



CONFERENCE **25**

BRIGHTON CENTRE

TUESDAY 18 and WEDNESDAY 19 MARCH 2025



UCISA25
Exhibitor
Booking
Pack



UCISA25 Exhibitor Booking Details

Bookings

UCISA25 will be taking place at the Brighton Centre, Kings Road, Brighton, BN1 2GR. The booking procedure will be the same as in previous years, in that you will only be booking the Exhibition space (which includes the shell scheme, carpet and a basic electrical package), with UCISA.

Please note that if you book *space only* the electrical package and name boards are **not** included. For any extra shell scheme, stand fitting please deal directly with our Exhibition stand builders, [Hirex](#). For any extra electrical requirements, please deal directly with our electricians, [Meridian](#). For furniture requirements, please deal directly with [Europa International](#).

Further details on all the suppliers together with order forms can be found at the end of this Booking Pack.

Terms

- Your 2025 membership invoice must be paid before we confirm your booking. Membership for 2025 is £2,888.00 plus VAT
 - Stands and sponsorships must be paid for before the commencement of UCISA25. Deadline for receipt of payment Friday 28 February.
 - On receipt of your signed booking form and official PO, stands will be offered to sponsors first (in order of value of sponsorship) and then in order of receipt of booking.
- Bookings will not be accepted, or space held without a completed Booking Form and copy of your official PO made out to Ucisa Services Limited, (N.B. NOT UCISA).**

Exhibition

The Exhibition is open 10.00-18.30 on Tuesday 18 March and 09.00-16.00 on Wednesday 19 March. The Conference opens lunchtime on Tuesday 18 March until lunchtime on Thursday 20 March.

The Exhibition will be held in the Brighton Centre, where the Conference delegates will take their refreshment and lunch breaks.

1 x Exhibition stand space

£3,150 (+ VAT)

- Shell scheme included
- Electric socket
- 2x spotlight
- 2x exhibitor day passes (including refreshments and lunches)
- Opportunity to purchase up to 3 additional day passes online

The Exhibition package includes day passes for up to 2 exhibitors over the 2 days (names to be supplied to events@ucisa.ac.uk as free places can no longer be booked online).

Up to 3 additional exhibitor day passes - £120 per person, per day – can be purchased via the UCISA website. However, these must be registered and paid for by the *delegate booking deadline of Friday 7 February 2025*.

NB – Exhibitor passes can only be used for exhibiting company staff.

Pre-Conference meeting rooms

If you would like the opportunity to arrange pre-conference presentations or customer meetings on the Tuesday morning, there will be a few rooms available at the venue from 10.00-12.00. The rooms will include a basic AV package (screen, data projector, sound, Wi-Fi connectivity and light refreshments – tea and coffee). The cost is £2,500 + VAT. Please note, these pre-sessions must be booked at least a month before the event and details regarding your session supplied in time for a pre-Session mailing which will go out at the end of February. Pre-session attendees are not entitled to access the Conference or Exhibition areas if they haven't registered for the Conference.

It is up to you to organise your own marketing of the session beyond the above-mentioned group mailing and the taking of registrations, if required. Please contact events@ucisa.ac.uk if you wish to book one of these rooms.

Mailings to delegates

Corporate member mailings to the primary UCISA mailing list are a great way to promote your attendance at UCISA25 and may be reserved as soon as your 2025 UCISA membership fee has been paid. We recommend that you schedule your slots with us well in advance as slots in the run up to the Conference fill up very fast. Please be aware that we only send one mailing per day, and this membership benefit is allocated on a first come, first-serve basis, subject to availability. We would strongly urge you not to send unsolicited emails regarding your attendance at UCISA25. We appreciate the contribution our exhibitors made to the success of the event and your desire to publicise your attendance, however, in past years our members have complained about unsolicited communications which do not reflect well on the sender.

Deadlines

- **Friday 1 November 2024** – receipt of PO for 2024 membership renewal (£3,465.60 inc VAT)
- **Friday 8 November 2024** – 200-word proposal via the [online form](#) for sponsorship packages
- **Friday 13 December 2024** – Stand booking form submission (please note stands may sell out before this date - stands are on a first come first served basis)
- **Friday 7 February 2025** – Bookings for extra paid for Exhibitor passes via UCISA website
- **Friday 7 February 2025** – Orders for hard wired connections to be submitted to events@ucisa.ac.uk
- **Friday 21 February 2025** – Submission of risk assessment form to UCISA
- **Friday 21 February 2025** – Submission of copy of Public Liability Insurance to UCISA



UCISA25 Sponsorship Opportunities

From the engaging stands filling the exhibition hall, eye-opening partner case studies, and the enthusiasm your attendees all bring to the occasion, we know how important corporate members are to the continued success of UCISA's annual Leadership Conference. In turn, Corporate members benefit from the unique exposure to key decision-makers from institutions across the UK when attending this long-standing and well-respected conference.

UCISA25 sponsorship packages are an excellent way to increase visibility with Leadership Conference delegates, who represent the majority of budget holders within the community. Please note, these are only available to members who have already booked an exhibition stand.

All sponsorship packages include your company profile and logo on the Conference website, a mention in the Welcome note and your logo in the Conference App.

1 x Primary sponsorship package

£15,000 (+ VAT)

- 45-minute keynote plenary presentation* (One free speaker place for the day of the presentation)
- panel session involvement*
- access to a meeting room for a pre-conference session
- sponsorship of the Conference Pre dinner drinks reception
- 5-minute Primary Sponsorship introduction
- advert in the Conference App
- logo included in UCISA attendee communication pre and during event
- logo on rotation on the holding slides during the conference breaks
- pre-event email to primary UCISA mailing list

1 x International sponsor package

£12,500 (+ VAT)

- 40-minute keynote plenary presentation* (One free speaker place for the day of the presentation)
- advert in the Conference App
- logo included in UCISA attendee communication pre and during event
- logo on rotation on the holding slides during the conference breaks
- pre-event email to primary UCISA mailing list

1 x Technology sponsor package

£12,500 (+ VAT)

- 40-minute keynote plenary presentation* (One free speaker place for the day of the presentation)
- advert in the Conference App
- logo included in UCISA attendee communication pre and during event
- logo on rotation on the holding slides during the conference breaks
- pre-event email to primary UCISA mailing list

** Primary, International and Technology sponsorship packages will include a keynote presentation and the opportunity to be involved in a panel discussion, so long as a suitable presentation is agreed upon.*

*We will require you to submit a 200-word proposal via the [online form](#) by **Friday 8 November** at the latest (including details of your presenters and a title) for consideration by the Conference Committee.*

6 x Platinum packages (parallel business showcase in breakout room)**£9,000 (+ VAT)**

- single 30-minute partner case study slot
- One free speaker place for the day of the presentation
- advert in the Conference App
- pre-event email to UCISA members

Platinum sponsorship includes a single 30-minute Partner Case Study slot and will require you to submit a 200-word proposal via the [online form](#) by Friday 8 November latest (including details of your presenter and title) for consideration by the Conference Committee. This is a parallel session within the main body of the programme.

Other sponsorship items. Those sponsoring over £3,000 + VAT will be listed as Silver sponsors and those sponsoring over £6,000 + VAT will be listed as Gold sponsors.

Specific items which you may put your name against are:

Wi-Fi	£7,000.00	+ VAT
Live Captioning	£6,000.00	+ VAT
Networking Drinks reception in Exhibition (Tuesday)	£7,000.00	+ VAT
Tuesday night sponsored dinner table	£1,750.00	+ VAT
AV	£6,000.00	+ VAT
Conference bags	£6,000.00	+ VAT
Conference APP	£6,000.00	+ VAT
Delegate bingo card	£4,000.00	+ VAT
Conference lanyards	£4,000.00	+ VAT
Notepads	£3,000.00	+ VAT
Lunchtime video advertisement (x 5-8)	£2,500.00	+ VAT
Speaker sponsorship (x 4)	£3,000.00	+ VAT
Dinner wine (awards dinner)	£4,000.00	+ VAT
Opening keynote sponsorship	£3,000.00	+ VAT
Closing keynote sponsorship	£3,000.00	+ VAT
Pre-dinner drinks reception (Wednesday night)	£5,000.00	+ VAT
Delegate Conference badges	£4,000.00	+ VAT

Branded sponsorship items will be available once the other items have been taken.



UCISA25 Sponsorship packages brief

Building on the hugely successful Leadership Conference with UCISA24, for UCISA25 we will be once again focusing on inspiring and enabling outstanding leadership in IT in our community.

The HE and FE Sectors continue to operate in a challenging period of sustained change. As a result, the need to seek out best practice from both within and outside the sector – as well as the best products and services – has never been greater, to ensure our community has the agility and creativity needed to meet the challenges of tomorrow.

UCISA25 will attract around 300 senior IT staff from across 100 HE and FE institutions. As in previous years delegates will primarily be CIO's, Directors and Deputy/Assistant Directors for IT, and other senior managers with responsibility for either the whole or large parts of the Digital Service delivery in their institutions.

You will appreciate that the services these delegates oversee are extensive, including network and telephony; business systems; virtual learning environments; student computing; teaching & learning technologies; eLearning; communication & collaboration suites; portals; service desks; and statutory and legislative requirements – to name but a few! They play a major role in their institution's strategy and have procurement and purchasing responsibilities.

The Conference Programme will include a range of high quality, stimulating speakers on a wide variety of topics, as well as University and Partner Case Studies.

Rather than theming our focus for this year's sponsored sessions, we are taking on board your feedback, and that of our delegates, by inviting companies to demonstrate their approach to any key topic currently circulating in the sector. These could include, but are not limited to:

- Learning analytics
- Cybersecurity
- Using AI solutions in any part of the student journey
- Improving digital literacy
- Transforming the student learning experience
- Leveraging the cloud to reduce risks and improve agility
- Using AR and VR in teaching
- Managing the risks of GDPR
- Diversity and Inclusion
- Developing the workforce of the future

We would suggest that your presentation focuses on what your services, software or solutions may offer in support of these challenges, or any others you might identify.

Our Institutional Members – your potential customers – have indicated that the most effective and best received presentations are those given in conjunction with an institution that has implemented or is currently implementing one of your solutions. So, to ensure you achieve maximum benefit from your case study, please ensure that your presentation is customer-led and benefits- focused. To this end we would ask that you inform us, when you submit your sponsor proposal, which institution you are partnering with for your keynote/case study.

Please be aware that past feedback has clearly indicated that a direct sales pitch is likely to turn off your audience and leave you languishing behind your peers!

The deadline for sponsor proposals is Friday 8 November 2024.



UCISA25 Leadership Conference

18 - 19 March 2025, Brighton Centre

EXHIBITION/SPONSORSHIP BOOKING FORM

The booking deadline is **Friday 13 December 2024**

Price

The Exhibition stand price is £3,150 + VAT Stands should be booked in multiples of 6 metres (3m wide x 2m deep).

a) The **Shell Scheme** package includes: the shell scheme; carpet; a basic electrical package (2 x spots and 1 x 8-amp socket); exhibitor refreshments during the day for up to 2 people); entrance to the conference sessions.

b) The **Space Only** package includes carpet, exhibitor refreshments during the day (for up to 2 people); entrance to the conference sessions.

Neither package includes the dinners or accommodation.

Do you require the a) **shell scheme** or b) **space only** package? _____.

NB If booking Space Only, you will need to order your electrical package separately with Meridian.

Wii Internet access for email and browsing only is complimentary. If you require a hard-wired Internet connection instead, please contact Brighton Centre.

We wish to book an exhibition stand of 6m² (3m wide x 2m deep) for £ _____

We wish to sponsor _____ for £ _____

Please send an invoice against our Purchase Order No _____

NB Cancellations will not be accepted after the booking deadline.

Company name _____

Address _____

Town/City _____ Postcode _____

Tel No _____ Email _____

Contact name _____
(this person must already be registered, via the website, to enable us to process the booking)

Invoicee details (person in Finance Dept to whom invoices should be sent)

Name _____

Town/City _____ Postcode _____

Tel No _____ Email _____

Signed _____ Dated _____

Please email events@ucisa.ac.uk with your official Purchase Order made out to **Ucisa Services Limited**

NB Payment for your booking must be paid for before the event

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This contract is dated _____

Parties

- (1) UCISA Services Limited incorporated and registered in England and Wales with company number 08818902 whose registered office is at c/o Critchleys LLP, Beaver House, 23-38 Hythe Bridge Street, Oxford, OX1 2EP.
(Organiser).
[Full Company name] incorporated and registered in England and Wales with
[company number] whose registered office is at [REGISTERED OFFICE ADDRESS]
(Exhibitor).

Background

- (A) The Organiser will be hosting the Event at the Venue, and the Exhibitor wishes to use Exhibition Stand Space at the Event.
- (B) [The Exhibitor wishes to acquire, and the Organiser wishes to grant to the Exhibitor, a sponsorship package for the Event on the terms and conditions set out in this agreement.]

Agreed terms

1 Interpretation

The following definitions and rules of interpretation apply in this agreement.

1.1 Definitions:

Applicable Laws: the laws of England and Wales and any other laws or regulations, regulatory policies, guidelines, or industry codes which apply to the exercise of the parties' rights or the performance of their obligations.

Affiliate: any entity that directly or indirectly controls, is controlled by, or is under common control with another entity.

Business Day: a day other than a Saturday, Sunday, or public holiday in England when banks in London are open for business.

Commencement Date: the date stated at the beginning of this agreement.

Commercial Rights: any and all rights of a commercial nature connected with the Event, including without limitation, image rights, broadcasting rights, new media rights, endorsement and official supplier rights, sponsorship rights, merchandising rights, licensing rights, advertising rights and hospitality rights.

Confidential Information: has the meaning given in clause 18.1.

Data Protection Law: the Data Protection Act 2018 ("DPA 2018"), the General Data Protection Regulation EU 2016/679 ("GDPR"), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003) ("PECR") (as amended), and any national laws or regulations constituting a replacement or successor regime to the DPA 2018, GDPR or PECR.

Event: the event entitled UCISA25 which is to take place on 18-19 March 2024 at the Venue.

Event Date: the date on which the Event takes place.

Event Marks: the Organiser's Marks and the Promoter's Marks used singularly or collectively in association with the Event or in the exercise of the other Sponsorship Rights.

Event Marks Guidelines: the Organiser's guidelines setting out the technical requirements for the reproduction of the Event Marks, as these guidelines may be amended by the Organiser from time to time by notice in writing to the Exhibitor.

Exhibitor Fee: the sum of £3,150 + VAT calculated in accordance with schedule 1.

Exhibitor's Marks: the trademark as set out in Schedule 2, together with any accompanying artwork, design, slogan, text, and other collateral marketing signs of the Exhibitor.

Fees: means the Exhibitor Fee and the Sponsorship Fee (as applicable).

Force Majeure Event: has the meaning given in clause 16.1.

