ILAE British Branch 2026 Annual Scientific Conference: Sponsorship & Exhibition Terms & Conditions

Definitions

- ORGANISER refers to International League Against Epilepsy British Branch (ILAE British Branch) and its appointed agents (PH Production Services)
- MEETING refers to the ILAE British Branch Annual Scientific Conference 2026
- VENUE refers to Harrogate Convention Centre, Harrogate, HG1 5LA, UK
- SPONSOR refers to the person, company, firm or other organisation contracted with the Organiser to fund an element or elements of the Meeting
- EXHIBITION refers to the ILAE British Branch Annual Scientific Meeting 2026 Exhibition
- EXHIBITOR refers to the person, company, firm or other organisation contracted with the Organiser to participate in the Exhibition, including employees or agents of the Exhibitor
- PACKAGE refers to the combination of sponsorship opportunities booked by the Sponsor, including, but not limited to those detailed on the Sponsorship Booking Weblink
- MAIN CONTRACTOR refers to the Exhibition Contractor appointed by the Organiser
- ELECTRICAL CONTRACTOR refers to the Electrical Contractor appointed by the Organiser
- EXHIBIT means the display to be presented by the Exhibitor within the arranged space(s)
- SUB CONTRACTOR means any company employed by the Sponsor or Exhibitor regarding their agreed package

Allocation of Sponsorship Packages

Sponsorship Packages are allocated by the Organiser on a on a first-come, first-served basis, honouring the Sponsor's preferred options wherever possible. Upon return of the reservation form, a booking confirmation is sent for signing by the Sponsor and an invoice is generated.

Payment for Sponsorship

Invoices will be sent following receipt of booking confirmation. Full payment will be due 30 days from the date of the invoice.

Full payment for sponsorship Packages booked after Tue 29 July 2026 will be due with immediate effect.

If payment is not received by the due date, the Organiser reserves the right to release the package back for general sale.

The Organiser reserves the right to refuse any application.

Under no circumstances will a company be allowed to have a presence at the Meeting unless full payment has been made.

Payment method is by direct bank transfer. Please forward a copy of the Remittance Advice to the Organiser.

Cancellation or alteration of Package

If, after an invoice has been issued, the Sponsor wishes to cancel or reduce the Package, the Organiser will endeavour to re-sell the sponsorship opportunity. If it is unable to do so, the Sponsor shall remain liable to pay the full charge for the arranged Package. Requests to cancel or reduce stand space must be confirmed by email and Packages cannot be released for resale until such requests are received by the Organiser and are acknowledged.

If additional exhibition space is requested after invoice issue and can be provided, the rules regarding payment for the total cost of the additional space will apply. All such requests must be confirmed by email.

Any participants who fail to arrive at the Exhibition by the designated times shall be liable for any additional costs that may be incurred by the Organiser, due to non-participation.

Alteration to Exhibition layout

Whilst every endeavour will be made to adhere to the published floor plan of the Exhibition, the Organiser shall be entitled to alter the layout if, in its opinion, this is in the general interest of the Exhibition.

Amendment or cancellation by the Organiser

The Organiser reserves the right to cancel any booking or offer alternative facilities without any liability on its part in the event of:

- Any occurrence beyond its reasonable control which shall prevent the Organiser from performing its obligations in connection with the booking.
- The booking being, in the Organiser's opinion, prejudicial to the reputation of the Organiser, the Venue, or third party suppliers.
- The Sponsor / Exhibitor being in arrears of payments due.

Compliance

The ILAE British Branch notes the Association of British Pharmaceutical Industry Code of Practice for the Pharmaceutical Industry. It is the responsibility of individual companies to ensure they comply with relevant regulatory or other industry codes of practice when offering sponsorship.

Venue

The facility within the Venue for the Exhibition shall be clearly designated on the exhibition plan. No further space shall be available for any other use or purpose of the Exhibitor, for example, storage of packing materials, parking of vehicles, etc.

Tenancy

The tenancy of the Venue for the Exhibition shall be from 1200 on Wednesday 7 October 2026 until 1900 on Saturday 10 October 2026. There shall be no access to the facility before and after these dates and times. Deliveries may be made from 0900 on Wednesday 7 October. All materials must be removed from the facility by 1900 on Saturday 10 October 2026.

