

TUC

Changing the world
of work for good

CONGRESS 2022 BRIGHTON 11-14 SEPTEMBER



SPONSORSHIP | EXHIBITORS | BOOKING YOUR FRINGE



CONTENTS

**EXHIBITION
SPACE**
PAGE 6

OPTIONS AND COSTS 7
EXHIBITION FLOOR PLAN 8
APPLICATION FORM 11
TERMS AND CONDITIONS 12

**SPONSORSHIP
OPPORTUNITIES**
PAGE 21

BOOKING FORM 22

**ADVERTISING IN
THE CONGRESS
GUIDE**
PAGE 24

RATES AND MECHANICAL DATA 24
BOOKING FORM 26

**FRINGE
MEETINGS**
PAGE 27

ROOM SIZES AND PRICES 28
BOOKING FORM 29
TERMS AND CONDITIONS 30

**For further enquiries about
any of the information in this
booklet please contact:
020 7467 1234
tucevents@tuc.org.uk**



“I am delighted to invite you to take part in Congress 2022.”



As we enter another nervous period of economic uncertainty after the pandemic, the union movement will be watching developments closely.

For working people there is a lot at stake in terms of decent jobs, with pay that matches the spiraling cost of living. Unions will have to work doubly hard for their members and make sure workers don't lose out.

We will come together in-person in Brighton in 2022 determined to defend our members and set out a vision for good jobs for everyone.

We hope you will be part of that vision.

Being an exhibitor is the most eye-catching and cost-effective way of having a presence at Congress. We have a variety of options for you – see page 7.

Or if you want to be a Congress sponsor to increase your visibility see page 21.

Advertising in the Congress magazine brings you to the attention of the 2,000 or so delegates and visitors – details on page 24.

Lastly, don't forget the all-important and ever-growing fringe, where the real networking starts. You can book your fringe meeting on page 29.

I hope you will join us in Brighton in 2022!

Frances

Frances O'Grady
General Secretary, TUC

EXHIBITION SPACE

How to book exhibition space

The Brighton Centre is an ideal venue for exhibitions and has been hosting Congress on the south coast for more than 40 years. We have a range of sizes of built stands plus the chance to bespoke your own space. If you want to take part, please complete and return the application form on page 11.

What happens next

We will send you confirmation when we receive your application and an exhibitors' pack at a later stage. This will include details of all appointed exhibition contractors, services and the accreditation process.

If your preferred stand(s) are not available, we will call you to discuss other available options and we will do our best to meet your requirements.

“We love being a part of Congress and interacting with all unions, we always leave with new ideas about how we can help!”

Pellacraft

Watching the debates

There is a live feed of the Congress proceedings, but you can also watch the debates from the conference hall using your exhibitor passes.

“Acting for trade unions and trade union members is what Thompsons is about. TUC Congress provides the firm with an important opportunity to meet and interact with all our union clients and with activists. It enables us to emphasise our commitment and work with unions to deliver on their key priorities.”

Thompsons Solicitors

CONGRESS 2022 EXHIBITION STANDS OPTIONS AND COSTS

There are two options for a stand at Congress:

Space-only

A space-only site allows you the flexibility to design and build your own stand within the allotted area.

Shell scheme

You can have a pre-made shell scheme stand – three wall panels (two for corner sites), with a fascia nameboard detailing organisation name and stand number, carpeting and one 13-amp socket and one light.

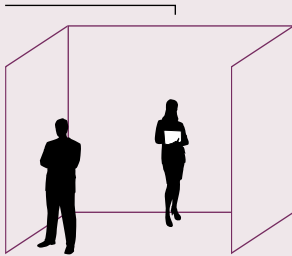
These stands come in six sizes but we do offer bespoke schemes on request.

Size	Cost*
① 3m x 1m	£2,163
② 2m x 2m	£2,884
③ 3m x 2m	£4,326
④ 3m x 2.5m	£5,407
⑤ 3m x 3m	£6,489
⑥ 4m x 3m	£8,652

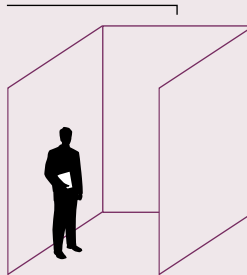
Note: prices are the same whether you choose space-only or the shell scheme.

