The Chartered Society of Forensic Sciences

CSFS Autumn Conference & AGM 2023

Date: Friday 27th October 2023
Location: Horizon Leeds

Premium Sponsorship Package (attendance)	**£1000**	
Basic Sponsorship Package (non attendance, advertising only)		**£450**
Logo recognised on the Society's website under the specific conference page with a hyperlink click through direct to your home page. Logo to be provided in png, tif or jpeg format	✓	✓
Logo printed on any conference material (printed or electronic). Logo to be provided in png, tif or jpeg format	✓	✓
Use of the Chartered Society of Forensic Sciences logo until 31st October 2023.	✓	✓
Tweet from Society announcing sponsorship.	✓	✓
Company profile or advert included in the delegate brochure.	✓	✓
Logo / name projected on the screens in the conference room during breaks.	✓	✓
Recognised as a sponsor in the opening and closing remarks of the conference.	✓	✓
Exhibitor space in the sponsor area.	✓	N/A
Delegate passes with full access to all presentations	2	N/A

Sponsorship package: (delete as appropriate)	Premium / Basic
Company/organisation name:	
Contact:	
Address: Postcode:	
Telephone number(s):	
E-mail:	
Signed:	
Name:	
Date: *My signing above I confirm I have read and agree to the sponsorship terms and conditions.*	

Complimentary passes - name & job title as you wish it to appear on your badge	
1	
2	

Please return the booking form to:

The Chartered Society of Forensic Sciences| Windsor House | Harrogate | North Yorkshire | HG1 2PW
E-mail: **ncola.schumacher@csofs.org**

The Chartered Society of Forensic Sciences

General information disclaimer

The Society reserves the right to amend any sponsorship package at any time and without notice.

Requests for sponsorship

Requests for sponsorship or exhibitor space at the conference should be made by completing the official booking form which can be found in this sponsorship proposal.

Allocation of sponsorship packages and exhibition space

Sponsorship packages will be allocated on receipt of a completed booking form. The Society will allocate exhibitor space on a strictly 'first-come, first-served' basis.

Accommodation

This is not included in the sponsorship package or exhibitor fee and must be booked by the individual.

Payments

To secure your booking, payment must either be received with the completed booking form or with a company purchase order. All invoices are payable within 30 days.

Acceptable methods of payment include credit card/debit card, cheque or bank transfer. **Please note that International Bank Transfers are not permitted.**

Cancellation by the sponsor

Exhibitors wishing to cancel a booking must do so in writing to nicola.schumacher@csofs.org. Receipt of such a request will be confirmed in writing. In the event of a cancellation request, the following charges will apply:

a) 30% of total cost if cancelled more than 16 weeks prior to the first day of the conference.

b) 60% of total cost if cancelled between 16 and 12 weeks prior to the first day of the conference.

c) The full cost of the booking is payable for cancellations less than 12 weeks prior to the first day of the conference.

Conference cancellation or postponement by The Chartered Society of Forensic Sciences

The Society do not accept any liability for losses incurred in the event of the conference being cancelled or postponed due to an unforeseen event or any other event that renders the continuation of this conference inadvisable, illegal, impracticable or impossible. An unforeseen event shall include, but shall not be limited to: an Act of God; infectious disease outbreak; service provider failures; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance, and/or riots; curtailment, suspension, and/or restriction on transportation; or any other emergency. In the event the conference is cancelled no refunds will be issued. All available funds, after cancellation expenses, will be credited towards rescheduling a future conference at a later date.

Bankruptcy

In the event of a sponsor or exhibitor becoming bankrupt, going into liquidation, appointing an administrator or receiver, or entering into a voluntary arrangement, the full agreed amount of sponsorship will be due and payable with immediate effect.

Stand Building

- Included in this space will be a table (size to be determined by the venue) and chairs (minimum of two). Any additional furniture or equipment must be supplied by the sponsor/exhibitor and at their own expense.
- Exhibitors must abide by the set-up and breakdown times as stated within the **Sponsor and Exhibitor Guidelines**.
- Exhibition stands should be manned during all refreshment breaks and events scheduled in the exhibition area (s). Stands can be broken down after the last refreshment break but not before.

Liabilities

Whilst the Society will endeavour to protect your property at the conference, it must be understood that the venue and the organisers (i.e. the Society) cannot accept liability for loss or damage sustained to personal property whilst at the conference.

Sponsors and exhibitors agree to indemnify and hold the Society and the venue blameless against any and all loss, liability, damage, costs, expense, claims, proceedings and actions arising out of any act by you as the exhibitor/sponsors which results in any damage to your personal property.

Insurance

Sponsors and exhibitors are responsible for arranging appropriate insurance cover in connection with their attendance at the conference, including prevention, postponement or abandonment. The Society cannot be held liable for any loss, liability or damage to personal or company property.

Public Liability Insurance

It is mandatory that all sponsors/exhibitors have adequate **Public and Product Liability Insurance cover.** This refers to damage or injury caused to third parties/visitors on or in the vicinity of your exhibition stand and equipment. Sponsors/exhibitors are required to submit a copy of their Public Liability Insurance Certificate along with their completed booking form.

Fire & Safety

Sponsors and exhibitors must comply with any reasonable instructions given by any authority regarding fire precautions and safety. All decorations, displays and exhibits, together with incidental fittings, must conform fully to the regulations and requirements as set by law, and must be non-flammable or treated for fire prevention by an approved method.

Alterations & Disclaimer

The Society reserves the right to make alterations to the conference programme, venue and timings at any time.

Whilst we will make every effort to secure a high level of attendance of delegates to the conference, no guarantee of delegate numbers can be given and no discounts or refunds are available if delegate numbers do not reach the projected levels.

Responsibilities of the sponsor/exhibitor

The Sponsors and exhibitors will not imply that it has the ability to control or unduly influence decisions on the development, content, process or results of the conference. We encourage the sponsors and exhibitors to promote their sponsorship of the conference, e.g. through press releases, website etc, with guidance/support or prior agreement from the Society.

The Chartered Society of Forensic Sciences

- Keep the sponsor/exhibitor informed of any substantial change to the conference programme and will seek your views on key matters of principle or fundamental issues as appropriate.
- Retain all decision making over the development of, participation in and the process of operating the conference.
- Ensure the sponsor's logo is featured on key promotional marketing tools and literature.
- Retain ownership and control of data/information gained as a result of the conference process.

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