

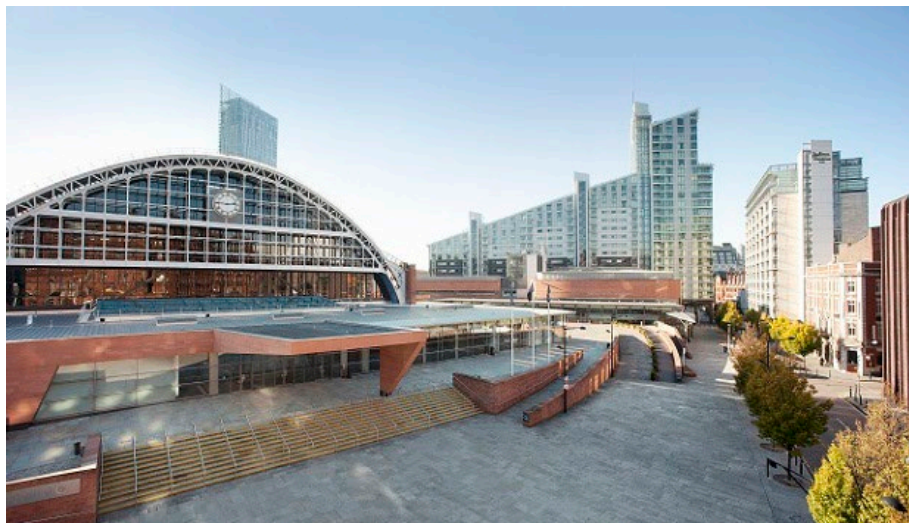
ISBA ANNUAL CONFERENCE EXHIBITION 19 – 21 MAY 2025 | MANCHESTER CENTRAL

ABOUT THE ISBA CONFERENCE

We are pleased to offer corporate opportunities to exhibit at the 2025 ISBA Annual Conference.

The ISBA Annual Conference takes place over two and a half days and has two distinct elements to it. There is the professional development programme which includes both plenary and breakout sessions and also an exhibition with 180 stands. Next year the Conference is being held at the Manchester Central between 19 – 21 May and the exhibition itself is open on Tuesday 20 and Wednesday 21 May, with exhibition set up taking place on Monday 19 May.

Manchester Central is an award-winning venue in the heart of one of Europe's most vibrant cities. It's vaulted arches and station clock have made Manchester Central an iconic city feature for over 140 years. Manchester Central is one of the most professional event spaces in the UK. Located in the heart of Manchester, a city bursting with character, the venue is surrounded by a vibrant cultural and social scene. There are a wealth of restaurants and bars on the doorstep and more than 2,500 hotel bedrooms within a 5-minute walk. The city-centre location and on-site car park means the venue is easy to reach, thanks to the city's extensive multi-modal transport network.



Full venue details can be found on the [Manchester Central website](#)

Outline Programme

A draft programme of events is currently being prepared; therefore the following details and timings are provisional.

Monday 19 May 2025	11.00am – 8.30pm - Exhibition areas open for set up
Tuesday 20 May 2025	8.30am – 5.30pm - Exhibition areas open to delegates
Wednesday 21 May 2025	8.30am – 4.20pm - Exhibition areas open to delegates
Wednesday 21 May 2025	4.30pm – Exhibition breakdown (clear by 8.00pm)

Exhibitor enquiries:

E: office@theisba.org.uk

T: 01256 373111

ISBA ANNUAL CONFERENCE EXHIBITION 19 – 21 MAY 2025 | MANCHESTER CENTRAL

ABOUT THE INDEPENDENT SCHOOLS' BURSARS ASSOCIATION (ISBA)



Supporting and advising the bursars and senior management of more than 1300 independent schools across the UK and Internationally.

The ISBA is the only national association to represent school bursars and senior support staff of independent schools, providing them with the professional support they need to manage their schools successfully and provide a world class education to their pupils. It is also the largest of all seven member organisations of the Independent Schools Council (ISC).

Hundreds of bursars and school staff benefit from the ISBA's specialist advice and guidance services online, over the phone and in person at regional group meetings and professional development events including the annual conference.



