

in-community conference 2024

In-tend's Procurement Act Special
Part II: Reforms

Cranmore Park, Solihull
Thursday 17th October 2024

SPONSORSHIP AND STAND PACKAGES



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Introduction

In-tend are pleased to announce the return of our In-community Conference for 2024.

This year this event is taking place at the easily accessible and very central Cranmore Park in Solihull, a spacious, modern and sizable venue providing a fantastic opportunity to showcase all your company has to offer directly to some of the top procurement professionals and purchasing decision makers within the UK public sector.

Our events focus on the procurement community as a whole, and with two sides to the event, we focus on both the 'buyer' and the 'supplier' side of the procurement process.

It is an opportunity for the procurement community to come together to share knowledge and best practice.

For buyers, we will be providing seminars on the latest updates to Procurement Act, as well as up-to-date developments in the world of e-procurement. For suppliers, there will be sessions based on helping companies to hone and improve their skills when looking for and completing tenders; along with information regarding current and upcoming legislation and how In-tend can aid in that process. It's also a chance for buyers to meet you as suppliers, to engage and start to build a relationship which may help support any future bids for work you make.

Suppliers are anyone/any businesses who wish to supply to public sector and private sector organisations. Buyers are professionals within the procurement/finance/estates department of their organisation.

Historically we have attracted mainly public sector procurement professionals, from Local Authorities, Colleges, Universities, Central Government, NHS, Emergency Services and Housing Associations, and, like last year we are actively encouraging private sector organisations and members of their purchasing teams too.

In-tend has always focused on quality rather than quantity at our events, ensuring that the right people are in the room and that you are afforded time to properly engage with them. On average we have around 60 to 70 buying organisations in attendance.

Our invited buyers are persons within procurement/finance/estate departments who are directly responsible for all the purchasing and tender work for their organisations.

Day Delegate Ticket

£90+VAT

- Delegate pass for entry to main event area
- Supplier Seminars access
- Lunch and refreshments

Standard Exhibition Stand

£850+VAT

- Two delegate passes
- 3mx2m exhibition space
- Table, two chairs, power
- 50-word company profile in our event guide (A5)
- Lunch and refreshments

Premium Exhibition Stand

£1050+VAT

- Two delegate passes
- Two 3mx2m exhibition space
- Location close to either drinks stands, food stands or entrances/exits
- Table (x2), chairs (x2), power
- 50-word company profile in our event guide (A5)
- Lunch and refreshments





Mascot Sponsor £1,000+VAT

- Nominated In-tend member of staff distributing marketing material at the event (provided by sponsor)
- One page corporate material in the event guide (A5)
- Insert half page advert in In-procurement Magazine
- Two delegate places at the conference, including refreshments and lunch for each delegate

Lunch Break Sponsor £3,000+VAT

- Listed as coffee/lunch break sponsor across all marketing and event guide
- Pop-ups to be positioned in lunch/coffee area (supplied by the sponsor)
- Your logo on the conference materials (promotional materials, emails, LinkedIn Posts and on the day) accompanied by the words "Coffee break/Lunch Break supported by' and a link to your homepage
- One standard exhibition stand (value £850+VAT)
- Insert of one page corporate material in the event guide with company logo (A5)
- Two delegate places at the conference including refreshments and lunch for each delegate
- Quarter page advert in In-procurement Magazine

Stationery Sponsor Starting from £3,800+VAT

- Company logo printed on stationery of choice (logo provided by sponsor)
- Listed as 'Stationery Sponsor' across all marketing & event. Including event guides (promotional materials, emails, LinkedIn posts and on the day)
- Insert of one page corporate material in the event guide with company logo (A5)
- Insert half page advert in In-procurement Magazine
- One standard exhibition stand (value £850+VAT)
- Two delegate places at the conference, inclusive of refreshments and lunch for each delegate

Bag Sponsor Starting from £4,000+VAT

- Company logo printed on bag (logo provided by sponsor)
- Flyers in delegate bags (provided by sponsor)
- Listed as "bag sponsor" across all marketing & event. Including event guides (promotional materials, emails, LinkedIn posts and on the day)
- Insert of one page corporate material in the event guide with company logo (A5)
- Insert half page advert in In-procurement Magazine
- One standard exhibition stand (value £850+VAT)
- Two delegate places at the conference, inclusive of refreshments and lunch for each delegate





Headline Sponsor £6,500+VAT

- Opportunity to address all conference attendees in a group session at the conference (20 mins max)
- Headline listed on all conference materials
- Your logo in a prominent headline position on promotional materials (online and in print). All pre event marketing mailings including a link to your website, printed conference brochures, print and online advertising and LinkedIn posts
- One page profile with logo in event guide (A5)
- One premium exhibition stand in the refreshment/ lunch area (value £1050+VAT)
- Two delegate places at the conference, including refreshments and lunch for each delegate
- Two full page advert in In-procurement Magazine in an edition of your choosing
- Sell2UK annual subscription Standard Package

Frequently Asked Questions

What date is the event?

