



19-22 June 2017

**Aberdeen Exhibition and Conference Centre (AECC),
Aberdeen, Scotland, UK**

PATRONAGE & EXHIBITION PROSPECTUS

www.oceans17mtsieeeaberdeen.org

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INTRODUCTION

It is a great pleasure to invite you to participate in the **MTS/IEEE OCEANS'17 Conference** running from 19 – 22 June 2017, at the AECC, Aberdeen, Scotland, UK.

After a very successful event in 2007, this prestigious International Conference and Exhibition is coming back to Aberdeen in 2017. Since this is only the second time that this meeting has come to Scotland and the UK we are honoured that Aberdeen should be chosen once again by the IEEE/OES and MTS Societies. The event will include a range of technical sessions covering all aspects of oceans science, technology and engineering and includes pre-conference tutorials, plenary lectures from world renowned guest speakers, selected oral presentations; together with an associated exhibition featuring companies and institutions from across the whole oceanic engineering spectrum.

For more information on the programme please visit the website www.oceans17mtsieeeaberndeen.org

The Local Organising Committee of OCEANS'17 Aberdeen wish to encourage you to consider exhibiting at or sponsoring this event, and look forward to confirming your participation and welcoming you to Aberdeen.

VENUE

The Conference is being held at AECC, Aberdeen, Scotland, UK and The University of Aberdeen.

Address:

Aberdeen Exhibition and Conference Centre
Bridge of Don, Aberdeen, AB23 8BL, United Kingdom
Tel: 0044 (0) 1224 330402 Fax: 0044 (0) 1224 825276

AECC is positioned adjacent to the A90 trunk road and Aberdeen International Airport is only a 20-minute drive away. For detailed travel information please visit www.aecc.co.uk.

CONTACT INFORMATION

To discuss sponsorship or exhibition packages, please contact the event organisers.

Event Organisers

Contact: CPD Services
Address: University of Aberdeen, Room 29, University Office, King's College, Aberdeen, AB24 3FX
Website: www.oceans17mtsieeeaberndeen.org
Email: cpdservices@abdn.ac.uk
Tel: +0044 (0) 1224 272523
Fax: +0044 (0) 1224 272319

PATRONAGE PACKAGES:

Five patronage packages are on offer – along with a number of opportunities to support individual items.

Gold Patron SOLD	£20,000.00 x exclusive opportunity
Silver Patron	£12,000.00
Bronze Patron	£7,500.00
Other Opportunities	Patronage both in cash and in kind
Exhibitor (inc. conference registration)	Early Bird: £2,250.00 Full Rate: £2,600.00 + VAT
Exhibitor (exc. conference registration)	1,800.00 + VAT

The benefits offered in each package vary, however if you have an individual or specific requirement or suggestion, packages can be tailored to fit your needs.

The Gold, Silver and Bronze patrons of IEEE/MTS OCEANS'17 Aberdeen will receive the following benefits:

- Listing as a patron/supporter on all advertising and general publicity
- Logo on IEEE/MTS OCEANS'17 Aberdeen conference website home page as a live link
- Link to your company/organisation website from links page on IEEE/MTS OCEANS'17 Aberdeen website
- Listing on Patrons and Supporters page in preliminary and final programmes
- 200 word company write up and logo in Patrons and Supporters section of final programme
- Two complimentary full delegate registrations

***Gold Patron** Investment of £20,000 (+VAT) - One package available

In addition to the general patron/supporters benefits above, the Gold Patronage package will also include:

- Listing on all above as a 'Gold Patron'
- Named as the main supporter of the above Plenary session and the associated Topic Stream
 - Acknowledgment in final programme
 - Logo on session title slide
 - Banner opportunities in session venue (at sponsor's own cost)
- Logo on front cover of final programme as 'Gold Sponsor'
- Logo on front cover of CD ROM/USB of Proceedings as 'Gold Patron'
- Full page advertisement in preliminary and final programmes
- Logo on all conference signage within the venue
- Logo on all delegate badges
- Inclusion of promotional materials in delegate wallet (up to two A4 sheets)
- First option to provide pens and pads for inclusion in the delegate wallets
- Two additional complimentary full delegate registrations
- Three 6 m² (3 m by 2 m) exhibition stands (as a double stand space) (with all associated benefits as outlined in the exhibition information)

