



## **Exhibitor Information / Terms and Conditions**

**39<sup>th</sup> COBIS Annual Conference for British International Schools**  
***Leading in a Climate of Change***  
**Saturday 9 May – Monday 11 May 2020**  
**InterContinental London – The O2, UK**

## **COBIS Annual Conference Delegates – Who Are They?**

The COBIS Annual Conference is attended by Principals, Heads, Governors, Proprietors and members of Senior Management Teams from British International Schools worldwide, as well as regulators, investors and representatives of global ministries of education. COBIS represents more than 260 British International Schools in more than 75 countries across Europe, Africa, Asia, Middle East and the Americas. Each year the COBIS Annual Conference attracts delegates from COBIS schools worldwide as well as representatives from non-member or aspiring member schools. Exhibiting at the COBIS Annual Conference provides an excellent opportunity to connect in person with senior leaders and key decision makers from British International Schools.

### **Exhibition Guidelines**

- COBIS Supporting Member exhibitors are charged a discounted rate compared to non-COBIS Supporting Members and have access to priority booking.
- All coffee/tea and lunch breaks are held in the main exhibition spaces.
- Exhibiting companies will be listed in the conference programme, on the COBIS website and in pre-conference promotional materials.
- Exhibiting companies have the opportunity to provide a brief description of their products and services to be included in the conference programme and conference app.
- A list of delegates will be distributed to exhibitors at the start of the conference. To ensure compliance with data protection regulations, the list will only include participants that have actively opted in to having their contact details on a delegate list. Please note, the delegate list will not be circulated in advance, but exhibitors will be given an indication of attending schools. The delegate list will be provided in hard copy only.
- Food and drink cannot be supplied by exhibitors for distribution at their stands without prior arrangement and a disclaimer from the hotel must be signed. Drinks and food for stands must be agreed with our conference organiser: Jenny Wilde Associates (t) 01202 671409.
- The exhibition rooms will be open to delegates throughout the conference.
- The Sunday afternoon reception will take place in the main exhibition spaces.

### **Exhibition Stands**

- We have 124 stands - 73 are 2 metres in length and 51 are 3 metres in length. The footprint of each stand is 1 metre deep.
- The total number of available exhibitor stands has been reduced slightly for 2020 in order to create further seating/meeting areas within the main exhibition hall.
- To nominate your preferred stand choices please refer to the exhibition floorplan. Where possible we will allocate your preferred stand choice. Stands for sponsors will be allocated first. After sponsors, stands will be allocated on a first come first served basis, following payment of the initial deposit. We will try to ensure an even spread of industries throughout the exhibition.
- Stands are equipped with adequate table space plus two chairs. Exhibitors supply their own generic stands. There is no shell scheme. Most stands will have a standard trestle table. There are a limited number of poseur tables available which can be requested instead of a trestle table.
- There are two exhibition areas: the foyer has 14 stands and the main exhibition room has 110 stands. All stands and catering points within the exhibition areas have been strategically arranged to allow the optimal footfall of delegates. The exhibition is fully accessible at all times. Delegate seating areas have been incorporated into the main exhibition room.
- Free wireless internet is available in the exhibition rooms, hotel bedrooms and throughout the hotel.
- One 13 amp electrical supply will be available at each stand. The venue will require exhibitors to provide evidence of PAT certificates and risk assessments for all electrical equipment being used on the stand (with the exception of laptops). COBIS will collect this evidence from exhibiting companies in advance of the conference. The venue's health and safety team will visit the exhibition ahead of the conference opening and can require exhibitors to remove equipment for which documentation has not been provided.

## **Booking Process and Stand Allocation**

Once the booking form is submitted, companies will be invoiced for an initial deposit of £500 plus VAT. No stand will be allocated until the deposit has been paid. Allocation of stands will start in the last week of January 2020. Stands are allocated to sponsors first; the remaining stands are allocated in the order in which forms were submitted (assuming the deposit has been paid).

