



Sponsors and Exhibitors Terms and Conditions

1. CONTRACT FOR SPONSORSHIP AND EXHIBITION PACKAGES

To reserve a package simply email Vicky.roe@idpe.org.uk. An agreement will be sent to you which should be signed and returned within 14 days from the date of the agreement. Should IDPE not receive the signed form within 14 days, IDPE reserves the right to resell the above package.

2. ACKNOWLEDGEMENT OF YOUR SUPPORT

IDPE highly values the support given by both sponsors and exhibitors and will ensure that all organisations are acknowledged and thanked by the IDPE Chairman during the opening address.

In particular IDPE would like to acknowledge the continued support of its Corporate Partners. As an acknowledgement of their support, Corporate Partners have the opportunity to select sponsorship and exhibition packages 2 weeks before other organisations and a discount will be applied to all packages.

Corporate delegate rates apply to IDPE Corporate Partners only. Corporate Partners must join IDPE for the 2022 calendar year.

3. ENDORSEMENT

Any sponsorship or exhibition agreement is not to be seen as IDPE's endorsement of a specific product or organisation.

4. USE OF THE IDPE LOGO

IDPE permits sponsors and exhibitors to use the IDPE conference logo in the following circumstances:

- On any communications or marketing material relating to the IDPE 2022 Annual Conference
- On the sponsors/exhibitor's website. It must be clearly stated alongside the logo that you are a sponsor/exhibitor at the IDPE 2022 Annual Conference
- IDPE will approve in writing all draft copy for promotion prior to posting live, such approval will not be unreasonably withheld

Sponsors and exhibitors are not permitted to use the logo on any communication/marketing material where the content of the material does not relate to the IDPE 2022 Annual Conference.

IDPE reserves the right to ask a sponsor/exhibitor to cease using the IDPE logo with immediate effect.

5. PAYMENT

On receipt of the signed agreement an invoice will be issued. The sponsor/exhibitor undertakes to pay the invoice for their package within 30 days of the date of the invoice. Full details of how to pay will be included in the invoice which will be sent to you by email.



6. CANCELLATION

The sponsor/exhibitor agrees that, once the agreement has been signed and returned to IDPE, a binding contract exists and neither side may then cancel the agreement, except with the written (including email) approval of both parties. Refunds are only issued if sponsor package and/or exhibition space can be re-sold. In the case of non-payment by 1 June 2022, IDPE reserves the right to cancel the agreement.

7. EXHIBITION STAND SET UP AND DISMANTLING

All exhibitor stands must be ready by 8.30am on Monday 20 June (full details on how and when you will be able to access the exhibition hall will be provided nearer the time). For safety reasons, any exhibitors not set up by 8.30am will have to wait until delegates go into the first session at 10.30am before they can set up their stand. Any space not occupied by 11.00am on Monday 20 June 2022 may be reassigned without refund.

Exhibitors must not dismantle their stands before 3.00pm on Tuesday 21 June 2022. Exhibitors are responsible for the removal of all stand materials. Any materials left on site including excess packaging will incur a disposal charge.

8. USE OF EXHIBITION SPACE

All exhibition activities must be confined to the limits of the exhibition space. No interference with the light or space of other exhibitors is permitted.

9. STAND LOCATION

IDPE do allow exhibitors to specify their preferred stand location and stands are allocated on a first-come, first-served basis. The final decision on stand location lies with IDPE. It is not always possible to prevent directly competing organisations from being in adjacent stands. If an exhibitor is unhappy with their stand location, they should inform IDPE immediately and IDPE will endeavour to move them. However, this may be dependent on other exhibitor's willingness to swap stand location.

10. CANVASSING

The distribution of leaflets or other printed material is only permitted on an exhibition stand.

11. SOUND AND OTHER DEVICES

No sound-making equipment is permitted on an exhibition stand.

No Wi-Fi or networking devices are permitted without the prior agreement of IDPE.

All exhibitors will have appropriate Wi-Fi connectivity on their stand.



12. CARE OF BUILDING AND EQUIPMENT

Exhibitors agree not to deface or damage the walls or floors of the building and nothing should be tacked, pinned or attached to the walls or floors.

The resolution of any damage in connection with the walls and floor within an exhibitor's stand will be at the expense of the exhibitor.

13. INSURANCE

All exhibitors undertake to maintain adequate insurance to cover all liabilities arising under or in relation to the agreement (including public liability insurance of not less than £5million) with a reputable provider and to provide IDPE with written confirmation that such insurance is in place.

14. RISK ASSESSMENT

All exhibitors must comply (and ensure employees, contractors, etc. comply) fully with all provisions of all legislation, regulations and codes of practice relevant to the Annual Conference. Without prejudice to the above, exhibitors must return a risk assessment form to IDPE by the date specified. We will refuse exhibitors the use of a stand space if this risk assessment is not returned by the date specified or if the risk assessment is (in IDPE's sole discretion, acting reasonably) inadequate or incomplete.

15. ADDITIONAL DELEGATE PLACES AND ACCOMODATION

A number of complementary delegate places will be provided.

Due to the current uncertainty around COVID 19 and social distancing, we are currently not permitting additional delegates to be booked at this time. A final decision will be taken in April and should the decision be taken to allow additional delegates, these can be booked at the price of £155 per person (which includes a delegate place at both the face-to-face event and the virtual event).

If you have day delegate places booked and would like these individuals to attend the informal conference drinks reception and dinner on Monday 20 June, you can do so at a cost of £75 per person.

Onsite accommodation is not available through IDPE. Please visit the IDPE website to [find out more about booking accommodation](#).

16. RECEIPT OF GOODS

IDPE and the De Vere East Midlands Conference Centre shall not be liable for the damage, loss or delay of goods couriered or delivered to the venue by the exhibitor.

17. PRESENTATIONS AND SESSIONS

If your agreement includes a webinar or an in-person session, you will be contacted by our professional development team, following receipt of the signed agreement.



If your presentation requires the attendance of additional delegates/speakers, beyond the number of complementary places offered within this agreement, this will need to be agreed by IDPE and the additional speakers will be classed as paying delegates.

All presentations delivered by sponsors and exhibitors will be advertised by IDPE in the programme and in pre-conference promotions, however IDPE cannot guarantee attendance numbers at these sessions. IDPE have final say over content of presentations.

There may be a limited number of sessions within the programme which are for school delegates only. These will be clearly marked in the programme.

18. FORCE MAJEURE

IDPE is relieved of all its obligations if any act is outside the contract and impacts their ability to deliver the event. This includes, but is not limited to, acts of god, government intervention, directives or policies, danger of war, fire or severe disturbances affecting IDPE, the venue or its suppliers.

If a government directive relating to COVID-19 forces the cancellation of the event IDPE may either:

- a) Rearrange the event for another date in 2022. The terms stated in the agreement and all payment will be transferred to the new event
- b) Take the full annual conference online for 2022 and transfer the in-person event to 2023. Sponsors and exhibitors will be offered a full refund and right of first refusal at the next conference

19. PROMOTIONAL OPPORTUNITIES

All sponsors and exhibitors will be given clear deadlines to provide copy for the marketing and promotional opportunities within their package. Should these deadlines be missed, the promotional offer will be forfeited.

All promotional opportunities listed in the agreement must be used by the 1 July 2022.

IDPE is a registered charity and is subject to English laws and regulations. As such, all sponsorship and exhibition agreements will be governed by English law.