

**LONDON
UNIVERSITIES**



**PURCHASING
CONSORTIUM**

SUPC

Southern Universities
Purchasing Consortium

LUPC & SUPC CONFERENCE 2024

**EXHIBITOR AND SPONSORSHIP
BROCHURE**

#LUPCSUPC2024



ABOUT US

The combined membership for LUPC and SUPC includes more than 100 institutions in higher education as well as further education colleges, museums, galleries, the arts, sciences, government departments and organisations in the wider public sector. Collectively last year, our members spent over £726m through consortia agreements. Our memberships represent a significant proportion of overall sector buying power.

THE LUPC & SUPC CONFERENCE

LUPC and SUPC will be holding our eighth joint consortia Procurement Conference & Exhibition on **Wednesday 5 June 2024**. We're delighted to be meeting again, bringing together our combined membership and our framework suppliers for a day of topical sessions and focused networking. Firmly established as the must-attend event for Heads of Procurement, Category Managers and Buyers across the LUPC and SUPC membership, this event provides a unique and unrivalled opportunity to build new relationships and cement existing ones at the UK's largest HE Procurement Conference for 2024.

The conference will be held in the City of London at [Convene 133 Houndsditch](#). We will once again be using the [Whova platform](#) for our event website and conference mobile app, helping all attendees engage with all aspects of the conference.



BENEFITS OF ATTENDING

- A key opportunity to meet with up to 150 [LUPC](#) and [SUPC](#) member organisations at the UK's largest HE Procurement Conference for 2024!
- Our conference is well-established, having run now for eight years. You will have access to over 250 buyers from across London and the South's higher and further education, arts, science, cultural and public sectors in attendance.
- Your support of this event ensures we can keep it free for members, so delegate numbers are always high.
- It provides you with a great space to showcase your framework products and services and create new business opportunities.
- It supports you to build greater brand recognition in the sector and generate new leads.
- With more than 700 approved suppliers awarded to our agreements, attending as an exhibitor demonstrates your commitment to collaborative agreements and the needs of our members.
- Our programme is designed to maximise your time with delegates through regular scheduled breaks.
- All attendees receive a buffet lunch, with refreshments throughout the day.
- A complimentary invitation to the Conference drinks and canape reception is included providing further networking opportunities; this is held immediately after the event to capitalise on the buzz and talking points of the Conference.



FEEDBACK FROM OUR LAST CONFERENCE IN 2022

- 91% of Exhibitors and 96% of Delegates responding to our post-conference survey, rated the LUPC & SUPC Conference last held in 2022 as 'Excellent' or 'Good'.
- 92% of Exhibitors who responded to our survey said they would exhibit again.

Exhibitor Comments

"A really well organised and well represented conference. As an exhibitor I took a lot away and very much enjoyed the engagement." Tim Lusher, Citroen Hygiene Limited

"A well-run format with great support from the LUPC and SUPC teams, and strong member engagement." Paul Green, Key Travel

"Great location and great atmosphere, good space to catch up and network." Andrew Rintoul, Aramark

"The best conference we have attended." Leo Kelly, Portsdown

Delegate Comments

"Overall a very professional well run event that I would highly recommend." Justin Francis, University of Plymouth

"Fantastic atmosphere; great venue, food and catering; and perfectly organised." Delegate

"The drinks reception afterwards was excellent. A good opportunity to talk to fellow delegates and suppliers." Delegate

WHO WILL I MEET?

Predominantly, heads of procurement, category managers (Estates, ICT, Professional Services, STEMEd) and buyers from central purchasing teams across higher education, further education, museums, galleries, the arts, sciences and the wider not-for-profit sectors. We expect over 250 delegates to attend.

