

# Liverpool 2016

11 – 14 December 2016 • ACC, Liverpool, UK



Sponsorship  
Brochure



British Ecological Society



**Our vision is the British Ecological Society is for a world inspired, informed and influenced by ecology.**

**Our mission – what we do to achieve our vision – is to generate, communicate and promote ecological knowledge and solutions.**

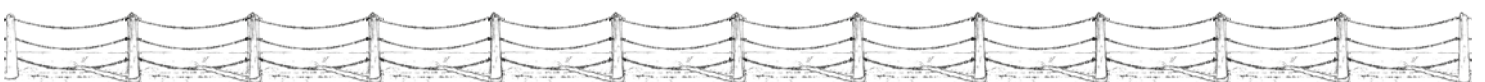
Ecology is the scientific study of the distribution, abundance and dynamics of organisms, their interactions with other organisms and with their physical environment. At a time when finite natural resources are being used at increasing rates, it has never been more important for human society to understand its impact on ecological systems and their importance in maintaining human health.

Our many activities include the publication of a range of scientific literature, including five internationally renowned journals, the organisation and sponsorship of a wide variety of meetings, the funding of numerous grant schemes, education work and policy work. We also run supporting initiatives such as the gratis book scheme which aims to make ecology publications available to those who couldn't otherwise obtain them.

We were established in 1913 and have approximately 5,000 members worldwide, and membership is open to all with an interest in ecology.

Our Annual Meeting is the largest ecological meeting in Europe, and connects ecologists from all over the world. Our 2015 meeting, in Edinburgh, saw over 1,200 delegates from over 60 countries partake in networking and scientific events during our 3 days in Scotland. This year, in Liverpool, we hope to attract the same diversity and number as we take our meeting to the ACC. We attract a number of researchers, students, academics and practitioners, and all our free social events (welcome mixer and poster sessions) and refreshment breaks, including lunch, are held in the exhibition area, to ensure maximum exposure for you.

If you have any questions or any alternative ideas for sponsorship, please don't hesitate to contact [Amelia@BritishEcologicalSociety.org](mailto:Amelia@BritishEcologicalSociety.org).





## Potential Sponsorship Packages

We invite you to join us at our Annual Meeting – and to take pride of place beside us as a major sponsor. These packages have been put together to ensure maximum exposure for your brand.

*All prices are exclusive of VAT*

### Gold

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- Banner in Registration Area
- Gala dinner drink
- Full back page of programme advert
- Exhibition space (6m<sup>2</sup>)
- 4 registrations and Gala dinner places
- Branding on holding slides in between each session - in up to 12 rooms at any one time

**Package Price** \_\_\_\_\_ **£6,500.00**

### Silver

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- Branding in registration area/on screens
- Welcome Mixer drink
- Full page advert in programme
- Exhibition space (6m<sup>2</sup>)
- 3 registrations and Gala dinner places
- Branding on holding slides in between each session - in up to 12 rooms at any one time

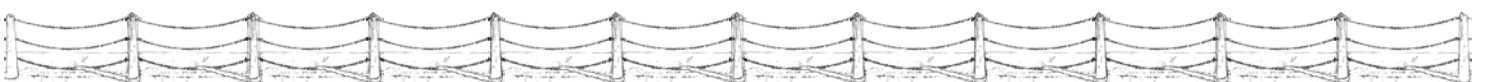
**Package Price** \_\_\_\_\_ **£5,500.00**

### Bronze

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- Logo on conference pen
- Branding in Registration Area
- Full page advert in programme
- Exhibition space (6m<sup>2</sup>)
- 2 registrations and Gala dinner
- Branding on holding slides in between each session - in up to 12 rooms at any one time

**Package Price** \_\_\_\_\_ **£3,000.00**



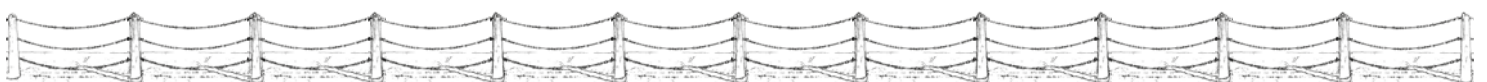


## Scientific sponsorship Opportunities

We have a number of Thematic Topic Sessions, which are focused around stimulating, diverse and topical issues in ecology. If you would be interested in sponsoring a session, please contact [Amelia@BritishEcologicalSociety.org](mailto:Amelia@BritishEcologicalSociety.org) for more information – sponsorship starts circa. £2000, however there are also partial sponsorship opportunities.

Our Thematic Topic Sessions are:

- The role of host-associated microbiomes in shaping life histories
- Europe's Earth observation Sentinels – new opportunities for ecology
- Shortening the hyphen in eco-immunology
- Worlds within worlds: Host-microbe interactions in nature, health, and agriculture
- Ecosystem Services for Human Well-being: Achievements and Future Research Directions
- Responses of marine vertebrates to environmental change
- Which little things will run the world? Invertebrates and global climate change
- Mechanisms of adaptation to environmental change
- Intransitive competition and species coexistence
- Observing, understanding, and utilizing resilience mechanisms of ecological systems
- Multiple Stressors and Ecological Surprises
- The Collapse and Recovery of Global Fisheries





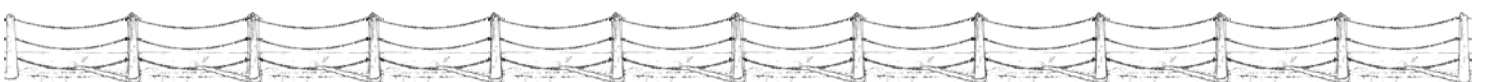
### Other Sponsorship Opportunities

- Welcome Mixer Drink: £3500 + VAT \_\_\_\_\_ £3,500.00
- Gala Dinner Drink: £3000 + VAT \_\_\_\_\_ £3,500.00
- Coffee Break: £4000 + VAT \_\_\_\_\_ £4,000.00
  
- Conference Notepads \_\_\_\_\_ £5,000.00
- Conference Pens \_\_\_\_\_ £1,500.00
- Conference Bags \_\_\_\_\_ £1,500.00
  
- Full Page Advert in Programme: \_\_\_\_\_ £120.00
- Half Page Advert in Programme: \_\_\_\_\_ £75.00



### Branding:

We have a variety of branding opportunities for those wanting to be a sponsor for a part of the meeting – whether it is a contribution to the Welcome Mixer or Thematic sessions, or the website. Please contact Amelia Simpson (Amelia@BritishEcologicalSociety.org) for more details.