Intellectual Property Rights: patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

Organiser's Marks: the trademarks to be used for all promotion, advertising, and marketing of the Event, as set out in Schedule 2, together with any associated artwork, design, slogan, text and other collateral marketing signs of the Organiser that are to be used in connection with the Event.

Promoter: the following company: UCISA, a registered charity with charity number 1161218 and a company limited by guarantee incorporated and registered in England and Wales with company number 09349804 whose registered office is at c/o Critchleys LLP, Beaver House, 23-38 Hythe Bridge Street, Oxford, OX1 2EP..

Promoter's Marks: the trademarks to be used for all promotion, advertising and marketing of the Event, as set out Schedule 2, together with any associated artwork, design, slogan, text and other collateral marketing signs of the Organiser that are to be used in connection with the Event.

Proprietor: the following owner of the Venue: Edinburgh International Conference Centre Limited and registered in England and Wales whose registered office is at The Exchange, 150 Morrison Street, Edinburgh, United Kingdom, EH3 8EE

Sponsorship Fee: the sum of £3,150 + VAT per 3 x 2 exhibition space

Sponsorship Rights: the bundle of rights granted to the Exhibitor as set out in Schedule 3, which includes the licence of the Event Marks granted in clause 2.1.2.

Stand Space: the area provided to the Exhibitor at the Venue by the Organiser;

Term: has the meaning given in clause 3.1.

VAT: value added tax chargeable in the UK.

Venue: means the premises where the Event is to take place, which are situated at EICC The Exchange, 150 Morrison St, Edinburgh EH3 8EE.

- 1.2 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.3 The Schedules form part of this agreement and shall have effect as if set out in full in the body of this agreement. Any reference to this agreement includes the Schedules.
- 1.4 This agreement shall be binding on, and endure to the benefit of, the parties to this agreement and their respective personal representatives, successors and permitted assigns, and references to any party shall include that party's personal representatives, successors and permitted assigns.
- 1.5 A reference to a company shall include any company, corporation, or other body corporate, wherever and however incorporated or established.
- 1.6 A reference to a statute or statutory provision is a reference to it as amended, extended, or re-enacted from time to time.
- 1.7 A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.8 A reference to writing or written includes e-mail.
- 1.9 Any obligation for a party not to do something includes an obligation not to allow that thing to be done.
- 1.10 A reference to this agreement or to any other agreement or document referred to in this agreement is a reference to this agreement or such other agreement or document as varied or novated (in each case, other than in breach of the provisions of this agreement) from time to time.
- 1.11 References to clauses and Schedules are to the clauses and Schedules of this agreement and references to paragraphs are to paragraphs of the relevant Schedule.
- 1.12 Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

2 Grant of rights and reservations

- 2.1 The Organiser grants and the Exhibitor accepts:
 - 2.1.1 a licence to use the Stand Space at the Event on a non-exclusive basis.
 - 2.1.2 a licence to use the Event Marks to promote the Event; and
 - 2.1.3 where the Exhibitor is also a Sponsor, the other Sponsorship Rights set out in Schedule 3,

during the Term and in accordance with the terms and conditions set out in this agreement.
- 2.2 All rights not expressly granted to the Exhibitor under this agreement are reserved to the Organiser. The Exhibitor acknowledges and agrees that:

- 2.2.1 the Organiser is the owner or controller of the Commercial Rights and of all rights in the Event Marks;
- 2.2.2 the Exhibitor shall not be entitled to exploit or enter into any commercial or other agreement to exploit any of the Commercial Rights other than the Sponsorship Rights.
- 2.3 If any of the Sponsorship Rights are expressed to be exclusive, the Organiser shall not grant the same rights to a third party for use in advertising, marketing or promoting products or services in the Sponsor's Category.
- 2.4 The Exhibitor grants and the Organiser accepts a worldwide, sub-licensable, non-exclusive, royalty free licence to use the Exhibitor's Marks during the Term for the delivery of the Sponsorship Rights.

3 Term

- 3.1 This agreement shall commence on the Commencement Date and shall expire on completion of the Event (including any time allocated for dismantling the Exhibition Stands), unless terminated earlier in accordance with clause 14 (the Term).

4 Fees

- 4.1 The Exhibitor shall pay the Organiser the Exhibitor Fee and the Sponsorship Fee (as applicable).
- 4.2 The Fees are exclusive of VAT which shall be charged in addition.
- 4.3 The Organiser shall invoice the Exhibitor for the Fees on receipt of the completed Exhibitor Booking Form.
- 4.4 Unless otherwise agreed the Exhibitor shall pay the Fees:
 - 4.4.1 within 14 days of the date of the invoice; and
 - 4.4.2 in full and in clear funds not less than 5 days before the Event.
- 4.5 In the event this agreement commences less than 30 days prior to the Event all Fees shall be payable immediately on receipt of an invoice and in full and in clear funds not less than 5 days before the Event.
- 4.6 Except in the event of a cancellation of the Event by the Organiser (where the provisions of clause 13 shall apply), once the agreement has commenced the Fees are non-refundable and the Exhibitor is liable in full unless otherwise agreed in writing by the Organiser.

5 Obligations of the Exhibitor

- 5.1 The Exhibitor shall:
 - 5.1.1 complete the Exhibitor Booking Form as set out in Schedule 1;
 - 5.1.2 provide to the Organiser the names and contact details of the Exhibitor's employees that are entitled to attend the Event.
 - 5.1.3 use the Event Marks and other branding materials provided by the Organiser in accordance with the Event Marks Guidelines.

- 5.1.4 comply with all Applicable Laws relevant to the exercise of its rights and the performance of its obligations under this agreement.
- 5.2 Where the Exhibitor has been granted the Sponsorship Rights as set out in Schedule 3 in accordance with clause 2, the Exhibitor Shall:
- 5.2.1 exercise the Sponsorship Rights strictly in accordance with the terms of this agreement. For the avoidance of doubt, the Exhibitor shall not be entitled to use or exploit any of the Commercial Rights (other than the Sponsorship Rights) in any way;
 - 5.2.2 provide to the Organiser, at the Exhibitor's sole cost and expense, all suitable material including artwork of the Exhibitor's Marks in a format and within print deadlines reasonably specified by the Organiser for it to be reproduced under the control of the Organiser for the fulfilment of the Sponsorship Rights;
 - 5.2.3 not apply for registration of any part of the Event Marks or anything confusingly similar to the Event Marks as a trademark for any goods or services;
 - 5.2.4 not use the Event Marks or any part of them or anything confusingly similar to them in its trading or corporate name or otherwise, except as authorised under this agreement;
 - 5.2.5 not do or permit anything to be done which might adversely affect any of the Commercial Rights or the value of the Commercial Rights;
 - 5.2.6 provide all reasonable assistance to the Organiser in relation to the Organiser's exploitation of the Commercial Rights;
 - 5.2.7 use its reasonable endeavours to assist the Organiser in protecting the Event Marks and not to knowingly do, or cause or permit to be done, anything which may prejudice or harm or which has the potential to prejudice or harm the Event Marks or the Organiser's title to the Event Marks or the image of the Event, the Organiser or the Venue;
 - 5.2.8 notify the Organiser of any suspected infringement of the Event Marks, but not to take any steps or action whatsoever in relation to that suspected infringement unless requested to do so by the Organiser;
 - 5.2.9 execute any further documentation and provide any assistance, both during the Term and after termination, as may reasonably be requested by the Organiser to protect the Event Marks. This may include recording the terms of this agreement or any understanding or obligation under this agreement on any trademark register or other register, or in any other way.
- 5.3 The Exhibitor has no right to sub-license, assign or otherwise dispose of any of the Sponsorship Rights, without the Organiser's prior written consent.

6 Obligations of the Organiser

- 6.1 The Organiser shall organise the Event at the Venue in accordance with the terms of this agreement.
- 6.2 The Organiser confirms that it shall be responsible for:

- 6.2.1 ensuring that there is a free Wi-Fi connection available for use by the Exhibitor for the duration of the Event;
- 6.2.2 providing complementary refreshments and lunch for two employees of the Exhibitor during the Event;
- 6.2.3 ensuring that the Promoter includes the details of the Exhibitor, including company name a link to the Exhibitor's website and a brief description about the Exhibitor, on the event page of the Promoter's website;
- 6.2.4 arranging the attendance of and payment for all stewards, staff and personnel on public duty employed, engaged or appointed by the Organiser throughout the Event;
- 6.3 If the Exhibitor has been granted Sponsorship Rights in accordance with clause 2 and subject to the Exhibitor paying the Sponsorship Fee, the Organiser shall use its reasonable endeavours to deliver or ensure the delivery of the Sponsorship Rights to the Exhibitor.
- 6.4 The Organiser shall comply with all Applicable Laws relevant to its performance of this agreement as well as any conditions attached to any licences or consents issued in connection with the Event including regarding health and safety measures at the Venue.
- 6.5 The Organiser reserves the right to revoke the allotment of any Stand Space and or remove the Exhibitor and its employees from the Venue at its discretion.

7 Stand Space and Exhibits

- 7.1 The Exhibitor must comply with the reasonable requirements of the Proprietor, the Venue and the Organiser as notified to them from time to time.
- 7.2 The Exhibitor shall only occupy the Stand Space allotted to it and if the Exhibitor fails to fully utilise the space allocated to it, the Organisers reserve the right to deal with the Stand Space as they think fit.
- 7.3 Any allotted Stand Space must be occupied and staffed by the Exhibitor to whom it is allotted at all times.
- 7.4 The Exhibitor must comply with all Health and Safety guidance provided by the Venue and/or the Organisers before, during and after the Event. If the Exhibitor does not comply with this guidance, it will be in breach of this agreement.
- 7.5 The Exhibitor is responsible for clearing away and removing the Stand Space at the end of the Event within any time frames required by the Organiser or the Venue (verbally or in writing).
- 7.6 Subject to clause 7.5, the Organiser shall be entitled to recover from the Exhibitor all costs incurred for the removal of any structures, equipment, goods or material left in the premises after the Event including any fees to return the same to the Exhibitor, or costs of disposal.
- 7.7 The Exhibitor must comply with the conditions of the Venue as set out in any signage at the Venue or as notified to the Exhibitor when erecting or dismantling Stands before during and after the Event.

8 Representations and warranties

- 8.1 Each party warrants and undertakes to the other that:

- 8.1.1 it has full authority to enter into this agreement and is not bound by any agreement with any third party that adversely affects this agreement; and
- 8.1.2 it has and will maintain throughout the Term all necessary powers, authority and consents to enter into and fully perform its obligations under this agreement.
- 8.2 The Organiser warrants that it owns or controls the Event Marks and that the Exhibitor's use of the Event Marks and its exercise of the other Sponsorship Rights in accordance with the provisions of this agreement shall not infringe the rights of any third party.
- 8.3 The Exhibitor represents and warrants that:
 - 8.3.1 it owns or is solely entitled to use the Exhibitor's Marks and any other material supplied to the Organiser in relation to this agreement and the Organiser shall be entitled to see evidence to this effect on request;
 - 8.3.2 the Organiser's use of the Exhibitor's Marks in accordance with clause 2.5 will not infringe the rights of any third party.

9 Indemnities

- 9.1 The Exhibitor shall indemnify the Organiser against all liabilities, costs, expenses, damages and losses (including but not limited to any interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) suffered or incurred by the Organiser arising out of or in connection with:
 - 9.1.1 any claim made against the Organiser by the Venue, the Proprietor or a third party for actual or alleged damage to property arising out of or in connection with any act or omission by or on behalf of the Exhibitor at the Event.
 - 9.1.2 any claim made against the Organiser by a third party for actual or alleged infringement of a third party's Intellectual Property Rights or moral rights arising out of or in connection with the Organiser's use of the Exhibitor's Marks in accordance with this agreement.
 - 9.1.3 any claim made against the Organiser by a third party arising out of or in connection with the manufacture, production, distribution, handling, advertising, consumption or use of, or otherwise relating to, the Exhibitor's Event Materials, whether or not any claim arises during the Term. For the avoidance of doubt, any approval by the Organiser of any use of the Event Marks on the Exhibitor's Event Materials, relates only to the use of the Event Marks and does not amount to approval of any the Exhibitor's Event Materials and shall not affect this right of indemnification.

10 Limitation of liability

- 10.1 Nothing in this agreement shall limit or exclude a party's liability:
 - 10.1.1 for death or personal injury caused by its negligence, or the negligence of its employees, agents or subcontractors.
 - 10.1.2 for fraud or fraudulent misrepresentation.
 - 10.1.3 under the indemnities set out at clause 9.1;
 - 10.1.4 any other liability which cannot be excluded by law.

- 10.2 Subject to clause 10.1, under no circumstances shall the Organiser be liable to the Exhibitor for any of the following, whether in contract, tort (including negligence) or otherwise:
- 10.2.1 loss of revenue or anticipated revenue.
 - 10.2.2 loss of savings or anticipated savings.
 - 10.2.3 loss of business opportunity.
 - 10.2.4 loss of profits or anticipated profits.
 - 10.2.5 wasted expenditure; or
 - 10.2.6 any indirect or consequential losses.
- 10.3 Subject to clause 10.1, the Organiser's maximum aggregate liability in contract, tort (including negligence) or otherwise, however arising, under or in connection with this agreement shall be limited to the amount of the Fees paid by the Exhibitor under or pursuant to this agreement.

11 Intellectual Property Rights

- 11.1 The Organiser and the Exhibitor acknowledge as follows:
- 11.1.1 all rights in the Exhibitor's Marks, including any goodwill associated with them, shall be the sole and exclusive property of the Exhibitor, and, save as expressly provided in clause 2.5, the Organiser shall not acquire any rights in the Exhibitor's Marks, nor in any developments or variations of them;
 - 11.1.2 all rights in the Organiser's Marks, including any goodwill associated with them, shall be the sole and exclusive property of the Organiser and, save as expressly provided in clause 2.1.1, the Exhibitor shall not acquire any rights in the Organiser's Marks, including any developments or variations of them.
 - 11.1.3 all rights in the Promoter's Marks, including any goodwill associated with them, shall be the sole and exclusive property of the Promoter and, save as expressly provided in clause 2.1.2, the Exhibitor shall not acquire any rights in the Promoter's Marks, including any developments or variations of them.
- 11.2 All Intellectual Property Rights in and to any materials produced for the Event by or on behalf of the Organiser or jointly by the Organiser and the Exhibitor shall, with the exception of the Exhibitor's Marks, be the sole and exclusive property of the Organiser and if the Exhibitor acquires, by operation of law, title to any such Intellectual Property Rights it shall assign them to the Organiser on request, whenever that request is made.

12 Insurance

- 12.1 The Organiser confirms that it will take out a comprehensive insurance policy for the Event, including adequate public liability insurance for injury or death of any participants, performers or spectators.
- 12.2 The Exhibitor is responsible for its own insurance.