EXHIBITOR STAND

£2,295 + VAT (Tier 1 - Stand No. 2-22 and 24-63)

£2,050 + VAT (Tier 2 - Stand No. 64-67)

FIRST COME, FIRST SERVED

EARLY BIRD RATE: £2,095 + VAT (Tier 1)
£1,850 + VAT (Tier 2)



*Early bird rate applies for exhibitor stands booked between 6 February until 5 March 2024. From 6 March exhibitor stands will cost £2,295 + VAT (Tier 1) and £2,050 + VAT (Tier 2)

DON'T MISS OUT! BOOK HERE NOW

Bookings Open - Tuesday 6 February at 9:30 AM

[Click here to view the Exhibition Floor Plan](#)

- 3m x 2m exhibition space (not shell scheme). Includes table, tablecloth, two chairs, access to power supply and free Wi-Fi.
- Formally promoted as a Conference Exhibitor with company logo and description on the Whova mobile app and web app.
- Our conference app, Whova, can be used by exhibitors for the following:
 - Your virtual exhibitor booth within Whova, which can be customised to include videos and marketing resources for delegates to access. This will be visible to delegates in the lead-up, day of, and up to 6 months after the conference.
 - To view and message attendees, and for attendees to also connect with you via your exhibitor booth.
 - Data capture of contact details from attendees visiting your exhibitor stand by scanning the QR code on their name badge for follow-up post conference.
- 2 x exhibitor passes to the Conference, which includes complimentary entry to the drinks reception immediately following the conference.
- **One additional exhibitor pass at a cost of £199+VAT can be purchased along with your exhibition stand**

- A GDPR compliant list of contact details for all attendees who consent to the sharing of their contact details with suppliers.
- **NB.** Stand space is 3m x 2m. Your stand must not exceed this space otherwise it may infringe on another exhibitor's space. If you have unusual space or staging requirements, please contact **Suzanne Picken** to discuss if this can be accommodated.



Venue: Convene
2nd Floor, 133 Houndsditch
London EC3A 7BX

KEY:

Headline Sponsor (inc. Stand 1)

Branded Coffee Points (3 available)

Media Wall

Branded Cloakroom

Catering Points

STAND INFORMATION:

Each exhibitor has a 3m x 2m space which cannot be exceeded.

This space includes a table, 2 chairs and access to power.

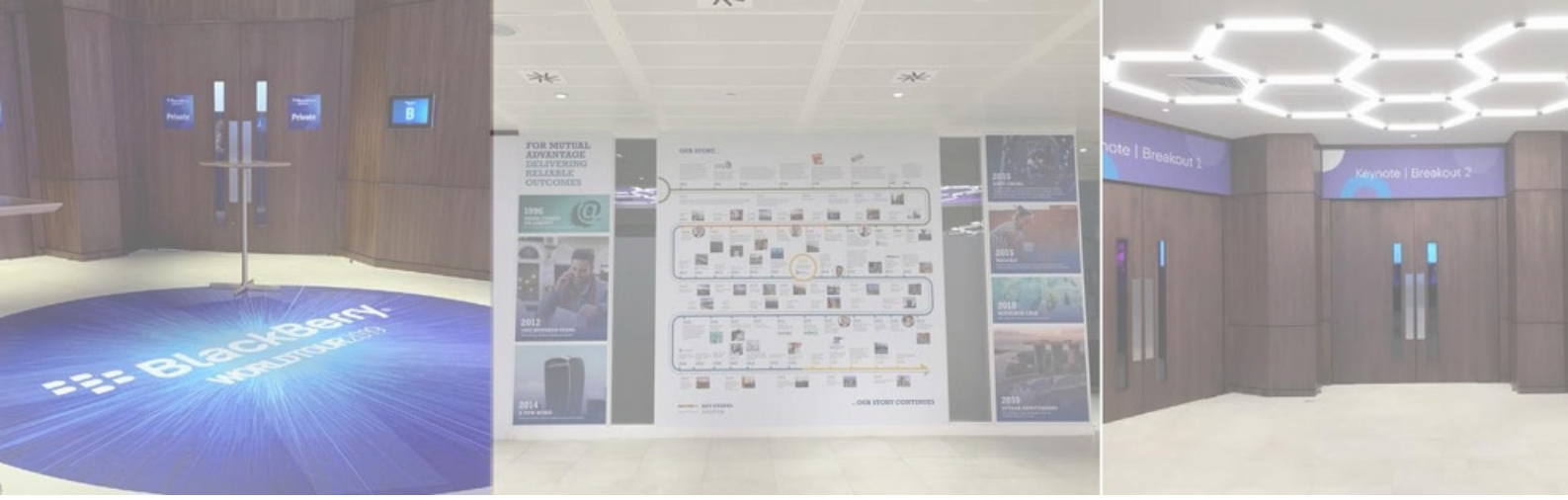
The table measurements are: 130cm (L) x 72cm (H) x 60cm (W).