*All prices are exclusive of VAT

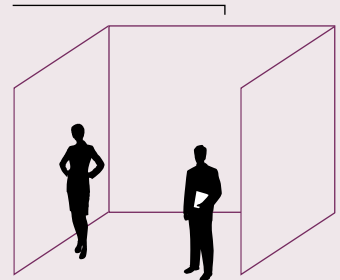
① 3m x 1m
£2,163



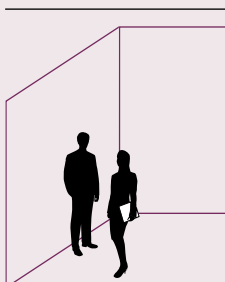
② 2m x 2m
£2,884



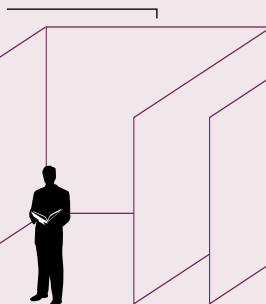
③ 3m x 2m
£4,326



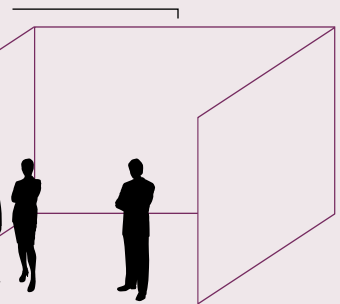
④ 3m x 2.5m
£5,407



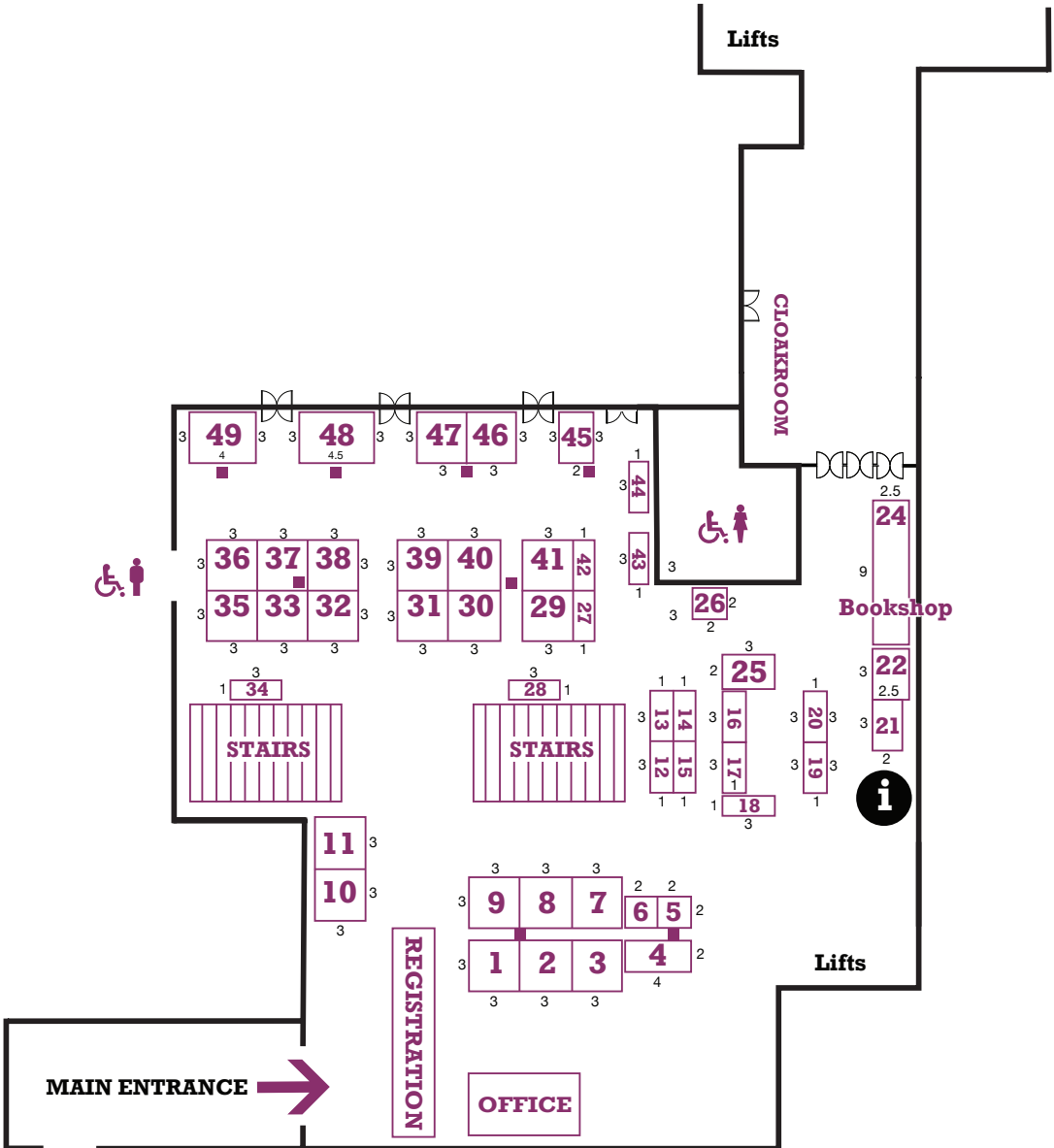
⑤ 3m x 3m
£6,489



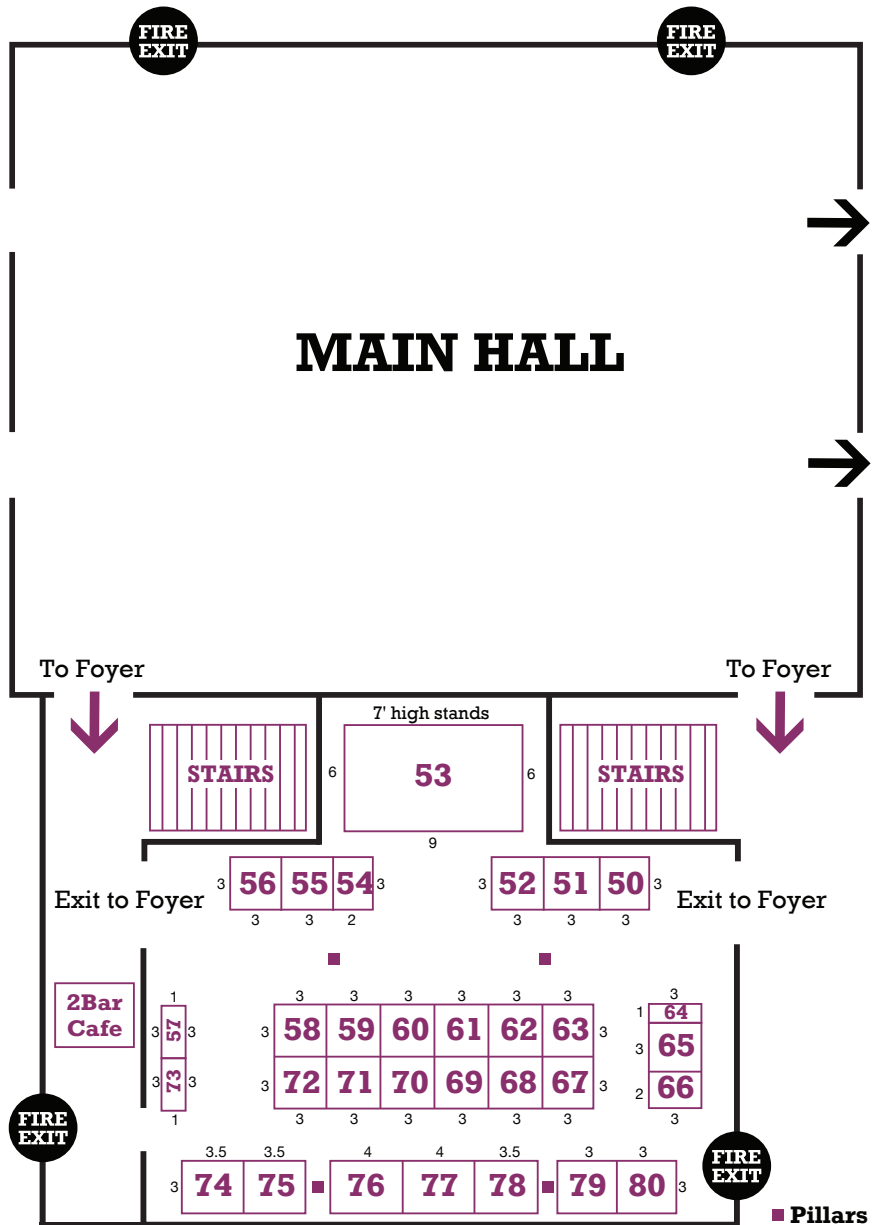
⑥ 4m x 3m
£8,652



EXHIBITION FLOOR PLAN



GROUND FLOOR



FIRST FLOOR



CONGRESS 2022 EXHIBITION APPLICATION FORM

Sunday 11 to Wednesday 14 September 2022
Brighton

Organisation details

Please complete all questions in BLOCK CAPITALS

Organisation:

Address:

Contact name:

Contact tel:

Email:

Stand/s details

Please indicate whether you require the space-only or shell system.
(please note the prices are the same whether you choose space-only or shell scheme)

Space-only 3m x 1m 2m x 2m 3m x 2m
 3m x 2.5m 3m x 3m 4m x 3m

Shell scheme 3m x 1m 2m x 2m 3m x 2m
 3m x 2.5m 3m x 3m 4m x 3m

We wish to book stand number(s)

(please refer to the exhibition floor plan on pages 8 and 9):

1st preference:

2nd preference:

The total metrage requested by any exhibitor cannot be guaranteed. Confirmation of stand number(s) allocated will be sent to you. Allocation of stand units will be on a first-come, first-served basis; if your chosen space is not available, you will be contacted to discuss other options.



