

TUC

Changing the world
of work for good

CONGRESS 2019 BRIGHTON 8-11 SEPTEMBER



SPONSORSHIP | EXHIBITORS | FRINGE ORGANISATION



CONTENTS

EXHIBITION SPACE PAGE 6

OPTIONS AND COSTS 7
EXHIBITION FLOOR PLAN 8
APPLICATION FORM 11
ACCOMMODATION 13
TERMS AND CONDITIONS 15

SPONSORSHIP OPPORTUNITIES PAGE 21

BOOKING FORM 23

ADVERTISING PAGE 25

RATES AND MECHANICAL DATA 25
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:**

Congress 2019

Tel: 020 7467 1234

Email: tucevents@tuc.org.uk



“I am delighted to invite you to take part in Congress 2019.”



Britain will enter a period of uncertainty once we exit from the EU. Economic growth will be patchy as businesses try to anticipate how and

where to invest.

For working people there is a lot at stake in terms of decent jobs and rights at work, which could be threatened by dilution in UK law of the protection of EU directives.

Unions will have to work doubly hard for their members and make sure workers don't lose.

So the union movement will come together in Brighton in 2019 determined to defend its members and set out a vision for good jobs for everyone.

Congress is attended by about 600 delegates from our 48 affiliated unions, has an exhibition, a fringe programme and receptions and an annual General Council dinner. Around 3,000 people will come through the doors over

the course of the four days to take part in debate, the fringe, to exhibit or to report on the policy debates at Congress. This is a high-profile media event, widely regarded as the first big setpiece occasion after the summer break, before the start of the political party conferences.

There are many opportunities for unions and other organisations to take part in this annual showcase of the trade union movement. This guide sets out the many and varied opportunities to network, to influence opinion formers, to educate and to raise the profile of an issue or organisation at Congress 2019.

So, I hope that we will be able to welcome you to Brighton in September, where the trade union movement will come together to set strong, ambitious goals for the year ahead. We look forward to you and your organisation being a part of it.

A handwritten signature in black ink that reads "Frances".

Frances O'Grady
General Secretary, TUC

OPPORTUNITIES TO GET INVOLVED

How to book exhibition space

Please complete and return the application form on page 10, with a deposit cheque or purchase order number, indicating your preferred stand option (space-only or shell scheme) and size. Using the Exhibition floor plan on page 8, you can also indicate which stand you would like.

What happens next

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 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.

Your passes

You are entitled to up to eight exhibitor passes with your booking. With these

you can also watch Congress from the visitors area of the conference hall (subject to space availability).

Sponsorship opportunities

Please see our range of sponsorship opportunities on page 21. We are also happy to discuss other available options.

Fringe programme

Please see details about booking fringe meetings on page 27.

Accommodation

The TUC is working in partnership with Trust Reservations Ltd who have secured accommodation at preferential rates. Exhibitors can take advantage of this by emailing sales@trustreservations.com and referencing your request 'TUC'.

For further details contact tucevents@tuc.org.uk

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

Pellacraft

“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 2019 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 with a white melamine finish – three wall panels (two for corner sites), 2.5m high, with a fascia nameboard detailing organisation name and stand number, carpeting and one 13-amp socket and one 1.5m fluorescent light.

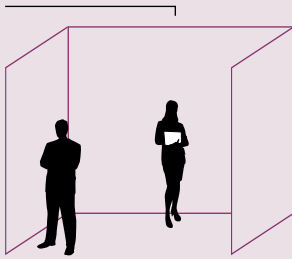
These stands come in six sizes but we do offer bespoke schemes on request.

Size	Cost*
① 3m x 1m	£2,059
② 2m x 2m	£2,745
③ 3m x 2m	£4,118
④ 3m x 2.5m	£5,147
⑤ 3m x 3m	£6,178
⑥ 4m x 3m	£8,237

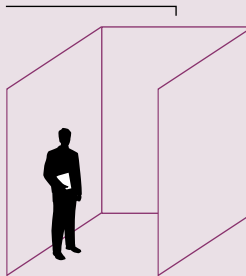
Note: prices are the same whether you choose space-only or the shell scheme.

