

SPONSORSHIP PACKAGE - SILVER SPONSOR

Amount: £2,000



The Sponsor agrees to:-

- Attend the event for all days of the Conference.
- Display an exhibition stand and promotional material to be situated in The Exhibitors' area and to ensure that the promotional stand is manned in accordance to the Conference agenda.
- Act as Sponsor for the **Night-Prior Dinner**. Contributing to the cost of food, table decorations and speakers (included in sponsorship cost).

The HLA agrees to give the Silver Sponsor the following opportunities to promote their business:-

- Opportunity to address delegates during the Night-Prior Dinner.
- Sponsor logo on dinner menus with 'Supported by our Silver Sponsor, (company name)' and Silver sponsor banners to be placed in the Night-Prior Dinner room.
- Opportunity to provide branded table gifts for all delegates at the Dinner (at additional cost to sponsor).
- The Silver Sponsor will receive an A4 (full page) full colour advertisement in the HLA Conference brochure.
- Designated point of contact throughout the conference.
- Recognition of sponsorship details with logo and link to own website on the Conference section of the HLA website.
- Logo on the back of the Conference Brochure, marked as Silver Sponsor.
- Allocation of a premium space for a stand in The Exhibitors area.
- Refreshments, lunch and Night-Prior Dinner for up to two attendees across the two days.

HOSPICE LOTTERIES ASSOCIATION CONFERENCE EXHIBITORS AND SPONSORS TERMS & CONDITIONS

These Terms and Conditions apply to bookings made by parties wishing to exhibit at or sponsor any event organised by the Hospice Lotteries Association (HLA) and are subject to review from time to time.

Any confirmed booking or sponsorship agreement does not constitute endorsement of that company or supplier by the Hospice Lotteries Association, its Board of Directors or Members.

The cost of exhibiting at any HLA event or sponsoring such event will be as described in the information provided.

- Full payment for exhibition space or sponsorship must be made at the time of booking and be accompanied by a completed booking form. Benefits from exhibiting or sponsoring are only given once payment is received.
- Representative attendance at an HLA event is limited to a maximum of two unless by prior agreement with the HLA Conference Planning Team. This may occur where increased representation forms part of a main sponsorship package.
- Any amendments to bookings after confirmation has been received will be subject to a £25 administration fee.
- Preference for accommodation at the main venue will be given to conference delegates and primary sponsorship representatives. Accommodation for exhibitor representatives will also be at the main conference venue. If however due to unforeseen circumstances this is not possible alternative accommodation at a hotel of equivalent standard will be allocated.
- On confirmation of a booking, any subsequent cancellation by the exhibitor or sponsor will attract the following charges:
 - Cancellation up to 12 weeks before an event - 50% refund
 - Cancellation between 12 - 4 weeks before an event - 25% refund
 - Cancellation less than 4 weeks before an event - no refund
- In the event of cancellation by the HLA a full refund will be made. Fees will not be refunded in the event of threat of pandemic, war, terrorism, curtailment of public transport, strikes or other circumstances outside of the HLA's control.
- Exhibitors are responsible for all promotional stands including the erection and safety of such stands and may be asked to provide evidence of Public Liability Insurance.
- Any requests for audio visual equipment hire must be made at the time of booking and will be subject to availability.
- Any additional costs incurred in the hire of such equipment must be met by the exhibitor or sponsor.
- Provision of electrical supply to stands is available in the exhibition space.
- There will be photography and/or video production taking place during the conference and the resulting images may be used for promotional purposes on-line and/or in printed materials. Attendees who do not wish their images to be included in this material should contact the organisers by email at hayleybrown@gbch.org.uk prior to the event.
- Sponsors/exhibitors to provide relevant size adverts by 31st July 2025 to be included in the delegate conference brochure.

The HLA reserves the right to amend these Terms and Conditions without prior notice but will always endeavour to ensure that any changes made are not detrimental to bookings for current events.

Conference 2025 Exhibitor Booking Form

Company Name (as you would like it to appear in the brochure)	
Address	
Website Address	
Primary Contact Telephone No. (this will be used in the conference brochure)	
Primary Contact Email Address (this will be used in the conference brochure)	

Representative 1 Name		Representative 2 Name	
Any Dietary Requirements		Any Dietary Requirements	
Any Access Requirements		Any Access Requirements	

Please refer to Hospice Lotteries Association Conference Terms and Conditions

	COST	NUMBER REQUIRED	TOTAL COST
EXHIBITORS PACKAGE (to include exhibition space in Exhibitors workshop and refreshments and lunch for 2 company representatives)*	£520		

SPONSOR PACKAGES	COST	NUMBER REQUIRED	TOTAL COST
Platinum Sponsor	£4,000	1	SOLD
Gold Sponsor	£3,000	1	SOLD
Silver Sponsor	£2,000	1	
Bronze Sponsor	£1,750	1	
Pre-Gala Dinner Drinks	£750	1	
Name Badge Sponsor	£400	1	SOLD
Tote Bag Sponsor	£500	1	SOLD
Brochure (or production cost)	£1,500	1	SOLD
Pull-Up Banners	£400	1	

Chair Treasurer Directors

Trudi Ogden Carl Morgan Ant Lord, Belinda Ellis, Jane Irving, Michelle Havard, Vicky McKellar, James Wilde

A limited company registered in England & Wales No. 7015011.

Registered Office: St Ann's Hospice Trading Company Ltd, 66-68 Castle Street, Edgeley, Stockport, SK3 9AE

ACCOMODATION	COST	NUMBER REQUIRED	TOTAL COST
Tuesday 16 September 2025 Single Occupancy Including Breakfast	£110.00pp		
Tuesday 16 September 2025 Twin/Double room shared occupancy	£62.00pp		
Wednesday 17 September 2025 Single Occupancy Including Breakfast	£110.00pp		
Wednesday 17 September 2025 Twin/Double room shared occupancy	£62.00pp		
REFRESHMENTS	COST	NUMBER REQUIRED	TOTAL COST
Evening meal Tuesday 16 September	£37.00pp		
Gala Dinner Wednesday 17 September	£62.00pp		
Refreshments for additional attendees* Day 1 (Wednesday 17 September) Lunch, unlimited tea and coffee	£52.00pp*		
Refreshments for additional attendees* Day 2 (Thursday 18 September) Lunch, unlimited tea and coffee	£52.00pp*		
*2 attendees included as part of the exhibitors package Total to be paid: £			

Please ensure that completed booking form and full payment are received no later than 30 June 2025. For bookings made after this time, immediate payment would be required to secure sponsorship/exhibition space.

Invoices will be provided once a booking form has been received with a bank reference included.

Payment terms are 30 days from invoice date.

BACS Payment:

Account Name - HLA Conference Account
Account No - 33295660
Sort Code - 30-84-26

Cheque Payment, please make cheques payable to: **Hospice Lotteries Association Conference** and send together with completed Booking Form to:

Hayley Brown, Community Hospice, 185 Bostall Hill, London, SE2 0GB
Email: hayleybrown@gbch.org.uk Telephone: 07736 042200

All bookings must be made with Hayley Brown in the first instance.

Chair	Treasurer	Directors
Trudi Ogden	Carl Morgan	Ant Lord, Belinda Ellis, Jane Irving, Michelle Havard, Vicky McKellar, James Wilde