***Silver Patron** Investment of £12,000 (+VAT)

In addition to the general patron/supporters benefits above, the Silver Patronage packages will also include:

- Listing on all above as a 'Silver Patron'
- Acknowledgement in final programme
- Logo on session title slide
- Banner opportunities in session venue
- Logo on front cover of final programme as 'Silver Patron'
- Logo on front cover of CD ROM/USB of Proceedings as 'Silver Patron'
- Inclusion of promotional materials in delegate wallet (one A4 sheet)
- One additional complimentary full delegate registration
- Two 6 m² (3 m by 2 m) exhibition stand (with all associated benefits as outlined in the exhibition information)

***Bronze Patron**

Investment of £7,500 (+VAT)

In addition to the general patron/supporters benefits above, the Bronze Patronage packages will also include:

- Listing on all above as a 'Bronze Patron'
 - Acknowledgement in final programme
 - Logo on session title slide
 - Banner opportunities in session venue
- Logo on front cover of final programme as 'Bronze Patron'
- Logo on front cover of CD ROM/USB of Proceedings as 'Bronze Patron'
- Inclusion of promotional materials in delegate wallet (one A4 sheet)
- One additional complimentary full delegate registration
- One 6 m² (3 m by 2 m) exhibition stand (with all associated benefits as outlined in the exhibition information)

*** Other Opportunities**

Many other opportunities exist to support the conference and include the following. We are also happy to discuss other suggestions for patronage.

All companies supporting one of the 'other opportunities' will receive the following additional benefits in addition to the specific patron/supporters benefits detailed below under each opportunity.

- Link to your company/organisation website from links page on IEEE/MTS OCEANS'17 Aberdeen website
- Listing on Patrons and Supporters page in both the preliminary and final conference programmes (estimated distribution 1000 copies of each)

Patronage of the delegates Coach Transfers

negotiable

Each day delegates will be collected and returned to their hotels from the Aberdeen Exhibition and Conference Centre. The sponsor's logo will be on all Coach signage, the Coach timetable in delegate wallets and acknowledged in the final programme.

Joint Patronage of Congress Dinner

from £3,500 (+VAT)

The Congress Dinner is often the highlight of the week, with the opportunity to meet old friends, make new ones and for delegates to relax and chat. The IEEE/MTS OCEANS'17 Aberdeen Dinner will be held in a venue of particular attraction to visitors to Aberdeen and Aberdeenshire. It is likely to include music, whisky and traditional Scottish Ceilidh dancing. Patrons will be acknowledged in the final programme, and have logos on tickets and menus at the dinner.

Conference Tea and Coffee Breaks for the whole conference

£3,500 (+VAT)

Tea and coffee will be served to all delegates twice per day throughout the conference (Tuesday, Wednesday and Thursday). Within the exhibition areas, serving points will be placed in convenient locations as focal points for all delegates (including speakers and VIP's) to gather within the exhibition, providing maximum exposure for your product or service.

By supporting this, you will receive:

- Maximum exposure to your product/service twice per day
- Display board with your materials placed at each serving point
- Tent cards with your logo and company name on each serving point
- Your logo in the conference programme

Patronage of delegate wallets

£3,000.00 (+VAT) or in kind

Wallets will be given to all delegates containing all congress information. The sponsor's logo will be printed on the front of all wallets along with the names and dates of the congress (along with the logos of the other major sponsors) (estimated quantity 700)

Badges (logo on all name badges)

£1,000.00 (+VAT)

All attendees at the congress will be provided with name badges, which must be worn at all times. The sponsor's logo will be placed prominently on the badges along with the Congress logo and those of the other key supporters.