If you are using a contractor to erect your stand or build the interior, please complete the following:

Contractor: _____

Contact name: _____

Address: _____

Contact tel: _____

Email: _____

Health and safety site manager: _____

Email: _____

Notes

1. For security reasons it may be necessary to restrict the issue of credentials.
2. Detailed documentation for completion will be sent to each exhibitor in the exhibitors' pack issued at the end of May.
3. Prices include electrical work for the standard shell scheme. We will supply details of who to order additional electrics from at a later date.

My stand cost will be: £_____ + VAT at 20% Total £_____

My deposit of 25% is: £_____ cheque made payable to Trades Union Congress

I will pay the balance on: _____ (final settlement date is Friday 5 August 2022)

Please invoice me: Purchase order number _____ (PO included)

I accept the terms and conditions as shown on pages 15-20 and agree to abide by them.

Signed: _____

Date: _____

Organisation: _____

**Please return to: TUC Events, CCD, Congress House,
Great Russell Street, London WC1B 3LS
Tel: 020 7467 1234 Email: tucevents@tuc.org.uk**

This information may be used by the TUC in the future to contact you with specific or general promotional material, which we believe may be of interest. Tick this box if you agree to receive future mailings
Please see our privacy policy for information about how we use your data <https://www.tuc.org.uk/TUCCongressPrivacyNotice>





UNIONS BUILDING DIGNITY AT WORK

TUC CONGRESS 2021





TERMS AND CONDITIONS FOR EXHIBITORS

Please read through this section carefully

Definitions in these terms and conditions

Organiser means the Trades Union Congress (TUC).

Exhibition means the Congress Exhibition held simultaneously with the Trades Union Congress.

Exhibitor means any person, company or organisation and their staff or agents contracting with the Organiser to take stand space at the Exhibition.

The Premises means The Brighton Centre or any other building used by the Organiser for Exhibition purposes.

Authorities means the local authority, fire authority or any other relevant body or person having jurisdiction over the Premises.

1. Trading rights

The sole rights of exhibiting merchandise and transacting business on the Premises during the period of the Exhibition are owned by the Organiser, which has sole discretion to grant licences to Exhibitors according to these Terms and Conditions. An Exhibitor shall not allow other persons or organisations to benefit from the licence, including sharing their stand, without obtaining written consent from the Organiser. Where consent is given, the Exhibitor's space rental charge may be increased by a sum appropriate to additional persons or organisations. It is the Exhibitor's duty to inform any person organisation sharing their stand of all relevant information, including these Terms and Conditions. The Exhibitor will be responsible for all work in connection with their shared stand, including Congress Guide entries, for the person or organisation sharing.

2. Opening hours

Stands must remain open continuously for business according to the published daily opening hours of the Exhibition (see above). Stands must be adequately staffed throughout these hours.

3. Installation of exhibits

All goods delivered to the Premises must be accompanied by or received by a representative of the Exhibitor.

4. Clearance of exhibits breakdown

Breakdown may not commence until the venue has confirmed that the hall is clear of all visitors. No stand or its contents may be removed before the official closing time of the Exhibition, unless by prior arrangement. The stand must be removed and the space cleaned within the set times: if an Exhibitor fails to clear their exhibits and fittings by the set time, they will be charged for every hour the space is uncleared and unclean. If the Exhibitor fails to do such work, the Organiser may arrange for it to be done and charge the Exhibitor for the resulting costs.

Trolleys

There must be no trolley movement until the Premises and Organiser have agreed that all visitors have left the building and it is safe to go ahead.

5. Identity of persons

Non-transferable contractors' badges will be supplied by the Organiser free of charge. Non-transferable Exhibitor badges will be allocated according to the stand space rental.

TERMS AND CONDITIONS FOR EXHIBITORS

6. Insurance

Exhibitors shall be responsible for arranging all necessary insurance in connection with the Exhibition and shall keep the Organiser indemnified in respect of (a) any loss or damage to any property of the Organiser; (b) all claims and demands by third parties (including staff, subcontractors and agents of the Organiser and the Premises, other exhibitors and their staff, subcontractors and agents and members of the public) in respect of death or personal injury or loss of or damage to property, caused by, occasioned by or contributed to by the Exhibitor or their employees, staff, subcontractors or agents as a result of their occupation of and activities on the stand.

Except in respect of death or personal injury caused by the Organiser's negligence, the Organiser shall not be liable to the Exhibitor because of any representation (unless fraudulent) or any implied warranty condition or other term, or any duty at common law or under these Terms and Conditions for any loss of profit or indirect loss, damage, costs, expenses or other claims (whether caused by the negligence of the Organiser, its staff, subcontractors or agents or otherwise). The entire liability of the Organiser to the Exhibitor shall not be more than the amount payable by the Exhibitor in relation to clause 16 below.

The Exhibitor shall make good any damage done by them, their staff, subcontractors or agents to the Premises or any of its furniture or fixtures. The Organiser reserves the right to request a copy of an Exhibitor's insurance policies and proof of up-to-date payment of premiums prior to the Exhibition.

