



# CIH SOUTH EAST ANNUAL CONFERENCE & EXHIBITION

EXHIBITION AND SPONSORSHIP  
6 - 8 MARCH 2017



#CIHSECONF

@CIH\_EVENTS

CIH.ORG/EVENTSFINDER

## WHAT IS THE CONFERENCE ABOUT?

As the second largest housing event in the country, the annual CIH South East Conference is a great opportunity to connect with the key contacts needed to drive your business.

CIH has undertaken a review with stakeholders to completely reimagine the conference for 2017, introducing a host of features developed to give our exhibitors and sponsors the support they need to achieve their corporate aims. Some of these include:

- A targeted marketing strategy to launch the conference and release new information regularly to build great interest
- More sponsorship and exhibition opportunities including a paid café and a bookable pop-up workshop area in the exhibition hall to encourage delegates to remain in the exhibition
- Opening of extra rooms such as an upstairs bar and one-to-one meeting space to allow flexible networking with your potential clients
- Housing hubs incorporating best practice to attract the brightest and best in the industry

These are just some of the ideas we have for next year following our extensive stakeholder research.

## EXHIBITION RATES

As the second largest housing event in the country, the annual CIH South East Conference is a great opportunity to connect with the key contacts needed to drive your business.

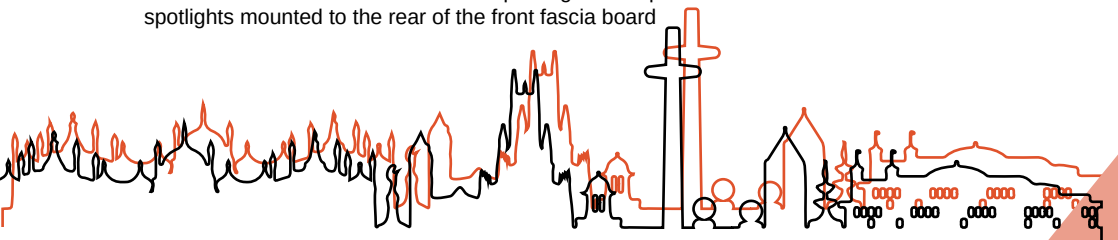
Space only £250 +VAT per square metre

Shell scheme £299 +VAT per square metre

\*Shell scheme includes a full electric package

## YOUR STAND PACKAGE WILL INCLUDE:

- 2-6 exhibitor representative passes including 2 lunch passes per day (dependent on stand size)
- Access to the conference sessions for exhibition representatives
- 3 exhibitor guest invitations per square metre
- Buffet lunch exclusively for exhibitors to meet CIH staff prior to conference opening
- 2 tickets for drinks reception at the new Brighton i360
- Opportunity to hire a free room for fringe events and meetings (catering to be arranged by you)
- Listing on the dedicated event website and exhibitor page of event app
- Access to delegate list and contact details via event app
- 100 word biography and contact details inserted into the conference handbook
- Shell scheme includes a full electrical package – 2amp 500w socket and 2 120w track spotlights mounted to the rear of the front fascia board



## ADDITIONAL ADVERTISING WITH YOUR STAND

### NEW DIGITAL DISPLAY SPONSORSHIP

£1130 + VAT

Package includes:

- Your organisation's logo will appear on the plasma screens in the venue foyer giving information on the day's proceedings
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

### QUIZ NIGHT SPONSORSHIP

£1700 + VAT

Package includes:

- Logo branding on all the floor signage (foot print format) leading to your stand
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

### ADDITIONAL ADVERTISING

### COST

Link to your website through an interactive logo on our website	£125 + VAT
Include your logo in the guide (biography already included in package)	£135 + VAT
Logo in guide, logo on website with an interactive link, 100 word biography on website	£350 + VAT
Quarter page advert in the conference guide	£555 + VAT
Delegate insert	£595 + VAT
Half page advert in the conference guide	£795 + VAT
Banner advert in guide	£899 + VAT
Full page advert in the conference guide	£1195 + VAT
Full back page advert in the conference guide	£1415 + VAT



