



IBA 2024 MEXICO CITY

ANNUAL CONFERENCE OF THE INTERNATIONAL BAR ASSOCIATION

15 - 20
Sept



EXHIBITION - NON-LAW FIRMS ONLY
SPONSORSHIP OPPORTUNITIES AND FLOOR PLAN

EXHIBITION

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AND FLOOR PLAN



FLOORPLAN TO COME

EXHIBITION

SPONSORSHIP OPPORTUNITIES AND FLOOR PLAN



Booth details



Exhibition booth includes:

1. Rear wall graphic image
2. One rectangular table
3. Two chairs
4. One electrical power socket for laptop
5. Spotlights on rearwall
6. Low side walls
7. Two exhibitor passes

EXHIBITION

SPONSORSHIP OPPORTUNITIES AND FLOOR PLAN



ALL SPONSORSHIP OPPORTUNITIES ARE NON-EXCLUSIVE AND NON-NEGOTIABLE - NON-LAW FIRMS ONLY

Cost	Platinum sponsorship	Gold sponsorship	Silver sponsorship	Bronze sponsorship	One exhibitor booth	Two exhibitor booths	Three exhibitor booths
	£24,000	£15,400	£9,500	£6,300	£4,100	£8,250	£12,500
Complimentary delegate passes. (Delegate passes given away as part of an exhibitor sponsorship agreement, cannot be used by speakers, panellists, Chairs or Co-Chairs, members of the press or adjudicators. Complimentary delegate passes can only be used by a representative of the sponsoring company in their capacity as a delegate. They cannot be exchanged between colleagues once registered. Registration of complimentary delegate passes must be completed no later than 21 days prior to conference commencement date).	Four (4)	Three (3)	Two (2)	One (1)			
Exhibition booths (3m x 3m)	Three (3)	Two (2)	One (1)	One (1)	One (1)	Two (2)	Three (3)
Exhibitor passes. Exhibitor passes given away as part of an exhibitor sponsorship agreement, cannot be assigned to a lawyer, even if they are no longer practicing or retired. In addition, the exhibitor passes cannot be assigned to speakers, panellists, Chairs or Co-Chairs, members of the press or adjudicators. Exhibitor pass holders cannot attend working sessions or social events other than the Welcome Party, if held. Exhibitor passes can only be used by a representative of the exhibiting company. Exhibitor badges CANNOT be exchanged between colleagues or given to another colleague once registered. Any badges found in the possession of someone else will be removed and the person will be asked to leave the building. Registration of exhibitor passes must be completed no later than 21 days prior to conference commencement date.	Six (6)	Four (4)	Two (2)	Two (2)	Two (2)	Four (4)	Six (6)
Exhibitor/sponsor logo and link on "Our sponsors" page of conference website	YES	YES	YES	YES	YES	YES	YES
Exhibitor/sponsor logos included on floorplans located in convention centre	YES	YES	YES	YES	YES	YES	YES
Exhibitor/sponsor logo on holding slides in all session rooms	YES	YES	YES	YES	YES	YES	YES
IBA email, with exhibitor/sponsor logo, sent to all registered delegates one week before conference, promoting sponsors	YES	YES	YES	YES			
IBA email, with exhibitor/sponsor logo, sent to all registered delegates one week after conference, thanking sponsors	YES	YES	YES	YES			
Exhibitor/sponsor logo on signage around conference venue	YES	YES	YES	YES			

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For further information on sponsorship please email Andrew Webster-Dunn on andrew.webster-dunn@int-bar.org

IBA ANNUAL CONFERENCE AND EXHIBITION – EXHIBITION SPONSORSHIP TERMS & CONDITIONS 2024

Assignment of sponsorships

All sponsorships are **non-exclusive** and **non-negotiable**.

Interpretation and Definitions

In this agreement, unless the context otherwise requires, the following definitions shall apply:

1. “sponsorship” platinum, gold, silver and bronze sponsors, and exhibitor’s;
2. “exhibitor or sponsor” means an organisation that is named as one of the platinum, gold, silver, bronze sponsors and exhibitor participants; and
3. “IBA” means International Bar Association.

Application/cancellation of sponsorship

Application for sponsorship must be made by completing the relevant online booking form located on the specific conference website. Sponsors will be invoiced 100 per cent of the total invoice cost upon placing the order, payable to the IBA within 60 days of the receipt of the invoice or by 28 August 2024 for invoices issued after the 30 June 2024. ***Invoices not paid in full by the 28 August 2024, will be cancelled and all references to the sponsor or exhibitor will be removed from the final programme.***

Should the sponsor wish to withdraw from being a sponsor of the IBA Annual Conference and Exhibition after placing an order, the sponsor will be liable to pay the following amounts:

- Cancellation after Sponsor logo is placed on IBA Annual Conference and Exhibition website, 50 per cent of agreed value of invoice.
- Cancellation after 30 May 2024, 75 per cent of the agreed value of invoice
- Cancellation after 31 June 2024, 90 per cent of the agreed value of invoice
- Cancellation after 28 July 2024, 100 per cent of the agreed value of invoice

Cancellation of sponsorship must be directed in writing to:

Andrew Webster-Dunn, Sponsorship Director, International Bar Association, Chancery House, 53-64 Chancery Lane, London WC2A 1QS United Kingdom.