Thursday 17th October 2024.

Where is it?

Cranmore Park

Cranmore Avenue, Shirley, Solihull, B90 4LF

<https://cranmorepark.co.uk/>

What time will it start?

Please see agenda.

How long have you been doing events?

In-tend have held a minimum of one in-Community Conference a year since company inception in 2006, with the exception of 2020-2021 due to Covid-19 restrictions.

What are your prices?

A day delegate place is £90 (+VAT) per person

A standard stand is £850 (+VAT)

A premium stand is £1050 (+VAT)

Please turn to page 4 to see full details.

How many buyers to expect to attend?

On average we have 65-70 buying organisations. This figure can be plus or minus 20% on the day.

Can I have a contact list of buyers attending?

You can receive a list of job titles and organisations prior to the event and the same list with names added (of those who have agreed) after the event.

Can I have a contact list of past buyers attending your events?

You can receive a list of past attendees job titles and organisations who have been to previous In-tend events.

How many suppliers do we expect to attend?

On average we have around 50-60 suppliers in attendance. This figure can be plus or minus 20% on the day.

Are participants (buyers) charged for the event?

There is no charge for participants (subject to our terms and conditions).

What kind of exhibitors will be in attendance?

We will have variety of exhibitors from across the UK and even Europe. We try to ensure a diverse group of attendees and not more than two selling a similar kind of product and/or service.

Can I have a list of other exhibitors?

You will be provided with a full list of exhibitors shortly before the event as part of the brochure. Exhibitors will be featured on our website as exhibition spaces are sold.

How many exhibitors will you have?

We have space for 52 exhibitors in the main exhibition space.

Can I pick my exhibition space?

Exhibition spaces are reserved on a first come, first pay basis. Full payment will secure your preferred stand for the day subject to its availability.

Can I set up the day before?

No, but set up is available from 7am.

Do you have an attendance limit?

We are limited to a total capacity of 300 persons.

Will there be parking?

Yes there is free parking on site up to 400 vehicles.

Are there electric vehicle charge points on site?

Yes there are 12 EV points on site.

Is there disabled access?

Yes, the conference spaces and meeting rooms are accessible. There is an accessible toilet on the ground floor, and an accessible lift for the first floor meeting rooms.

Will there be anywhere safe to leave luggage/coats?

Yes there is a cloakroom available on site.

Are refreshments included?

All tickets include rolling tea, coffee and water for the day along with a buffet style lunch. Should you have any particular dietary requirements please ensure they are noted on the booking form or that the events team are notified as soon as possible.

Is there Wifi on site?

Yes there is Wifi available on site.

I am going to be an exhibitor where do I get all the information from?

As an exhibitor once full payment is received you will be sent out an exhibitor pack detailing all the information you need for the day.

I have a question, who do I contact?

Ask for our Events Manager - Lindsey Jones via email events@in-tend.com please leave your full contact details including a telephone number and either Lindsey or a member of her team will call you back.



Event Terms & Conditions

1. Please note the terms and conditions outlined below are in addition to the terms and conditions outlined on the Day Delegate or Exhibitor Booking Forms found <https://www.in-tend.com/events/in-community-conference/>

2. Any sponsorship package being booked where either delegate places or an exhibition stand is part of the package must be accompanied with a standard Day Delegate or Exhibitor Booking Form which ever is required.

Sponsor Additional Information Terms & Conditions

1. There is only one of each type of sponsorship available per event, with the exception of the mascot sponsor.

2. All sponsorship packages must be requested and paid for in full six weeks ahead of the event date. Any packages bought after this period may not be able to be fulfilled.

3. Any sponsorship packages where logos are to be printed, only a single (one) colour is included within the package. Additional charges will be advised where more than one colour is required.

4. With regards to the Stationery Sponsorship, there is a choice of a pen, a pencil or A5 note book or all three. These items will be selected by In-tend buyers based on ethical and sustainable basis, and, in conjunction with the In-tend logo, will place your company logo in a prominent position. If any additional requirements or choices are requested this may result in increased costs.

5. With regards to the Bag Sponsorship bags as selected by us for our buyer attendees, have been selected based on ethical and sustainable basis, and, in conjunction with the In-tend logo, will place your company logo in a prominent position. If any additional requirements or choices are requested this may result in increased costs.

6. In-tend will clearly advertise that you are the coffee/lunch/stationery/bag/headline sponsor. With regards to bag sponsorship you will also be able to insert your own marketing literature.

7. Any sponsorship packages which include an insert in to our magazine (In-Procurement), we will do our utmost to ensure it appears in the issue of choice, however, the magazine is printed bimonthly with strict print deadlines. Our In-Procurement Editor will communicate these dates in advance.

8. Any flyers required as part of a sponsorship package must be produced by the sponsor and provided no later than four weeks prior to the date of the event. NB In-tend can produce flyers however this would incur an additional charge to be borne by you.

9. Headline sponsor promotional material does not include bags or stationery.

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