

31st IATEFL BESIG Annual Conference

Hotel International, Iași, Romania, 16-18 November 2018

www.besig.org

Information for conference sponsors / exhibitors and booking forms

Please return all forms by 31 August 2018

Thank you for your interest in sponsoring and/or exhibiting at the 31st IATEFL BESIG Conference. The conference will take place at the Hotel international, a four-star conference centre and hotel located in Iași in north-eastern Romania, close to the border with Moldova. The conference will begin at 9.00am on Friday, 16 November and end at 14.00 on Sunday, 18 November.

We are expecting approximately 300 delegates at this conference. There are direct flights to Iași from a number of European destinations, or you can fly via Bucharest (for more information see www.aeroport-iasi.ro). The conference venue is approximately 15 minutes by taxi from the airport and a taxi fare costs around €6.

Exhibition-related materials can be sent to Hotel International up to two weeks in advance of the event, i.e. between 2 November and 16 November. Please label your packages as follows to avoid any confusion:

EVENT: IATEFL BESIG Conference 16-18 Nov 2018

NAME: *[Person to collect]*

Shipping address:

Alexandru HOLBANEL
Sales Executive
Hotel INTERNATIONAL Iași
5A Palat Street, 700032
Romania

T: 0040 332 110 071

F: 0040 332 110 073

M: 0040 786 188 824

E: sales@hotelinternationaliasi.ro



Goods will be stored at the hotel and can be collected on arrival.

Set-up time for exhibitors is from **17.00 on Thursday 15 November**. The conference will end at 14.00 on Sunday, 18 November and we would ask you to clear away as soon as possible after the close.

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A. For all sponsorship and advertising bookings, the following guidelines should be followed:

- 1) Please be aware that you will be required to pay VAT*.
- 2) The correct booking form should be completed in full, signed and returned to the IATEFL BESIG Events Coordinator at helen.strong@besig.org
- 3) Once we have received the completed form, we will raise an invoice from IATEFL Trading and VAT* will be charged.

*No VAT will be charged if the company is a charity, is VAT registered in the EU or is classified as Rest of World.

B. Exhibition stands will be invoiced via IATEFL charity and therefore currently not subject to VAT. A separate booking form must be completed.

Any booking forms that are not completed in full will be returned.

Other information

IATEFL Trading Ltd Company number 7085385

VAT Booking No 989 0132 92

IATEFL charity number 1090853

IATEFL company number 2531041

VAT rate in the UK is currently 20%

All invoices are issued in GBP sterling.

Please note that once signed, your sponsorship/exhibition stand form acts as a binding agreement and cancellation at any time prior to the event will incur the full exhibition stand cost.

All exhibition stands must be paid in full before setting up on site.

If you have any questions about exhibiting or sponsoring at this conference, please contact:

Helen Strong

IATEFL BESIG Events Coordinator

helen.strong@besig.org

We look forward to seeing you in Iași!

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SPONSORSHIP PACKAGES

We are offering a range of sponsorship opportunities and have itemised them to make it clear what you are sponsoring and what you will receive in exchange for your generosity.

There are four levels of sponsorship: *Platinum*, *Gold*, *Silver* and *Bronze*. Each sponsorship level offers its own unique opportunity to support the business English community and to share your message with them. All prices are in GBP.

The exhibition area is a large central location which delegates need to constantly pass through to reach the conference rooms. The coffee breaks will take place in the exhibition area (see photos).



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PLATINUM SPONSORSHIP (cost: 1,500 GBP)

Includes the following:

- Your roll-up banner at the stage in the main plenary room (also used for talks and workshops throughout the conference)
- Display logo on the PowerPoint slide during welcome and announcements
- Full-page colour advertisement in the conference programme
- Logo with link to company on the BESIG website for 1 year (1 Sept. 2018 – 31 August 2019)
- Conference booking fee* waived for one representative from your firm/organization

GOLD SPONSORSHIP (cost: 1,000 GBP)

Includes the following:

- Display logo on the PowerPoint slide during welcome and announcements
- Half-page colour advertisement in the conference programme
- Logo with link to company on the BESIG website for 1 year (1 Sept. 2018 – 31 August 2019)
- Conference booking fee* waived for one representative from your firm/organization

