



# Senior Leaders Conference 2025

Monday 9 June

Park Plaza Victoria, London

**Exhibition Prospectus**





## Conference Overview

Join us for an inspiring day dedicated to Senior Leadership. This conference offers a unique opportunity to explore effective leadership modes that empower delegates to face uncertainty with courage and compassion.

Throughout the day, delegates will have the space and time to reflect on their roles as leaders, building self-awareness and agency. This event is designed to help delegates lead both themselves and others more effectively.

Throughout the conference delegate refreshments and catering facilities will be available in the exhibition area, with ample opportunities to engage with prospective and existing customers.

## Delegate profile

Welcoming around 150 senior leaders from across the independent prep sector, including Deputy Heads, Directors of Studies, Pastoral Deputies, SMT and leaders of learning



# iaps

## Exhibition

The exhibition will take place in the **Beatrice Suite**, and all refreshments and lunch for the delegates will be served in the exhibition area.

Exhibitors play a key role in our conference and in appreciation of your support we widely recognise your contribution in our programme, online and during the event.

## Exhibition times

Monday 9 June			
0900-0930	1045-1115	1245-1345	1530-1545
All stands must be ready for sign off by 0830			

## Build and Breakdown

**Exhibition set up will open at 0700.**

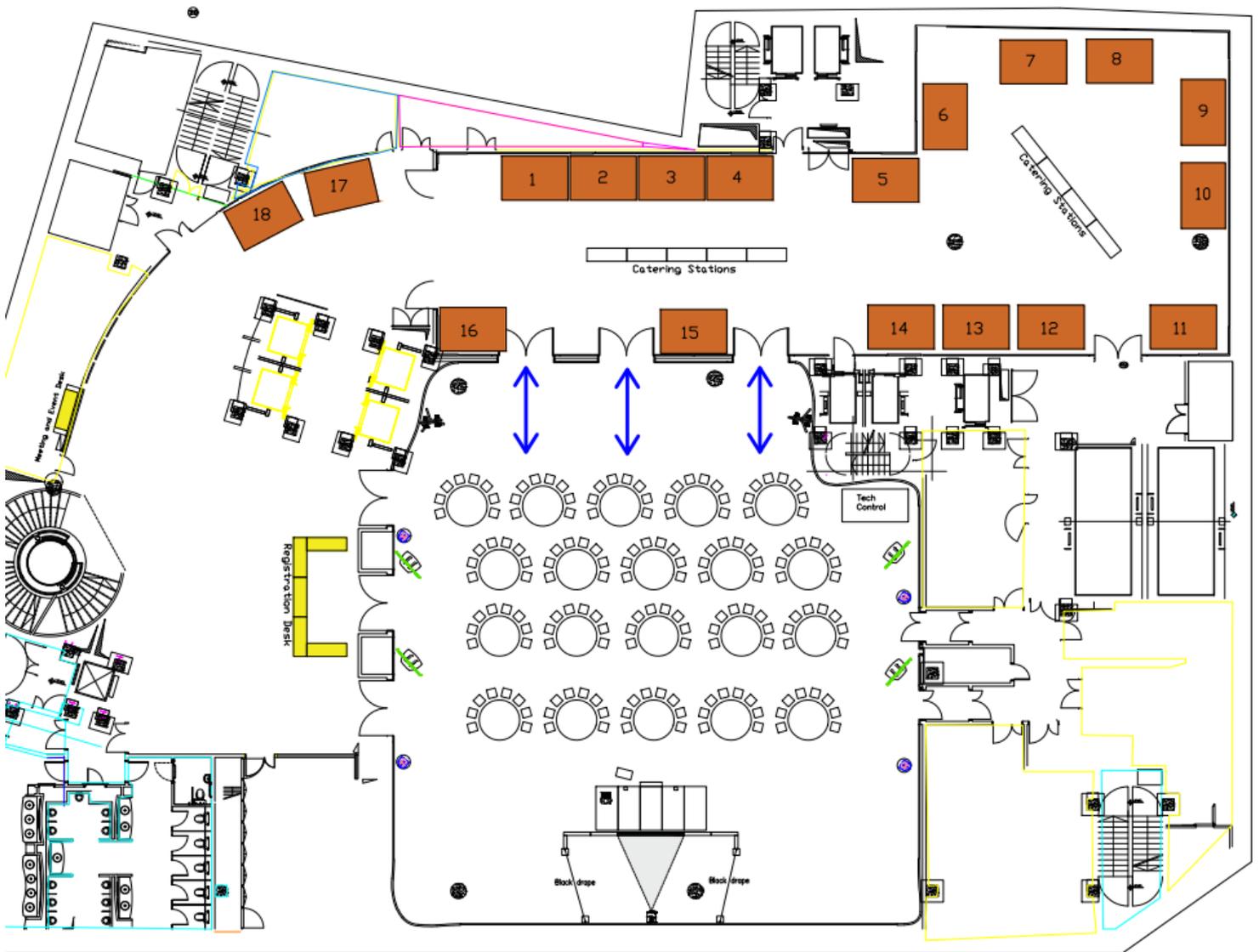
It may be possible to set up on the evening of Sunday 8 June, should this be possible we will inform you closer to the event. Deliveries may arrive at the hotel 48hours prior to the event. Full details will be included in the exhibition manual.

