Sponsorship opportunities

Mergers and Acquisitions in India
24 - 25 April 2023, Mumbai, India
Non-law firms only

ALL SPONSORSHIP PACKAGES ARE NON-EXCLUSIVE AND NON-NEGOTIABLE


<table>
<thead>
<tr>
<th>Benefits</th>
<th>Headline conference sponsorship £8,000</th>
<th>Associate conference sponsorship £5,000</th>
<th>Exhibitor display table £1,500</th>
</tr>
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<tr>
<td>Complimentary sponsor delegate passes. Sponsor delegate passes, given away as part of a 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. Registration of complimentary delegate passes must be completed no later than 14 days prior to conference commencement date</td>
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<tr>
<td>Sponsor logos to appear on all conference promotional materials from date of booking</td>
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<tr>
<td>Sponsor logo to appear on cover of online and final programmes (PDF)</td>
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<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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<td>Exhibitor display table</td>
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<td>Exhibitor passes (exhibition area only) (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). Registration of exhibitor passes must be completed no later than 14 days prior to conference commencement date.</td>
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<td>Full page colour advertisement to be included in the online programme (PDF). Conference programme will be available to download from the conference website</td>
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<td>Full page greyscale advertisement to be included in the final programme (PDF). The final programme is emailed to all registered delegates a few days prior to the conference and includes the list of participants.</td>
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<tr>
<td>Sponsors acknowledged via IBA Sponsorship Twitter and LinkedIn accounts</td>
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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.

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

**Available to all**

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Assignment of sponsorships
All agreements are non-exclusive and non-negotiable.

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

1. ‘Sponsor’ 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.
3. ‘IBA’ means International Bar Association
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 sponsor or any vendor or other entity in a similar capacity herein.

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.

E dribitor/sponsorship packages, including benefits and costs cannot be shared between firms or companies. No discount or refund will be given for non-use of Exhibitor/sponsorship packages, including benefits and costs cannot be shared between firms or companies.

If we obtain the benefit of any tax credit or other relief by reference to any such invoice, the VAT rate charged on the invoice, the VAT rate charged on the invoice.

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 proforma 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 booking being placed. The invoice and receipt will 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 just as it 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 payment. A pro-forma invoice IS NOT a VAT invoice (you will receive one of those automatically on passing the registration form).

All invoices must be paid within 30 days of the date on the invoice or no later than 30 days prior to the conference start date. Invoices remaining unpaid at the commencement of the conference must be paid in full at the conference before delegate and or exhibitor passes are released. For the avoidance of doubt, you shall not be permitted entry to the Conference unless full payment has been received by us.

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 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 booking being placed. The invoice and receipt will 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 just as it has the words pro forma instead of invoice.

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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 sponsorship to prospects or Sponsors, 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 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 asked to speak at an IBA conference or event, the 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

Conference Chair and Co-Chairs
Conference Chair and Co-Chairs are not authorised to agree sponsorship programmes, costs or any sponsorship arrangements made by a Conference Chair and Co-Chairs of the said conference will be subject to amendments to comply with IBA policy.

Complimentary sponsor delegate badges
Sponsor delegate badges, given as part of a sponsorship agreement, cannot be assigned to speakers, neither Officers, nor delegates. Conference Chair or Co-Chairs may be instructed to stop or risk expulsion from the exhibition hall. No sponsor delegate badges cannot be used by consulting companies linked to a law firm. Delegate badges cannot be shared by multiple people. Delegate badges must be worn and visible at all times and cannot be altered. Sponsor delegate badges entitle the delegate to the same benefits as a paying delegate. Sponsor delegate badge holders may attend all non-ticketed social events, sessions and purchase tickets to any other IBA ticketed social events. The delegate badge is valid for the duration of the conference, for the nominated delegate. A sponsor delegate online registration form must be completed by the sponsor in order to obtain the Sponsor delegate badge. Notification of changes to free delegate passes must be sent via e-mail, to the appropriate member of the IBA sponsorship team no later than five 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. No discount or refund will be given for non-use of complimentary delegate passes.

