance

The Organiser is not responsible for the safety and security of the exhibition space or of any other property of any Sponsor, or for the loss, damage or destruction by theft or fire, or from any other cause, to such exhibits or other property. Neither is the Organiser responsible for loss, damage or injury sustained by any Sponsor or any other person where proved to be caused by the negligence or breach of duty of the Organiser. The Sponsor shall indemnify the Organiser against any liability incurred by the Organiser to third persons, as a result of any act or omission of the Sponsor, its employees or agents. The Sponsor should affect its own insurance against the risk of any loss, damage or injury liability.

7. Build Up & Breakdown

The Sponsor must ensure that its stand is ready before the opening of the Cardiac Update Meeting. The Sponsor must comply with set up times, as set out in the email all Sponsors will receive a week before the Cardiac Update Meeting.

8. Delegate Numbers

Whilst the Organiser will make every effort to secure a high level of attendance of delegates, there can be no guarantee of delegate numbers and no discounts or refunds are available if delegate numbers do not reach the projected levels. We do not run a meeting if delegate numbers are below our minimum. Every effort will be made to reschedule the meeting but this cannot always be guaranteed.

9. Delegate Lists

Due to our data protection policy, we do not distribute our meeting delegate lists; this has been the charity's policy for a number of years however we will provide an occupational breakdown upon request.

By signing this booking form, I confirm I understand this is a legally binding contract and have read and agreed to the terms and conditions.

Signature: Enter date here...

Date: Enter date here...