



ANNUAL | 20 CONFERENCE | 24

WEDNESDAY 20 NOVEMBER 2024
EAST MIDLANDS CONFERENCE CENTRE, NOTTINGHAM

EXHIBITOR PACKAGE

CONFERENCE OVERVIEW

This year's conference looks at how we can come together as one industry to tackle the challenges and opportunities that lie ahead. To ensure safety across the gas industry, to meet the needs of end user, to align gas with the energy landscape and to innovate and collaborate for net zero.

The conference attracts over 300 delegates working in upstream operations, representatives from government, academia, and the wider energy industry, making it an excellent opportunity for those in the supply chain to get their products and services noticed.

EXHIBITOR PACKAGE

IGEM Members £885+VAT

Non-members £1,060+VAT

- Inclusion in the list of exhibitors that appears on the event details page of our website with a hyperlink to your company homepage
- Mention of your company within pre-event email campaigns plus our regular eNewsletter (Flame)
- Your company logo on the holding slides used during the refreshment and lunch breaks
- A 3m x 2m exhibition space
- A copy of the delegate list issued two weeks in advance of the event

SECURING YOUR PLACE

To reserve an exhibitor package simply complete the booking form and return it to events@igem.org.uk as soon as possible. If you'd like more information about the conference please call the events team on **+44 (0)1509 678150**.

ANNUAL CONFERENCE EXHIBITOR BOOKING FORM

Company name

Please provide your company name as you wish it to appear in marketing materials

Address

Postcode

Contact name

Job title

Telephone

Email

I would like to purchase the exhibitor space package

Please tick

Company Member rate £885+VAT

Non-member rate £1,060 +VAT

I would like to pay by

Please tick

Debit/Credit card

A member of the finance team will contact you to take payment

Invoice

Please enter a purchase order number in the box below

Purchase order number

TERMS AND CONDITIONS

Securing an exhibitor package

Organisations are required to complete the exhibitor booking form and return it to **events@igem.org.uk** in order to secure an exhibitor package. Exhibition spaces are allocated on a first come first served basis.

Payment

On receipt of a completed exhibitor booking form IGEM will issue an invoice and payment should be made in accordance with the terms thereon. If the chosen event is scheduled to take place within 30 days of the booking then full payment will be required at the time of booking.

Cancellation

Organisations wishing to cancel an exhibitor booking must do so in writing. IGEM will confirm receipt of the cancellation in writing. The following charges for cancellation will apply: a) 50% of the total cost if cancelled less than 8 weeks prior to the event; b) 100% of the total cost if cancelled less than 4 weeks prior to the event.

Fulfilment of promotional opportunities

An organisation's inclusion in the marketing and promotional opportunities outlined within the exhibitor package is subject to submission of the required information and or files on or before the deadline provided by IGEM.

Exhibition space

Each exhibition space is 3m wide by 2m deep unless otherwise stated. Exhibitors must abide by the set-up and breakdown times as stated by IGEM. Exhibition stands should be managed during all refreshment breaks including lunch. Under no circumstances can a stand be broken down until after the close of the event, unless advised otherwise by IGEM.

Liabilities

Whilst IGEM shall endeavour to protect property at the conference, IGEM and the management of the venue cannot accept liability for loss or damage sustained, occasioned by any cause whatsoever.

Insurance

Exhibitors are responsible for arranging appropriate insurance cover in connection with their attendance at the conference.

Fire and safety

Exhibitors must comply with any reasonable instructions given by any authority regarding fire precautions and safety.

Amendments

IGEM reserves the right to make amendments to the conference programme, venue and timings at any time. Should the event be cancelled by IGEM or for any reason, a full refund will be made.

Liability will be limited to the amount of the fee paid by the exhibitor. Whilst IGEM makes every attempt to secure a high level of attendance, no guarantee of delegate numbers can be given and no discounts or refunds are available if delegate numbers do not reach projected levels.

Information and copyright

Information supplied by IGEM in relation to its event is accurate to the best of its knowledge and belief, but shall not constitute any warranty or representation. Any inaccuracy, mistakes or omission in such information shall not entitle the exhibitor to cancel his/her contract. All information and data relating to the event is the copyright of IGEM and cannot be passed on to any third party for any purpose. Lists and information relating to participants may only be used in relation to the exhibitor's presence at the event.