

## FLE Learning Sponsorship Form

### SPONSOR NAME & ADDRESS

Name of the Institute	<input style="width: 100%;" type="text"/>		
Contact Person Title:	<input style="width: 100%;" type="text"/>		
First name:	<input style="width: 100%;" type="text"/>		
Surname:	<input style="width: 100%;" type="text"/>		
Position within Institute	<input style="width: 100%;" type="text"/>		
Institute Address	<input style="width: 100%;" type="text"/>		
	<input style="width: 100%;" type="text"/>		
City:	<input style="width: 25%;" type="text"/>	Postcode	<input style="width: 25%;" type="text"/>
Country	<input style="width: 25%;" type="text"/>	VAT No.	<input style="width: 25%;" type="text"/>
Telephone (with ISD code)	<input style="width: 50%;" type="text"/>		Fax number
	<input style="width: 50%;" type="text"/>		<input style="width: 25%;" type="text"/>
Email	<input style="width: 50%;" type="text"/>		Website
	<input style="width: 50%;" type="text"/>		<input style="width: 25%;" type="text"/>
I want to sponsor for:	<input style="width: 100%;" type="text"/>		

BENEFITS	GOLD SPONSORSHIP (£2,000) <sup>***</sup>	SILVER SPONSORSHIP (£1,500) <sup>***</sup>	BRONZE SPONSORSHIP (£1000) <sup>***</sup>	Exhibition Stall (£500) <sup>***</sup>
Sponsor Speaker	1	0	0	0
Sponsor Delegate Pass*	1	1	1	1
Opportunity to Setup a Roller Banner Stand - Width 800mm	1	1	0	0
Insert corporate literature/promotional material** in delegate registration pack	Yes	Yes	Yes	No
Sponsor logo to appear inside online and final programmes	Yes	Yes	Yes	No
Sponsor logo and link on the conference website	Yes	Yes	Yes	No
Sponsor description linked to logo on conference website	400 words	300 words	300 words	No
Full page advertisement to be included in the final programme	Yes	Yes	Yes	No
Exhibition Stall (4'X2') for Day ONE and Day TWO	No	No	No	Yes

**Note:**  
 \* Sponsor delegate pass, given away as part of a sponsorship agreement, cannot be used by speakers, panellists, Chairs or Co-Chairs, members of the press or adjudicators. The pass can only be used by a representative of the sponsoring company in their capacity as a listener. \*\* Corporate Literature/promotional material means A4 size leaflets, brochures, pen, pads, pen-drive and/or conference bag.  
 \*\*\* All sponsorship and exhibition opportunities are ONLY available for day ONE and TWO of the conference.

### SPONSORSHIP FEE

DESCRIPTION	SPONSORSHIP (GBP)	SELECT SPONSORSHIP TYPE
Gold Sponsorship	GBP 2000.00	<input type="checkbox"/>
Silver Sponsorship	GBP 1500.00	<input type="checkbox"/>
Bronze Sponsorship	GBP 1000.00	<input type="checkbox"/>
Exhibition Stall (4' x 2') Day ONE & TWO	GBP 500.00	<input type="checkbox"/>

### SPONSOR DELEGATE DETAILS, IF APPLICABLE

Title:

First name:

Surname:

Position within Institute

### SPONSOR SPEAKER\*\*\* DETAILS, IF APPLICABLE

Title:

First name:

Surname:

Position within Institute

Title of the Presentation:

**NOTE:** Gold Sponsorship\*\*\* sponsors **MUST** submit an abstract of 300-500 words along with sponsorship form.

### PAYMENT METHOD

Kindly select the method of payment: Payment by Telegraphic Transfer  Payment by Credit or Debit Card

#### Payment by Telegraphic Transfer

Once we will receive your sponsorship form, we will email you our bank details to transfer funds. **Full sponsorship amount** must be transferred into the FLE bank account. Please note that applications will not be processed without receipt of full payment through Telegraphic Transfer (in GBP). Bank transfer and receiving charges are to be paid by the sender (Author) and therefore must not be deducted from the registration fee. If the correct amount is not received, you will be asked to pay the balance in cash PLUS GBP 25.00 as an administration fee on the first day of event. Please advise your company or bank to write your company details and as reference during transfer of funds.

#### Payment by Credit or Debit Card

Once we will receive your sponsorship form, we will email you our invoice by using PayPal where you can pay your invoice by debit or credit card. All PayPal charges i.e., transaction *fee* + 20p per *invoice will be paid by the delegate*.

### PLEASE TICK HOW YOU HEARD ABOUT FLE

Current / Previous FLE Delegate

Conference Alert Website

Post / Mailing Letter

Google Adword

FLE Conference

Other (Please state)

### TERMS & CONDITIONS

#### 1. Definitions

1.1. **FLE Learning:** FLE Learning is a trading name of FLE Learning Ltd

1.2. 'sponsorship' includes gold sponsorship, silver sponsorship, bronze sponsorship or any other category named by the FLE.