13 Event cancellation

- 13.1 The Organiser reserves the right to cancel or postpone the Event for any reason (including, without limitation, by reason of a Force Majeure Event). The Organiser shall notify the Exhibitor of the cancellation or postponement as soon as possible.
- 13.2 In the event of a postponement of the Event the Organiser will use reasonable endeavours to re-book the Event and defer the Exhibitor's allotted Stand Space and other rights under this agreement to the postponed event.
- 13.3 In the event of a cancellation of the Event, the parties agree that:
- 13.3.1 the Organiser shall not be in breach of this agreement by virtue of that cancellation or abandonment; and
- 13.3.2 on the Organiser notifying the Exhibitor of such cancellation this agreement shall automatically terminate and the provisions of clause 15 shall apply.
- 13.4 The Organiser reserves the right to charge a cancellation fee where the Event is cancelled due to reasons other than the fault of the Organiser. Any Fees already paid by the Exhibitor under this agreement will be deducted from the cancellation fee. Where the Event is cancelled:
- 13.4.1 more than [4] weeks but less than [8] weeks before the Event, the cancellation fee shall be 100% of the Fees.
- 13.4.2 less than 4 weeks before the Event Date, the cancellation fee shall be [100] % of the Fees.
- 13.5 Where the Event is cancelled due to the fault of the Organiser, the Exhibitor shall be entitled to a refund of the Fees already received by the Organiser.

14 Termination

- 14.1 Without affecting any other right or remedy available to it, either party may terminate this agreement with immediate effect by giving written notice to the other party if:
- 14.1.1 the other party fails to pay any amount due under this agreement on the due date for payment and remains in default not less than [30] days after being notified in writing to make such payment.
- 14.1.2 the other party commits a material breach of any term of this agreement which breach is irremediable or (if such breach is remediable) fails to remedy that breach within a period of 28 days after being notified in writing to do so.
- 14.1.3 the other party repeatedly breaches any of the terms of this agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of this agreement.
- 14.1.4 the other party ceases to carry on business, becomes insolvent or, enters into or takes or is subject to any form of winding up, administration, receivership, liquidation, bankruptcy, arrangement with creditors generally or any other insolvency procedure in respect of it or any of its assets, or suffers from enforcement of security or legal process or repossession or any event analogous to any of the above in any jurisdiction; and

14.2 The Organiser may terminate this agreement with immediate effect by giving written notice to the Exhibitor if there is a cancellation or limitation of the use of the Venue.

15 **Consequences of termination**

15.1 On termination or expiry of this agreement:

15.1.1 the Sponsorship Rights granted by the Organiser to the Exhibitor under this agreement shall immediately terminate and revert to the Organiser, save that any licence necessary to enable the Exhibitor to exercise the disposal rights in clause 16.2 shall continue solely for the disposal period;

15.1.2 following termination of the Sponsorship Rights and their reversion to the Organiser the Exhibitor shall not exercise the Sponsorship Rights or use or exploit (directly or indirectly) its previous connection with the Organiser or the Event;

15.1.3 each party shall promptly return to the other any property of the other within its possession or control;

15.1.4 the Exhibitor shall immediately pay the Organiser any sums that are outstanding and to be accounted for under this agreement;

15.1.5 the following clauses shall continue in force: clause 1 (Definitions and interpretation), clause 9 (Indemnities), clause 10 (Limitation of liability), clause 13 (Event cancellation), clause 15 (Consequences of termination), clause 17 (Confidentiality) and clause 22 (Set-off) to clause 31 (Governing law and jurisdiction).

15.2 Termination or expiry of this agreement shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination or expiry, including the right to claim damages in respect of any breach of the agreement which existed at or before the date of termination or expiry.

16 **Force majeure**

16.1 Force Majeure Event means any circumstance not within a party's reasonable control including, without limitation:

16.1.1 acts of God, flood, drought, earthquake or other natural disaster;

16.1.2 epidemic or pandemic;

16.1.3 terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo, or breaking off of diplomatic relations;

16.1.4 nuclear, chemical or biological contamination or sonic boom;

16.1.5 collapse of buildings, fire, explosion or accident;

16.1.6 any labour or trade dispute, strikes, industrial action or lockouts;

16.1.7 interruption or failure of utility service;

16.1.8 withdrawal of access to the Venue by the Proprietor .

- 16.2 Provided it has complied with clause 16.3 and subject to clause 13, if a party is or anticipates that it will be prevented, hindered or delayed in or from performing any of its obligations under this agreement by a Force Majeure Event (**Affected Party**), the Affected Party shall not be in breach of this agreement or otherwise liable for any such failure or delay in the performance of such obligations. The time for performance of such obligations shall be extended accordingly.
- 16.3 The Affected Party shall:
- 16.3.1 as soon as reasonably practicable after the start of the Force Majeure Event but no later than 30 days from its start, notify the other party in writing of the Force Majeure Event, the date on which it started, its likely or potential duration, and the effect of the Force Majeure Event on its ability to perform any of its obligations under the agreement; and
- 16.3.2 use all reasonable endeavours to mitigate the effect of the Force Majeure Event on the performance of its obligations.
- 16.4 If the Force Majeure Event prevents, hinders or delays or it is anticipated that it will prevent, hinder or delay the Affected Party's performance of its obligations for a continuous period of more than 4 weeks, the party not affected by the Force Majeure Event may terminate this agreement by giving 4 weeks' written notice to the Affected Party.

17 **Confidentiality**

- 17.1 Each party undertakes that it shall not at any time disclose to any person any confidential information concerning the business, affairs, customers, clients or suppliers of the other party, except as permitted by Clause 16.2.
- 17.2 Each party may disclose the other party's confidential information:
- 17.2.1 to its employees, officers, representatives or advisers who need to know such information for the purposes of exercising the party's rights or carrying out its obligations under or in connection with this agreement. Each party shall ensure that its employees, officers, representatives or advisers to whom it discloses the other party's confidential information comply with this Clause 16; and
- 17.2.2 as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.
- 17.3 No party shall use any other party's confidential information for any purpose other than to exercise its rights and perform its obligations under or in connection with this agreement.

18 **Data protection**

- 18.1 Data Controller and Personal Data shall have the meanings given in Data Protection Law.
- 18.2 The parties acknowledges that each party is a Data Controller in respect of any Personal Data shared for the purpose of this agreement.
- 18.3 Each party is responsible for its own compliance with Data Protection Law at all times and shall not do anything, or omit to do anything, to put the other party in breach of Data Protection Law.

- 18.4 The Exhibitor shall be responsible for ensuring that it has a valid lawful basis for any data sharing covered by this agreement.
- 18.5 The Organiser shall provide the Exhibitor with a copy of its privacy notice setting out its lawful basis for processing the Exhibitor's employee Personal Data and the Exhibitor shall provide a copy of the Organiser's privacy notice to the employees.
- 18.6 The Exhibitor shall not be entitled to access the delegate list or any personal data collected by the Organiser.

19 **Announcements**

- 19.1 No party shall make, or permit any person to make, any public announcement, communication or circular (announcement) concerning the existence or terms of this agreement without the prior written consent of the other parties (such consent not to be unreasonably withheld or delayed).

20 **Value added tax**

- 20.1 All sums payable under this agreement are exclusive of any VAT that may be payable by either party.

21 **Interest**

- 21.1 If a party fails to make any payment due to the other party under this agreement by the due date for payment, then, without limiting the other party's remedies under clause 15, the defaulting party shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment.

Interest under this clause will accrue each day at 4% a year above the Bank of England's base rate from time to time, but at 4% a year for any period when that base rate is below 0%.

22 **Set-off**

All amounts due under this agreement shall be paid by the Exhibitor to the Organiser in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

23 **No partnership or agency**

- 23.1 Nothing in this agreement is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, or authorise any party to make or enter into any commitments for or on behalf of any other party.
- 23.2 Each party confirms it is acting on its own behalf and not for the benefit of any other person.

24 **Third party rights**

- 24.1 The Promoter may enforce clause 11.1.3 under the Contracts (Rights of Third Parties) Act 1999.
- 24.2 Except as expressly provided in clause 11.1.3, this agreement does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement.

24.3 The rights of the parties to rescind or vary this agreement are not subject to the consent of any other person.

25 **Variation**

No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

26 **Assignment and other dealings**

26.1 This agreement is personal to the parties and neither party shall assign, transfer, mortgage, charge, subcontract, declare a trust over or deal in any other manner with any of its rights and obligations under this agreement.

27 **Waiver**

27.1 No failure or delay by a party to exercise any right or remedy provided under this agreement or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.

28 **Severance**

28.1 If any provision or part-provision of this agreement is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of this agreement.

29 **Entire agreement**

29.1 This agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

29.2 Each party acknowledges that in entering into this agreement it does not rely on and shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement.

29.3 Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this agreement.

30 **Notices**

30.1 Any notice given to a party under or in connection with this contract shall be in writing and shall be:

30.1.1 delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case); or

30.1.2 sent by email to the address specified in clause 30.3

- 30.2 Any notice sent by the Exhibitor to the Organiser in accordance with clause 30.1.2 shall include in the subject line the wording "legal notice" and shall be followed by delivery of the notice by pre-paid first-class post or other next working day delivery service to its registered office (if a company) or its principal place of business (in any other case).
- 30.3 The email addresses for service of notice are as follows:
- 30.3.1 The Organiser: events@ucisa.ac.uk; and
- 30.3.2 The Exhibitor: [to be completed].
- 30.4 Any notice shall be deemed to have been received:
- 30.4.1 if delivered by hand, on signature of a delivery receipt or at the time the notice is left at the proper address.
- 30.4.2 if sent by email, at 9.00 am on the next Business Day after transmission.
- 30.5 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

31 **Governing law and Jurisdiction**

- 31.1 This agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.
- 31.2 Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this agreement or its subject matter or formation.

This contract was entered into on the date stated at the beginning of it.

Signed by
for and on behalf of
UCISA Services Limited

Signed by [NAME] for
and on behalf of
[COMPANY NAME]

Schedule 1 Exhibitor Booking Form

Please refer to the first page of this document for the Exhibitor Booking Form.

Schedule 2 Event Marks

1 Organiser's Marks



2 Exhibitor's Marks

Schedule 3 Sponsorship Rights

1. The Exhibition stand's price is £3,150 + VAT (3m wide x 2m deep).

The package includes exhibitor refreshments during the day for up to 2 people: entrance to conference sessions.

The package does NOT include dinner or accommodation.

Appearance of the Exhibitor's Marks

2.

- 2.1 *[The Organiser confirms that an official printed programme shall be made available to the general public during the Event at a price within the sole discretion of the Organiser.*
- 2.2 *The Organiser undertakes that the official programme shall bear the Exhibitor's Marks on the front cover, a statement from the Exhibitor of not less than [NUMBER] words The Organiser shall ensure that all relevant Exhibitor materials and advertising to be delivered as part of the Sponsorship Rights is properly in place and operational and not concealed or obscured from view at any time.*
- 2.3 *The Organiser confirms that, whenever possible, it will ensure that the Exhibitor's Marks will be present in accordance with this agreement and that the Exhibitor's Marks are incorporated into all promotional material.*



UCISA Exhibitors Privacy Notice

Introduction

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled, and processed by UCISA.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time; on 25 May 2018, the General Data Protection Regulation (2016/679) ("GDPR") and the Data Protection Act 2018 which now applies.

Who are we

Founded in 1992, UCISA is a member-led professional body for digital practitioners in education. Open and inclusive, we work together to use our collective technical knowledge and digital expertise to help transform teaching, learning and research by supporting operational efficiency and an excellent student experience.

Almost all UK Higher Education institutions are UCISA members along with a growing number of Further Education and Sixth Form colleges.

UCISA is a registered not-for-profit charity and supports its community by running a wide range of events and conferences backed up with surveys, reports and best practice toolkits and guides that help our members better meet the ever-increasing digital demands of twenty-first-century education in the UK.

We also work closely with technology and digital service suppliers to the sector – helping them better understand our needs so that they can deliver the solutions that members need.

UCISA is a Registered Company in England No. 09349804, whose Registered Office is c/o Critchleys LLP, Beaver House, 23-38 Hythe Bridge Street, Oxford, OX1 2EP. UCISA is registered as a charity with the Charity Commission of England and Wales, No. 1161218.

The correspondence address for data protection purposes is UCISA, c/o Critchleys LLP, Beaver House, 23-38 Hythe Bridge Street, Oxford, Oxfordshire, OX1 2EP. Alternatively, you can email the Data Protection Officer at admin@ucisa.ac.uk.

Who collects data on behalf of UCISA?

For the purposes of data collection, UCISA will be the Data Controller and is represented on behalf of UCISA by the Finance and Commercial Director. The Data Controller will ensure that the processing of data, carried out by Data Processors, on behalf of UCISA is fair and in accordance with the requirements of GDPR.

What information do we collect?

UCISA provide a wide range of events backed up by a series of publications. These events provide exhibitors with the opportunity to meet members of the organisation in person. UCISA will provide attendees with exhibitors marketing information on their behalf.

In order to provide these services, we need to collect personal information about your organisation and (where applicable) yourself. The information that we need to collect will include but is not limited to:

Institution details:

Name of organisation, address of organisation, telephone number, email address and representative contact name. This information is processed under the lawful basis of Contract.

Invoicee details:

Invoicee details include name, Finance department address, telephone number and email address. This information is processed under the lawful basis of Contract.

Correspondence:

We collect any additional personal data that you may provide to us from time to time if you contact us by email, letter or telephone, through our Site, or by any other means. This information is processed under the lawful basis of Legitimate Interest.

Lawful Basis for the collection of personal data

In order to collect the data that we do about you, we use the lawful basis of Contract in line with GDPR article 6(1)(b), as we consider that we are using your data in a way that is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

How do we use the personal details you provide us:

To provide you with the products and services you have requested.

We use your personal data to administer your request to exhibit at a UCISA event, conference or webinar.

To send you communications, including, in relation to changes to our Terms of Business

We use the contact details you have provided to us so that we can communicate with you about the services that we provide, including letting you know about major changes to those services or to our Terms of Business between us or to any related information.

To maintain our records and improve data accuracy

Like any business, we process personal data in the course of maintaining and administering our internal records. This includes processing your personal data to ensure that the information we hold about you is kept up to date and accurate.

To respond to enquiries, complaints and disputes

We use the personal data we hold about you to help us respond to any enquiries or complaints you have made, or deal with any dispute which may arise in the course of us providing our products and services to you, in the most effective manner.

To investigate, detect and prevent fraud and comply with our legal obligations

In certain circumstances, we use your personal data only to the extent required in order to enable us to comply with our legal obligations, including for fraud detection, investigation and prevention purposes. This may require us to provide your personal data to law enforcement agencies if they request it.

We do not collect any Special Category data.

When do we share personal data?

We may disclose your personal data if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to protect the rights, property, or

safety, of our business, our members, or others. This includes, in specific cases, exchanging information with other organisations for the purposes of fraud protection.

