

Engineering Disputes – How to Manage them and How to Succeed

**1-day Seminar
One Birdcage Walk, London
28 February 2005**

Exhibition and Sponsorship Opportunities

Why you should sponsor this event:

- Reach a specialised audience of key engineering professionals working in this area
- Meet and network with new and existing business contacts
- Enhance your brand presence in the marketplace

Areas of Sponsorship

Exhibition Stand - £500

This fee includes the exhibition space, lunch and refreshments and also entitles your stand representative to attend the seminar. Any additional stand representatives will be charged the IMechE member's rate.

Audio-Visual equipment - £500

The equipment can be utilised to display your company name and logo during interval periods.

Delegate Bags - £500

These durable nylon bags will display your company logo and will be handed to all delegates on arrival at the event. These bags are often reused, maximising your company exposure.

Insertion of Information into Delegate Packs - c. £200

You may like to insert promotional literature into the delegate bags.

**For further details on sponsorship opportunities please contact:
Martin Pratt, Events Department, IMechE, 1 Birdcage Walk, London SW1H 9JJ, UK
Tel: +44 (0) 20 7973 1261 Fax: +44 (0) 20 7222 9881
Email: m_pratt@imeche.org.uk**

Exhibition Details

IMechE seminars are all about opportunities; the opportunity to share knowledge, the opportunity to learn and the opportunity to network with peers. Taking an exhibition stand at the seminar will enable your organisation to promote both your name and profile across the industries concerned, as well as having a chance to display company products and information. The seminar is designed as a networking forum, benefiting delegates and exhibitors alike.

Delegates will have the opportunity to view the exhibition during registration, lunch and refreshment breaks during the day.

You are invited to purchase space measuring approximately 2m x 3m and are free to use it in any way you wish, although we would stress that this is an excellent opportunity to demonstrate technical equipment or models to a group of well qualified engineers. You are requested to comply with the regulations laid down by the Institution. Tables and chairs will be provided, as will access to power points, although companies are advised to bring their own extension leads. An exhibition plan is enclosed with this exhibition package.

Cost

The cost of one exhibition stand is £500.00 plus VAT for the one-day event.

The appropriate remittance should be sent with the booking form; cheques should be made payable to "The Institution of Mechanical Engineers". Alternatively, **companies wishing to be invoiced MUST supply a purchase order number.** Cancellation of a booking may take place up to 4 weeks before the seminar with an administrative charge of £50.00 plus VAT. Any companies cancelling after this date are liable for the full fee.

The cost includes exhibition space, lunch and refreshments for **one** stand representative on both days of the seminar. The representative will also be permitted to attend the seminar itself and will receive a copy of the seminar proceedings. Any additional representatives will be admitted on payment of the IMechE member rate for attendance.

Loading And Unloading, Access And Set-Up

Full details of loading, unloading, access and set-up arrangements, will be sent to those companies which have booked space at the exhibition, approximately two weeks before the start of the seminar.

How To Reserve Your Stand

To reserve your space simply complete and return the attached booking form, indicating the site of your choice and return it with your remittance to Martin Pratt at IMechE HQ.

Companies should note that exhibition space is sold strictly on first-come first-served basis. Allocation will be made on receipt of the completed exhibition form and payment.

Verbal requests will not influence this allocation.

How to Pay

Cheque

A cheque drawn on a UK bank is the preferred method of payment. DO NOT send payment separately from the exhibition booking form. Cheques should be made payable to "The Institution of Mechanical Engineers".

Invoicing

We are not able to invoice overseas companies. UK companies wishing to be invoiced MUST quote an order number or the booking will NOT be accepted and will be returned. If your company does not operate a purchase order system, please include a formal request for invoicing on your company's letterhead.

Invoices are payable upon receipt.

Credit Card Payments

Credit cards are the preferred method of payment for overseas companies. You may also pay by Sterling Draft but please note that it is the company's responsibility to pay bank charges. The draft must accompany the booking form.

Value Added Tax

A tax invoice stating the exhibition booking fee, value added tax (VAT) and the total amount paid, will be issued upon receipt of the exhibition booking fee. The Institution's VAT Registration number is GB 299 9304 93.

Enquiries

All enquiries should be addressed to **Martin Pratt**, Events Department, Institution of Mechanical Engineers, 1 Birdcage Walk, London SW1H 9JJ.

Tel: +44 (0) 20 7973 1261

Fax: +44 (0) 20 7222 9881

Email: m_pratt@imeche.org.uk

General Conditions Relating to Exhibiting

- 1) Exhibitors will be required to provide their own staff for loading, unloading, handling and layout of exhibits and associated material.
- 2) The Institution will not accept responsibility for loss or damage to exhibits and/or associated material, either in transit or in situ. Exhibitors are advised that it is their responsibility to effect all necessary insurance cover.
- 3) Exhibitors will be required to make good any damage they may inadvertently cause to the property of either IMechE or any external venue.
- 4) Space is limited and will be allocated to prospective exhibitors strictly on order of receipt of completed Exhibition Booking Forms. **Verbal requests will not influence this allocation.**
- 5) In light of the Institution's special status, exhibitors are requested only to display material relevant to the subject of the seminar.
- 6) In allocating areas to exhibitors, the need for adequate circulation space and the need to avoid blocking access points such as doorways, stairs, lifts and kiosks and other permanent features has been taken into consideration. Therefore, only the space specifically allocated to exhibitors may be used and no other space. Exhibitors are reminded to avoid obscuring fire notices and emergency instructions.
- 7) The name(s) of the stand representative(s) should be provided at least two weeks prior to the event in order for name badges to be prepared. Any last minute alterations should be notified immediately.
- 8) Payment includes entrance into the seminar theatre, one copy of the seminar transactions, lunches and refreshments for one stand representative. Additional representatives may attend on payment of the IMechE member rate for attendance.
- 9) The Institution cannot accept responsibility for the number of people attending the event or the level of interest in any exhibit.
- 10) Exhibitors who cancel their booking four weeks before the seminar are entitled to have their fee refunded, less a service charge of £50.00 plus VAT. No refunds can be made to those cancelling after this date.
- 11) The Institution **will not** provide full names and addresses of delegates attending the seminar. A list of names and company names will be provided.

INSTITUTION OF MECHANICAL ENGINEERS
Transportable Pressure Equipment

EXHIBITION BOOKING FORM

*Please complete this form and return to:
Martin Pratt (S1057)
Events Department
Institution of Mechanical Engineers
1 Birdcage Walk
London SW1H 9JJ
Fax: +44 (0) 20 7222 9881*

Name and Position _____

Company _____

Address _____

Tel: _____ Fax: _____

Stand Preference (this cannot be guaranteed)

1st choice - Stand: _____ 2nd choice - Stand: _____

BRIEF DESCRIPTION OF EXHIBIT

Is access to a PowerPoint required? YES/NO

Number of chairs required _____

Any other requirements (please detail)

We will be paying by : Invoice (purchase order number)

Cheque (enclosed)

I have read the conditions relating to the exhibition and agree to abide by them.

Signed _____ Date _____

Please give details of the stand representative attending the exhibition:

Name and Position _____

Company _____

Address _____

Tel: _____ Fax: _____

Exhibition Hall

