

MELLO Investment Trusts & Funds 2020

Exhibitor Information

Clayton Hotel Chiswick, 626 Chiswick High Road,
London, W4 5RY

Tuesday 19th May 2020

WHY MELLO?

Our popular Mello Investment Trusts and Funds event returns to The Clayton, Chiswick. We will have 1000+ investors at our ticket-only midweek event who are usually high net worth. They are truly engaged investors with a real interest in the companies attending and tend to have a long-term investment perspective. In the era of social media, many of them are very influential. [Click here](#) to see a film reel of the event, and here is a selection of our 200+ Mello Exhibitors over the last seven events:



WE PROVIDE

- The opportunity to appear on a panel session dedicated to Investment Trusts and Funds
- A six-foot covered table with ample space for your pop-up banners and two chairs
- Up to 4 passes for your team
- A company profile in the event programme & website
- Up to two 30-minute presentations with AV capability
- Exhibition times that maximise stand traffic and networking opportunities.

YOU PROVIDE

- Laptops, products and demos to showcase what you do
- Pop up banners
- Company brochures
- Your presentation on USB
- Your recent annual accounts
- Business cards

COSTS

(All prices are subject to VAT)

Investment Trusts & Funds	Price after 13 th March	Early Bird Discount*
Exhibit & present	£4,500	£3,750
Up to two Presentations	£2800	£2200
Stand only, no presentations	£2500	£1900
Two day with Mello 2020 (ltd availability)	£5950	£4900

There will be numerous opportunities to go on panels at no additional charge but these will be on a first come first served basis including preference for panel titles.

*The Early Bird Discount price is conditional on booking before 13th March and payment of our invoice before the event commences on 19th May.

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DEFINITIONS

“Company”	A company who agrees to exhibit and/or present at Mello London.
“The Event”	The event that Mello Events organises at the Clayton Hotel for its associates and wider investment community, at which companies may present and/or exhibit in order to promote their business.
“Fee”	Fees are as stated as above plus VAT levied by the Organisers on the Company in exchange for event organisation and promotion services that Mello London provides and other subcontracted services.
“The Organisers”	Mello Events Limited, a company limited by guarantee.

1. THE ORGANISER'S OBLIGATIONS

The Organisers will provide the following services and facilities:

- 1.1 Promote the Event to its associates and the wider investment community.
- 1.2 Secure the venue and facilities for the Event.
- 1.3 Manage attendance at the Event.
- 1.4 Arrange availability of refreshments for delegates and exhibitors at the Event.
- 1.5 Provide a stand and space for exhibition of promotional materials for the Company to display.
- 1.6 Promote the Company within the Exhibition promotional material in advance of the Event for delegate information.
- 1.7 Provide an opportunity for the Company to present to attendees for forty (40) minutes, one presentation per Event, subject to payment of fee as detailed above and availability.

2. THE COMPANY'S OBLIGATIONS

- 2.1 The Company will pay the agreed Fee to the Organisers in exchange for the services and facilities set out under Definitions above.
- 2.2 The Fee is payable within thirty (30) days of receipt of the invoice. All payments must be made by cheque or bank transfer and made payable to Mello Events Limited. If booking within 30 (thirty) days of the event, the Organisers will require payment by 18th May 2020.
- 2.3 The Company will provide information on the services it provides to be included in promotional material in advance of the Event. A catalogue may be published and/or information will be published on the Mello Events website, on the basis of the information supplied by the Company. The Company is obliged to provide this information with 14 days, with a word limit 250, failing which the information will not be included in the catalogue and/or on the Internet site.
- 2.4 The Company will provide an electronic version of its presentation in a format agreed with the Organisers, to form part of the presentation by three (3) days before the Event.
- 2.5 If the Company wishes the Organisers to arrange an audio and/or visual recording of the Company's presentation and Q&A the additional expense will be paid for by the Company.
- 2.6 The Company must make separate arrangements for the storage of their empty containers and materials during the conference.

3. STAND ALLOCATION AND PAYMENT

- 3.1 Upon agreement between the parties to exhibit, the Organisers will send an invoice to the Company.
- 3.2 Stands are assigned subject to availability. The Organisers reserve the right at any time to re-arrange the stand layout or allocation and compensation will not be given.

4. EQUIPMENT

- 4.1 All stands, fittings and materials which the Company proposes to use for the Event must be fire-retardant in accordance with the appropriate legislation.