Data Processor	Details
<p>Disclosure to: UCISA Services Limited (USL)</p>	<p>Details: USL, a wholly owned subsidiary of UCISA which provides events organisation services to UCISA. USL may engage with a 3rd party event management company or with potential event sponsors (see below). UCISA shares your data with USL for the purposes of enabling your attendance at events.</p>
<p>Data Processor: Barclaycard EDPQ</p> <p>Barclays Bank</p>	<p>Details: For the purpose of fulfilling membership or events payments by Credit Card.</p> <p>For the purposes of fulfilling membership or events payments or expenses by online bank transfer. Note: that UCISA does not retain any of your financial information.</p>

UCISA will not share your data with other third parties without your consent. Where it becomes necessary to make disclosures without your consent, these will always be in accordance with the provisions of the, the EU General Data Protection Regulation (2016/679), the Data Protection Act 2018 and any subsequent legislation.

Where do we store and process personal data?

Data is processed according to our privacy policy and the applicable law of the country where the data is located i.e., within the European Economic Area (EEA). No processing or storage of data takes place outside of the EEA.

How do we secure personal data?

UCISA takes data security seriously and uses the appropriate technologies and procedures necessary to protect the personal information that it holds about you. In order:

- to protect data against accidental loss
- to prevent unauthorised access, use, destruction, or disclosure
- to ensure business continuity and disaster recovery
- to restrict access to personal information
- to conduct privacy impact assessments (where necessary) in accordance with the law
- to train staff on data security

UCISA adheres to the standards and regulations of the General Data Protection Regulation (2016/679) and the Data Protection Act 2018.

How long do we keep your personal data for?

We retain your personal data for no longer than is necessary for the purposes(s) for which it

was provided. What this means in practice will vary between different types of data.

When determining the relevant retention periods, we consider factors including:

- legal obligation(s) under applicable law to retain data for a certain period of time.
- statute of limitations under applicable law.
- potential or actual disputes; and
- guidelines issued by relevant data protection authorities.

Where you have a contract to exhibit at a UCISA event, personal data will be retained for the duration of that event and for a further seven years from the end of that period.

Where you have made an enquiry to UCISA, personal data will be retained for as long as it is necessary to respond to that enquiry and for a further period of three months from the date of the response in order for us to provide you with additional information about our services after which time it is destroyed. You may withdraw your consent to receiving this additional information at any time during that period.

Therefore, we will securely erase your personal data from our systems when it is no longer needed. Paper-based information is securely shredded and disposed of, and electronic information is digitally destroyed, and a certificate of destruction is obtained (where applicable).

Your rights in relation to personal data:

1. Rights to be informed
You have the right to be provided with clear, transparent, and easily understandable information about how we use your personal data and your rights.
2. Right of access
You have the right to obtain access to your personal data (if we are processing it) and certain other information (similar to that provided in this Privacy Notice).
3. Right to rectification
You are entitled to have your personal data corrected if it is inaccurate or incomplete.
4. Right to erasure
This is also known as 'the right to be forgotten' and, in simple terms, enable you to request the deletion or removal of your personal data where there is no compelling reason for us to keep using it.

This is where the personal data is no longer necessary for the purpose for which it was originally collected or processed it for; and we are relying on consent as the lawful basis for holding your data, and you withdraw your consent or where we are relying on legitimate interests as the basis for processing, your data and you object to the processing of your data, and there is no overriding legitimate interest to continue this processing. There is no right to erasure for data collected under the lawful basis of Contract or Public Task where that purpose remains.

5. Right to restrict processing
You have the right to 'block' or suppress further use of your personal data in certain circumstances. When processing is restricted, we can still store your personal data, but may not use it further.
6. Right of data portability

You have the right to obtain and reuse your personal data in a structured, commonly used and machine-readable format in certain circumstances where the lawful basis for processing the information is consent or for the performance of a contract; and the processing has been carried out by automated means. This right does not apply to paper-based files.

7. Right to object to processing

You have the right to object to our processing of your personal data for our legitimate business interests or for direct marketing purposes.

8. Right to withdraw consent to processing

If you have given your consent to us to process your personal data for a particular purpose (for example, direct marketing), you have the right to withdraw your consent at any time (although if you do so, it does not mean that any processing of your personal data up to that point is unlawful).

9. Right to make a complaint to the data protection authorities

If you would like to exercise your data protection rights or if you are unhappy with how we have handled your personal data, please feel free to contact us by using the details set out at www.ucas.ac.uk.

If you're not satisfied with our response to any enquiries or complaint or believe our processing of your personal data does not comply with data protection law, you can make a complaint to the Information Commissioner's Office (ICO):

Information Commissioner's Office Wycliffe House
Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 Fax: 01625 524 510

welcome to your stand



Event &
Exhibition
Solutions
Your trusted partner

Head Office
1 LOMAX STREET
RADCLIFFE
MANCHESTER
M26 1PX
Tel: 0161 723 6105
ig.events

Please take a few moments to read the following important information which will help us to provide you with an efficient and successful service

additional shell scheme standfitting orders

If you have already pre-ordered any extras with the Index Group or Hirex Ltd and the goods are not on your stand - please go to our Service desk for assistance.

Failure to collect goods will not warrant a credit being given after the event

fixings

If you have a problem with large graphics or fixings please contact our service desk, which is usually located near the organisers office or registration/entrance area.

if your panels are white with a smooth finish

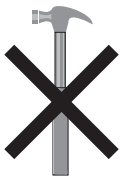
Sellotape® Sticky Fixer foam pads or combined self adhesive hook & loop Velcro® 'type' fixings **ONLY** are permitted to be used on the panels and can be purchased from our service desk

if your panels are coloured with a material texture

Hook Velcro® 'type' fixings **ONLY** are permitted to be used on the panels and can be purchased from our service desk

do not use

Any of the following fixings on any part of the metal framework or either type of panel finish



NO NAILS



NO SCREWS



NO PAINT



NO STAPLES

No self adhesive tape of any kind can be used on the metal work of your stand

A minimum cleaning charge of £50.00 will be levied and payment will be required prior to the opening of this exhibition if the above is not observed

ALL DAMAGE WILL BE CHARGED

at the close of show

At the designated closing time we will commence dismantling stands immediately.

In your own interests, please remove all graphic panels etc and entrust their safety to a member of your own staff.

We **WILL NOT** accept any responsibility for anything left on your stand at the close of this exhibition

and finally... we hope you have a successful event and thank you for your co-operation

STAND OUT

Transform your stand
using IG graphics services
to maximise your impact



Event &
Exhibition
Solutions

✓ Your trusted partner

members of

ESSA | Event Supplier and
Services Association



As members of FESPA the Index Group are completely committed to the sustainable production & disposal of all graphics. Currently recycling or repurposing 95% of total production

Production costs include:

- detailed proof
- full colour digital print
- delivery to venue
- installation and if required removal & disposal

FLUSH from £341 per linear metre

Individual panels digitally printed and buffed together to create a continuous image

100% recyclable

TENSION from £248 per linear metre

Digitally printed tension fabric fitted to a hired framework creating a seamless graphic

95% recyclable

INTEGRAL from £215 per panel

Produced to fit within the framework of the shell scheme leaving upright poles visible

100% recyclable

COUNTERS from £94

Bespoke sized graphic maximising all branding opportunities

100% recyclable

20%
discount
for early orders

Contact the MyEvent team at:
myevent@IndexGroup.org

To see more of our graphical services visit:
ig.events/exhibitor/graphic-services-exhibitor

UCISA25 LEADERSHIP CONFERENCE 18th & 19th MARCH 2025 THE BRIGHTON CENTRE

Index Use	3799/399
E.C.	
BOMPAC	
PAYMENT	

NAMEBOARD ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - Monday 17th February

Your Company name **ONLY** will be produced
in Arial Bold CAPITAL lettering

Any other styles must be paid for and will only be
allowed if approved by the organiser

Please print below in CAPITALS the exact wording
you require on your nameboard.

Maximum 30 characters - 1 line only
2 line Nameboard available - POA

N.B. Abbreviations will be used in all cases i.e.
Limited—Ltd.

OPTION A - Nameboard included in stand package.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

or you can upgrade your nameboard:

	Price	Quantity
OPTION B Add your logo to standard nameboard above (artwork required in eps or illustrator format)	£66.00 (each)	

Company Name:	
Address:	
Postcode:	
Telephone:	Facsimile:
Contact Name:	
Email:	

If we do not receive this form completed by the above date then your nameboard will be produced using the name taken from your stand booking form supplied to us by the organiser.

Nameboards cannot be altered on site

For your convenience nameboards can be submitted online at <http://ig.events/content/nameboard>

Please return to:

INDEX GROUP LTD
1 Lomax Street, Radcliffe, Manchester, M26 1PX
Facsimile: 0161 7234744
E-mail: myevent@indexgroup.org



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Index Use	3799/399
E.C.	
BOMPAC	
PAYMENT	

ADDITIONAL STANDFITTING ORDER FORM

For Shell Scheme stands only

Stand No.	Deadline Date - Monday 17th February
------------------	---

* to qualify for 20% early order discount please see information below.

Item	Price	Quantity	Total
1. Extra Panels - 1000mm (graphic image optional extra - see 11) (Full height)	£68.00		
2. Extra Panels - 500mm (Full height)	£44.00		
3. 1m Wire Display Rack (not into corners of stands)	£38.50		
4. Shelves - 1000mm x 240mm	£31.00		
5. Garment Rail (1m section)	£31.00		
6. A4 Zed-Up Lite (free standing literature rack)	£73.00		
7. A4 Wallmount Leaflet Dispenser	£17.00		
8. Store Room with Lockable Door (into corner-1m x 1m)	£198.50		
9. Fold up Counter	£57.75		
10. Click Integral Counter with Sliding Doors	£80.00		
11. Full Colour Graphic Options Available (please call for details)	POA		
12. Lockable Computer Plinth with Internal Shelves & Perspex Logo	£205.00		
13. Colour Change (stock) to existing panel (Per 1m x 2.4m face—colour on app.)	£60.00		
14. *Slat Walling (Per 1m x 2.4m face)	£184.00		
*Muslin/Casement/Twill Ceiling-Black or White (Size: ___m x ___m, price per m.sq.)	POA		
*MDF clad panel (unfinished or painted white available) (Per lin.m)	POA		

*** Please note the early order discount does not apply to these items**

Deadline Date for Cladding: Monday 17th February 2025
 NB: Any MDF Clad panels or Slat Walling ordered after 17th February 2025 will be subject to a 50% surcharge.

No goods will be supplied unless full payment is received

Please return this form to the address below with full payment by the above deadline date to receive 20% discount.
 Any items requested on site will be supplied subject to availability and will incur a 25% surcharge.

For your convenience all of the above can be ordered at <http://ig.events/content/standfitting-order-form>

20% discount (if applicable)	
Sub Total	
3% surcharge for credit card payments	
1.9% surcharge for AMEX card payments	
Total	
Vat 20%	
Total	

Please return to:

INDEX GROUP LTD
 1 Lomax Street, Radcliffe, Manchester, M26 1PX
 Facsimile: 0161 7234744
 E-mail: myevent@indexgroup.org



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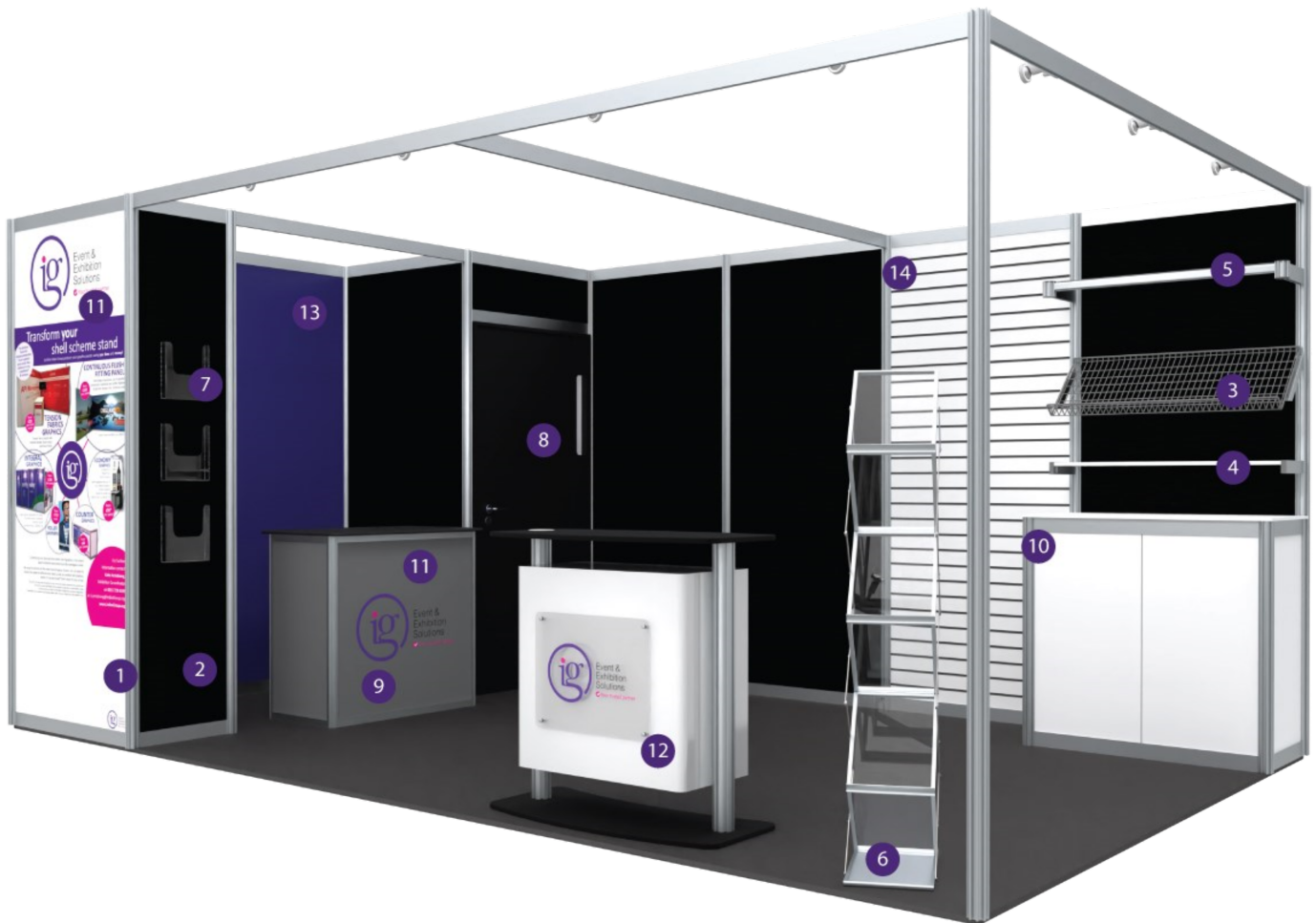
Index Use	3799/399
E.C.	
BOMPAC	
PAYMENT	

EXAMPLE OF A TYPICAL STAND WITH OPTIONAL EXTRAS

Corner Site Stands

All Corner sites will be open to the gangways with fascia to the perimeters overhead.