## NEW EVENING DRINKS RECEPTION

SOLD

£17500 + VAT

**Drinks reception held at the Brighton i360 on day 2 with a flight included to the top of a 450ft tower. Delegates can attend the event for free and you can brand it in your colours.**

Package includes:

- 50 tickets to the drinks reception and private flight in the tower
- Branding in the programme next to the drinks reception
- Branding on the drinks reception tickets
- Branding on directional signage to the drinks
- Drinks reception will be decorated in your organisation's corporate colours with balloons
- Sponsor's logos on the plasmas in the drinks reception area
- 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 SE Board
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## QUIZ NIGHT SPONSORSHIP

SOLD

£1700 + VAT

**Start the conference by running a quiz night on the evening at the end of the first conference day.**

Package includes:

- Organisation logo on all promotional material and advertising for the evening prior to the event
- Organisation logo displayed on all of the evening signage and tickets
- Organisation logo displayed on all answers sheets completed during the quiz
- Your company information displayed at the quiz night, including promotional stands and company literature (to be provided by you)
- Thanks given by the quiz master of the evening or the opportunity to be the 'quiz master'
- Ten tickets to the quiz night for your team
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## NEW EXHIBITION OPENING DRINKS RECEPTION

£6000 + VAT

**Drinks reception held in bar next to the exhibition area after day 1. Delegates can attend the event for free and you can brand it in your colours.**

Package includes:

- Branding in the programme next to the drinks reception (day 1)
- Branding on the drinks reception tickets
- Branding on directional signage to the drinks
- Drinks reception will be decorated in your organisation's corporate colours with balloons
- Your company information displayed at the drinks reception, including promotional stands and company literature (to be provided by you)
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## RAFFLE PRIZE AT CONFERENCE DRINKS RECEPTION

£1470 + VAT

Package includes:

- Sponsor to provide the raffle prize of £500 holiday vouchers
- Holding slide on stage during presentation
- Thanks given by the chair of the SE Region
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## DELEGATE & VISITOR REGISTRATION INCLUDING BADGES & LANYARDS

£7399 + VAT

Package includes:

- Branding on all registration points
- Logo branding on badges and lanyards
- QR code linking to your website on all badges
- Branding in the conference handbook and on the programme
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## NEW GOOD PRACTICE AREA

£5000 + VAT

Package includes:

- Branding of the good practice area
- A chance to speak in the good practice area (approval basis)
- Listing on the dedicated event website and exhibitor page of event app
- Access to delegate list and contact details via event app
- 100 word biography and contact details inserted into the conference handbook
- 2 representative passes (exhibition only)
- Access to the conference sessions for 2 representatives'

## NEW LUNCH TIME ROUND TABLES

£1200 + VAT

Package includes:

- Branding of the lunch time round tables
- Invitation for 2 people to attend the round table
- Logo on invitations to senior leaders
- Access to delegate list and contact details via event app
- 100 word biography and contact details inserted into the conference handbook

## NEW CARTOONIST SPONSORSHIP

£TBC + VAT

**The drawings act as a visual record of the day underlining with humour points made and subjects addressed; delegates that have been to the session or missed sessions will be able to come to the stand to see what they have missed.**

Package includes:

- Branding display unit of the art
- 3x2 stand next to the cartoon artist
- Listing on the dedicated event website and exhibitor page of event app
- Access to delegate list and contact details via event app
- 100 word biography and contact details inserted into the conference handbook
- 2-6 exhibitor representative passes including 2 lunch passes per day (dependent on stand size)
- Access to the conference sessions for exhibition representative

## NEW DELEGATE CAFÉ AREA

£3000 + VAT

*(Individual days can be booked as an option – please call to discuss)*

Package includes:

- Logo on all lunch tickets
- Branded signage on all tea, coffee and lunch serving points
- Hanging banners in the exhibition hall
- Branding in the programme
- 2 representative passes (exhibition only)
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## LUXURY DELEGATE FOLDERS