Lanyards (company name on lanyards)

£1,000.00 (+VAT) or in kind

The lanyards will be attached to all name badges, which must be worn at all times. The sponsor's logo will be printed on the lanyards in one colour.

Delegate Wallet Inserts

£150.00 (+VAT) per item

This provides an opportunity for you to place promotional literature and/or a small promotional gift in the delegate wallets, which will be provided to all delegates (including speakers and VIP's) on arrival. We would require you to supply 500 leaflets/gifts.

Exhibitors (inc. conference registration)

Early Bird: £2,250.00 Full Rate: £2,600.00 (+ VAT)

Each 3m x 2m stand package includes:

- 1 Full Delegate Registration (Excludes Conference Banquet Ticket) and 1 Exhibition Only Registration
- Exhibitors name and logo included on the conference website and in the delegate pack.
- Shell Scheme Booth
- Name Board
- 2 Spot Lights
- 1 double Power Socket
- Standard Carpeting

Exhibitors (exc. conference registration)

£1,800.00 (+ VAT)

Each 3m x 2m stand package includes:

- 1 Exhibition Only Registration
- Exhibitors name and logo included on the conference website and in the delegate pack.
- Shell Scheme Booth
- Name Board
- 2 Spot Lights
- 1 double Power Socket
- Standard Carpeting

EXHIBITION INFORMATION

The Venue: The exhibition will be held in the Boyd Orr Suite at the AECC. All catering during the refreshment breaks will be served in this area to encourage the flow of delegates and to maximise the networking opportunities for the exhibiting companies. It is anticipated that exhibitors will have access to set up from 08.00 on 19 June 2017 – subject to AECC build requirements and health and safety restrictions.

Exhibition Hours: It is expected that exhibition displays will remain for the duration of the conference, from 20 – 22 June 2017. Break down is anticipated to be from mid-afternoon on 22 June 2017.

Shell Scheme: MTS/IEEE Oceans '17 is offering one standard stand size, 3 m x 2 m made up of a shell scheme.

What is included in your package: A carpeted area with 2.5m high Module shell scheme of grey Velcro compatible infill panels with aluminium components, fascia board detailing stand number and name, two 120w spotlights, one 500 W socket (suitable for a plasma/laptop), one table and two chairs (please note the table provided will be a trestle table. The inside measurements of the shell scheme panels to which graphics can be applied are 2350 mm x 955 mm.

Fascia panel wording: The Official Contractors will produce the fascia name panels in a standard font. Logos and slogans cannot be included. Please complete and return FORM B (which will be sent to you after your registration has been received) to advise of the correct wording for your company. If no form is received the fascia panel will be produced using the company name as it appears on the booking form.

Fixings: Shell scheme panels should be carefully treated to avoid damage and care should be taken when mounting display panels. Only Velcro is permitted to fix materials to stand panels – loop Velcro onto panels. No fixings of any sort should be made onto the aluminium. Any damage caused to panels or aluminium by the use of any other adhesives will incur a charge to the exhibitor.

Height limitations: No stand fitting or display feature on shell scheme stands may exceed 2.5m in height. If in any doubt please contact the Official Contractors (details on page 1).

Risk assessment: Exhibiting companies ordering space only stands (i.e. those without shell scheme must submit a risk assessment to the MTS/IEEE OCEANS'17 Conference Secretariat (details on page 1) for submission to the AECC's Exhibition Team for their approval as well as that of the local authorities.

For additional facilities, please contact Lynne Reilly (LReilly@aecc.co.uk).

Outline Terms and Conditions: By completing the application form for sponsorship and exhibition space you are abiding by the terms and conditions on pages 10 - 11.

Please note: Exhibition stands must not exceed the space allocated and must not encroach into or in any way impede access to or reasonable use of those of other Exhibitors. The Exhibitor shall ensure that its' exhibition stand is open during the event exhibition opening times and will not dismantle until after the final exhibition viewing time on.

The Conference Organising Committee reserve the right to alter stand allocations and the floor plan if required at its absolute discretion. These will only be made if absolutely necessary and all exhibitors will be consulted and notified. Payments must be received in full and prior to the conference.

