



Exhibitor Information / Terms and Conditions

42nd COBIS Annual Conference
Louder Than Words
Saturday 11 May – Monday 13 May 2024
etc.venues 155 Bishopsgate, London, UK

Introduction

Planning is well underway for the 42nd COBIS Annual Conference which will be a face-to-face conference and exhibition in a new, central London venue – [etc.venues 155 Bishopsgate](#), London.

For 2024, we look forward to welcoming delegates and exhibitors to an exciting new venue in London for an engaging in-person conference experience. The face-to-face conference will be supported by an online platform/app to provide additional networking and branding opportunities. All exhibitors will have a profile on the online platform.

Key points to note:

- Each stand fee includes one exhibitor representative per day; one additional representative place per day can be added to your booking (excluding basic stand bookings which are restricted to one representative); some sponsorship packages will include additional representative places.
- For 2024, a wider range of stand options will be available including platinum stands (larger spaces to be set up as lounges or experiential spaces), premium stands (in prime areas) and basic stands (smaller footprint; one representative only), alongside the standard 2m and 3m stands.
- Reception and dinner tickets (Saturday and Monday nights) will be capped at two tickets per company; additional tickets may be made available for purchase closer to the event date; some sponsorship packages include additional dinner tickets.
- The conference will officially open with the dinner on the Saturday evening; the first session will take place on the Sunday morning.
- All exhibitor bookings include both a physical stand and a virtual stand/profile on the conference app.
- Exhibitor booking will be restricted to Supporting Associates only until 4 January 2024

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 270 British International Schools in more than 80 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.

Venue – new for 2024

The new venue for the 42nd Annual Conference is etc.venues 155 Bishopsgate, London, EC2M 3TQ, UK. This is a stylish conference facility spread over two floors, in close proximity to Liverpool Street station. The new venue will mean some changes to the exhibitor details (ie. set-up must be completed during the agreed times, and no access to stands can be gained outside of core conference hours). Please read the following information carefully.

Exhibition Guidelines

- The exhibition will run over two days: Sunday 12 May and Monday 13 May 2024; Saturday 11 May will be a set-up day; the conference will start with the welcome dinner on Saturday 11 May.
- COBIS Supporting Associate exhibitors are charged a discounted rate compared to non-COBIS Supporting Associates; booking is restricted to Supporting Associates until January 2024.
- All coffee/tea and lunch breaks are held in the exhibition spaces.
- Exhibiting companies will be listed on the COBIS website, on the conference app/virtual platform, and in pre-conference promotional materials.
- Exhibiting companies will also have a virtual stand within the conference platform (Whova) where they can share a brief description, video links, contact details, etc. It is not expected that virtual stands will be manned.
- No delegate list will be shared in advance or at the event, but attendees who have opted in will be visible in the attendee list on the conference app/virtual event platform.

- Food and drink cannot be supplied by exhibitors for distribution at their stands without prior arrangement and a disclaimer from the venue must be signed. Drinks and food for stands must be agreed with our conference organiser: Jenny Wilde Associates events@jwa-venues.co.uk.
- The exhibition spaces will be open to delegates throughout the conference.

Exhibition Stands

- There are six types of exhibition stand spaces: 2m x 1m; Premium 2m x 1m (in areas of higher footfall); 3m x 1m; Premium 3m x 1m (in areas of higher footfall); Platinum/Sponsor Stands (sizes vary; min 3m x 4m; max 6m x 6m); and Basic (1m x 1m with additional restrictions)
- The exhibition plan will be published in due course. There are expected to be c.90 stands available.
- 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 (see below for further details regarding stand booking and allocation).
- All stands and catering points within the exhibition areas will be strategically arranged to allow the optimal footfall of delegates.
- Free wireless internet is available throughout the conference venue.
- One 13 amp electrical supply will be available at each stand. Any electrical items, other than laptops, will require an up-to-date PAT certificate label.

