Division of Forensic Psychology
Annual Conference 2017
Mercure Bristol Grand Hotel
13–15 June

Sponsorship Opportunities, Exhibition Guide & Booking Form

www.bps.org.uk/dfp2017 #dfpconf
Why you should be there

Following on from the success of the 2016 conference in Brighton we are delighted to announce that the 2017 conference will be held at the Mercure Bristol Grand Hotel.

The conference will give you an opportunity to meet with academics, researchers, practitioners and students of psychology. High-profile keynote speakers will enhance the scientific programme. In addition, there will be a mix of symposia, individual papers and posters presented, along with valuable networking opportunities.

The Division of Forensic Psychology (DFP) exists to represent the interests of the increasing number of Forensic psychologists whose work involves them in the Criminal and Civil Justice systems.

The division draws its membership from a broad range of psychologists working in the Criminal and Civil Justice systems.

The DFP Annual Conference is seen as an important academic and networking event and is a major showcase in which academics and researchers can present their research.

Over 200 delegates, split between professionals, academics, researchers and postgraduates are expected to be in attendance.

Delegates are primarily affiliated to UK organisations and universities but the conference also attracts an increasing number of international participants.

Benefits of sponsoring

- **Exposure** – generate interest from potential clients, increase awareness of your company, gain publicity, make sales and share research.
- **Increased profile** for your company/organisation
- **Showcase** and launch products and services. Stay ahead of the competition.

The event will be publicised on the Society website and in *The Psychologist*, the monthly publication sent to all 50,000 members of the Society.

The DFP values the contribution made to the Annual Conference both by sponsors and exhibitors and appreciates how much this adds to the ‘conference experience’ for delegates.
Venue

Mercure Bristol Grand Hotel

The Mercure Bristol Grand Hotel is a 4-star Victorian hotel based in Bristol city centre. The 150-year-old Victorian hotel has excellent leisure facilities and is located in the heart of the Old City, perfectly situated to explore all the amazing sights of Bristol. Temple Meads train station is less than a mile away and Bristol International Airport is within easy reach.

To maximise your opportunities to interact with the delegates, there are allocated breaks throughout the conference during which delegates will have ample time to visit the exhibitions.

All exhibitors will have their company profile and logo included in the programme and on the website www.bps.org.uk/dfp2017 (including a direct link to your website). Your name will also be linked to any pre-conference marketing. Once you have booked your space we will request these details from you.
Application to Sponsor & Exhibit

Company details
Name of Organisation: ..................................................................................................
Contact name: .............................................................................................................
Address: .....................................................................................................................
Email: .........................................................................................................................
Tel: ............................................................................................................................... 

1. EXHIBITION SPACE

No. of units required (2m x 1m unit) 1 / 2 / 3 / £350 + VAT (first unit)
£250 + VAT (per subsequent unit)

No. of tables required? 0 [  ] 1 [  ] 2 [  ] 3 [  ]
(max. of one table per unit)

No. of chairs required? 0 [  ] 1 [  ] 2 [  ] (max. of two per booking)
Poster Boards x 2 (2 required for them to stand) £40 + VAT

Are you bringing your own floor stand? If so please let us know the size.
Length:...........m Height:...........m Width:...........m

Please note: If larger than the 2m x 1m space, you will need to pay for the appropriate number of units.

Other requirements ..................................................................................................

Name(s) of people who will be attending the conference (max. of two places per day)
Exhibitor 1 Name: .......................................................................................................
Access/dietary requirements: ......................................................................................

Exhibitor 2 Name: .......................................................................................................
Access/dietary requirements: ......................................................................................

Exhibitors will receive: Company logo and profile listed in the programme and on the conference website (www.bps.org.uk/dfp2017). Complimentary refreshments and lunch on day two. Exhibitors (maximum 2 per day) may also attend conference sessions. If you wish to send additional exhibitors they will need to pay the appropriate delegate fee. For accommodation booking information please visit www.bps.org.uk/dfp2017.

