**SPONSOR BOOKING FORM**

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| --- |
| Information Required- All sections to be completed |
| Company name |  |
| Company address |  |
| VAT number |  |
| Company telephone number |  |
| Contact name |  |
| Contact mobile |  |

|  |
| --- |
| Invoicing Details NB Invoice will be emailed |
| Name, email & telephone number of accounts contact |  |
| Billing name (if different from above) |  |
| Billing address (if different from above) |  |
| Is a PO number required for invoicing? Y/N If yes, please provide |  |

|  |  |
| --- | --- |
| Stand Number: | Stand Size: |
| Package | **Tick All those that apply** | **Rate Card** |
| Annual Subscription |  | £10,000 |
| Six Month Subscription |  | £6,500 |
| Three Month subscription |  | £3,750 |
| Festival Supporter Standard Early Bird |  | £2,150 |
| Festival Supporter Value Early Bird |  | £1100 |
| Festival Supporter Standard (after 1.11.20) |  | £2250 |
| Festival Supporter Value (after 1.11.20) |  | £1150 |
| Other |  | £ |
| Total Cost (ex VAT) |  | **£** |

**Terms and Conditions**

By returning this agreement form, you accept the contract terms and conditions (listed below) and agree to abide by the terms and conditions for the Event or period of marketing activity set out in the packages. The person named above is authorised to book this sponsorship on behalf of the applicant/company/organisation. The form will be held as a valid liable contract, by which both parties will be bound. The organiser is BNA Events Ltd.

PLEASE COMPLETE THIS FORM AND RETURN TO:

BNA 2021 Secretariat bnafestival@outsourcedevents.com Tel: +44 (0) 208 995 9495

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agreement**

The Booking Form constitutes an offer by the Sponsor (the person or company/organisation who has contracted on the Booking Form) to sponsor or advertise with the BNA during 2021 including the BNA2021 Festival of Neuroscience on these terms and conditions only. The Organiser (**BNA Events Ltd, Dorothy Hodgkin Building, Whitson Street, Bristol, England, BS1 3NY. Company number 07784689. VAT number** **GB 131433357**) reserves the right to accept or refuse such offer at its sole discretion.

In the event that the Organiser accepts the Sponsor’s offer, the Organiser will provide written confirmation of the booking and this will create a legally binding contract between the Sponsor and the Organiser on these terms and conditions only, to the exclusion of all others (this ‘Agreement’).

All bookings of sponsor packages are administered on a first-come, first-served basis. A completed Booking Form should be emailed to ensure reservation of a desired package. Upon receipt of the Booking Form, the package will be confirmed, and an invoice will be emailed from the BNA Secretariat

**Payment**

On receiving the Sponsor Booking Form written confirmation will be sent to the Sponsor by email from the BNA Secretariat. The Organiser will issue its invoice by email to the Sponsor in respect of the Sponsor Fee. The Sponsor shall make full and final payment to The Organiser, no later than 30 days following receipt of the invoice. If the Company/Organisation fails to make payment within the set invoice timescales, the Organiser has the right to cancel the contract (see cancellation clause below.) Full payment must be received by The Organiser by 31st January 2021. Payment terms will be immediate for any contract agreed after 31st January 2021. The Sponsor Fee is exclusive of UK VAT and VAT will be charged where appropriate. All invoices and payments should be in Pounds Sterling.

**Terms**

This Agreement commences on the date of the Organiser’s written confirmation of the booking and shall terminate at the end of the term specified in the package of BNA 2021 Festival of Neuroscience forms a part, except when expressly provided otherwise in these Terms.

**Cancellation clause**

Cancellation of Sponsor booking must be emailed to bnafestival@outsourcedevents.com. If the Sponsor cancels this Agreement, the Organiser shall refund to the Sponsor a percentage of the fees determined in accordance with the following (subject to any costs as set out below):

Irrespective of when the Booking Form is received; if cancellation/reduction is received up to and including 7 months from the date of the event, the organiser shall retain 25% of the agreed package amount, if cancellation/reduction is received 5 months from the date of the event, the Organiser shall retain 50% of the agreed package amount and if cancellation/reduction is received 3 months from the date of the event, the Organiser shall retain 100% of the agreed package amount. The exhibition fee (where applicable) will be refunded after the Event.

The Organiser shall be entitled to retain from any refunded fees a sum equivalent to its actual administration expenses, the cost of materials and any costs to which the Organiser has committed when the Sponsor cancels this Agreement. If the Event is cancelled by the Organiser (other than as a result of events beyond the reasonable control of the Organiser), the Organiser shall refund the fee paid by the Sponsor.

**Liability clause**

The Organiser shall not be liable for any failure to fulfil this contract where failure is caused by supervening circumstances including weather, fire, flood, earthquake, travel, transport delays, war, riots, acts of terrorism, event platform failure, internet connectivity issue, electrical outages or events which, without fault of either party, render fulfilment impossible.

**Force Majeure**

If either party is prevented from or delayed in the performance of its obligations under this Agreement by any event (a Force Majeure Event) beyond the reasonable control of that party, including but not limited to acts of god, civil commotion, war, fire, flood, industrial action or political interference, then it shall notify the other party in writing of the circumstances and shall be excused from performing those obligations for as long as the event shall continue. If the event continues for longer than 15 business days, the party claiming relief under this clause shall be entitled to terminate the Agreement by giving the other party 15 business days’ notice.

**Privacy Policy**

 All companies who attend our events or advertise with us must adhere to current GDPR regulations.

**The Organiser’s obligations**

The Organiser will:

• Organise various activities laid out in the Sponsorship Prospectus including the BNA 2021 Festival of Neuroscience to a high standard and to the best of its ability.

• Once the Booking Form is received the BNA Secretariat will send the Sponsor Manual which contains all forms and assets required for the activities included in the relevant package.

• Ensure the Sponsor benefits from all elements of the confirmed Sponsor Package.

• Will not knowingly permit (or omit) to anything to be done which is prejudicial to the good image of the Sponsor.

**The Sponsor’s obligations**

• Sponsors must send all assets as laid out in the Sponsor Manual by the deadline.

• Companies must collaborate closely with the BNA regarding all activities laid out in the package, including those during the Festival. Any additional events or webinars should not clash with those of the Organiser if possible.

• The Sponsor (including its officers, employees, contractors, and agents) and their collateral must comply in all respects with all applicable laws, regulations, and rules

and conditions and with any relevant trade codes of practice.

• Will not knowingly permit (or omit) anything to be done which is prejudicial to the good image of the Organiser.