

Marketing and Sponsorship Tariff

8th Mixed Methods International Conference, 18-21 June 2012, Leeds, UK

About the Conference

The Mixed Methods International Conference is the leading global event for researchers, academics and sector professionals. This year the conference will again be held at the University of Leeds, one of the UK's leading healthcare research institutions.

Delegates from all over the world will be attending one of the most important mixed methods events in the global calendar. Publishers and exhibitors will have the opportunity to market to this highly specialist audience, both through its established and popular exhibition areas and receptions at the event itself, and through its Programme and Conference Packs.

Important booking information

If you wish to take advantage of any of the opportunities outlined below, please read the terms and conditions and complete the booking form and return to mixedmethods@leeds.ac.uk. All adverts and inserts will be dealt with on a first come, first served basis.

Exhibition and marketing materials not agreed and confirmed by the school in advance will not be permitted. The School reserves the right to remove any material deemed offensive or contentious without affecting its rights.

NB: Items booked without a relevant purchase order will not be accepted.

1. Sponsorship and Exhibition space

- Deadlines for sponsorship and exhibition space is 1 May 2012.

Booking will be confirmed by email and must have a relevant **purchase order**. All exhibition stands, banners, flyers and branding materials must be agreed and confirmed with the School of Healthcare at the time of booking. Exhibition materials not agreed and confirmed by the school will not be permitted. The School reserves the right to remove any material deemed offensive or contentious without affecting its rights.

2. Adverts

NB: SEND VIA email to mixedmethods@leeds.ac.uk

- Deadlines for all adverts is 1 May 2012.

Booking will be confirmed by email and must have a **relevant purchase order**. Advertisers please note: Adverts should be sent electronically in A4 Adobe® PDF format set at 330 dpi as email attachments. Should this not be possible please contact the MMIC team.

3. Inserts

NB: THESE MUST BE SENT DIRECTLY TO THE SCHOOL OF HEALTHCARE, ROOM 1.17.

- Deadlines for arrival of minimum 500 inserts for the Conference Bag is Monday 1 June 2012

NB You must send these **registered** delivery and send **proof of delivery** to us by 1 June via email

- Booking will be confirmed by email and must have a **relevant purchase order**.
- Mailing Address : **Mixed Methods Conference 2012, Room 1.17, School of Healthcare, University of Leeds, Leeds LS2 9JT Yorkshire UK**
- You are responsible for packages sent to the UK. We will confirm all received packages by 15 June 2012

4. Contact details

Please notify us as soon as possible if your organisation's address, contact name, or contact details are to change.

Promotional booking form

Sponsorship	Deadline	Cost per item	No of Items
Conference Dinner sponsorship – naming and exhibition space	01.04.12	£3600	
Conference Drinks reception - naming and exhibition space	01.04.12	£2300	
Exhibition and Presentation Space	01.04.12		
Display Tables (6ft x 2.5ft) and presentation space in the University. Price is for TWO days 18-19 June		£1050	
Advertising	01.04.12		
Colour 1/4-page Advertisement in the A4 MMC 2012 programme:		£350	
Colour 1/8-page Advertisement in the A4 MMC 2012 programme:		£185	
Inserts	01.04.12		
Inside Conference Bag A4 Inserts (up to 10 pages)		£525	
A5 2-page Inserts		£265	
Other items (pens/key fobs etc)		£160	
	Total Ex vat	£	
	Total Inc vat	£	
Contact Name	Company name	Date of Booking	
Address	Email	Telephone	
	Postcode/Zip	Fax	
Purchase Order no	Vat number	Website	

IMPORTANT: The booking of advertising and exhibition space at MMIC 2012 is subject to the Terms and Conditions noted on this leaflet. Please read these carefully before completing and returning the form to Jenny Irvine mixedmethods@leeds.ac.uk. 0113 343 1384.

Terms and Conditions

1. Exhibition and advertising space at the Mixed Methods International Conference 2012 (MMIC 2012) is reserved by payment in advance. Your reservation is not confirmed until payment has been received in full. If payment in full is not received, we may re-allocate the space to another customer. In that case, a deduction of £30.00 will be made before any refund to cover our administration costs.
2. Cancellations of reservations for Exhibition Space or for Inserts received on or before 1 April 2012 will secure a refund of 80% total paid. Cancellations received between 1 May and 1 June 2012 will secure a refund of 50% the total paid. There will be no refund for cancellations made after 1 June 2012.
3. We reserve the right to change the venue of the event to a reasonably suitable alternative should the need arise. In that event we will endeavour to provide customers with space at the new venue equivalent to that originally booked. In the event that we are unable to accommodate certain customers in this way, any monies paid will be promptly refunded.
4. Your booking is made subject to the availability of space. Within 30 days of receiving your order we will send you an invoice which is confirmation of our acceptance of your order. The invoice must be paid within 30 days in order to guarantee your reservation.
5. Your booking of exhibition space is an acknowledgement and acceptance of the set-up and opening times of the Conference as advertised in this form. Exhibitors are to be present and their exhibits/stands to be fully operational at all times during the published opening times of the conference. Exhibitors should not pack-up prior to closing time on the final day. Contravention of this condition will result in loss of any traditional pitch in the following years.
6. You will indemnify us against any costs, claim, loss, or damage we may suffer or incur as a result of any alleged copyright infringement or breach of any other intellectual property rights arising out of publication of your copy in the MMIC 2012 Programme or the display or reproduction of any works by you at the event itself.
7. The University of Leeds takes all reasonable precautions for the security of exhibitors and their property at the MMIC 2012 venue. However, no liability can be accepted for loss or damage, howsoever caused to person or property save for death or personal injury caused by our negligence. Similarly, we will not incur any liability to you if we are unable to provide any of the facilities set out in this form due to circumstances beyond our control including but not limited to reduction or failure of power supplies, flooding and accident. We will not be liable to you for any costs, claim, loss or damage arising out of any tortious act or omission, breach of contract or breach of statutory duty calculated by reference to loss of profits, income or sales.
8. Adverts should be sent electronically in A4 Adobe® PDF format. Should this not be possible please contact the MMIC team as soon as possible.
9. The hiring of any exhibition space will be subject to any fire, safety, evacuation, and other regulations or procedure applicable to the Hotel buildings, and it will be your responsibility to acquaint yourself with such regulations and procedures.
10. Completion of the Booking Form implies acceptance of these Terms and Conditions and those listed in the section 'Important Booking Information'. These may only be varied with our prior written authority.