4.2 The Organisers reserve the right to require the Company to remove anything from its stand which is not appropriately certified or which it deems unsuitable, in its absolute discretion. The Company will indemnify the Organisers against all actions, costs, claims and demands in respect of any breach of the provisions of this clause.

5. CANCELLATION

5.1 The Organisers reserve the right at any time to change the date and/or venue of the Event or to cancel it altogether if they deem it necessary by reason of fire, flood, extreme weather conditions, acts of war or violence, malicious damage, explosion, earthquake, strike, civil disturbances, political unrest, riot, labour dispute, power cuts or any other cause beyond the Organisers' control; or if the Organisers for any other reason deems it necessary or advisable. In such cases, the Company waives any and all claims he might have against the Organisers for refunds, damages or expenses.

5.2 In the event that the Event is cancelled by the Organisers for commercial reasons then all Fees paid by the Company for the stand will be refunded. The Company agrees that under these circumstances he will have no further claims against the Organisers.

5.3 If the Company cancels its attendance or does not attend for any reason, the Organisers will refund the Fees as follows:

5.3.1 At least 4 (four) full weeks before the Event is scheduled to take place, 100% of the fee will be refunded.

5.3.2 Between 2 (two) and 4 (four) full weeks before the Event is scheduled to take place, 50% of the fee will be refunded.

5.3.3 Less than 2 (two) calendar weeks before the Event is scheduled to take place, there will be no refund.

6. INSURANCE AND SECURITY

6.1 The Company should ensure that all items on the stand are covered by full and comprehensive insurance and that valuables are locked away at all times. The Organisers cannot accept responsibility for any losses incurred. The Company is required to effect public liability insurance in accordance with clause 8.

7. LIMITATION ON LIABILITY

7.1 The Organisers will not be liable for any errors appearing in any literature you have provided regarding the Company.

8. INDEMNITY

8.1 The Company shall defend, indemnify and hold harmless, the Organisers from any loss, liability, claim or demand, including reasonable legal fees, made by any third party arising from any cause whatsoever in connection with the participation at the Event by the Company, his agents, contractors or employees.

8.2 The Company should also ensure that it has its own Public Liability insurance, with an Indemnity Limit of at least £1,000,000 per claim and such insurance policy must include an 'Indemnity to Principals Clause' including subrogation rights.

9. DATA PROTECTION

9.1 The protection of privacy is an important concern to the Organisers. Any data collected will be treated by the Organisers in accordance with current data protection legislation.

9.2 The Organisers will use your data to deliver event services (conferences and dinners) incorporating; administration (pre, post and during the event), communications, invoicing and payment, exhibitor/presenter lists (we are unable to remove you from the Programme once this has gone to print), post-event feedback, quality, research and voting.

9.3 In order to meet our event obligations to you we may share relevant personal data with other presenters, venues, delegates, organisers, print houses, finance partners, connected communities, faculties, committees and external delivery partners (eg AV supplier).

9.4 For more information about our data protection policy please go to the melloevents.com website.

10. SUBLETTING AND CANVASSING

10.1 No part or whole of any exhibition site may be sublet by the Company without the prior written permission of the Organisers.

11. ACCEPTANCE OF AGREEMENT

11.1 The acceptance of this Agreement by the Company must be made by returning to the Organisers, the Terms & Conditions the completed registration form.

11.2 Upon receipt of the completed Registration Form and Terms & Conditions by the Company, the Organisers will issue an invoice for the sum as agreed plus VAT, for payment within thirty (30) days.

12. BREACH OF TERMS AND CONDITIONS

12.1 If the Company remains in breach of any of the Terms and Conditions contained herein, after the Organisers has issued notice of any breach in writing, the Organisers reserve the right, without notice to the Company to offer the stand to another company or use it in any manner it deems fit. This shall not be construed as affecting the responsibility of the Company to pay the full amount specified by the contract. Any dispute or enforcement shall be settled under English Law.

Company Details	
Company Name	
Address	
Contact Name	
Contact Email Address	
Company name & Address for Invoice	

Please tell us whether you would like to Exhibit and/or Present:

Exhibit & Present	
Exhibit only	
Present only	
Panel (if desired and suggested title)	

Please state who will be attending and presenting on behalf of the Company so name badges are correct:

	Name	Job Title	Presenting Y/N
Attendee 1			
Attendee 2			
Attendee 3			
Attendee 4			

By returning this form to anne@melloevents.com you agree to the following

I will send the Company logo (in jpg/png format) with this form

I will email the summary/synopsis of the profile of the Company for inclusion in the programme and on the website (up to 250 words) with this form

I will send the names, job titles of those attending **by 1st May**.

