Terms & Conditions

A. Email correspondence will not be taken as confirmation of a booking. A booking will be guaranteed on receipt of this completed and signed booking form.

B. Once your sponsorship package has been confirmed, you will receive an invoice for 100% of your total booking. Please advise the correct contact details, address and any purchase order numbers for the invoices in advance so we can ensure they are printed on the invoices correctly.

C. If you cancel a booking you will charged 100% of your booking.

D. Please keep a photocopy of the booking form for your records.

E. Limitation of Liability
   i) The Chartered Institute of Housing (CIH) accepts responsibility for accident, injury or loss suffered whilst attending this event if it is directly due to negligence on our part.
   ii) Exhibitors are responsible for taking care of their own property.
   iii) This booking is subject to the usual CIH

F. Cancellation of Events: The CIH may have to cancel an event. In this case, we will return any fees already received. We will not refund any other costs you may incur as a result of this cancellation.

G. Copyright: The copyright of all materials rests with the CIH.

By completing and returning this booking form you are agreeing to CIH terms and conditions. (please tick)
What is the conference about?

The CIH Eastern Conference is the region’s premier annual housing event and attracts up to 450 housing professionals during the three days. This year’s conference will provide some great opportunities for networking with colleagues and high profile housing professionals on sharing learning about the latest trends and issues in the Eastern region.

Where is it?

The CIH Eastern Conference will once again be held at the Radisson Blu Hotel Stansted, a stylish modern hotel in the heart of Stansted Airport. London and Cambridge are just 45 minutes away and within easy reach via public transport from Stansted Airport.

Who will attend?

This is a must for everyone working in housing. The event attracts up to 450 people during the three days including Chief Executives, Directors, Managers and Operational Staff. There is something to suit everyone on different days. You will gain an insight into some of the key issues in the region and have the opportunity to meet with colleagues from all housing professions.

Previous supporters include:

- Anglia Ruskin University
- Buckles Solicitors
- Cotman Housing Association
- Ecco Solutions
- Foster Property Maintenance
- Greenwoods Solicitors
- Hays Social Housing
- Homelessness International
- Homeswapper
- Jark Recruitment
- JLA
- Keep Moat
- Lovell
- Mears Group plc
- North Hertfordshire Homes
- Pinnacle PSG
- Sitex Orbis
- Vinci Facilities

Exhibition opportunities

The event will house shell scheme exhibition stands in the pre function area situated outside the main conference room and several space only stands in the main reception area of the hotel. The refreshment breaks will be served within the exhibition areas with lunch served in the restaurant. Day three has been re-focused and will provide a full day of learning and sharing of best practice for all front line housing professionals. The changes to day 3 are a result of delegate feedback from previous conferences and will provide an environment for everyone to examine the changing landscape and challenges that we face each day whilst continuing to provide customer focussed services to residents.

Shell Scheme Platinum Package

£1735 +VAT  (for all three days of the conference)

Package includes:

- Shell Scheme
- 1 x 13 amp socket
- 2 x spotlights
- 1 x header name board
- All day refreshments for two people on each day
- 100 word biography, logo and contact details inserted into the conference handbook
- Half page advert in the conference handbook
- Two tickets to the gala dinner to be held in the famous wine tower area with the acrobatic wine angels and will include after dinner entertainment

Shell Scheme Gold Package

£1340 +VAT  (for the first two days of the conference)

Package includes:

- Shell Scheme
- 1 x 13 amp socket
- 2 x spotlights
- 1 x header name board
- All day refreshments for two people on each of the two days
- 100 word biography, logo and contact details inserted into the conference handbook
- Two tickets to the gala dinner to be held in the famous wine tower area with the acrobatic wine angels and will include after dinner entertainment

Shell Scheme Silver Package

£675 +VAT  (for the third day of the conference only)

Package includes:

- Shell Scheme
- 1 x 13 amp socket
- 2 x spotlights
- 1 x header name board
- All day refreshments for two people on each of the two days
- 100 word biography, logo and contact details inserted into the conference handbook
Space Only Exhibition Package - in the hotel reception area
£1645 +VAT for all three days
£1315 +VAT for the first two days of the conference
£635 +VAT for the third day of the conference only

Package includes:
• Space only exhibition stand
• All day refreshments for two people per day
• Two tickets to the gala dinner which will be on the evening of 12th November 2013 in the famous wine tower area with the acrobatic wine angels (not applicable for the third day only exhibition stand)
• 100 word biography, logo and contact details inserted into the conference handbook

