



BRITISH ACADEMY
OF AUDIOLOGY

19th Annual Conference 2023



BOOKING FORM

Contact details of primary contact

Company name:	
First name:	Last name:
Job title:	
Phone number:	
Email address:	

Invoicing details

Invoicing address:
PO number (if applicable)
Email address:

Sponsorship and Exhibition preferences

Stand choice

Please bear in mind that several stand spaces have already been reserved for BAA Official Partners.

Sponsorship opportunities

Please indicate your sponsorship opportunities of choice in the box below:

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Please return this booking form by email to conference@baaudiology.org

An invoice will be shared according to your selection. Should you have any special requests with regards to your invoice (e.g. Purchase Order), please do let us know while submitting this form.

TERMS AND CONDITIONS

By completing this form, you agree to the Terms and Conditions listed below.

Cancellations

Refunds for cancelled stands will only be made if the event is sold out. Every effort will be made to resell all stand space.

Stand allocation

Upon completion of the booking form, a BAA representative will contact you with additional information on availability of the requested stands. Every effort will be made to accommodate your preferences.

A stand will be held as let for 14 days without a valid booking form. Should you require additional time to finalise your booking, please do let us know by contacting conference@baaudiology.org

Payment

Full payment of the booked exhibition space and/or sponsorship will need to be made within 30 days of invoicing or prior to the conference, whichever is sooner. Failure to pay for your stand or sponsorship will result in your company being refused entry to the event.

Stand restrictions for space-only stands

Any stand 4m or above in height must comply with the health and safety requirements for a complex temporary structure and must have a full risk assessment and structural plan approved by a qualified structural engineer. This is the responsibility of the exhibitor. To avoid this, the venue recommends keeping your stand under 3.9m.

When booking stand space, it is the responsibility of the exhibitor to ensure that there is adequate and suitable access to all services, including water and waste supply. We strongly recommend a site survey be undertaken if you plan a complex structure.

Please note that where the space opens onto a common corridor or walkway, the maximum height of any walling built must be no more than 1m. Where the space backs onto another stand, both parties will need to build dividing walls.

Floorplan

Detailed floor plans of your space only self-build stand must be submitted to the organisers 6 weeks prior to the event. The plans will then be forwarded to the venue for a health and safety check and compatibility check with adjacent stands.

Online Exhibitor Portal

The online exhibitor portal will be shared with all exhibitors in July and will allow exhibitors to order the necessary facilities. The portal will also include additional logistical information with regards to electricity, waste and water supply.

Contact details:

Tanguy Roelens
conference@baaudiology.org
+44 (0)1625 290046

Risk assessment

All exhibiting companies will be asked to complete a risk assessment in relation to the event as a whole. Space only/self-build only stands (contractors) will be asked to submit an additional risk assessment in relation to the build.

Insurance

We encourage all exhibitors to fully cover themselves against any risk related to their participation in the BAA 2023 exhibition.

Data Privacy

We encourage all exhibitors to carefully read BAA's Privacy Policy here. Please note that in the case of shell-scheme stands, BAA might need to communicate your details to the exhibition services company in order to ensure smooth delivery of exhibition services.

Provisional Exhibition Timings

Please note that timings are provisional and are subject to change. Further details will be sent to exhibiting companies around July, together with information on the exhibition portal.

The exhibition will be open on both days with extensive exhibition viewing times.

Set up

Wednesday 1st November 2023

Space only exhibitors
and their contractors: 08:00 – 20:00
Exhibitors with shell scheme stand: 14:00 – 20:00

Day one of conference

Thursday 2 November 2023
Exhibition opens: 08:30
Exhibition closes: 17:30

Day two of conference

Friday 3 November 2023
Exhibition opens: 08:30
Exhibition closes: 14:30

Breakdown

Friday 3 November 2023
Shell scheme: 14:30 – 20:00
Contractors: 14:30 – 20:00

All exhibitors must have cleared the premises by 20:00 on 3 November.



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www.baaudiology.org