

Spring Meeting 2020

Wednesday 11th - Friday 13th March 2020

UNIVERSITY COLLEGE DUBLIN, IRELAND

The AVA Dublin 2020 committee welcome all partners to review the below options and suggest any items that they wish to include to create a bespoke package to suit their needs. **Please note that some packages are now full or limited.**

AVA 2020 SPRING MEETING SPONSORSHIP PACKAGES

Please note that exhibitor stand space is available for the main meeting days (Thursday 12th and Friday 13th March 2020 - Set up on *Wed evening*). All exhibitors are invited to attend the Welcome Reception on Wednesday evening to meet the delegates with exhibition open on Thursday and Friday.

HOW TO BOOK

If you would like to reserve one of the packages, or if you have any questions or queries, please do not hesitate to contact me at expo@avadublin2020.ie

Booking form attached in the pages to follow.

	Platinum Partner (€ 5000) 1 Available (SOLD OUT)	Gold Partner (€ 3000) 4 Available 2 remain	Silver Partner (€ 1500) 6 Available (SOLD OUT)	Bronze Partner (€ 1000) 8 Available 4 remain
Main sponsor(s) of the Opening Ceremony	✓			
Main sponsor(s) of the Irish Night or Welcome ceremony or lunches	✓			
Advertisement on audio-visual during coffee breaks	✓			
Pop up banner at Registration Desk (at own expense)	✓	✓		
Sponsor of abstracts sessions		✓		
Sponsor of coffee breaks			✓	
Exhibition space to include tables if required	6m x 2m	4m x 2 m	3 m x 2 m	2m x 2 m
Registrations for the meeting	4	3	2	1
Tickets to Irish night (Thurs 12 th)	4	3	2	1
Tickets to Welcome ceremony (Wed 11 th)	4	3	2	1
Advertisement in proceedings (page)	Full page	Half page	Qtr page	Qtr page
Company Profile in proceedings	200 word	100 word	100 word	50 word
Logo on all pre and post meeting emails	✓	✓	✓	✓
Logo in proceedings	✓	✓	✓	✓
Flyers / goodies in delegate pack	✓	✓	✓	✓
Logo on all pages of website	✓	✓	✓	✓
Inclusion in exhibitor quiz	✓	✓	✓	✓
Additional sponsorship (contributing partner)				
Sponsor of delegate bag	€500 SOLD			
Sponsor of proceedings memory stick (USB)	€500 SOLD			
Advertisement in proceedings	Full page: €200. Half page: €150 Quarter page: €100			
Flyer / goodies in delegate bag	€200 per item included			
Inclusion in exhibitor quiz	€200			
Exhibition Table Top Display (ONLY)	€500 Limited			
Conference Lunch Sponsor – Thursday or Friday (1 day)	€1,000			
Welcome Reception- Wednesday evening	€1,750			

BOOKING TERMS & CONDITIONS

Cancellations/Postponement & Payments:

All invoices must be paid within 30 days of the invoice date. Payment can be made by bank wire transfer or credit card (credit card must be a pre-approved option, contact us for details as charges may apply). Bank details will be provided on all invoices. All bank charges are the responsibility of the sender. If the Client/Booking party fails to submit full and final payment 6 months prior to the event, Keynote PCO can cancel the Client's participation with no refund of monies received. Should booking and subsequent payment terms be after the above period, alternate dates will be confirmed with the client.

Should an Exhibitor/Sponsor wish to cancel any of its participation (sponsorship, exhibition space, shell scheme, stand services etc.), written notification must be sent to expo@avadublin2020.ie

Refunds will be based on the following schedule:

- Before 1st October 2019, 50% refund less agreed benefits received to date.
- After 1st October 2019 No refund available.

In the event that the conference is postponed for any given reason, the exhibitor/sponsor/advertiser will not be entitled to cancel the exhibition space / sponsorship / advertising or to obtain monetary compensation, but the benefits that have been agreed will remain in place for the rescheduled event. In the event that the conference is cancelled for any given reason, the organisers will refund the exhibition/sponsorship/advertising money to the relevant company, minus any benefits that have been received by the company prior to the cancellation and any expenses incurred by the organisers with respect to the provision of the agreed benefits.

Stand Assignment, Exhibition Construction & Staff:

Tiered Sponsors will be offered first preference on exhibition space location as required. The remainder will be allocated strictly on a first come, first served basis to other exhibitors and will be confirmed in writing, by Keynote PCO. All exhibitor display constructions require the approval of the Exhibition & Sponsorship Manager at Keynote PCO, 4 months prior to the conference. All exhibitors must adhere to the exhibition space dimensions as booked according to their package.