£7200 + VAT

Package includes:

- Logo branding on the front of every conference folder
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- Two delegate places at the conference including attendance to all the conference sessions

## COMMUNITY THINK TANK SPONSORSHIP

£5999 + VAT

**There will be a variety of community think tank sessions taking place over the 3 days of the conference. The sessions will be a series of practically based seminars offering advice and illustrated by case study examples, which are available for all attendees at the conference. Don't miss out on being the sponsor of the 'Think Tank'.**

Package includes:

- Opportunity to design the space with the conference organiser to best suit your branding needs
- Opportunity to help choose sessions and speakers with conference organiser
- Opportunity to chair sessions throughout the three days
- Holding slide for your organisation on the main screen whilst delegates enter and leave the session
- Your organisation's logo will be displayed in the conference handbook next to the Community Think Tank information
- Listing on the dedicated event website
- Printed delegate list
- Company logo, 100 word biography and contact details in the conference handbook

## GIANT FLOOR PLAN SPONSORSHIP

£1750 + VAT

Package includes:

- Your logo will appear on the giant floor plans located outside and around the exhibition hall
- Your logo will appear next to the floor plan in the conference handbook
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## GIANT CONFERENCE PROGRAMME DISPLAYS

£1750 + VAT

**Sponsor the giant programmes displayed around the exhibition hall and entrance areas.**

Package includes:

- Logo branding on all stand up conference programmes throughout the exhibition area
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## NEW MEETING AREA WITH COFFEE CART

£3600 + VAT

Package includes:

- A range of hot drinks available for delegates free of charge in the foyer area
- Free drinks tickets branded with your logo given to every delegate on arrival
- Your company information displayed in the area, including promotional stands (to be provided by you)
- Small exhibition stand near your coffee cart in the downstairs area
- Prominent logo on all promotional material promoting the café, seating area prior to the event and also during the conference
- Logo branding on paper cups
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- NB: Provision costs will need to be covered by the sponsor including coffee and service



## NEW ICE CREAM CART

£3600 + VAT

Package includes:

- An exclusive area in the downstairs exhibition hall to serve ice creams (ice cream cart, staff and equipment to be provided by yourselves)
- Brand and decorate the area however you like (branding to be provided by yourselves)
- Half page advert in the conference handbook
- Logo displayed on screen in main arena throughout the conference
- 100 word biography, logo and contact details inserted into the conference handbook
- Your logo will appear on the conference website
- Sponsor's logo to appear on sponsor's page in the conference handbook
- Two full conference delegate places at the conference for your representatives (excludes the drinks reception)
- NB: Provision costs will need to be covered by the sponsor including ice cream and service

## HANDBOOK SPONSORSHIP

£2570 + VAT

Package includes:

- Your organisation's logo will appear on the front cover of the handbook
- Full page, full colour advert included on the inside front cover of the handbook
- 100 word biography, logo and contact details inserted into the conference handbook
- Your logo will appear on the conference website and link to your organisations website

## A5 POCKET GUIDE SPONSORSHIP PACKAGE

£ 2570 + VAT

**The pocket guide will include a floor plan, list of exhibitors and sponsors, copy of the programme and the community think tank timetable etc.**

Package includes:

- Logo branding on the front of the pocket guide
- A5 advert within the Pocket Guide
- 1000 copies printed and given out at the event from registration
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## NEW BAR AND SEATING AREA

£7000 + VAT

**Bar open throughout the whole conference right outside the exhibition area, a place for delegates to meet and relax in-between sessions; drinks voucher given to all delegates attending the event.**

Package includes:

- 10 drinks vouchers to use at the bar
- Branding in the floorplan next to the bar
- Branding on the drinks vouchers
- Bar will be decorated in your organisation's corporate colours
- Listing on the dedicated event website and exhibitor page of event app
- Access to delegate list and contact details via event app
- 100 word biography and contact details inserted into the conference handbook
- 2 representative passes including 2 lunch passes per day
- Access to the conference sessions for exhibition representatives