We also work closely with professional advisers to the independent school sector ensuring that our member schools have access to the very best information and guidance available in the marketplace.

The association relies on the support provided by organisations, with the income from sponsors and exhibitors at the event subsidising the delegates' package rate and this helps schools to send their senior staff to attend the conference.

WHY EXHIBIT?



The ISBA Conference provides a unique opportunity for organisations to connect with around 500 delegates, the majority holding the bursar or equivalent role. These are people heading the administrative and financial management of schools and are key decision makers and budget holders in sourcing their school's products and services. The ISBA is committed to engaging with delegates through an energising and informative programme of speakers, and facilitating networking and business opportunities through a vibrant exhibition and interactive programme of social events.

ISBA ANNUAL CONFERENCE EXHIBITION 19 – 21 MAY 2025 | MANCHESTER CENTRAL

APPLYING FOR A STAND

The process for applying for an exhibition stand is as follows:

Step One

8 November 2024 - full information, including floor plans and costs is available on the ISBA website. [Click here](#) for further information.

An email will be sent to all companies on the ISBA mailing list with the link to access the online stand application form. The link to apply for a stand is below:

[**CLICK HERE FOR THE ISBA 2025 CONFERENCE EXHIBITION APPLICATION FORM**](#)

Applications are grouped into categories and during the application process companies will be asked to indicate which category most closely matches their core business. The categories for 2025 are:

Business Advisors and Services	Catering	Construction and Building
Bursary Assessment Consultants Cost Reduction Analysts Critical Incident Management Specialists Education Advisors Governance Health & Safety Advisors Marketing/Fundraising Recruitment Consultants Training Providers	Caterers Catering Advisors/Consultants Catering Equipment Catering Suppliers Restaurant Design	Building Consultants Construction Companies Environmental Services Flooring Internal Fixtures & Fittings Showers and Bathrooms Signs Teaching Spaces Temporary Buildings
Financial	IT and Office	Legal and Insurance
Accountants and Accounting Services Auditors Banking Building Societies Bursary Assessment Consultants Debt Collection Employee Benefits Finance and Investment Services and Consultants Payment Systems Pensions School Fee Payment Companies	Accounting Packages Computer Hardware Computer Software Cyber Security Document Scanning HR and Recruitment Software Management Information Systems Photocopiers Printing Services Support Services Telecommunications Web/Graphic Design	Health Insurance Services HR Advisors Insurance Services Law Firms Legal Advisors
Premises Management	Property Professional Advisors	Sports and Grounds
Bio Security Booking Systems Holiday Camps Lettings Planned Property Maintenance Property Management Security	Acoustic Consultants Architects/Designers Project Managers Property Consultants Quantity Surveyors Rates Advisors Town Planning Advisors	Grounds Management Services Gym and Sports Equipment Playground Equipment Sports Buildings - gyms etc Sports Hall Services Sports Management Sports Pitches Sports Wear Swimming Pools

Supplies and Transport	Sustainability	
Books and Publishing Cleaning Services Clothing and Uniforms Energy Suppliers/Utility Consultants Furniture Suppliers Health & Safety Suppliers Minibuses Music Performance Equipment Office Supplies Photographers Transport Management	Buildings and Estates Energy Food and Nutrition Investment Procurement Transport	

When applying for a stand, companies are asked to complete a 50-word company profile and 150-word statement outlining their reasons for applying.

Step Two

CLOSING DATE - Friday 29 November 2024 you must have submitted your completed online application by 5.00 pm. All applications are processed online.

Step Three

We hold a selection meeting to decide who will be invited to exhibit at the Conference. Allocation of stands at the Conference is at our discretion.