There are no dividers/structures in between stands.

Each stand has room for pop-up banners behind your table but the banners must not exceed the 3m x 2m space

BREAK OUT ROOMS:

(Interact, Synergy 1
Synergy 2, Engage)



HEADLINE SPONSOR

£9,950 + VAT

1 AVAILABLE - FIRST COME, FIRST SERVED

DON'T MISS OUT! BOOK HERE NOW

Bookings Open - Tuesday 6 February at 9:30 AM

- **The Headline Sponsor package includes a premium stand location (Stand 1 on floorplan) worth £2,295 + VAT**
- Branded entrance to the main plenary room - includes door and floor branding (artwork to be provided by sponsor). *The plenary room is situated next to your exhibition space.
- Space to display 2 x branded pop-up banners in the plenary space. (Banners to be provided by the headline sponsor).
- Your logo on the main conference presentation slides used throughout the day.
- Logo included in conference email communications to delegates.
- 5-minute speaking slot at the beginning of the conference.
- Promoted as the Whova Conference Headline Sponsor with company logo and description on the conference mobile app and event website.
- Advertising banner on both LUPC and SUPC's websites for the month of June 2024.
- Series of planned social media posts on Twitter and LinkedIn to promote your company in the lead up to the event.
- 4 x exhibitor passes, which includes complimentary entry to the drinks reception immediately following the conference.
- A GDPR compliant list of contact details for all attendees who consent to the sharing of their contact details with suppliers.



DRINKS RECEPTION SPONSOR

£6,950 + VAT

1 AVAILABLE - FIRST COME, FIRST SERVED

DON'T MISS OUT! BOOK HERE NOW

Bookings Open - Tuesday 6 February at 9:30 AM

- ♦ **Premium stand location includes exhibition stand (Stand 23 on floorplan) worth £2,295 + VAT**
- ♦ Sponsorship of the 90-minute post-conference drinks and canapés reception from 17:00-18:30.
- ♦ Exclusive use of the large media screen for branded digital advertising in the main exhibition space from the start of the drinks reception at 17:00-18:30 (artwork to be provided by the supplier). All exhibition stands will be removed at this stage for the drinks reception.
- ♦ Promoted as a sponsor with company logo and description on the Whova conference mobile app and event website.
- ♦ Space to display 2x branded pop-up banners in the drinks reception space (banners to be provided by the sponsor).
- ♦ 5-minute speaking slot in the main plenary room to welcome people to the drinks reception.
- ♦ Series of planned social media posts on Twitter and LinkedIn to promote your company in the lead up to the event.
- ♦ 4x exhibitor passes for the conference and drinks reception.
- ♦ A GDPR compliant list of contact details for all attendees who consent to the sharing of their contact details with suppliers.

ADVERTISING OPPORTUNITIES

The following advertising opportunities are available to book in addition to an exhibition stand. These are not available to purchase as a stand-alone opportunity. These opportunities are first come, first served and can be secured through the [online booking form](#).