### Photographic Competition

Each year we welcome members to enter our ever popular Photographic Competition. This runs from June to October every year and attracts over 250 submissions. We have a great panel of judges, including both ecologists and professional wildlife photographers. Winning images are exhibited at our Annual Meeting, which attracts over 1,000 delegates and also appears in our printed Bulletin, with a circulation of over 5,000.

Winners attract press coverage, not only from winner institutions but are regularly publicised online such as BBC News and Discover Wildlife.

We are looking for a sponsor to form a long term partnership for this competition. This would include branding throughout the competition, reaching a large and varied audience.

If you are interested in this great opportunity, please contact our Grants and Events Officer, Amy Everard (Amy@BritishEcologicalSociety.org)



2014 Overall Winner, *Alejandro Reute*, **Kiss in the backyard**



2014 Overall Student Winner, *Gillian Lui*, **To Walk the Line**



2014 Overall Runner Up, *Benjamin Blonder*, **Isolated vegetation on a dry lake bed**



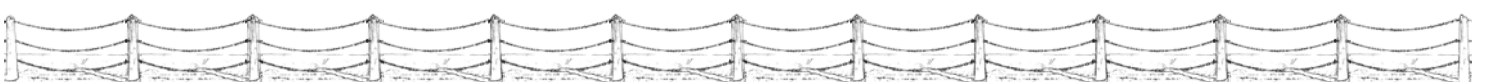
2015 Overall Winner, *Roberto García Roa*, **Birth**



2015 Overall Student Winner, *Kiyoko Gotanda*, **Brown Pelican**



2015 Overall Runner Up, *Ute Bradter*, **Desert Home**





Exhibitor registrations are limited to the registration hall only and cannot participate in the talks or workshops during the meeting. Extra exhibitor passes can be purchased at £50 per day. Exhibitor passes can be upgraded to full at £250pp (this includes the full conference).

### Table Exhibitor:

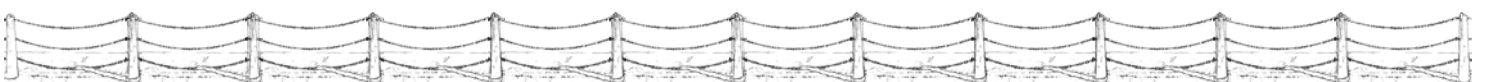
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Ideal for those that can't man their stand but can set it up, for those wishing to attend for just one day, or those wishing to sell items. If you wish to remain at the table, an exhibitor pass (which includes lunch) is £50 per person per day. This pass provides access to the exhibition area only. Alternatively you can register for full attendance via our website ([www.BritishEcologicalSociety.org/2016](http://www.BritishEcologicalSociety.org/2016)). If you do not wish to attend, you can set up your stand on Sunday 11 December and will need to tear down by Wednesday 14 December (times will be confirmed nearer the event).

Includes:

- 6ft table
- Room for 1 banner

☐ **£100 per day.**





## Exhibitor and Sponsor Terms and Conditions: Annual Meeting 2016

### ART. 1 GENERAL TERMS AND CONDITIONS:

The sponsor or exhibitor is willing to accept with no reserve the terms of the present rules and regulations of The British Ecological Society and the provisions of public law applicable to events organised in the UK. They shall accept all new measures generated by circumstance or for the event benefit that the organiser reserves the right to indicate, even orally.

**ART. 2 ADMISSIONS:** the reservation requests signed by the exhibitor will not be valid unless drawn up on the official reservation forms provided by The British Ecological Society.

The reservation forms should be sent to:

FAO Amelia Simpson  
The British Ecological Society  
Charles Darwin House  
12 Roger Street  
London WC1N 2JU

The applications will be submitted to the Organising Committee who will decide on the outcome after examination. In case of refusal, the organising committee will not have to justify the decision notified to the applicant. In no case whatsoever will the applicant have the right to request compensation for refusal on grounds that he was invited to apply by the Organising Committee.

**ART. 3 PAYMENT:** all reservations made before 31/06/2015 will require a deposit representing 50 % of the total reservation fees, tax included, if not full price paid immediately.

The difference must be paid by 30/09/2016 at the latest.

For any reservation made after 01/09/2016, the total reservation fee is due on reservation. In accordance with the deadlines of the rules here above and payment deadlines law, any delay in payment will give rise to the automatic application of late payment charges whose rates amount to 1,5 times the legal interest rate.

**ART. 4 CANCELLATION:** If the stand is not entirely paid for prior to the beginning of the conference, the Organising Committee will not be liable to refund the amounts already paid. In case of cancellation by an exhibitor prior to 30/09/2016, the organiser will retain 60% of the total amount of the invoice as compensation.

For any cancellation request occurring from 01/10/2016 onwards, the entire amount of the invoice will be due and will be retained as a compensation for contract breach.

If the entire reservation fees haven't been paid at least 30 days prior to the date of the event, the exhibitor will not have the possibility to choose the location of their stand. If the total reservation fees haven't been paid at least 15 days prior to the event, The British Ecological Society reserves the right to refuse the exhibitor's access to the event.

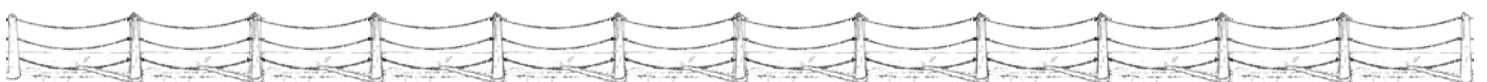
**ART. 5 SUBLEASE:** the admission certificate is personal, incommunicable and inalienable. It is strictly forbidden for the exhibitors to sublease or share in return of remuneration or for free a part or their entire stand.

**ART. 6 OCCUPATION OF EXHIBITION SPACES:** the exhibition plan is drawn up by the British Ecological Society. The allocation of spaces is made by The British Ecological Society while taking into account the reservations' order of arrival. After the allocation, no change can be made without written approval by The British Ecological Society.

The British Ecological Society reserves the right to modify as many times as it deems necessary, the location, the size and the layout of the requested spaces by the exhibitor.

If the Organising Committee is compelled to partially change the layout or set ups, no claim will be acceptable and the exhibitors undertake to abide by the decisions taken.

