



# International Federation of Aromatherapists

## TRADE STAND BOOKING FORM IFA CONFERENCE 2026

**EVENT THEME: AROMATHERAPY SCENT TO SCIENCE: INTEGRATING AROMATHERAPY INTO MODERN HEALTHCARE**

**VENUE:** British Library Knowledge Centre, 96, Pigott Theatre Euston Road, London, NW1 2DB

**DATE:** 10th October 2026

**TIMES:** 9.30am -17.00pm (access from 8.30)

**FEES:** £200.00 per tradestand

**TABLE SIZE:** (6 x 3) 6 Foot by 3 Foot – to be confirmed

### WHO WILL BE ATTENDING?

Aromatherapists, Therapists from other disciplines, Students, Teachers, Schools Owners, Spa Owners, International Speakers, Trade Press and Complementary Health enthusiasts.

### WHY EXHIBIT?

Reasons why you should exhibit at an IFA Conference:

- 1) A great opportunity to make valuable connections with our professional members and guests
- 2) A great opportunity to showcase your products to a niche market
- 3) A great opportunity to make sales and find new customers
- 4) A great opportunity to Influence forward thinking health professionals.
- 5) A great opportunity to ensure your company gets the exposure it deserves to the right audience

### SPONSORSHIP OPPORTUNITIES

At the conference each delegate will be given a 'goody bag'. This is an ideal opportunity for health and beauty companies to promote their products. In the past the following brands have contributed to the goody bags: Nairn Oatcakes, Birt & Tang, Neal's Yard, Aromatherapy Associates, Micheline Arcier, to name but a few, with many of our members remaining loyal to these companies. If you are interested in contributing to our goody bag, please indicate below:

Yes, I would like to contribute

No thank you

### REPRESENTATIVES

Each trade stand will be allocated **1 exhibitor pass** for a company representative to gain entrance to the venue. Please note the following:

- If additional representatives are required to man the stand, each extra representative will incur a fee of **£60.00**.
- The exhibitor pass **does not** provide access to the speaker hall.
- **Lunch is not included** for exhibitors or their representatives, as it will be provided by the venue. However, **tea/coffee** will be supplied. If you wish to have lunch included, it will be charged at **£40.00** per person.

Please provide the **full names** of ALL representatives below.

1. ....



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2. ....

3. ....

If any of the representatives would like lunch included, please mark next to their name 'lunch requested'.

## SPECIFICATIONS

- 1) Please read the terms and conditions enclosed
- 2) One table measuring 6 foot by 3 foot will be allocated to each trade stand. Please note table cloths will not be provided and trade stands will be required to bring their own
- 3) Each trade stand will have access to one electrical point only if required. For exhibitors who require additional electrical points please note it is their responsibility to bring an extension lead.
- 4) Reservations will not be confirmed unless payment is made

EXHIBITOR APPLICANT DETAILS	
COMPANY NAME	
PLEASE CONFIRM	<input type="checkbox"/> I am a corporare member <input type="checkbox"/> I am not a corporate member
	Street/Road
	Town
	City/District
	County
	Country
	Postcode
EMAIL	
WEBSITE	
TELEPHONE/MOBILE	

PRODUCT DETAILS	
LIST OF PRODUCTS YOU WILL BE SELLING i.e Carrier Oils, Candles etc	1.
	2.
	3.
	4.
	5.
ATTACH COMPANY LOGO	Y/N
DESCRIPTION OF YOUR BUSINESS (25 words maximum)	

N.B. The information you submit (above) will be published on the IFA's website [www.ifaroma.org](http://www.ifaroma.org) for promotional purposes. By providing these details you are giving the IFA permission to make use of your information on the website which may be shared with third parties. If you do not wish your information to be shared please indicate Y/N

PAYMENT DETAILS:
<b>Link to payment will be sent once the above has been confirmed and on receipt of this application form.</b>



# *International Federation of Aromatherapists*

## **TERMS & CONDITIONS**

### **APPLICATION**

Exhibitors must complete this 'Trade Stand Booking Form' and send to [office@ifaroma.org](mailto:office@ifaroma.org). Every Exhibitor shall be deemed to have read and understood these Terms and Conditions.

### **EXHIBITORS RESPONSIBILITIES**

All Trade Stand exhibitors must be compliant with all current legislation and regulation relating to their business and the exhibiting of their business. The IFA will not be responsible in any way for any article, machinery or object. The Exhibitor shall assume full responsibility therefore, including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally. The Exhibitor shall indemnify the IFA against all claims, damages or expenses whatsoever in any way arising out of the presence of the Exhibitor or its exhibits on the Conference ground. Acceptance of the foregoing provisions shall be a Condition of Entry.

### **ALLOCATION OF SPACE**

The application and allocation of space, including the positioning of Trade Stands, will be entirely at the discretion of the IFA. Although the IFA will endeavour to meet any request by an Exhibitor regarding the position of their stand, this may not always be accommodated. The IFA does not offer exclusivity for any product or service; accordingly, the IFA does not undertake to limit the number of stands selling similar or identical products or services. Furthermore, the IFA does not guarantee a minimum separation between stands selling similar products or services. Each exhibitor shall be strictly confined to the space allotted and paid for. Any exhibitor moving from the space allotted will be requested to leave the Conference and will forfeit all fees paid. In order to conform to the Conference Plan, the IFA reserves the right to adjust the frontage and the depth of any stand applications while retaining the same area in square metres.

### **SUB-LETTING OR SPLITTING STANDS:**

Exhibitors are not to sub-let any portion of the space allotted to them. Any exhibitor dividing the stand will be requested to leave the Conference and will forfeit all fees paid.

### **CANCELLATION OF SPACE**

All persons who have booked and paid for stands and subsequently cancel the booking or fail to exhibit shall forfeit all fees and charges paid. The IFA reserves the right to re-let such space.

### **INSURANCE:**

All exhibitors should bring their trade stand permits to the conference i.e insurance and be prepared to produce them at the request of the IFA at any time.

### **DISCLAIMER OF LIABILITY**

The venue, its' staff and IFA staff shall not be responsible for any accident, damage or loss, however caused, that may occur to any exhibitor, or its servant, or to any article, while entering or leaving the Conference. Each exhibitor shall be solely responsible for any loss, injury or damage that may occur. Exhibitors shall not have any claim against the IFA or any member of the IFA staff in respect of any loss or damage whatsoever consequent upon the Conference.