A deposit of 25% of the agreed fee will be due on booking an exhibition stand; the balance will be due on 31 January 2017.

Notification of cancellations or amendments to stand space must be submitted in writing. Cancellations can be accepted up to 31 January 2017, with a refund of the total fee less 25% administrative fee. No refunds will be made to cancellations made after 31 January 2017.

MTS/IEEE OCEANS '17 CONFERENCE PATRONAGE / EXHIBITOR BOOKING FORM

Please fully complete all sections of this form and return with print quality logos to:

Email: cpdservices@abdn.ac.uk, or **Post:** CPD Services, University of Aberdeen, Room 36, University Office, King's College, Aberdeen, AB24 3FX, or **Fax:** +44 (0) 1224 272319

PLEASE USE **BLOCK** CAPITALS TO COMPLETE THIS FORM

Contact person:

Title: _____ First name: _____ Surname: _____
Job title: _____ Organisation: _____
Address for correspondence: _____
Country: _____ Postcode: _____
Telephone: _____ Fax: _____
Email: _____

Please tick your requirements from the list below and we will be in touch in due course to finalise details.

- | | |
|---|----------------|
| <input type="radio"/> Gold Patron | £20,000.00 |
| <input type="radio"/> Silver Patron | £12,000.00 |
| <input type="radio"/> Bronze Patron | £7,500.00 |
| <input type="radio"/> Conference Dinner Patron | from £3,500.00 |
| <input type="radio"/> Coffee Break Patron | £3,500.00 |
| <input type="radio"/> Delegate Wallet Patron | £3,000.00 |
| <input type="radio"/> Badges Patron | £1,000.00 |
| <input type="radio"/> Lanyard Patron | £1,000.00 |
| <input type="radio"/> Exhibitor (inc conference registration) | £2,250.00 |
| <input type="radio"/> Exhibitor (exc conference registration) | £1,800.00 |
| <input type="radio"/> Delegate Pack Insert | £150.00 |
| <input type="radio"/> Other patronage (to be discussed) | |

Please note – All prices shown are exclusive of VAT

For each delegate to be registered and each representative at the exhibition stand as part of your sponsorship package please provide the following information:

Title: _____ First name: _____ Surname: _____
Telephone: _____ Fax: _____
Email: _____
Any dietary, access of other needs: _____

Invoices can be paid by BACS or credit/debit card.

Please invoice my organisation. The purchase order number is: _____

The VAT Number of my Organisation/University (or tax equivalent), is: _____

Email address to send invoice to: _____

Total Payment	
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Terms & Conditions (please tick)

<input type="checkbox"/>	I confirm I have read and agree to the University of Aberdeen's terms and conditions.
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TERMS AND CONDITIONS:

1. DEFINITIONS

- a) "EXHIBITOR" – includes the Exhibitor and its employees and agents
- b) "EXHIBITION" – Relates to the MTS/IEEE Oceans '17 Conference on 19 – 22 June 2017 at the AECC, Aberdeen Scotland.
- c) "ORGANISERS" – Refers to the Organising Committee of the MTS/IEEE Oceans '17 Conference.
- d) "VENUE" – Aberdeen Exhibition and Conference Centre

2. SPACE AND STAND

Approximately 2m x 3m of space will be allowed per exhibitor unless otherwise agreed in advance. A table, chairs and backdrop can be provided upon request. Power and other services are subject to availability.

3. ALLOCATION OF SPACE

The Organisers will endeavour to allocate space in order of receipt of applications and wherever possible in accordance with the Exhibitor's choice and preference. Consideration will however be given to the overall layout and functions of the exhibition as a whole and the Organisers reserve the right to reassign space allocated.

4. PAYMENT FOR SPACE

Any application for space not accompanied by payment within the deadlines set may be deemed null and void. No exhibitor may commence setting up at the Exhibition unless full payment for the space has been made. Where payment is not made in accordance with these Terms and Conditions, any deposit may be forfeited and the space re-allocated. The defaulting Exhibitor must pay any loss incurred by the Organisers by reason of such a non-payment.