You will be notified of your allocated stand at the start of February 2020. If you are happy to accept the allocated stand, you will be asked to complete a further form providing details of your representatives, dietary requirements, stand furniture, the number of tickets needed for the dinners, and any additional requirements. A further invoice will be issued upon receipt of that form.

If you do not wish to accept the allocated stand, your deposit will be refunded in full. Please note, once you have been offered a stand, you must confirm within two weeks that you wish to accept it. If this is not done, the stand will be released to another exhibitor.

## **Deliveries and Collection**

The venue will accept deliveries from 24 hours prior to the conference commencement and all collections after the event must be made within 24 hours of the conference close. All deliveries will need to enter the hotel via the loading bay at the back of the hotel which is accessed via the Meridian Gate. This gate is controlled by The O2 Arena and all exhibitors will require a barcode for deliveries to be accepted. Further details on the process will be circulated to exhibitors following confirmation.

## **Receptions and Dinners**

### Saturday 9 May 2020

Join us for the '**COBIS Welcome Reception and Dinner**' on Saturday 9 May at the InterContinental London – The O2. Exhibitors are encouraged and welcome to join conference delegates at this relaxed social event held in a private marquee within the grounds of the conference hotel. The evening will include a reception, networking, buffet dinner, drinks and coffee.

- **Cost - £85 + VAT per person**

### Sunday 10 May 2020

The **Exhibitors Reception** will be attended by conference delegates. This is another opportunity for exhibitors to develop new and existing relationships with COBIS conference delegates, speakers and guests.

- **There is no additional charge for attending the Exhibitors Reception**

### Monday 11 May 2020

Join us at the **39<sup>th</sup> COBIS Annual Reception and Dinner** on Monday 11 May at the InterContinental London – The O2. Exhibitors are invited to join conference delegates and guests at this popular social event at the close the Annual Conference. The package includes a welcome drinks reception and three-course dinner with coffee and wine included. Formal dress: black tie optional.

- **Cost - £85 + VAT per person**

## **Sponsorship and Advertising Opportunities**

There are a variety of excellent sponsorship and advertising opportunities available to exhibitors wishing to raise their brand profile. Full colour adverts can be placed in the conference programme and there are a range of tiered sponsorship opportunities. Some sponsorship opportunities include priority stand booking. Please refer to the [Sponsorship Opportunities list](#) or contact Fiona Rogers on +44 (0) 203 826 7193 or email [cpd@cobis.org.uk](mailto:cpd@cobis.org.uk).

## **Exhibition Charges**

- 3 metre stands – COBIS Supporting Members - **£1275.00 + VAT**
- 2 metre stands – COBIS Supporting Members - **£1175.00 + VAT**
- 3 metre stands – Non-COBIS Supporting Members - **£1975.00 + VAT**
- 2 metre stands – Non-COBIS Supporting Members - **£1875.00 + VAT**

Exhibition charges cover lunch/tea/coffee/refreshments on Sunday and Monday for two representatives for each individual stand. Additional representatives will be charged at **£85.00 + VAT per person per day**.

Please note: Multiple units can be booked if more than 3 metres of space is required. Each stand booking is for a single company. Exhibition stands may not be shared between companies without prior agreement from COBIS.

## **Exhibition Set-Up Time**

Exhibition stands can be set up on Saturday 9 May from 10:00-15:00. Set up can also be completed on the morning of Sunday 10 May from 07:00. All stands should be set up by Sunday 10 May at 8:15. Stands should be taken down following the final coffee break (time TBC, approximately 15:30). All stands must be cleared by 16:00 on Monday 11 May.

## **Exhibition Times** (subject to possible change)

Sunday 10 May: 08:15 - 17:30  
Monday 11 May: 08:15 - 15:30

Please note, the Annual Conference officially starts at 15:00 on the Saturday with the first keynote speaker, but the exhibition will not officially open until the Sunday morning. Please be advised, however, that there may be delegates walking through the exhibition area on the Saturday afternoon.