The allocated spaces shall be occupied by the exhibitor from December 11 to 14 2016 (inclusive); otherwise, they will be considered vacant and could be allocated without any compensation or refund that the failing exhibitor might request.







**ART. 7 RULES AND SAFETY INSTRUCTIONS:** a technical file for the exhibitor will be sent at a later date to the company reserving a stand. This file will include all the stands layout and furniture renting rules as well as the safety regulations and information on all necessary services (telephone, maintenance, storage, customs clearance...)

The exhibitors, their employees and subcontractors engage themselves to respect and abide by the rules of the Congress Centre and the instructions specified in the technical file.

More generally, the exhibitors shall abide by the laws and regulations applying to fairs and exhibitions as well as the safety measures decreed by the Prefecture. More particularly, they shall abide by the regulations and safety instructions of the Congress Centre.

The exhibitors are liable for the material they exhibit as well as the one they will rent or set up at their stand.

**ART. 8 EXCLUSIVITY:** The reservation and rental of a stand or advertising space compel the exhibitor not to organise or privilege, any meetings or gatherings on the conference topics that hadn't been declared or authorised by the Organising Committee.

**ART. 9 DISTRIBUTION OF DOCUMENTS:** distribution of advertisements or tracts is only permitted on the stand.

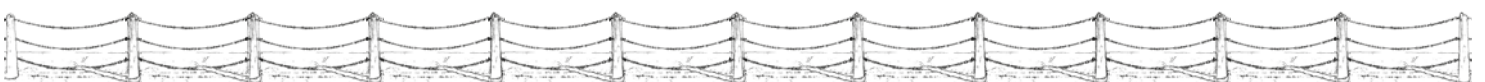
**ART. 10 RIGHTS AND LIABILITIES OF THE ORGANISER:**

The organiser will have the right to decide on all unforeseen matters in this present regulatory document. All its decisions will be taken with no possible recourse and shall be immediately implemented.

Any breach of any one clause of this present document shall give rise to immediate, temporary or definitive exclusion of the failing exhibitor with no possibility for the latter to claim any refund or compensation. The organiser shall have total freedom to decide accordingly.

This shall occur also in case of non respect of the terms and conditions article 3: the organiser will send the debtor a legal notice with acknowledgement of receipt. In case of non-payment within 15 days by the debtor, the contract will be cancelled. The organiser shall not be held liable for a small number of registered delegates or any lack of interest for the whole conference.

**ART. 11 CANCELLATION OF THE EVENT:** in case of force majeure, the dates of the conference and the exhibition could be changed or simply cancelled. In this case the available amounts after payment of the expenses incurred will be shared between the exhibitors on a pro rata basis with no possibility of recourse against the organiser.





**British Ecological Society**

**Order Form**

**2016 Annual Meeting  
11 – 14 December  
ACC, Liverpool  
Sponsorship and Exhibition**

Company \_\_\_\_\_

Contact name \_\_\_\_\_

Contact Email \_\_\_\_\_

Company Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Sponsor/Exhibition requirements from brochure (please note extras can be ordered on alternative forms)

I agree to the terms and conditions and that the above is be required by our company at the BES Annual Meeting 2016

Signed (by the contact) \_\_\_\_\_

Date \_\_\_\_\_

Please read all T&Cs and sign for confirmation of order.

# Shell Scheme Nameboard Order Form

|      |   |            |                     |                  |
|------|---|------------|---------------------|------------------|
| Show |  | Show Dates | 11-14 December 2016 | Return By        |
|      |   | Venue      | Liverpool ACC       | 20 November 2016 |

|               |                 |           |  |  |  |
|---------------|-----------------|-----------|--|--|--|
| Hall/Stand No | Company         |           |  |  |  |
| Contact Name  | Invoice address |           |  |  |  |
|               |                 | Post Code |  |  |  |
| Telephone     | Fax             |           |  |  |  |
| Email         | Signature       |           |  |  |  |
| VAT No.       | Company Reg No. |           |  |  |  |

Please email your completed order form to  
**Amelia@BritishEcologicalSociety.Org**

**PLEASE INCLUDE THIS FORM WITH YOUR BOOKING FORM.**

**If you have booked a shell scheme stand through the Organiser, we will build your stand. Your company name and stand number will be supplied on a standard panel fixed to the front of your stand. Please fill in this form and return before the deadline date to ensure your name panel is correct.**

**NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME**

Please write clearly if handwritten as mistakes resulting from illegible handwriting will be charged for maximum of 34 characters including spaces

- Please fill the space provided with the name and stand number you require to be displayed on the Name Board of your stand, please make sure your type carefully or write clearly if you have printed off, as changes that have to be made due to illegible writing or incorrect typing will be a charged for.
- Use **upper and lowercase** when completing this form and include any characters you wish to appear case sensitive, however the organisers do have the right to convert all names to capitals, or break up names typed in using all capital letters into capitalized each word if typed in all caps if they feel it is appropriate for the show.
- We restrict the Name Boards to 34 Characters including spaces.
- We normally provide one name board per open fascia, on stands that have an open fascia of 10 metres or more this can often be increased to two but this is dependent on the style of the shell scheme.
- If a return form, is not received we will take the name provided by the organisers from the exhibitor list, if it is necessary to change this after the deadline **there will be a charge** of £30 + Vat be applied per board changed.
- If you have a specific enquiry regarding your name you can email [Awaterspeach@ges.com](mailto:Awaterspeach@ges.com) remembering to state which **show** you are exhibiting at and your **stand number** in the Subject Heading.
- Deadline for receipt** of name board return form should be no later than **21 days before** show opening
- Return Forms, can be posted or faxed or emailed direct if unable to submit to the above email providing the name of the show is entered into the subject heading on the email, a acknowledgement of receipt can only be sent on reply to an email.
- If you have booked a shell scheme after the deadline date please return this form immediately.