## VENUE WINDOW BRANDING

£5750 + VAT

*Only available when booking a stand in the exhibition area*

**Go for a high impact approach and see your organisation or business logo displayed across the 13 windows of the Brighton Centre. This is a perfect opportunity to turn heads and show that your brand is at the forefront of the housing sector.**

Package includes:

- Your organisation's logo/branding of your choice will cover the ground floor venue windows
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- 12 guest passes into the exhibition and conference sessions (excluding lunch)

## WELCOME BANNERS

£3950 + VAT

*Only available when booking a stand in the exhibition area*

Package includes:

- Two large banners displayed on each side of the building displaying the conference name and your organisation logo welcoming delegates to the conference
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## LAMPPOST SIGNAGE

£5660 + VAT

*Only available when booking a stand in the exhibition area*

**Promote your organisation for one week before the conference by branding the lampposts outside the venue.**

Package includes:

- Your organisation's logo will be displayed on signage placed outside the venue on 10 lampposts (double sided design)
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## DIRECTIONAL SIGNAGE

£1700 + VAT

Package includes:

- Logo branding on all of the directional signage
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## STAIRWAY SPONSORSHIP

£3080 + VAT

**Brand the stairway of the venue leading up to the conference and exhibition hall. Catch the eye of every attendee.**

Package includes:

- Your organisation's logo to appear on the stair treads
- Your chosen image or statement to be projected onto the blank wall that delegates will see when walking back down to the foyer
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## JOINING INSTRUCTIONS PACKAGE

£1130 + VAT

The joining instructions are sent out to every delegate, speaker and exhibitor who will be attending the conference and exhibition 10 days prior to 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 and web link
- Your logo will also be on all pages of the joining instructions
- Full page advert on the back page of the joining instructions
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## ATTENDANCE LIST SPONSORSHIP

£720 + VAT

Package includes:

- Your organisation's logo will appear on the attendee list, included in every delegate pack given to all attendees.
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- An insert of your choice placed in all of the delegate folders
- 2 exhibition visitor passes for each day (not including lunch)

## CONFERENCE WEBSITE SPONSORSHIP

£1800 + VAT

Package includes:

- Your logo will appear on all pages of the dedicated website linking to your organisation's home page.
- Your organisation's 100 word biography and contact details will be featured on the website
- 100 word biography, logo and contact details inserted into the conference handbook

## PROMOTIONAL WEEKLY NEWSLETTER

£1250 + VAT

**Eight weeks before the conference a weekly newsletter will be sent to all our contacts in the South East region advertising the sessions and speakers confirmed for the conference. It will include the latest conference and exhibition news and information about the evening activities. Don't miss out on the chance to promote your brand to over 5000 contacts in the region before the conference.**

Package includes:

- Branding at the bottom of each of the weekly newsletters. This can be a small banner advert or a logo with text
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- 2 Exhibition visitor passes for each day (not including lunch)

## CONFERENCE HIGHLIGHTS NEWSLETTERS

£800 + VAT

**From the first day of the conference, we deliver a daily highlights newsletter, printed and circulated to all attendees at registration, dotted around the exhibition, emailed to all conference attendees and members in the South East region. It will give an update on what has happened so far at the conference.**

Package includes:

- Branding at the top of the newsletter (email format will include link to your website)
- Full page advert on the back of the newsletter
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## KEYNOTE SESSIONS

£1030 + VAT

Package includes:

- Holding slide for your organisation on stage during the start and end of the session
- Thanks given by the chair of the session
- Your organisation's logo will be displayed in the conference handbook next to the keynote session sponsored
- Your company information displayed in the session, including promotional stands and company literature (to be provided by you)
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website

## POLICY FORUM SPONSORSHIP

£720 + VAT

Package includes:

- Holding slide for your organisation on stage during the start and end of the session
- Thanks given by the chair of the session
- Your organisation's logo will be displayed in the conference handbook next to the workshop session sponsored
- Your company information displayed in the session, including promotional stands and company literature (to be provided by you)
- Company logo, 100 word biography and contact details inserted into the conference handbook
- Your logo will appear on the conference website with a link to your website