BRANDED COFFEE POINT

3 AVAILABLE - FIRST COME, FIRST SERVED

£1,000 + VAT (each)

Branded Solid Vinyl Back Wall Panelling
Advertisement of one Coffee Station (artwork to be provided by the supplier).

MEDIA WALL

1 AVAILABLE - FIRST COME, FIRST SERVED

£1,500 + VAT

Exclusive use of the large media screen for branded digital advertising in the main exhibition space, all day until the drinks reception at 17:00 (to be provided by the supplier). *Please be aware that this image shows the media screen without exhibition stands in situ.



BRANDED CLOAKROOM

1 AVAILABLE - FIRST COME, FIRST SERVED

£1,250 + VAT

Branded Solid Vinyl Back Panels x2 behind the Cloakroom Desk (artwork to be provided by the supplier).

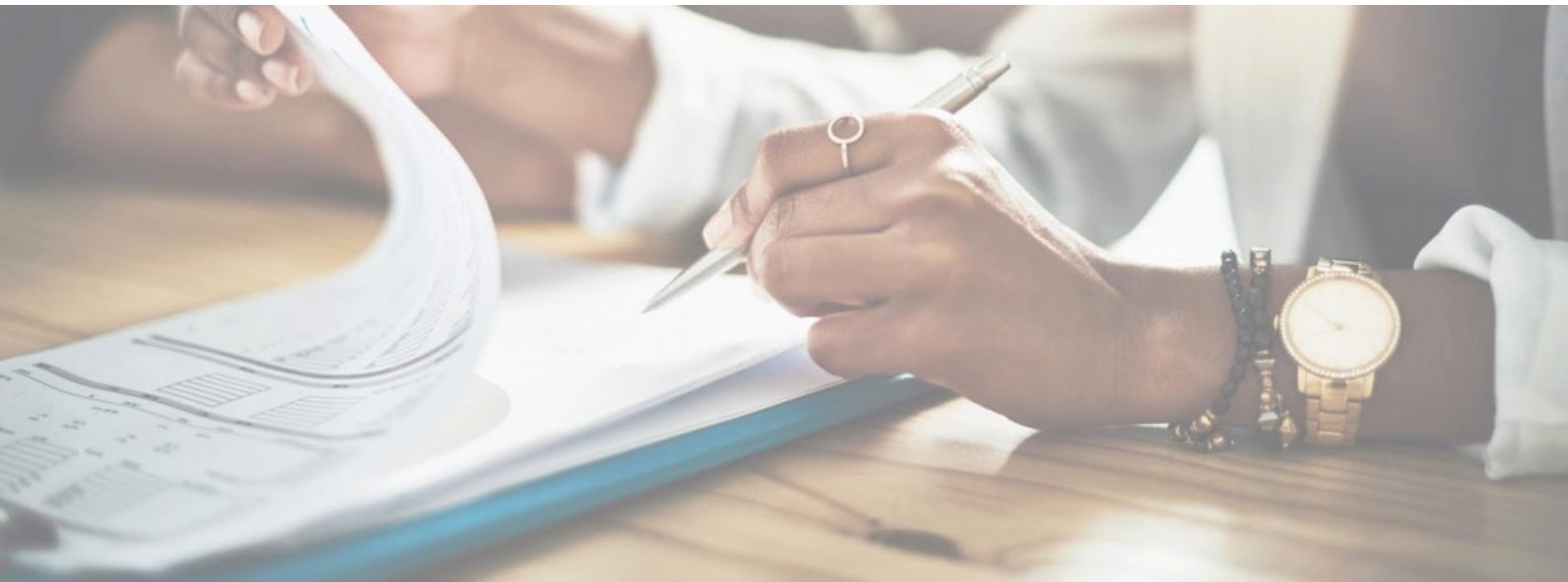
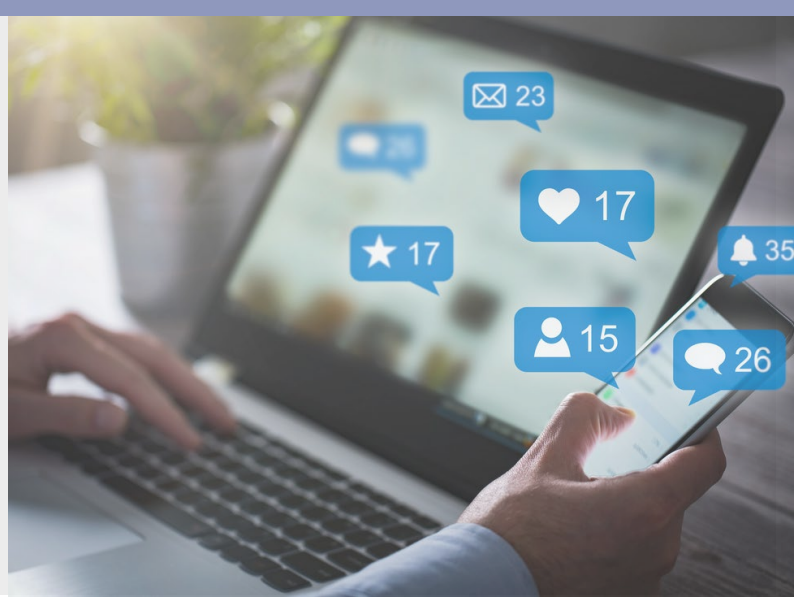