Should you require additional walls please complete the additional stand fitting order form and return with payment.



Dimensions

Overall Panel Size: 2400mm high x 1000 wide

Useable Panel Size: 2270mm high x 945mm wide

Upright: 55mm wide

www.IndexGroup.org

Please return to:

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1 Lomax Street, Radcliffe, Manchester, M26 1PX

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E-mail: myevent@indexgroup.org



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BOMPAC	
PAYMENT	

SHELL SCHEME INFO

Stand No.

FRONT OF STAND

Please use the 1 square = 1m grid in conjunction with your exhibitor order form to indicate the extras you require.
Please give the position and heights of shelves & wire racks etc.

Panels


Panels in Black, Grey, Red and Blue are covered in fire retardant material which accepts Velcro fixings. Graphics can be attached to stands directly with Velcro (maximum width between uprights is 945mm).
White panels are smooth faced, graphics can be attached directly with 'sticky tabs' or blu-tack (maximum width between uprights is 945mm).
Under no circumstances must anything be nailed, screwed or glued to the shell scheme panels or metalwork of the stand. All damage will be charged to the exhibitor at full replacement cost. Panels are attached to each other by aluminium uprights which stand 20mm proud.
Exhibitors with larger graphics should contact Index for advice.

Space Only Sites

Space only sites are not permitted to attach anything to the adjoining shell scheme.
Exhibitors taking space only sites backing onto, surrounded by or adjoining shell scheme stands, should not assume that panels facing their stand will be finished. We are not contracted to supply finished panels (i.e covered with material) to these sites.
Space only exhibitors booking stands between shell scheme sites must deduct 55mm from overall measurements to fit within the allotted space (e.g. a 3m x 2m space only site would in fact have a floor dimension of 2945mm x 1945mm).

Failure to note this will mean that your stand may not fit in the allotted site.

Index reserve the right to amend specification without notice

<p>Please return to: INDEX GROUP LTD 1 Lomax Street, Radcliffe, Manchester, M26 1PX Facsimile: 0161 7234744 E-mail: myevent@indexgroup.org</p>	 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <p>Event & Exhibition Solutions ✓ Your trusted partner</p> </div>
---	--

Payment & Credit Card Charge Authorisation

Exhibition Name: _____

Stand Number: _____

Company Name: _____

Address: _____

Country: _____

Postcode: _____

Telephone: _____

Contact Name: _____

EU VAT Number (if applicable): _____

Email: _____

PO Number: _____

PAYMENT POLICY

Payment for services —
Index Group Ltd requires full payment prior to the build up of the show.

Method of payment— Index Group Ltd accepts all major credit / debit cards and bank transfers. Purchase orders are not considered payment.

We require your payment authorisation to be completed and returned even if you are paying by bank transfer. You do not need to complete your card details unless you wish to pay by this method and are ordering electrics.

Please tick the box below to indicate your preferred method of payment.

Bank Transfer
Debit Card (surcharge)
Credit Card (surcharge)
American Express (surcharge)
Card payment link to be sent
(Not available for electrical payments. Please indicate whether debit or credit card for invoicing purposes)

Bank Transfer Payment Information

Bank details will be provided on your invoice for BACS payments. Please include your invoice number in your payment reference.

Payment link for card payments

If you would like a payment link to be sent please confirm in the details above the email address this should be sent to.

Cancellations/Refunds— Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund. **I agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd:**

Signed: _____

Print Name: _____

Date: ____/____/____

CREDIT CARD CHARGE AUTHORISATION

To be completed for Electrical orders only

A payment link for card payments will be sent for all other Index Group services

All information must be provided. Your order will not be processed if any information is missing.

Please note that there is a surcharge for Debit, Credit and American Express card transactions.

Please ensure this form is returned with all orders.

Debit Card (surcharge)
Credit Card (surcharge)
American Express (surcharge)

Card Number: _____

Expiry Date: ____/____

Security Code (Last 3 digits on signature strip) _____

Start Date (if shown): ____/____

Issue Number (if shown): _____

Cardholders Name: _____

Cardholders billing address (If different to above):

Post Code: _____

Cardholders Signature: _____

Date: ____/____/____

Please note this form will be destroyed once payment has been processed/received.

If you have any questions relating to any of the information on this form please contact us on: 0800 085 9885

Please return this form and completed order form to corresponding email/postal address which can be found on the bottom of the relevant order form.



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ESSA Event Supplier and Services Association **orderform**

Europa International – Europa House
Meaford Way – London – SE20 8RA
Tel: +44 (0) 20 8676 0062
Fax: +44 (0) 20 8676 9976

www.europainternational.com

contact@europainternational.com

UCISA 2025 18-19 MARCH 2025 THE BRIGHTON CENTRE DEADLINE: 18 FEB 2025

FURNITURE ORDER FORM SECTION – ON HIRE

QTY	REF	COLOUR	DESCRIPTION	UNIT PRICE	TOTAL

Please state colour preference where applicable.
You must insure against loss or damage 5 times hire cost

LATE ORDER SURCHARGE APPLIES AFTER EVENT DEADLINE – ADD 15%

VAT IS APPLICABLE TO EVERYONE UNLESS You are an EU Company outside the UK, a VAT number is required Non-EU companies must provide letterhead or proof of business This must be supplied at the time of order. *PAYMENT DUE 14 DAYS PRIOR TO DELIVERY	Furniture £	
	VAT @ 20%	
	*Total £	

Company
Contact Name
Invoice Address
.....
.....
Post Code..... VAT NO

Email address.....
Tel no.
Fax no.
P.O No [if required].....
Stand No..... Hall

I have read and accepted the conditions of hire overleaf
Signed.....Date.....

Please complete the following if you wish to pay by credit card:
Please debit my Maestro, Delta, Amex, Mastercard or Visa

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry date

--	--

 /

--	--

Cardholders Name.

Company Name.....

Bank details: HSBC Bank plc, 141 High St, Beckenham, Kent BR3 1BX

Sort code: 40-09-25 Account no. 31466844
Swift/BIC code: HBUKGB4118F
IBAN NO GB10HBUK40092531466844

CHEQUES SHOULD BE MADE PAYABLE TO **EUROPA INTERNATIONAL**
AND DRAWN ON A U.K. CLEARING BANK.

PLEASE INCLUDE YOUR PAYMENT IN FULL WITH THIS ORDER.

UK VAT No.205 3716 90

CONDITIONS OF HIRE

1. **Europa International** herein after **the company** let furnishings on hire only on the following terms and conditions and will not accept or be bound by other conditions so far as they conflict with the following.
2. The period of hire commences from the time of delivery to the person destination or site indicated on the order form from the hirer or where ordered on the telephone by the instructions of the person placing the order. This shall continue until the furnishings (comprising of furniture, carpet and modular) are accepted back by the company. RISK OF LOSS OR DAMAGE will be on the part of the hirer throughout the period of the hire until collected or delivered back to our premises.
3. The hirer shall rent the furnishings at the rates quoted by the company or any subsequently increased rate in force at the commencement of the hire period. The company reserves the right at any time without notice to increase charges (particularly where there is a change in the value of the pound sterling). The hirer undertakes to fully insure all furnishings for the hire period plus at least 3 days prior and 1 day after the conclusion of the event for a sum of not less than five times the hire price.
4. The hirer shall provide at the specified destination a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this the company shall issue a delivery note to the hirer as conclusive proof of time and delivery by the company.
5. The company rents furnishings in good order and condition. The receipt signed by the representative of the hirer or in the absence of such a receipt the company's delivery note shall be conclusive evidence of such good order and condition unless at the time of delivery or within 24 hours the hirer shall notify any defect to the company by telephone or fax whereupon all responsible efforts will be made to rectify the problem. The hirer undertakes to take care to avoid damage or theft of hired items and to take all reasonable steps to keep and return the furnishings to the company in first class condition. If items of furniture are broken, damaged or lost then the hirer is liable to repair or replacement costs as agreed between Europa International and the hirer. NOTE: - We reserve the right to upgrade or change any item that is out of stock.
6. The company will endeavour to effect delivery of hired furnishings at the time indicated by the hirer but will not under any circumstances be liable for any delay in delivery caused by circumstances beyond the company's control. Liability for any delay in any case will be limited to the refund of any hire charges already paid by the hirer relating to periods of non-delivery or late delivery.
7. Instructions of the hirer (different from those on the requisition) cannot be carried out unless given in writing to the company 7 days prior to action required and accepted by the company in writing. The company shall not be liable for any failure to perform its obligations under this Agreement due to circumstances beyond the parties' reasonable control including, but not limited to, acts of God, war, government regulations, disaster, disease, pandemics, epidemics, quarantine restrictions, terrorist actions, strikes, civil disorders, curtailment of transportation facilities or other emergencies that make it illegal or impossible for a party to perform its obligations under this Agreement. At the discretion of the company a charge of not less than 25% may be made on all orders cancelled prior to delivery. For on-site cancellations where delivered correctly NO refund will be issued.
8. If the hirer fails to make available for collection the furnishings at the end of the hire period the hirer shall be liable to pay loss of hire charge at a pro-rata rate until such time as the furnishings are returned to the company or notifies the company by recorded delivery of the loss of furnishings.
9. The hirer will be expected to empty all lockable items of their property at the close of show. The company can not be held responsible for goods left in said items and removed to effect collection.
10. The furnishings shall remain the property of the company and the hirer shall at all times keep the furnishings in their possession and free from any lien charge or other encumbrance whatsoever. The period of hire shall cease forthwith in the event that any winding up procedures (compulsory or voluntary) are commenced in respect of the hirers business or if any receiver trustee or liquidator is appointed of the hirers business or of any substantial part of its assets.
11. CARPETS & TILES. - All skirting to platforms must be removed to allow carpet to be fitted over the edge. Extra cutting due to machines, stand building etc. plus any damage to carpets or tiles: - i.e. oil, ink, ripping etc. we reserve the right to charge. Fitting to design or walls will be charged as extra. All carpets (not tiles) are laid on an outright sale basis unless arranged otherwise.
No liability shall be attached to Europa International for:
 - (1) Skirting which has to be removed for the purpose of laying carpets.
 - (2) Loss or damage however caused to customer's own goods.
 - (3) Any dilapidation for fixing to hall floors (we use low tack tape, as specified).All carpets are charged by using full widths of carpet (normally 4 metres wide) in the most economical method.
12. Hire period is up to 7 days and thereafter a supplementary hire charge may be applied on a daily pro-rata basis. Prices include delivery and collection within the UK where we are the appointed contractor. On international and other events there may be a delivery charge, subject to value, which we will inform you of before processing the order.
13. Unless otherwise agreed all charges as per invoices shall be paid 21 days prior to delivery.
14. As part of our ongoing commitment to data privacy, secure document storage & processing in line with the GDPR regulations which came into effect on the 25th May 2018, we have created a new privacy policy which is available upon request or viewable online www.europainternational.com/privacy-policy.aspx.... If you wish to have your personal data removed from our database after the event is completed, please put this in writing to Europa International, Meaford Way, London, SE20 8RA or alternatively please e-mail us on privacy@europainternational.com. If you don't make contact and request the removal of your personal information post event, we will securely store it & only use it in accordance with legitimate ongoing business.

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fax. +44 (0) 8454 303016

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BS - Bar Stools	Hire Cost	Item	Description	Colours Available	SH	H	W	D
BS01	£ 46.00		BAR STOOL	BL, BK, GN, FUV, LGV, RD, WV, YWV	760	800	450	425
BS02	£ 60.00		GEOS SWIVEL BAR STOOL	BLACK, WHITE	600-800	790-990	490	490
BS03	£ 42.00		ZETA BLACK FRAME BAR STOOL	BL, GN, GY, RD, BKV, FUV, GYV, LGV, LIV, MLV, ORV, PRV, WHV, YWV	800	800	360	DIA
BS04	£ 42.00		BERTIE HIGH TOP BAR STOOL	BLACK, WHITE	840	840	430	430
BS05	£ 42.00		ZETA CHROME FRAME BAR STOOL	BL, GN, GY, RD, BKV, FUV, GYV, LGV, LIV, MLV, ORV, PRV, WHV, YWV	800	800	360	DIA
BS09	£ 45.00		MILAN BACKED BAR STOOL	BL, GN, GY, RD, BKV, FUV, GYV, LGV, LIV, MLV, ORV, PRV, WHV, YWV	790	940	450	500
BS10	£ 50.00		MERCURY RECEPTION STOOL	BLUE, BLACK, RED	550-800	950	570	DIA
BS11	£ 48.00		MEARS BAR STOOL	BL, GN, GY, RD, BKV, FUV, GYV, LGV, LIV, MLV, ORV, PRV, WHV, YWV	805	805	370	340
BS13-BK	£ 60.00		SWIVELLING BAR STOOL	BLACK	570-830	740-1000	425	470
BS13-WH	£ 60.00		SWIVELLING BAR STOOL	WHITE	570-830	740-1000	425	470
BS15	£ 56.00		NEST SWIVEL BAR STOOL	BLACK, WHITE	630-820	880-1070	380	420
BS19	£ 66.00		SHEVA STOOL	WHITE	730	840	530	440
BS22	£ 64.00		JAYDEN LEATHER BAR STOOL	BLACK	600-840	1130-1370	610	550
BS30	£ 55.00		MODI BAR STOOL	BLACK	700	970	470	470
BS31	£ 48.00		EROS BEECH BACKED BAR STOOL	BLUE, BLACK, GREEN, RED	800	1060	425	450
BS33	£ 46.00		ALFRESCO ALUMINIUM BAR STOOL	ALUMINIUM	800	1000	400	400
BS34	£ 48.00		ATHENA BACKED BAR STOOL	BEECH OR CHERRY	800	960	370	340
BS36	£ 48.00		BUBBLE BAR STOOL	WHITE, RED OR BLUE	760	840	450	425
BS38	£ 48.00		AURORA BACKED BAR STOOL	BEECH OR CHERRY	805	1040	400	450
BS41	£ 54.00		EUROMBO ADJUSTABLE BAR STOOL	BK, RD, SV, WH	585	840	385	385
BS42	£ 54.00		SAMBA BAR STOOL	BLUE, CLEAR OR RED	850	940	400	400
BS43	£ 54.00		CRESCENT BAR STOOL	BLACK, ORANGE, SILVER OR WHITE	585-820	840	385	385
BS44	£ 56.00		UTOPIAN BAR STOOL	WHITE	500	760	390	390
BS45	£ 60.00		OLIVIA BAR STOOL	WHITE	520-770	630-880	380	420
BS46	£ 58.00		ARKANA BAR STOOL	BLACK, BLUE, GREEN, GREY, RED, WHITE VINYL	570-830	740-1000	500	550