*All prices are exclusive of VAT

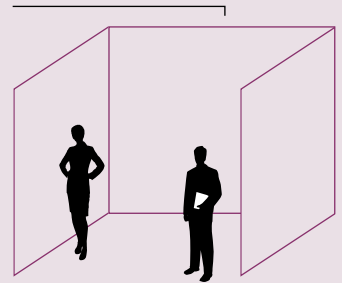
① 3m x 1m
£2,059



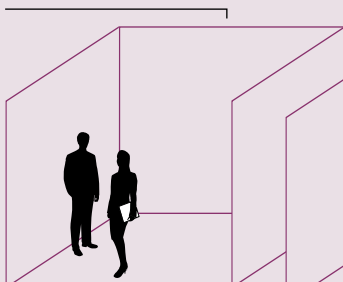
② 2m x 2m
£2,745



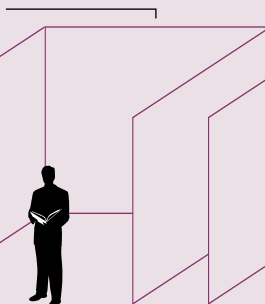
③ 3m x 2m
£4,118



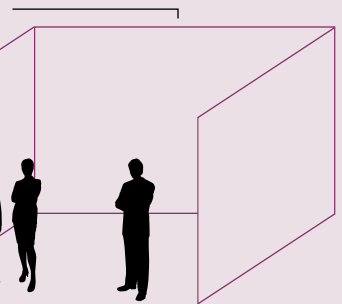
④ 3m x 2.5m
£5,147



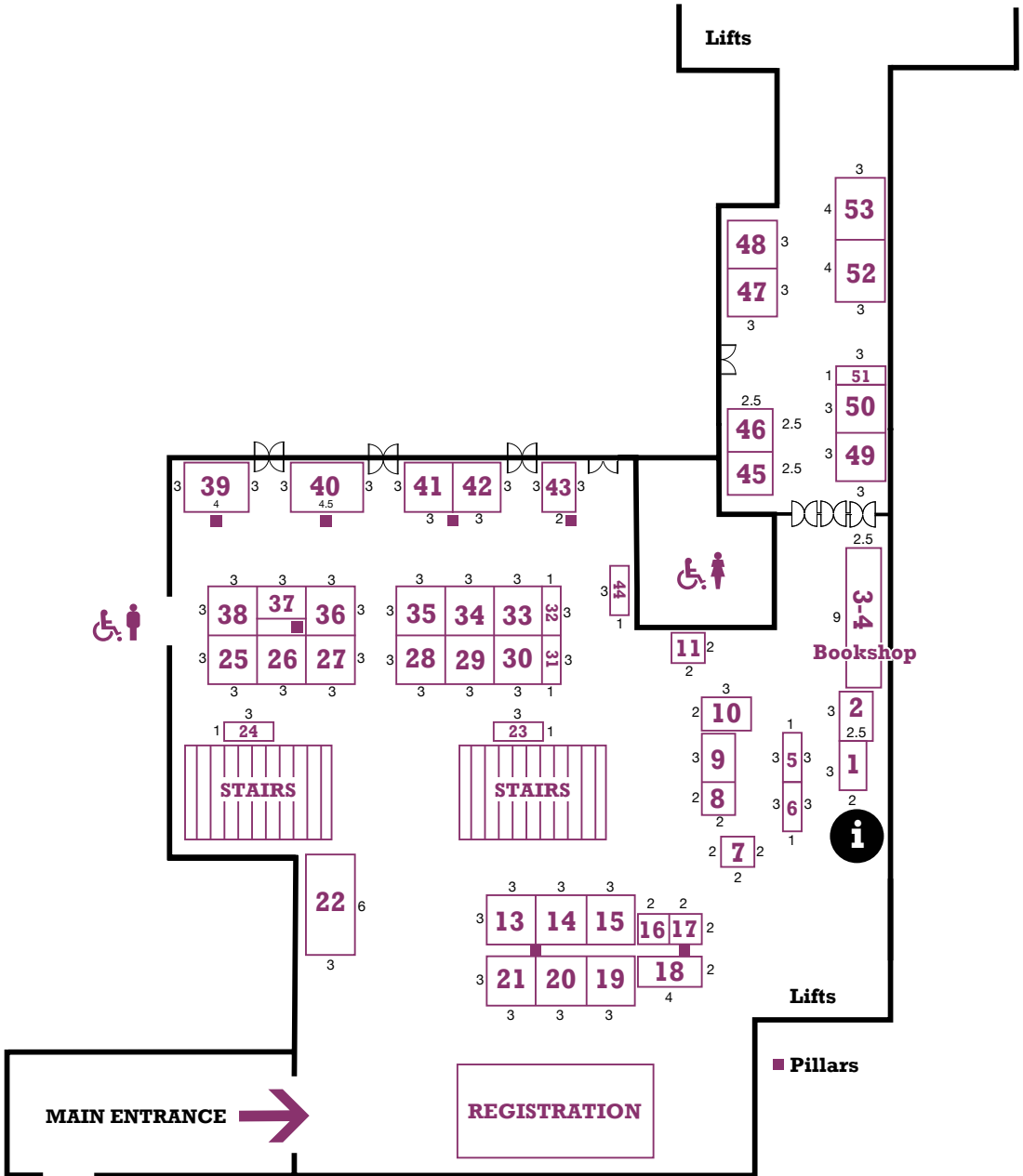
⑤ 3m x 3m
£6,178