Occupation of stand space

The Sponsor and its agents may enter the Exhibition area for the purposes of building Exhibits, manning the Exhibition stand and dismantling Exhibits as per the times below:

- Wed 7 Oct, 1200 - 1900: Set up
- Thur 8 Oct, 0800 - 0900: Final set up
- Thur 8 Oct, 0900 - 1700: Exhibition open
- Fri 9 Oct, 0900 - 1700: Exhibition open
- Sat 10 Oct, 0900 - 1500: Exhibition open
- Sat 10 Oct,, 1530 - 1900: Break down

Installation

No Exhibitor will be permitted to install an Exhibit in such a manner as, in the opinion of the Organiser, obstructs the light or impedes the view along the open spaces or gangways. The Venue reserves the right to examine and exclude any Exhibit.

No Exhibitor will be permitted to install display material or Exhibits that contravene security regulations as laid down by the Venue.

Stands not adhering to hall layout plans will be dismantled without consultation and taken back to recognised stand limit.

No display, stand fitting or Exhibit shall exceed the height of 2.4 meters.

Exhibitors shall submit plans of their stands to the Organiser by Tuesday 25 August 2026 for approval by the Organiser and Venue. The plan must show the floor plan and elevations of the stand structures, the location of any features and the position of the main electrical connection.

Electrical requirements

Each stand will be provided with a single 13 amp socket. If additional power is required this must be requested in advance and will incur an additional charge. All electrical installations must comply with the relevant Institute of Electrical Engineers and Venue regulations and are subject to inspection and test by the Electrical Contractor, before electric power is provided to them.

Health and Safety

The Exhibitor will be responsible for ensuring compliance with all Health and Safety Regulations imposed by the Organiser and the Venue. A Health and Safety Risk Assessment will be required from the Exhibitor prior to the meeting.

All stands must be complete and ready for the Exhibition opening by 0900 on Thursday 8 October 2026. In the event of an Exhibitor failing to take possession of an allocated stand space, the charges for such allocated stand space will nevertheless remain due to the Organiser and will not be refunded.

Removal of Exhibits and dismantling of stands may not commence until 1530 on Saturday 10 October 2026 and must be completed by 1900 on this day. All items brought to the Venue by the Exhibitor and/or Sub Contractor must be removed at the end of the tenancy.

Where the Risk Assessment for the build period of the Exhibition is supplied by a Sub Contractor, the Exhibitor shall remain responsible for ensuring compliance with this and shall be responsible for any infringement of the Health and Safety Regulations to the Venue and the Organiser. Anyone wishing to gain access to the Exhibition area during the build and strike of the Exhibition shall be required to wear high visibility waistcoats or jackets. Staff must adhere to Risk Assessment measures at all times.

Sub-contractors access

Sub-Contractors employed by Exhibitors for the construction of their Exhibit shall be granted access to the venue during the set up and break down times as listed in the section 'Occupation of stand space' in this document. Sub-Contractors requiring access to the Exhibition during the open period, for the purpose of providing stand-by support services, must be in possession of a conference pass.

Third parties

Where the Exhibitor employs Sub Contractors or third parties to assist them with their participation in the Exhibition, it is the Exhibitor's responsibility to ensure they comply with all Rules and Regulations stipulated by the Organiser and covered by any current Licensing and Health and Safety legislation.

Conduct

Tenants of the Meeting are participants in the event and responsible to the Organiser for their conduct and the management of their stands.

Exhibitors must respect the communal nature of the hall and not engage in any activity that may prejudice or affect the business of others. No marketing or sales activity may take place outside allocated spaces. If an exhibitor causes persistent disruption to other exhibitors or delegates, the Organiser reserves the right to remove their stand from the exhibition. In such an instance no refund will be given.

Stand cleaning

Nightly stand cleaning is included in the charge for stand space, but Exhibitors are responsible to the Organiser for ensuring that their stands are maintained in a clean and orderly state.

Dangerous Exhibits and substances

No Exhibit or working demonstrations that involve substances of a dangerous, explosive or objectionable nature may be brought on to the premises without prior written consent. Permission to bring in any compressed gases, regardless of whether volatile or not, must be sought in advance from the Organiser. Exhibitors wishing to use Laser Equipment should contact the Organiser to discuss Health and Safety implications.

Use of recorded material /broadcasting media

The use of broadcast television or radio transmissions, whether terrestrial, digital, internet or satellite on Exhibition stands is not permitted by the Organiser. Requests to include such a broadcast must be submitted to the Organiser in advance and permission will be granted at the discretion of the Organiser.

It is the stand holder's responsibility to obtain any licenses relating to the showing of footage or recorded materials from their stand.

