***49th Annual Topics in Infection***

Sponsorship Booking Form

Please send your completed form to eva.mclean@rstmh.org.

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| **Section 1 – Contact Details** |
| **Company** | Name: |  |
| Address: |  |
| Town/City: |  |
| Postal code: |  |
| Country: |  |
| **Key Contact** | Name: |  |
| Contact Number: |  |
| Email: |  |
| Signature for key contact: |  |
| Signature agreeing to attached Sponsorship Terms & Conditions of the 49th Annual Topics in Infection conference: |  |
| Please print name: |  |
| **Section 2 – Sponsorship Details** |
| **Sponsorship opportunity** | **Select (X)** | **Cost (excl. VAT)** |
| **Full-page advert** (A4) in the printed programme for all attendees – Outside back cover |  | £300.00 |
| **Full-page advert** (A4) in the printed programme for all attendees – Inside back cover |  | £150.00 |
| **Leaflet** to drop into the bag for all attendees |  | £200.00 |
| **Holding slide** at the start of the event, during breaks, and lunch |  | £250.00 |
| **Exhibition package** (3 available) |  | £900.00 |
| **Exhibition package + sponsor of drinks reception** |  | £2,000.00 |
| **Exhibition package + sponsor of coffee station** |  | £1,000.00 |
| **Total amount of confirmed sponsorship:** |  |
| **Section 3 – Sponsorship Payment** |
| On confirmation of your sponsorship package, an invoice will be raised |
| Invoice address (if different to the address provided in Section 1): |  |
| Purchase Order number (if required): |  |
| VAT number: |  |
| Charity number (if applicable): |  |

Sponsorship Terms and Conditions

Reservation of exhibition space and/or other sponsorship items will only be accepted if a signed contract is received and confirmed by RSTMH.

For any questions, please contact: eva.mclean@rstmh.org

Payment

All invoices – without any exception and regardless of organisation rules – must be paid on the deadline mentioned on the invoices. By signing the Reservation Contract organisations accept this regulation.

If you default on payment of the invoice, we have the right to cancel all booked orders: this cannot lead to a claim of damages against us. On the other hand, we do retain the right of claiming compensation.

Final allocation of the space will be made according to the date of the exhibition space reservation. Exhibitors wishing to avoid being located next to competitors can indicate this on the contract. Access will be denied to all company representatives and/or exhibition stand builders if the organisation has not fulfilled its financial obligations.

Cancellations

In case of cancellation or reduction of exhibitor space or sponsorship, the contracted amount remains mandatory and non-refundable.

General rules & disclaimers

All rates are exclusive of taxes.

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* RSTMH reserves the right to accept or reject any application at its absolute and unrestricted discretion with the return of any deposit paid in the event of rejection.
* The announced participation numbers are always an indication, not a certainty.
* The organisers reserve the right to change the exhibition floor plans if necessary
* Sponsoring organisations will receive an invoice. All exhibition stand reservations and other sponsorship must be paid according to the above regulations. Construction of the exhibition stand at the 49th Annual Topics in Infection will only be allowed if complete payment is received by RSTMH within due time.
* Distribution of drinks and meals must be in compliance with the rules of Events @ No 6, which has its own caterer
* Liability: in participating in the 49th Annual Topics in Infection as a sponsor, organisations agree that RSTMH assume no liability whatsoever. Organisations are requested to make their own arrangements in respect of insurance and organisation of their exhibition stand.
* In case of ‘Force Majeure’, RSTMH as the organiser does not accept any liability.
* The organisers do not, in any manner, endorse any of the company product claims displayed or services provided in the exhibition during the 49th Annual Topics in Infection.
* All sponsors and exhibitors are responsible for complying with all national and international rules and regulations with regard to the code of practice on promotion of medical and pharmaceutical products and devices.