



Council for Advancement and Support of Education Europe Office

CASE Regular Giving 2019

Support proposal

10-11 December 2019, Sheffield, UK

Now in its tenth year, a dual track programme delivering content tailored to the specific needs of those who are in the first year of their career and focusing on the core skills needed to succeed. The second track, which would benefit those who have been in their careers for four years plus, will take a step back and look at regular giving as a career and the role and value of your regular giving programme within your institution.

Aimed at professionals looking to further develop their role in annual, regular or individual giving or direct marketing, or improve the team's giving strategy to the next level.

Audience: 90 professionals from European institutions, mostly in the first year in their careers

Venue: Crowne Plaza Sheffield, Victoria Station Rd, Sheffield S4 7YE

The detailed programme can be found at <https://www.case.org/events/regular-giving>

Support opportunities

We are open to discuss special arrangements involving more than one item

Type of support

	Ed. Partner	Non Ed. Partner
Opening Plenary Sponsor	£1,750 + VAT	£2,100 + VAT
Exhibition space	£2,000 + VAT	£2,400 + VAT
Branded lanyards	£1,200+ VAT	£1,440 + VAT
A4 page on conference material (external back cover)	£850 + VAT	£1,020 + VAT



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A4 page on conference material (internal back cover)	£700 + VAT	£840 + VAT
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What is included in each support category:

Opening plenary sponsor

Opening Plenary: Panel of Development Directors on the Value of a Regular Giving Programme

- Acknowledgement by the conference chair during the welcome remarks as opening plenary sponsor
- Company logo on opening session holding slides acknowledged as plenary sponsor
- Company logo on print and digital conference materials acknowledged as opening plenary sponsor
- Company logo (with link) on conference website
- Inclusion of company text (max 150 words) and logo in the delegate binder (artwork/text to be provided by sponsor)
- Company marketing literature/goodie seat drop at the opening plenary (provided by sponsor)
- One complimentary delegate registration pass

Exhibitor

- Space for exhibition with 1 table (6ft), 2 chairs and white tablecloth
 - 1 complimentary delegate pass + 20% discount on second pass
 - Company listed as exhibitor in the conference material, with text (max 150 words) and logo
- See floor plan on the next page - **2 tables available (on 2 Oct 2019)***

Branded lanyards

- Logo branding on lanyards for delegates
- Colour of choice to suit company logo
- Company logo (with link) on conference website
- To be produced by CASE; artwork to be sent by 1st Nov

