

Event Sponsorship Opportunities and Exhibitor Booking Form

HOSPICE LOTTERIES ASSOCIATION 2019 CONFERENCE

**18 & 19 September 2019
(plus 17 as night prior)**

**At the Mercure Warwickshire Walton Hall Hotel and Spa,
Walton, Wellesbourne, Warwickshire**



SPONSORSHIP PACKAGE – MAIN SPONSOR

Amount: £3,750

The Sponsor agrees to:-

1. Cover the costs of the main auditorium during both days of the Conference.
2. Provide an exhibition stand and promotional material to be situated in The Exhibitors' Hall and to ensure that the promotional stand is manned in accordance to the Conference agenda.

The HLA agrees to give the Sponsor the following opportunities to promote their business:-

1. All HLA Conference literature, stationery and signage will be branded as sponsored by the Main Sponsor (excluding workshop rooms and gala dinner).
2. Guaranteed accommodation at the main conference venue rather than being allocated to the alternate accommodation.
3. The Main Sponsor will receive an A4 (full page) full colour advertisement in the HLA Conference brochure.
4. Recognition of sponsorship details on the HLA Conference section of the HLA website.
5. The Main Sponsor will be allocated space for a promotional stand in The Exhibitors Hall aimed to generate new business.
6. Main Sponsor banners will be placed in the Conference auditorium.
7. Opportunity to welcome delegates – 10 minute speaking slot.
8. Recognition throughout the Day Sessions of the Conference.
9. Refreshments and lunch for the Main Sponsor and attendees across the two days.

SPONSORSHIP PACKAGE – GALA DINNER SPONSOR

Amount: £1,500

This package will:

1. Cover the cost of table wine for all attendees at the Gala Dinner.
2. Option to supply branded table gifts for all delegates.

The HLA agrees to provide the following:

1. Opportunity to address delegates at the commencement of the Gala Dinner.
2. Your logo on the Gala Dinner menus.
3. Your banners to be placed around the Gala Dinner Room.
4. Provision of branded table gifts for delegates.
5. A4 (full page) full colour advertisement in the HLA Conference brochure.
6. Regular references to the Sponsor throughout the evening entertainment.
7. Recognition of sponsorship details on the HLA Conference section of the HLA website
8. Guaranteed accommodation at the main conference venue (this may not always be guaranteed to other exhibitors)

SPONSORSHIP PACKAGE – PRE GALA DINNER DRINKS

Amount: £500

This package will:

1. Cover the cost of pre-dinner Gala Dinner drinks.

The HLA agrees to provide the following:

1. Your banners to be placed around the pre-dinner Gala Dinner drinks area.
2. A5 (half page) full colour advertisement in the HLA Conference brochure.
3. Recognition of sponsorship details on the HLA Conference section of the HLA website
4. Guaranteed accommodation at the main conference venue (this may not always be guaranteed to other exhibitors)

SPONSORSHIP PACKAGE – LANYARD OR NAME BADGE SPONSOR

Amount: £350

The Sponsor agrees to:-

1. Provide badges, printed with delegates'/exhibitors' names and hospices/companies on both sides (approximately 200).
2. Provide branded lanyards for each delegate/exhibitor (approximately 200).

OR

1. To cover the cost of providing such badges/lanyards.

The HLA agrees to provide the following:

3. The Sponsor's name to be printed on the lanyards (approximately 200).
4. A5 (half page) full colour advertisement in the HLA Conference brochure.
5. Recognition of sponsorship details on the HLA Conference section of the HLA website.
6. Recognition in the Conference Brochure.
7. Guaranteed accommodation at the main conference venue rather than being allocated to the alternate accommodation.

SPONSORSHIP PACKAGE – CONFERENCE TOTE BAG SPONSOR

Amount: £300 (1 colour print)
£500 (full colour print)

The Sponsor agrees to:-

Provide tote bags for all delegates to be handed out at the commencement of conference (approximately 200).

OR

To cover the cost of providing such bags.

The HLA agrees to provide the following:

- The Sponsor's name to be printed on the bags (approximately 200).
- A5 (half page) full colour advertisement in the HLA Conference brochure.
- Recognition of sponsorship details on the HLA Conference section of the HLA website.
- Recognition in the Conference Brochure.
- Guaranteed accommodation at the main conference venue rather than being allocated to the alternate accommodation.

SPONSORSHIP PACKAGE – CONFERENCE BROCHURE

Amount: Cost of print OR provision of print and design services

The Sponsor agrees to:-

Liaise with the relevant team member from the HLA Conference Planning Team regarding the layout, design and print of the HLA Conference Brochure taking into account the theme as decided by the Planning Team.

Assist with the design and layout of the conference brochure according to the team requirements

Print and binding of approximately 150 Conference brochures

Printing and delivery of completed brochures to the conference venue either in person or via suitable delivery

The HLA agrees to provide the following:

- Recognition of sponsorship details on the HLA Conference section of the HLA website.
- Recognition in the Conference Brochure.
- Guaranteed accommodation at the main conference venue rather than being allocated to the alternate accommodation.

SPONSORSHIP PACKAGE – BREAKOUT ROOM

SPONSORSHIP PACKAGE – BREAKOUT ROOMS SPONSOR (4 Sponsors)

Amount per Sponsor: £200/room

The Sponsor agrees to:-

Contribute to the cost of the individual breakout room hire thus ensuring that Conference costs are competitive. This gives as many hospices as possible the chance to attend.

