



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

1. GENERAL

a In the Terms and Conditions set out below the following expressions shall have the following meanings:

- “Event” - Any Findlay Media-owned or managed events
- “Administrator” - Findlay Media Ltd (a Mark Allen Group company),
Events Team
- “Delegate” - The person or company who/that has contracted to attend an 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 DESCRIPTIONS

a Prices (where applicable) for goods and services shall be clearly stated on the booking form.

b All quotations and prices are exclusive of VAT which 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 and promotional copy online 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 a confirmation of your paid online booking is received, the Administrator will send you an email confirmation along with a receipted VAT invoice. If payment is not made at the time of booking, you will be sent a VAT invoice with immediate payment terms, by proceeding to request an invoice you are still bound by the cancellation terms in section 4. Please contact the Administrator (01322 221144) if you are unable to pay by credit or debit card at the time of booking.



Please note, full payment must be received prior to the Event. If you have not received confirmation of your booking within 14 days of the Event date, please contact the Administrator (01322 221144).

4. CANCELLATION of DELEGATE BOOKING

- a Cancellations must be notified in writing to the Administrator as early as possible before the event. The amount of any refunds due is determined by the timing of the cancellation.

Cancellations received:

Refund Due:

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

- 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 All Delegate bookings for factory tours are subject to approval by the host site prior to the event.
- c 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.
- d 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 The Administrator does not accept liability for any loss of, or damage to, the personal effects of an event Delegate. The Administrator reserves 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.