7. Services

The Organiser will officially appoint advertising agents, public relations consultants, furniture suppliers, photographers, stand fitters, lighting suppliers and any other services in connection with the Exhibition, and no others will be allowed to canvass the Exhibitors or execute business in connection with the Exhibition without prior written permission from the Organiser.

8. Shell scheme and stand fittings

Any Exhibitor bringing an exhibit/stand fitting higher than 2000mm must check with the Organiser that there will be sufficient ceiling clearance. Exhibitors will be held responsible and charged at replacement value for any damage to the covering of their stands. Any unusually heavy exhibits must be approved by the Organiser.

Any additional decoration or fitting-out work an Exhibitor may require may be carried out by the Exhibitor's chosen contractor and at the Exhibitor's expense.

Exhibitors must ensure that all sections of their stand are properly finished off and are presentable.

The wording on the fascia nameboard of the shell scheme is restricted to up to three words and the stand number. It will be provided in the style of the Organiser and must not be removed from the stand.

No part of a stand may overhang any gangway or exceed the allocated boundaries of the stand. Exhibitors must not display their goods so that, in the opinion of the Organiser, they distract the light or impede the way or view along open spaces or gangways or inconvenience other exhibitors.

No petrol or other hazardous spirit, liquid or vapour is to be brought into the Premises unless previously approved in writing by the Organiser.

All materials used for building, dressing or covering stands must be non-flammable or impregnated with a fireproofing solution in a

TERMS AND CONDITIONS FOR EXHIBITORS

way that complies with the regulations and/or guidance of the Authorities.

Empty cases, cartons and packing must not be kept on stands and must be removed from the Premises for storage, or during the set-up period of the Exhibition left tidy in the gangways for clearance by the Organiser's staff.

All exhibitors must return their risk assessment form and health and safety information by the middle of July.

All exhibitors must ensure they comply with the Premises' health and safety policies. This will be sent electronically.

9. Unfitted stands/open stands

Exhibitors occupying unfitted/open stands will be expected to comply with these Terms and Conditions and also to submit to the Organiser a detailed plan of their stand, a list of contractors, materials to be used, exhibits on display and a method statement (see above). This must be done before the Exhibition opens.

Those exhibitors occupying space-only sites must adhere to the appropriate BECA agreements, particularly with regard to stand construction. Unless a stand is designated as unfitted or open, then the shell scheme is compulsory.

10. Security and insurance

Each Exhibitor is responsible for the security of their own stand and exhibits, and for their own and their staff's insurance cover plus public liability insurance. In no circumstances will the Organiser or the Premises accept responsibility or be liable for any loss or damage however arising.

11. Stand content

Any Exhibitor operating a sound system of any type must use it only at low volume and will, if required by the Organiser, cease its use.

The TUC reserves the right to withdraw with immediate effect individual attendance rights or cancel an event or activity if it considers

the content of a presentation or materials or behaviour offensive.

Stand content should not jeopardise any sponsorship arrangements the TUC has undertaken.

Any complaints must be submitted in writing to the Organiser or its representatives within seven days of the Congress. A complaint made or addressed in any other manner will not be considered.

12. Conduct statement

The TUC is committed to organising activities in which everyone can participate in an inclusive, respectful and safe environment. The TUC has zero tolerance for any type of harassment, including sexual harassment. Aggressive, offensive, intimidatory, disrespectful or unacceptable behaviour or comments will not be tolerated. This supports the commitment set out in the TUC's rules to promote equality for all and to eliminate all forms of harassment, including sexual harassment, prejudice and unfair discrimination. This policy applies to all aspects of communication at or in connection with an event, including postings on social media. If you have any concerns about behaviour that you want to raise then please contact us by email at tucevents@tuc.org.uk

In the first instance, you should raise any concerns about inappropriate conduct with your client or manager. You may also raise concerns about inappropriate conduct at the TUC information desk. We will take all complaints seriously and act on them as set in the TUC's rules.

13. Exhibitors' nameplates

No Exhibitor's nameplates, signposts or noticeboards will be allowed outside the allocated stand area.

14. Regulations

Exhibitors shall observe and conform to all rules, regulations, orders and bye-laws relating to



TERMS AND CONDITIONS FOR EXHIBITORS

the Premises and with all requirements of the Authorities.

15. Space application procedure

Applications for space must be made in accordance with the official procedure laid down in the Exhibition Application Form. The Organiser reserves the right to refuse, without stating reasons, any application for space.

16. Payment procedure

The rent of the stand spaces contracted by an Exhibitor is payable to the Organiser as detailed on the Exhibition Application Form.

The deposit payment as detailed must accompany the Exhibition Application Form, and this is non-returnable and non-refundable

The final settlement date is 30 days prior to the opening of the Exhibition.