2. CONFERENCE INSERTS

Inclusion of a single sheet flyer £150+VAT [  ]
Inclusion of 2–6 page document £200+VAT [  ]
Inclusion of 7+ page document £250+VAT [  ]

All inserts must be received by the BPS Conference Office by 17 May 2017.
3. ‘TAKE-ONE’ TABLE – (LIMITED SPACE)

A ‘Take One’ table for the distribution of free brochures and other materials will be advertised to all delegates and outlined on the exhibition plan. Brochures, leaflets, raffles, pens, mugs, etc., will be displayed prominently so that those visiting the exhibition area can help themselves. Please send 100 of your items. The table will be replenished by the conference team throughout the conference. **£100 + VAT**

Please outline your item here: .................................................................

All items for inclusion on the ‘Take One’ table must be received by the BPS Conference Office by 17 May 2017.

4. SPONSORSHIP OPPORTUNITIES (Please tick the item(s) you wish to sponsor)

All sponsors will receive their company profile listed in our programme.

**BOOKING DEADLINE: 2 May 2017**

<table>
<thead>
<tr>
<th>Package</th>
<th>Cost (exc. VAT)</th>
<th>✓</th>
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<tbody>
<tr>
<td><strong>Delegate Bags</strong>: Sponsor branding on bag (plastic duffle, biodegradable) we will also include a complimentary insert in the delegate pack, branding as conference sponsor on all conference literature and the conference website. <em>Prices negotiable on own supplies.</em></td>
<td>£800</td>
<td>✓</td>
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<tr>
<td><strong>Gala Dinner – 14 June</strong>: Logo and profile on dinner tickets and menu cards, space for company banners in the room and opportunity to provide one branded gift per person on the tables plus a flyer in conference packs and two complimentary places at the dinner.</td>
<td>£500</td>
<td></td>
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<tr>
<td><strong>Poster Session &amp; Wine Reception – 13 June</strong>: Exclusive branding on all poster boards. Have your logo attached to each poster board. Recognition in the conference timetable, programme and website.</td>
<td>£300</td>
<td></td>
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<td><strong>Badge Lanyard</strong>: Be the company to have your logo around the neck of every conference delegate we will also include a complimentary insert in the delegate pack, branding as conference sponsor on all conference literature and the conference website. <em>Prices negotiable on own supplies.</em></td>
<td>£350</td>
<td></td>
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<td><strong>Delegate Pens</strong>: Exclusive branding, company logo/name or web address on all pens provided in the conference packs.</td>
<td>£250</td>
<td></td>
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<td><strong>Delegate Notepads (A5)</strong>: Exclusive branding, company logo/name or web address on all notepads.</td>
<td>£250</td>
<td></td>
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<tr>
<td><strong>Delegate Lists</strong>: Exclusive branding, company logo/name or web address on all delegate lists provided in the conference packs.</td>
<td>£180</td>
<td></td>
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<tr>
<td><strong>Rolling PowerPoint Screen Slide</strong>: Your advert set in PowerPoint viewed on screen in the main plenary room for the duration of the conference.</td>
<td>£100</td>
<td></td>
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5. PAYMENT

TOTAL AMOUNT PAYABLE £…………………… inc VAT

We will be making a bank transfer for the above amount [   ]
(please contact the BPS Conference Office for details)

We enclose a cheque made payable to the British Psychological Society [   ]
for the above amount

We wish to pay via my debit/credit card [   ]
Please call the conference office on 0116 252 9555 to make a secure payment.

Please tick this box if you would like a receipt for your payment
(NB: Deadline to request invoices is 2 May 2017) [   ]

We wish to pay by invoice [   ]
Please invoice (contact name and full postal address) ..................................................
...............................................................................................................................
...............................................................................................................................
Tel no:............................................... Purchase order no. .................................
(required for all invoice requests)

Email address (required as invoice is sent electronically) ..................................................

Please note: We are unable to issue an invoice without an official purchase order.
All invoices must be paid within 30 days of being issued and prior to the event.

