

## National Conference 2024 first evening networking reception

This document outlines all the information you need to sponsor the AMOSSHE in person **networking reception** on the first evening of the **National Conference 2024**.



Please read this document carefully, as it gives you all the information you need to sponsor this event and acts as your sponsorship agreement if you apply.

### About the event

This event takes place at the Crowne Plaza hotel in Glasgow, Scotland on **Wednesday 26 June 2024** from 18:30. We expect to attract around 200 delegates, including heads and directors of Student Services, as well as practitioners in student-facing roles. Find out more: [AMOSSHE National Conference 2024](#).

### Sponsorship benefits and deadlines

Here are the benefits of sponsoring this event and key deadlines:

Benefit	Details and deadlines
<b>x1 delegate place</b>	Confirm who will take this delegate place by <b>26 April 2024</b> .
<b>Promotional materials</b>	You'll have space in the networking area to display banners and promotional materials, as well as resources on table tops, with posers tables and power. Please confirm the equipment you'll be bringing by <b>7 June 2024</b> .
<b>Logo and URL exposure</b>	Please provide your organisation logo for AMOSSHE to use for promoting your sponsorship and your company URL <b>within 7 days</b> of your sponsorship application being accepted. Your logo should be in a web-ready format (for example png or jpg) in full colour with a white or transparent background. We'll host your logo in the following areas: <ul style="list-style-type: none"><li>- Event page (including URL).</li><li>- Delegate information email.</li><li>- Event website programme.</li></ul>
<b>List of booked delegates</b>	This includes the names, job titles and organisations of attendees who choose to be listed. AMOSSHE will send this to you one week before the event.
<b>Static banner advert</b>	We'll use your logo to create a banner advertisement hosted on the event platform. This will be displayed throughout the event platform (in random rotation with other sponsor adverts).
<b>Short welcome introduction</b>	As exclusive sponsor, you'll be able to address networking attendees in a two minute introduction speech. Please send through a short overview of what you plan to share with delegates by <b>26 April 2024</b> .

Please send all required information by the deadlines stated above to Anya Barbazza, Events and Sponsorship Manager, at [info@amosshe.org.uk](mailto:info@amosshe.org.uk).

## Sponsorship fee

The agreed fee for this event sponsorship is **£2,000 +VAT**. AMOSSHE will invoice you upon acceptance of your completed application form. You must pay this within 30 days unless agreed otherwise. You can pay by bank transfer or by credit card online.

## AMOSSHE contacts

You'll have multiple points of contact available up to and including the event. Here are your key contacts:

- Anya Barbazza, Events and Sponsorship Manager, [a.barbazza@amoshe.org.uk](mailto:a.barbazza@amoshe.org.uk)
- Mariana Borges, Communications Officer, [m.borges@amoshe.org.uk](mailto:m.borges@amoshe.org.uk)
- AMOSSHE team, [info@amoshe.org.uk](mailto:info@amoshe.org.uk)

## Sponsorship agreement

When you apply for this sponsorship opportunity, this document acts as your sponsorship agreement, according to the following terms and conditions. This agreement will remain provisional until AMOSSHE has received and accepted your completed sponsorship application form.

If your sponsorship application form is accepted, you agree to adhere to the key deadlines above and AMOSSHE's sponsorship terms and conditions below.

When your application is accepted, we'll email you a confirmation and an invoice for the sponsorship fee.

## Sponsorship terms and conditions

### 1. Terms and termination

1.1 This agreement takes effect on the date that AMOSSHE issues a confirmation of your sponsorship agreement.

1.2 You have a five day 'cooling off' period once this agreement takes effect, to change your mind and receive a full refund of any sponsorship fees paid. After these five days, you may request for your sponsorship materials to be removed from any of the agreed activities above. However, no financial refund will be available.

1.3 Either party has the right at any time to terminate this agreement immediately by giving written notice to the other, if the obligations of this agreement have been breached and not remedied within 10 days of being required to do so by written notice, or if either party ceases or threatens to cease to carry on business, is unable to meet its debts as they fall due, or has an order made or a resolution passed for its winding-up.

### 2. Your obligations

2.1 In consideration of us providing the sponsor benefits, you shall pay to us the sponsorship fee within 30 days of your sponsorship application being accepted, unless otherwise agreed, as specified on the sponsorship contract.