If the balance outstanding is not paid by the final settlement date, the Organiser reserves the right to cancel the application, reallocate the stand and retain the deposit, and may, without limiting any other rights, charge interest on the amount outstanding at the rate of 5 per cent above the current base rate of Barclays Bank Plc from the due date to the date of full payment.

An Exhibitor applying for space within the 30 days prior to the opening date of the Exhibition will be required to provide the completed Exhibition Application Form and pay the full hire cost before arriving onsite.

Foreign Exhibitors are requested to pay by Sterling Draft in London

The distribution of literature outside of the Exhibition area is strictly prohibited; distribution within the Exhibition area is at the discretion of the Organiser.

17. Withdrawals/cancellations

If at any time following receipt of an Exhibition Application Form by the Organiser an Exhibitor withdraws from the Exhibition, the Organiser shall be entitled to retain the deposit. If an Exhibitor withdraws after the invoice for the outstanding balance has been issued (30 days prior to the Exhibition), the Organiser is entitled to receive the full balance. Withdrawals will only be accepted by the Organiser in writing.

18. Exhibition cancellation or abandonment

If for any reason the Exhibition cannot be opened and held at the Premises on the dates specified, the Organiser may at its discretion:

- a. postpone the opening of the Exhibition until a date that, in the circumstances, appears to it to be reasonable; or
- b. obtain such alternative premises as, in its opinion, are suitable and hold the Exhibition on the original dates; or
- c. declare the Exhibition abandoned; or
- d. cancel the event due to high infection rates in a pandemic or other health and safety concern.

In the event that the Trades Union Congress is cancelled or abandoned for any reason, the Organiser reserves the right to either cancel the Exhibition or, if it has already started, abandon the Exhibition. In either case, the Organiser will not be liable to make any refunds whatsoever to any Exhibitor.

19. Refunds

In the event of abandonment of the Exhibition by the Organiser (in accordance with clause 17 (c) above), of more than three months notice, the Organiser will be entitled to retain the deposit payment or receive, on account of working expenses, 25 per cent of the rent paid or contracted to be paid by the Exhibitor. The balance will be repaid by the Organiser to the Exhibitor.

TERMS AND CONDITIONS FOR EXHIBITORS

20. Exhibition layout

The Organiser reserve the right to make any necessary alterations to the Exhibition layout.

21. Exhibition visitors

Visitors are admitted on the understanding that canvassing by non-exhibitors is not allowed. Visitors suspected of canvassing are liable to immediate expulsion. The Organiser reserves the right to refuse admission without giving any reason.

22. Catering services

The Organiser will issue Exhibition Stand Service Forms in advance of the Exhibition and these should be returned to the Catering Manager of the Premises for delivery on the first morning of the Exhibition. All items for consumption on the Premises must be officially obtained through the Catering Manager of the premises.

23. Phones and data lines

These services may be ordered direct. No orders for these can be accepted by the Organiser.

24. Final details

Final arrangements concerning access, set-up times, stand numbers etc will be sent to each Exhibitor prior to the Exhibition: in the interim, all enquiries should be directed to tucevents@tuc.org.uk

25. General

Each Exhibitor is bound by these Terms and Conditions and shall also be familiar with and observe the rules, conditions and regulations of the Premises.

Each Exhibitor must ensure that its agents or contractors are familiar with these Terms and Conditions. Any claim arising from the Exhibitor failing to provide this information shall be the sole responsibility of that Exhibitor.

The Organiser reserves the right to waive, add to or alter any of these Terms and Conditions in the interest of the Exhibition either generally or for a particular reason.

Should any question arise, whether or not provided for in these Terms and Conditions, the decision of the Organiser shall be final and binding on each and every Exhibitor.

No failure or delay by the Organiser in exercising any of its rights under these Terms and Conditions shall be considered as a waiver of that right, and no waiver by the Organiser of any breach shall be considered as a waiver of any subsequent breach.

If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of its other provisions and the remainder of the provision in question is not affected.

English Law shall apply to these Terms and Conditions and to any agreement entered into between the Organiser and an Exhibitor, and the parties agree to submit to the non-exclusive jurisdiction the English courts.

SPONSORSHIP OPPORTUNITIES

Sponsorship at Congress is an effective way to promote your services to 3,000 people over the four days.

Welcome reception

This gives you the chance to promote your organisation to several hundred guests at a special gathering on the first evening of Congress.

Congress bags

Re-usable congress bags containing the Guide, the Agenda, other working documents and information literature are provided for delegates, observers, visitors, exhibitors and media. Sponsors can have their logo printed on the front and have an insert inside.

Lanyards

Worn around the neck to display the attendee's credential, lanyards are visible on wearers all day and are often picked up by television cameras, ensuring maximum exposure of your brand.