No deductions or withholdings

All fees payable to us by you in accordance with the terms contained in this ‘information’ section shall be paid free and clear of all deductions or withholdings whatsoever.

If any deductions or withholdings are required by law to be made from any fees payable to us by you under the terms contained in this ‘information’ section you shall pay such sum as will, after the deduction or withholding has been made, leave us with the same amount as we would have been entitled to receive in the absence of any such requirement to make a deduction or withholding.

If we obtain the benefit of any tax credit or other relief by reference to any such deductions or withholdings, then we shall repay to you such amount as, after such repayment has been made, will leave us in no worse position than we would have been had no such deductions or withholdings been required.

Contract acceptance

The acceptance of the application shall be at the discretion of the IBA, and upon acceptance, becomes a contract. By completing the online application, the sponsor agrees to comply with, and be subject to, the terms and conditions contained in this document. The IBA reserves the right to refuse, deny or cancel sponsorship to prospective companies.

Liability

Any Exhibitor/Sponsor or direct contractor with the IBA must carry a minimum £2,000,000 Third Party, (Public Liability/General Liability Indemnity Insurance), on an each and every claim basis, and assume entire responsibility and hereby agree to protect, indemnify, defend and hold the IBA and its employees and agents harmless against all claims, losses and damages to persons or property, government charges

or fines and attorney fees arising out of or caused by the exhibitor/sponsor's installation, removal, maintenance, occupancy or use of conference premises or a part thereof, excluding any such liability caused by the sole negligence of the venue, its employees and agents.

Insurance

Exhibition materials should be insured from the time they are shipped, through move-in, exhibit dates, move-out and until all materials have been received at the point of origin.

Sponsorship and Speaking at an IBA Conference

Under IBA Policy, speaking opportunities at an IBA conference or event must NOT be linked to sponsorship discussions or financial arrangements of any kind. Neither officers, nor representatives of the sponsorship department are authorised to agree, discuss or confirm speaking opportunities at an IBA conference as part of a sponsorship agreement.

Complimentary delegate passes

Complimentary delegates' passes, given as part of a sponsorship agreement, **cannot** be assigned **to speakers, panellists, members of the press or adjudicators, this is non-negotiable**. A sponsorship delegate registration form must be completed by the sponsor in order to obtain the free delegates' pass. Notification of changes to free delegate passes must be sent via email, to andrew.webster-dunn@int-bar.org, no later than 21 working days prior to the commencement of the conference, no amendments will be made at the event only the people on the registration form may attend the conference. Complimentary delegate passes cannot be exchanged between colleagues.

Complimentary exhibitor badges and attendance

The maximum number of complimentary exhibitor badges allocated per booth (3mx3m) is two, **NO** exceptions will be given. Each exhibitor must wear an official IBA conference badge. Exhibitor badges cannot be assigned or given to another person at the conference, only those registered prior to the conference may attend the event, any other non-registered attendees using a registered participant's badge, will be asked to leave. Exhibitor passes must not be altered or covered. The exhibitor pass is valid for the duration of the conference. Exhibitor badge holders are not permitted to enter sessions; those who do will be asked to leave. Exhibitor badge holders may only attend the IBA Annual Conference and Exhibition Welcome reception. Exhibitor badge holders are not permitted to attend any other social function. Exhibitor badge holders cannot conduct business anywhere in the conference venue other than on their allotted booth. Exhibitor badges cannot be assigned to a qualified or practicing lawyer. Exhibitor badge holders are not permitted to invite guests to the conference or exhibition. Lunches are not provided for exhibitors as part of any sponsorship package, however, from time to time permission may be granted by the IBA conference organiser at the conference. Exhibitor badges cannot be assigned to a qualified or practicing lawyer. Notification of changes to exhibition staff must be sent via email, to andrew.webster-dunn@int-bar.org, no later than 21 working days prior to the commencement of the conference. No additional badges will be issued at the event.

Complimentary delegate registration process

Once the invoice relating to the chosen exhibitor/sponsorship package is paid in full, an email will be sent to the sponsor to enable the registration of their complimentary delegate pass and exhibitor passes.

IBA best practices policy for attendees, exhibitors & sponsors

IBA provides opportunities for sponsors to have direct exposure to conference attendees during the sponsored conference defined in this document. All conference sponsors are expected to abide by the following policy: (1) conference sponsors will not detract from any other company's investment by competing with the sponsored event, e.g., the hosting of an event at the same time as an IBA sponsored event; (2) conference sponsors will not interfere with another sponsor's or exhibitor's communication with an attendee communication, either directly or indirectly, e.g., the distribution of brochures or other collateral outside of a designated area/exhibit booth. These and other similar actions will be considered unacceptable and will be prohibited except with the explicit written permission of IBA. All attendees, regardless of whether they sponsor, exhibit or network at an event, are subject to the guidelines of this

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policy. Attendance at the conference signifies agreement to this policy and subsequent consequences if violated.