When selecting exhibitors and allocating stands, the following will be considered:

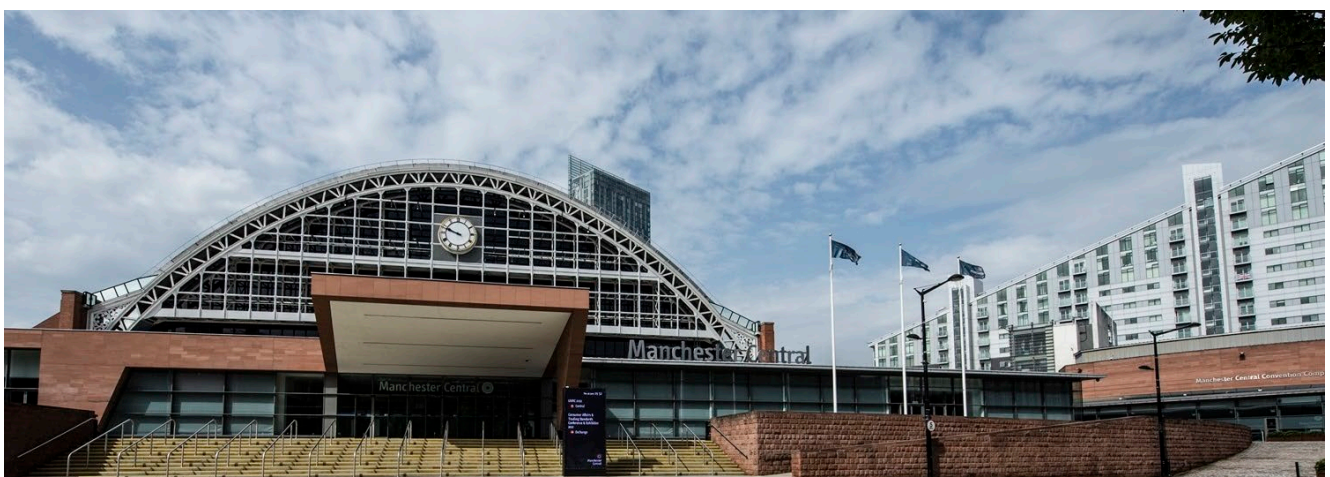
- The involvement and support of potential exhibitors in the education sector and, in particular, with the ISBA and its member schools.
- The number of times a firm has applied to attend, and actually attended, previous Conference exhibitions.
- The product or range of services being offered to members.
- The need for balance across all categories of exhibitor.
- The introduction of a proportion of first-time exhibitors.
- The location of the Conference so that local firms may be included.
- The relevance of topical issues at the time of conference or the launch of new products or offers to members.

Step Four

On, or around, 13 December 2024 successful companies will be notified. Stands are allocated and the first deposit invoices will be sent. Payment is required by 31 December 2024.

Final invoices for the balance of Exhibitor Fees will be payable by 7 February 2025.

Late payment may result in loss of the stand allocation, forfeit of the deposit and interest becoming payable on the sums due. Please see the [ISBA Terms and Conditions for Exhibitors](#) for full details of the terms applying to exhibiting at the Conference.



ISBA 2025 ANNUAL CONFERENCE EXHIBITION 19 – 21 MAY 2025 | MANCHESTER CENTRAL

Exhibition Set up day – Monday 19 May 2025
Exhibition Open days – Tuesday 20 and Wednesday 21 May 2025

STAND COSTS

The costs of stand space for the 2025 Annual Conference are as follows:

	Number of stands available	Cost ex. VAT	Stand Size*
Stand Type A+	38	£7,995.00	12 m ²
Stand Type A	85	£6,895.00	9 m ²
Stand Type B	41	£5,795.00	6m ² or 7.5m ²

(*some stand sizes may vary slightly)

What the stand cost includes:

- Fully constructed and carpeted shell scheme stand.*
- One x 500w power socket, three x 50-watt low voltage spotlights and fascia name board.
- Four exhibitor attendee places per company.
- Complimentary tea and coffee throughout.
- Lunch on Tuesday 20 May 2025 (four representatives per stand).
- Welcome to Conference evening event on Tuesday 20 May 2025 (two representatives per stand, extra tickets available to purchase).
- Lunch on Wednesday 21 May 2025 (four representatives per stand).
- Access to attendee lead retrieval scanning on the ISBA Conference App.
- Profile listing in the Conference Programme magazine.
- Profile listing on the ISBA website and ISBA Conference App.

* Please note that the stand shell structure includes posts, walls and upper fascia panels, all of which **MUST** remain in place. Any changes to the stand structure **will incur a fee**.

All refreshment breaks and lunches for delegates and exhibitors will take place in the exhibition hall.

