

HARD LINES

IV CONFERENCE 2019

Thursday 16th May

Molineux Stadium

Wolverhampton

EXHIBITOR PROSPECTUS



Dear Colleague,

It is with great pleasure that we can announce the IV 'Hard Lines' one day Conference which will take place in the Molineux Conference Centre, Wolverhampton on Thursday 16th May 2019.

The conference will focus on challenging IV related issues, ranging from appropriate device selection and patient consent, to bacteraemia prevention and the use of gloves during IV related procedures. A comprehensive programme will include:

- **Right line at the right time? UK VHP Toolkit**
- **Tricky Decisions – when patients don't agree**
- **Challenging patient groups – influencing factors surrounding iv drug users**
- **Line infections – avoidance measures**
- **Best practice in preventing and treating vascular access complications**

This one day event will be of interest to all healthcare workers involved in the insertion and care of vascular access devices and will acknowledge the links between industry and practitioners.

We would like to invite you to exhibit at this prestigious event being hosted in the Molineux Conference Centre, Wolverhampton.

The venue is easily accessed by road, rail and air. Access by road is convenient from the North, South West and South East. The venue has excellent rail, bus and metro links with a direct train from Birmingham International Airport to Wolverhampton Railway Station. Up to date public transport timetables can be found at www.networkwestmidlands.com.

I do hope you can join us.

Yours sincerely,

Sue Rowlands

Conference Lead

Event Details

Venue

Molineux Conference Centre

Molineux Stadium

Waterloo Road

Wolverhampton

WV1 4QR

<https://www.wolves.co.uk/business>

Tel: 0871 222 2220 (Option 5)

Organisers

Conference Chair: Sue Rowlands, IV/OPAT Team lead at the Royal Wolverhampton NHS Trust

Exhibition/Sponsorship Sales Lead: Catriona Rice, Fitwise Management Ltd
Tel: 01506 292039 E-mail: catriona.rice@fitwise.co.uk

Exhibition open hours

Setting up time for exhibitors will be from 7.00am – 8.30am. All stands should be erected and dressed by 08.30 with all packaging and other materials removed from aisles and stands. Break down will begin after the lunch break at 13:45, all exhibitors should be clear of the building by 17.00.

Exhibition viewing times:

08.45 – 09.30

10:45 – 11:15

12.45 – 13:45

Exhibition space cost

£850 + VAT per stand

This price includes:

- 2m x 1m (approx) of space
- Table and 2 chairs
- Registration, morning break for 2 representatives
- Lunch for 2 representatives
- Access to electrical points (bring own extension leads)
- Delegate list
- Access to conference sessions for 2 representatives

Platinum Sponsorship £1,495 +Vat

This price includes:

- **Company Symposium (20 mins)**
- Table and 2 chairs 2m x 1m (approx) of space
- Registration and morning break tea/coffee for 4 representatives
- Lunch for 4 representatives
- Access to electrical points (bring own extension leads)
- Delegate list
- Logo on branded conference signage
- Logo on conference holding slides
- Insert into delegate bags
- Logo (with link to company website) branding on conference website
- Recognition and logo on conference programme

Other Sponsorship Opportunities

Writing pads for delegates 120 x A4 pads required to be supplied by sponsoring company	Pens for delegates 120 required to be supplied by sponsoring company	Lanyards 120 required to be supplied by sponsoring company
Insert into delegates' bags Cost per flyer or sample into the delegates' bags £195 + VAT		Delegate badge Sponsorship With sponsor's name/brand on delegate name badge £395 + VAT

How to book exhibition space:

Make a provisional booking:

Stands will be allocated on a first come, first served basis. Bookings can be made by the following methods and will be held for 7 days:

- Phone Catriona Rice on +44 (0) 1506 292039
- E-mail: catriona.rice@fitwise.co.uk

Confirm your provisional booking:

Send us the completed stand booking form and purchase order number within 7 days by post or email. A full exhibition pack will be sent to you nearer the event.

Terms & Conditions:

Payment Terms: Payment terms are strictly 30 days net from date of invoice. Invoices not paid within 30 day net will incur an 8.5% charge. If booking within 30 days of the event payment must be received 3 weeks prior to the event start date. If within this 3 week timescale, payment must be made at time of registration.

Cancellations:

Refunds for stands, which are cancelled, will only be made in the event of the cancelled stand space being resold. Every effort will be made to re-sell this stand space.

Additional charges:

Exhibitors will incur all costs accrued on-site for any additional requirement e.g. plasma screens or additional catering.

Insurance:

On the rare occasion of a Conference being cancelled only the value of your stand will be refunded. Travel, accommodation and any other expenses must be covered by your own insurance. We can provide you with details of an Insurance Broker if required.

Delegate Bag Inserts: If you have booked a delegate bag insert please deliver 150 flyers to Fitwise, Blackburn House, Redhouse Road, Seafield, West Lothian, EH47 7AQ by 26th April 2019. Clearly label the package “[Company Name] Delegate Bag Insert, ‘Royal Wolverhampton NHS Trust IV Conference’.

IMPORTANT INFORMATION

Delegate Lists

You will receive a full delegate list post conference to include name, job title, organisation, location and email address however it will be your responsibility to obtain unambiguous and positive consent from delegates to use this data for direct marketing purposes.