



**TERMS AND CONDITIONS FOR DELEGATES BOOKINGS
FINDLAY MEDIA LTD**

1. GENERAL

a In the terms and conditions set out below the following expressions shall have the following meanings:

- | | | |
|-----------------|---|---|
| “Event” | - | All Findlay Media owned events |
| “Administrator” | - | Findlay Media Ltd |
| “Delegate” | - | The person or company who has contracted to attend
The Event |

b These Terms and Conditions form a legally binding contract between the Delegate and the Administrator.

c By completing the online booking form, you are agreeing to the terms and conditions set out below.

2. PRICING AND DISCRIPTIONS

a Prices for goods and services shall be clearly stated on the booking form.

b All quotations and prices are exclusive of VAT that will be added to all invoices at the rate applying at the appropriate tax point.

c While every effort is made to ensure that the detail and specifications for the Event in the Administrator’s literature are accurate, the Administrator gives no warranty to this effect and shall have no liability in respect of any inaccuracy in or changes to such detail or specifications. The Administrator reserves the right to alter the detail and specifications of the Event at any time without notice.

3. PAYMENT *(if applicable)*

a Once we have received confirmation of your paid online booking we will send you an email confirmation along with a receipted VAT invoice. If payment is not made at the time of booking, your registration will be provisional and confirmation will only be sent when payment has been received in full. Please contact Julie Knox (01322 221144) if you are unable to pay by credit or debit card at the time of booking. Please note, we must receive payment prior to the Event date. If you have not received confirmation of your booking within 14 days of the Event date, please contact Julie Knox (01322 221144).



4. CANCELLATION BY DELEGATE

- a Cancellations must be notified to the Administrator in writing prior to the event. The following information indicates the timescale and monies due for different cancellation periods.

Cancellations received:

More than 1 month prior to event	Full refund due to Delegate
2 weeks to 1 month prior to event	50% refund due to Delegate
Less than 2 weeks prior to event	No refund due to Delegate

- b Substitutions can be made in writing up to seven days prior to the event.

5. CANCELLATION BY ADMINISTRATOR

- a The Administrator reserves the right to cancel any Delegate’s booking and should it do so its sole liability shall be to refund all monies paid by that Delegate. In no circumstances shall the Administrator be liable for any loss (including consequential loss) or damage suffered by the Delegate resulting from such cancellation howsoever the same may be caused.
- b Subject to c) below, if the Event is cancelled for whatever reason by the Administrator, payments received from the Delegate will be repaid in full.
- c Should the Event be cancelled, curtailed or adversely affected by any cause not within the reasonable control of the Administrator including but not limited to war, fire, national emergency, labour dispute, strike, lockout, civil disturbance, Act of God, the Administrator shall be under no obligation to refund all or part of the sums paid by the Delegate in respect of its participation in the Event and shall be under no liability to the Delegate or any other person in respect of any actions, proceedings, claims, demands, losses (including consequential losses) costs or expenses whatsoever which may be brought against or suffered or incurred by the Delegate as the result thereof.

6. LIABILITY

- a Findlay Media Ltd do not accept liability for any loss of, or damage to, the personal effects of attendees to the event.
We reserve the right to cancel, defer or modify the event proceedings without prior notice.



7. GOVERNING LAW

- a All contracts between the Administrator and the Delegate relating to the Event shall be governed by and construed in accordance with English law and the parties shall submit to the exclusive jurisdiction of the High Court.