A4 page on conference material – external back cover

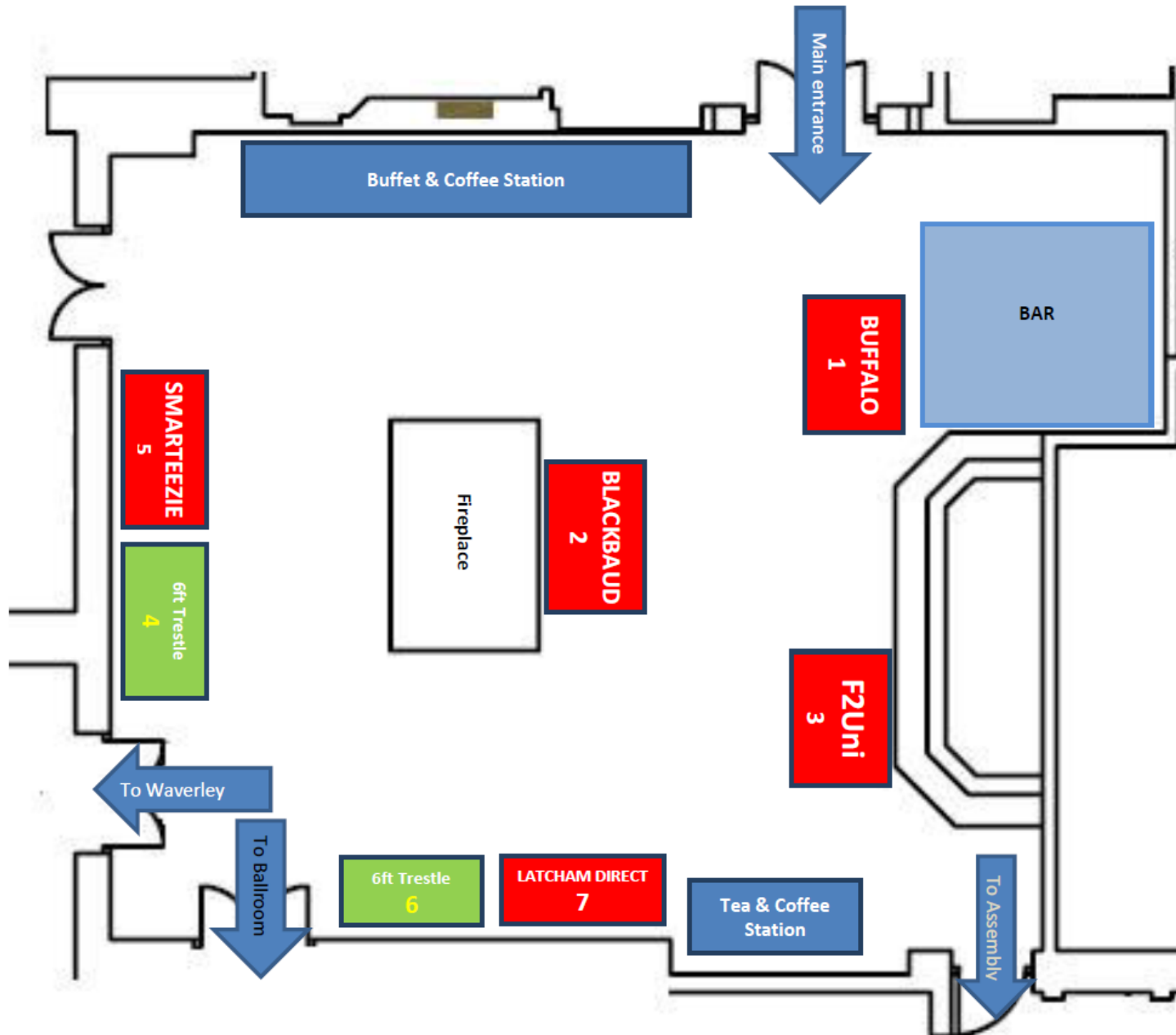
- A4 size, 4 colours. Artwork to be provided by sponsor in accordance with specifications required by the printer (tbc)



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A4 page on conference material – internal back cover

- A4 size, 4 colours. Artwork to be provided by sponsor in accordance with specifications required by the printer (tbc)



**Exhibition
space
floorplan**



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Terms & conditions

1. Contract for Space: Applicants for sponsorship or exhibition are required to forward to CASE Europe the formal Application/Agreement provided. To be valid, each application must include 50% of the fee, with guarantee of the full payment by the conference date. The application for space and formal notice of assignment and acceptance by CASE Europe, with full payment, constitute a contract for the right to use this space. **No exhibitor will be allowed to set up unless CASE Europe has received payment in full.**

2. Installation and Dismantling: It is mutually agreed that it is the duty and responsibility of each exhibitor to install his or her exhibit before the opening of the conference. Any space not claimed and occupied by the time of the conference start (or the main conference start) may be reassigned without refund of rental paid. The exhibitor expressly agrees NOT to dismantle or to do any packing before the final hour of the conference. Labour to assist in erection, assembly, dismantling, packing, and unpacking of display is expressly the responsibility of the exhibitor. CASE Europe will inform in advance the timings and directions for installing, dismounting and the addresses. CASE Europe reserves the right to change exhibit space layout and traffic flow at any time without prior notification.

3. Use of Space: All demonstrations or other activities must be confined to the limits of the exhibit space. Exhibitor shall not assign, share, or sublet any space allotted without the written consent of CASE Europe. No exhibitor is permitted to show goods other than those manufactured or sold by the firm in the regular course of business. The exhibitor shall not display or place any product, sign partition, apparatus, shelving, or other construction that extends more than two (2) metres in depth from the back of space. No interference with the light or view of other exhibitors will be permitted.