Exhibition opening hours

Tuesday 20 May 8:30am to 5.30pm
Wednesday 21 May 8:30am to 4:20pm

THE INDEPENDENT SCHOOLS' BURSARS ASSOCIATION ANNUAL CONFERENCE

TERMS AND CONDITIONS FOR EXHIBITORS

In these terms and conditions: **we** or **us** refers to ISBA Enterprises Limited (a company registered in England and Wales, company number: 4334495, registered address: 167-169 Great Portland Street, 5th Floor, London, W1W 5PF), (i) **you** means, as applicable, the prospective and/or appointed exhibitor/confirmed exhibitor (in any case as set out in your Application to Exhibit at the ISBA Conference Form (**Form**)); and the **ISBA** means the Independent Schools' Bursars Association.

Terms used in the Form shall bear the same meaning when used in these terms and conditions. Terms defined in the table set out in Part One below shall also have those meanings when used in these terms and conditions.

PART ONE: EXHIBITOR DETAILS

Conference	The Independent Schools' Bursars Association Annual Conference 2025
Dates	19 - 21 May 2025
Venue	Manchester Central
Term	From 1 January 2025 until 31 December 2025
Closing date for Exhibitor Application	Friday 29 November 2024 (5.00pm)
Exhibitor Benefits	See Schedule 1
Exhibitor Fee	
Non-Refundable Deposit	£1,750 plus VAT to be paid on, or before, Tuesday 31 December 2024
Balance	As confirmed in the confirmation of your application. To be paid on, or before, Friday 7 February 2025
Cancellation Policy	<p>Exhibitor Fee will be refunded (apart from the Non-Refundable Deposit) if notice of cancellation is received by us prior to 28 February 2025.</p> <p>If notice of cancellation is received by us after 28 February 2025, we reserve the right to retain the full (or part of the) Exhibitor Fee as a cancellation fee where we are unable to find a replacement Exhibitor.</p>

PART TWO: TERMS & CONDITIONS

1. APPLICATION PROCESS

- 1.1 The contract between you and us shall be governed by the Form and Part One, Part Two and Schedule 1 of these terms and conditions (together the **Agreement**). If we do not accept your application, these terms and conditions shall have no effect other than in respect of this Clause 1.
- 1.2 Once you have submitted a Form, we shall send you an automatic acknowledgement of receipt by email but this is not a confirmation that your application has been successful: a stand space is not confirmed until we send you separate formal written confirmation that you have been allocated a stand.
- 1.3 You understand that your choice of exhibition stand type may not be available and accept that priority for exhibition space will be given to the Conference sponsors. We cannot guarantee that we will have room for everyone who submits a Form and our decision as to which exhibitors are allocated space is final.
- 1.4 We will not be liable for loss suffered by potential exhibitors as a result of any Forms that are not received or are incomplete or any Forms we do not accept.
- 1.5 It is your sole responsibility to ensure the accuracy of the information included in your Form. In the event that we discover that you have provided inaccurate information (including stating the incorrect Category), we reserve the right to reject your application (or, where discovered after the application is accepted, rescind the Agreement).
- 1.6 Any personal data (as defined under applicable data protection legislation) submitted as part of your application and otherwise obtained through the performance of this Agreement will be processed in accordance with our privacy notice which is available at <https://isba-referencelibrary.org.uk/About/PrivacyPolicy>.
- 1.7 We will not be liable for loss suffered as a result of any Forms that are not received, are incomplete or any applications we do not accept.

2. THE CONFERENCE

- 2.1 These terms and conditions are subject to variations posted on the ISBA website at: <https://www.theisba.org.uk/business-hub/conference-and-exhibition/applying-for-an-exhibition-stand/>.
- 2.2 You will also be expected to comply with any terms and conditions of the Venue and any reasonable instructions issued by us or the Venue.

A. Exhibitor Benefits

- 2.3 During the Term, and depending on your category of Exhibitor, we will provide you (or we will procure the provision to you) of the applicable benefits set out in Schedule 1 (the **Exhibitor Benefits**).
- 2.4 Please note that the programme for the Conference and details of the Exhibitor Benefits are correct at the time of going to print. However, you accept that alterations may occasionally be necessary (including in respect of the Conference floor layout and location of your stand space and other elements of the Exhibitor Benefits) and that we reserve the right to make such alterations.