**PLEASE SEND ONLY ONE COPY, EITHER BY FAX OR POST – THANK YOU.**

**PLEASE REMEMBER TO KEEP A COPY FOR YOUR RECORDS!**

**If your business is registered in an EU country, you will be charged VAT in accordance with current EU Regulations unless you are able to provide us with a current and valid VAT number.**

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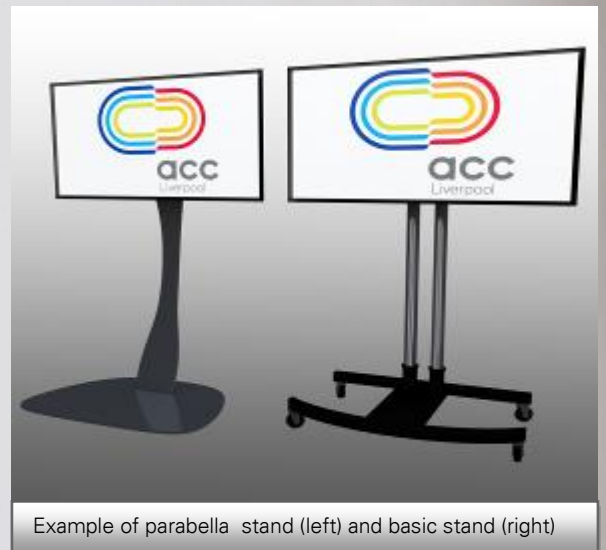
## Exhibition AV

At ACC Liverpool we can cater for all your exhibition needs, from a simple LCD screen to a multi-panel Video wall. We really do have everything you need!

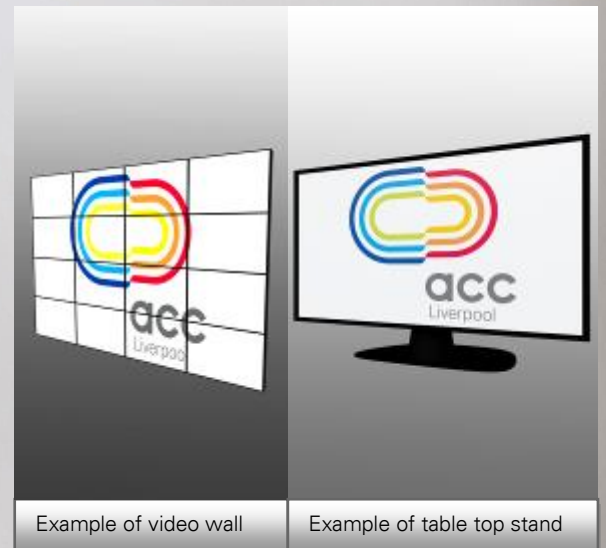
On our order form we have the most frequently ordered items, but if you require something a little more bespoke, then please contact us and we would be happy to send over a quote.

We have a number of payment options available to suit your needs, from credit cards to invoices. Please let us know your requirements.

We will deliver the items to your stand at a convenient time for you, and our onsite technicians will be happy to help you if you need any assistance during your hire. So if there is anything you need please do not hesitate to contact us.



Example of parabella stand (left) and basic stand (right)



Example of video wall

Example of table top stand

### Terms & Conditions

All prices are subject to VAT. Any damage to any equipment hired will be charged for. Short length connection cables are available on request. Additional charges may apply if longer length cables are required.



# Exhibition AV Order Form

Event Title: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Stand Name & Number: \_\_\_\_\_

Contact Name, Number & Email address: \_\_\_\_\_

**All prices are for the duration of your hire and are exclusive of VAT.**

| Display Equipment                          | Price   | Qty |
|--|---------|-----|
| 65" Plasma / LCD for PC or Video           | £650.00 |     |
| 50" Plasma / LCD for PC or Video           | £495.00 |     |
| 42" Plasma / LCD for PC or Video           | £330.00 |     |
| 32" Plasma / LCD for PC or Video           | £300.00 |     |
| 17" TFT for PC only (on a table top-stand) | £66.00  |     |
| Table Top Stand / Basic Floor Stand        | FREE    |     |
| Please specify connectivity e.g HDMI / VGA |         |     |

| Audio/ Video Equipment                                    | Price   | Qty |
|---|---------|-----|
| Video Wall  | POA     |     |
| DVD Player  | £45.00  |     |
| CD Player   | £75.00  |     |
| Small PA System with Wired Microphone                     | £270.00 |     |
| Radio Microphone for above PA system (hand held or lapel) | £150.00 |     |

| Computer/ Office Equipment  | Price   | Qty |
|---|---------|-----|
| Standard laptop Dell Dual Core 2.2Ghz, 2Gb Ram (or equivalent)                | £300.00 |     |
| Standard desktop PC HP Dual Core 2.6Ghz, 2Gb Ram, 17" Monitor (or equivalent) | £300.00 |     |
| USB B&W Printer (inc. 1 toner app. 1000 pages)                                | £165.00 |     |
| Additional Toner for above USB B& W Printer                                   | £45.00  |     |
| Colour Laser Printer  | POA     |     |

**Additional services available on request.**



ACC Liverpool, Kings Dock,  
Liverpool Waterfront  
L3 4FP



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# Exhibition AV Payment Form

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## **ACC Liverpool Limited**

Please note we can no longer accept American Express and a debit/credit card commission of 2.5% is applicable. All prices are exclusive of V.A.T

Date:

Client Name & Event:

Credit card Type:

Credit Card Number:

Valid From:

to:

CCV Number:

Issue No:

Cardholders name:

Cardholders Address:

Signature:

Please return this form to the British Ecological Society

**ACC Liverpool, Kings Dock,  
Liverpool Waterfront  
L3 4FP**

## **Terms & Conditions**

Orders are subject to availability. Rental prices quoted are for the duration and include delivery, installation, onsite support and collection and exclude VAT at the prevailing rate. Upon receipt of your order we will issue confirmation by email. Full payment is required before orders can be processed (debit / credit card processing fee is 2.5%). Order within 7 days may incur a late order surcharge. Any missing or damaged items will be charged against the credit card. Upon receiving this booking you are accepting our terms and conditions, which are available on request or on our website

ACC Liverpool, BT Convention Centre and Echo Arena are trading names of ACC Liverpool. Registered office: Municipal Buildings, Dale Street, Liverpool.L2 2DH. Registered in England No. 5204033



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## Exhibitor IT Order Form

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This form must be completed in full and returned with payment no later than 14 working days before the start of the tenancy. Any orders received after this time will be subject to a late order surcharge of 20%. Prices are valid from 01/01/15 – 31/12/15.

Event Title:

Event Date From:

To:

Contact Name:

Contact No:

Stand Name:

Stand No:

Email Address:

Prices shown are for the duration of the event (overleaf).