5. OTHER SERVICES

All stand rental costs will include a company listing with logo in the delegate pack.

6. REVISION OF LAYOUT

Should it be necessary to revise the layout of the Exhibition, for any reason, the Organisers reserve the right to transfer an Exhibitor to a suitable alternative stand location. Layout floor plans provided to the Exhibitor do not constitute a representation that the stand allocated to the Exhibitor will remain in the position shown.

7. STAND INTERIORS

Exhibitors erecting interior displays must ensure that all such work conforms to the requirements of the Organisers and other appropriate authorities.

8. COMPLETION OF EXHIBITS

All stand fitting and decoration should be completed by the time and date specified by the Organisers. The Organiser will recharge any charges levied by the Venue for overtime working by Exhibitors.

9. DISMANTLING OF EXHIBITS

Exhibits must not be removed and displays must not be dismantled, either partially or totally, before the closing time on the last day of the exhibition. All exhibits and displays must be removed as soon as possible after this time. All exhibitor products and materials must be completely removed from the premises as soon as possible after the exhibition.

10. UNOCCUPIED SPACE

Where space allocated is not occupied by the Exhibitor, the Exhibitor shall pay to the Organisers the entire cost of the stand space booking. The Organisers reserve the right to reallocate or otherwise deal with this space as they so decide.

11. PROHIBITION OF TRANSFER

Exhibitors may not assign, sub-let or grant licences in respect of the whole or any part of the space allocated to them without the written permission of the Organisers.

12. FIRE RISKS AND SAFETY

All materials used in construction of interior displays must either be made of non-flammable material or be effectively fire proof. Exhibitors shall not place, or suffer to be placed, or kept on the space allocated to them any substance that is, in the opinion of the Organisers, of a dangerous, explosive or objectionable nature. All aisles and fire exits must be kept clear of exhibits. Exhibitors must adhere to all fire and safety regulations applicable to the Exhibition.

13. PROTECTION OF EXHIBITS

All exhibits must be properly protected so as to avoid danger to any person or persons visiting or taking part in the Exhibition. The Exhibitor shall indemnify the Organisers against all such claims, actions, costs and liabilities on account of any injury or damage being caused by or accountable to any exhibit to any persons whatsoever.

14. EXHIBITION SERVICES

The Organisers will make all reasonable efforts to provide necessary services for the smooth running of the Exhibition but shall have no responsibility for the breakdown or failure of such services.

15. GENERAL INSURANCE

The Organisers do not accept responsibility for any damage to stands or loss of property relating to any stand or anywhere else in the exhibition or in the course of its delivery or removal from any cause whatsoever. The Organisers are not responsible for any loss sustained by Exhibitors from fire, theft, damage or any other reason, or for personal injury or loss to or by any person employed by the exhibitor, anyone visiting its stand, or third party. Exhibitors should ensure that they take out their own insurance to cover all risks (including but not limited to those referred to in this paragraph and paragraph 17 and are responsible for satisfying themselves about the suitability and adequacy of such insurance).

16. EXHIBITORS' LIABILITIES AND THIRD PARTY COVER

The Exhibitor shall be responsible for all acts or omissions of itself, its employees, contractors, agents and visitors and shall indemnify the Organisers, other Exhibitors and visitors and keep them indemnified against all liability in respect thereof including any legal costs and expenses and any compensation and other costs paid by the Organisers to comprise or settle any claims and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the Organisers or incurred or become payable by them arising there from in respect thereof, including any claims arising out of the supply of the Exhibitor of any kind whatsoever whether such samples be sold or given away free. The Exhibitor shall maintain appropriate third party liability insurance.