SILVER SPONSORSHIP (cost 500 GBP)

Options available:

A. Delegate bags (supplied by sponsor)

OR

B. Lanyards and badge holders 60mm x 90mm (supplied by sponsor)

OR

C. Notepads and pens (supplied by sponsor)

Includes the following:

- Display logo on the PowerPoint slide during welcome and announcements
- Logo with link to company on the BESIG website for 1 year (1 Sept. 2018 – 31 August 2019)
- Conference booking fee* waived for one representative from your firm/organization

BRONZE SPONSORSHIP (cost 300 GBP)

Includes the following:

- Display logo on the PowerPoint slide during welcome and announcements
- Logo with link to company on the BESIG website for 1 year (1 Sept. 2018 – 31 August 2019)
- Conference booking fee* waived for one representative from your firm/organization

**Booking fee includes conference fee and Friday evening reception (see table below for prices). Please ask your representative to follow the instructions on the Exhibitor Booking Form when registering.*

Individual sponsorship opportunities

As well as the packages outlined above, it is also possible to sponsor the following individual items.

Item	Cost
Certificates: your logo printed on delegate certificates (Sponsor to send logo to sig@iatefl.org and confirm approval of proof by no later than 21 Oct 2018)	£250
A donation to support IATEFL BESIG and the annual conference – your logo will be displayed on the PowerPoint slide during the opening welcome and announcements	£200

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Exhibition/advertising costs

Item	Cost
A space in the exhibition area (180cm x 60cm) (includes a table and two chairs – please state in advance if you do NOT require a table and chairs). Includes the conference fee and Friday evening reception for one representative.	£350
A second space in the exhibition area	£300
A full page colour advert in the conference programme	£300
A half page colour advert in the conference programme	£200

Conference fees (includes coffee breaks on Friday, Saturday and Sunday, plus farewell drinks and snacks on Sunday lunchtime)

Online early-bird booking fee from 1 July–1 September 2018:

£99 for IATEFL members and speakers

£119 for members of teaching organizations who are IATEFL Associates (worldwide offer)

£139 for non-IATEFL members

Online booking fee from 2 September–21 October 2018:

£149 for IATEFL members

£169 for members of teaching organizations who are IATEFL Associates (worldwide offer)

£189 for non-IATEFL members

Friday evening reception (incl. food and drinks):

£16 for all delegates

IATEFL Trading Ltd

SPONSORSHIP REQUEST FORM

Company name:	
Accounts contact name:	
Accounts contact email:	
Billing address:	
Phone no. (incl. country & area code):	
Purchase Order number:	
VAT number:	
Charity Registration number:	
Signature:	
Date form completed:	

We would like to sponsor:

@ £_____ (Price excludes VAT)

***Please note that once signed, this form acts as a binding agreement and cancellation of sponsorship at any time, prior to the event, will incur the full sponsorship amount.**

Terms and Conditions

This Contract is effective as of (Date) and shall remain until the "Conference" ends on Sunday 18 November 2018. This Contract defines the terms under which IATEFL BESIG and ("Sponsor") enter into a sponsorship agreement for (Package details)

Disclaimers

This Contract is separate and distinct from any other contract the Sponsor may enter into with IATEFL, including contracts to advertise in IATEFL publications, to post job advertisements on IATEFL's website and to attend or exhibit at IATEFL events, including IATEFL's Annual Conference. This Contract does not constitute a joint-venture or contra agreement between IATEFL and Sponsor. IATEFL's acknowledgement of Sponsors does not constitute an endorsement of Sponsors' products or services and cannot be represented as such by Sponsors. IATEFL reserve the right to reject a potential Sponsor for any reason.

Miscellaneous

This Contract shall become effective on the date signed below and will remain in effect until all responsibilities set out are fulfilled. Payment is due in full and in cleared funds within 30 days of the date of invoice. The parties acknowledge that they will negotiate and resolve subsequent issues that may arise from this Contract as a result of unforeseen occurrences and that may alter the conditions of this Contract.