Stand types and sizes

Basic – new for 2024

- 1m x 1m
- Provided with a poseur table and one chair
- Exhibitors choosing a basic stand are permitted to bring one pull-up banner only, measuring no more than 1m in width.
- Includes one representative; additional representative places are not available with basic stands.

2m and 3m stands

- 2m or 3m wide; 1m deep
- Equipped with adequate table space plus two chairs.
- Exhibitors supply their own generic stands.
- These stands will have a standard 6' trestle table.
- There is no shell scheme.
- Includes one representative per day with option to purchase one additional representative place per day.

Premium 2m and 3m stands

- As above, but in locations expected to have highest footfall.

Platinum stands – new for 2024

- Larger spaces which exhibitors/sponsors can choose to set up as seating areas, meeting spaces, experiential/hands-on areas, etc. (subject to agreement with COBIS)
- Sizes vary, ranging from 3m x 4m to 6m x 6m
- There is no shell scheme.
- Furniture subject to availability; additional furniture or equipment may be hired.

Booking Process and Stand Allocation

- Booking for the Annual Conference exhibition will open on 5 December 2023 (10:30am UK time) for Supporting Associates only via the COBIS website.
- At the point of booking, you will be invoiced for an initial deposit of £500 plus VAT (it is also possible to pay by credit card at the point of booking).
- Certain sponsorship packages include priority exhibition booking; thereafter, all exhibitor bookings will be allocated a number, based on the order in which the booking forms were received. This is the order in which stands will be allocated. To retain your place in the queue, the £500 deposit

invoice must be paid by the due date. Any bookings where the deposit invoice has not been paid by the due date will be moved to the bottom of the queue.

- You will be notified of your allocated stand in February 2024. 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, the number of tickets needed for the dinners, and any additional requirements. A further invoice will be issued upon receipt of that form.
- Exhibitors that choose to decline their allocated stand may do so within a two-week period (from the date on which the stand allocation is sent) and have their deposit refunded in full.

Deliveries and Collection

The venue will accept deliveries on Friday 10 May between 08:00 and 17:00, and all collections after the event must be made within 24 hours of the conference close. Delivery labels and delivery instructions will be shared with exhibitors once stands have been allocated.

All deliveries and collections must be booked 14 days prior to the conference start date using the venue's Delivery Bookings link.

Any exhibitors bringing large items should note that the dimensions of the goods lift are: 1.95m (W) x 2.63m (L) x 3.89m (H). Doors are 2.70m (H) x 1.49m (W) and the maximum weight is 3,100kg.

Receptions and Dinners

Saturday 11 May 2024

Join us for the '**COBIS Welcome Reception and Dinner**' on Saturday 11 May (The Ivy City Garden). Exhibitors are encouraged and welcome to join conference delegates at this relaxed social event which will be held off site. Tickets for this reception and dinner are limited to two per exhibiting company. The casual evening will include networking, buffet dinner, and drinks.

- **Cost: £99 + VAT per person**

Sunday 12 May 2024

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 13 May 2024

Join us at the **42nd COBIS Annual Reception and Dinner** on Monday 13 May (Drapers' Hall). Exhibitors are invited to join conference delegates and guests at this popular social event at the close of the Annual Conference which will be held off site at the stunning Drapers' Hall. The package includes a welcome drinks reception and three-course dinner with coffee and wine included. Formal dress: black tie optional. Tickets are limited to two per exhibiting company.

- **Cost: £110 + VAT per person**

Sponsorship and Advertising Opportunities

There are a variety of sponsorship opportunities available to exhibitors wishing to raise their brand profile. Some sponsorship opportunities include priority stand booking and/or additional representative places. Please refer to the list of [Sponsorship Opportunities](#) on the COBIS website or contact Fiona Rogers on fiona.rogers@cobis.org.uk.

