Non-law firms only

ALL SPONSORSHIP PACKAGES ARE NON-EXCLUSIVE AND NON-NEGOTIABLE


<table>
<thead>
<tr>
<th>Benefits</th>
<th>Headline conference sponsorship £6,000</th>
<th>Associate conference sponsorship £3,500</th>
<th>Exhibitor display table £1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complimentary sponsor delegate passes. Sponsor delegate passes, given away as part of a sponsorship agreement, cannot be used by speakers, moderators, panellists, Chairs or Co-Chairs, press, adjudicators or anyone listed in the programme. Complimentary delegate passes can only be used by a representative of the sponsoring company in their capacity as a delegate. Registration of complimentary delegate passes must be completed no later than 14 days prior to conference commencement date.</td>
<td>Three</td>
<td>Two</td>
<td></td>
</tr>
<tr>
<td>Complimentary attendance to all social events including ticketed dinners for named sponsor delegates</td>
<td>Three</td>
<td>Two</td>
<td></td>
</tr>
<tr>
<td>Option to provide two minute promotional video of company, played as delegates enter meeting room prior to each session commencing. Video to be supplied in .WMV format.</td>
<td>•</td>
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</tr>
<tr>
<td>Sponsor logos to appear on all conference promotional materials from date of booking. (Logo to be supplied in EPS Vector format)</td>
<td>•</td>
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<td></td>
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<tr>
<td>Sponsor logo on the cover of the online and final programmes</td>
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<td>Sponsor logo to appear inside online and final programmes</td>
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<tr>
<td>Sponsor logo to appear on the conference holding presentation in main session room</td>
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<tr>
<td>Sponsor logo to appear on general conference signage</td>
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<td></td>
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<tr>
<td>Sponsor logo on signage at conference dinner</td>
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<tr>
<td>Sponsor logo on signage at conference reception</td>
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<tr>
<td>Sponsor logo on signage at conference refreshment breaks</td>
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<tr>
<td>Sponsor logo on signage at conference luncheon</td>
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<tr>
<td>Sponsor/exhibitor logo and link on the conference website</td>
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<tr>
<td>Exhibitor display table</td>
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<td>Two exhibitor passes (Exhibitor passes given away as part of an exhibitor sponsorship package, cannot be assigned to a lawyer, even if they are no longer practicing or retired. In addition, the 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 opening reception, if held. Registration of exhibitor passes must be completed no later than 14 days prior to the conference commencement date.)</td>
<td>• • •</td>
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<tr>
<td>Full page greyscale advertisement to be included in the final programme. Artwork to be supplied no later than 14 days before the conference commencement date.</td>
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<tr>
<td>Full page colour advertisement to be included in the online programme. Artwork to be supplied no later than 14 days before the conference commencement date.</td>
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<td></td>
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<tr>
<td>Sponsors acknowledged via IBA Sponsorship Twitter and LinkedIn accounts</td>
<td>• • •</td>
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<td></td>
</tr>
</tbody>
</table>

For further information on sponsorship please contact Andrew Webster-Dunn on andrew.webster-dunn@int-bar.org or telephone on +44 (0) 207 842 0090

IBA sponsorship packages do not include speaking opportunities. Speaking opportunities cannot be linked to sponsorship discussions or financial arrangements. 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 or financial agreement. Please notify Andrew Webster-Dunn, Head of Advertising and Sponsorship, International Bar Association on andrew.webster-dunn@int-bar.org if you are asked to sponsor a conference or event as a condition of an invitation to speak at the conference.

Should you wish to be considered for a speaking position at an IBA Conference, please email conferences@int-bar.org stating the conference of interest and ask to be put in touch with the relevant Conference Chair.
## Available to all

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<tr>
<th>Benefits</th>
<th>Headline social event sponsorship £5,000</th>
<th>Conference dinner sponsorship £4,000</th>
<th>Conference reception sponsorship £3,000</th>
<th>Conference refreshment break sponsorship £3,000</th>
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Should you wish to be considered for a speaking position at an IBA Conference, please email conferences@int-bar.org stating the conference of interest and ask to be put in touch with the relevant Conference Chair.