NB. All prices are subject to UK VAT % at time of ordering

Prices indicated are for a maximum of 7 days hire

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CB - Cupboards	Hire Cost	Item	Description	Colours Available	SH	H	W	D
CB03	£ 330.00		CURVED RECEPTION COUNTER	WHITE	1200	1000	1520	660
CB04	£ 330.00		REGISTRATION DESK	WHITE	1200	1000	1500	610
CB06	£ 135.00		CUPBOARD WITH CABLE MANAGEMENT HOLE	WHITE, BLACK		1000	940	520
CB07	£ 118.00		1M HIGH LOCKABLE CUPBOARD WITH SHELF	WHITE		1000	940	520
CB08	£ 118.00		3' LOCKABLE COUNTER CUPBOARD WITH SHELF	BLACK AND WHITE		1000	920	530
CB12	£ 118.00		LOCKABLE COUNTER CUPBOARD WITH SHELF	BLACK AND WHITE		1000	1000	500
CB15	£ 245.00		EXECUTIVE SIDEBOARD UNIT WITH FRIDGE	BEECH AND BLACK		760	1520	460
CB18	£ 90.00		LECTURN BASED ON CB19	BLACK		1250	530	530
CB19	£ 70.00		0.5m COUNTER/ WORKSTATION	BLACK, GREY POLYWEAVE, WHITE		1000	530	530
CB20	£ 80.00		1m COUNTER	BLACK, GREY POLYWEAVE, WHITE		1000	1000	530
CB21	£ 90.00		1m COUNTER WITH SHELF	BLACK, GREY POLYWEAVE, WHITE		1000	1000	530
CB24	£ 100.00		1m SALES COUNTER WITH SHELF	BLACK, WHITE OR BEECH		1000	1000	610
CB25	£ 125.00		1.5m SALES COUNTER WITH SHELF	BLACK, WHITE OR BEECH		1000	1500	610
CB28	£ 62.00		3 DRAWER PEDESTAL (<i>Not lockable</i>)	BEECH, BLACK OR WHITE		600	410	500
CB30	£ 110.00		LOW LOCKABLE CUPBOARD	BLACK, WHITE		650	1000	500
CB31	£ 125.00		STANDARD LOCKABLE CUPBOARD WITH SHELF	BLACK		885	1000	500
CB36	£ 125.00		LOCKERS	GREY		1775	495	495
CB37	£ 155.00		LOCKABLE COMPUTER WORKSTATION <i>3 Users</i>	BEECH OR BLACK		1060	910	910
CB38	£ 175.00		LOCKABLE COMPUTER WORKSTATION <i>3 Users</i>	BEECH OR BLACK		1060	1165	1100
CB39	£ 155.00		LOCKABLE COMPUTER WORKSTATION <i>2 Users</i>	BEECH OR BLACK		1060	870	1040
CB40	£ 140.00		LOCKABLE COMPUTER WORKSTATION <i>1 User</i>	BEECH OR BLACK		1040	610	800
CB41	£ 140.00		LOCKABLE COMPUTER WORKSTATION <i>1 User</i>	PERFORATED ALUMINIUM/ SILVER		1060	580	880
CB42	£ 155.00		LOCKABLE COMPUTER WORKSTATION <i>2 Users</i>	PERFORATED ALUMINIUM/ SILVER		1060	870	1040
CB43	£ 175.00		LOCKABLE COMPUTER WORKSTATION <i>3 Users</i>	PERFORATED ALUMINIUM/ SILVER		1060	1165	1100
CB44	£ 140.00		LOCKABLE COMPUTER WORKSTATION <i>1 User</i>	WHITE		1060	580	880

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NB. All prices are subject to UK VAT % at time of ordering

Prices indicated are for a maximum of 7 days hire

CB - Cupboards	Hire Cost	Item	Description	Colours Available	SH	H	W	D
CB45	£ 175.00		LOCKABLE COMPUTER WORKSTATION <i>1 User</i>	WHITE		1060	910	910
CB46	£ 440.00		CHARGING STATION POD	WHITE		1060	910	910
CB47	£ 425.00		CHARGING LOCKER	GREY		1775	495	495
CB50	£ 420.00		COMPUTER POD TERMINAL - 2 USER	SILVER/GREY		2000	1500	925
CB51	£ 220.00		COMPUTER POD TERMINAL	SILVER/GREY		2000	580	665
CB52	£ 230.00		COMPUTER POD TERMINAL	WHITE AND GREY		2000	1000	550

CT - Coffee tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D
CT02	£ 52.00		2'6 ARKANA ROUND TRUMPET BASE TABLE	BLACK OR WHITE		360	760	DIA
CT03	£ 50.00		2' ARKANA ROUND TRUMPET BASE TABLE	BLACK OR WHITE		360	610	DIA
CT12	£ 55.00		COFFEE TABLE	BLACK, BEECH or WHITE		80	900	600
CT17	£ 56.00		CORONET STORAGE COFFEE TABLE	BK, BL, GY, RD, - BLACK TOP		400	670	670
CT18	£ 98.00		COULSDON GLASS TOPPED COFFEE TABLE	CLEAR		410	760	DIA
CT20	£ 50.00		OSIRIS 2' ROUND COFFEE TABLE	BEECH, BLACK, GREY, SILVER, WHITE,		435	610	DIA
CT21	£ 54.00		OSIRIS 2'6 ROUND COFFEE TABLE	BEECH, BLACK, GREY OR WHITE		435	760	DIA
CT22	£ 48.00		SERPENT COFFEE TABLE	GREY		420	560	760
CT25	£ 55.00		OVAL COFFEE TABLE	BEECH, BLACK, WHITE		400	1180	880
CT27	£ 55.00		CORONET ANGLED COFFEE TABLE	BLACK		400	60-500	670
CT30	£ 50.00		SMALL SQUARE COFFEE TABLE	BLACK, WHITE		460	420	420
CT31	£ 50.00		COBRA SQUARE COFFEE TABLE	BEECH, BLACK, GREY, WHITE		350	600	600
CT32	£ 68.00		BUCKINGHAM SQUARE COFFEE TABLE	BLACK		400	670	670
CT33	£ 50.00		COBRA ROUND TEA TABLE	BEECH, BLACK, GREY OR WHITE		350	760	DIA
CT35	£ 50.00		2' AURORA ROUND TOPPED TABLE	BEECH, BLACK, SILVER, WHITE,		470	610	610
CT36	£ 55.00		AURORA TRIANGULAR TOPPED TABLE	BEECH, BLACK, SILVER, WHITE,		470	770	770
CT37	£ 50.00		2' AURORA SQUARE TOPPED TABLE	BEECH, BLACK, GREY OR WHITE		470	610	610
CT38	£ 55.00		2'6 AURORA SQUARE TOPPED TABLE	BEECH, BLACK, GREY OR WHITE		470	760	760
CT39	£ 50.00		2' OPTIMUS ROUND COFFEE TABLE	BEECH, BLACK, GREY, SILVER, WHITE,		470	610	610
CT40	£ 55.00		2'6 OPTIMUS ROUND COFFEE TABLE	BEECH, BLACK, GREY, SILVER, WHITE,		480	760	760
CT41	£ 55.00		IRONHIDE EXECUTIVE RECTANGULAR COFFEE TABLE	BEECH, BLACK, WHITE		500	900	600
CT42	£ 55.00		BLACK LEG COFFEE TABLE	BLACK		460	760	760
CT43	£ 88.00		MAYFAIR LEATHER COFFEE TABLE	BLACK LEATHER		480	600	600

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europa


























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CT - Coffee tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D

NB. All prices are subject to UK VAT % at time of ordering

Prices indicated are for a maximum of 7 days hire

CT51	£	98.00		VENEZIA GLASS COFFEE TABLE	ACID GLASS		480	610	610
CT52	£	98.00		EILLEN GRAY COFFEE TABLE	GLASS		700	520	520
CT56	£	115.00		RECTANGULAR COFFEE TABLE	GLASS		450	100	500
CT58	£	105.00		ISAMU NOGUCHI COFFEE TABLE	GLASS (WHITE OR BLACK BASE)		400	930	920
DS - Display	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
DS04	£	230.00		1.25m ALUMINIUM SHOWCASE <i>Illuminated & Lockable</i>	ALUMINIUM/GLASS		840	1250	510
DS05	£	245.00		UPRIGHT ALUMINIUM SHOWCASE <i>Illuminated & Lockable</i>	BLACK/ALUMINIUM/GLASS		1830	600	600
DS06	£	245.00		UPRIGHT ALUMINIUM SHOWCASE <i>Illuminated & Lockable</i>	WHITE/ALUMINIUM/GLASS		1830	600	600
DS07	£	205.00		1m DISPLAY SHOWCASE <i>Illuminated & Lockable</i>	BLACK OR WHITE		1000	1000	500
DS08	£	168.00		0.5m DISPLAY SHOWCASE <i>Illuminated & Lockable</i>	BLACK OR WHITE		1000	500	500
DS10	£	172.00		0.5m SHOWCASE <i>Illuminated & Lockable</i>	SILVER, WHITE, BLACK		930	500	500
DS11	£	172.00		FULL 0.5m GLASS SHOWCASE <i>Illuminated & Lockable</i>	GLASS		930	500	500
DS19	£	96.00		CHROME 5 SHELF DISPLAY STAND	CHROME		1540	900	350
DS19-AS/FS	£	16.50		DS19- ANGLED OR FLAT SHELVES	BLACK			900	430/340
DS22	£	115.00		A4 LITERATURE CAROUSEL <i>12 Pockets</i>	GREY		1530	540	540
DS23	£	92.00		A4 7 SIDED LITERATURE STAND	BLACK		1650	290	290
DS24	£	158.00		A3 7 SIDED LITERATURE STAND	BLACK		1650	510	290
DS25	£	72.00		3 SHELF DISPLAY STAND	CHROME		810	800	455
DS26	£	82.00		4 SHELF DISPLAY STAND	CHROME		1160	800	455
DS27	£	96.00		5 SELF DISPLAY STAND	CHROME		1500	800	455
DS29	£	64.00		2 SHELF CUBIC DISPLAY	CHROME		760	605	605
DS30	£	77.00		3 SHELF CUBIC DISPLAY	CHROME		1170	605	605
DS31	£	88.00		4 SHELF CUBIC DISPLAY	CHROME		1620	605	605
DS33	£	72.00		CHROME 4 SIDED LITERATURE RACK	CHROME		1000	290	290
DS35	£	92.00		WHEELJACK LITERATURE STAND	SILVER		1365	300	360
DS37	£	97.00		4 SHELF (3 ANGLED) CHROME RACK	CHROME		1630	990	450

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DS - Display	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
DS38	£	92.00		A4 ZED UP BROCHURE STAND	SILVER & ACRYLIC		1500	275	370
DS39	£	170.00		A3 ZED UP BROCHURE STAND	SILVER & ACRYLIC		1500	485	370
DS44	£	245.00		EUROPALITE ILLUMINATED COUNTER 60W	N/A		1060	675	345
DS49	£	160.00		GIDEON DISPLAY LECTURN <i>Excluding Graphic</i>	SATINISED ALUMINIUM		980	1000	500
DS50	£	205.00		JEWELLERY CASE <i>Illuminated & Lockable</i>	BLACK, SILVER OR WHITE		930	1000	500

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DS51	£	212.00		COUNTER CASE <i>Illuminated & Lockable</i>	ALUMINIUM/GLASS		930	1000	500
DS52	£	240.00		TALLBOY SHOWCASE <i>Illuminated & Lockable</i>	ALUMINIUM/GLASS		2000	500	500
DS53	£	240.00		TALL GLASS CABINET WITH 2 SHELVES <i>Illuminated & Lockable</i>	BLACK, SILVER OR WHITE		2000	500	500
DS54	£	240.00		TALL GLASS CABINET WITH 1 SHELF <i>Illuminated & Lockable</i>	BLACK, SILVER OR WHITE		2000	500	500
DS55	£	405.00		DOUBLE 1M TALLBOY SHOWCASE	ALUMINIUM/GLASS		2020	1000	420
DS62	£	385.00		DOUBLE 1M TALLBOY SHOWCASE	ALUMINIUM/GLASS		2000	1000	500
IPS02	£	105.00		UNIVERSAL IPAD STAND	SILVER		1131	368	277
TV032	£	295.00		SAMSUNG 32" TV	BLACK		520	800	80
TV033	£	375.00		32" TV + STAND	BLACK / SILVER		1200	735	455
DT - Desks	Hire Cost	Item	Description	Colours Available	TOTAL H	H	W	D	
DT01	£	88.00		KOUROUS 4' CHROME FRAMED DESK	BEECH, BLACK OR WHITE	710	710	1220	760
DT02	£	98.00		KOUROUS 5' CHROME FRAMED DESK	BEECH, BLACK OR WHITE	710	710	1530	760
DT03	£	115.00		KOUROUS 4' DESK WITH BANKING UNIT	BEECH, BLACK OR WHITE	1000	710	1220	760
DT04	£	125.00		KOUROUS 5' DESK WITH BANKING UNIT	BEECH, BLACK OR WHITE	1000	710	1530	760
DT22	£	88.00		SYLVANUS 4' DESK	BEECH OR BLACK	730	730	1220	740
DT23	£	115.00		SYLVANUS 4' RECEPTION DESK	BEECH OR BLACK	1070	730	1220	740
DT25	£	90.00		GREY OR WHITE DESK	GREY OR WHITE	750	750	1530	615

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HT - High Tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
HT01	£	88.00		AZRIEL BAR TABLE	BEECH, BLACK, SILVER OR WHITE		1000	610	610
HT03	£	88.00		SQUARE BASED POSEUR TABLE	BEECH, BLACK, BLUE, RED, SILVER, WHITE		1080	610	610
HT04	£	88.00		SQUARE BASED SQUARE TOP POSEUR TABLE	BEECH, BLACK, WHITE		1080	610	610
HT05	£	92.00		PARTY BAR TABLE LEANER	LIME, PINK		1080	610	610
HT06	£	88.00		BAR TABLE WITH FOOTREST	BEECH, BLACK, BLUE, RED, SILVER, WHITE		1080	610	610
HT07	£	98.00		LITERATURE DISPLAY POSEUR TABLE	BEECH, BLACK, SILVER OR WHITE		1000	610	DIA
HT08	£	92.00		BAR TABLE	BLUE, RED		1080	610	610
HT13	£	88.00		OMEGA CHROME BASE POSEUR TABLE	BEECH, BLACK, SILVER OR WHITE		1100	610	DIA
HT20	£	216.00		POURSHINS CHROME BAR TABLE	BEECH, BLACK OR SILVER		1000	2400	460
HT22	£	220.00		AURORA CHROME BAR TABLE	BEECH, BLACK OR SILVER		1000	2400	460
HT23	£	192.00		MANDARI BAR TABLE	BEECH, BLACK OR WHITE		1000	1220	760
HT24	£	188.00		LARGE LEANER	BLACK ONLY		1000	1520	760
HT26	£	94.00		OMEGA CHROME LAPTOP POSEUR TABLE	BEECH, BLACK, CHERRY, SILVER OR WHITE		1100	760	540
HT28	£	88.00		OMEGA BLACK BASED TABLE	BEECH, BLACK, SILVER OR WHITE		1100	610	610

