



This document is the Exhibitor guide to the BAA Conference 2025. Detailed below is what BAA require from you and the deadline dates for your journey to a successful event.

Exhibitor Portal	DEADLINE										
<p>Please find link below to your dedicated exhibitor portal.</p> <p>You may use the following information in your exhibitor road map:</p> <p>Exhibitor portal: <b>To be confirmed</b></p> <p>Dedicated exhibitor email address for any queries: <b>info@stagecraftuk.com</b></p> <p>All shell schemes come with the following included: table, chairs carpet, lighting, electrics &amp; fascia graphics.</p> <p>You will also find a variety of stand items available to order including furniture, flooring, electrical, audio visual, graphics and shell scheme accessories.</p> <p>Stagecraft can provide a full and comprehensive graphic and print service if required. Prices include delivery and installation of graphics. All artwork should be sent in high resolution pdf files to ensure the highest quality of printing.</p> <p>Bleed and trim marks are not required.</p> <p>Files should be CMYK with minimum resolution of 150dpi at final size.</p> <p>Artwork is preferred at either 50% or 25% scale.</p>	<p><b>30th October</b></p> <p>If orders are submitted after this date a late order surcharge will be applied</p>										
Handbook Profile											
<p>50 word profile for the handbook.</p> <p>Email to <a href="mailto:conference@baaudiology.org">conference@baaudiology.org</a></p>	<p><b>20th September</b></p>										
Prize for Passport Competition											
<p>Please can you advise what prize you will be donating by this date.</p> <p>Prizes to be collected by the conference team <b>at the venue on 21st November.</b></p>	<p><b>11th October</b></p>										
Exhibitor Passes											
<p>You will be sent a personalised spreadsheet to advise us of all your guests and exhibitors. We will register your delegates and provide confirmation. <b>Do not forget</b> to book any additional party tickets as space is limited.</p> <p>The number of passes you can apply for is dependent on your stand size:</p> <table border="0"> <tr> <td>2x3 Stand = 2 x delegate passes</td> <td>3x6 Stand = 6 x delegate passes</td> </tr> <tr> <td>3x3 Stand = 3 x delegate passes</td> <td>4x6 Stand = 8 x delegate passes</td> </tr> <tr> <td>2x5 Stand = 3 x delegate passes</td> <td>5x5 Stand = 8 x delegate passes</td> </tr> <tr> <td>3x4 Stand = 4 x delegate passes</td> <td>5x6 Stand = 10 x delegate passes</td> </tr> <tr> <td>3x5 Stand = 5 x delegate passes</td> <td>6x6 Stand = 12 x delegate passes</td> </tr> </table>	2x3 Stand = 2 x delegate passes	3x6 Stand = 6 x delegate passes	3x3 Stand = 3 x delegate passes	4x6 Stand = 8 x delegate passes	2x5 Stand = 3 x delegate passes	5x5 Stand = 8 x delegate passes	3x4 Stand = 4 x delegate passes	5x6 Stand = 10 x delegate passes	3x5 Stand = 5 x delegate passes	6x6 Stand = 12 x delegate passes	<p><b>8th November</b></p>
2x3 Stand = 2 x delegate passes	3x6 Stand = 6 x delegate passes										
3x3 Stand = 3 x delegate passes	4x6 Stand = 8 x delegate passes										
2x5 Stand = 3 x delegate passes	5x5 Stand = 8 x delegate passes										
3x4 Stand = 4 x delegate passes	5x6 Stand = 10 x delegate passes										
3x5 Stand = 5 x delegate passes	6x6 Stand = 12 x delegate passes										

## ADDITIONAL SPONSORSHIP OPPORTUNITIES

### Conference bags

Company logo on delegate bags.

**£2,500**  
+vat

### Advert in Conference Handbook

Full colour advert in the conference handbook.

Full Page  
**£670**  
+vat

Half Page  
**£350**  
+vat

### Conference pens

Your logo on pens (600 pens, to be provided by sponsor).

**£350**  
+vat

### PowerPoint Advertising

Your advert/logo will appear on a looping slide which will run throughout all breaks in the session rooms.

**£405**  
+vat

### Programme at a Glance

Your company logo on the programme in an easy to read format.

**£360**  
+vat

### Conference refreshment point sponsor

Company logo displayed during the conference refreshment breaks.

**£895**  
+vat

### Delegate bag insert

Company insert into all delegates bags. Insert cannot be larger than A4 size and up to 4pp booklet. 600 inserts to be supplied.

**£350**  
+vat