

## Sponsorship Package Booking Form

Please provide us with the details below in order for us to process your booking of a sponsorship package at one or more of our 2018 events. We will also use these details to ensure that you are listed correctly in the relevant Event Programme(s).

1. Company Details (to be listed in the Event Programme)			
Company Name			
Telephone No	Twitter	@	
Website			
Please provide a short (approx 50 words) Business Description for use in the Event Programme			

2. Contact Details (to enable us to contact you directly)			
Contact Name			
Telephone		Fax	
E-mail			
Address			

### 3. Sponsorship Package Requirements - more information on all available packages is detailed on page 3. Please tick (✓) items required in the boxes provided

Sponsorship Packages	Event Programme Sponsor		Seminar Sponsor		Event Bag Sponsor		Event Sponsor		Headline Event Sponsor	
	Price	✓	Price	✓	Price	✓	Price	✓	Price	✓
<b>2018 Business Fairs</b>										
Liverpool Tues 20 <sup>th</sup> March <b>EVENT ENDED</b> Liverpool FC (Main Stand)	£1,250		£2,500		£3,500		£4,750		£9,250	
Greater Manchester Weds 2 <sup>nd</sup> May <b>EVENT ENDED</b> AJ Bell Stadium	£950		£1,500		£1,950		£2,500		£4,750	
Wirral & Chester Weds 19 <sup>th</sup> Sept New Brighton Floral Pavilion	£1,250		£1,750		£2,250		£3,000		£5,750	
Halton & Warrington Thurs 1 <sup>st</sup> Nov Select Security Stadium	£950		£1,500		£1,950		£2,500		£4,750	
<b>Sub Total</b>	£		£		£		£		£	
<b>GRAND TOTAL</b>										

If you have any other special requirements please provide details:

**4. Order Confirmation and Payment Details** (please read the Terms & Conditions of Booking before signing):

Please charge my company the total amount of £ \_\_\_\_\_ +VAT for the items detailed. I have read the booking terms and conditions and agree to abide by them.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please indicate your preferred payment method & provide card or invoice details below**

**Debit / Credit Card** - if paying by card please enter the card details below and we will process payment on receipt of your booking

Card Number                      Start Date       Expiry Date

Security Code     Issue No (if present)       Name on Card

Please provide the address that the card is registered to (i.e. where statements are sent) \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

**Invoice** -if you wish to pay by invoice, please provide invoicing details below and we will invoice you (14 days payment terms) on receipt of booking. As stated above, a £50 booking admin fee will be added to all invoices but is only payable if payment is not made within 14 days terms

PO Number \_\_\_\_\_ Invoice Contact Name \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ Post Code \_\_\_\_\_

All invoices will be sent by email - if you require a hard copy to be sent out by post as well please tick here

Accounts Contact \_\_\_\_\_ Phone No \_\_\_\_\_ Email \_\_\_\_\_

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**TERMS & CONDITIONS OF BOOKING** (Please retain a copy of these for future reference)

1. Submitting a completed booking form is a necessary pre-requisite for an application to sponsor / exhibit at a Business Fair. Sponsors will be notified within 5 working days of receipt of a completed booking form regarding acceptance status.
2. All charges will be invoiced upon receipt of the completed booking form, and are subject to VAT at current rate.
3. The organiser assumes no liability for loss, damage or disappearance of any property used by the Exhibitor / Sponsor in connection with their participation in the event. The Exhibitor / Sponsor agrees to assume risk of loss for its property or any other items relating to its participation in the event and agrees to waive any and all claims and hold the Organiser harmless from and against any loss of, damage to, or disappearance of such property or items. In the event of it being necessary, due to acts of terrorism, war, disease, public emergency, or any other factor beyond the control of the organisers, for the Exhibition to be postponed, abandoned or altered in any way in whole or in part, the Organisers shall not be liable for any expenditure, loss or damage incurred by an Exhibitor / Sponsor or Exhibition contractor resultant upon such change.
4. At the end of the event, the Exhibitor / Sponsor will remove any property used by them in connection with their participation in the event, from the event venue. The Exhibitor / Sponsor will be liable for all storage and handling charges resulting from failure to remove all equipment from the venue.
5. The Organisers will not accept delivery of any Exhibitor's / Sponsor's equipment unless they have given their written consent to do so. Written consent must be sought at least one week prior to the event.
6. The Exhibitor / Sponsor shall make good and indemnify the Organiser for any damage to the premises by the Exhibitor / Sponsor, his agents, contractors or employees.
7. The Exhibitor / Sponsor shall observe all current Health and Safety legislation and co-operate with the Organisers in ensuring that the event is a safe, secure and healthy environment for all Exhibitors / Sponsors, Contractors, Sub Contractors, Visitors and Staff who attend or work at the event.
8. The Exhibitor shall observe all current Health and Safety legislation and ensure that any electrical equipment/items being used at the event are PAT Tested. The exhibitor also agrees to co-operate with the Organisers in ensuring that the event is a safe, secure and healthy environment for all Exhibitors, Contractors, Sub Contractors, Visitors and Staff who attend or work at the event.
9. Subletting or sharing of exhibition space is only permitted with the prior agreement of Liverpool BA.
10. Whilst every effort will be made to ensure that a regular power supply and / or internet connection is maintained the Organiser accepts no liability for power shortages and / or loss of internet connection
11. Cancellation Policy (Sponsorship packages) is as follows:
  - Cancellations made within 14 days of booking will incur a £75 cancellation charge.
  - Due to Sponsorship being a more comprehensive, longer term arrangement than exhibiting, cancellations made more than 14 days after booking will be liable for the full order value. However, depending on circumstances, cancellation / refund requests will be considered on a case-by-case basis.