**Exhibition breakdown 1600**





## Exhibition floorplan



**PLEASE NOTE - Ceiling heights: Beatrice 1 3.6m and Beatrice 2 2.4m**

### Flow of delegates around the exhibition

Much consideration goes into encouraging delegates to move easily and freely around all areas of the exhibition and to gain access to all stands. Delegates enter the exhibition area direct from the Victoria Suite. With refreshments and lunches served around the exhibition, we make every effort to facilitate the successful flow of delegates.



## Exhibition stand

£699+VAT

- Refreshments & lunch for two representatives
- One additional representative can be added at an additional cost
- One 13amp power socket (Additional power supplied at additional charge)
- 6ft trestle table, white tablecloth and two chairs (pre-order required)
- Complimentary Wi-Fi
- Listing in digital conference brochure
- Delegate list (name and school) to be circulated one week prior to the event
- Listing on the IAPS conference webpage

## Making a booking

Spaces will be allocated on a first come, first served basis. When completing the booking form, please indicate your first and second choice of stand based on the floor plan above.

[Book Now](#)





## Sponsorship opportunities

Our Sponsors are an integral part of our events and significantly contribute to their success. We are committed to ensuring that all our sponsors receive the highest level of recognition for their generous support.

### Headline Sponsorship

£1999 + VAT

- Prominently positioned 3m x 2m Exhibition stand
- Logo featured on main stage for the duration of the conference
- 10-minute lunchtime presentation slot on main stage
- Featured on conference webpage as headline sponsor
- Full-page advert in the conference brochure
- Logo featured on delegate lanyards
- Acknowledgment and thanks from the conference chair in the welcome session
- Social Media features before, during & after the event

### Speakers

£499 + VAT

- Acknowledgment and thanks from the session chair during speaker introduction
- Logo projected on main screen at start and end of session
- Full page advert in conference brochure
- Social Media feature at start of speaker session
- Featured as sponsor on conference website

### Delegate bags (sponsor to source)

£199 + VAT

- Bags to be jointly branded with IAPS
- Sponsor flyer included inside bags (sponsor to provide)
- Featured as sponsor on conference website

### Water Bottles (sponsor to source)

£199 + VAT

- Water bottles will be jointly branded with IAPS
- Featured as sponsor on conference website
- Sponsor flyer included inside bags (sponsor to provide)

[Book Now](#)





## Advertising Opportunities

Our Conference Brochure is sent to all attending delegates one week prior to the event and is featured on the conference webpage available to all member schools.

<b>Full page portrait</b> <b>A4 (210mm wide x 297mm high)</b>	<b>£399</b>
<b>Half page landscape</b> <b>A5 (210mm wide x 148mm high)</b>	<b>£249</b>

## What happens next?

**Upon receipt of your booking form**, you will receive an email acknowledgment and confirmation of your allocated space. An invoice will be raised in due course and full payment will then be due within 14 days.