Exhibition Charges

- Platinum stands (variable sizes; experiential spaces) - **Price on application**
- Premium 3 metre stands – COBIS Supporting Associates - **£1750.00 + VAT**

- 3 metre stands – COBIS Supporting Associates - **£1450.00 + VAT**
- Premium 2 metre stands – COBIS Supporting Associates - **£1650.00 + VAT**
- 2 metre stands – COBIS Supporting Associates - **£1350.00 + VAT**
- Basic 1 metre stands – COBIS Supporting Associates - **£999.00 + VAT**
- Premium 3 metre stands – Non-COBIS Associates - **£2550.00 + VAT**
- 3 metre stands – Non-COBIS Supporting Associates - **£2250.00 + VAT**
- Premium 2 metre stands – Non-COBIS Supporting Associates - **£2450.00 + VAT**
- 2 metre stands – Non-COBIS Supporting Associates - **£2150.00 + VAT**
- Basic 1 metre stands – Non-COBIS Supporting Associates - **£1399.00 + VAT**

Exhibition charges cover lunch/tea/coffee/refreshments on Sunday and Monday for one representative for each individual stand. One additional representative per day may be added with a cost of **£115.00 + VAT per person per day**. Additional representatives cannot be added to Basic 1 metre stands.

Please note: Exhibition stands may not be shared between companies without prior agreement from COBIS.

Exhibition Set-Up Time

Exhibition stands should be set up on Saturday 11 May between 12:00 and 16:00. Exhibitors with limited exhibition materials (e.g. pull-up banner and laptop) can set-up at 8am on Sunday 12 May, but exhibitors are strongly encouraged to set up on Saturday 11 May where possible. All stands should be set up by Sunday 12 May at 8:15 when the exhibition opens. Stands should be taken down following the final coffee break on Monday 13 May (time TBC, approximately 15:00). All stands must be cleared by 16:30 on Monday 13 May. Exhibitors are responsible for removing all materials at the end of the conference.

Exhibition Times (subject to possible change)

Sunday 12 May: 08:15 - 17:30
Monday 13 May: 08:15 - 15:30

Please note, as in 2023, the 2024 Annual Conference will officially start with the dinner on the Saturday evening rather than a plenary session on the Saturday afternoon. The exhibition will officially open on the Sunday morning.

Annual Conference Times (subject to possible change)

Saturday 11 May:	18:30 - 21:30	Welcome Reception and Dinner
Sunday 12 May:	08:15	Exhibition opens
	09:00 - 17:00	Conference sessions
	17:00 - 18:00	Exhibitor drinks reception
Monday 13 May:	08:15	Exhibition opens
	09:00 - 17:00	Conference sessions
	18:30 - 19:15	COBIS Annual Reception
	19:15 - 22:00	COBIS Annual Dinner

Exhibitor Hotel Accommodation

The new conference venue is not residential, but there are a number of hotels in the vicinity, some of which are offering preferential rates for COBIS conference participants (subject to availability). Please see below for further details.

Exhibitors are responsible for booking their own accommodation directly with the hotels. Information about how to book accommodation at the discounted rates will be published on the COBIS website [here](#).

Accommodation Rates

Clayton Hotel, City of London

- 10 New Drum Street, London, E1 7AT
- Distance from conference venue: 14 minute walk; 10 minute public transport

- Bed and full English breakfast per person per night based on sole occupancy = **variable rates starting from £164.00 inc VAT**
- The additional fee for double occupancy is **£15.00** per night inc VAT (bed and full English breakfast basis).
- These rates are subject to availability. To guarantee the best price, please book accommodation through the COBIS link by **Friday 15 March 2024**.

Pan Pacific London

- 80 Houndsditch, London EC3A 7AB
- Distance from conference venue: 5 minute walk
- Room only = **variable rates starting from £395.00 inc VAT**
- These rates are subject to availability. To guarantee the best price, please book accommodation through the COBIS link by **Wednesday 10 March 2024**.

Details about rates and booking instructions will be published on the COBIS website [here](#).

