



**Mobile and Flexible Working in the Public Sector**  
**23<sup>rd</sup> January 2008, Royal Institute of British Architects, London**

**BOOKING FORM**

I would like to book the following sponsorship option at **Mobile and Flexible Working in the Public Sector** and understand that, upon acceptance of this booking, an invoice to cover the full sponsorship/exhibition fee will be raised for payment within 30 days. This booking is subject to the attached terms and conditions.

**Headline Sponsorship Option: £6,000 plus VAT**

- ◆ Logo on all conference materials, including visual branding at the plenary sessions, and conference website, before, during and after the event, in a prominent position as a headline sponsor;
- ◆ Eight complimentary conference places for your staff and/or partners or clients valued at £395 + VAT each;
- ◆ A 9m<sup>2</sup> (3m x 3m) display area for a stand or table and display panel in a prime position;
- ◆ Insert in the delegate packs;
- ◆ 500 word description on the website;
- ◆ 500 word description in the delegate packs;
- ◆ Three advertisements in E-Government Bulletin (circulation 11,000+), to be taken within a year of the event, timing of your choice;
- ◆ Either sponsorship of one of the workshops on the programme with the opportunity to speak for up to 15 minutes and then to take part in the remainder of the session as part of the panel of 'experts'; or sponsorship of a practical demonstration session which will run alongside the programme and will be an opportunity for you to demonstrate your products/services to a group of delegates who have booked to attend the session.

**Sponsor Organisation** .....

**Address**.....

.....

**Telephone** ..... **Email**.....

**Your name** ..... **Position**.....

**Signed for Sponsor**..... **Dated** .....

**Signed for Headstar** ..... **Dated** .....

**Please fax back on + 44 (0)1273 232179**

## Terms & Conditions

- 1) **Definitions** In the Terms & Conditions the term 'Sponsoring Company' means any company, firm or person who has made an application for and who has been accepted in the Event, or any Agent, representative or employee of the Sponsoring Company. The term 'Delegate' means any person who has made an application for and who has been granted admittance to the Event. The term 'Event' refers to Mobile and Flexible Working in the Public Sector, and where the term 'Organisers' appears it refers to Headstar Ltd.
- 2) **Applications for sponsorship** Applications for sponsorship must be on an Official Booking Form which must be completed in full. The Organisers may accept applications by purchase order, in writing, by facsimile, or accept a deposit payment in lieu of written application, at their sole discretion, and on the understanding that the Terms & Conditions contained herein fully apply. No alteration to these Terms & Conditions can be accepted without the written consent of Headstar nor any contract be made conditional on the presence of other participants or delegates nor the location of any of the component parts of the package allocated.
- 3) **Signatories** The person signing the official booking form on behalf of the Sponsoring Company shall be deemed to have full authority to do so and the Sponsoring Company shall have no right to claim against the Organisers that such person did not have such authority.
- 4) **Cancellation of Booking** Where a Sponsoring Company cancels their booking after acceptance the Organisers reserve the right to apply cancellation charges as follows:  
cancellation occurs more than 6 months prior to the Event - cancellation charge is 35% of total cost.  
cancellation occurs more than 3 months and less than 6 months prior to the Event - cancellation charge is 75% of total cost.  
cancellation occurs less than 3 months prior to the Event - cancellation charge is 100% of total cost.
- 5) **Prohibition of Transfer** Sponsoring companies may not assign, sublet or grant licences in respect of the whole or any part of the room or area allocated to them.
- 6) **Postponement or Abandonment** The Sponsoring Company shall not have any claim against the Organisers in respect of any loss or damage consequent upon the failure for whatever reason of the Event being for reasons beyond the Organisers control. If by re-arrangement or postponement of the period of the Event, or by substitution of another venue for the Event, or any other reasonable manner, the Event can be carried through, the contracts shall be binding upon all parties, except as to the size and position, as to which any modification, substitution, or rearrangement considered necessary by the Organisers, shall be substituted for the original.
- 7) **Sponsoring Company's Insurance** Although all reasonable precautions will be taken, the Organisers are not responsible for the safety of any property of the Sponsoring Company or other person, or for the loss, damage or destruction by theft, or fire or any cause; or for the loss or damage sustained by a Sponsoring Company or other person. No responsibility can be accepted for any consequences arising from postponement or abandonment of the Event. Sponsoring Companies should secure their own insurance to cover all liabilities and risks.
- 8) **Information & Conditionality** Information supplied by the Organisers in relation to any Event is accurate to the best of their knowledge and belief but shall not constitute any warranty or representation by the Organisers and any inaccuracy or mistake therein or omission therefrom shall not entitle the Sponsoring Company to cancel their booking.
- 10) **Sponsoring Company's Products and Services** The Sponsoring Company shall fully and effectively indemnify the Organisers against all costs, claims, demands, proceedings and losses whatsoever made against or incurred by the Organisers as a result of the Sponsoring Company promoting any products or services at the Event.
- 11) **Licensor and Licensee** On acceptance of the Official Booking Form by the Organisers there is a contract between the Organisers and the Sponsoring Company subject to these Terms and Conditions, subject to amendment as mentioned below, and as regards any packages allotted, the relationship of licensor and licensee shall exist between the Organisers and the Sponsoring Company. In case of non-payment of any sum due from the Sponsoring Company, whether legally demanded or not, or of the breach, or non-observance, by the Sponsoring Company of any of the Terms & Conditions herein contained, or any regulations to be observed by them, the Organisers shall have rights to revoke the licence and re-possess the component parts of the package, remove and exclude the Sponsoring Company, and all persons there from without prejudice to the right to recover all sums payable by the Sponsoring Company hereunder and all other claims against them, and damages sustained by the Organisers.