B. Our Rights

- 2.5 We reserve the right to grant the same or substantially the same benefits as comprise the Exhibitor Benefits to any and all other exhibitors.
- 2.6 We also reserve the right, to re-categorise or amend the Category (as defined in your Form) or any other category, introduce new categories, sub-divide existing and/or any further categories.

C. Our obligations

- 2.7 We agree:
 - 2.7.1 to use reasonable endeavours to stage the Conference and run it to the best of our ability; and

2.7.2 not to materially change the details of the Conference without notifying you in advance.

D. Your obligations and interest on late payments

2.8 As a condition of this Agreement you agree to:

2.8.1 pay the applicable Exhibitor Fee in accordance with the payment details set out in Part One of these terms and conditions; and

2.8.2 comply with any reasonable instructions issued by us or the Venue in relation to the Conference, your Exhibitor Benefits or otherwise in relation to the performance of this Agreement.

2.9 We reserve the right to charge interest on late payments in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. In the event of late payment, we may also withhold all or any of the Exhibitor Benefits. This may include (but is not limited to) the revocation of an allocation of a stand at the Conference (and reallocation to another exhibitor).

Exhibiting terms

2.10 You agree to attend and exhibit at the Conference.

2.11 The stand space is personal to you. You agree to use (and ensure your employees and contractors, etc use) the stand space allotted to you in accordance with the requirements below and all further reasonable instructions issued by us (or on behalf of the Venue) at any time. Please note that if you do not return the stand space (including any boards or other facilities provided within the area) in good order you shall be liable to us for any costs incurred in replacing or making good the stand space (including any charges imposed on us by third party suppliers of those items).

2.12 You must comply (and ensure your employees, contractors, etc comply) fully with all legislation, regulations and codes of practice relevant to the Conference and your exhibiting at it. Without prejudice to the above, you must return a risk assessment form to us by the date we specify. We reserve the right to refuse you use of the stand space if this risk assessment is not returned by the date specified or if the risk assessment is (in our sole discretion, acting reasonably) inadequate or incomplete.

2.13 You must not without our prior written approval install or leave at the Venue any equipment or items. Any such approved items must comply with the requirements notified by us. We reserve the right to store or destroy (at our discretion) any items left at the Venue and charge any costs incurred by us in dealing with such items.

2.14 **You must not organise any fringe events at the Conference (including the evenings of 20th and 21st May 2025).** Additionally, you undertake not to distribute promotional material e.g. leaflets in the Conference area or hotels except in your allocated stand area. Breach of this Clause may (in addition to the provisions of Sections J and K below) lead to any future application being refused.

E. Licence of names and logos

2.15 You hereby grant us a royalty-free, non-exclusive licence to use your name and logo (**Exhibitor Marks**) to run and promote the Conference and to provide you with the applicable Exhibitor Benefits. You acknowledge and agree that it may not be possible for us to revise the Conference materials (or any of them) to reflect any subsequent change to the Exhibitor Marks and that any revisions that we agree to make to any of the Conference materials shall be subject to advance payment by you of our costs.

2.16 Please note that no rights to use any of our or the ISBA's trade names, logos or other intellectual property rights (**ISBA IPR**) are granted under this Agreement and you agree not to use any ISBA IPR other than with our prior written approval (and subject to such terms as we may specify). You further acknowledge that all intellectual property rights (including goodwill) in and relating to the Conference shall be owned by us (or the ISBA) and undertake not to use any such rights without our prior written approval.

F. Publicity materials

2.17 We each undertake that any publicity materials produced by it or on its behalf relating to the Conference or referring to the other party:

- 2.17.1 complies with the provisions of the Advertising Standards Authority Advertising Codes (as amended from time to time) and the terms of this Agreement;
 - 2.17.2 shall not infringe the rights of any third party; and
 - 2.17.3 shall conform to the highest standards of good taste and decency.
- 2.18 We reserve the right to review your proposed publicity materials in advance and to veto any materials which we reasonably consider to contravene Clause 2.16.

