

## BUSINESSLDN EVENTS – TERMS AND CONDITIONS

### Definitions

'Organisers' means BusinessLDN or their designated representatives.

'Delegate' includes any person, firm or company, corporation, institution, association or committee to whom space is allocated.

'Venue' refers to the location of the event.

'Event' refers to 'any event or summit run by BusinessLDN'.

### Bookings and Payments

Bookings should be made online. Online Payments are recommended. Offline Payments can be made. An invoice will be issued on request and payment should be made in accordance with the terms thereon. If the Event is within 30 days of the stand or sponsorship package being booked, full payment will be required with the booking.

### Cancellation

#### Commercial Events

Delegates wishing to cancel a booking must do so in writing to the organisers. Receipt will be confirmed in writing by return. The organisers incur considerable costs prior to the event including marketing, promotion and administration expenses, so the following charges for cancellations will apply:

- 25% of total cost if cancelled up to 16 weeks prior to the event;
- 50% of total cost if cancelled between 16 and 8 weeks prior to the event; and
- The full cost of the booking is payable for cancellations within 8 weeks of the event.

#### Free to attend events

If you have registered but are unable to attend, please let us know 3 days prior to the event date.

If you wish to transfer your invitation this can be done subject to our agreement by contacting [events@businessldn.co.uk](mailto:events@businessldn.co.uk)

We reserve the right to limit access due to capacity restrictions.

#### Amendment of Site Plan

Every endeavour is made to preserve the published layout of the event area and exhibitions. Should it be necessary to revise the layout for any purpose, the organiser reserves the right to transfer an Exhibitor to an alternative suitable site.

#### Health & Safety

Delegates must adhere to the health and safety regulations set out by BusinessLDN and the host/venue.

#### Alterations & Disclaimer

The organisers' reserve the right to make alterations to the event programme, venue and timings at any time.

#### Cancellation of the Event

BusinessLDN reserves the right to cancel the Event for any reason (including, without limitation, by reason of a Force Majeure Event). BusinessLDN shall endeavour to notify the delegates of the cancellation as soon as possible.

### **Force Majeure Meaning**

Force Majeure Event means any circumstance not within a party's reasonable control including, without limitation: (i) acts of God, flood, drought, earthquake or other natural disaster; (ii) epidemic or pandemic; (iii) terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo, or breaking off of diplomatic relations; (iv) nuclear, chemical or biological contamination or sonic boom; (v) any law or any action taken by a government or public authority, including without limitation imposing an export or import restriction, quota or prohibition, or failing to grant a necessary licence or consent; (vi) collapse of buildings, fire, explosion or accident; and (vii) interruption or failure of utility service.

### **Websites & Links**

The Event and associated organisers' websites may link to other websites and networking tools. The contents of these websites are maintained by their owners, for which the organisers take no responsibility; neither can responsibility be taken for contents of any website linking to this website.

### **Data Protection**

Any personal data collected will be treated in accordance with current data protection legislation. BusinessLDN's privacy notice may be found at: <https://www.businessldn.co.uk/privacy-policy>

### **Complaints**

#### **Events and bookings**

If you have a query about the event or your booking, please contact [events@businessldn.co.uk](mailto:events@businessldn.co.uk)

#### **Marketing**

Should you have any queries about our privacy policy or how to update your contact preferences, please get in touch with our marketing department at [marketing@businessldn.co.uk](mailto:marketing@businessldn.co.uk) or by writing to Marketing department, BusinessLDN, Middlesex House, 34-42 Cleveland Street, London W1T 4JE.

#### **Data**

You have the right to request a copy of the personal information we hold about you. You also have the right to ask us not to send you certain types of communication (e.g., marketing, event invites). You may also ask us to correct any information we hold or ask we do not use it in a totally automated way.

#### **To exercise these rights please contact:**

Laura Osborne, Managing Director, Corporate Affairs

[Laura.osborne@businessldn.co.uk](mailto:Laura.osborne@businessldn.co.uk)

BusinessLDN, Middlesex House, 34-42 Cleveland Street, London W1T 4JE.

We shall respond to you within a month.

If you are subsequently unhappy with how we detail with your request, you can complain to the Information Commission Office, further details can be found on its [website](#).