

02 - 05
March

Seville
2023

*information
for
exhibitors*

45th ANNUAL CONFERENCE
"EDUCATION WITHOUT EXCEPTION"

nabss
The National Association of
British Schools in Spain

Annual Conference

The National Association of British Schools in Spain will hold its 45th Annual Conference from 2nd - 5th March 2023 in Seville.

Once again, our Education Exhibition will form an important part of the conference.

The programme will commence on **Thursday 2nd March** with our Gala Dinner for Heads, Owners and Guests - an ideal introduction to our event and to the delights of the Seville region. The following day, **Friday 3rd March** which is dedicated to heads and owners of schools, will include the **opening ceremony** and tour of the Education Exhibition followed by presentations from our Keynote Speakers. Thereafter, we have programmed our **Annual General Meeting** for the representatives of our schools on Saturday 4th March.

There will be an interesting programme of professional development for senior leaders and teachers, ensuring that we are well informed and kept up-to-date with the latest developments, reforms and trends in education.

As always, over 55 exhibitors are expected to attend the event and make important contacts with representatives from British schools from all regions of Spain. NABSS represents 80 British schools and heads, owners and teachers from those schools will meet in Seville for an extended weekend of professional development and networking focused on British education in Spain.





Exhibition

The exhibition always forms an integral part of our conference and, once again, we will present our “Education Exhibition”, where we warmly welcome those companies that have staunchly supported us over the years as well as new companies that may be joining us for the first time.



The exhibition will officially open on Friday morning and will run until Sunday mid-day.

The annual conference provides ample opportunity for networking through our social events, which this year include our gala dinner and a guided river cruise in Seville. The exhibition also includes scheduled buffet lunches, coffee breaks, cocktails, and the awards ceremony presentation - all held in the exhibition area.



Prizes and Awards

On Saturday evening, 4th March, NABSS will hold a cocktail celebration to mark the closure of the Education Exhibition. In order to make this a special event we shall organise speeches and the presentation of awards and prizes.

We would like to invite you to form part of this award ceremony by participating in a raffle/draw exclusively for exhibitors. Our proposal would be for those who wish to participate, to donate a prize for the draw.



This will encourage participants at the conference to make a point of visiting you and finding out more about your product. Please contact José Luis at Hatton Events if you would like to take part:

joseluis.jimenez@hattonevents.com

Venue



The venue chosen for this event is the Hotel Meliá Sevilla which provides comfortable accommodation and excellent conference facilities.

In the heart of Seville, this elegant urban hotel lies alongside the iconic Plaza de España and the magnificent María Luisa Park. With spacious rooms and avant-garde design, it also features a wonderful outdoor pool, the largest Convention Centre in the centre of the city, and delicious dining at restaurants such as Mosaico and Chimera.

- ✓ **Prime location**
Alongside María Luisa Park and the Plaza de España, near the cathedral.
- ✓ **Well-connected**
Close proximity to bus stops, the metro, Seville train station and the airport.
- ✓ **Andalusian cuisine**
A full breakfast buffet and restaurants focused on local products.
- ✓ **The Level**
Exclusive benefits and unparalleled personalised service.
- ✓ **Magnificent facilities**
With an outdoor pool in the summer months and an underground car park for 250 vehicles.
- ✓ **Major events**
Congress and Convention Centre with 26 event rooms for up to 2,450 people.
- ✓ **Wifi**
Free high-speed 500 MBps Wi-Fi.



We urge you to mark the dates in your diary and make sure to reserve your stands and rooms as early as possible.

Exhibition Booking Form - NABSS Conference 2023 Hotel Meliá Sevilla - Seville - 2nd - 5th March 2023 Street Dr. Pedro de Castro, 1 - Sevilla

Once again, we are delighted to work with Hatton Events, in the organization of our conference and the exhibition area of our Education Exhibition. Communication of specific requirements should be made to them directly.

The booking fee is *1.100,00 € which includes a tabletop *(Length 200cm // Depth 100cm) area in the exhibition hall and an invitation for one person per stand to attend the gala dinner, buffet lunches and coffee breaks held in the exhibition area. Exhibitors are also invited to join the guided tour en boat in Sevilla. A charge of *350,00 € per person will be made for more than one person.
*N.B. Please add 21% VAT to these amounts



Payment should be made to the NABSS account using the reference “ NABSS Exhibitor” and the name of your company.

IMPORTANT: All decorative materials for the exhibitions must only be displayed on the surface of the table or behind the table as indicated above to ensure a maximum floor space of 2 meters wide by 1 meter long. No display or material may exceed these measures.

Registration is open until February 13rd 2023, or until occupying all the available places, limited places. Thereafter all requests for reservations are subject to availability.

Companies registered outside Spain should make the payment to the Hatton Events account using the reference “ NABSS Exhibitor” and the name of your company. CAIXABANK BIC/Código SWIFT: CAIXESBBXXX IBAN: ES17.2100.0079.8902.0151.5668, beneficiary Hatton Events.

Companies registered in Spain should make the payment to the NABSS account using the reference “ NABSS Exhibitor” and the name of your company.
IBAN: ES93 0182 9502 2302 0155 3688 SWIFT CODE: BBVAESMMXXX , beneficiary NABSS.

Please send a copy of the bank draft to Jose Luis Jimenez. Stands in the exhibition area will be allocated in strict order of registration and please bear in mind that the number of tables available for the Annual Conference is limited. Hatton Events will send confirmation by email upon receipt of the form and payment.

Cancellations: There will be no refund of fees for cancellations made within the 30 days prior to the start of the conference, unless the stand is hired to another company.

