



## LUPC and SUPC Conference 2022 Exhibition and Sponsorship Terms and Conditions

### CONFIRMATION AND JOINING INSTRUCTIONS:

Please note that you will be invoiced once your booking form has been received. **Your stand/sponsorship opportunity will not be secured until payment has been received.** If the invoice has not paid within 30 days of issue, the stand/sponsorship opportunity may be offered to other suppliers on the waiting list. Please see cancellation charges.

Full exhibitor instructions will be issued three weeks prior to the Conference/Reception.

### EXHIBITOR ELIGIBILITY

Only suppliers that are on frameworks available to LUPC and/or SUPC members at the time of the conference can be a sponsor or exhibit at the LUPC and SUPC Conference, 8<sup>th</sup> June 2022.

We regret that, should your company no longer be an LUPC/SUPC supplier as of 8<sup>th</sup> June 2022, we will need to refund your exhibition/sponsorship fee as we can only accept exhibitors from consortium approved suppliers.

LUPC reserve the right to cancel and refund the exhibition stand/sponsor opportunity cost for any supplier up to the date of the conference (8<sup>th</sup> June 2022).

LUPC and SUPC reserve the right to decline bookings from aged debtors (outstanding debts and any interest accrued) and the right to insist all aged debts due to either consortium are paid in advance of 8<sup>th</sup> June 2022.

### CANCELLATIONS:

#### Exhibitor/Sponsor

If an exhibitor is unable to attend the event, please notify [events@lupc.ac.uk](mailto:events@lupc.ac.uk) immediately in writing.

Cancellation charges may be incurred as below:

#### Conference

If a cancellation is made three calendar months before the event a 50% refund will be provided. If a cancellation is made less than three calendar months before the event, LUPC reserves the right to invoice suppliers for the full exhibition/sponsorship cost.

Please notify [events@lupc.ac.uk](mailto:events@lupc.ac.uk) as soon as possible if the names of exhibitors change from those on the booking form.

#### Drinks Reception

In case of non-attendance without letting LUPC know in writing, or if a cancellation is made less than 10 working days before the event, LUPC reserves the right to invoice suppliers for an additional £42.50pp to cover catering and other sundry expenses incurred.

#### **Cancellation of Conference by LUPC and SUPC due to coronavirus**

In the event the LUPC and SUPC Conference 2022 is unable to take place due to government intervention because of COVID-19, the conference will be moved to an online conference and exhibition, and suppliers will be given a 60% refund.

#### **INSURANCE**

All suppliers exhibiting at the LUPC and SUPC Conference 2020 must have public liability insurance of a minimum indemnity of £2m.

#### **ACCEPTANCE**

By receipt of your stand/sponsorship booking we understand that you have read and agree to comply with the above terms and conditions.

#### **DISCLAIMERS**

Please note, we may share information contained in this booking form with relevant parties in relation to the Conference & Exhibition. See LUPC's Privacy Policy at [www.lupc.ac.uk](http://www.lupc.ac.uk) for details.

Photographs will be taken throughout the conference and may be used for marketing and publicity purposes. Please email [events@lupc.ac.uk](mailto:events@lupc.ac.uk) if you have any concerns.