

Language World 2018 Sponsorship and Exhibition Application

Name of Organisation:	
ALL Corporate Member Status: (Please complete)	
Contact Name:	
Contact Address:	
Email:	
Telephone:	

Please select opportunity, full details can be found in the Sponsorship & Exhibition Information Pack

Sponsorship Opportunities	Cost (ex VAT)	✓
Gold Sponsor Raise your profile at the social high spot for all delegates with branding at the Conference Dinner.	£1,750	SOLD
Silver Sponsor A We will inform the delegates of your generosity through branding at the Conference Dinner Wine Reception.	£1,350	
Silver Sponsor B We will promote your generous sponsorship of the Exhibition Wine Reception, a popular social event designed to draw delegates back into the Exhibition on Friday afternoon.	£1,350	SOLD
Delegate Bag Sponsor You can have your company logo on the bag given to delegates at the Conference.	£1,250	SOLD
Delegate Badge Sponsor Your branding on every badge issued to delegates at the Conference.	£550	SOLD
Award Sponsor – Primary Language Teacher of the Year Show your support for language teachers with your branding at the Award presentation.	£500	SOLD
Award Sponsor – Secondary Language Teacher of the Year Show your support for language teachers with your branding at the Award presentation.	£500	SOLD

Please note there is a limited number of each package available

Advertising Opportunities	Cost (ex VAT)	✓
Conference Brochure - Inside Front Cover	£540	
Conference Brochure - Inside Back Cover	£525	
Conference Brochure - Full Page Advertisement	£400	
Conference Brochure - Half Page Advertisement	£230	
Conference Brochure - Quarter Page Advertisement	£155	
Conference Brochure - Colour Logo next to your editorial entry	£100	
Insert in Delegate Bag - Platinum Corporate Member Rate	£280	
Insert in Delegate Bag - Gold Corporate Member Rate	£315	
Insert in Delegate Bag – Non-Member Rate	£350	

Please note the following delivery deadlines:
Brochure content – Friday 23rd February 2018
Conference materials/inserts - Monday 5th March 2018

Exhibitor Packages	2m x 2m stand space includes max 2 exhibitors Electricity, 1 table & 2 chairs per stand will be supplied	Any subsequent 2m x2m stand space -5% per stand	2m x 1m pole & pull space Includes max 1 exhibitor - 1 chair will be supplied
ALL Corporate Member Rate	£800	£760	£435
Non-Member Rate	£900	£855	£460

Stand Size	Number of Stands	Total Cost
2m x 2m stand space		
2m 1m pole & pull space		

Preferred Stand Number: If requested stand is sold or reserved an alternative will be offered	
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Please supply the name(s) and details of who will be attending the conference:

Exhibitor 1	Exhibitor 2
Name:	Name:
Email:	Email:
Dietary Requirements:	Dietary Requirements:
Access Requirements:	Access Requirements:

Total Amount Payable	VAT @ 20%	Total Due
£	£	£
Purchase Order Number (if applicable):		
Please invoice (contact name & full postal address if different from page 1 details):		
Telephone:	Email:	

We will raise an invoice on receipt of the completed form.

Payments can be made electronically using your invoice number as reference to:

Sort code: 60-12-01
Account no: 2 5 0 6 1 5 8 5
Account name: KC Jones conference&events Limited
VAT Registration No: 833 8853 95
Bank Address: Natwest, Derby City Branch, 58 St Peters Street, Derby, DE1 1XL
PayPal: Please send PayPal payments to paypal@kc-jones.co.uk
Credit Card: Please call 01332 227777 to process payment over the phone
Cheque: Please make cheques payable to KC Jones conference&events Ltd

CREDIT TERMS: All invoices are due for payment within 30 days from invoice date

I confirm I have read and understood the terms and conditions below:

Signed:

Date:

Name:

Please return this completed form to: all@kc-jones.co.uk. If you have any queries please contact us via the event hotline on 01332 224504.

Terms and conditions of exhibition, sponsorship, advertising & pack inserts for Language World 2018: Flying the Flag for Languages 23-24 March 2018

The terms below are used through this document. For clarification each has been defined.

'Exhibitor' is used to describe any organisation or person who has made an application to exhibit and had that place confirmed in writing.

'Sponsor' is used to describe any organisation or person who has made an application to sponsor a package or item from the sponsorship opportunities list and had that confirmed in writing.

'Organiser' refers to KC Jones conference&events Ltd.

'Exhibition' refers to Language World 2018: Flying the Flag for Languages

'Venue' refers to the Jurys Inn Hinckley Island

'Pack insert' refers to a leaflet or booklet that is included in each delegate pack.

General

All Exhibitors, Sponsors and those wishing to book advertising or pack inserts must confirm their booking by completing the official booking form and attaching a cheque, BACS details, payment details or an official purchase order. Any invoices issued should be paid within 30 days and must be paid prior to the event.

No exhibition stand, sponsorship item or pack insert may be sub-let to a third party without written consent of the organisers.

Cancellations (or reduction in requirements) must be notified in writing and will be charged based upon the date of notification (All cancellations are subject to mitigation):

More than 3 calendar months prior to the event – 20%

Less than 3 calendar months and more than 1 calendar month prior to the event – 50%

Less than 1 calendar month prior to the event – 100%

Pack inserts only

Pack inserts must be sent to the KC Jones conference&events Ltd for inclusion in the delegate packs by **Monday 5th March 2018**. If you fail to make this deadline we cannot guarantee that your inserts will be included in the packs. The Organiser will inform parties who have booked Pack Inserts of the number required on confirmation of booking. The Organiser will inform parties of any increases or significant decreases in predicted delegate numbers. It is the Sponsor's responsibility to ensure the inserts arrive at the KC Jones conference&events Ltd Offices by the date stated.

Advertising Content

Conference brochure content must be sent to KC Jones conference&events Ltd electronically for inclusion in the brochure by **Friday 23rd February 2017**.

Exhibition only

The Organisers will produce a printed version of the exhibition floor plan. While the Organiser will attempt to preserve the printed layout of the exhibition, should it be necessary to revise the layout for any reason, the organiser reserves the right to transfer an Exhibitor to a suitable alternative space. The Exhibitor must occupy the space allocated by the organiser. Exhibitors will be allocated spaces based on the number of units booked. Exhibitors **MUST NOT** take up more space than they have booked without onsite authorisation from the Organiser.

The Exhibitor will have no claim against the Organiser, the venue or any other contractor with regards to any loss or damage during the exhibition or carriage of equipment. Exhibitors are advised to ensure they have adequate insurance. It is the responsibility of the Exhibitor to ensure that employees and any display equipment comply with the latest legislation regarding the Health and Safety at Work regulations.

The Exhibitor **MUST** abide by the set-up and breakdown times as stated by the Organiser. The set up/break down times will be listed in your confirmation information. If an Exhibitor cannot attend the full conference they may wish to consider one of our sponsorship opportunities or a conference pack insert, exhibition units will be reserved for Exhibitors who can attend the full conference.

Sponsors only

All packages are sold on a first-come first-served basis. The Organisers reserve the right to amend the contents of all packages.

The Sponsor should provide the Organiser with logos in the correct format on request.

By completing the booking form the Exhibitor/Sponsor agrees to all terms and conditions and all other instructions listed.