A decorative image at the bottom of the page showing a stack of white cables on the left, a wine glass in the center, and a fiber optic cable with a connector on the right.

**ACC Liverpool Business Centre**  
**ACC Liverpool, Kings Dock,**  
**Liverpool Waterfront**  
**L3 4FP**  
**Tel: 0151 239 6001 Fax: 0151 708 7063**

## Exhibitor IT Order Form (cont...)

| Telephone, Fax & ISDN   | Early Order Price | Late Order Price | Quantity           | Total |
|---|-------------------|------------------|--------------------|-------|
| Digital Telephone Line & Handset<br>(plus £10 credit for calls at standard BT rate, anything above charged at the same rate)  | £115.00           | £138.00          |                    |       |
| Analog Line   | £129.00           | £155.00          |                    |       |
| ISDN Line   | £190.00           | £228.00          |                    |       |
| <p><b>Internet &amp; Data Services:</b> ACC Liverpool offers free Wi-Fi access to all visitors, suitable for basic web browsing, should you require an internet connection for any product demonstrations on your exhibition stand, we would recommend ordering a wireless or wired connection to guarantee a high quality service inclusive of technical support.</p> <p><b>Please note all wired and wireless connections are 1 per device. In the BT Convention Centre and Echo Arena wired connections are dropped from the ceiling only. In the Exhibition Centre Liverpool wired connection are pulled from the floor only.</b></p> |                   |                  |                    |       |
| Wired internet (first connection)   | £180.00           | £216.00          |                    |       |
| Additional wired connection   | £60.00            | £72.00           |                    |       |
| Wireless internet connection*<br>High bandwidth connection inc technical support  | £180.00           | £180.00          |                    |       |
| Additional wireless connection*<br>High bandwidth connection inc technical support  | £60.00            | £60.00           |                    |       |
| 6-port switch device  | £200.00           | £200.00          |                    |       |
| <b>(All prices are exclusive of VAT)</b>  |                   |                  | Total<br>excl. VAT |       |

### Internet Ports:

Standard HTTP, HTTPS and FTP ports open. Please indicate if you need any specific ports.  
(There will be a charge for this depending on the complexity of the requirement).

Ports:

\*The use of any other Wi-Fi connections other than the in house Wi-Fi is prohibited and may result in being disconnected by ACC Liverpool. The venue ICT team regularly monitor the in-house Wi-Fi and will report any external Wi-Fi networks identified. If you require multiple Wi-Fi connections please contact the business centre to discuss further.



**ACC Liverpool Business Centre**  
ACC Liverpool, Kings Dock,  
Liverpool Waterfront  
L3 4FP  
Tel: 0151 239 6001  
Fax: 0151 708 7063



## Exhibitor I.T Order Form (cont...)

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### Credit Card Payment

Description of Services:

Invoice Number (if applicable)

Type of Credit Card

Type of Account:

Company Name:

Full Name as it appears on the card:

Card Number

CCV Number:

Expiry Date:

Issue No or Valid From Date:

Billing Address:

Postcode:

Telephone No:

Email Address:

### Authorisation of Card Use

I certify that I am the authorised holder and signatory of the card referenced above and that all the information provided is complete and accurate.

I hereby authorise collection of payment for all charges as indicated on the attached booking form, together with a card service charge of 2.5% of the total booking value.

I acknowledge that all orders may be immediately terminated at The Arena & Convention Centre Liverpool's discretion if any charges are declined or charge backs are claimed against any outstanding invoice amount. Disputes to amounts invoiced should be immediately reported to [businesscentre@accliverpool.com](mailto:businesscentre@accliverpool.com).

Authorised Signature:

Date:



ACC Liverpool Business Centre  
ACC Liverpool, Kings Dock,  
Liverpool Waterfront  
L3 4FP

Tel: 0151 239 6001 Fax: 0151 708 7063

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## **Cancellation Policy**

Should you need to cancel your order for any reason, please contact us by email ([Amelia@BritishEcologicalSociety.Org](mailto:Amelia@BritishEcologicalSociety.Org)) as soon as possible. You can cancel your order at any time before the event, however if we receive your cancellation request less than 7 days prior to the start date a 100% cancellation charge will apply and you will not be entitled to a refund. If we receive your request prior to this date a full refund will be made to the original payment method. For the avoidance of doubt the date of cancellation is the date we receive your email or letter and the event start date is the date supplied on your booking form for the commencement of the service or delivery of items.

## **Equipment Hire - Damage or Loss**

It is your responsibility to check that the equipment hired is received in good working order and in an undamaged condition. Any defects must be notified to ACC Liverpool upon receipt of the equipment and noted on the hire form. All equipment on hire remains the property of ACC Liverpool Ltd and should not be removed from the premises.

## **Damage or Loss to Equipment Hired:**

It is your responsibility to ensure the safe keeping of the equipment on hire and you will indemnify ACC Liverpool in respect of any loss or damage howsoever caused whilst in your possession.

All damage or loss should be notified to ACC Liverpool (or as soon as practicable) following which the equipment must be returned for repair or replacement. The Hirer shall make no attempt to examine, diagnose, repair or remove the outer casing or any other part of the equipment hired.

The hirer shall be liable to pay the full cost of replacement for the same or nearest available specification of any equipment lost or damaged beyond repair whilst in their possession.

In the event of loss or damage to equipment the period of hire will extend until such time as full reimbursement for the cost of replacement of the lost or damaged equipment has been made whether or not such period extends beyond that of the original rental agreement.

## **Liability:**

ACC Liverpool shall not be liable under any circumstances whatsoever for losses incurred by the hirer due to faulty or non-functioning equipment during the period of hire. We will however take all steps to ensure that faulty equipment is replaced as soon as possible with either the same or similar equipment.

The hirer will fully indemnify ACC Liverpool at all times against any liabilities, demands, actions, claims or proceedings arising from or in connection with the equipment hired.