1.3. 'sponsor' means an organisation that is named as one of the gold, silver, bronze sponsorship or any other category named by the FLE.

1.4. 'Sponsor speaker' means any person, organisation or body corporate who submits an abstract of 300-500 words and present a paper in any area that falls within the broad conference theme.

1.5. 'Sponsor delegate' includes any representative of the sponsoring company who will attend the sponsored event in his/her capacity as a listener

1.6. All sponsorship and exhibition opportunities are **ONLY** available for day ONE and TWO of the conference.

2. All sponsorships are non-exclusive and non-negotiable.

#### 3. Application/cancellation of sponsorship

3.1. Application for sponsorship must be made in writing using the designated sponsorship application form. Invoices will be sent five working days following receipt of signed agreement and must be paid within 30 days of the date of invoicing. Invoices remaining unpaid after 60 days from the date of the invoice, will be eligible for an additional charge on the outstanding amount, this charge will be two percent above the prevailing Bank of England base rate. All invoices must be paid in full 15 days before the conference begins.

3.2. Cancellation of sponsorship will result in a £500 release fee, should the sponsor have benefited from marketing exposure as part of benefits activated in accordance with agreement. If cancellation is made less than one month prior to the conference start date, sponsorship fees will be charged at the full amount.

3.3. Cancellation of sponsorship must be directed in writing to [submit@flelearning.co.uk](mailto:submit@flelearning.co.uk)

#### 4. No deductions or withholdings

4.1. All fees payable to us by you in accordance with the terms contained in this document shall be paid free and clear of all deductions or withholdings whatsoever.

