



Independent
Association of
Prep Schools

Pre-Prep and Early years Conference 2025

Exhibition & Sponsorship Prospectus



Thursday 13 – Friday 14 March

Leicester Marriott Hotel

Venue

Leicester Marriott Hotel
Grove Park, Smith Way
Leicester
LE19 1SW

Minutes from the M1 J21, Leicester Marriott Hotel offers great road access to all major cities, rail access to London in 1 hour.

The hotel is a 25-minute car ride from Leicester train station

Conference

The conference will take place in the Grove Suite. The exhibition will take place in the Atrium directly off the Grove suite and connecting delegates to seminar rooms.

Contacts

Leicester Marriott

Lauren Randle
Events Executive
leicester.events@marriotthotels.co.uk

Premier Events

Daniel Alderson
AV Manager (equipment orders)
daniel.alderson@premier-ltd.com

IAPS

Joel Griffin
Partnership & Events Lead
exhibitions@iaps.uk



Key information

Pre-event deliveries

Wednesday 12 March – between 1000 and 1600

Exhibition build

Thursday 13 March from 0700

Stands must be ready for sign off by 0830

Exhibition times

Thursday 13 March
0830 -1000
1140 – 1220
1320 – 1430
1530 – 1600

Friday 14 March
0830-0900
1030-1110
1210-1310

Exhibition breakdown

Friday 14 March
1330

Conference description

This year our Pre-Prep and Early Years Conference will be focusing on the human side of education. With the world changing at an unprecedented pace, instead of focusing on those aspects of education that are changing (and that we must of course keep up with!) Our conference theme has found inspiration from the most important, most human, and ultimately irreplicable compassionate side of education; pastoral care, emotional regulation, building resilience, supporting mental health, building connections, inclusion, equity, equality and diversity, and of course, fun.