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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’ includes Headline Conference sponsor, Associate Conference sponsor, Headline social event sponsor, Exhibitor display table or any other category named by the IBA.
2. ‘sponsor’ means an organisation that is named as one of the Headline Conference sponsors, Headline social event sponsors, Exhibitor display or any other category named by the IBA.
4. GDPR means the General Data Protection Regulation (Regulation (EU) 2016/679), as amended or replaced from time to time.
5. ‘Data Protection Law’ means the GDPR and all other national, international or other laws related to data protection and privacy that are applicable to any territory where the sponsor processes personal data or is established.

Application/cancellation of sponsorship
Applications to sponsor a social event or exhibit at an IBA specialist conference must be made by clicking on the appropriate link in this pack and completing the relevant online booking form.

Exhibitor/sponsorship packages, including benefits and costs cannot be shared between firms or companies. No discount or refund will be given for non-use of benefits linked to exhibiting or sponsorship discussions. Neither Officers, nor representatives of the IBA Sponsorship Department are authorised to agree, discuss or confirm speaking opportunities at an IBA conference as part of a sponsorship agreement. If you are invited to speak at an IBA conference, this and any condition of this invitation is that you MUST also pay to exhibit or be a sponsor at the conference, please email Andrew Webster-Dunn, Head of Advertising and Sponsorship, International Bar Association on andrew.webster-dunn@int-bar.org or confirm speaking opportunities at an IBA conference as part of a sponsorship agreement.

Cancellation of sponsorship must be directed in writing to Andrew Webster-Dunn, Head of Sponsorship, International Bar Association, 5 Chancery Lane, London, WC2A 1LG United Kingdom or andrew.webster-dunn@int-bar.org

Invoicing
We are now issuing pro-forma invoices rather than final invoices as we recognise income on a cash receipts basis, as such we cannot issue an invoice until the pro-forma invoice is paid. This is a recognised practice by HMRC as per guidelines published in 1970 (see below) and allows us to comply with the VAT regulations imposed on us by the UK authorities. Pro-forma invoices will be sent within 48 hours of the agreement of the invoice, and an invoice will not be issued as soon as payment is received, the pro-forma invoice contains all the details that would be included on an invoice, including the VAT rate charged it just has the words pro-forma instead of invoice.

HMRC Published Guidelines (since 1970)
If you need to issue a sales document for goods or services you have not supplied yet you issue a pro-forma invoice. A pro-forma invoice is a valid invoice requiring your automatic payment.

All invoices must be paid within 30 days of the date on the invoice or no later than 30 days prior to the commencement date of the conference. Any deductions or withholdings are required by law to be made from any fees payable to you under 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 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 you with the same amount as we would have been entitled to receive in the absence of 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 booking shall be at the discretion of the IBA, and upon acceptance, becomes a contract. By completing the online booking form, 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 or deny sponsorships to prospective companies, with no explanation.

Mailing lists
The IBA does not provide mailing list for any of its conferences.

Sponsorship and speaking at an IBA conference
Under IBA Policy, speaking opportunities at an IBA conference or event CANNOT be linked to exhibiting or sponsorship discussions. Neither Officers, nor Conference Chair and Co-Chairs
Conference Chair and Co-Chairs are not authorised to agree sponsorship programmes, costs or confirm speaking opportunities at an IBA conference as part of a sponsorship agreement.

Sponsorship, International Bar Association on andrew.webster-dunn@int-bar.org or confirm speaking opportunities at an IBA conference as part of a sponsorship agreement.
Installation of exhibits
Exhibitors must display materials unpacked and ready for display, with all packaging cleared away not less than 0900hrs on the commencement date of the conference. No work will be permitted once the conference registration desk has opened and the first delegate has arrived. Installation can be completed once delegates have begun the first session.

Booth construction and arrangement
IBA reserves the right to require the immediate withdrawal of any exhibit which is unsuitable for the purpose of the conference or which has not been built in accordance with the regulations. 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 and exclusive to the exhibitors, or extend their space beyond the wall or floor 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 in which the event is 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 and removal of their freight to and from the conference venue. The IBA is unable to assist in the shipment of materials to and from the conference venue and such labels must be self-mailed. The IBA will not be held responsible for the loss of any freight materials, especially those incorrectly labeled. Information on shipping can be obtained by contacting Andrew Webster-Dunn at andrew.webster-dunn@int-lt-bar.org and +44 (0)207 7842 0090.