4. Restriction on Selling: All over-the-counter sales, or sales of any kind that involve the exchange of currency for goods received during the exhibition, are prohibited, unless previously agreed upon with CASE Europe.

5. Irregular Canvassing: Distribution of circulars or promotional material may be made only within the booth assigned to the exhibitor presenting the material.

6. Fire Protection: No combustible decoration, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, excelsior, and wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silk or any other decoration must stand a flameproof test. All materials and fluids that are flammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted without the permission of the Conference venue.

7. Sound Devices: No sound-making equipment of any kind may be set up or used in exhibit booths.

8. Restrictions in Operation of Exhibits: CASE Europe reserves the right to restrict exhibits that because of noise, method of operation, materials, or for any other reason, become objectionable, and also to prohibit or even evict any exhibit that in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that the management determines is objectionable to the exhibit. In the event of such restriction or eviction, CASE Europe is not liable for any refunds or rentals or other exhibit expenses.

9. Care of Building and Equipment: Exhibitors or their guests shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. ANY damage in connection therewith will be at the expense of the exhibitor.

10. Failure to Pay Rental Fee: If an exhibitor fails to make payments due hereunder when they are due, such exhibitor's rights to exhibit may be cancelled by CASE Europe without further notice. CASE Europe shall be entitled to close an exhibit at any time for failure by an exhibitor or any of his or her officers, agents, employees, or other representatives to perform, meet, or observe any term or condition set forth herein, and such exhibitor shall not be entitled to a refund of any part of any fee. **Fees paid after the start of the Conference shall be subject to a late fee of £100 and a monthly 5% interest fee.**

11. Catastrophe: In the event that because of war, fire, strike, government regulation, natural disaster, public catastrophe, act of God, or the public enemy or other cause, CASE Europe Nordic Summit or any part thereof is prevented from being held, or is cancelled by CASE Europe, CASE Europe shall determine and refund to the applicant a proportionate share of the balance of the aggregate exhibit fees received that remain after deducting expenses incurred by CASE Europe, but in no case shall the amount of the refund to the applicant exceed the amount of the exhibit fee paid.



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12. Liability and Insurance: CASE Europe or any officers or staff members do not maintain insurance on behalf of exhibitors or exhibitors' property, and will not be responsible for the safety of the property of the exhibitors, including but not limited to claims from theft, damage by flood, fire, loss, or accident. It is the sole responsibility of the Exhibitor to obtain interruption and property damage insurance covering such losses by the Exhibitor.

13. Indemnification: The applicant will not, and waives his or her right to do so, make a claim or demand against CASE Europe or the conference venue or any of their employees, representatives, or agents, for any injury, including injury resulting in death, loss of or damage to property (including governmental charges, fines, and attorneys' fees) suffered or sustained by the applicant or the applicant's employees, representatives, agents, or invitees, or by any other person or corporation, which is based upon, arises out of, or is connected directly or indirectly with the Exhibitor's installation, removal, maintenance, occupancy, or use thereof or with the exhibition premises or part thereof.

14. Selection of Exhibitors: Only firms and organisations whose services or products are approximately related to the purpose of CASE Europe shall be permitted to exhibit. CASE Europe reserves the right to decline or prohibit any exhibit that in its judgment is inappropriate; this reservation being all-inclusive as to persons, things, printed matter, products, and conduct. Only one OR two representatives, as listed on the application, dependent on your package, are permitted to the exhibition. Additional representatives must register by filling out the additional stand representative/delegate form.

15. Cancellations: Requests to cancel space will not be honoured after or unless the exposition management is able to resell the space. If space cannot be resold, the fee is forfeited. An administrative service fee of £150 will be charged for cancellations at any time.

These regulations become a part of the contract between the exhibitor and CASE Europe. They have been formulated in the best interest of the exhibitors. CASE Europe respectfully requests the full cooperation of the exhibitors in observing these rules. All points not covered are subject to the decision of the CASE Europe management.