**CONFERENCE SUPPORTER & EXHIBITION APPLICATION FORM**

 The 11th Annual International CMHP Psychiatric Pharmacy Conference

 Friday 8th October to Saturday 9th October 2021 at the McDonald Hotel, Manchester

Organisation………………………………………….. Contact Name…………………………………………………..

Email……………………………………………………………………….Tel…………………………………………………….

**CONFERENCE EXHIBITOR PACKAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Package (See full Supporter Document for full details)** | **Cost** |  **VAT** | **Total** | **No.** |
| **Gold Exhibitor** Stand size 3m x 1m in a premium location. Package includes two exhibitor places (Friday & Saturday day attendance excluding accommodation) | £2,500.00 | £500.00 | £3,000.00 |  |
| **Exhibitor** Stand size 2m x 1m in a standard location. Package includes one exhibitor place (Friday & Saturday day attendance excluding accommodation) | £1,000.00 | £200.00 | £1,200.00 |  |
| **Additional Exhibitor – Stand only** (Price per person, per day for Friday & Saturday, does not include session attendance) | £75.00 | £15.00 | £90.00 |  |
| **Delegate Bag Insert** Larger than A5 (no delegate places) | £500.00 | £100.00 | £600.00 |  |
| **Delegate Bag Insert** Smaller than A5 (no delegate places) | £300.00 | £60.00 | £360.00 |  |
| **Educational Partner** Stand size 2m x 1m in a standard location package includes one exhibitor place (Friday & Saturday day attendance excluding accommodation) | £200.00 | £40.00 | £240.00 |  |

**Gold Exhibitor/Exhibitor(s) will receive:** Tea/coffee/lunches & access to the conference sessions. Dinner attendance & accommodation are not included in the packages but can be added, subject to availability, please contact the conference team to confirm the price

 **TOTAL AMOUNT PAYABLE - £………………….. Inc VAT**

**EXHIBITION SPACE – Please complete if applying for Gold Exhibitor/Exhibitor package**

Preferred Stand(s): ………………………………… If requested stand is not available an alternative will be offered

Is electricity supply required? Yes No

**Are you bringing your own floor stand/display banner?** Yes No

If so, please let us know the size (length, height & width) Size: …………………………………………………………

**PAYMENT DETAILS**

Invoice contact……………………………………………………………… Organisation……………………………………………….

Email address…………………………………………………………………….. Tel………………………………………………………….

Purchase Order/Ref No………………………………..

Invoice Address……………………………………………………………………………………………………………………………………

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**Please return this completed form to:** **cmhpconference@northernnetworking.co.uk** **& the conference team will be in touch.**

**Before the conference we will ask you to provide further details of the exhibitors names, dietary requirements etc.**

**The terms below are used through this document.**

**For Clarification each has been defined:**

‘Exhibitor’ is used to describe any organisation or person who has made an application at CMHP Conference and had that place confirmed in writing.

‘Supporter’ is used to describe any organisation or person who has made an application to sponsor a package or item from the sponsorship opportunities list & had that confirmed in writing.

‘Organiser’ refers to Northern Networking Events (NNE) on behalf of the College of Psychiatric Pharmacy Conference.

‘Exhibition’ refers to the 11th Annual International CMHP Psychiatric Pharmacy Conference.

‘Venue’ refers to Renaissance Hotel, Manchester.

‘Delegate pack insert’ refers to a leaflet or booklet that is included in each delegate pack.

**Exhibitors & Supporters**

All packages are sold on a first-come first-served basis. The organiser reserves the right to amend the contents of all packages. The Exhibitor should provide the Organiser with logos in the correct format on request. The Organiser will provide pdf samples of any printed materials containing the Exhibitor’s logo (if applicable).

**General**

All Exhibitors, supporters and those wishing to book delegate pack inserts must confirm their booking by completing the official application form and an official purchase order, if required. Any invoices issued must be paid within 30 days and must be paid prior to the event.

No exhibition stand, supporter item or delegate pack insert may be sub-let to a third party without written consent of the Organisers.

**Cancellations**

Cancellations (or reduction in requirements) must be notified in writing and will be charged based upon the date of notification.

Up to 6 weeks prior to the event – 50%

Less than 6 weeks prior to the event – 100%

**Exhibition**

The organisers will produce a printed version of the exhibition floor plan. While the organiser will attempt to preserve the printed layout of the exhibition, should it be necessary to revise the layout for any reason, the Organiser reserves the right to transfer an Exhibitor to a suitable alternative space. The Exhibitor must occupy the space allocated by the Organiser. Exhibitors **MUST**  **NOT** take up more space than they have booked without written onsite authorisation from the Organiser.

Exhibitors & Supporters will have no claim against the Organiser, the venue or any other contractor with regards to any loss or damage during the exhibition or carriage of equipment and are advised to ensure they have adequate insurance. It is the responsibility of the Exhibitor to ensure that employees and any display equipment comply with the latest legislation regarding the Health and Safety at Work regulations.

Exhibitors MUST abide by the set-up and breakdown times as stated by the organiser. The provisional set-up and breakdown times will be listed in the confirmation information and will be confirmed 2 weeks prior to the exhibition. If an Exhibitor cannot attend the full conference they may wish to consider one of our other opportunities or a delegate pack insert. Exhibition space reservations will be prioritised for Exhibitors who can attend the full conference.

**Attendance at Satellite Symposium Sessions**

Supporter delegate places only apply to the CMHP conference and do not confer an invitation to attend the satellite symposia of other organisations. Any Exhibitor wishing to attend any of the satellite symposia of other organisations should liaise directly with the symposium organising company in advance to obtain permission to attend.

**Delegate Pack Inserts**

It is the Supporter’s responsibility to ensure that delegate pack inserts are sent to NNE offices for inclusion in the delegate packs by Friday 20sth August 2021 to guarantee that the inserts will be included in the packs. The organiser will inform parties who have booked inserts of the quantity required and the delivery address no later than 2nd August 2021.

**By completing this application from the Exhibitors/Supporter agrees to all Terms & Conditions and all other instructions listed. I confirm that I have read and understood the Terms & Conditions;**

**Name:** ………………………………………………………………………………………………………………**Date:** …………………………………