Cancellation requests must be made in writing to Tony Haines, Liverpool BA, 54 St James Street, Liverpool L1 0AB. Cancellation / refund requests will only be considered upon receipt of this letter.

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Once completed and signed, please return this form by e-mail to [kathy@liverpoolba.com](mailto:kathy@liverpoolba.com) or fax to 0844 358 1499.

Liverpool BA Ltd 54 St James Street, Liverpool L1 0AB  
Tel: 0333 900 5657 / 0151 709 8932 Fax: 0844 358 1499 [www.businessfairsuk.com](http://www.businessfairsuk.com)

# 2018 Sponsorship Packages

A wide range of Sponsorship opportunities are available to companies and organisations wishing to associate themselves with these highly popular regional Business-to-Business events. Details of sponsorship packages are outlined below but please contact us if you would like to discuss a more customised package to suit your particular requirements and circumstances.

## Headline Event Sponsor

- Large Exhibition Space\* in prime location
- Logo acknowledgement on registration area signage
- Pop up banner in registration area
- Full page advertisement in Event Programme
- Stand alone post event e-mail broadcast to approximately 10,000 regional businesses (including exhibitors and visitors at the event)
- Coloured block promotional article (with links) in general post event e-mail broadcast
- Logo acknowledgement on front cover of Event Programme
- Opportunity to deliver a Business Seminar
- Logo / Corporate branding on visitor Event Bags
- Literature insert in visitor event bags
- Opportunity to provide promotional items (pens, pads etc) for inclusion in the visitor event bags
- Logo / acknowledgement on: promotional leaflets, e-mail and/or fax broadcasting, Press advertising, website acknowledgement and links, banners and/or signage, Posters, press releases and any other external advertisements and /or event / visitor materials \*\*

## Event Sponsor

- Large Exhibition Space\* in prime location
- Logo acknowledgement on registration area signage
- Pop up banner site near entrance to exhibition area
- Logo / acknowledgement in post event e-mail broadcast
- Full page advertisement in Event Programme
- Logo acknowledgement on front cover of Event Programme
- Opportunity to deliver a Business Seminar
- Literature insert in visitor event bags
- Logo / acknowledgement on: promotional leaflets, e-mail and/or fax broadcasting, Press advertising, website acknowledgement and links, banners and/or signage, Posters, press releases and any other external advertisements and /or event / visitor materials \*\*

## Event Bag Sponsor

- 3m x 2m Exhibition Space\*
- Logo / Corporate branding on Environmentally Friendly visitor Event Bags
- Literature insert in visitor event bags
- Opportunity to provide promotional items (pens, pads etc) for inclusion in the visitor event bags

## Seminar Programme Sponsor

- 3m x 2m Exhibition Space\*
- Large Logo on Seminar Room signage & any Seminar promotional materials
- Feature on leaflet promoting seminar programme
- Opportunity to deliver a Business Seminar
- Literature insert in visitor Event Bags

## Event Programme Sponsor

- 3m x 2m Exhibition Space\*
- Half Page Event Programme Advertisement
- Logo acknowledgement on front cover of Event Programme

\* All Exhibition Spaces provided with Sponsorship packages include power, colour logo Name board, a trestle table and two chairs.

\*\* The final mixture and type of publicity materials used to promote events will vary from event to event, however, the above list is based on a typical marketing campaign.

For more information on Sponsorship Opportunities please contact Tony Haines at Liverpool BA on 0333 900 5657 or by email to [tony@liverpoolba.com](mailto:tony@liverpoolba.com).