**Following confirmation of your space**, we will email a link to the exhibitor registration form that requests further details for badge names, company editorial for brochure, and any additional catering. This form will have a return deadline and your assistance in meeting this deadline will be appreciated.

**In May**, you will receive an exhibition manual which will include information about getting your packages to the venue, as well as information about additional exhibition services you may wish to book (additional electrics, TV screens, etc). Again, your assistance in meeting deadlines will be appreciated.





## Terms & Conditions

These terms are the contractual agreement between IAPS and the exhibiting/sponsoring company (exhibitor(s)/sponsor(s)).

### Terms of Payment

Invoice for 100% will be issued upon completion of booking. All invoices must be settled within 14 days. Non-payment prior to the start of the event may result in exhibitors being denied entry.

### Cancellation Policy

After completing the booking form, exhibitors may cancel within 7 days and receive a full refund, subject to the terms below. After this period, in the event of a cancellation, we will endeavour to resell the space and, if successful, a refund will be processed (less a 25% administration fee). No refund will be possible if we are unable to find a replacement exhibitor.

Please note – no cancellations will be accepted after Friday 23 May 2025. .

All cancellation requests must be submitted in writing to Joel Griffin at [exhibitions@iaps.uk](mailto:exhibitions@iaps.uk)

### Obligations and Rights of the Exhibitor/Sponsor

By submitting a booking form to participate, the exhibitor/sponsor makes a final and irrevocable commitment to occupy the space allocated and to maintain their installation until the date and time fixed for closure of the event.

The exhibitor/sponsor may only present on their stand the materials, products or services described in the application to participate. No advertising on behalf of third parties is permitted in any form whatsoever. Transfer or sub-letting/sharing of all or part of the allocated spaces is prohibited.

IAPS reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to exhibitors/sponsors. Stands that remain unoccupied by the eve of the conference may be re-allocated with IAPS having no obligation to provide compensation to the defaulting exhibitor/sponsor.

### Liability Insurance

Equipment and all related display materials installed by exhibitors/sponsors are not insured by IAPS. IAPS will, under no circumstances, be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors. Exhibitors/sponsors agree to be responsible for their property and persons, including any third party who may visit the space.



## Exhibition Regulations

IAPS has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them. IAPS reserves the right to alter the general layout or limit the space allotted to each exhibitors/sponsors, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, IAPS will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, damaging the premises or the leased equipment. Exhibitors are responsible for the cost of installation and delivery of their display to (and its removal from) the exhibition site. Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the exhibitor's responsibility to pack and remove their display.

Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours. Payment is to be made in accordance with the conditions of payment listed in the prospectus. Should the exhibitor/sponsor fail to make a payment on time, IAPS is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the space/support items or seek compensation for non-fulfilment of contract. Participation by exhibitors/sponsors is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorised on presentation of a badge issued by IAPS. Exhibitors' badges may be collected from the Registration desk. Exhibitors/sponsors are responsible for the cleaning of their stands.

The provision of refreshments for the participants by exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed. Exhibition areas and fittings made available to exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the exhibitor. Advertising panels and displays are not permitted outside the exhibition areas allotted to exhibitors.

## Exhibition Layout

IAPS reserves the right to change the exhibition floor layout if necessary. IAPS reserves the right in unforeseen circumstances to amend or alter the exact site of the location of the

exhibition and/or stand and the exhibitor undertakes to agree to any alteration to the site or the space reallocated by IAPS.

### Liability

IAPS accepts no responsibility for any damages if the sponsored event is not performed because of any obstacle or hindrance outside the control of IAPS, which IAPS could not reasonably have foreseen when signing this contract and which IAPS could not have avoided at a reasonable effort or cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above. IAPS accepts no responsibility should the conference be cancelled due to force majeure cases. It is advised that the exhibitors carry their own insurance against any risk of loss.

### Data Protection

IAPS is registered with the ICO and will process your personal data in accordance with UK data protection legislation. Please refer to our [Privacy Policy here](#) and our [Data Retention Policy here](#).

## Contact us

Joel Griffin

Partnerships & Events Lead

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