Food & Drink

Stand holders are not permitted to distribute food or beverages from their stands without the consent of the Venue.

Fire precautions

All materials used in construction work, displays, etc., must be effectively fireproofed, or made of non-flammable materials. Counter backs and curtains must be cut off at least 150mm clear of the floor. Packing materials, litter, etc must be removed from the Exhibition area. Fire extinguishers are available within the Exhibition area. The Exhibitor must comply with any instructions given by The Venue, the Local Authority and the Organiser to avoid the risk of fire.

Sub-letting

Sub-letting or licensing the use of stand space is not permitted, neither may the products or services of firms not exhibiting in their own right be promoted or displayed as Exhibits, except where the Exhibitor is the authorised selling agent for such products or firms.

Insurance

Insurance can be effected to meet the requirements of the above terms and conditions (Public Liability, Insurance of Exhibits, Postponement or Abandonment and Failure to Vacate) and it is recommended that Exhibitors arrange such insurance as offered by specialist exhibition insurance companies. Proof of Public Liability Insurance will be requested from the Exhibitor prior to the meeting.

Public liability

The Organiser shall not be liable for any claim arising from death or bodily injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's stand and anything permitted or omitted during the period of the Exhibition or the build-up or breakdown periods caused directly or indirectly by the Exhibitor or any contractor of his. The Exhibitor will indemnify the Organiser in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor shall effect adequate insurance in respect of all such claims, and the liability is thereby assumed by the Exhibitor.

Insurance of Exhibits

The Organiser does not accept liability for any loss or damage from any cause whatsoever, in respect of any property brought to the Exhibition premises by the Exhibitor or his contractors. The Exhibitor releases and indemnifies the Organiser in respect of any loss or damage to such Exhibits and other property whether it is his property or not. The Exhibitor shall adequately insure all such property in the joint names of himself and the Organiser on a full 'All Risks' basis for a sum insured equivalent to the full value of all Exhibits and other property brought to the Exhibition. If required, the Exhibitor shall provide the Organiser with satisfactory evidence that adequate insurance is in force.

Damage to Exhibition building, fixtures and fittings, and shell scheme

No painting is to be carried out in the Exhibition area without sufficient protective coverings.

The fixing of display material to the shell scheme will be permitted only by methods laid down by the Organiser.

The Exhibitor shall be responsible for any damage caused to the facilities or the furnishings, equipment or any part of the Venue or grounds, by the act or neglect of the Exhibitor, Sub Contractor or guest of the Exhibitor and shall pay to the Organiser on demand the amount required to make good or remedy any such damage and for any loss of business caused as a result.

Security

The Organiser will provide a site security service during the period of the tenancy but shall be under no liability for loss or damage. For the purposes of security, Identification Badges must be worn at all times by the Exhibitors and their staff and Sub Contractors within those parts of the Venue being used for the conference and Exhibition. Admission to these areas will not be permitted to personnel without badges.

Postponement or abandonment

If the Exhibition is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, national emergency, labour dispute, strike, civil disturbance, the non-availability either wholly or partially of the Exhibition premises, or any other cause not within the control of the Organiser, the Organiser shall be under no liability to the Exhibitor in respect of any actions, claims, losses, costs or expenses whatsoever which may be brought against or incurred by the Exhibitor, as the result of any such event. If, by rearrangement or postponement of the period of the Exhibition, or by substitution of other premises, or in any other reasonable manner, the Exhibition can be carried through, the contracts for space shall be binding upon all parties, except as to the size and position, as to which any modification, substitution or rearrangement considered necessary by the Organiser shall be determined.

Failure to vacate

If the Exhibitor, agents or Sub Contractors, should fail to vacate the Exhibition premises or arrange collection of all property by 1900 on Wednesday 17 September 2025, the Exhibitor shall be fully responsible for any penalties arising as a result. The Organiser may remove any items left at the Venue by the Exhibitor after 1900 on Wednesday 17 September 2025 and the costs of such removal shall be paid by the Exhibitor to the Organiser on demand.

Disputes and law

These Terms and Conditions shall be governed by the laws of England & Wales and shall be subject to the exclusive jurisdiction of the English courts.

General

If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected.

The Organiser undertakes to give the fullest sympathetic consideration to the interests of the Exhibitor. Should any question arise which is not provided for within these Terms and Conditions, the Organiser's decision must be accepted as final where, in the Organiser's opinion, the needs of the correct conduct of the Exhibition make an immediate decision imperative.