

## Delegate Terms and Conditions TERMS & CONDITIONS OF CONTRACT

1. In these Terms and conditions 'the Company' means Govtoday Ltd and 'the Client' means the person, firm, company or organisation placing the order. Persons signing the Delegate Order shall be deemed to have authority so to do from the person, firm, company or organisation on whose behalf they are acting or purporting to act.
2. A contract with the Company will be confirmed when the Client either signs the Order, confirms acceptance by email or places a booking using our on line facility.
3. The Company will issue an invoice in advance of the Event for all delegate bookings. Payment Terms are 14 days from date of invoice or immediately if the contract is signed less than 4 weeks before the Event. Overseas clients must make full payment at the time of booking.
4. Tickets are not refundable unless the Event is cancelled by the Company. Should this occur, the company will provide a full refund in respect of paid ticket invoices.
5. The Client accepts liability for all collection and litigation costs and fees resulting from non-payment of any invoices.
6. Included within the ticket cost are refreshments, provided at specific times only throughout the day. Delegates must inform the Events Team of any special dietary requirements no later than 7 days before the start of the event they are attending.
7. Delegates must inform the Company Events Team of any special needs, i.e. wheel chair access, no later than 2 weeks before the start of the event they are attending.
8. The company reserves the right to change the Event programme or cancel an Event without notice.
9. Transferral of a Ticket to an alternative event may be permitted. This is strictly at the discretion of the Company.
10. Delegate badges are issued at the delegate registration desk on the morning of the event.
11. Event guides and information is distributed at the delegate registration desk on the morning of the event.
12. Tickets are not transferable to alternative individuals, except at the discretion of The Company. Requests to make any changes to a booking must be put in writing to the Events Team in advance of the event. Failure to do so will result in invoices being issued for both delegates.
13. Orders may be cancelled by the Client within 7 days of the date of the order. Notice must be given in writing by the Client and posted by Recorded Delivery.
14. The company reserves the right to refuse admission and to remove a delegate from the premises. The Company may also have to conduct security searches to ensure the safety of persons at the event.
15. Except in special circumstances arranged prior to an event, when the Company has provided written consent to do so, the use of photographic or audio or visual recording equipment is not allowed.
16. The Company is not responsible for any loss, injury or damage, howsoever caused, to any delegate except where any loss, injury or damage is caused by the negligence of the Company, its employees or agents.
17. No unauthorised trading is permitted within the venue.

18. Data Protection: The Company may periodically contact you with details of programmes and services that may be of interest to you, and may pass your details to other relevant third party companies. The Client must select the relevant opt-out boxes on order form if they do not wish to be included in this activity.

19. If for any reason part of these terms and conditions are unenforceable, the validity of the remaining terms and conditions shall not be affected.

20. Contracts between the Client and the Company shall be governed by English Law and the Client and the Company submits to the exclusive jurisdiction of the English courts.

21. Disputes regarding invoices must be raised in writing within 10 working days of the date of the invoice.

22. The Client consents to a credit search on the partners and directors of the organisation now or at a future date. The credit search will be recorded by the agency carrying it out, and may be disclosed to subsequent enquirers.

23. Govconnect reserves the right to film, record or photograph any of the speakers at an event for post event purposes. Delegates are advised that this may result in incidental inclusion of delegates within any recording or photographs.