2.2 You undertake to support the sponsorship through appropriate marketing and promotional channels and to collaborate with us on any appropriate joint marketing or promotional projects.

2.3 You undertake to supply us with the promotional materials and resources by the required deadlines as set out in this document.

2.4 You grant to us a non-exclusive, royalty-free licence to use the logos you provide to us for the purposes of promoting this sponsorship.

2.5 AMOSSHE reserves the right to approve the promotional materials you provide before using them to promote your sponsorship. This is to ensure that the materials are suitable, and don't contain any inaccuracies or infringe the rights of any third party. You undertake that you won't distribute any promotional materials until you have received written confirmation from us that we approve.

2.6 You are solely responsible for meeting all costs relating to any promotional materials (including reprinting costs if our approval is not obtained prior to printing).

2.7 If you change your logos or branding, we'll do our best to update these for the purposes of promoting your sponsorship, but this will depend on team workloads and our ability to make any consequential changes to materials. AMOSSHE reserves the right to refuse requests to change logos and branding that have already been supplied and accepted.

2.8 You undertake not to bring the event or AMOSSHE into disrepute, or damage the image, reputation or goodwill associated with AMOSSHE and the event.

2.9 You agree that you won't engage in joint promotions with any third party in relation to the sponsorship or event without our prior written consent.

2.10 You acknowledge and agree that you shall be solely responsible for all additional costs that you incur relating to your sponsorship.

2.11 You undertake to promptly comply with all reasonable instructions and directions issued by or on behalf of us in connection with the sponsorship. We're not responsible for any failure or delay in providing any of the sponsorship benefits that arise if you don't do this.

### **3. Our obligations**

3.1 AMOSSHE will provide the sponsorship benefits to your organisation as outlined in this document.

3.2 If for any reason we are unable to deliver any of the sponsorship benefits, we'll inform you as soon as possible. We may substitute alternative benefits to an equivalent value of the relevant sponsorship benefits without any liability to you.

3.2a However, if you don't pay the sponsorship fee within the terms set out on our invoice, we reserve the right not to provide any of the sponsorship benefits. For example, you would not be permitted entry to a sponsored event unless full payment has been received by us. In this case we reserve the right to offer the sponsorship opportunity to another interested organisation.

3.3 AMOSSHE The Student Services Organisation is a company registered in England, UK. So this agreement is governed by and in accordance with the laws of England and Wales.

### **4. Cancellations, changes and postponement**

4.1 AMOSSHE reserves the right to make changes to the sponsorship or event at any time (for example, timings on the day, date, content, format of the event, speakers or venue). We'll keep you informed of any such changes.

4.2 AMOSSHE reserves the right to cancel or postpone the sponsorship or event. In this case we'll give you written notice as soon as reasonably practicable.

4.3 AMOSSHE shall not be liable for any failure or delay in delivering the sponsorship benefits as a result of events beyond our reasonable control. For example, extreme weather conditions, power failure, floods, lightning, storms, fire, explosion, war, riot, civil commotion, military operations, acts or threats of terrorism, malicious damage, strike action, lock-outs or other industrial action, default of suppliers or sub-contractors, compliance with any law or governmental order, accident, failure or breakdown of systems or vehicles, or a pandemic, epidemic, civil emergency or other widespread illness.

4.4 If we need to cancel the event, this sponsorship agreement will be terminated, and we'll refund any sponsorship fee that you've paid (or, if the event must be cancelled after it has begun, we'll refund a proportion of the sponsorship fee paid as AMOSSHE may reasonably determine).

4.5 If we need to postpone the event, we'll discuss with you the best way to ensure your continuing sponsorship of the event on a new date. However, if it's not possible for you to continue to sponsor the rescheduled event, we'll refund any sponsorship fee that you've paid.

### Apply to sponsor this event

To apply for this sponsorship package, complete this online application form:

**Apply for this sponsorship**

This agreement will remain provisional until AMOSSHE has received and accepted your completed sponsorship application form. When it's accepted, we'll email you confirmation and an invoice for the sponsorship fee.

If you have any questions or problems completing the application form, please email Anya Barbazza, Events and Sponsorship Manager, at [info@amoshe.org.uk](mailto:info@amoshe.org.uk).