Sponsorship opportunities

Mergers and Acquisitions in India
24 - 25 April 2023, Mumbai, India
### Sponsorship opportunities

**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, panelists, 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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<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/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 practising or retired. In addition, the passes cannot be assigned to speakers, panelists, 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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For further information on sponsorship please contact 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.
Sponsorship opportunities

Available to all

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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 organization that is named as one of the Headline Conference sponsors, Headline social event sponsors, Exhibitor display table, or any other category named by the IBA.

3. 'IBA' means International Bar Association

4. 'GDPR' means 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, Head of Sponsorship, or the International Bar Association (as defined below).

Application/cancellation of sponsorship

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

E-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 by the sponsor associated with a sponsorship package.

Should the sponsor wish to withdraw from being a sponsor of the chosen IBA specialist conference after placing an order, the sponsor will be liable to pay the following amounts:

- Cancellation after Sponsor logo is placed on the relevant IBA specialist conference webpage, up to 60 days prior to the conference commencement date, 50 per cent of agreed value of invoice.
- Cancellation 60 days prior to the conference commencement date as shown on the relevant conference webpage, 90 per cent of the agreed value of invoice.
- Cancellation 30 days or less prior to the conference commencement date as shown on the relevant conference webpage, 100 per cent of the agreed value of 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 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 issued will be 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 payment. A pro-forma invoice IS NOT a VAT invoice (you will receive one of those automatically on past due invoices).

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. In the event any deductions or withholdings are required by law to be made from the payment of the pro-forma invoice, then we shall repay to you such amount as, after such repayment has been made, will, after the deduction or withholding has been made, 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 sponsorship to prospects or Spouses, 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 invited to speak at an IBA conference, and 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 sending proof of the agreement. If it is proven in writing that being exhibiting or sponsor is a condition of your speaker invitation, the necessary steps will be taken to reimburse your sponsorship funds and provide you with the sponsorship benefits.

Conference Chair and Co-Chairs
Conference Chair and Co-Chairs are not authorised to agree sponsorship programmes, costs or benefits. 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, attendees, conference sponsors, Conference Chair or Co-Chairs, press, adjudicators or anyone listed in the programme as speaking in any capacity. A sponsor delegate badge can only be used by a representative of the sponsoring company in their capacity as a delegate. Sponsor delegate badges cannot be used by consultancy 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. 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 email, 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: (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/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 policy. Attendance 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 through 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 an authorised delegate company executive. An exhibitor must wear an official IBA conference badge. Exhibitor badges 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 passes 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 refreshments breaks are not provided as part of an exhibition or sponsorship package, therefore, exhibitor personnel are not permitted to attend lunches or refreshment breaks; those who do will be asked to leave. Exhibitors are not permitted to invite guests to the conference or exhibition. Notification of changes to exhibition staff must be made in writing to andrew.webster-dunn@int-bar.org no later than five working days prior to the commencement of the conference. All additional badges will be issued at the event.

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 room or session. 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. A sponsor is prohibited from distributing or making copyright or any other material, to any individual, to an event or an exhibitor. Promotional materials in a break out room or session. 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. A sponsor is prohibited from distributing or making copyright or any other material, to any individual, to an event or an exhibitor. Promotional materials in a break out room or session. 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. A sponsor is prohibited from distributing or making copyright or any other material, to any individual, to an event or an exhibitor. Promotional materials in a break out room or session. 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.
Installation of exhibits
Exhibitors must display materials unpacked and ready for display, with all packaging cleared away by on or before 10:00hrs on the commencement date of the exhibition. 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
The exhibition space will be divided into sections by the exhibitor’s booth area. The exhibitor will be responsible for the construction, arrangement, and display of its booth. The exhibitor must arrange for the installation or removal of its materials in accordance with the schedule and regulations provided by the conference. Any costs associated with the installation or removal of materials will be borne by the exhibitor.

Care of exhibition space and building
The exhibitor shall maintain the exhibition space area in good order and condition. Any damage to the exhibition space area shall be repaired by the exhibitor at its own expense. The exhibitor shall not use any equipment or materials that may cause damage to the exhibition space area.

Care of artwork
All artwork submitted for display must be suitable for the exhibition space area. Any artwork that does not meet the requirements may be rejected by the conference. The exhibitor shall be responsible for the display of all artwork and shall arrange for the removal of any artwork that is not approved by the conference.

Care of information and data
The exhibitor shall not display any information or data that is not relevant to the exhibition. All information and data displayed must be accurate and up-to-date. The exhibitor shall be responsible for the update of all information and data displayed.

Care of promotional materials
The exhibitor shall not display any promotional materials that are not relevant to the exhibition. All promotional materials displayed must be approved by the conference. The exhibitor shall be responsible for the display of all promotional materials and shall arrange for the removal of any promotional materials that are not approved by the conference.

Care of display equipment
The exhibitor shall not use any display equipment that may cause damage to the exhibition space area. The exhibitor shall be responsible for the display of all display equipment and shall arrange for the removal of any display equipment that is not approved by the conference.

Care of booth space
The exhibitor shall not use any booth space that is not allocated to it. The exhibitor shall be responsible for the display of all booth space and shall arrange for the removal of any booth space that is not approved by the conference.

Care of social event space
The exhibitor shall not use any social event space that is not allocated to it. The exhibitor shall be responsible for the display of all social event space and shall arrange for the removal of any social event space that is not approved by the conference.

Care of website logo placements
The exhibitor shall not use any website logo placements that are not relevant to the exhibition. All website logo placements displayed must be approved by the conference. The exhibitor shall be responsible for the display of all website logo placements and shall arrange for the removal of any website logo placements that are not approved by the conference.

Care of function space
The exhibitor shall not use any function space that is not allocated to it. The exhibitor shall be responsible for the display of all function space and shall arrange for the removal of any function space that is not approved by the conference.

Care of conference refreshment breaks
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Care of advertising
The exhibitor shall not use any advertising that is not relevant to the exhibition. All advertising displayed must be approved by the conference. The exhibitor shall be responsible for the display of all advertising and shall arrange for the removal of any advertising that is not approved by the conference.

Care of promotion video
The exhibitor shall not use any promotion video that is not relevant to the exhibition. All promotion video displayed must be approved by the conference. The exhibitor shall be responsible for the display of all promotion video and shall arrange for the removal of any promotion video that is not approved by the conference.

Care of headline conference
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Care of headline social event
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Care of associate conference
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Care of！”

Conference signage/banners logo placements
The logo of a social event sponsor will appear on signage at the relevant sponsored event. Conference Logo, 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.