Stewards' polo shirts

Our stewards are very much the public face of our Congress. While carrying out their duties they are often spotted by television cameras. Sponsoring stewards' polo shirts would guarantee your brand being seen throughout Congress.

Congress music

Congress has live music played from the platform at the beginning of every session. The sponsor can place their corporate branding behind the musicians whenever they perform, as well as be credited in the Congress Guide.

Delegates' tea and coffee

Sponsoring refreshments for delegates is a quick and easy way to get your brand noticed.

Powerbanks

These are very popular with our delegates as they are useful for keeping phones and tablets charged up whilst on the go, and continue to be used after Congress which results in ongoing promotion for the sponsor.

Prize draw

We have different prize draws including the best stand and delegate questionnaires.

Get in touch for information on other sponsorship opportunities:
tucevents@tuc.org.uk

CONGRESS 2022 SPONSORSHIP BOOKING FORM

I am interested in the following sponsorship opportunity(ies):

Delegates' and exhibitors' reception

Delegates' refreshments

Congress music

Wi-Fi

Delegates' survey prize draw

Congress bags

Lanyards

Stewards t-shirts

Powerbanks

Other (please fill in box below)

Organisation:

Address:

Contact name:

Contact tel:

Email:

Please return to:

TUC Events, CCD, Congress House, Great Russell Street, London WC1B 3LS

Tel: 020 7467 1234 Email: tucevents@tuc.org.uk

This information may be used by the TUC in the future to contact you with specific or general promotional material, which we believe may be of interest.

Tick this box if you agree to receive future mailings

Please see our privacy policy for information about how we use your data

<https://www.tuc.org.uk/TUCCongressPrivacyNotice>



TUC
Changing the world
of work for good

CONGRESS



ADVERTISING IN THE CONGRESS GUIDE

All attendees at Congress receive a copy of the *Congress Guide*. This colour brochure has editorial features by guest journalists, working information on Congress including the programme of business, a full fringe listing, seating plans, union data and a guide to the Exhibition. It is a constant reference source for all Congress-goers.

Advertising rates (excl VAT)

Inside front cover	£3,316
Back cover	£3,576
Inside back cover	£2,880
First full-page advert within Guide	£2,880
Full-page	£1,885
Half-page opposite 'Finding your way around'	£1,292
Half-page (landscape)	£1,117
Quarter-page (portrait)	£662
Eighth-page (landscape)	£331

Special centre section

Left-hand page opposite any 'Programme of Business' page	£2,157
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Other information

Note: The colour premium applied previously is now built into the rates above.

Specified position (other than mentioned above): 15% extra

Circulation (to all delegates, visitors, exhibitors and media): 2,000

Agency commission: 10%

Copy deadline: 7 August 2022

Fringe advertisers

If you take out an advert in the Guide for a fringe event it will also be featured for free in a list of fringe meetings on the TUC website before Congress starts.

Mechanical data

FULL PAGE Bleed: w216 x h286mm Trim (no bleed): w210 x h280mm Type area: w190 x h240mm	HALF PAGE w190 x h117.5mm
	QUARTER PAGE w92.5 x h117.5mm

Format requirements

Hi-res PDF preferred but EPS files are also acceptable. Ensure fonts are embedded or converted to outlines. PowerPoint, Publisher, Word or CorelDRAW files can't be accepted. However, we can remake artwork to your specification from roughs supplied in these formats (there will be a charge for this service).

Artwork should be supplied by email, Dropbox or equivalent to tucevents@tuc.org.uk



CONGRESS GUIDE 2022

ADVERTISING BOOKING FORM

I wish to book space in the 2022 Congress Guide:

- | | |
|---|--|
| <input type="checkbox"/> Inside front cover | <input type="checkbox"/> Left-hand page opposite Tuesday's 'Programme of business' |
| <input type="checkbox"/> Back cover | <input type="checkbox"/> Left-hand page opposite Wednesday's 'Programme of business' (full-page) |
| <input type="checkbox"/> Inside back cover | <input type="checkbox"/> Half-page (landscape) |
| <input type="checkbox"/> First full-page advert | <input type="checkbox"/> Quarter-page (portrait) |
| <input type="checkbox"/> Full-page | <input type="checkbox"/> Eighth-page (landscape) |
| <input type="checkbox"/> Half-page opposite 'Finding your way around' | |
| <input type="checkbox"/> Left-hand page opposite Monday's 'Programme of business' | |
- I will be supplying artwork
- I will be supplying copy to be set at cost by the TUC

Organisation:

Address:

Contact name:

Contact tel:

Email:

Please invoice me: Purchase order number (PO included)

Please return to:

**TUC Events, CCD, Congress House,
Great Russell Street, London WC1B 3LS
Tel: 020 7467 1234 Email: tucevents@tuc.org.uk**

Bookings cancelled after 7 August will be subject to 10 per cent cancellation fee.