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HT32	£	92.00		STAINLESS STEEL TOPPED BAR TABLE	SILVER		1080	800	800
HT38	£	96.00		AURORA TRIANGULAR POSEUR TABLE	BEECH, BLACK, CHERRY, SILVER OR WHITE		1080	770	770
HT39	£	100.00		2'6" OMEGA POSEUR TABLE	BEECH, BLACK, SILVER OR WHITE		1100	760	760
HT40	£	88.00		MAIA 2' ROUND POSEUR TABLE	BEECH, BLACK, SILVER, OR WHITE		1120	610	DIA
HT41	£	116.00		BAR TABLE AND COVER	BLACK, WHITE		1120	610	610
HT42	£	132.00		BAR TABLE AND COVER	BLACK, WHITE		1120	760	760
HT43	£	94.00		2' ROUND BLACK LEG POSEUR TABLE	BEECH, BLACK OR WHITE		1100	610	DIA
HT47	£	98.00		UTOPIAN BAR TABLE	WHITE		1050	610	610
HT51	£	120.00		VENEZIA GLASS POSEUR TABLE	ACID GLASS		1000	610	610

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LC - Lounge seats	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
LC01 - BLACK	£	175.00		MIRAGE SINGLE CHAIR	BLACK LEATHER	455	725	875	680
LC01 - WHITE	£	198.00		MIRAGE SINGLE CHAIR	WHITE LEATHER	455	725	875	680
LC02 - BLACK	£	262.00		MIRAGE DOUBLE SEATER SOFA	BLACK LEATHER	455	725	1430	680
LC02 - WHITE	£	305.00		MIRAGE DOUBLE SEATER SOFA	WHITE LEATHER	455	725	1430	680
LC03	£	165.00		SWAN CHAIR	BLACK, BLUE OR RED	460	820	710	630
LC04	£	165.00		SWAN CHAIR	WHITE LEATHER	435	780	725	610
LC05	£	95.00		ALLSORTS TUB CHAIR	BLACK, WHITE, YELLOW, LIME GREEN, ORGANGE, PINK	450	770	640	660
LC06	£	165.00		ALLSORTS 2 SEATER SOFA	WHITE	450	770	1200	660
LC11 - BLACK	£	170.00		CORBUSIER STYLE CHAIR	BLACK LEATHER	420	670	800	720
LC11 - WHITE	£	195.00		CORBUSIER STYLE CHAIR	WHITE LEATHER	420	670	800	720
LC12 - BLACK	£	258.00		CORBUSIER STYLE SOFA	BLACK LEATHER	420	670	1310	720
LC12 - WHITE	£	298.00		CORBUSIER STYLE SOFA	WHITE LEATHER	420	670	1310	720
LC20	£	56.00		SERPENT LOUNGE CHAIR	BLACK, BLUE OR GREY	420	760	560	760
LC21	£	56.00		SERPENT INTERNAL ANGLE CHAIR	BLACK, BLUE OR GREY	420	760	560	760
LC27	£	55.00		CORONET LOUNGE CHAIR	BLACK, BLUE, GREY, RED	400	700	670	670
LC29	£	92.00		COULSDON CHAIR	GREY FAUX LEATHER CLOTH	450	690	610	470
LC32	£	98.00		BUCKINGHAM CHAIR	BLACK LEATHER	405	750	660	780
LC34	£	162.00		BUCKINGHAM ARMCHAIR	BLACK LEATHER	405	750	900	780
LC35	£	245.00		BUCKINGHAM TWO SEATER SOFA	BLACK LEATHER	405	750	1580	780
LC36	£	325.00		BUCKINGHAM THREE SEATER SOFA	BLACK LEATHER	405	750	2260	780
LC40	£	78.00		REMUS TUB CHAIR	BLACK, ROYAL OR SCARLET	450	770	640	660
LC43	£	110.00		MAYFAIR CLUB CHAIR	BLACK LEATHER	480	800	700	600


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LC50	£	142.00		REMUS TWO SEATER SOFA	BLACK OR SCARLET	450	770	1200	660
LC51	£	98.00		EPLA ARMCHAIR	BLACK , WHITE PEARL, YELLOW VIYNL	450	760	610	530
LC52	£	155.00		EPLA TWO SEATER SOFA	BLACK	450	760	1220	530
LC55	£	108.00		WHITE LEATHER ARM CHAIR	WHITE LEATHER	450	760	640	530
LC56	£	168.00		WHITE LEATHER 2 SEATER SOFA	WHITE LEATHER	450	760	1220	530
LC61	£	110.00		CREAM LEATHER TUB CHAIR	CREAM LEATHER	450	760	610	530

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LS - Low Stools	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
LS01	£	44.00		ARKANA LOW STOOL WHITE BASE	BK, BL, GN, GY, RD, RTV, ORV, WH		500	410	DIA
LS02	£	44.00		OSIRIS LOW STOOL	BL, BK, GY, RD,GN, RTV		500	410	DIA
LS03	£	70.00		WHITE FAUX LEATHER CUBE	WHITE		480	420	420
LS04	£	155.00		WHITE LEATHER FAUX BENCH	WHITE		480	1220	420
LS07	£	44.00		ARKANA LOW STOOL BLACK BASE	BK, WH, YWV, ORV, RD, LIV, BL		500	410	410
LS08	£	44.00		WHITE LOW STOOL	WHITE		490	390	390
LS16	£	38.00		WEAKNER 6' FOLDING BENCH	WOOD EFFECT		430	1830	250
LS36	£	44.00		AURORA LOW STOOL	BL, BK, GY, RD, GN, RTV		470	450	DIA
LS42	£	70.00		CUBE STOOL WHITE BASE	BK, BL, RD, FUV, ORV, PRV		480	420	420
LS44	£	70.00		CUBE STOOL BLACK BASE	BK, BL, RD, FUV, ORV, PRV		480	420	420
LS45	£	155.00		CUBE BENCH BLACK BASE	BK, BL, RD, YWV, ORV, PRV, WH		480	1220	420
LS46	£	52.00		DRUM STOOL BLACK BASE	BK, WH, BL, RD, GN, SF, FUV, ORV, ZEB		480	400	400
LS47	£	68.00		LOUNGE STYLE BEANBAG	BLUE, GREEN OR RED		800	990	940
LS48	£	188.00		CHARGING BENCH	BLACK, BLUE, RED OR WHITE		470	1600	450
LS49	£	85.00		BENCH SEATING	SILVER		460	1090	410
LS50	£	120.00		MIAJAY 5 PERSON CATWALK BENCH	WH, BK, BL, RD, GR, GY CUSHIONS <i>Bespoke cushions to order</i>		400	2440	400
LS51	£	120.00		BLACK MIAJAY 5 PERSON CATWALK BENCH	WH, BK, BL, RD, GR, GY CUSHIONS <i>Bespoke cushions to order</i>		400	2440	400
LS54	£	70.00		OTTOMAN STORAGE STOOL	BLACK		440	400	400
MS - Accessories	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
MS02	£	120.00		FRIDGE -140 litres	WHITE		870	510	500
MS02-F	£	125.00		FREEZER - 140 litres	WHITE		870	510	500
MS03	£	110.00		MINI FRIDGE - 31 litres	WHITE		590	370	410
MS04	£	46.00		HAT & COAT STAND	CHROME		1880	600	600
MS05	£	170.00		TALL LARDER FRIDGE	WHITE		1400	600	600
MS07	£	60.00		PREMIUM TENSA BARRIER POST (2m TAPE)	BLACK		970	350	350
MS08	£	40.00		ASH/WASTEBIN	BLACK OR WHITE		620	250	DIA
MS09	£	17.00		SILVER WASTEBIN	SILVER		360	290	DIA

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MS11	£	12.50		WASTEBIN	BLACK PLASTIC		280	300	DIA
MS12	£	22.00		ROPES 1.5M LONG	BLUE, RED OR BLACK			1500	

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MS - Accessories	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
MS13	£	55.00		CARRIER BAG HOLDER	CHROME		950	340	DIA
MS14	£	28.00		BARRIER POST	CHROME		1000	340	DIA
MS15	£	50.00		RETRACTABLE BARRIER POST	BRUSHED STEEL POST <i>Red, Black or Blue Strap</i>		940	330	DIA
MS15-A4	£	84.00		BARRIER POST WITH SIGN POST HOLDER	BRUSHED STEEL POST <i>Red, Black or Blue Strap</i>		1230	330	330
MS16-A4	£	58.00		A4 PORTRAIT SIGN POST <i>Velcro compatible</i>	CHROME/ GREY POLYWEAVE		1240	340	DIA
MS17-A3	£	68.00		A3 LANDSCAPE SIGN POST <i>Velcro compatible</i>	CHROME/ GREY POLYWEAVE		1240	425	340
MS19	£	64.00		CHEVAL MIRROR	WHITE		1460	430	520
MS20	£	46.00		GOWN RAIL	BLACK		1850	1570	500
MS21	£	5.50		5 COAT HANGERS	VARIOUS COLOURS				
MS22	£	52.00		FREE STANDING MIRROR	WHITE		500	830	130
MS23	£	34.00		WASTEBIN	BLACK OR CREAM		660	370	370
MS24	£	30.00		FLIPTOP BIN	GREY		690	360	290
MS37	£	46.00		HAT AND COAT STAND	BLACK		1860	390	390
MS38	£	148.00		MAKE UP MIRROR	ILLUMINATED GLASS		800	680	255
MS39	£	148.00		ILLUMINATED MAKE UP MIRROR	GLASS		650	490	140
MS41	£	56.00		A1 EASEL/WIPEBOARD	WHITE		840	595	
MS43	£	116.00		MAGAZINE DISTRIBUTORS	GREY POLYWEAVE		1000	500	500
MS44	£	80.00		TABLE TOP SWEET MACHINE INCLUDING SWEETS	N/A		400	180	180
MS45	£	115.00		FREE STANDING SWEET MACHINE INCLUDING SWEETS	N/A		1220	350	180
MS66	£	440.00		TWIN TOWER FOOTBALL TABLE	N/A		920	760	1500
MS67	£	19.00		TABLE STAND NUMBER HOLDER	CHROME		300	65	65

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RT - Round Tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
RT01	£	60.00		LONDON CAFÉ HIRE TABLE - 2' ROUND TOP	BLACK, BEECH, SILVER, WHITE		760	610	610
RT02	£	60.00		ALL WEATHER TABLE	WHITE		730	700	700

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RT03	£	72.00		ARKANA 3' ROUND TRUMPET BASE TABLE	BLACK OR WHITE		700	910	DIA
RT04	£	65.00		ARKANA 2'6 ROUND TRUMPET BASE TABLE	BLACK OR WHITE		700	760	DIA
RT05	£	60.00		ARKANA 2' ROUND TRUMPET BASE TABLE	BLACK OR WHITE		700	610	DIA
RT06	£	78.00		OSIRIS 3'9	BEECH OR WHITE		700	1150	DIA
RT07	£	62.00		ALL WEATHER TABLE	BLACK		730	700	700
RT08	£	60.00		BISTRO 2' ROUND TABLE	BLACK		700	610	610
RT09	£	66.00		BISTRO 2'6 ROUND TABLE	BLACK		700	760	760
RT11	£	65.00		OSIRIS 3' CHROME BASE ROUND TABLE	BEECH, BLACK, WHITE		700	910	DIA
RT12	£	60.00		OSIRIS 2'6 CHROME BASE ROUND TABLE	BEECH, BLACK, WHITE		700	760	DIA
RT15	£	68.00		APOLLO 3' CHROME BASE ROUND TABLE	BEECH, BLACK, WHITE		750	910	DIA
RT16	£	95.00		WHITE ROUND TABLE 3'9"	BEECH, WHITE		750	1150	1150
RT17	£	98.00		ISIS 3'9 CHROME BASED TABLE	BEECH OR BLACK		750	1140	DIA
RT18	£	60.00		JUNO 3' CHROME LEGGED ROUND TABLE	BEECH, BLACK, GREY, WHITE		740	910	DIA
RT20	£	60.00		ARTEMIS 3' CHROME LEGGED ROUND TABLE	BEECH, BLACK, GREY, WHITE		740	910	DIA
RT21	£	80.00		APOLLO 3' CHROME LEGGED ROUND TABLE	BEECH		750	910	DIA
RT23	£	78.00		APOLLO 2'6 CHROME LEGGED ROUND TABLE	BEECH		750	760	DIA
RT25	£	54.00		ARTEMIS 2'6 CHROME LEGGED ROUND TABLE	BEECH, BLACK, WHITE		700	760	DIA
RT30	£	54.00		REALITY CAFÉ TABLE	BEECH		750	700	DIA
RT31	£	58.00		EROS BEECH COLUMN TABLE	BEECH		750	610	DIA
RT32	£	54.00		ALFRESCO TABLE	ALUMINIUM		735	800	DIA
RT34	£	54.00		BACCHUS 2' CHROME FRAME ROUND TABLE	BEECH , BLACK, SILVER, WHITE		740	610	DIA
RT35	£	112.00		APHRODITE ROUND MEETING TABLE	CHROME FRAME- GLASS TOPPED		740	1100	DIA
RT36	£	64.00		AURORA TRIANGULAR TOPPED TABLE	BEECH, BLACK, OR SILVER		740	770	DIA
RT40	£	62.00		ROUND TABLE HIRE	BEECH , BLACK OR WHITE,		760	760	760
RT41	£	56.00		MAIA 2'6 ROUND TABLE	BEECH , BLACK, SILVER, WHITE		750	760	DIA
RT42	£	62.00		MAIA 3' ROUND TABLE	BEECH , BLACK, SILVER, WHITE		750	910	DIA
RT45	£	70.00		5'9 ROUND CATERING TABLE	BEECH		680	1680	DIA

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RT - Round Tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D
RT46	£	80.00		6' ROUND FOLDING TABLE	BEECH	680	1800	1800
RT49	£	60.00		BOURNEMOUTH 2'6 ROUND TABLE	BEECH , BLACK OR WHITE,	760	760	760
RT50	£	100.00		SMALL GLASS CAFE TABLE	GLASS	720	605	605
RT51	£	100.00		VENEZIA GLASS ROUND TABLE	ACID GLASS	720	685	685
TB - Oblong tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D