Sponsorship Opportunities

Headline Sponsor
£6000 +VAT

Package includes:
• Organisation logo displayed on the promotional delegate flyer
• Organisation logo displayed on the Exhibition and Sponsorship flyer
• Conference Handbook - your organisation’s logo will appear on the front cover of the handbook
• Full page, full colour advert on the back cover of the handbook
• Organisation logo displayed on all delegate bags/folders at the conference
• Organisation logo will appear in full colour on the delegate badges
• Organisation logo will appear in full colour on all conference signage

Conference Dinner Sponsor
(12th November 2013)
£4500 +VAT

Associate your organisation with the main social (and arguably the most enjoyable) event of the conference. This year we are expecting 300 delegates to attend the conference dinner. The wine tower area will be decorated in your organisation’s corporate colours and the evening of after dinner entertainment will be provided. This year after dinner entertainment is a top London comedian and former winner of the “Beverley Comedy Competition” and “London’s Funniest Comedian” in 2012. A former primary school teacher and stand-up comedian Gavin is hugely passionate about inspiring others. He can often be found discussing his love of classic rock music and all things that make him laugh.

Package includes:
• Organisation logo displayed on all promotional material promoting the conference dinner prior to the event
• Organisation logo displayed on all conference dinner signage, menus and tickets
• Branding of the dinner suite - room decorated in your organisation’s corporate colours (e.g. napkins in your colour etc.)
• A promotional banner will be displayed in the dinner suite making reference to your organisation as the dinner sponsor
• The wine angels will fly with a promotional banner with your logo on during the dinner in the famous wine tower
• Sponsorship of the evening entertainment on the dinner night
• Your company information displayed at the Conference Dinner, including promotional stands and company literature (to be provided by you)
• A gobo will be provided for the evening – we can insert your organisation’s logo into the gobo which will then project the image around the room
• Thanks given by the chair of the evening to the sponsor
• Representative of the sponsor to say a few words at an appropriate point in the evening
• 100 word biography, logo and contact details inserted into the conference handbook
• Half page advert in the conference handbook
• Two tickets to the gala dinner to be held in the famous wine tower area with the acrobatic wine angels and will include after dinner entertainment
• Your logo will appear on the CIH web link for this conference with a hyperlink to your home page
• Thanks given by the chair of the evening to the sponsor
• A speaking slot at one of the keynote sessions
• 100 word biography, logo and contact details
• Pop up banners promoting your organisation in the exhibition area situated in the hotel foyer. The Drinks Reception will take place in the exhibition area situated in the hotel foyer. The graceful and acrobatic Wine Angels fly up and down the tower to retrieve chosen bottles of wine and perform some aerobatics before delivering them safely to the tables, providing a constantly moving backdrop to the light and airy space.

Package includes:
• Organisation logo on all promotional material promoting the drinks reception prior to the event
• Organisation logo displayed on all pre-dinner drinks signage
• The wine angels will fly with a promotional banner with your logo on during the drinks reception in the famous wine tower
• A gobo will be provided for the evening - we can insert your organisation’s logo into the gobo which will then project the image around the room
• Branding of the drinks reception area - room decorated in your organisation’s corporate colours (e.g. flowers/balloons around the reception area, banner promoting your organisation etc.)
• Your company information displayed at the drinks reception, including promotional stands and company literature (to be provided by you)
• Thanks given by the chair of the evening to the sponsor
• 100 word biography, logo and contact details inserted into the conference handbook
• Half page advert in the conference handbook
• Two tickets to the conference dinner
Sweet Tree (Table Centre) Sponsorship
£1500 + VAT
Make your brand the centre of everyone’s table. Table centres will be in close view of all guests throughout the dinner. Sweet trees are unique and bring a smile to dinner guests faces.
Package includes:
• 2 complimentary tickets to the gala dinner
• Sweet trees colours to match your branding and logo
• Organisation logo to feature on the sweet trees
• Opportunity to place a business card in the base of each sweet tree
• 100 word biography and contact details inserted into the conference handbook
• Half page advert in the event programme
• Your logo on CIH Annual Eastern Regional Conference page of the CIH website with web link to your website

Conference Pens
£400 +VAT
Include your organisation's promotional pens in all of the delegate packs at the conference.
Package includes:
• Organisation logo printed in one colour on all of the conference pens included within the delegate bags
• 100 word biography, logo and contact details inserted into the conference handbook
• One complimentary conference place for the three days