This information may be used by the TUC in the future to contact you with specific or general promotional material, which we believe may be of interest.

Tick this box if you agree to receive future mailings

Please see our privacy policy for information about how we use your data
<https://www.tuc.org.uk/TUCCongressPrivacyNotice>



FRINGE MEETINGS AND RECEPTIONS

TUC Congress has a vibrant and packed fringe with a wide range of external organisations hosting and attending meetings, to debate key issues for the trade union movement in the UK and around the world.

Many unions and other external organisations will also host drinks reception events in the evenings for delegates to network and hear more about the organisation's aims, key campaigns and activity.

Inside the Brighton Centre there are many well-placed and versatile spaces for organisations to organise fringe meetings, receptions or other events.

Fringe meetings, receptions and other events can be run from Sunday evening.

The options are:

- Various evening slots on Sunday (6.30pm–8pm)
- A lunchtime slot on Monday and Tuesday (12.45pm–2.00pm)
- A choice of evening slots on Monday and Tuesday (5.45pm–7.15pm).

There are also opportunities to hire space for union delegate meetings or briefings at any time during Congress. For more information email tucevents@tuc.org.uk

Fringe and meeting rooms will include a basic AV package of top-table microphones and amplification. Anything additional, for example a projector and technician, will be charged, and details of how to arrange that will be given once the booking is made.

FRINGE MEETING/RECEPTION ROOM SIZES AND PRICES

Fringe/meeting (up to 80 people):	£725
Large fringe/meeting (201–400 people):	£1200
Reception (120 people):	£1200

Room prices are exclusive of VAT. Please enquire about other reception room sizes.

If you are interested in hosting a meeting, fringe meeting or reception then please fill in the form opposite with as much information as possible, including additional AV requirements, and return to Michelle Gregory either by post or email tucevents@tuc.org.uk by 15 June.

Bookings for fringe meetings and receptions held at the Congress venue are granted at the discretion of the TUC.

The full fringe list will be published on the TUC website before Congress starts. We also send delegates a Conference News email that includes the fringe listings.

CONGRESS 2022 FRINGE BOOKING FORM

Please complete all questions in BLOCK CAPITALS

Organisation:

Address:

Contact name:

Contact tel:

Email:

Title/theme of event

Type of event Fringe meeting Reception

No. of people

Preferred slot (please state order of preference)

Sun evening Mon lunch Mon evening Tues lunch Tues evening

Additional AV required

Laptop with internet access £100 Roving microphones (each) £28

Projector with screen £100 Sound PA for receptions £350

I accept the terms and conditions as shown on page 30

Signed:

Date:

Your booking will be confirmed by the end of June at the latest, with payment required by 17 July. Please provide a 120-word description of your event by 3 August to ensure it is included in the Congress Guide. Rooms will be allocated on a first-come, first-served basis.

Please see our privacy policy for information about how we use your data
<https://www.tuc.org.uk/TUCCongressPrivacyNotice>

**Please return to: TUC Events, CCD, Congress House,
Great Russell Street, London WC1B 3LS
Tel: 020 7467 1234 Email: tucevents@tuc.org.uk**



TERMS AND CONDITIONS FOR FRINGE ORGANISERS

Completed fringe meeting request forms (see page 29) should be submitted by 15 June.

Cancellations

Cancellations received before 14 August will incur a 50 per cent charge. Cancellations received after that date will not be entitled to a refund. In the event of any circumstances beyond the control of the TUC which result in the event being cancelled, then payment will not be refundable.

The TUC reserves the right to cancel an event, an activity or withdraw individual attendance rights if the content of a presentation, or the content of materials or acts of behaviour is deemed offensive, by the TUC, in advance of Congress or with immediate effect at Congress. See the TUC code of conduct on page 17.

Congress Guide

Once your fringe meeting has been confirmed, all details, including the fringe name and the content, should be provided by 3 August to the TUC for inclusion in the Congress Guide, which is distributed to all delegates. The word limit is 120. The main details of your event will also be conveyed on venue monitors in the venue in break periods and Congress News emails with fringe listings will be sent to all delegates. You may also wish to take out an advert in the Congress Guide.

Credentials

All non-delegate fringe attendees, including the organisers, speakers and special guests, will need to be registered and agreed by the TUC before Congress, using the registration link sent to fringe organisers. In exceptional circumstances, late credentials can be issued at Congress subject to authorisation on the day.

One-day credentials are provided that give access to fringe meetings only.

All fringe meeting attendees require photo ID.

Catering

We recommend you offer catering at lunchtime fringes, which should be booked directly with the caterers provided by the venue. You will not be able to bring in your own food and drink. When your booking is confirmed you will be sent the details of the catering company.

Electronic presentations

Any electronic presentations, including PowerPoint files, should be supplied to the TUC by 1 September, so we can check formatting and compatibility.

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