

BNA Festive Symposium, 2024

The Resilient Brain



SPONSORSHIP AND EXHIBITION BOOKING FORM

BNA Festive Symposium – 10th December 2024, The Met Hotel, Leeds

This form should be completed and returned to Louise Tratt: louise.tratt@bna.org.uk

Please complete and return with your selected package choice

Company name:			
Contact name:			
Contact email address:			
Company invoice address:			
Post Code:		Country:	
Tel:		Mobile:	
VAT no:		PO no:	
Finance contact details:			

SPONSORSHIP PACKAGES AND OPPORTUNITIES	PRICE*	✓
Headline sponsor	£5,000	
Partner Organisation	£1,250	
Silver sponsor	£720	
Drinks Reception sponsor	£1,500	
'Train over plane' green travel grant supporter	£500	
Poster prize	£1,000	
A4 advert in programme: internal full page	£500	
A5 landscape internal half page advert	£300	

***All prices stated exclude VAT** (current UK VAT rate is 20%).

TERMS AND CONDITIONS

1 Agreement

The Sponsorship and Exhibition 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 (the Organiser) at the 2024 Festive Symposium 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 Sponsorship and Exhibition Booking Form should be emailed to louise.tratt@bna.org.uk to ensure reservation of a desired package.

2 Payment

Upon receipt of the signed Sponsorship and Exhibition Booking Form, the package will be confirmed via return email. The Organiser will issue an 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 Sponsor Company/Organisation fails to make payment within the set invoice timescales, the Organiser reserves the right to cancel the contract (see Clause 4 - Cancellation).

The Sponsor Fee is exclusive of UK VAT and VAT will be charged where appropriate. All invoices and payments should be in Pounds Sterling (GBP).

3 Term and Termination

This Agreement shall become effective when fully executed by both Sponsor and Organiser.

Depending on the terms of the sponsorship package, this Agreement will terminate on 11th December 2024, immediately following the Festive Symposium, or until such time as the agreed obligations have been fulfilled by both Parties.

4 Cancellation

Cancellation of Sponsor booking must be made in writing by email to louise.tratt@bna.org.uk.

If the Sponsor cancels this Agreement, irrespective of when the Sponsorship and Exhibition Booking Form is received, the Organiser shall refund to the Sponsor a percentage of the fees determined in accordance with the following:

- less than 6 months but more than 3 months before the date of the event, the Organiser reserves the right to charge 40% of the total Sponsor fee;
- less than 3 months but more than 2 weeks before the date of the event, the Organiser reserves the right to charge 60% of the total Sponsor fee;
- within 14 days before the date of the event, the Organiser reserves the right to charge 100% of the Sponsor fee.

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 – see Clause 6, Force Majeure), the Organiser shall refund the full fee paid by the Sponsor.

If the Sponsor Company/Organisation fails to make payment within the set invoice timescales, the Organiser reserves the right to cancel the contract.

5 Liability and Insurance

The Organiser takes no responsibility for lost, damaged or stolen items in respect of any property bought to the event venue, for those Sponsors with an Exhibition stand or space. It is the Exhibitor's responsibility to properly staff their space. The Exhibitor agrees to indemnify and hold the Organization harmless for any loss, damage, theft, injury or death.

For Sponsor packages which include on-site exhibition at the event venue, the Sponsor must provide evidence of their current Public Liability Insurance prior to the event.

All participants coming to the venue (The Met Hotel, 5 King St, Leeds LS1 2HQ), for the event will be subject to the venue Health and Safety and security procedures.

6 Force Majeure

Neither the Organiser, nor the Sponsor shall not be liable for any failure to fulfil this contract where failure is caused by supervening circumstances including acts of God, fire, flood, earthquake, war, riots, acts of terrorism, event platform failure, electrical outages or events which, without fault of either party, render fulfilment impossible.

7 Privacy Policy

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

8 Obligations

The Organiser will;

- Deliver activities laid out in the Sponsorship Prospectus to a high standard and to the best of its ability.
- Share 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.
- Not knowingly permit (or omit) to anything to be done which is prejudicial to the good image of the Sponsor.

The Sponsor will;

- Send all assets to the Organiser, as laid out in the Sponsor Manual, by the deadline.
- Collaborate closely with the Organiser regarding all activities laid out in the package.
- Ensure the Sponsor (including its officers, employees, contractors, and agents) and their collateral will comply in all respects with all applicable laws, regulations, and rules and conditions and with any relevant trade codes of practice.
- Not knowingly permit (or omit) anything to be done which is prejudicial to the good image of the Organiser.

9 General

This agreement shall be governed by the laws of England and Wales. Any dispute shall be subject to the exclusive jurisdiction of English courts.

Sponsorship and Exhibition Booking Form



Signed on behalf of Sponsor organisation:

Name:

Position:

Signature:

Date:

Signed on behalf of the British Neuroscience Association Events Ltd (BNA Events Ltd):

Name: Laura Ajram

Position: Chief Executive

Signature:

Date :