- 4.2. If any deductions or withholdings are required by law to be made from any fees payable to us by you under the terms contained in this document you shall pay such sum as will, after the deduction or withholding has been made, leave us with the same amount as we would have been entitled to receive in the absence of any such requirement to make a deduction or withholding.
- 4.3. If we obtain the benefit of any tax credit or other relief by reference to any such deductions or withholdings, then we shall repay to you such amount as, after such repayment has been made, will leave us in no worse position than we would have been had no such deductions or withholdings been required.
5. **Contract acceptance:** The acceptance of the application shall be at the discretion of the FLE, and upon acceptance, becomes a contract. By completing and signing the application, the sponsor agrees to comply with, and be subject to, the terms and conditions contained in this document. FLE reserves the right to refuse or deny sponsorships to prospective companies.
6. **Sponsorship and speaking at FLE conference**
  - 6.1. Under FLE Policy, speaking opportunities at any FLE conference or event must NOT be linked to sponsorship discussions or financial arrangements of any kind. Neither officers, nor representatives of the Sponsorship Department are authorised to agree, discuss or confirm speaking opportunities at an FLE conference as part of a sponsorship or financial agreement.
  - 6.2. Sponsor speaker information must be completed in the registration form by the sponsor in order to obtain the Sponsor speaker badge. Notification of changes to sponsor speaker must be sent via e-mail, to [submit@flelearning.co.uk](mailto:submit@flelearning.co.uk) no later than seven working days prior to the commencement of the conference. No amendments will be made at the event. Only the people on the registration form may attend the conference. No additional badges will be issued at the event.
  - 6.3. Gold Sponsorship sponsors MUST submit an abstract of 300-500 words along with sponsorship form to [submit@flelearning.co.uk](mailto:submit@flelearning.co.uk)
  - 6.4. Sponsor speaker registration includes participation in the conference, publication of the contribution in conference abstracts and/or conference proceedings, conference attendance e-certificate, lunch during conference, badge, conference bag and/or conference accessories and coffee breaks.
7. **Conference Chair and Co-Chairs:** Conference Chair and Co-Chairs are not authorised to agree sponsorship programmes, costs or benefits. Any sponsorship arrangements made by a Conference Chair and Co-Chairs of the said conference will be subject to amendments to comply with FLE policy.
8. **Complimentary sponsor delegate badges**
  - 8.1. Sponsor delegate badges, given as part of a sponsorship agreement, cannot be assigned to speakers, panellists, Chair or Co-Chairs, members of the press or adjudicators. A sponsor delegate badge can only be used by a representative of the sponsoring company in their capacity as a listener. Delegate badges must be worn and visible at all times. Sponsor delegate badges entitle the delegate to the same benefits as a paying delegate.
  - 8.2. Sponsor delegate badge holders may ONLY attend lunches during conference and coffee breaks.
  - 8.3. Sponsor delegate badges cannot be exchanged between colleagues. The delegate badge is valid for the duration of the conference, for the named delegate. Sponsor delegate badges must not be altered or covered.
  - 8.4. A Sponsor delegate information must be completed in the registration form by the sponsor in order to obtain the Sponsor delegate badge. Notification of changes to conference staff must be sent via e-mail, to [submit@flelearning.co.uk](mailto:submit@flelearning.co.uk) no later than seven working days prior to the commencement of the conference. No amendments will be made at the event, only the people on the registration form may attend the conference. No additional badges will be issued at the event.
  - 8.5. Sponsor delegates are not permitted to invite guests to the conference or exhibition.
9. **FLE best practices policy for sponsors:** FLE provides opportunities for sponsors to have direct exposure to conference attendees during the sponsored conference defined in this document. All conference sponsors are expected to abide by the following policy: (1) conference sponsors will not detract from any other company's investment by competing with the sponsored event, e.g., the hosting of an event at the same time as an FLE sponsored event; (2) conference sponsors will not interfere with another sponsor's event either directly or indirectly, e.g., the distribution of brochures or other collateral outside of a designated area. These and other similar actions will be considered unacceptable, and will be prohibited except with the explicit written permission of FLE. All sponsors are subject to the guidelines of this policy. Attendance at the conference signifies agreement to this policy and subsequent consequences if violated.
10. **Liability:** Sponsors assume entire responsibility and hereby agree to protect, indemnify, defend and hold the FLE and its employees and agents harmless against all claims, losses and damages to persons or property, government charges or fines and attorney fees arising from or caused by the sponsor's installation, removal, maintenance, occupancy or use of conference premises or a part thereof, excluding any such liability caused by the sole negligence of the venue, its employees and agents.
11. **Sponsors delegates and the conference hall:** Law firms cannot display or distribute literature promoting their firm at FLE specialist conference. Sponsors are not permitted to promote or distribute books, magazines, journals or printed literature promoting products or services which are not owned, produced or published by the paying sponsor. Sponsor companies are not permitted to distribute promotional literature on behalf of law firms or law firm associations. Sponsors found to be in breach of the above clauses will be instructed to stop or risk expulsion from the conference venue.
12. **Sponsor use of space/promotional materials**
  - 12.1. When exhibiting all solicitation, demonstration or other promotional activities must be confined to the limits of the area assigned. No sponsor can distribute promotional materials in a break out room or session. Literature on display shall be limited to reasonable quantities. A company's promotional materials should not interfere with any other company's sponsorship or exhibition. Sponsors need written permission to distribute promotional materials during an event that they are sponsoring. Further, a sponsor is prohibited from distributing copyrighted materials, unless they have written permission to distribute such materials. Law firms and organisations that provide legal advice as part of their day-to-day business cannot distribute promotional materials regarding their firm, partners, employees or exhibit at an FLE conference.
  - 12.2. Any space not claimed and occupied for which no special arrangements have been made by noon on the day of the conference, may be removed or reassigned by the FLE to eliminate empty spaces at the conference venue. FLE will not refund against non-use of any agreed services by the sponsor. Sponsors may not assign any space allotted to them to display stand banner.
13. **Scheduled conference dates and hours:** Scheduled conference times are from 08:00hrs through to the end of the last working session specified in the programme for each day.
14. **Installation of banner:** Sponsors must have display materials unpacked and ready for display, with all packaging cleared away before 08:00hrs on the commencement date of the conference. No work will be permitted once the conference registration desk has opened and the first delegate has arrived. Installation can be completed once delegates have begun the first session.
15. **Care of space and building:** The sponsor shall care for and keep occupied space in good order. Special cleaning and dusting of the display equipment and material will be the sponsor's responsibility. Sponsors may not place anything in the common areas. Sponsors, or their agents, must not injure or deface the wall or floors of the building. When such damage appears, the sponsor is liable to the owner of the property so damaged. Electrical wiring must conform to the health and safety regulations of the country in which the event is held. Combustible materials or explosives are not permitted in the exhibition area. All materials shall serve the interests of the conference delegates. Conference management determines the acceptability of persons, things, conduct, sound equipment and/or printed material and reserves the right to require the immediate withdrawal of any material which is believed to be injurious to the purpose of FLE. In the event of such restriction or eviction, FLE is not liable for any refund of sponsorship fees or any other sponsorship-related expenses.