Cancellation Policy

This Contract is effective as of the date signed below and shall remain effective until the "Conference" ends on Sunday 18 November 2018. Cancellations by Sponsor do not relieve Sponsors of their obligation under this contract and do not entitle them to a refund. IATEFL may terminate this Contract at any time by notifying the Sponsor in writing or by email. Upon such termination, IATEFL shall return to the Sponsor all sponsorship fees paid to IATEFL.

Sponsor Contract Authorization

The Sponsorship Contract requires the signature of the authorised signatory of each company. It comes into being only when both parties have signed it and is effective as of the date of the last signatory. The undersigned hereby represents and warrants that he/she is duly authorised to execute this binding contract on behalf of the Sponsor / Company / Institution named above. The undersigned has read the Contract and accepts the same.

Name..... Job Title.....

Company Name.....

Signature..... Date.....
(Authorised Signatory)

Signature..... Date.....

On behalf of IATEFL BESIG

Fax: +44 (0) 1795 538951

Email: sig@iatefl.org

IATEFL Trading Ltd Company number 7085385 / VAT Registration No 989 0132 92

IATEFL, 2-3 The Foundry, Seager Road, Faversham, ME13 7FD, Kent, UK
info@iatefl.org

EXHIBITION AREA BOOKING FORM

Company name:	
Accounts contact name:	
Accounts contact email:	
Billing address:	
Phone no. (incl. country & area code):	
Purchase Order number:	
VAT number:	
Charity Registration number:	
Signature:	
Date form completed:	
Exhibition booking contact name:	
Exhibition booking contact email:	

Includes:

- One space at 1.8m x 0.6m. A table and two chairs can be provided if required.
- Registration fee (including Friday evening reception) for one representative.
- Additional spaces charged at 300GBP per table

For health and safety reasons, please ensure all your representatives are registered for this event at www.iatefl.org. Please email sig@iatefl.org if you have any queries with regards to registrations.

Please note that once signed, your exhibition area booking form acts as a binding agreement and cancellation at any time prior to the event will incur the full cost.
All exhibition stands must be paid for in full before setting up on site.

Please note that you will be invoiced in GBP sterling and the amount charged excludes VAT

	Quantity	Price	Total Price
First space (1.8m x 0.6m)	1	£ 350	£ 350
Number of additional spaces required		£ 300	£
We require a table and chairs	Yes <input type="checkbox"/> No <input type="checkbox"/>		
We are bringing our own stand	Yes <input type="checkbox"/> No <input type="checkbox"/>		
TOTAL AMOUNT TO BE INVOICED			£

Terms and Conditions

This Contract is effective as of (Date) and shall remain until the "Conference" ends on Sunday 18 November 2018. This Contract defines the terms under which IATEFL BESIG and ("Sponsor") enter into an agreement for a space in the exhibition area.

Disclaimers

This Contract is separate and distinct from any other contract the Sponsor may enter into with IATEFL, including contracts to advertise in IATEFL publications, to post job advertisements on IATEFL's website and to attend or exhibit at IATEFL events, including IATEFL's Annual Conference. This Contract does not constitute a joint-venture or contra agreement between IATEFL and Sponsor. IATEFL's acknowledgement of Sponsors does not constitute an endorsement of Sponsors' products or services and cannot be represented as such by Sponsors. IATEFL reserve the right to reject a potential Sponsor for any reason.

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Name.....Job Title.....

Company Name.....

Signature..... Date.....
(Authorised Signatory)

Signature..... Date.....

On behalf of IATEFL BESIG

CONFERENCE PROGRAMME ADVERTISING BOOKING FORM

Company name:	
Accounts contact name:	
Accounts contact email:	
Billing address:	
Phone no. (incl. country & area code):	
Purchase Order number:	
VAT number:	
Charity Registration number:	
Signature:	
Date form completed:	

SIGNED _____

PRINT NAME _____ **DATE** _____

Please send artwork to helen.strong@besig.org by no later than 30 September 2018		
Colour full page	300GBP	£
Colour half page	200GBP	£
(please note that prices are exclusive of VAT)	Total to invoice:	£