Lunch Sponsor
£765 +VAT (per day)
Package includes:
• Organisation logo on all promotional material promoting the lunch prior to the event
• Organisation logo displayed on all lunch signage
• Branding of the lunch area - area decorated in your organisation’s corporate colours (e.g. balloons, napkins, etc)
• A small area to display your company literature in the lunch suite, including two representatives to attend the conference on that day to network with delegates
• 100 word biography, logo and contact details inserted into the conference handbook

Special Offer – Sponsor Lunch on all 3 days for £2000 + VAT – Saving nearly £300 + VAT

Master class Sponsorship
£250 + VAT (per master class)
With 25 master classes across the three days this is the ideal opportunity to associate your brand with a topic relevant to your organisation.
Package includes:
• Organisation logo printed on all master class tickets and signage
• Organisation promotional literature and pop up stands to be placed within the master class session (to be provided by you)
• Opportunity for sponsor to chair the master classes and offer a 10 minute introduction to their organisation at the beginning of the session
• Organisation logo will appear in the programme related to the chosen master class
• 100 word biography, logo and contact details inserted into the conference handbook

Registration Desk Sponsorship
£1550 + VAT
Package includes:
• Organisation’s logo will be displayed at the CIH registration desk for the three days of the conference
• Organisation’s banner stand displayed in the registration area of the three days of the conference (to be provided by you)
• 100 word biography, logo and contact details inserted into the conference handbook

Joining Instructions Sponsor
£750 + VAT
The joining instructions are sent out to every delegate, speaker and exhibitor who will be attending the event.
Package includes:
• Your organisation's logo will appear in the main content of the joining instructions email all attendees receive, along with your 100 word biography
• Full page advert on the back page of the joining instructions
• 100 word biography and contact details inserted into the conference handbook
• 1 free conference place for a staff member to attend (excludes accommodation and dinner)

For a detailed conference programme please visit: www.cih.org/eventsfinder
Exhibition floor plans

Pre-function Area

Shell scheme stands

Hotel reception area

Space only stands

- All stand space is 3m x 2m in this area
- Floor plan may be subject to minor changes
CIH Eastern Conference & Exhibition
12-14 November 2013  Radisson Blu Hotel, Stansted

Please select which package you are interested in:
- Exhibition package ............................................................
- Please advise which one you would like to sponsor

Please advise which stand package you would like:
- Headline sponsor ............................................................
- Lunch sponsor ......................................................... Day 1 Day 2 Day 3
- Refreshment sponsor ............................................. Day 1 Day 2 Day 3
- Registration desk ............................................................
- Conference pens ............................................................
- Drinks reception sponsor ........................................... Day 1 Day 2 Day 3
- Sweet tree sponsor ............................................................
- Joining instructions sponsor ..........................................

Master Class Sponsorship ....................................................

Where did you hear about the exhibition & sponsorship opportunities at this event?
(Please tick):
- CIH Website
- Media
- Email
- Sales Call
- Third Party
- Other

Please select which stand number you would like to select.
If this is unavailable you will be contacted to select another stand.

Extra Exhibition Representatives

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<tr>
<th>Staff Names</th>
<th>Job Title</th>
<th>12 November 2013</th>
<th>13 November 2013</th>
<th>14 November 2013</th>
<th>Charge £160.00 + VAT per person per day</th>
<th>Extra Dinner Tickets at £65 + VAT per ticket</th>
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Exhibition Representatives

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<th>Conference Day</th>
<th>Staff Names</th>
<th>Job Titles</th>
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<td>Day one 12 November 2013</td>
<td>1.</td>
<td></td>
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<td>2.</td>
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<tr>
<td>Day two 13 November 2013</td>
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<tr>
<td></td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>Day three 14 November 2013</td>
<td>1.</td>
<td></td>
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<tr>
<td></td>
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Accommodation

<table>
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<td>11 Nov 2013 (£) B&amp;B @ £115 + VAT</td>
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<td></td>
<td>13 Nov 2013 (£) B&amp;B @ £115 + VAT</td>
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</tbody>
</table>

Conference Dinner Tickets

- Monday 11 Nov 2013 (£) £65 + VAT
- Tuesday 12 Nov 2013 (£) £65 + VAT
- Wednesday 13 Nov 2013 (£) £65 + VAT

Extra Exhibition Representatives

<table>
<thead>
<tr>
<th>Staff Names</th>
<th>Job Title</th>
</tr>
</thead>
</table>

If you would like to discuss any of the opportunities further then please contact Dale Smith in the CIH Conference team.
Once this form is completed please post, email or fax to:

Dale Smith, CIH, Octavia House, Westwood Business Park, Westwood Way, Coventry, CV4 8JP
or Fax to 02476421973. Tel: 02476851722.
E-mail: dale.smith@cih.org