



**BICSc ANNUAL AWARDS, EDUCATION PROGRAMME & EXHIBITION 2018
SPONSORSHIP AGREEMENT**

PRINCIPLE CONTACT (please complete in BLOCK CAPITALS)

Lead Name:		Position:
Company:		
Address:		Contact Tel:
Town/City:		Post Code:
Email:		
SPONSORSHIP OPTIONS (please tick your sponsorship choice)	<input type="checkbox"/> Headliner £5000 <input type="checkbox"/> Platinum £2200 <input type="checkbox"/> Gold Sponsor £1500 <input type="checkbox"/> Evening drinks reception £2000 <input type="checkbox"/> Silver Sponsor £750 <input type="checkbox"/> Networking buffet lunch £500 <input type="checkbox"/> Bespoke Package – details _____	

TERMS OF AGREEMENT

This agreement is effective as of _____ (date) and shall remain effective until the “Event” ends at 1am on the 28th of September 2018. This agreement defines the terms under which BICSc and _____ (“Sponsor”) enter into a sponsorship agreement for the BICSc Annual Awards Event 2018.

Please tick this box to agree to BICSc sharing your contact details with delegates, guests and sponsors for marketing purposes after the event.

Terms and Conditions

1. BICSc grants the Sponsor a limited licence to use any of the artwork for the event for the purpose of promoting the event and linking to the BICSc website
2. The sponsor grants BICSc a limited licence to use sponsor's logo in event promotional material and during the event
3. The Sponsor must provide any required images of their logos, trademarks, and contact information within 1 week of the date of signing the agreement
4. BICSc reserves the right to charge the sponsor for late supply of material or change requests to promotional material to cover costs of reprinting or other costs incurred
5. Any agreement shall become effective on the date of signing and will remain in effect until all responsibilities set out are fulfilled
6. The parties acknowledge that they will use good faith to negotiate and resolve subsequent issues that may arise from this agreement as a result of unforeseen occurrences and that may alter the conditions of this agreement
7. Where accommodation is offered as a benefit it applies to the evening of 27th September 2018 for one night only and is not transferable
8. Where a spa day is offered a voucher will be issued for access to the heat and ice Rooms, lunch is included, the voucher will be valid for 6 months
9. The number of delegates attending the Education Programme & Exhibition cannot be guaranteed by BICSc
10. Event sponsors & presenters will only receive attendee contact details from those who agree on booking to BICSc sharing this information with chosen partners
11. Where applicable presentation of a specific award cannot be guaranteed
12. The Sponsor shall not display promotional material or signage at the event unless otherwise agreed with BICSc and the venue
13. All packages are offered on a first come first served basis
14. Where Exhibition space is offered as part of a package, it is subject to space and is offered on a first come first served basis
15. All correspondence must be in writing
16. Any agreement is effective as of the date of signing and shall remain effective until the event ends at 1am on the 28th September 2018
17. If payment is not received within 30 days of signing the agreement it will become null and void
18. All cancellation requests must be in writing, received, and confirmed by BICSc within 14 days of the date of the contract
19. BICSc reserve the right to terminate the agreement at any time

METHOD OF PAYMENT Payments can be made by credit card or bank transfer, however, funds must be cleared by the deadline date. Upon receipt of the signed Sponsorship Agreement, BICSc will issue an invoice; **full payment must be received within 30 days of the invoice date.**

I, (the sponsor), hereby agree to the terms and conditions of this agreement;

Signature: _____ Print: _____

Date: _____

Email completed contracts to:

sonja.goff@bics.org.uk or post to The British Institute of Cleaning Science, 9 Premier Court, Boarden Close, Moulton Park, Northampton, NN3 6LF

Questions?

Please feel free to contact Sonja on + 44 (0) 1604 678 715 or sonja.goff@bics.org.uk