## **Annual Conference Times** (subject to possible change)

Saturday 9 May:	12:45 - 13:45	Pre-Conference seminar
	13:45 - 14:45	Speed dating (optional)
	15:00 - 16:10	Conference opens
	16:15 - 17:15	COBIS Ltd AGM
	18:30 - 22:30	Welcome Reception and Dinner
Sunday 10 May:	08:15	Exhibition opens
	09:00 - 17:00	Conference sessions
	17:00 - 18:00	Exhibitor drinks reception
Monday 11 May	08:15	Exhibition opens
	09:00 - 17:00	Conference sessions
	18:30 - 19:30	COBIS Annual Reception
	19:30 - 22:30	COBIS Annual Dinner

## **Speed Dating – Saturday 9 May**

Responding to feedback from exhibitors, in 2018 COBIS introduced themed speed-dating sessions for exhibitors and delegates on the Saturday afternoon ahead of the official start of the conference. This will be repeated in 2020. These sessions are hosted in the main conference venue, but are administered by an external provider, with a separate participation fee. For more information, please contact Tamsin Harrison ([t.harrison@innovatemyschool.com](mailto:t.harrison@innovatemyschool.com)).

## **Exhibitor Hotel Accommodation**

Delegate and exhibitor rates have been arranged at the InterContinental – The O2, London hotel for this conference. This is the main conference hotel where all sessions will take place. To guarantee best price, please book your accommodation by **Thursday 12 March 2020**.

Exhibitors who do not wish to stay at the main conference hotel can also take advantage of reduced conference rates, subject to availability, at the nearby Novotel London Canary Wharf, Holiday Inn Express London Greenwich, or Good Hotel London. To guarantee best price, accommodation should be booked by **Friday 10 April 2020**.

Exhibitors are responsible for booking their own accommodation directly with the hotels. Information about how to book accommodation will be circulated with the stand confirmation.

#### Accommodation Rates

InterContinental London – The O2 (main Conference hotel)

- Bed and full English breakfast per person per night in a Superior Bedroom based on sole occupancy = **£260.94 inc VAT**
- The additional fee for double occupancy is **£25.00** per night inclusive of VAT (bed and full English breakfast basis).
- Room upgrades and Club Lounge access are available for a supplementary charge.
- These rates are subject to availability. To guarantee the best price, please book accommodation by **Thursday 12 March 2020**.

Novotel London Canary Wharf

- Bed and full English breakfast per person per night based on sole occupancy = **£180.00 inc VAT**
- Bed and full English breakfast per person per night based on double occupancy = **£190.00 inc VAT**
- These rates are subject to availability. To guarantee the best price, please book accommodation by **Friday 10 April 2020**.

Holiday Inn Express London Greenwich

- Bed and Express Start Breakfast per room per night based on sole or double occupancy = **£188 inc VAT**
- Car parking is chargeable at £15.00 per night
- These rates are subject to availability. To guarantee the best price, please book accommodation by **Friday 10 April 2020**.

Good Hotel London, Royal Victoria Dock (floating hotel)

- Bed and Breakfast per Standard Room per night based on sole occupancy = **from £93 to £132 inc VAT (depending on nights)**
- Bed and Breakfast per Deluxe Waterview Room per night based on sole occupancy = **from £120 to £159 inc VAT (depending on nights)**
- Limited availability

#### Amendments and Cancellations

If you need to amend or cancel your hotel reservation (InterContinental), please do so by email to Tatiana Gugliando, Groups Co-ordinator at [tatiana.gugliandolo@iclondon-theo2.com](mailto:tatiana.gugliandolo@iclondon-theo2.com). Please include your booking confirmation number on all correspondence and ensure that you print and bring along a copy of any communication with the hotel regarding your reservation. The hotel will provide either an updated confirmation of reservation or receipt of cancellation. Should this not be received, please contact the hotel to ensure your amendment or cancellation has been received.

