***RSTMH Annual Meeting 2025***

AI in Global Health: Ethics, Equity and Innovation

Exhibitor Booking Form

Please send your completed form to RSTMH Meetings & Events Manager: [clare.mccraith@rstmh.org](mailto:clare.mccraith@rstmh.org)

|  |  |  |
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| **Section 1 – Contact Details** | | |
| **Company** | Company Name: |  |
| Address: |  |
| Town/City: |  |
| Postal code: |  |
| Country: |  |
| **Key Contact** | Name: |  |
| Contact Number: |  |
| Email: |  |
| Signature for key contact: | |  |
| Signature agreeing to Exhibitor Terms & Conditions of the RSTMH Annual Meeting 2025: | |  |
| Please print name: | |  |
| Date: | |  |
| **Section 2 – Exhibition Details** | | |
| **Exhibition opportunity** | **Select (X)** | **Cost (excl. VAT)** |
| Logo on event slides and promotions, logo and blurb in programme and on website | **X** | £750 |
| Leaflet drop in bag (optional, leaflet provided by your organisation) | **X** |
| RSTMH social media mentions  (1-2 months before the event date) | **X** |
| Inclusion in RSTMH member and non-member newsletters  (1-2 months before the event date) | **X** |
| 2 tickets per exhibitor including refreshments, access to talks and networking (both event days) | **X** |
| Exhibitor area including one table and two chairs (both event days) | **X** |
| List of attendees with name, job title, and org (both event days) | **X** |
| **Add-on:** full-page advert (A4) in event programme |  | £200 |
| **Add-on:** full-page advert (A4) on event programme back page |  | £300 |
| **Add-on:** additional 2-day attendee ticket (20% discount) |  | £265 |
| **Add-on:** sponsor the drink’s reception (slide logo, banner provided by your org) |  | £350 |
| **Total amount (excl. VAT):** | |  |
| **Section 3 – Exhibitor Payment** | | |
| On confirmation of your exhibitor package, an invoice will be raised | | |
| Invoice address (if different to the address provided in Section 1): | |  |
| Purchase Order number (if required): | |  |
| VAT number: | |  |
| Charity number (if applicable): | |  |

Exhibitor Terms and Conditions

Reservation  
Reservation of exhibition space and/or other sponsorship items will only be accepted upon receipt of a signed contract and written confirmation from RSTMH. RSTMH reserves the right to accept or reject any application at its sole discretion. In the case of rejection, any deposit paid will be refunded. For any queries, please contact [clare.mccraith@rstmh.org](mailto:clare.mccraith@rstmh.org).

Payment  
All invoices must be paid in full by the deadline specified on the invoice, without exception and regardless of individual organisational procedures. By signing the reservation contract, the sponsor accepts this regulation.

Failure to pay within the required timeframe may result in the cancellation of all booked items. In such cases, RSTMH is not liable for any resulting damages, but reserves the right to claim compensation for incurred losses.

Final allocation of exhibition space will be based on the date of booking. Sponsors may request to avoid placement next to competitors by indicating this on the booking form, though placement cannot be guaranteed. Access to the venue may be denied to sponsor representatives and/or stand builders if payment obligations are not met.

Cancellations  
All cancellations or reductions in reserved exhibition space or sponsorship items are non-refundable, and the full contracted amount remains payable.

General Rules & Disclaimers

* All rates are exclusive of applicable taxes.
* RSTMH reserves the right to accept or reject any application at its sole discretion. In the case of rejection, any deposit paid will be refunded.
* Estimated participation figures are provided as a guide and are not guaranteed.
* The organisers reserve the right to modify the exhibition floor plan if necessary.
* Sponsors will be invoiced upon confirmation. All fees must be paid in full before the event; failure to do so will result in denied access to exhibition set-up.
* **Liability:** Participation is at the sponsor's own risk. RSTMH assumes no liability for loss, damage, or injury. Sponsors are advised to obtain appropriate insurance coverage.
* **Force Majeure:** RSTMH accepts no liability for events beyond its reasonable control.
* The presence of a company or product at the RSTMH Annual Meeting does not imply endorsement by RSTMH.
* All sponsors are responsible for compliance with national and international regulations, including industry codes of practice regarding the promotion of medical, pharmaceutical, and health-related products and services.

Information Required from Sponsors and Exhibitors

To complete your booking and ensure inclusion in event materials, please provide the following information at the time of submission:

Organisation Logo

* High-resolution file (PNG preferred)
* Minimum width: 600px
* Transparent background if possible

Organisation Name for Promotional Purposes (if different to Company Name above)

* This will appear on the RSTMH website and in the digital and printed programmes

Description / Blurb

* Max. 75 words
* This will appear on the event website and in the digital and printed programmes
* Example blurb:

**Global Health Solutions**  
Global Health Solutions is a non-profit organisation dedicated to advancing equitable healthcare through research, innovation, and partnerships. We work across 20+ countries to support community-led health programmes, strengthen health systems, and promote access to essential medicines. Our team collaborates with governments, NGOs, and academic institutions to drive sustainable impact in global health.

Primary Contact Details (if different to Key Contact above)

* Full name, job title, email address, and phone number
* This will be used for all logistical communications

Company Website URL

* To be linked in online event listings and promotional materials

Social Media Handles (optional)

* X, Bluesky, LinkedIn, or other relevant platforms

Exhibition Stand Requirements (for exhibitors only)

* Brief note of any furniture, power, or access needs
* Any health and safety documentation, if relevant
* Delegate Pass Names
* Full names and email addresses for all those attending under your sponsor or exhibitor pass allocation (can be submitted closer to the event if needed)

Please email all information to RSTMH Meetings & Events Manager at [clare.mccraith@rstmh.org](mailto:clare.mccraith@rstmh.org) within 7 days of submitting your booking form.