16. **Freight:** Sponsors are responsible for the delivery and collection of their freight to-and-from the venue. All freight must be labelled exactly as specified by the FLE. The FLE will not be held responsible for the loss of any freight materials, especially those incorrectly labelled. Information on shipping can be obtained by contacting Amanpreet Singh on +44 (0) 131 463 7007 or e-mail a.singh@flelearning.co.uk.
17. **Removal of materials:** No sponsor shall commence dismantling or packing product before the end of the final coffee break on the last day of the conference. It is the responsibility of each sponsor to arrange with the conference venue for the storage of materials until collected by courier or shipping company. All materials remaining after the conference closes or at a time specified by an FLE representative, may be removed and destroyed by the conference venue staff, if arrangements have not been made for storage. FLE will not be held responsible for any items left behind.
18. **Sales, samples and souvenirs:** No goods are to be sold directly or for delivery on the floor. Free samples and souvenirs may be given at the registration desk to the conference registered delegates. Sponsors may not display literature or products at any other conference areas unless a separate sponsorship agreement has been arranged.
19. **Promotional literature and gifts:** The placing of unauthorised promotional literature or gifts at an FLE conference or social event is strictly forbidden. All unauthorised items will be removed and in the first instance returned to the representative of the relevant company. All subsequent items will be removed and disposed of without notification. Exceptions to the above rule apply only to gifts distributed at a conference by a sponsoring organisation, as part of their sponsorship arrangement. These items can only carry the following information: firm name, logo and firm URL. No address, telephone or fax numbers, e-mail addresses, partner names or practice details may be included. Permitted gift ideas include a pen, USB stick (no presentations), mug, umbrella, place mat, computer mouse; or all other items are to be approved by a representative of the FLE Sponsorship Department.
20. **Social event sponsors:** Sponsors of FLE social events are NOT permitted to erect or display signage, or distribute gifts or promotional literature of any kind. No speeches by sponsors are permitted during the event.
21. **Conference signage/banners:** The logo of the social event sponsor will appear at the top of all relevant signage. The remaining sponsors will appear in the following order should they exist; Gold, Silver, and Bronze sponsorship. The number of banners and signs at a conference will be determined by the FLE.
22. **Artwork:** FLE will not make amendments to materials supplied for advertisement, where the materials do not conform to FLE's published requirements. Please note that logos will be sized to fit into a box 150 (w) x 60 (h) pixels, when used on the FLE website. All artwork will be used as supplied. Any amendments may incur additional charges.
23. **Programme logo placements:** Logos attributed to organisations supporting and/or sponsoring a specialist conference will appear inside the conference programme along the bottom of the conference page in alphabetical order from left to right and NOT on the front cover. Only logos for co-sponsors and headline sponsors are permitted to appear on the front cover of a specialist conference programme and on the holding slide of the conference. These will be placed in alphabetical order from left to right. All artwork will be used as supplied. Any amendments may incur additional charges.
24. **Programme - advert placements:** Adverts attributed to organisations supporting and/or sponsoring a specialist conference will appear at the back of the online and final conference programme. Adverts will appear in category order as follows: Gold Sponsorship, Silver Sponsorship and Bronze Sponsorship. Within each category of sponsorship adverts will appear in alphabetical order. All adverts within the conference final programme will be in black and white, adverts appearing in the online programme will be in colour.
25. **Insurance:** All sponsors are strongly urged to obtain insurance coverage against damage or loss and public liability insurance against injury to the person or property of others. Sponsor's materials should be covered from the time they are shipped, through move-in, exhibit dates, move-out and until all materials have been received at the point of origin. The sponsor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to sponsor's display, equipment and other property brought upon the premises of the venue and shall indemnify and hold harmless the FLE from any and all such abuses, damages and claims.
26. **Compliance:** The sponsor agrees to abide by and comply with all the Terms & Conditions, including any amendments that conference management may make from time to time, set out in this document. The sponsor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorised local, state and federal governing bodies concerning fire, health and safety as well as the rules and regulations of the operators of and/or owners of the property where the conference is held.
27. **Conference postponement or cancellations:** FLE at its discretion shall have the right to postpone or cancel the conference and shall be liable in no way to the sponsor for losses resulting from such delay or cancellation. FLE will not be liable for fulfilment of this contract as to the delivery of exhibition space if non-delivery is due to any of the following causes including, but not limited to: damage caused by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, or for any cause beyond FLE's control. It will, however, in the event of it not being able to hold a conference for any of the above named reasons, reimburse the sponsor for the amount already paid for the sponsorship.
28. **Amendments:** Any and all matters and questions not specifically covered by the preceding regulations shall be subject to the decision of the FLE. Sponsors shall be notified in writing of any amendments to these regulations.
29. **Governing law and jurisdiction:** This Agreement shall be exclusively governed and construed in accordance with the laws of England and Wales without regard to principles of conflicts of law.

I the undersigned have read understood and agree to the rules, terms and conditions set out above. I confirm that, to the best of my knowledge and belief the information given on this form is current and complete.

Signature:  Date:  Place:

Please complete and return the sponsorship form to [submit@flelearning.co.uk](mailto:submit@flelearning.co.uk)



Conference Division

T 0044 131 463 7007 F 0044 131 608 0239

E [submit@flelearning.co.uk](mailto:submit@flelearning.co.uk)

W [www.flelearning.co.uk](http://www.flelearning.co.uk)