G. Alteration or postponement of the Conference

- 2.19 We reserve sole discretion over the organisation, operation and promotion of the Conference. Any statements made by us as to audience projections or methods or timing of promotion shall constitute only general indications and shall not amount to any representation or warranty made by either us or ISBA (or any person on their behalf).
- 2.20 We shall use reasonable endeavours to ensure that the Conference takes place in accordance with the details set out in Part One of these terms and conditions. However, we reserve the right, subject to notifying you in advance in accordance with Clause 2.7 above, to alter the details of the Conference, including rescheduling the Conference, where it is reasonable in the circumstances to do so.

H. Cancellation by us and Force Majeure Events

- 2.21 We reserve the right to cancel the Conference at any time and for any reason and offer a credit or a refund to you. This shall be our sole liability to you.
- 2.22 If we are prevented or delayed from performing our obligations under this Agreement by any factor or the threat of any factor beyond our reasonable control (including, for the avoidance of doubt, but without limitation, any decision by us to cancel or postpone all or part of the Conference or any of the events comprised in the Exhibitor Benefits, as a result of the same) (a **Force Majeure Event**), we shall not be liable for any such failure or delay in the performance of our obligations and no payments made by you shall be repayable or returnable to you other than as set out in Clause 2.23 below provided that we have:
- 2.22.1 used reasonable endeavours to perform our obligations under this Agreement and to mitigate the effect of the Force Majeure Event; and
 - 2.22.2 given you as much written notification as is reasonably practicable of the Force Majeure Event and an estimate of the length of the resulting delay, if any.
- 2.23 If we cancel the Conference due to a Force Majeure event eight (8) weeks before the conference starts, we will refund to you such amount of the Exhibitor Fee which has not already been used in relation to the Conference.

I. Cancellation and changes by you

- 2.24 All cancellations and proposed changes to your application must be made in writing using the contact details set out below in Clause 2.40) and will be acknowledged in writing. No amendments to the Agreement proposed by you shall be binding without our prior written agreement.
- 2.25 Cancellation charges are set out in Part One of these terms and conditions. Refunds will be made no later than 30 days after the final day of the Conference.

J. Termination

- 2.26 Subject to points 2.26.1 and 2.26.2 below and cancellation under Sections H and I above, this Agreement shall continue in force for the Term. Either of us may terminate this Agreement by written notice if the other:
- 2.26.1 commits a material breach or repeated minor breaches of this Agreement and in the case of a material breach which is capable of being remedied does not remedy the same within 14 days of having been given written notice specifying the breach and requiring it to be remedied; or
 - 2.26.2 is unable to pay its debts or enters into compulsory or voluntary liquidation or compounds with or convenes a meeting of its creditors or has a receiver or manager or an administrator appointed over its assets or ceases (or appears likely to cease) for any reason to carry on business.

2.27 Upon termination of this Agreement or expiry of the Term for any reason you shall forthwith cease to use the ISBA IPR and any of the other Exhibitor Benefits. We shall cease to use the Exhibitor Marks and neither of us shall hold itself out as being connected with the other (provided that we may, at our discretion, continue to use your name and logo in Conference materials that have already been produced or commissioned).

2.28 Termination of this Agreement for whatever reason shall not affect the accrued rights or remedies of the parties arising in any way out of this Agreement including, but without limitation, the right of either party to recover damages.

K. Liability

2.29 We shall indemnify you and keep you fully and effectively indemnified from and against any direct loss, damages or expenses (including, without limitation, reasonable professional fees and expenses but excluding any loss of profits, loss of business or loss of reputation) incurred or suffered by you arising out of any negligence or breach of this Agreement by us, our employees or contractors, provided that (subject to Clause 2.31) our total liability under this Agreement (including under this Clause 2.29) shall not exceed the Exhibitor Fee. The ISBA shall have no liability to you under this Agreement.

2.30 You shall indemnify us and keep us fully and effectively indemnified from and against any direct loss, damages or expenses whatsoever (including, without limitation, reasonable professional fees and expenses and loss of profits) incurred or suffered by us arising out of any negligence or breach of this Agreement by you, your employees or contractors.

