



ASSOCIATION  
OF INHALATION  
TOXICOLOGISTS

The Association of Inhalation Toxicologists (AIT) Conference 2025 – “Inhalation Trailblazers”

Tuesday 3<sup>rd</sup> to Thursday 5<sup>th</sup> June 2025 at Kents Hill Park in Milton Keynes, Buckinghamshire, UK.

There will also be an opportunity to visit the ImmuONE facility on Monday 2<sup>nd</sup> June 2025 (pickup from Kents Hill Park at 9:15am; Limited to 50 attendees; this trip is free of charge). The attendees will tour the laboratories in small groups to see what ImmuONE do, and there will be a practical inhalation session hosted by Labcorp.

TRADE EXHIBITION BOOKING FORM

COMPANY NAME (to be used in programme):			
PRIMARY CONTACT NAME:			
TEL:			
E-MAIL:			
INVOICE ADDRESS:			
PURCHASE ORDER NUMBER (if required):			
<i>Please tick this box to confirm that your stand and personnel are covered by Public Liability Insurance. Please have a copy of this insurance at the event upon request.</i>			
COMPANY EXECUTIVES ATTENDING:			
Name		Dietary requirements	
Name		Dietary requirements	
Do you plan to join the free of charge visit to the ImmuONE site on Monday 2 <sup>nd</sup> June 2025? You will need to be ready to leave Kents Hill Park at approximately 9:15am. This may require an additional night in the hotel on Sunday night if you are not local:			
Yes, the 2 executives will attend the visit to ImmuONE: <input type="checkbox"/>		No Thankyou: <input type="checkbox"/>	
I have read and understood the terms and conditions of the AIT meeting (detailed later in this form):			
NAME			
SIGNATURE			
DATE			

We are anticipating attendance numbers in the range of 80 - 120 with opportunities for delegates to visit the exhibits throughout the conference (mainly at refreshment breaks and lunchtimes). The exhibitors will be located in a room adjacent to the conference presentation area, which will also be the room used for refreshments during break and lunch times and is the area to be used for the Network Reception held on Wednesday 4<sup>th</sup> June 2025 (trade stands can remain open at this time).

**Exhibit dates and times (may be subject to change as the final program is confirmed):** Tuesday 3<sup>rd</sup> June 2025 – 09:00 to 17:00, Wednesday 4<sup>th</sup> June 2025 – 09:00 to 17:00 plus during the conference evening networking session and Thursday 4<sup>th</sup> June 2025 – 09:00 to 14:00.

**Installation dates and times (may be subject to slight change):** The exhibitor stands may be set up during the afternoon of Monday 2<sup>nd</sup> June 2025 or from 8am on Tuesday 3<sup>rd</sup> June 2025 and will remain in-situ throughout the conference (no need to pack the trade stand away overnight; rooms are locked as the AIT leave each day; please note that any items left in the room are not the responsibility of the AIT and are left at your own risk).

**Package shipping and storage information:**

Ship to:

Tom Bett and Jon-Paul Earles,  
c/o Association of Inhalation Toxicologists  
Kents Hill Park Conference, Meeting and Training Venue  
Milton Keynes  
MK7 6BZ  
UK.

All boxes, materials and leaflets shipped to the venue for the AIT event will need to be delivered **no more than two (2) working weeks prior to the meeting start date of 3<sup>rd</sup> June 2025.**

Additionally, all boxes, materials, leaflets and equipment shipped to the Kents Hill Park Conference, Meeting and Training Venue will require the following information:

1. Venue Name and Address: As detailed above.
2. On-site contact (Tom Bett [tom.bett@thevenuescollection.co.uk] is the person designated to receive items) with the word “AIT” on the delivery label.
3. Event Planning Manager Name: Tom Bett F.A.O: Kay Rush/Simon Moore (AIT Conference).
4. Name of Group/Conference/Event: “Association of Inhalation Toxicologists (AIT) Conference”.
5. Write the company name clearly on the package so they can be transferred to the trade stand room in good time.
5. Date of expected arrival: “Date, Month, Year”
6. Mark: “Box 1 of \_\_\_\_; 2 of \_\_\_\_; ETC.”
7. Any special delivery notes.
8. Complete return address.
9. Send the parcel/package tracking number(s) to the Event Manager (Tom Bett) prior to your arrival. This will help with tracking your packages and ensure they are placed in the appropriate location.

Please note the following:

- Kents Hill Park Conference, Meeting and Training Venue (detailed as “venue” in this document) will not accept packages or shipments arriving cash on delivery (C.O.D).
- Any shipments not prepaid will be refused by the venue and no notification will be made by the venue to the shipper. Additionally, the venue assumes no responsibility for any loss or damage to the packages, boxes or shipments received prior to, or following, the AIT event unless prior arrangements have been made.