Removal of exhibits
No exhibitor shall commence dismantling or packing product before the end of the final break on the last day of the conference. 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. The IBA will not act on behalf of an exhibitor for the collection of freight. All materials remaining after the conference closes or at a time specified; by an IBA representative, will be removed and destroyed by the conference venue staff, if arrangements have not been made for storage or collection. 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. 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 in the first instance returned to the representative of the relevant company. All subsequent items will be removed and disposed of without notification.

Insurance
All exhibitors MUST obtain insurance coverage against damage or loss and public liability insurance against injury to the person or property of others. Exhibition materials should be self-insured, through their own company, storage insurance, and all other breakdowns and losses. IBA will not be liable in any 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.

Governing law and jurisdiction
For the purposes of this agreement, the terms personal data, controller, processor, subject and supervisory authority shall have the meanings ascribed to them under the GDPR. IBA’s privacy policy is available at https://www.ibanet.org/web-privacy-policy.aspx.

Contact Andrew Webster-Dunn, Head of Sponsorship, International Bar Association, at +44 (0)207 7842 0900 or e-mail a.webster-dunn@int-lt-bar.org.

Compliance
The exhibitor agrees to abide by and comply with all the Terms & Conditions, including any amendments that conference management may make from time to time, set out in this document. The exhibitor further assures all responsibility for compliance with all the regulations and codes of étiquette, as applicable to any such legislation. All exhibitors and their agents, employees, and representatives will comply with all applicable legal and regulatory requirements.

条款和条件
包括任何可能的修改，只要这些修改在法律上有效，以及在需要时对这些条款和条件的任何可能的解释

Artwork
The IBA will not make amendments to materials supplied for advertisement, where the materials do not conform to IBA’s published requirements. Please note that logos will be sized to fit into a box 150 (w) x 60 (h) pixels, when used on the IBA website. All artwork will be used as supplied. Any amendments may incur additional charges.

Programme logo placements
Logos attributed to organisations supporting and/or sponsoring a specialist conference will appear inside the conference programme along the bottom of the conference page in the following category order Headline social event, Associate conference, Conference reception, Conference dinner, Conference luncheon, Conference refreshment breaks and Conference breakfast. Logos within a sponsorship category will be listed in alphabetical order from left to right. Only logos for co-sponsors and Headline Conference sponsors are permitted to appear on the front cover of a specialist conference programme. Logos will be in black and white, logos appearing in the online programme will be in colour.

Website logo placements
Logos attributed to organisations supporting and/or sponsoring a specialist conference will appear on the conference website in the following category order Headline conference, Headline social event, Associate conference, Conference dinner, Conference reception, Conference luncheon, Conference refreshment breaks, Conference breakfast, exhibitor, supporters and tanyards. Logos within a sponsorship category will be listed in alphabetical order, from top to bottom. All artwork will be used as supplied. Any amendments may incur additional charges.

Promotion video
Maximum duration of promotional video is to be two minutes. Only content relevant to the sponsoring company will be shown. Video to be played as delegates enter meeting room prior to each session commencing. Video content will appear in category order as follows: Headline Conference and Headline Social Event Sponsor. Within each category of sponsorship, video content will appear in alphabetical order.

Function space
It is understood that no rooms, suites or other space in the conference hotel are to be used for exhibition purposes, workshops or other exhibitor sales-related use. Hosting invitational cocktail parties, open houses and similar exhibitor-sponsored affairs, should be checked with the IBA conference management so as not to conflict with any of the programmed events.

Conference postponement or cancellations
In the event of IBA being notified that an exhibitor is unable to participate in the conference, the exhibitor agrees to reimburse the sponsor for the amount already paid for the exhibition space or social event; is strictly forbidden. All unauthorised items will be removed and in the first instance returned to the representative of the relevant company. All subsequent items will be removed and disposed of without notification.

Specialist Conference – Exhibition and Sponsorship Terms & Conditions 2022
https://www.ibanet.org/web-privacy-policy.aspx

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

Questions
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Governing law and jurisdiction
This Agreement shall be exclusively governed and construed in accordance with the laws of England and Wales without regard to Headlines of conflicts of law.

Conference signage/banners logo placements
The logo of a social event sponsor will appear on signage at the relevant sponsored event. Headline Conference, Associate Conference, and Headline social event sponsor logos will appear on a separate SIGN/BANNER to the individual social event sponsors. The number of banners and signs at a conference will be determined by the IBA.

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