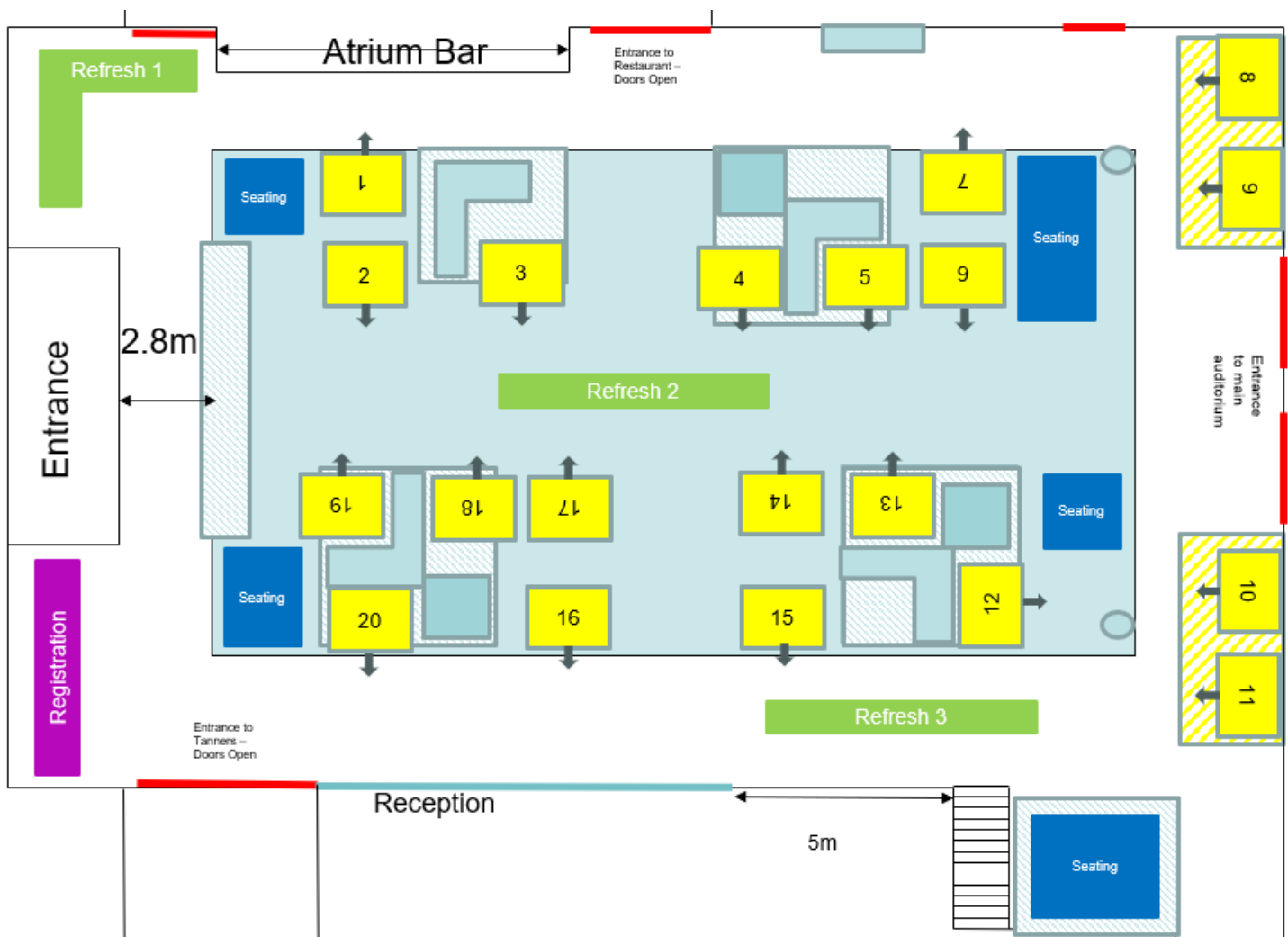
Delegate profile

With around 200 attendees, we hope to attract a range of delegates from the world of Early Years and Key Stage 1. With delegates with children from aged 0-7 years old. Delegates may include Nursery Managers, EYFS and Key Stage 1 leads, Assistant Heads and Pre-Prep Heads.



Exhibition Floorplan

The Exhibition will take place in the Atrium. Connected to the main Auditorium in the Grove Suite. Lunch and refreshments for delegates will be served in the Atrium providing multiple opportunities to engage with delegates.



When booking, please remember to indicate your first and second choice of stand. Stands will be allocated on a first come, first serve basis.

Exhibition Stand: £699 (plus VAT)

Please note this is NOT a shell scheme and your booking is for the space only; there are no hard walls unless they form part of your display.

What's Included

- 3m x 2m space
- Access to one electricity socket
- Refreshments and lunch for two representatives (you can add a third representative at an additional cost)
- 6ft trestle table
- Tablecloth
- Two chairs
- Profile in conference brochure
- Logo on screen in main auditorium
- Delegate list (name and school only)

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.

Full page portrait <i>(A4 with crop marks 3mm)</i>	£399
Half page landscape <i>(130mm high x 190mm wide)</i>	£249

Artwork should be supplied in one of the following formats: High-resolution CYMK PDF, Adobe illustrator eps format with all fonts converted to outlines. Adobe photoshop at 300dpi.

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	£2999 + VAT
<ul style="list-style-type: none"> ➤ Prominently positioned 3m x 2m Exhibition stand ➤ Logo featured on main stage for the duration of the conference ➤ Two tickets to conference dinner ➤ Featured on conference webpage as headline sponsor ➤ Full-page advert in the conference brochure ➤ Logo featured on delegate badges ➤ Acknowledgment and thanks from the conference chair in the welcome session ➤ Social Media features before, during & after the event 	
Drinks Reception for conference dinner	£599 + VAT
<ul style="list-style-type: none"> ➤ Two tickets to the conference dinner and drinks reception ➤ Company logo featured on dinner menus ➤ Full page advert in the conference brochure ➤ Acknowledgment and thanks at the dinner ➤ Social media feature during the event ➤ Featured as sponsor on conference website 	
Speakers	£599 + VAT
<ul style="list-style-type: none"> ➤ Acknowledgment and thanks from the session chair during speaker introduction ➤ Two tickets to conference dinner ➤ 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)	£299 + VAT
<ul style="list-style-type: none"> ➤ 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)	£299 + VAT
<ul style="list-style-type: none"> ➤ Water bottles will be jointly branded with IAPS ➤ Featured as sponsor on conference website 	

Making a booking

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

[Book Now](#)

Conference Dinner

Exhibitors are invited to join delegates for a drink's reception and dinner on the Thursday evening. Tickets are available at an additional charge of £65 per person. You can book tickets via the booking form.

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 February, 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 28 February 2025. .

All cancellation requests must be submitted in writing to Joel Griffin at 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](#).