I will email the Company presentation (if presenting) to anne@melloevents.com **by 12pm on Thursday 14th May** and bring the presentation in on a USB as well.

I have read the terms of conditions contained within the Exhibitor Information document and FAQs below and on the website.

I will send any marketing information and banners to the Conference Centre to arrive no earlier than **Monday 18th May, 2020**.

Signed: _____

Date: _____

EXHIBITOR FAQs

Q. What are the start and finish times of the conference?

A. Tuesday 19th May 2020 9.00am – 6.00pm

Q. What time should we be there to set up?

A. You can set up any time from 7.45am.

Q. Can we send our marketing information and banners in advance?

A. Yes, you can. Please send them to
Your Company Name c/o Stephanie Schwenn @ Mello
Clayton Hotel Chiswick
626 Chiswick High Road
London, W4 5RY
to arrive no earlier than **Monday 18th May, 2020.**

Please email Stephanie Schwenn (sschwenn@claytonhotels.com) with the following details:

- When to expect the items
- How many packages you are sending and a brief description of the contents
- The collection date
- Courier company details

Q. What is the Exhibitor set-up?

A. You will be provided with a covered 6 foot by 2 foot table and 2 chairs. There will be space for pop up banners. Companies usually bring marketing material and 2 sets of accounts.

PRESENTER FAQs

Q. How long is the presentation slot?

The presentation slot is 30 minutes, ideally 20-25 minutes of company presentation and the remaining for Q&A. All presentations will be wrapped up a few minutes before the 30 minutes ends to allow for room change time.

Q. What is the capacity of the room I will be presenting in?

A. Rooms seat between 40 and 80.

Q. When do we need to send our presentation by?

A. Please send your presentation by Powerpoint or PDF by **12pm Thursday 14th May, 2020** to anne@melloevents.com so that it can be pre-loaded on to the laptop in the room. Please let us know if videos are embedded in the Powerpoint. In addition, please bring your presentation on USB.

Q. Should we bring hard copies of presentations?

A. We don't require presenters to bring hard copies of presentations but you are welcome if you would like to and quite a few companies do. If you wanted to send them in advance to the hotel, you can do, please send them to
Your Company Name c/o Stephanie Schwenn @ Mello

Clayton Hotel Chiswick
626 Chiswick High Road
London, W4 5RY
to arrive no earlier than **Monday 18th May, 2020**.

Please email Stephanie Schwenn (sschwenn@claytonhotels.com) with the following details:

- When to expect the items
- How many packages you are sending and a brief description of the contents
- The collection date
- Courier company details

Q. Will there be a clicker available to use?

A. Yes a clicker will be set up and available to use in the room.

Q. What time will I be presenting?

A. We will try to accommodate your travel arrangements, please do let us know if you are arriving at a certain time or leaving at a certain time. You will be given an approximate presenting time when the invoice is sent, but the time is subject to slight amendment.

GENERAL FAQS

Q. How do I get to the Clayton Hotel Chiswick?

A. The Hotel has a [convenient location](#) and is accessible by a range of transport links.. Gunnersbury Station is only 2 minutes walk from the hotel where you will find the District Line together with overground lines towards Central London. Kew Bridge Station is a 10-minute walk from the hotel, bringing you to London Waterloo in less than 30 minutes. Taxis can also be arranged by hotel reception upon request. Bus routes H91, 237, 267 & 391 all depart from outside the hotel towards Hammersmith, Ealing, Richmond, Brentford & Hounslow.

Q. When will I receive the invoice?

A. Invoices will be sent two weeks before the event, payable within 30 days.

Q. Will there be food and drinks available to purchase?

A. Yes, there is a restaurant facility inside the Hotel as well as a bar which sells drinks and bar food within the Exhibitor area.

Q. Can we park our car on-site and how much will it cost?

A. Yes, there are 90 car parking spaces on-site and it costs £2.20 per hour & £17 overnight. Spaces are on a first come basis and do go quickly.

Q. How do I book a Hotel room?

A. Please call the Reservations Manager directly, Yasmin, her direct dial is 0208 996 5214 to discuss costs (from £165 per night, B&B).