The exhibition area will be open for setting-up from 11.00 to 14.00 and from 16.00 to 18.00 on Thursday, MARCH 02nd 2023.

To Send Material

Shipment of material to the following address:

HOTEL MELIA SEVILLA
Reference: Nabss Conference (Exposición, Salón Giralda> I-II)
C/ DOCTOR PEDRO DE CASTRO, 1
41004- SEVILLA

The operating hours for all incoming and outgoing mail and shipments are from 9.30 - 13.30h.

You will not be able to send material before 2 days at the beginning of the event.

With regard to storage requirements, if you have 2 or more pallets or movables the hotel must be advised well in advance in order to locate and reserve suitable places for them. This may result in an extra fee for the exhibitor which will be decided by the hotel.

Exhibitors are responsible for the tracking of their shipment via their mailing/ transport service.

In the case of international shipments and mail that may be processed/retained at Customs, the institution or sender of that package or shipment will be responsible for the necessary documentation and/or payment needed to process said package. The hotel, Nabss and Hatton Events are not made responsible for these transactions and transports.

If you need our EORI is ESB86181088, but we are not responsible for any shipping, tracking or cost and decline any responsibility.

The hotel, Nabss, and Hatton Events are not made responsible for any damages or losses of shipments and packages to or from the hotel, in any case consult the outside institutions or mail services used to send said shipments and packages.

Name of the Agencies hosting the Event: (Nabss-Hatton Events) and the final recipient should be addressed to the exhibiting company, not to the names of the delegates

Assembly and Disassembly

Once the event is finished, dismantling will take place on March 05th from 12.00 h to 13.00 h. At the end of the Conference and after dismantling, all the remaining merchandise that needs to be collected must be perfectly packaged and identified (company, address, contact telephone number of the responsible recipient, and number of packages left), these packages should then go to the hotel reception where the responsible party must then indicate the number of packages left for collection/pickup and the company they pertain to. All the remaining or unclaimed material that does not need to be picked up will be left in an area designated for it to be removed by the hotel staff.

If the materials need to be transferred to the goods warehouse, the exhibitor will be responsible.

The material deposited in the warehouse must be collected Monday 6th March.

After this period it is understood that the exhibitor is not interested, so these objects will be removed and the cost of their withdrawal will be billed to the owner.

The exhibitor is responsible for all transactions and transportation necessary for shipment and collection of these materials and packages.



Exhibition Booking Form -

Please return this form by email no later than 17th February 2023

EXHIBITOR DETAILS					
Company name:					
Company tax code:					
Address:					
Postal Code:		City:		Country:	
Forename of the delegate:					
Surname of the delegate:					
Contact person:					
Email:					
Telephone (inc. area code):					
Number of stands required:					
Additional delegates, number and names:					

You are invited to attend the NABSS Gala Dinner on Thursday 2nd March and the excursion on Friday 3rd March. *Please confirm your attendance at either or both of these events.*

*Gala Dinner attendees , full name/s :	*River tour of Seville, full name/s:

***In case of not indicating the names, we understand that they will not attend the indicated event.**

INFORMATION AND RESERVATIONS
 Hatton Events, S.L.L. - CALLE PRINCESA 22, 2º DCHA. 28008 MADRID -
 Telephone 0034 91 000 60 10 (Spanish- José Luis)
 0034 607 66 66 82 (English- Alberto de Diego) - Joseluis.jimenez@hattonevents.com

Registration for Accommodation - MELIA SEVILLA 4**, SEVILLE**
For hotel registration please complete the attached booking form.

Company name:						
Company tax code:						
Address:						
Postal Code:	City:			Country:		
Contact person:						
Email:						
Telephone (inc. area code):						
Room	Full name	Type of room	Arrival	Departure	Nights	€
1						
2						
3						
4						
Remarks:					Total	

ROOM RATES PER NIGHT
Double standard room, bed and breakfast per night: 146,00 €
Double standard room for single use, bed and breakfast per night: 132,00 €
RATES, TAXES AND FEES INCLUDED



GENERAL TERMS AND CONDITIONS (HOTEL)

To reserve accommodation, please complete the booking form in capital letters and forward it, together with the confirmation of payment, to the following email address: joseluis.jimenez@hattonevents.com.

Payment for the hotel: The total amount must be paid in advance by bank transfer to the following account number:

From Spain: IBAN: ES17.2100.0079.8902.0151.5668, beneficiary Hatton Events.

From other countries: BIC/Código SWIFT: CAIXESBBXXX IBAN: ES17.2100.0079.8902.0151.5668, beneficiary Hatton Events.

Rooms will be allocated in strict order of registration. Bear in mind that the number of rooms available for the Annual Conference is limited.

Hatton Events will send confirmation by email upon receipt of the form and payment.

Registration is open until February 13rd 2023, or until occupying all the available places. Thereafter all requests for reservations are subject to availability.

The use of personal data included in the Registration form is covered under the Law for Protection of Personal Data 15/1999 of 13th December.

Check in: If personal data has not already been provided this will be required by the hotel upon arrival. Check in is from 16.00 h. onwards. Check out until 12.00 h. on day of departure.

Cancellations: Cancellations 15 days before the event 50% of the total reservation will be invoiced, 7 days before the event 100% of expenses of the total reservation.

VAT / TAXES. VAT and / or applicable rates are subject to possible modification without notice due to change in government regulation as far as regards tax rate. cancellations will only be refunded if the room can be re-let.

VAT / TAXES. VAT and / or applicable rates are subject to possible modification without notice due to change in government regulation as far as regards tax rate.



nabss

The National Association of
British Schools in Spain

● C/ Ferraz, 85
28008 Madrid

✉ nabss@acade.es