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TB01	£	56.00		ORPHEUS 5' STANDARD TABLE	BLACK		720	1530	760
TB07	£	54.00		SANDERS 2'6" SQUARE TABLE	BLACK		730	760	760
TB08	£	54.00		ORPHEUS 4' STANDARD RECTANGULAR TABLE	BLACK		720	1220	760
TB10	£	54.00		JUPITER 2'6 TABLE	BEECH, GREY OR WHITE		720	760	760
TB11	£	54.00		JUPITER 4' CHROME LEGGED RECTANGULAR TABLE	BEECH, GREY OR WHITE		720	1220	760
TB12	£	45.00		4' X 2'6 FOLDING TABLE	GREYSTONE		700	1220	760
TB13	£	45.00		SATURN RECTANGULAR TABLE	BLACK		700	1220	760
TB14	£	175.00		FORTUNA BOARDROOM TABLE <i>Seats 8 - 10</i>	BEECH, BLACK OR WHITE		760	2440	1220
TB15	£	45.00		4' FOLDING TABLE	WOOD EFFECT		700	1220	610
TB16	£	45.00		6' FOLDING TABLE	WOOD EFFECT		700	1830	610
TB17	£	125.00		ISIS SMALL BOARDROOM TABLE <i>Seats 4 - 6</i>	BEECH OR BLACK		740	1610	1140
TB18	£	125.00		APOLLO CHROME OVAL MEETING TABLE <i>Seats 4 - 6</i>	BEECH OR BLACK		735	1605	1140
TB23	£	156.00		2M ISIS BOARDROOM TABLE <i>Seats 6 - 8</i>	BLACK		740	2000	1140
TB25	£	55.00		ARTEMIS 2'6 SQUARE TABLE	BLACK OR WHITE		700	760	760
TB26	£	55.00		SQUARE TABLE 2'6"	BEECH, BLACK OR WHITE		740	760	760
TB27	£	55.00		2'6" SQUARE TABLE WITH TRUSS LEGS	BEECH, BLACK OR WHITE		750	760	760
TB28	£	85.00		APOLLO CHROME MEETING TABLE <i>Seats 4 - 6</i>	BEECH, BLACK OR WHITE		735	1220	750
TB34	£	138.00		GLASS TABLE			760	1440	900
TB41	£	55.00		MAIA 2'6 SQUARE TABLE	BEECH, BLACK OR WHITE		750	760	760
TB42	£	95.00		APHRODITE 4' Section BOARDROOM TABLE Linkable	WHITE		740	1220	1220
TB43	£	188.00		2' DEEP CLAY SEMINAR HIRE TABLE	BEECH, BLACK, SILVER, WHITE		730	2400	460
TB44	POA			SEMINAR MEETING TABLE	WHITE		730	2400	600

the furniture, carpet & panel hire people

europa

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TC - Chairs	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
TC0000	£	42.00		GHOST CHAIR	CLEAR	440	935	530	425
TC01	£	30.00		LINKING AVENSIS CHAIR	BLACK, BLUE, BUTTERMILK, MINT, RED, WHITE	445	760	450	430
TC02	£	30.00		LINKING LUNAR CHAIR	BLACK, WHITE	450	780	430	470
TC04	£	40.00		SAMBA STACKING SIDECHEAIR	TRANSPARENT - CLEAR, BLUE, RED	460	800	500	420
TC05	£	63.00		GEOS SWIVEL CHAIR	WHITE VINYL	480	850	680	570
TC06	£	46.00		ARKANA SIDE CHAIR	BLACK, BLUE, GREEN, GREY, RED, WHITE VINYL	450	480	500	550
TC07	£	50.00		ARKANA BLACK SIDE CHAIR	BLACK, BLUE, GREEN, GREY, LIME, ORANGE, RED, WHITE, YELLOW	450	480	500	550
TC08	£	48.00		MARS TYPIST CHAIR	BLACK, BLUE, GREY, RED	420	1100	600	600
TC09	£	52.00		MARS TYPIST ARMCHAIR	BLACK, BLUE, GREY, RED	420	1100	600	600

NB. All prices are subject to UK VAT % at time of ordering

Prices indicated are for a maximum of 7 days hire

TC10	£	62.00		ORBIT CHAIR	WHITE	450	810	540	470
TC11	£	48.00		WHITE SWIVEL CHAIR	WHITE	470	810	440	490
TC12	£	40.00		DOMINO SIDECHAIR	BLACK AND WHITE	460	790	510	480
TC13	£	46.00		EAMES INSPIRED CHAIR	BLACK, WHITE	445	835	465	830
TC15	£	46.00		NEST SWIVEL CHAIR	BLACK, WHITE	470	810	440	490
TC16	£	23.00		SAMSON FOLDING CHAIR	BURGUNDY, GREY	450	790	440	500
TC19	£	30.00		LINKING CONFERENCE CHAIR	ANTHRACITE, BLACK, BLUE, GREEN, GREY, RED	460	790	530	530
TC21	£	52.00		OFFICE CHAIR	BLACK	420-520	970-1070	650	500
TC22	£	72.00		JAYDEN CANTILEVER CHAIR	BLACK LEATHER	450	1000	620	650
TC23	£	62.00		FORTUNA BOARDROOM ARMCHAIR	BLACK VINYL	460	880	620	600
TC24	£	62.00		LEATHER CHAIR HIRE	BLACK LEATHER	460	860	595	565
TC25	£	46.00		PANTON CHAIR	BLACK, RED OR WHITE	420	840	470	520
TC26	£	40.00		ARTEMIS CANTILEVER CHROME ARMCHAIR	BLACK	470	540	580	570
TC28	£	50.00		APOLLO BEECH BACK CHROME FRAMED CHAIR	BK, BL, GN, RD, LGV, LIV, ORV, PRV, WHV, YWV, MEV	450	750	540	600
TC30	£	76.00		BUCKINGHAM EXECUTIVE SWIVEL CHAIR	BLACK LEATHER	440	1200	660	730
TC32	£	36.00		ALFRESCO ALUMINIUM ARMCHAIR	ALUMINIUM	430	775	500	555
TC34	£	38.00		BACCHUS HARP BACKED ARMCHAIR	BLACK, BLUE, GREEN, GREY, RED	460	800	420	540
TC35	£	48.00		VENUS HIGH BACK CHAIR	GRAPHITE/GREY SUEDE and BLACK	480	1000	430	640

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TC - Chairs	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
TC38	£	48.00		APOLLO PLEXIGLASS BACKED CHAIR	BK, BL, GN, RD, LGV, LIV, ORV, PRV, WHV, YWV, MEV	450	750	540	600
TC39	£	38.00		FIorenze BEECH BACKED CHAIR	BLACK, BLUE, RED	460	760	420	400
TC41	£	38.00		MODI LINKING LEATHER CHAIR	BLACK LEATHER	460	800	540	520
TC42	£	40.00		REALITY OUTDOOR CHAIR	FAUX RATTAN	430	750	520	400
TC45	£	50.00		HIGH BACKED CHAIR	BLACK	440	990	440	650

NB. All prices are subject to UK VAT % at time of ordering

Prices indicated are for a maximum of 7 days hire

This form is to pre-book access to the Hardwire connection at The Brighton Centre.

ONCE COMPLETED, EMAIL TO: events@ucisa.ac.uk

Booking and payment through UCISA - UCISA will then pass on your order to The Brighton Centre.

REQUESTS MUST BE RECEIVED BY FRIDAY 7TH FEBRUARY 2025.

EVENT NAME	UCISA25 Leadership Conference		
Start Date (For First Access)	Mon 17th March	End Date (For Last Access)	Wed 19th March CoP
Stand Number/ Room Location*			

*Please ensure you have this information prior to returning your form. If you wish to include a simple diagram as to the preferred location for the connection on your stand / area, please include this with your order.

Company Name			
Contact Name			
Phone		Contact on-site	
e-mail		Mobile on-site	
Mobile		IT Contact in Company	N/A
		Cost per Hardwire	Total No. Required
Duration of the conference / Exhibition			
Broadband Hard Wired per supply - £345 plus VAT			
Broadband 50MB service (sole use) - £1,360 plus VAT			
Broadband 25MB service (sole use) - £1,025 plus VAT			
Broadband 10MB service (sole use) - £625 plus VAT			
Supply of Netgear Switch – 4 Port - £80 plus VAT			
Supply of Netgear Switch – 8 Port - £115 plus VAT			
To connect from Netgear Switch to PC/Laptops - £37 per connection			
TOTAL			

If you have any queries, please contact Daniel Carey (01273 - 292651) – daniel.carey@brighton-hove.gov.uk to discuss your requirements.

LATE REQUESTS (LESS THAN 1 MONTH BEFORE YOUR EVENT OR ON-SITE REQUESTS) MAYBE SUBJECT TO A 25% SURCHARGE.

PLEASE NOTE THAT IT IS PROHIBITED FOR EXHIBITORS TO CREATE THEIR OWN WIRELESS NETWORKS ON OR AROUND THEIR STAND LOCATIONS. UNAUTHORISED WIRELESS NETWORKS WILL BE BLOCKED VIA THE VENUES ACCESS POINTS.

ELECTRICS & AV EXTRA ORDER FORM (PAGE 1 OF 2)

UCISA 2025
18th - 19th March 2025 / THE BRIGHTON CENTRE

PLEASE EMAIL ORDERS TO:
accounts@meridianexhibitions.co.uk
GENERAL ENQUIRIES:

ELECTRICS		PRICE £	QUANTITY	TOTAL £
POWER	2 AMP (500W) RATED SOCKET OUTLET	£130.00		£0.00
	8 AMP (2 KW) RATED SOCKET OUTLET	£225.00		£0.00
	13 AMP (3 KW) FULLY RATED SOCKET OUTLET	£295.00		£0.00
	13 AMP 4-WAY EXTENSION LEAD HIRE	£15.00		£0.00
N.B. ONE FOUR WAY EXTENSION LEAD ALLOWED ON A FULLY RATED 13 AMP SOCKET OUTLET ONLY				
	SINGLE & THREE PHASE ELECTRICAL SUPPLIES	POA		
	24 HOUR SURCHARGE	£95.00		£0.00
LIGHTING	1 X LED LONG ARM FLOODLIGHT FOR GRAPHICS (PANEL MOUNTED)	£64.00		£0.00
	4 X LED LONG ARM FLOODLIGHTS FOR GRAPHICS (PANEL MOUNTED)	£210.00		£0.00
	1 X LED SPOTLIGHT (FASCIA MOUNTED)	£66.00		£0.00
	2 X LED SPOTLIGHT (FASCIA MOUNTED)	£95.00		£0.00
	4 X 6 LED SPOTLIGHT (FASCIA MOUNTED)	£140.00		£0.00
	6 X 6 LED SPOTLIGHT (FASCIA MOUNTED)	£180.00		£0.00
MISC	1 KW (4 AMP) RATED CONNECTION TO EXHIBITORS OWN FITTING	£130.00		£0.00
	TRACK MOUNTED COOLING FAN UNIT	£36.00		£0.00
MAINS CONNECTION (FREEBUILD STANDS & ISLAND SITES ONLY)* DELETED AS REQUIRED				£95.00
AUDIO VISUAL / IT (INCLUDES ON-SITE TECHNICAL STAND-BY)				
AV	32" TFT FLAT SCREEN (INCLUDES HDMI LEAD & ACCEPTS USB INPUT)	£195.00		£0.00
	40" TFT FLAT SCREEN (INCLUDES HDMI LEAD & ACCEPTS USB INPUT)	£240.00		£0.00
	43" 4K TFT FLAT SCREEN (INCLUDES HDMI LEAD & ACCEPTS USB INPUT)	£290.00		£0.00
	50" 4K TFT FLAT SCREEN (INCLUDES HDMI LEAD & ACCEPTS USB INPUT)	£400.00		£0.00
	55" 4K TOUCHSCREEN (LANDSCAPE ORIENTATION)	£900.00		£0.00
	SCREEN HANGING BRACKET (HANGS THE SCREEN DIRECTLY OVER THE SHELL SCHEME STAND)	£20.00		£0.00
	EMBEDDED SCREEN MOUNTING (SCREEN MOUNT IS HIDDEN BEHIND ANY GRAPHIC)	£90.00		£0.00
	MONITOR STAND ON WHEELS (INCLUDES SEPARATE SHELF FOR MEDIA PLAYER)	£70.00		£0.00
	MEDIA PLAYER	£60.00		£0.00
IT	14" DELL INSPIRON LAP-TOP	£400.00		£0.00
	11.5" SAMSUNG GALAXY TABLET	£200.00		£0.00
	FREE STANDING 43" MEDIA PLINTH (PORTRAIT)	£490.00		£0.00
	EPSON A4 PRINTER / COPIER / SCANNER	£120.00		£0.00
* The obligatory Electrical Testing Charge is now required to meet the revised minimum testing requirements in line with BS7671 (2008) & applies to electrical line items only		SUB TOTAL		£0.00
		TESTING CHARGE*		£15.00
		20% SURCHARGE		
		SUB TOTAL		
		VAT		
		TOTAL		
<div style="border: 1px solid black; width: 400px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>INDICATE POSITION OF ELECTRICS ON PLAN</p> </div> <p align="center">FRONT OF STAND</p>		<p>STAND NUMBER <input style="width: 50px; height: 30px;" type="text"/></p> <p>COMPANY <input style="width: 300px; height: 30px;" type="text"/></p>		

ORDERS TO BE RECEIVED WITH PAYMENT 21 DAYS PRIOR TO THE EVENT
FAILURE TO DO SO WILL INCUR A 20% SURCHARGE

Registered Office: 94 Ash Road, Aldershot, Hampshire, GU12 4EY, UK. Registered in England No: 07253301 V.A.T. No. 996 3177 66

ELECTRICS & AV EXTRA ORDER FORM (PAGE 2 OF 2)

ALL FIELDS NEED TO BE FILLED IN BEFORE WE CAN PROCESS YOUR ORDER

COMPANY NAME	<input type="text"/>	STAND NO.	<input type="text"/>
BILLING ADDRESS & POSTCODE	<input type="text"/>		
AUTHORISED SIGNATURE	<input type="text"/>	PRINT NAME	<input type="text"/>
TELEPHONE	<input type="text"/>	DATE	<input type="text"/>
EMAIL	<input type="text"/>		

TERMS AND CONDITIONS

PAYMENT MUST BE MADE IN FULL PRIOR TO MERIDIAN SUPPLYING ANY GOODS OR SERVICES
SOME LINE ITEMS ARE SUBJECT TO AVAILABILITY AND WE RESERVE THE RIGHT TO SUBSTITUTE ITEMS ORDERED
ANY ORDERS RECEIVED AFTER 21 DAYS PRIOR TO THE EVENT START DAY WILL INCUR A 20% SURCHARGE

PAYMENT OPTIONS

CARD PAYMENTS

Please use the Secure On-line Payment Portal "Stripe" embedded to your Invoice

BANK TO BANK TRANSFERS (BACS)

HSBC BANK

Account: MERIDIAN EXHIBITIONS LTD
Sort Code: 40-21-05
Account No: 91697013
Swift Code / BIC: MIDLGB22

CHEQUE PAYMENTS

Cheques payable to "Meridian Exhibitions Ltd"

PAYMENTS IN FOREIGN EXCHANGE

Payments are subject to an £9.00 surcharge
IBAN No: GB38MIDL40210591697013