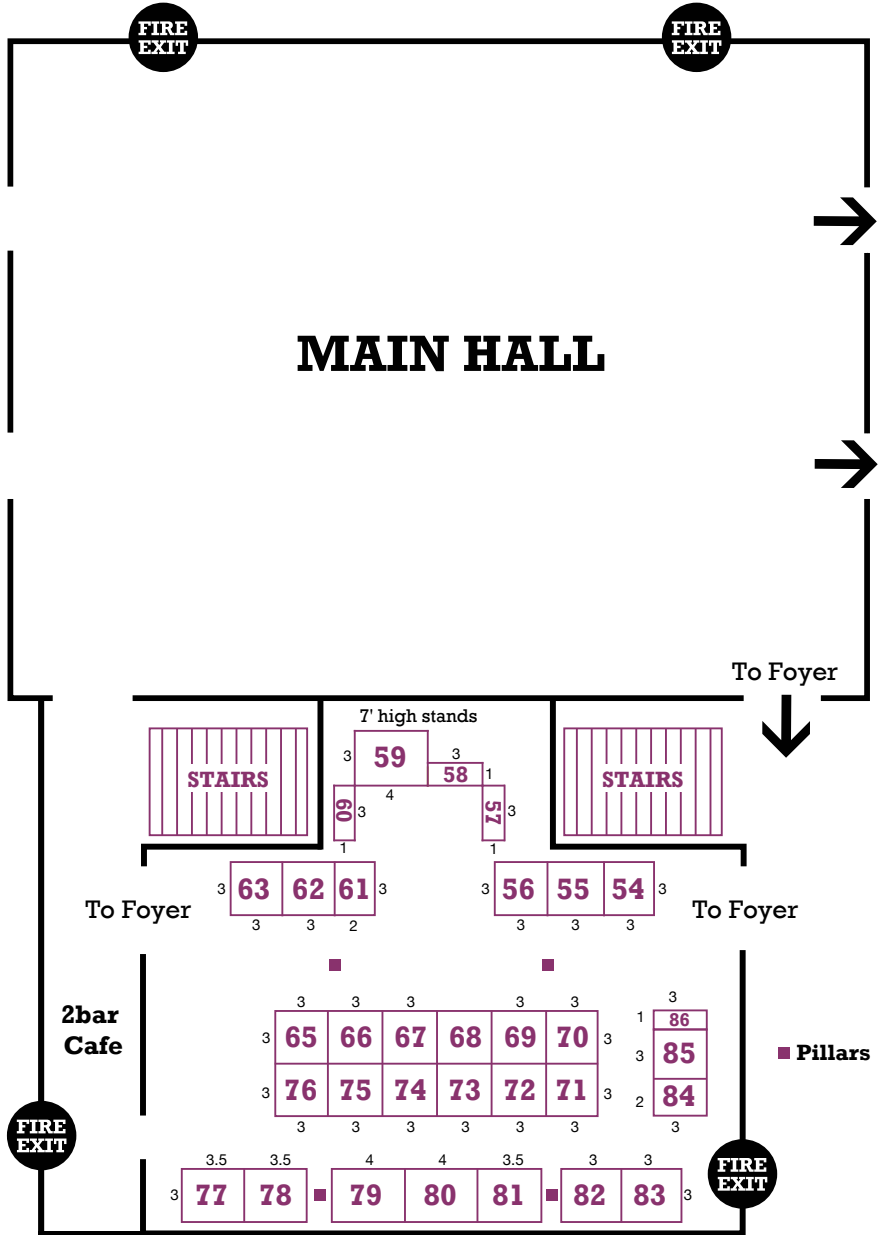
⑥ 4m x 3m
£8,237



EXHIBITION FLOOR PLAN



GROUND FLOOR



FIRST FLOOR



CONGRESS 2019 EXHIBITION APPLICATION FORM

Sunday 8 to Wednesday 11 September 2019
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. Electrical requirements for space-only stands should be ordered directly from Joe Manby Ltd.