IBA best practices policy for attendees, exhibitors and 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: 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; 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 unprofessional 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 consequences of this policy. Attendees at the conference signifies agreement to this policy and subsequent consequences if violated.

Exhibitors and the exhibition hall
Law firms cannot exhibit or distribute literature promoting their firm at an IBA specialist conference. 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 or law firm associations. Exhibitors found to be in breach of the above clauses will be instructed to stop or risk expulsion from the exhibition hall.

Exhibitor attendance and badges
The maximum number of exhibitor passes allocated per booth is two, no exceptions will be given. Exhibitor badges cannot be used by lawyers of any description. Exhibitor badges must be worn by the exhibiting company, each exhibitor must wear an official IBA conference badge. IBA badge holders cannot be assigned to another person at the conference. Only those registered prior to the conference may attend the event. Any other non-registered attendees will be asked to leave. Exhibitor badges must not be altered or covered. The exhibitor pass is valid for the duration of the conference. With the exception of the first or only conference reception, exhibitors are not permitted to attend any other conference social functions. Lunches and refreshment breaks are not provided as part of an exhibit or sponsorship package, therefore, exhibitor personnel are not permitted to attend lunches or refreshment breaks. Exhibitors are not permitted to invite guests to the conference or exhibition. Notification of changes to exhibition staff must be made by email to andrew.webster-dunn@int-bar.org

Exhibitor 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 or session lounge. Literature and promotional material shall be limited to reasonable quantities. A company’s promotional materials should not interfere with any other company’s sponsorship or exhibition. A sponsor is prohibited from distributing copyright material or other materials to law firms or organisations that can be considered 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. Any space not claimed and occupied by five working days prior to the commencement of the conference. No additional badges will be issued at the event.

Scheduled exhibition dates and hours
Sponsored exhibition times are from 08:00hrs through to the end of the last working session scheduled in the programme for the day.
Installation of exhibits
Exhibitors must display materials unpacked and ready for display, with all packaging cleared away by the scheduled date of move-in.

Booth construction and arrangement
IBA reserves the right to alter the location of exhibits and/or to restrict exhibits in accordance with the layout of the conference. All exhibits must be secured in such a way as to ensure the safety of the vicinity.

Care of exhibition space and building
Exhibitors shall keep the exhibition space and building clean and safe. Exhibitors are responsible for the safety of their materials, equipment, and personnel. Exhibitors must report any damage to the venue immediately.

Exhibition freight
Exhibitors are responsible for the delivery and removal of their materials to and from the venue. All materials must be delivered and removed within the scheduled times.

Samples, souvenirs, and sales
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 the discretion of the exhibitor.

Insurance
All exhibitors must obtain insurance coverage against damage or loss to their property and against liability arising to the person or property of others. Insurance must be obtained in accordance with the requirements of the venue.

Compliance
Exhibitors agree to abide by and comply with all the Terms & Conditions, including any amendments that conference management may make from time to time.

Social event sponsors
Sponsors of IBA social events are NOT permitted to erect or display signage, or distribute gifts or promotional literature of any kind. No speeches by sponsors are permitted during the sponsored event. The collection of delegate data at an IBA social event is strictly prohibited.

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.

Programme logo placements
Logos attributed to organisations supporting and/or sponsoring a specialist conference will appear on the back of the online and final conference programme. 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. These will be placed in alphabetical order from left to right. 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 commencement. Video content will appear in alphabetical order as follows: Headline Conference, Headline Social Event Sponsor, Associate Conference Sponsor and Conference dinner sponsor. Within each category of sponsorship, adverts will appear in alphabetical order. All adverts within the conference final programme will be in black and white. All artwork will be used as supplied. Any amendments may incur additional charges.

Function space
It is understood that no rooms, suites or other space in the conference hotel are to be booked for off-site functions, workshops or other exhibitor sales-related use. Hosting invitation 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
IBA at its discretion shall have the right to postpone or cancel the conference and/or any event. All exhibitors are subject to the terms and conditions of this agreement. All exhibitors are subject to the terms and conditions of this agreement.

Data Protection
For the purposes of this agreement, the personal data controller, processor, data subject and supervisory authority shall have the means ascribed to them under the GDPR. IBA Privacy Policy.