Please note that cancellations or reduction in nights made after Thursday 12 March 2020 may incur charges of up to 100% of the confirmed tariff for the duration of stay.

#### Join COBIS as a Supporting Member

For non-COBIS Supporting Members wishing to join, the current annual fee is **£685.00 + VAT**. Please contact Tatjana Guadalupe, Membership Officer, on +44(0) 203 826 7198 or email [members@cobis.org.uk](mailto:members@cobis.org.uk) to find out more about the benefits of membership.

## Wi-Fi

Free wireless internet is available for all COBIS exhibitors and delegates in the exhibition rooms, hotel accommodation and throughout the hotel. Standard speed Wi-Fi is provided on a complimentary basis, suitable for simple browsing or emails. If high speed access is required, this may be purchased. Please contact Jenny Wilde Associates (t) 01202 671409 in advance of the conference for more information.

## Cancellation and Refund Policy

Cancellations must be notified via email to **Fiona Rogers**, [cpd@cobis.org.uk](mailto:cpd@cobis.org.uk)

- Before **Monday 2 March 2020** exhibitors will receive a full refund
- Between **Monday 2 March** and **Monday 30 March 2020** exhibitors will receive a 50% refund
- After **Monday 30 March 2020** no refunds will be made

Please note cancellation and refund policy applies to exhibitor fees only – please contact InterContinental London – The O2 hotel ([tatiana.gugliandolo@iclondon-theo2.com](mailto:tatiana.gugliandolo@iclondon-theo2.com)) for accommodation cancellation and refund policy.

## Exhibitor Insurance

Exhibitor fees do not include insurance of any kind. Exhibitors are required to have third party liability insurance in order to participate in the conference. COBIS may ask for evidence of this insurance at any time. It is also strongly recommended that when booking exhibition space and associated travel you take out a suitable insurance policy of your choice. The policy should include loss of fees/deposit through cancellation of your participation in the conference, or through cancellation of the conference, loss of international/domestic air fares through cancellation for any reason, loss of conference monies through cancellation for any reason including airline or related services strikes within the UK, failure to utilise conference or pre booked arrangements due to airline delay, Force Majeure or any other reason, medical expenses (including sickness and accident cover), loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered. COBIS cannot take any responsibility for any participant failing to arrange their own insurance. It is recommended that this insurance is purchased in your country of origin.

## Data Protection and Information Sharing

By booking a stand you are agreeing to the company name being published as an exhibitor on the COBIS website, in the conference programme, and in the conference app. A company profile, including contact details, will also be included in the conference programme. Exhibitors will be invited to provide contact details and a brief description for the conference programme. If details are not provided by the deadline, no profile will be included in the conference programme. For information about how COBIS manages data, please read the Privacy Policy ([www.cobis.org.uk/privacy-policy](http://www.cobis.org.uk/privacy-policy)).

## Are You Ready to Book?

- Exhibitor booking for Supporting Members will open at 10:30am (UK time) on 4 December 2019 via the COBIS website.
- Stands will not be allocated until the £500 deposit has been paid.
- Exhibition stands will be released if invoices are not settled within 28 days.
- For bookings submitted before 18 December 2019, exhibition stands will be released if 2019/20 Supporting Membership fees have not been paid.
- Please note that if your organisation requires you to submit a PO (Purchase Order) number in order for an invoice to be raised, you must submit this along with your booking form. **Please make sure you have this to hand when filling in your booking form.**
- If you have any questions about exhibiting or the booking process, please contact the COBIS events team on [events@cobis.org.uk](mailto:events@cobis.org.uk) or +44 (0)20 3826 7195.

COBIS looks forward to receiving your exhibitor booking form and welcoming your organisation to the 39<sup>th</sup> COBIS Annual Conference, 9-11 May 2020.