**Dismantling dates and times (may be subject to slight change):** Thursday 5<sup>th</sup> June 2025 from 14:00.

Please ensure any packages to be collected by your couriers at the end of the event are correctly packed up and labelled. Any items left behind will be disposed of.

## TRADE EXHIBITOR BENEFITS:

The AIT values your support and believe that the relationship between your company and the AIT can be a mutually beneficial one. Each exhibiting company will receive the following:

**The Exhibitor package is £1695 GBP. Exhibitor space allocation will be capped (15 companies maximum).**

**The exhibitor fee includes the following benefits:**

- Registration for **two** company executives for the duration of the event inclusive of attendance at the conference presentation sessions (additional executives may attend for a £695 GBP registration fee).
- Visit to the ImmuONE, Stevenage site on Monday 2<sup>nd</sup> June 2025 (**optional trip if you are interested; please tick the box on the front page of this form if you want to attend**).
- Complimentary “**elevator pitch**” to the delegates – 2 minutes and 2 PowerPoint slides in a contiguous 20 to 30-minute presentation (i.e., one trade presenter after another). **The PowerPoint slides (up to 2) are to be sent to the AIT Secretary as soon as available but by 16<sup>th</sup> May 2025 at the latest ([aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)).**
- Attendance for 2 people at the Tuesday evening network session and BBQ (with lawn games weather permitting) and Wednesday evening network reception and conference dinner (3<sup>rd</sup> and 4<sup>th</sup> June 2025 respectively). Trade stands will remain open during the network session held on Wednesday 4<sup>th</sup> June 2025.
- Refreshments and light lunch each day.
- Company listing, logo and company address including a 200-word summary of your products/services published in the meeting program provided to all delegates and invited speakers plus the brochure will be placed on the AIT website in the members area. **200-word summary to be sent to the AIT Secretary as soon as available but by 2<sup>nd</sup> May 2025 at the latest to be included in the program prior to printing ([aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)).** Missing this deadline may mean your information is not included in the conference program.
- Complimentary advertising (1 PowerPoint slide) on the marketing loop displayed during all breaks. **Marketing PowerPoint slide to be sent to the AIT Secretary as soon as available but by 16<sup>th</sup> May 2025 at the latest ([aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)).**
- Recognition in all advertising efforts for the meeting once payment has been received.
- One exhibition space (approximately 3m x 1.5m space) equipped with two tables, two chairs and an electricity power point.
- Delegate pack (**registered attendee details are not included in the AIT brochure due to UK-GDPR, the UK General Data Protection Regulation**).
- Inclusion of 1 item of promotional literature in the delegate packs (literature provided by yourselves and handed out by the AIT at registration). **Please bring the leaflet with you or send any literature to the shipping and storage address detailed previously (to arrive a maximum of 2 working weeks prior to the event start).**
- There is complimentary Wi-Fi throughout the conference centre.
- Recognised as a conference exhibitor on the AIT website for at least 1 year ([www.aitoxicology.org](http://www.aitoxicology.org)) and detailed on the AIT LinkedIn page feed (<https://www.linkedin.com/groups/13654177/>).

## Evening reception and network opportunities!

Email: [aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)

Website: <http://www.aitoxicology.org>

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## Hotel booking link: AIT Group Booking Rates

The conference hotel is part of the Kents Hill Park Conference site. Trade exhibitors must book the nights required with the hotel directly (if you are attending the ImmuONE visit on Monday 2<sup>nd</sup> June 2025, it is recommended that you start your stay from Sunday 1<sup>st</sup> June 2025 as we leave the site at 9:15am on Monday morning).

Please see below the booking link for guests to book bedrooms. The reduced rate is available from Saturday 31<sup>st</sup> May up to and including Friday 6<sup>th</sup> June. Guests just need to navigate to the dates they want and then book from there. If you need additional night's, you can book these at the same time but please remove the promo code for the additional nights and then you can stay in the same room.

Use the Promo code: AIT2025 at the room booking link below to get the reduced room rate (single occupancy and double occupancy booking options are available).

<https://bookings.hotelrez.co.uk/?&chain=19159&hotel=69404&promo=AIT2025>

### Promo code: AIT2025

Included in the B&B room rates quoted is use of the onsite Nuffield Fitness Centre (age 16 and above). The swimming pool, spa pool, steam room, sauna and gym may be used free of charge. The sports hall is available for hire (fif-a-side football, volleyball and badminton etc) and the fitness classes can be booked but will have an additional charge.

Dinner can be booked as required at the venue at a cost from approximately £10/person.

