

# Advances in Urological Cancers Study Day

Wednesday 18th September 2019 | Hilton Leeds City



# Exhibitor Prospectus

Dear Colleague,

The British Association of Urological Nurses (BAUN) would like to invite you to attend the Advances in Urological Cancers Study Day on Wednesday 18<sup>th</sup> September 2019 at the Hilton Leeds City.

Highly topical sessions will include:

- **Advances in Renal Cancer**
- **How is GIRFT affecting you?**
- **Advances in Penile Cancer**
- **Advances in Prostate Cancer**
- **Advances in Testicular Cancer**
- **Advances in Bladder Cancer**

The study day will be **FREE** to BAUN members and £60 to non-members. The target audience will include Nurse Practitioners, Clinical Nurse Specialists, GP's, non-medical Prescribers from both primary care and the acute sector with an interest in this area as well as Urology and Oncology Nurses and allied professionals developing a specialist interest within this field.

With an anticipated audience of around 60 delegates for the programme and limited stand availability, this meeting offers an intimate opportunity to meet a range of existing and potential customers with a common interest in this field.

This study day represents an important part of the educational activity of BAUN and its commercial partners in 2019. We hope that you will be able to attend and contribute to what will be part of the educational input of the day. I look forward to welcoming you to this event.

Yours sincerely,

*Jan Farrell and Lucy Powell*

Jan Farrell & Lucy Powell  
BAUN Education Group

## Event Details

### Venue

Hilton Leeds City  
Neville Street  
Leeds  
LS1 4BX

Tel: (+44)0113 220 7702

Website: [Hilton Leeds City](#)

### Organisers

Study Day Organising Group: Jan Farrell – BAUN Education Group Lead  
Lucy Powell – Uro-oncology CNS

Secretariat:

Catriona Rice  
Fitwise Management Ltd, Blackburn House, Redhouse Road, Seafield,  
West Lothian, EH47 7AQ  
Tel: 01506 811077 / Direct: 01506 292 039  
Fax: 01506 811477  
E-mail [catriona.rice@fitwise.co.uk](mailto:catriona.rice@fitwise.co.uk)

### Exhibition open hours *(may be subject to change)*

Setting up time for exhibitors will be Wednesday 18<sup>th</sup> September 2019 07:00 – 08.45. All stands should be erected and dressed by 09:00 with all packaging and other materials removed from aisles and stands. Break down will begin after the afternoon tea break at 13:45, all exhibitors should be clear of the building by 17:00.

Exhibition open times	Opening	Closing
Wednesday 18 <sup>th</sup> September 2019	09:00	13:45
Exhibition viewing times	09:00 – 09:30 11:00 – 11:30 12:30 – 13:45	

### Exhibition Space - £695 per stand

- Trestle Table
- 2 chairs
- Registration & afternoon break tea/coffee for 2 representatives
- Access to electrical points (bring own extension leads)
- Delegate list
- Access to study day sessions for 2 representatives

### Gold Sponsorship (x1) - £1,200

***In addition to the above this also includes:***

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| <ul style="list-style-type: none"><li>• Registration &amp; afternoon break tea/coffee for 4 representatives</li><li>• FREE delegate seat drop</li><li>• Logo with hyperlink on event website</li><li>• Branded signage for event</li><li>• Facility to place 'pop up' banner on stage</li></ul> | <ul style="list-style-type: none"><li>• Access to study day for 4 representatives</li><li>• Logo on study day programme</li><li>• Company logo on study day badges</li><li>• ½ page advert in BAUN Newsletter</li></ul> |
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## Other Sponsorship opportunities

<p><b>Writing pads for delegates</b> 100 x A4 pads required to be supplied by sponsoring company</p> <p>FOC – to be supplied</p>	<p><b>Pens for delegates</b> 100 required to be supplied by sponsoring company</p> <p>FOC – to be supplied</p>	<p><b>Lanyards</b> 100 required to be supplied by sponsoring company</p> <p>FOC – to be supplied</p>
<p><b>Advertising slides at break</b> With sponsor's name / brand on screen during breaks</p> <p>£250 + VAT</p>	<p><b>Seat drop</b> Cost for providing delegates with a copy of your literature on their seat pre event</p> <p>£150 + VAT</p>	<p><b>Delegate badge Sponsorship</b> With sponsor's name/brand on delegate name badge</p> <p>£350 + VAT</p>

## 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 Fitwise on +44 (0) 1506 292039
- Fax booking form to Fitwise on +44 (0) 1506 811477
- E-mail: [catriona.rice.fitwise.co.uk](mailto:catriona.rice.fitwise.co.uk)

### Confirm your provisional booking

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

## Payment methods

1. **Send cheque** made payable to 'British Association of Urological Nurses' to:  
BAUN, c/o Fitwise Management Limited, Blackburn House, Redhouse Road, Seafield, West Lothian, EH47 7AQ.  
A receipt will be sent by return.
2. **BACS payments** to (please send remittance advice to Fitwise with reference 'BAUN Advances in Urological Cancers' detailing amount paid, payment date, your company name, contact name and phone number):  
Account Name: British Association of Urological Nurses  
Account No: 71438793  
Sort Code: 50-30-25  
Bank: Natwest
3. **Invoice request** on stand booking form. **A copy of your Purchase Order paperwork must accompany your booking form.**

## 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 the study day 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.

### Seat Drops

If you have booked a seat drop 60 flyers are required to be sent to Fitwise, Blackburn House, Seafield, Bathgate, West Lothian, EH47 7AQ by Monday 26<sup>th</sup> August 2019. Clearly label the package "[Company Name] Seat Drop , 'BAUN Advances in Urology Cancers SD'