Exhibitors and the exhibition hall

Exhibitors are not permitted to sublet, promote or distribute books, magazines, journals or printed literature promoting products or services which are not owned, produced or published by the paying exhibitor. Exhibiting companies are not permitted to distribute promotional literature on behalf of law firms. Exhibitors found to be in breach of the above clauses will be instructed to stop or risk expulsion from the exhibition hall.

Use of space/promotional materials

When exhibiting all solicitation, demonstration or other promotional activities must be confined to the limits of the area assigned. No sponsor can distribute promotional materials in a break out room, session or any other part of the conference venue. Literature on display shall be limited to reasonable quantities. A company's promotional materials should not interfere with any other company's sponsorship or exhibition. Further, a sponsor is prohibited from distributing copyrighted materials, unless they have written permission to distribute such materials. Law firms and organisations that provide legal advice as part of their day-to-day business cannot distribute promotional materials regarding their firm, partners, employees or exhibit at an IBA conference.

Installation of exhibits

All exhibitor booth installation work must be completed one hour prior to the opening of the conference registration desk. No installation work will be permitted once the conference registration desk has opened, and the first delegate has arrived.

Disruption to other exhibits

The organizers reserve the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable to other exhibitors or to delegates. Nothing may impede the free flow of delegates in the aisles. This means that nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space.

Booth construction and arrangement

All exhibits must be confined to the special limits of the booth as indicated on the floor plan or by the IBA conference organisers. The exhibition booth rental fee includes a table, two chairs, one electrical power socket and two spotlights. No part of the display, except equipment therein, is permitted in excess of 3m' in height without prior permission granted by the IBA. Booths shall not present an objectionable side appearance when viewed from adjoining booth areas. All exhibitor displays must stay within the parameters of the space allocated. No materials are permitted outside the allotted booth space.

Care of exhibition space and building

The exhibitor shall care for and keep occupied space in good order. Special cleaning and dusting of the booth and display equipment and material will be the exhibitor's responsibility. Exhibitors may not place anything in the exhibition space common areas. Exhibitors, or their agents, must not injure or deface the wall or floors of the building. When such damage appears, the exhibitor is liable to the owner of the property so damaged. Electrical wiring must conform to the health and safety regulations; of the country the event is being held. Combustible materials or explosives are not permitted in the exhibition area. All exhibits shall serve the interests of the members of IBA and be operated in a way that does not detract from other exhibits or the conference. Conference management determines the acceptability of persons, things, conduct, sound equipment and/or printed material and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of IBA. In the event of such restriction or eviction, IBA is not liable for any refund of exhibition fees or any other exhibition-related expenses.

Exhibition freight

Exhibitors are responsible for the delivery of their freight to the venue. All freight must be labelled exactly as specified by the IBA. The IBA will not be held responsible for the loss of any freight materials, especially those incorrectly labelled.

Removal of exhibits

No exhibitor shall commence dismantling or packing product before the end of the final coffee break on the last day of the conference, without notifying the IBA. It is the responsibility of each exhibitor to arrange with the conference venue for the storage of materials until collected by courier or shipping company. All materials remaining after the conference closes or at a time specified by an IBA representative, may be removed and destroyed by the conference venue staff, if arrangements have not been made for storage. The IBA will not be held responsible for any items left behind.

Sales, samples and souvenirs

No goods are to be sold for delivery on the floor. Orders may be taken for future delivery. Free samples and souvenirs may be given away at your designated booth only. Exhibitors may not display literature or products at any other conference areas. Any food or beverages dispensed or given away at your exhibition space must be purchased from or with the consent of the venue where the IBA conference is being held. Exhibitors should contact the catering department at the venue directly.

Promotional literature and gifts

The placing of unauthorised promotional literature or gifts at an IBA conference or social event is strictly forbidden. All unauthorised items will be removed and disposed of without notification.

Conference postponement or cancellations

IBA at its discretion shall have the right to postpone or cancel the conference and shall be liable in no way to the sponsor for losses resulting from such delay or cancellation. IBA will not be liable for fulfilment of this contract as to the delivery of exhibition space if non-delivery is due to any of the following causes including, but not limited to: damage caused by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, or for any cause beyond IBA's control. It will, however, in the event of it not being able to hold a conference for any of the above-named reasons, reimburse the sponsor for the amount already paid for the sponsorship.

Compliance

The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that conference management may make from time to time. The exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorised local, state and federal governing bodies concerning fire, safety and health as well as the rules and regulations of the operators of and/or owners of the property where the conference is held.

Amendments

Any and all matters and questions not specifically covered by the preceding regulations shall be subject to the decision of the IBA. Sponsors shall be notified in writing of any amendments to these regulations.

Questions

Contact Andrew Webster-Dunn, Sponsorship Director, International Bar Association, at +44 (0)20 7842 0090 or e-mail at andrew.webster-dunn@int-bar.org

Governing law and jurisdiction

This Agreement shall be exclusively governed and construed in accordance with the laws of England and Wales without regard to principles of conflicts of law