A range of other hotel options, for various budgets, are available in the vicinity:

- Point A Hotel, Liverpool Street
- Travelodge, London City
- One Hundred Shoreditch

Join COBIS as a Supporting Associate

Booking for the exhibition is restricted to COBIS Supporting Associates until 4 January 2024. For non-COBIS Supporting Associates wishing to join, the current annual fee is **£762.00 + VAT**.

Please contact Nicole Cosnett, Global Membership Administrator, on nicole.cosnett@cobis.org.uk to find out more about the benefits of Supporting Associate status.

Wi-Fi

Free wireless internet is available for all COBIS exhibitors and delegates in the conference venue. Standard speed Wi-Fi is provided on a complimentary basis, suitable for simple browsing or emails. If a private hardwire connection or internet upgrade is required, this may be purchased from the venue. More details will be available once stand allocations have been confirmed.

Terms and Conditions

Cancellation and Refund Policy

Cancellations must be notified via email to **Fiona Rogers**, cpd@cobis.org.uk

- Before **Friday 1 March 2024** exhibitors will receive a full refund
- Between **Friday 1 March** and **Monday 1 April 2024** exhibitors will receive a 50% refund
- After **Monday 1 April 2024** no refunds will be made

Please note cancellation and refund policy applies to exhibitor fees only, and does not apply to accommodation.

Change of conference format

COBIS reserves the right to move to a fully virtual format for this conference if needed.

In the event that this event is delivered fully virtually, the following processes will come into effect:

- Exhibitor bookings will be cancelled and stand costs, additional representative places, and dinner tickets will be refunded, minus an administrative charge of £100 plus VAT per stand.
- Exhibitors will no longer have a virtual presence on the online platform, or any virtual delegate/attendee places at the conference.

- Exhibitors will be given the option to join the conference as a virtual delegate (at the Supporting Associate delegate fee), in which case the delegate fee can be credited from the exhibitor fee, and the remaining balance refunded without an administrative charge. Delegate bookings will be subject to the standard COBIS Terms & Conditions, as well as the [Annual Conference Delegate Terms & Conditions](#).
- Sponsorship packages will remain valid and sponsors will retain an online presence/virtual booth on the conference platform as well as any virtual delegate places included within the sponsorship package.
- Where the sponsorship package includes the cost of a physical exhibition stand, the stand cost will be refunded.

Exhibitors and sponsors are advised to take out suitable cancellation insurance. COBIS assumes no responsibility for costs associated with event cancellations or changes in delivery format, including travel, accommodation, visas, etc.

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 or change of format 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.

Covid-19 Guidelines

The health, safety and wellbeing of all COBIS Annual Conference participants is a priority for COBIS. Participants attending in person will be required to adhere to all local guidelines and regulations relating to Covid-19, quarantine periods, etc., as well as any additional guidelines circulated by COBIS in advance.

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 virtual conference platform/app. All participants will have access to the online platform. Participant details including name and email address will be uploaded to the conference app as part of the administration of the event and to enable participants to access the event and networking services. Exhibitor details will also be used for the purposes of management and delivery of the event. The data will not be shared outside of the conference platform, and attendee contact details (e.g. emails) are not disclosed to other attendees unless users explicitly exchange their contact information. If you have concerns or wish to provide an alternative email address, please contact events@cobis.org.uk as soon as possible. To view the COBIS Privacy Policy, please [click here](#). To view the virtual platform Privacy Policy, please [click here](#).

By submitting an exhibitor booking for the 42nd COBIS Annual Conference, registrants consent to the use of their data in this way.

Are You Ready to Book?

- Exhibitor booking for Supporting Associates will open at 10:30am (UK time) on 5 December 2023 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.

- Until 4 January 2024, bookings will only be accepted from Supporting Associates. Bookings submitted before 4 January 2024 will not be processed if 2023/24 Supporting Associate fees have not been paid.
- If you have any questions about exhibiting or the booking process, please contact the COBIS events team on events@cobis.org.uk or +44 (0)7938 738352

COBIS looks forward to receiving your exhibitor booking form and welcoming your organisation to the 42nd COBIS Annual Conference, 11-13 May 2024.