



HCA | UK
HEARING
CONSERVATION
ASSOCIATION

LISTEN

UP

CONFERENCE



***UKHCA Annual
Conference***

8 November 2023



EXHIBITOR PROSPECTUS

TABLE OF CONTENTS

WELCOME	Page 1
Exhibitor Rates	Page 2
Exhibition Viewing Times	Page 2
Exhibitor Set-up and Break-down Times	Page 2
Main Conference Sponsor (x3 available)	Page 3
Additional Sponsorship Opportunities	Page 4
How To Book	Page 5
Venue Details	Page 6
Contacts	Page 6
Terms and Conditions	Page 7

WELCOME

The UK Hearing Conservation Association are proud to introduce our second Conference; Listen Up to be held on the 8th November 2023 in Sheffield. We are compiling an exciting, inspiring and interactive event at which we hope you can join us.

Listen Up will focus on the theme of; **HearWELL** – the role of hearing conservation in ensuring and driving good health & wellbeing for everyone.

This event will attract employers, where noise or sound can be an issue, anyone actively involved in hearing conservation such as; health and safety professionals, occupational hygienists, occupational health nurses and physicians, audiologists, academics, engineers and acousticians, Insurers and litigation experts and educators. We also hope to attract those involved in public health and HR.

At Listen Up delegates will have access to a wide variety of hearing and noise control expertise in one place and have the opportunity to explore the innovative services and solutions our exhibitors can provide to help them protect their workforce.

Together we can make a real difference and bring to an end the escalating worldwide epidemic of noise induced hearing loss and I look forward to welcoming you as a valued exhibitor to our event.

Clare Forshaw
Hearing Conservation Association



Exhibitors Rates

TABLE TOP - £795

Price Includes:

Table and 2 chairs

- Registration, morning break for 2 representatives Lunch for 2 representatives***
- Access to electrical points (bring own extension leads)***
- Delegate list -post conference***
- Access to conference sessions for 2 representatives***

Exhibition viewing (may be subject to change)

The exhibition will be open from 08:30 on Wednesday 8th November 2023 with at least 2 hours of dedicated exhibition viewing time during registration, tea/coffee and lunch breaks. Times as follows:

Wednesday 8th November 08:30 – 09:15

10:30 – 11:15

12:45 – 13:45

Exhibition set-up and break-down

Setting up time for exhibitors will be on Wednesday 8th November 2023 from 7.00am – 8.15am. 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.



Main Conference Sponsor (x3 available)

£1,595

Price includes:

Standard exhibitors package+

- ***Your logo and web link on conference marketing emails***
- ***Your logo and web link on conference website***
- ***Your logo on conference signage***
- ***Insert in delegate bag***
- ***Literature can be placed at registration desk***
- ***Verbal mention at opening session***
- ***Pull up banner for display in registration area***
- ***Holding slide during breakout sessions***
- ***2 tweets during conference***
- ***4 complimentary delegate tickets***



Additional Sponsorship Opportunities

Delegate Bag Insert

£195

150 inserts required
To be no larger than A4 and up to 4pp booklet

Delegate Bag Sponsor

£395

Your logo on all bags

Power-point Advertising

£295

Your advert will appear on continuous loop throughout all refreshment breaks in session room

Delegate Pens

FOC

150 to be supplied by sponsoring company

Delegate Notepads

FOC

150 to be supplied by sponsoring company

How to book:

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:

Contact clare.forshaw@hearingconservation.org.uk or 07889184288 or alternatively, complete and return the booking form by Email to clare.forshaw@hearingconservation.org.uk.

Confirm your provisional booking

Send us the completed stand booking form within 7 days by post, or email.

What happens next?

Once payment or a copy of an official purchase order is received, we will write to you confirming your space allocation and enclose a tax invoice or receipted tax invoice as appropriate.

Your stand information pack will be sent to you on the lead up to the event

Payment Methods

BACS payment

Account name: UKHCA Ltd

Account No: 37230452

Sort code: 09-01-29

IBAN No:

GB79ABBY09012937230452

BIC Code: ABBYGB2LXXX

Banking Association: Santander

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.

Event Details

Venue

Mercure Sheffield St Paul's Hotel & Spa
119 Norfolk street
S1 2JE SHEFFIELD
UNITED KINGDOM
T: +44 114 278 2000

Conference Organisers

Clare Forshaw Hearing Conservation Association ***Leah
Philpott*** Hearing Conservation Association

Terms and Conditions

Please refer to full terms and conditions on your booking form at time of booking.

Payment:

All payment for stands should be received 3 weeks prior to the event. Failure to pay in advance of the event will result in your company being refused entry; you will still be liable for the full cost of your stand and any ensuing costs.

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.

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.