17. POSTPONEMENT OR ABANDONMENT

If by reason of fire, storm, tempest, lightning, material emergency, war, labour disputes, strikes or lockouts, civil disturbances, explosions, inevitable accident, force majeure or any cause not within the control of the Organisers whether ejusdem generis or not, the opening of the Exhibition is prevented or postponed or abandoned, or the building becomes wholly or partially unavailable for the holding or the Exhibition, the Exhibitor shall have no claim for damages of any kind against the Organisers in respect of any loss or damage thereby sustained and the Organisers shall be entitled to retain such part of all sums paid by the Exhibitor as the Organisers consider necessary. If, in the opinion of the Organisers, by rearrangement or postponement of the period of the Exhibition, or by substitution of another hall or building, or in any reasonable manner the Exhibition can be carried through, the contract for the space shall remain binding upon the parties, except as to size and position of stands as to which the Organisers shall determine any modification, substitution or re-arrangement they consider necessary. If the Exhibition is cancelled by the Organisers for any other reason the Exhibitor shall have no claim against the Organisers except for the reimbursement of any deposit paid or final payment made to the Organisers.

18. ADVERTISING MATTER

Exhibitors may distribute advertising or printed material from their stands but shall not distribute any such material in the neighbourhood of entrances or exits nor in such a manner as to cause annoyance or disturbance to other Exhibitors. In the event of a complaint the matter shall be referred to the Organisers for their binding decision. Exhibits and other devices within the stand shall be operated and controlled so that there is no disturbance to other Exhibitors.

19. DAMAGE TO SHELL SCHEME

The Exhibitors shall pay to the Organisers forthwith, upon demand, the costs of making good all damage to stands.

20. SALE OF GOODS

Selling from stands is not permitted.

21. MUSIC AND PHOTOGRAPHY

The Organisers reserve all photographic rights for the Exhibition. Any Exhibitor who wishes to arrange photography of their stands should have prior permission of the Organisers. The use of amplified systems on stands requires the prior written consent of the Organisers and, together with any video, films or other audio equipment, must not be used such as to cause annoyance to other Exhibitors. The Organisers reserve the right to prohibit such use if annoyance is being caused. The Exhibitor is responsible for obtaining any copyright permissions and licences for the use of music and will indemnify the Organisers in respect of any failure to do so.

22. ADMISSION

Admissions to the Exhibition will be restricted to those persons who in the opinion of the Organisers have a legitimate interest in the subject of the Exhibition. The Organisers reserve the right to refuse admission or to eject or otherwise exclude from the Exhibition any person or persons without assigning any reason.

23. CANCELLATION OF SPACE

All cancellations MUST be made in writing to the MTS/IEEE Oceans '17 Conference, and will receive an acknowledgement. All payments received against an exhibition stand are non-refundable.

24. PASSES AND TICKETS

Non-transferable passes will be supplied free of charge by the Organisers to admit Exhibitors, attendants and contractors. No Exhibitor, attendant or contractor will be admitted without such pass being produced on entering the exhibition hall.

25. CONDUCT OF EXHIBITORS AND REPRESENTATIVES

The Exhibitor shall not allow the stand to be used for any illegal or immoral purposes or for betting or gaming. The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to the other Exhibitors or visitors. Business shall be conducted only from the Exhibitor's own stand and under no circumstances from any gangway deemed to be a breach of contract and articles and goods found therein during the period of the Exhibition may be removed by the Organisers or their agents and the Organisers shall not be responsible for any loss occasioned by such removal. Any publicity material shall be displayed and/or given away only from the Exhibitor's own stand.

26. HEALTH AND SAFETY LEGISLATION

Exhibitors must ensure that all employees, contractors, subcontractors and agents in the construction and dismantling of their stands/exhibits, and in the course of all work carried out on site by all or any of them, ensure that all necessary steps are taken to comply with the health and safety legislation applicable in the UK at the time of the Exhibition.

27. JURISDICTION AND WAIVER

This Exhibitor/Organiser contract shall be governed by and construed in accordance with the laws of Scotland and each party agrees to submit to the exclusive jurisdiction of the courts of Scotland. No failure or delay by any party to exercise any right, power or remedy will operate as a waiver of it nor will any partial exercise preclude any further exercise of the same, or of some other right, power or remedy.