**ACC Liverpool Business Centre  
ACC Liverpool, Kings Dock,  
Liverpool Waterfront  
L3 4FP  
Tel: 0151 239 6001  
Fax: 0151 708 7063**







|      |   |            |                     |                  |
|------|---|------------|---------------------|------------------|
| Show |  | Show Dates | 11-14 December 2016 | Return By        |
|      |   | Venue      | Liverpool ACC       | 20 November 2016 |

|                |  |         |                 |  |  |  |  |  |  |  |  |
|----------------|--|---------|-----------------|--|--|--|--|--|--|--|--|
| Hall/Stand No. |  | Company |                 |  |  |  |  |  |  |  |  |
| Contact Name   |  |         | Invoice address |  |  |  |  |  |  |  |  |
|                |  |         | Post Code       |  |  |  |  |  |  |  |  |
| Telephone      |  |         | Fax             |  |  |  |  |  |  |  |  |
| Email          |  |         | Signature       |  |  |  |  |  |  |  |  |
| VAT No.        |  |         | Company Reg No. |  |  |  |  |  |  |  |  |

Please email your completed order form to  
**Amelia@BritishEcologicalSociety.Org**

For our full brochure visit  
<http://brochures.ges.com/exhibitorseries2016/>

To order by phone:  
 T: +44 (0) 2476 380 180  
 F: +44 (0) 2476 380 221

| CODE  | QTY | DESCRIPTION  |  | EARLY BIRD | STANDARD     | TOTAL         |
|---|-----|--|--|------------|--------------|---------------|
| <b>Spotlights</b>   |     |  |  |            |              |               |
| AS120W  |     | 120W General Purpose Spotlight                                   |  | £52.80     | £63.36       |               |
| LSVP  |     | 50W Low Voltage Spotlight  |  | £52.80     | £63.36       |               |
| LT3   |     | 3 x Adjustable Spotlights on Track                               |  | £138.60    | £166.32      |               |
| LT6   |     | 6 x Adjustable Spotlights on Track                               |  | £264.00    | £316.80      |               |
| <b>Fluorescent Fitting</b>  |     |  |  |            |              |               |
| FL5   |     | 5ft Fluorescent Fitting  |  | £50.60     | £60.72       |               |
| FL6   |     | 6ft Fluorescent Fitting  |  | £52.80     | £63.36       |               |
| <b>Socket Outlets (Show Times Only)</b>   |     |  |  |            |              |               |
| SO500   |     | Socket Outlet 500W (2amp) maximum                                |  | £104.50    | £125.40      |               |
| SO1000  |     | Socket Outlet 1000W (4amp) - NOT Suitable for 4-way multisockets |  | £159.50    | £191.40      |               |
| <p><i>* The new Electrical Testing charge of £16.50 is now required to meet the revised testing requirements in line with BS7671 (2008).</i></p> <p><i>All direct mains ordered will need to provide relevant information at the time of quotation, full details can be given upon request. If a direct main Test &amp; Inspect is required then this will be by quotation also</i></p> |     |  |  |            | Sub total    |               |
|   |     |  |  |            | *Testing     | <b>£16.50</b> |
|   |     |  |  |            | VAT 20%      |               |
|   |     |  |  |            | <b>TOTAL</b> |               |

Orders will not be processed without full payment (cheque payable to: Global Experience Specialists (GES) Ltd) – please find the credit card authorisation form on page 3 of this document.

Customers wishing to pay by Visa and MasterCard credit cards, as well as both American Express charge and credit cards, please be advised that a surcharge of 2.5% will be applied to the **total** invoice amount.

**Place your order before 20 November 2016 to qualify for the Early Bird Discount**

Please use the grid plan on the next page to indicate the positions of your fittings.



RETURN TO: Amelia@BritishEcologicalSociety.Org

| YOUR DETAILS*   |            |              |                       |
|-----------------|------------|--------------|-----------------------|
| COMPANY NAME    | EXHIBITION | STAND NUMBER |                       |
| COMPANY ADDRESS |            | POST CODE    |                       |
| PHONE           | FAX        | EMAIL        | PURCHASE ORDER NUMBER |

| PAYMENT POLICY  | CREDIT CARD CHARGE AUTHORISATION  |
|---|---|
| <p><b>I will be paying by:</b></p> <p>Card <input type="checkbox"/></p> <p>Cheque or Postal Order <input type="checkbox"/></p> <p>Bank Transfer <input type="checkbox"/></p> <p>Other (please contact me) <input type="checkbox"/></p> <p><b>Only complete this form if you are paying by card</b></p> <p><b>Bank transfer payment information:</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Beneficiary: Global Experience Specialists (GES) Limited</b></p> <p>Natwest Bank Account: <b>27607275</b><br/>                     Regent Street Branch Sort Code: <b>56-00-27</b><br/>                     PO Box 4RY IBAN BIC: <b>NWBKGB2L</b><br/>                     250 Regent Street IBAN No: <b>GB82NWBK56002727607275</b><br/>                     London W1A 4RY</p> <p><b>To ensure your bank transfer is allocated correctly</b>, please supply the following information to: <a href="mailto:congress@ges.com">congress@ges.com</a></p> <ul style="list-style-type: none"> <li>Exhibiting company name, account number, invoice number, show name, stand no.</li> <li>Date and amount of bank transfer</li> <li>Bank and country where transfer originated</li> </ul> </div> <p><b>Payment for Services</b> — Global Experience Specialists (GES) Ltd requires the customer, unless otherwise detailed on our Quotation/Contracts, to pay GES in sterling 100% of the total contract price prior to build inclusive of all tax. All orders raised within 10 days of the exhibition are required to be paid in full at the point of order. If the customer fails to make payment on the due date, GES is entitled, without prejudice to any other right and remedy available, to terminate the relevant contract and suspend any performance of contract work. GES reserve the right to charge interest at 3% above the Bank of England Base rate on amounts not paid on the due date.</p> <p><b>Method of Payment</b> — Global Experience Specialists (GES) Ltd accepts all major credit/debit cards, cheque and bank transfers. Purchase orders are not considered payment. With effect from 1<sup>st</sup> January 2009 the GES will charge 2.5% on all credit card transactions. If paying by card, for your convenience, GES will use this authorisation to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.</p> <p><b>Adjustments and Cancellations</b> — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their nonparticipation may be subject to cancellation fees.</p> | <p>If you wish to pay by card, all card information must be provided. Your order will not be processed if any information is missing (i.e. Expiration Date, Account Number, Contact Information, Type of Card and Signature). Please note that there is a 2.5% charge for credit card transactions.</p> <p><b>Please complete the information and return payment in full with this form and your orders.</b></p> <p>Card Number <input type="text"/> Corporate Card <input type="checkbox"/> Personal Card <input type="checkbox"/></p> <p>Debit Card (any) <input type="checkbox"/></p> <p>Master Card Credit Card <input type="checkbox"/></p> <p>Visa Credit Card <input type="checkbox"/></p> <p>American Express <input type="checkbox"/></p> <p>Other (please state) <input type="text"/></p> <p>Start Date <input type="text"/></p> <p>Expiry Date <input type="text"/></p> <p>Issue Number <input type="text"/></p> <p>CSC Number <input type="text"/><br/><small>(last 3 digits on the back of the card / signature strip)</small></p> <p>Cardholders Name <input type="text"/> <span style="float: right;">Please Print</span></p> <p>Cardholders Billing Address <input type="text"/></p> <p style="text-align: right;">Post Code <input type="text"/></p> <p><b>PLEASE SIGN</b></p> <p>X _____</p> <p style="text-align: center;">CARDHOLDER'S SIGNATURE <span style="float: right;">DATE</span></p> <p style="text-align: center;">* <input type="text"/></p> <p><b>If you have any questions regarding our payment policy, please call Customer Services on +44 (0)2476 380 180</b></p> |
| <p><b>I AGREE IN PLACING THIS ORDER THAT I HAVE ACCEPTED GLOBAL EXPERIENCE SPECIALISTS (GES) LIMITED TERMS AND CONDITIONS OF CONTRACT</b></p> <p>X _____</p> <p>AUTHORISED SIGNATURE</p> <p>_____</p> <p>AUTHORISED NAME - PLEASE PRINT</p> <p style="text-align: right;">_____/_____/_____<br/>DATE</p>  |   |



