



# PREP TEACHING AND LEARNING

*festival*

**Saturday 3 May**

**Dragon School Oxford**





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## Something new for IAPS !

This is an event for everyone teaching, supporting or leading learning from EYFS to Year 8 from across the independent and maintained sectors.

Join us for the new IAPS Prep Teaching and Learning Festival, where innovation meets excellence in education! Featuring dynamic keynote speakers, including Kate Jones from Evidence Based Education, who will delve into the power of retrieval practice.

This event promises to inspire and equip educators with the latest research and strategies to enhance their teaching.

We anticipate attendance at this year's event to be around 150 delegates.

## Key information

### **Pre-event deliveries**

Friday 2 May 0900-1600

### **Exhibition build**

Friday 2 May 1600-2000

Saturday 3 May 0700

**Stands must be ready for sign off by 0830**

### **Exhibition times**

#### **Saturday 3 May**

**0900-0930**

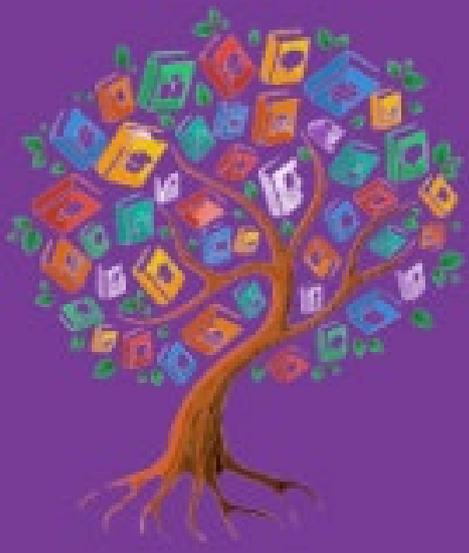
**1245-1430**

### **Exhibition breakdown**

**1530**

The structure of the event also aims to allow for delegates to engage with exhibitors outside of the above times as they move around campus between sessions.