## PROMOTIONAL ITEMS TO GO INTO ALL DELEGATE PACKS

### DELEGATE NOTEPADS

£2500 + VAT

Package includes:

- Your organisation's logo printed in full colour on all the notepads included within the delegate folders (to be provided by yourselves)
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- An insert of your choice placed in all of the delegate folders

### DELEGATE PENS

£2250 + VAT

Package includes:

- Pens inserted into all delegate folders (to be provided by yourselves)
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- An insert of your choice placed in all of the delegate folders

## POST IT NOTES

£2750 + VAT

All branded post it notes will be placed in each delegate pack given to all delegates, speakers, and exhibitors.

Package includes:

- Your organisation's logo and contact details will be displayed on all post it notes (to be provided by yourselves)
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- An insert of your choice placed in all of the delegate folders

## NEW POWER BANKS

£5550 + VAT

Package includes:

- Your organisation's logo alongside the CIH logo on all power banks
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- An insert of your choice placed in all of the delegate folders

## USB STICK

£2750 + VAT

Package includes:

- One USB stick with your organisation branding on will be inserted into every delegate folder (to be provided by yourselves)
- Advert on the USB stick
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- An insert of your choice placed in all of the delegate folders



## NEW BRANDED WATER

£2750 + VAT

Package includes:

- Your organisation's logo and contact details will be displayed on water bottles in all delegate packs
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- An insert of your choice placed in all of the delegate folders

## NEW ENERGY DRINKS

£2750+ VAT

Package includes:

- Your organisation's logo and contact details will be displayed on water bottles in all delegate packs
- Company logo, 100 word biography and contact details in the conference handbook
- Your logo will appear on the conference website with a link to your website
- An insert of your choice placed in all of the delegate folders

## BRANDED SEASIDE ROCK

£2750 + VAT

Package includes:

- Logo branding on rock sticks and ticket insert given to all registering delegates
- An insert of your choice placed in all of the delegate folders
- 100 word biography, logo and contact details inserted into the conference handbook
- Your logo will appear on the conference website with a link to your organisations website





## CIH South East Annual Conference & Exhibition 6 - 8 March 2017

Organisation name \_\_\_\_\_

Contact name \_\_\_\_\_

Job title \_\_\_\_\_

Address \_\_\_\_\_

Telephone no \_\_\_\_\_ Email address \_\_\_\_\_

Exhibition package  Sponsorship package

Choice of sponsorship \_\_\_\_\_

***I confirm on behalf of the above organisation, that we wish to exhibit/sponsor at the event. I understand that this package includes the items detailed in this event advertisement and I agree to the terms and conditions below:***

### **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. You will be invoiced 50% of your fee at the time of booking; this will be non-refundable. Your final 50% of the fee will be charged after 1 January 2017.
- C. If you cancel a booking you will be charged the following cancellation fees;  
Cancellations before 1 January 2017 - 50% of your booking. Any cancellations after 1 January 2017 will be charged the full fee.
- D. Please keep a copy of the booking form for your records.
- E. Limitation of Liability
  - i) The Chartered Institute of Housing (CIH) only 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 Terms and Conditions.
- F. If you wish to down grade your stand in size or to space only after your booking has been made this can only be done before 1 January 2017 otherwise you will be charged the full price of the original booking.
- G. 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.
- H. Copyright: The copyright of all materials rests with the CIH.

### **Data Protection Act 1998**

By making this booking your contact details will automatically be stored on our database. We will use this data for the purposes of processing your booking and to contact you in the future with information about other CIH events and products that may be of interest to you. If you would prefer not to be informed of CIH products please tick this box

By signing this booking form you are agreeing to CIH terms and conditions. (Please tick)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

For enquiries and bookings please contact CIH events team on 024 7685 1722 or alternatively email us at [events@cih.org](mailto:events@cih.org)