2.31 Without prejudice to the provisions of Section J and this Section K, in the event of breach of this Agreement by you, we reserve the right to withdraw all or any of the Exhibitor Benefits without liability to you.

2.32 Nothing in this Agreement shall limit or exclude the liability of either party for death or personal injury resulting from the negligence of that party or any other liability that cannot be excluded as a matter of law.

L. Insurance

2.33 You undertake to maintain adequate insurance to cover all of your liabilities arising under or in relation to this Agreement (including public liability insurance of not less than £5million) with a reputable provider and to provide us on request with written confirmation that such insurance is in place.

M. Confidentiality

2.34 Each of us shall maintain secret and confidential all information obtained from the other pursuant to, in the course of, prior to and in contemplation of this Agreement. You agree to disclose any such information of ours only to those of your employees and contractors who may reasonably need to know the same and you shall procure that all employees and contractors who have access to such information shall be made aware of and subject to the same obligations.

N. Dispute Resolution

2.35 In the event of a dispute arising out of or in relation to this Agreement, the parties shall first seek to reach an amicable settlement (provided that a party is not prejudiced from such action).

2.36 This Agreement shall be governed by and interpreted in accordance with English law and the parties hereby submit to the exclusive jurisdiction of the English Courts.

O. General

2.37 Entire Agreement: The Agreement constitutes the whole agreement between us and you relating to its subject matter and supersedes and extinguishes any other terms or representations provided that this paragraph shall not operate to exclude either party's liability to the other for fraudulent misrepresentation or any warranties implied by law or statute which cannot lawfully be limited or excluded.

2.38 Waiver: Failure or neglect by either party to enforce at any time any of the provisions of this Agreement shall not be construed nor deemed to be a waiver of that party's rights hereunder nor in any way affect the validity of the whole or any part of this Agreement.

- 2.39 Severability: In the event that any terms, conditions or provisions in this Agreement shall be determined invalid, unlawful or unenforceable to any extent, such term, condition or provision shall be severed from the remaining terms, conditions or provisions which shall continue to be valid to the fullest extent permitted by law.
- 2.40 Notices: Any notice, request or other document to be submitted under this Agreement shall be delivered personally or sent by first class or recorded delivery mail to the address appearing in the Form or such other address as that party shall notify in accordance with this paragraph. The notice will be effective: (a) if delivered personally, on the date of delivery or (b) if posted, (i) if sent by first class post, on the second working day after posting) or (ii) if sent by recorded delivery, on the date on which the delivery was recorded to have been made.
- 2.41 No Partnership or Agency etc: Except as permitted by this Agreement, neither party shall in any way represent itself as being the other or an agent, partner, employee or representative of the other and shall not hold itself out as having any authority to incur any obligation of any nature whether express or implied on the other's behalf.
- 2.42 Third Party Rights: This Agreement shall be enforceable by the ISBA but otherwise shall not confer any rights on any third parties.
- 2.43 Bribery: Each of the parties agrees that it will not act in a manner (in particular when acting as an associated person of the other party) that constitutes a breach of applicable laws, regulations, codes and sanctions including, but not limited to, those relating to anti-bribery and anti-corruption including the Bribery Act 2010.
- 2.44 Execution of this Agreement: This Agreement may be executed in any number of counterparts, and by the parties on separate counterparts, but shall not be effective until each party has executed at least one counterpart. Each counterpart shall together constitute one and the same instrument.

Schedule 1 Exhibitor Benefits

- Fully constructed and carpeted shell scheme stand.*
- One x 500w power socket, three x 50-watt low voltage spotlights and fascia name board.
- Four exhibitor attendee places per company.
- Complimentary tea and coffee throughout.
- Lunch on Tuesday 20 May 2025 (four representatives per stand).
- Welcome to Conference evening event on Tuesday 20 May 2025 (two representatives per stand, extra tickets available to purchase).
- Lunch on Wednesday 21 May 2025 (four representatives per stand).
- Access to attendee lead retrieval scanning on the ISBA Conference App.
- Profile listing in the Conference Programme magazine.
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* Please note that the stand shell structure includes posts, walls and upper fascia panels, all of which **MUST** remain in place. Any changes to the stand structure will incur a fee.