### **Price**

The Contract Price is based on the prevailing costs at the time of the quotation. If in the period up to the completion of the Contract there is any increase in cost to the Company or a variation in the services required then the Contract Price shall be amended accordingly. Prices quoted are exclusive of VAT and any other taxes, levies or similar charges whatsoever, all of which shall be paid by the Customer.

### **Payment**

The Customer shall pay, in sterling, one half of the Contract Price thirty days prior to the exhibition opening and the balance seven days prior to the exhibition opening. If the Customer fails to make full payment on the due dates, the Company is entitled, without prejudice to any other right or remedy available, to terminate the relevant contract and suspend any performance of contract work. The Company reserves the right to charge interest at 3% above the Bank of England base rate on amounts not paid on the due dates.

If the customer pays by American Express charge or credit card; or by Visa, Mastercard or JCB credit cards we reserve the right to charge a 2.5% surcharge to the total value of the order.

### **Performance**

All Customer orders must be placed in writing. No Contract shall be created unless the Company accepts the order. The Company shall be relieved of its contractual obligations in the event that performance thereof is prevented or delayed directly or indirectly by an act of God, war, riot, strike, labour disturbance, industrial dispute, fire, flood, explosion, shortage of material or labour or any cause beyond the control of the Company. If for any of these reasons the Contract is not completed the Customer shall pay the Contract price less the costs not expended to date. Performance of the Contract is subject to the availability of the Company's property. The Company at its sole discretion reserves the right to substitute unavailable Company property of a similar quality, specification and performance. The Company may sub-contract all or any part of the services. The Company contracts for itself and as agent of and trustee for its employees and sub-contractors and their employees and any reference in these Conditions to the Company shall be deemed to include every such employee and sub-contractor.

### **Consequential Loss**

The Company shall not under any circumstances be liable for any direct or indirect consequential loss arising from the services howsoever, whensoever, or wheresoever caused and whether or not resulting from a negligent act or omission by the Company.

### **Company Property**

All property used or supplied by the Company in connection with the Contract shall, unless expressly agreed by the Company in writing, be on hire for the duration of the exhibition. The Customer will be responsible for the Company's property from the time of delivery up until the time of collection by the Company. The Customer shall insure all of the Company's property for its full replacement cost and indemnify the Company against loss of or damage to any of the Company's property howsoever caused. The Customer shall not assign, re-hire or part with possession of the Company's property. The Customer warrants that it is the owner of exhibits and any other property entrusted to the Company's custody or control or is authorised by the owner to accept these Conditions on the owner's behalf. The Company shall not be liable for loss of or damage to the Customer's property howsoever, whensoever or wheresoever caused and whether or not such loss or damage results from negligent act or omission by the Company.

### **Liability To Others**

The Customer shall be liable for and shall indemnify the Company against claims from injuries sustained by persons and loss of or damage to other persons property arising during the hire period howsoever caused unless such injury loss or damage results from a negligent act or omission from the Company.

### **Regulations**

The Customer shall comply with all regulations and conditions imposed by any exhibition organiser, promoter, hall owner or local or other authority and shall be responsible for obtaining their written consent to any modification thereto or waiver thereof as may be necessary to enable the Company to perform the Contract. The Customer shall communicate to the Company such as these regulations and conditions as may affect the services and indemnify the Company against all liabilities arising from non compliance with any of the said regulations and conditions unless resulting from negligent act or omission of the Company negligent act or omission from the Company.

### **Law**

The Contract shall be governed by and construed in accordance with the Laws of England. This provides a summary of our Conditions of Business a full copy is available on request.

# Shell Scheme Extras Order Form & Grid Plan Form



|             |  |                   |                     |                  |
|-------------|--|-------------------|---------------------|------------------|
| <b>Show</b> |  | <b>Show Dates</b> | 11-14 December 2016 | <b>Return By</b> |
|             |  | <b>Venue</b>      | Liverpool ACC       | 20 November 2016 |

|               |                 |                 |
|---------------|-----------------|-----------------|
| Hall/Stand No | Company         | Invoice address |
| Contact Name  |                 |                 |
|               | Post Code       |                 |
| Telephone     | Fax             |                 |
| Email         | Signature       |                 |
| VAT No.       | Company Reg No. |                 |