SOCIAL MEDIA

4 AVAILABLE - FIRST COME, FIRST SERVED

£1,750 + VAT (each)

Opportunity to share 4 x branded media posts about your company to 5,000 followers across LUPC and SUPC's Twitter (X) and LinkedIn social media channels (artwork and copy to be provided by the supplier)



TERMS & CONDITIONS

Full Terms and Conditions

Please note, only awarded suppliers that are on framework agreements available to LUPC and/or SUPC members at the time of the conference can be a sponsor or exhibitor at the LUPC & SUPC Conference, 5 June 2024.

We regret that should your company no longer be an LUPC/SUPC supplier as of 5 June 2024, we will need to refund your exhibition/sponsorship fee as we can only accept exhibitors from consortium approved suppliers.

Your exhibition stand/sponsor package is not secure until payment has been received and we reserve the right to decline bookings from aged debtors until debts are cleared.

All exhibition stands and sponsorship packages are first come first served basis. You will need to complete the [online booking form](#) to secure your attendance. Please note LUPC & SUPC cannot reserve a place for you.

SUSTAINABILITY

Responsible procurement is very important to LUPC, SUPC and our Members. As always, we wish to improve upon the sustainability credentials of our conference year-on-year. A small way that we are achieving this is by not providing tote bags or conference pads and pens; delegates will be advised to bring their own. We will also be using a conference app instead of a printed conference brochure.

Please be mindful of the environmental impact of any giveaways you wish to distribute at the conference. You can demonstrate your commitment to sustainability by ensuring promotional items are as friendly to the supply chain and the environment as possible.

We respectfully request that **no single-use plastic products** be distributed.



CONFERENCE BOOKINGS ARE NOW OPEN!

[Online Booking Form](#)

- Please note, that stand bookings and sponsorship opportunities will be on a first come, first served basis.
- An early bird rate of £2,095 + VAT (Tier 1) and £1,850 + VAT (Tier 2) applies for all exhibitor stands booked between 6 February and 5 March 2024. From 6 March 2024, exhibitor stands will cost £2,295 + VAT (Tier 1) and £2,050 + VAT (Tier 2).
- We anticipate that there will be high demand for places, so please be prepared; you will need invoice details including invoice contact name and address, and PO number if required.

CONTACT US

For further conference and exhibition details please contact [Suzanne Picken](#), Head of Membership, Marketing and Communications, LUPC