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 29 August 2019)	
Please invoice me:	Purchase order number (PO included <input type="checkbox"/>)	

I accept the terms and conditions as shown on pages 15 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>







TERMS AND CONDITIONS FOR EXHIBITORS

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. Please note that we will open earlier at mid-day on Sunday as there will be additional activities for delegates.

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 by the middle of July 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. Conduct of exhibitors

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.

12. Exhibitors' nameplates

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

13. Regulations

Exhibitors shall observe and conform to all rules, regulations, orders and bye-laws relating to the Premises and with all requirements of the Authorities.

14. 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.

15. 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.

TERMS AND CONDITIONS FOR EXHIBITORS

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.

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.

16. 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.

17. 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.

In the event that the Trade 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.

18. 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.

19. Exhibition layout

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

20. 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.

21. 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.

22. Phones and data lines

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

23. 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

TERMS AND CONDITIONS FOR EXHIBITORS

24. 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.

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.

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. Sponsorship covers all aspects of Congress, ranging from the welcome reception to other events and also key documentation. Listed below are opportunities for this year's Congress. The list is not exhaustive, and we are always happy to discuss any other sponsorship ideas you may have.

Congress wallets

Congress wallets containing the Congress Guide, the Agenda, other working documents and information literature will be provided for delegates, observers, visitors, exhibitors and media representatives. Sponsors can have their logo printed on the front and have an insert in the wallet.

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' t-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' t-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.

Tech Zone

This will be placed in a prime location and combines the business centre with our digital hub and includes printing and internet access. The digital focus includes technical advice on accessing digital documents, giving away power banks and charger lockers.

Delegates' tea and coffee

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

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

CONGRESS 2019 SPONSORSHIP BOOKING FORM

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

- | | |
|---|---|
| <input type="checkbox"/> Delegates' and exhibitors' reception | <input type="checkbox"/> Stewards t-shirts |
| <input type="checkbox"/> Delegates' refreshments | <input type="checkbox"/> Powerbanks |
| <input type="checkbox"/> Congress music | <input type="checkbox"/> Other (please fill in box below) |
| <input type="checkbox"/> Tech zone | |
| <input type="checkbox"/> Delegates' survey prize draw | |
| <input type="checkbox"/> Congress Wallets | |
| <input type="checkbox"/> Lanyards | |

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

Bookings cancelled after 26 July will be subject to 100 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>





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 and for our anniversary year will be a souvenir issue.

Advertising rates (excl VAT)

Inside front cover	£2,653
Back cover	£2,861
Inside back cover	£2,304
First full-page advert within Guide	£2,304
Half-page opposite 'Finding your way around'	£1,034
Full-page	£1,508
Half-page (landscape)	£894
Quarter-page (portrait)	£498
Eighth-page (landscape)	£265

Special centre section

Left-hand page opposite any 'Programme of Business' page	£1,726
---	--------

Other information

Mono rates: as above
Colour: 25% extra
Specified position (other than mentioned above): 15% extra
Circulation (to all delegates, visitors, exhibitors and media): 2,500
Agency commission: 10%
Copy deadline: 26 July 2019

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	EIGHTH PAGE w92.5 x h56.25mm

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 2019

ADVERTISING BOOKING FORM

I wish to book space in the 2019 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"/> Half-page opposite 'Finding your way around' | <input type="checkbox"/> Eighth-page (landscape) |
| <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
- Full colour Mono

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 27 July 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–1.45pm)
- 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):	£695
Large fringe/meeting (201–400 people):	£990
Reception (120 people):	£950

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 Friday 3 May.

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 2019 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 12 July. Please provide a 120-word description of your event by 19 July 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 Friday 3 May.

Cancellations

Cancellations received before Wednesday 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.

Congress Guide

Once your fringe meeting has been confirmed, all details, including the fringe name and the content, should be provided by Friday 19 July 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 fringe meeting attendees require photo ID. One-day credentials are provided for access to fringe meetings only.

All fringe attendees, including the organisers, speakers and guests, will need to be registered and agreed by the TUC in advance of Congress. The online registration link will be sent to fringe organisers.

If you wish to invite external people to your fringe, please state this as this will impact on your room allocation.

On occasion, security for TUC Congress requires that all attendees bring along a passport. We will advise you in advance if these are required for Congress 2019, by the middle of August.

Late credentials can be issued at Congress subject to authorisation on the day.

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 Friday 30 August, so we can check formatting and compatibility.



Changing the world
of work for good

Published by
Trades Union Congress
Congress House
Great Russell Street
London WC1B 3LS

November 2018
Design: Chapman Design
Print: Precision Printing Company Ltd.
Photos: Jess Hurd/reportdigital.co.uk and Getty Images