Please email your completed order form to  
**Amelia@BritishEcologicalSociety.Org**

| CODE  | QTY | DESCRIPTION  | PRICE        | TOTAL |
|---|-----|--|--------------|-------|
| CLAD3   |     | Painted MDF cladding to the interior of stand – order will not be placed without dulux paint reference number (Colour _____) price per m   | £109.26      |       |
| CLAD1   |     | Unfinished MDF cladding to interior of stand   | £81.62       |       |
| CLAD2   |     | White melamine cladding fitted to interior of stand – can't be painted price per m   | £81.62       |       |
| LNW   |     | Cover existing shell scheme panel (2.5mH x 1mW) in Loop nylon (colour: ) You will need only Hook Fastening to affix posters                | £52.65       |       |
| XFW   |     | Cover existing shell scheme panel (2.5mH x 1mW) in Vinyl Covering (X-Film) (colour: ) You will need Hook & Loop Fastening to affix posters | £52.65       |       |
| WP  |     | Additional WALL PANEL 2.5mH x 1mW (Match shell scheme)   | £65.79       |       |
| EWC   |     | ENTRANCE WAY CURTAIN 2.5mH x 1mW (colour: _____)   | £78.98       |       |
| EWD   |     | LOCKABLE DOOR with 2 keys  | £118.50      |       |
| FS  |     | White melamine FLAT SHELF 1mW x 300mmD   | £32.57       |       |
| SS  |     | White melamine SLOPING SHELF 1mW x 300mmD  | £33.30       |       |
| SA  |     | STORAGE AREA in the corner of your shell scheme. Using 1 x wall panel (2.5mH x 1mW). 1 lockable door section and a set of coat hooks       | £171.17      |       |
| DP1   |     | 1m x 1m chipboard PANEL covered in loop nylon (colour_____)  | £52.65       |       |
| NS  |     | NIGHT SHEET including padlocks (price per metre run)   | £20.05       |       |
| WT  |     | WORK TOP 1m x 1m x 500mm, white with open base   | £65.79       |       |
| GHR   |     | Hanging rail 25mm diameter (1m long with rail set 280mm from wall)   | £32.58       |       |
| SIU   |     | SINK UNIT (excluding water and waste) 1m x 1m x 500mm deep   | £164.18      |       |
| CP  |     | Computer Plinth 1m x 500mm x 500mm white with cable hole   | £78.98       |       |
| CS  |     | CORNER SHELF 1m x 1m 1.4m across set in corner of Shell  | £50.16       |       |
| WB  |     | Wooden Battening fixed between uprights for stapling/nailing to, £/m   | £10.03       |       |
| WMC   |     | White MUSLIN CEILING (price per square metre) stand size: ___m x ___m  | £13.13       |       |
| FF  |     | 18mm FLOORING PLY direct to carpeted venue (price per m <sup>2</sup> )   | £15.81       |       |
| AE  |     | Aluminium Edging for use on platforms and floor flats to open sides to finish off once carpet is laid. Price per M.                        | £5.68        |       |
| SW2   |     | Slat walling – 1m wide x 2.4m high panel   | £119.76      |       |
| SRP   |     | 100mm high PLATFORM laid to floor, black painted skirting, £/m <sup>2</sup><br>PRICE DOES NOT INCLUDE CARPET                               | £25.66       |       |
| <p><i>Please use the grid plan to indicate the positions of fixable items. Orders will not be processed without full payment (cheque payable to: Global Experience Specialists (GES) Ltd). A surcharge of 2.5% will be applied when paying by credit cards.</i></p> <p><b>ONSITE ORDERS &amp; ORDERS PLACED AFTER THE DEADLINE DATE WILL HAVE A 20% SURCHARGE ADDED</b></p> |     |  | Sub total    |       |
|   |     |  | VAT 20%      |       |
|   |     |  | <b>TOTAL</b> |       |

If your business is registered in an EU country, you will be charged VAT in accordance with current EU Regulations unless you are able to provide us with a current and valid VAT number.



# Stand Cleaning Order Form

**Please note that all stands will receive complimentary waste collection and floor vacuuming. Any waste to be collected must be left at the side of the stand when the exhibition closes. Additional options below.**

This form must be completed in full and returned with payment. Prices are valid from 01/01/15 – 31/12/15.

Event Name:

Date(s) Cleaning Required:

**Cleaning is provided at the end of each day indicated above in preparation for exhibition opening the following day, unless otherwise requested.**

Contact Name:

Contact No:

Stand Name & No:

Email Address

| Size of Stand/Cleaning Package | 1<br>(price per day) | X | 2<br>(price per day) | X |
|--------------------------------|----------------------|---|----------------------|---|
| Up to 25m <sup>2</sup>         | £20.00               |   | £30.00               |   |
| 25-50m <sup>2</sup>            | £30.00               |   | £40.00               |   |
| 50+m <sup>2</sup>              | £40.00               |   | £50.00               |   |
|                                | <b>Total Cost</b>    |   |                      |   |

Cleaning Package 1 - Standard Cleaning Solution – Waste collection/emptying bins, carpet vacuum, wiping of hard surfaces

Cleaning Package 2 – Complete Cleaning Solution – All of package 1 plus wet mop of stand flooring if applicable, and deep clean of stand to include; dusting of hard surfaces, glass polishing (up to head height), wiping/polishing of stand furniture, shelving, counters, tables, chairs etc. Spot cleaning if required during exhibition open periods.

### High level or bespoke cleaning arrangements POA

Please indicate any special requirements/instructions in the box below.

ACC Liverpool Business Centre  
ACC Liverpool, Kings Dock,  
Liverpool Waterfront  
L3 4FP  
Tel: 0151 239 6001  
Fax: 0151 708 7063

# Stand Cleaning Order Form

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## Credit Card Payment

### Description of Services:

Invoice Number (if applicable)

Type of Credit Card

Company Name:

Full Name as it appears on the card:

Card Number

Expiry Date:

Billing Address:

Type of Account:

CCV Number:

Issue No or Valid From Date:

Postcode:

Telephone No:

Email Address:

## Authorisation of Card Use

I certify that I am the authorised holder and signatory of the card referenced above and that all the information provided is complete and accurate.

I hereby authorise collection of payment for all charges as indicated on the attached booking form, together with a card service charge of 2.5% of the total booking value.

I acknowledge that all orders may be immediately terminated at The Arena & Convention Centre Liverpool's discretion if any charges are declined or charge backs are claimed against any outstanding invoice amount. Disputes to amounts invoiced should be immediately reported to [businesscentre@accliverpool.com](mailto:businesscentre@accliverpool.com).

Authorised Signature:

Date:

Please return all sheets of the completed form to the address at the bottom of the page.

**ACC Liverpool Business Centre**  
**ACC Liverpool, Kings Dock,**  
**Liverpool Waterfront**  
**L3 4FP**  
**Tel: 0151 239 6001**  
**Fax: 0151 708 7063**





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