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## Travel

The AIT is not able to make any travel arrangements on behalf of trade exhibitors.

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## Payment Schedule

Once a signed booking form is received by the AIT, an invoice will be sent to you with all invoices payable within **28 days** of the invoice date. All payments must be received by **2<sup>nd</sup> May 2025 at the latest**.

Exhibitors who have not paid in full by 2<sup>nd</sup> May 2025 may not be allocated their exhibition stand and their details will not be included in the conference brochure.

### Cancellation charges:

Notification of any cancellation must be made in writing. Once a booking form has been received, irrespective of whether the payment has been made, the following cancellation charges will apply:

- Prior to 1<sup>st</sup> March 2025 – refund of 75% of the total cost
- On or after 1<sup>st</sup> March and prior to 1<sup>st</sup> April 2025 – refund of 50% of the total cost
- On or after 1<sup>st</sup> April 2025 – no refunds will be issued and any outstanding amounts will be invoiced.

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## Terms and Conditions

- Bookings of trade stands & sponsorship/promotional marketing will be administered on a “first-come, first-served basis” with priority given on receipt of full payment.
- All bookings will be acknowledged by email with further particulars and an invoice for full payment in advance of the meeting sent to you by the AIT Treasurer or the AIT Membership Secretary.
- Exhibition space allocation - the Trade Exhibition Co-ordinator (Kay Rush, AIT Membership Secretary) reserves the right to make the final allocation with priority given on receipt of full payment.
- All logos (in JPEG format), PowerPoint slides and company summary are to be sent to the AIT Membership Secretary and received by the dates detailed in the “Trade Exhibitor Benefits” section (later than these dates risks your company details not being included in the conference brochure).

- All promotional materials to be included in the delegate pack must be taken/sent directly to the conference venue for the AIT to hand out with the delegate packs at registration (see “*package shipping and storage*”).
- Eligible Exhibits: Only the sign of the company whose name appears on the signed booking form may be placed in the stand or appear on any printed list of exhibitors. **The sharing of exhibition space by two or more companies/not-for-profit organisations is not permitted.**
- In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part or if the AIT and its appointed agents find it necessary to change the dates or venue of the exhibition or the exhibition layout, the AIT and its appointed agents shall not be liable for any expenditure, loss or damage incurred by an exhibitor resultant upon such change. Nor shall the AIT and its appointed agents be liable for any expenditure, loss or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever.
- Public Liability Insurance: All exhibitors must provide (on request) a PDF copy of the Public Liability Insurance Certificate as proof that their exhibition stand and personnel, as well as any stand contractor appointed by said exhibitor, are covered by Public Liability Insurance for the duration of the meeting of the AIT.
- To express an interest in attending please contact the AIT at [aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)
- All completed booking forms are to be sent to the AIT Membership secretary in pdf format via email to: [aitoxicology@gmail.com](mailto:aitoxicology@gmail.com)

Once your booking form has been accepted, you will be contacted by the AIT Membership Secretary.

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**Sponsorship opportunities are detailed in a separate document – please request this if required.**

**Local to the conference venue/:**

Conference venue website: <a href="https://www.kenthillpark.com/">https://www.kenthillpark.com/</a>	Milton Keynes Train Station: 4 miles away with direct links into Euston London (40 minutes); the London Underground is then available for your visit into central London.
Conference venue onsite complementary Nuffield Health Sports and Leisure Centre offering a full range of facilities that allows delegates to maintain their fitness regime in the gym, take a leisurely swim in the indoor pool or relax in the sauna. There are also onsite wellness walks. <a href="https://www.kenthillpark.com/sports-and-leisure">https://www.kenthillpark.com/sports-and-leisure</a>	Bletchley Park (4 miles): The home of the codebreakers during WWII <a href="https://bletchleypark.org.uk/">https://bletchleypark.org.uk/</a>
MK Shopping Centre (4 miles), National Museum of Computing (4.7 miles) and Silverstone race track (18 miles). <a href="https://www.kenthillpark.com/things-to-do-milton-keynes">https://www.kenthillpark.com/things-to-do-milton-keynes</a>	Snozone (3.4 miles) <a href="https://snozoneuk.com/milton-keynes/">https://snozoneuk.com/milton-keynes/</a>

**The AIT is looking forward to seeing you at our conference in Milton Keynes, Buckinghamshire, UK in June 2025!**

**Disclaimer:**

The AIT has made every effort to ensure that the information in this document is accurate, however all items are subject to change from time to time. The AIT has no control over links that are presented in this file and you visit them at your own risk. The inclusion of any link in this file does not mean that the AIT endorses the activities, products or views of that organisation.