The HLA agrees to give the Sponsor the following opportunities to promote their business:-

1. The breakout rooms will be named after the Sponsor.
2. The Sponsor's name will be placed outside their breakout room.
3. Announcements will be made throughout the conference by the MC for delegates to visit the named breakout rooms.
4. The Sponsors' names will appear on the Workshop page of the Conference brochure.
5. Recognition of breakout room sponsors will be given in the Conference section of the HLA website
6. Sponsors are encouraged to place banners in their named room along with notepads, pens, table gifts etc. for delegates use if they so wish.
7. Guaranteed accommodation at the main conference venue rather than being allocated to the alternate accommodation.

EXHIBITORS PACKAGE

Amount £470

All exhibitors at Hospice Lotteries Association Conference will be provided with:

- Exhibition stand space to allow exhibition of goods and materials relating to their business
- Opportunities throughout the two day event to speak with delegates from Hospices throughout the United Kingdom
- An A6 advertisement in the Conference Brochure unless otherwise agreed through additional sponsorship packages
- Refreshments including lunch for no more than two company representatives over both days
- Reference on the Hospice Lotteries Association website
- The opportunity, where possible, to apply for Sponsorship Packages to further enhance their presence at the Conference

Please also see Exhibitor Terms and Conditions for further details relating to Exhibition Packages.

HOSPICE LOTTERIES ASSOCIATION CONFERENCE EXHIBITORS AND SPONSORS TERMS & CONDITIONS

These Terms & Conditions apply to bookings made by parties wishing to exhibit at or sponsor any event organised by the Hospice Lotteries Association (HLA) and are subject to review from time to time.

Any confirmed booking or sponsorship agreement does not constitute endorsement of that company or supplier by the Hospice Lotteries Association, its Board of Directors or Members.

1. The cost of exhibiting at any HLA event or sponsoring such event will be as described in the information provided.
2. Full payment for exhibition space or sponsorship must be made at the time of booking and be accompanied by a completed booking form.
3. Representative attendance at an HLA event is limited to a maximum of two unless by prior agreement with the HLA Conference Planning Team. This may occur where increased representation forms part of a main sponsorship package.
4. Any amendments to bookings after confirmation has been received will be subject to a £25 administration fee.
5. Accommodation for Exhibitor Representatives cannot be assured at the main conference venue. Preference for accommodation at the main venue will be given to Conference Delegates and Primary Sponsor Representatives. Further main venue accommodation will be allocated and confirmed no less than two weeks prior to Conference. All other exhibitor representatives will be accommodated at a hotel of equivalent standard.
6. On confirmation of a booking, any subsequent cancellation by the exhibitor or sponsor will attract the following charges:
 - a. Cancellation up to 12 weeks before an event – 50% refund
 - b. Cancellation between 12 - 4 weeks before an event – 25% refund
 - c. Cancellation less than 4 weeks before an event – no refund
7. In the event of cancellation by the HLA a full refund will be made.
8. Exhibitors are responsible for all promotional stands including the erection and safety of such stands and will be asked to provide evidence of Public Liability Insurance
9. Any requests for audio visual equipment hire must be made at the time of booking and will be subject to availability

10. Any additional costs incurred in the hire of such equipment must be met by the exhibitor or sponsor.
11. Provision of electrical supply to stands is available to limited exhibition space and is allocated on a “first come first served” basis.

The HLA reserves the right to amend these Terms & Conditions without prior notice but will always endeavour to ensure that any changes made are not detrimental to bookings for current events.

Conference 2019 Exhibitor Booking Form

Company Name	
Address	
Website Address	
Primary Contact Telephone No	
Primary Contact Email Address	

Representative 1 Name		Representative 2 Name	
Dietary Requirements		Dietary Requirements	
Disability Requirements		Disability Requirements	

Please refer to Hospice Lotteries Association Event Terms and Conditions			
	COST	NUMBER REQUIRED	TOTAL COST
EXHIBITORS PACKAGE (to include exhibition space in Exhibitors workshop and daily refreshments for 2 Company representatives)*	£470		
SPONSOR PACKAGE Main sponsor £3,750 Gala Dinner £1,500 Pre-Gala Dinner Drinks £500 Lanyard/badge £350 Tote bag (£300 1 col/£500 full col) Brochure (production cost) Breakout room £200 (x 4 avail)			
Accommodation			
Tuesday 17 September 2019 Single Occupancy Inc. Breakfast	£100.00 pp		
Tuesday 17 September 2019 Twin/Double room shared occupancy	£56.00 pp		
Evening meal Tuesday 17 September 2019	£25.00pp		
Wednesday 18 September 2019 Single Occupancy Inc. Breakfast	£100.00pp		
Wednesday 18 September 2019 Twin/Double room shared occupancy	£56.00 pp		
Refreshments for additional attendees Day 1 (18th Sept). Lunch, unlimited tea & coffee	£47pp 2 attendees included as part of the exhibitors package		



Hospice Lotteries Association

Refreshments for additional attendees Day 2 (19th Sept). Lunch, unlimited tea & coffee	£47pp 2 attendees included as part of the exhibitors package		
Gala Dinner Wednesday 18 September 2019	£30.00 pp		
Total to be paid			£

Bookings received after 1st July 2019 will attract a supplement of £50, therefore to benefit from the lower discounted cost, please ensure that completed booking form and full payment are received no later than 30th June 2019

BACS Payment

- Account Name - HLA Conference Account
- Account No - 33295660
- Sort Code – 30-84-26

Cheque Payment

- Please make cheques payable to **Hospice Lotteries Association Conference** and send together with completed Booking Form to: Colette Norman

Correspondence

Please address all correspondence to:

Colette Norman
LOROS Lottery
8 Barshaw Park
Leicester
LE4 1ET

Email: colettenorman@loros.co.uk

Telephone: 01162 318465 (direct line)