Please return this completed form to: Claire Woodward, BPS Conferences, The British
Psychological Society, St Andrews House, 48 Princess Road East, Leicester LE1 7DR.
Tel: +44 (0)116 252 9555  Fax: + (0)116 290 1886  E-mail: claire.woodward@bps.org.uk
TERMS AND CONDITIONS OF EXHIBITION, SPONSORSHIP

The terms below are used through this document. For clarification each has been defined.
‘Exhibitor’ is used to describe any organisation or person who has made an application to exhibit and had that place confirmed in writing.
‘Sponsor’ is used to describe any organisation or person who has made an application to sponsor a package or item from the sponsorship opportunities list and had that confirmed in writing.
‘Organiser’ refers to BPS Conferences.
‘Exhibition’ refers to The British Psychological Society Division of Forensic Psychology Annual Conference 2017.
‘Venue’ refers to the Mercure Bristol Grand Hotel.
‘Pack insert’ refers to a leaflet or booklet that is included in each delegate pack.

General
All Exhibitors, Sponsors and those wishing to book Pack Inserts must confirm their booking by completing the official booking form and attaching a cheque, BACS details, credit card number or an official purchase order.
Any invoices issued should be paid within 30 days and must be paid prior to the event. Your payment will not be allocated to your balance until a remittance advice slip has been received by the organisers. If you are unable to provide a remittance advice, please contact BPS Conferences with the date, account name and the amount transferred. No exhibition stand, sponsorship item or pack insert may be sub-let to a third party without written consent of the Organisers.
Cancellations (or reduction in requirements) must be notified in writing and will be charged based upon the date of notification.
More than 3 calendar months prior to the event – 20%
Less than 3 calendar months and more than 1 calendar month prior to the event – 50%
Less than 1 calendar month prior to the event – 100%
(All cancellations are subject to mitigation)

Pack inserts only
Pack Inserts must be sent to the BPS Conference Office for inclusion in the delegate packs by the specified deadline in your confirmation email. If you fail to make this deadline we cannot guarantee that your inserts will be included in the packs. The Organiser will inform parties who have booked Pack Inserts of the number required on confirmation of booking. The Organiser will inform parties of any increases or significant decreases in predicted delegate numbers.

Exhibition only
The Exhibitor must occupy the space allocated by the organiser. Exhibitors will be allocated spaces based on the number of units booked. Exhibitors MUST not take up more space than they have booked without onsite authorisation from the Organiser.
The Exhibitor will have no claim against the Organiser, the venue or any other contractor with regards to any loss or damage during the exhibition or carriage of equipment. Exhibitors are advised to ensure they have adequate insurance. It is the responsibility of the Exhibitor to ensure that employees and any display equipment comply with the latest legislation regarding the Health and Safety at Work regulations.
The Exhibitor MUST abide by the set-up and breakdown times as stated by the Organiser. The set up/break down times will be listed in your confirmation information. If an Exhibitor cannot attend the full conference they may wish to consider one of our sponsorship opportunities or a conference pack insert, exhibition units will be reserved for Exhibitors who can attend the full conference.

Please ensure the documents in your Exhibition Information Pack at the conference are read and understood.

Sponsors only
Should a sponsorship package include exhibition space the above Terms & Conditions must be adhered to. All packages are sold on a first-come first-served basis. BPS Conferences reserve the right to amend the contents of all packages. The Sponsor should provide the Organiser with logos in the correct format on request. The Organiser will provide pdf samples of any printed materials containing the Sponsors logo.

By completing the booking form the Exhibitor/Sponsor agrees to all terms and conditions and all other instructions listed.

Important note
Force majeure: The British Psychological Society will not be liable for any failure to provide or delay in the provision, all services, as a result of events or matters outside its control. This Booking Form constitutes a legally binding contract. It may be necessary for reasons beyond the control of the British Psychological Society to change the content and timing of the programme. In the unlikely event of the programme being cancelled, the British Psychological Society will automatically make a full refund but disclaim any further liability. By completing the Booking Form the Exhibitor/Sponsor agrees to all terms and conditions and all other instructions listed. If Exhibitor or Sponsor does not fit in with the overall ethical standards of the British Psychological Society the Organiser will not agree to the sponsorship.