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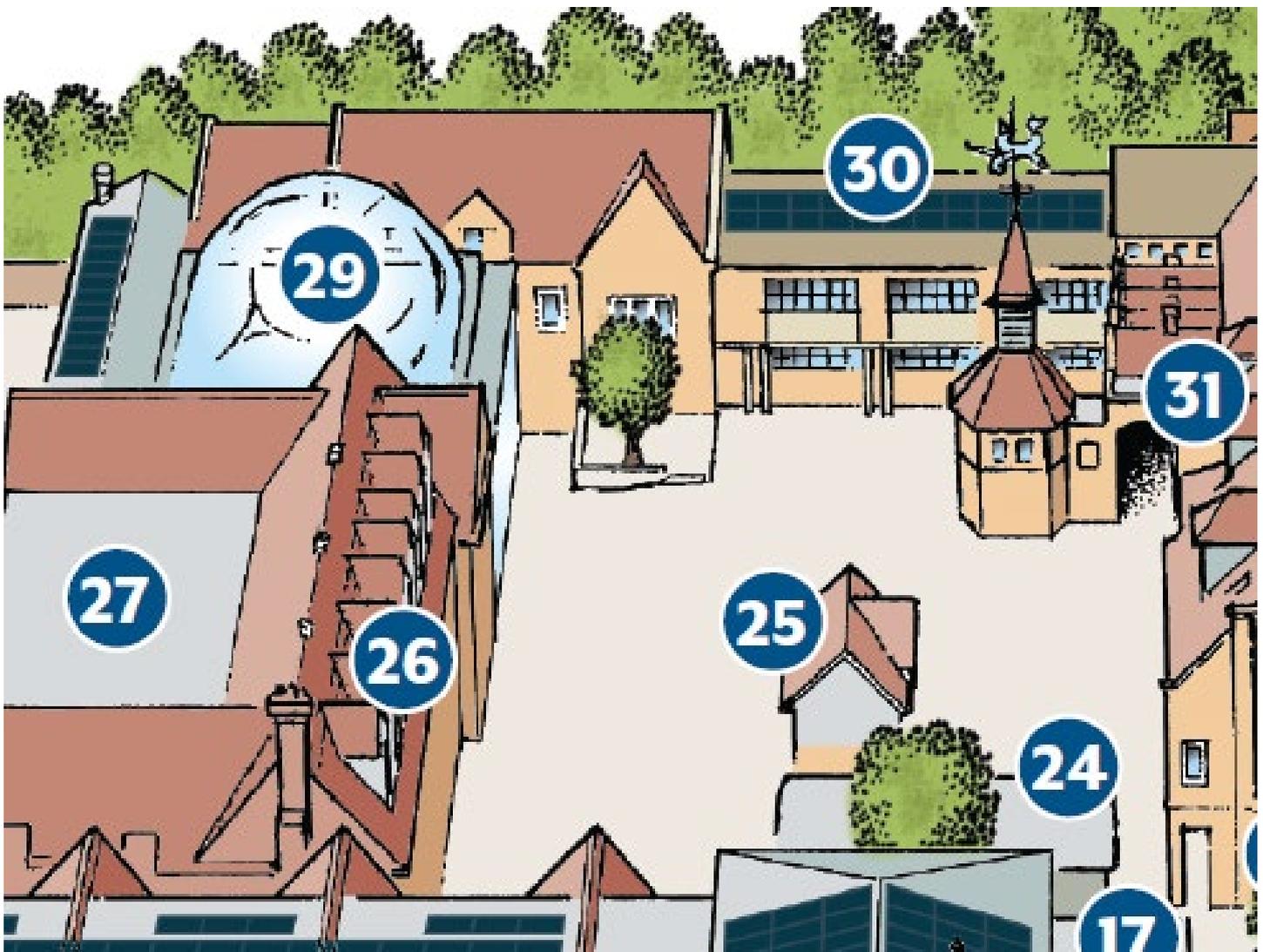
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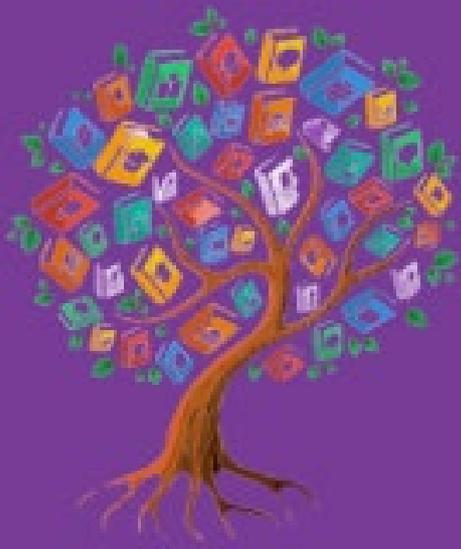
## Exhibition

The courtyard will form the central hub of the festival with exhibitors and refreshments located outside. Gazebos in the courtyard will provide exhibitors ample space to engage with delegates in a less formal setting. In the event of poor weather, refreshments and exhibitors will be relocated to both the forum and the rink.

**Forum 29**

**Rink 24**





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Standard Exhibition stand: £300 (4 available)

## What's Included

- 2m 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
- Logo on screen during keynote sessions
- Delegate list (name and school only)
- Please note these stands are in a shared (6m x 3m) gazebo

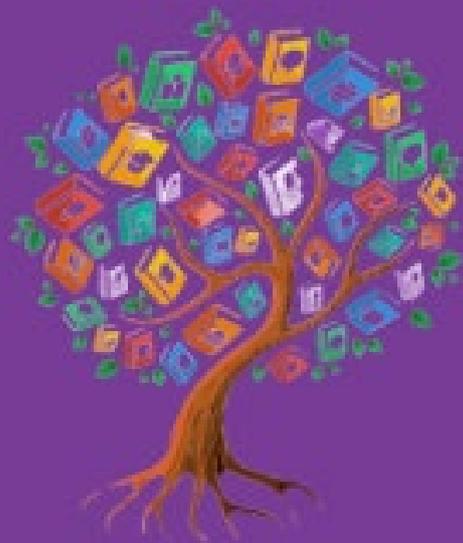
Executive Exhibition stand: £400 (3 available)

## What's Included

- 3m x 3m 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
- Logo on screen during keynote sessions
- Delegate list (name and school only)

[Book Now](#)

[Contact us](#)



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## 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](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.