Preferences and priorities requested by the Exhibitor/Sponsor as to location will be respected whenever possible. The Exhibition & Sponsorship Manager however reserves the right to make reasonable transfers as to the location of the Exhibitor/Sponsor's space should any circumstances arise where it is deemed necessary. No transfers will be made without prior notice to the Exhibitor/Sponsor. Any changes in space locations do not entitle the Exhibitor/Sponsor to cancel the exhibition space or obtain monetary compensation.

The organisers reserve the right to alter the layout of the exhibition area and to remove sections of the space and features such as posters, catering and internet café where or as required. Exhibitors agree to be present the full duration of the exhibition during the event. Set up and dismantling of any display/exhibition spaces must only occur during the specific allotted timings.

Exhibitors are entitled to the number of staff passes indicated in their exhibition package. Additional exhibition passes and tickets to events will be made an available option when registration opens.

Insurance and Safety:

The organisers cannot be held responsible for any loss of damage of/to any equipment brought in for the Exhibitor/Sponsor's exhibition. The Exhibitor/Sponsor is therefore advised to ensure to take out adequate insurance cover as necessary including Employers Liability & Public Liability cover, insurance to cover loss of damage to exhibits or other personal property. In addition the Exhibitor/Sponsor is required to show proof of their insurance liability in the event of damage to the venue and or injury to participants. Exhibitors and their representatives shall indemnify and hold harmless IAVA, AVA Dublin 2020, Keynote PCO, UCD and their affiliated agents and employees from any or all liability.

The Rules & Regulations must be fully observed by exhibitors, their contractors and their personnel. The organisers reserve the right to demand changes to, or closure of any exhibition that does not conform to these Rules & Regulations. If an exhibitor fails to comply with these rules and regulations, the organisers reserve the right to reclaim its exhibition space and resell it, and all monies paid by the exhibitor shall be forfeited.

On completion of this form, please note that your contact details are provided to [Keynote PCO](#), who communicates conference information by all media formats: Email, Fax, Telephone and Post. Please ensure to review the congress Privacy Policy – [Click here](#)

For any questions or queries relating to sponsorship and exhibition, please contact us at:

Mary-Rose Rushe
AVA Dublin 2020 – Sponsorship
Tel: + 353 1 400 3648
Email: expo@avadublin2020.ie
c/o Keynote PCO
Suite 26, Anglesea House, 63 Carysfort Avenue
Blackrock, Co Dublin, Ireland



AVA Dublin 2020 – Sponsorship & Exhibition Booking Form

By completing and returning this form, you agree to the Booking Terms and Conditions as listed.

Please indicate below the sponsorship opportunity you wish to book.

Sponsor Name *as to appear on official branding*

➤ _____

Please complete and return to:
AVADublin 2020
c/o Keynote PCO
Suite 26, Anglesea House,
63 Carysfort Avenue, Blackrock,
Co Dublin, Ireland
Tel: +353 (0)1 400 3648
Email: EXPO@avadublin2020.ie

SPONSORSHIP ITEMS

Please tick to indicate your selected item(s) ✓			Please tick to indicate your selected item(s) ✓		
Platinum Sponsor – <i>Sold Out</i>	€5,000	Sold	Delegate Bag Sponsor	€500	Sold
Gold Sponsor (Limited 2 remain)	€3,000		Proceedings USB	€500	Sold
Silver Sponsor – <i>Sold Out</i>	€1,500	Sold	Advertisement - Full Page	€200	
Bronze Sponsor (Limited 4 remain)	€1,000		Advertisement - Half Page	€150	
			Advertisement - Quarter Page	€100	
			Exhibition Only (Limited)	€500	
			Inclusion in Exhibitor Quiz	€200	
			Delegate Bag Insert	€200	
			Welcome Reception	€1,750	
			Conference Lunch Sponsor (1)	€1,000	

Note: VAT will be applied to all booked items where relevant. Current rates is at 23% Irish VAT.

Total Exhibition and Sponsorship Value:

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INVOICE DETAILS

Please provide all details requested below. Ensure you provide the full billing/invoice information as should appear on your invoice. It is important that your VAT number is provided as this may cause delay in confirming your booking.

Company Name: _____

VAT Number: _____

PO Number: _____

Contact Name: _____

Tel: _____

Email: _____

Billing Address: _____

Country: _____

Signature: _____

Stand /Sponsorship Contact Details:

If the representative managing your onsite exhibition stand logistics or sponsorship management is different to the invoicing contact – please provide below:

Name: _____

Email: _____

Tel: _____

Please ensure you have included a high resolution copy of your organisations logo (eps or vectorised pdf) plus clear communication on your company web address. Please email to expo@avadublin2020.ie