

## UK SUPPLIER – Terms and Conditions

As a Supplier delegate your attendance at the forum includes:

- Your accommodation on the main forum dates
- Your meals, beverages, and refreshments at all forum functions
- Your business meetings and networking function itinerary at the forum.

DP Events Management will accept booking confirmation in the form of

1. A completed booking form
2. Written confirmation
3. Email confirmation

Upon confirming their place to attend the forum the Supplier company/delegate agrees fully to the terms and conditions set out below. Additionally, it is accepted that it is the company that is confirming their place at the forum and that the company is contracted to attend and accepts the terms and conditions stated. It is understood and accepted that the payment terms stated/agreed must be accepted and payments made are within the required timescales.

DP Events Management Ltd have the right to not to process or to cancel any bookings that have not been paid for.

### Booking process

Once a Supplier has confirmed their place/booking, a deposit payment of 25% of the forum attendance price will be due for payment within 7 working days. The balance will be due before the forum date as shown on the invoice DP Events Management will issue.

The Supplier will be sent a booking confirmation and welcome pack when their deposit payment is received.

As soon as the booking confirmation is received, DP Events Management Ltd will make the necessary arrangements and commitments regarding accommodation, food and beverages, conference, administration costs all associated with the supplier's attendance at the forum. The deposit payment will be used to cover some of these costs.

Deposits are non-refundable and non-transferable.

### Payment Terms

Suppliers that have not paid their balance 4 weeks before their payment date, or will not attend, the deposit will be lost. Suppliers will be given 5 working days to pay from this 4-week period and if no monies are received then their place at the forum will be cancelled.

No company will be allowed to pay after the forum date.

If a supplier signs up close to the forum, then the full price of participation will need to be paid before the forum begins.

### Cancellation policy

Cancellations will be accepted in writing up to 8 full weeks prior to the forum date. Any deposits paid will be non-refundable and non-transferable.

Cancellations will not be accepted within 8 weeks of the forum date and payment for the full forum will be due.

Our cancellation policy and fees stated will not be affected by any circumstances of cancellation including where health, personal reasons or force majeure may be involved.

### Transferring a forum booking to another forum

It is our policy that confirmed bookings to attend a forum cannot be cancelled and no refunds will be given. The full cost of the attendance must be paid once the place is confirmed and booked by the supplier.

A Supplier can request to transfer their forum booking to another forum as follows:

- From or up to 30 working days of the forum date: a booking may be transferred to another forum and an administration and re-booking fee of £300 + VAT will be charged in addition to the forum attendance fee for the agreed booking.

Payment terms must remain as the invoice terms for the original booking.

The above terms and conditions are in place to cover costs we incur and within 30 days of the forum date we may not be able to re-sell cancelled places or cover lost costs and revenues.

We initially issue a pro-forma invoice and once payments are received, a VAT invoice will be issued.

### Hotel/Accommodation/Food and Beverages

Delegates will be provided with a hotel bedroom including breakfast at the forum venue. Rooms are allocated by the hotel to delegates and all delegates are responsible to accept and agree to the hotel's terms and conditions during their stay. If any delegate wants to upgrade their room at the hotel, order anything via room service, the mini bar, the spa, or any other service or extra that is outside of the standard DP Events Management Ltd delegate package, then these costs must be settled and paid directly by the delegate with the venue/service provider. Delegates must arrive at the forum venue at the time DP Events Management Ltd states in their literature. Delegates will be provided with 2 business lunches and 1 or 2 dinner functions during the period of the forum (depending on if the forum duration is over 1 or 2 nights). Drinks, refreshments, and snacks will be served during business sessions and alcoholic drinks consisting of wine and beer will be served during dinner. At our pre-dinner drinks and dinner functions, we include bottled beer, wine and water as standard. This is limited to 30 minutes at our pre-dinner drinks function, and we also include ½ a bottle of house wine per person as standard at our dinner functions. Delegates can purchase their own additional drinks from the venue's bar at any time during our functions at their own expense. Any items or services that a delegate may want to purchase or consume that are not with the standard delegate package will be charged directly by the hotel/venue to the delegate.

### **Forum business sessions/networking/social sessions**

You must attend all business, networking, and social sessions for the full duration of the forum. You must not cancel or change any appointments DP Events Management Ltd have arranged for you.

All delegates will be provided with a business schedule that will run for the complete duration of the forum and this includes a series of appointments between Buyer and Supplier delegates plus networking sessions and social functions.

All Buyer delegates will be located at their own meeting desk located in the main business section of the forum. All Buyer/Supplier meetings/appointments will be held at the Buyer's meeting desk. All delegate appointment schedules are made up as follows: -

- Around 1 week from the forum date, a list of the attending Suppliers will be sent to each Buyer. A list of all attending Buyers will be sent to all Suppliers. Buyers are asked to select which Suppliers they would like to meet with and confirm their list to us. Suppliers are asked to select what Buyers they would like to meet with, and from these requests DP Events Management Ltd arranges and confirms the appointment schedules for each delegate. These schedules are confirmed to each delegate before the forum date.
- Appointment schedules are made up of requests we receive from Buyer and Supplier delegates and any meetings DP Events Management Ltd have set between two delegates.
- Delegates are not guaranteed to have meetings arranged from the selections they confirm, although DP Events Management Ltd will do their best to ensure meetings requested are set.
- If a requested meeting is not made, delegates will have ample opportunity during the forum to meet with any other delegates during the business, networking and social functions and if requested, DP Events Management Ltd are more than happy to assist in setting up any introductory meetings between delegates.
- At the forum, all delegates work strictly to their listed business schedule.

### **Company profiles**

Delegates must provide DP Events Management Ltd with a profile summary of their business/company and its purchasing activities. This will form a company profile page that is printed in our forum literature and booklet.

If a delegate does not send their profile to us within 21 days of the forum date, we reserve the right to produce a profile page based upon the information shown on their company website. We will use your company logo from your website/ email signature. We will use a picture photograph of the attending delegate (if the delegates picture is in the public domain). If no photograph is provided an avatar/silhouette will be used on your profile page. DP Events Management Ltd will accept no responsibility whatsoever for any errors in text, grammar, terminology, or interpretation.

### **Dress code**

All delegates must agree to attend all functions in the correct attire as followed: -

- Business sessions: Business attire
- Social/dinner functions: Smart/casual (unless otherwise specified)

### **Behaviour at the forum**

All delegates must agree to act professionally and responsibly during the duration of the forum.

### **Consumption of alcohol**

DP Events Management Ltd will not be held responsible for any incidents that may arise as a result of the consumption of excessive amounts of alcohol or drugs.

### **GDPR**

A large part of how our forum process works for attending delegates is to market their attendance to all the attending delegates, and prospective delegates we want to attend. All delegates agree that we can use their company name and delegates title in our marketing materials prior, during and post forum. All delegates also agree that we may use their contact details as per the Supplier booking form as part of their company profile in the forum booklet.

## Consent for Photography/Videography

By attending the forum, all delegates consent to filming, sound recording and photography at the forum, which may include, without limitation, filming, sound recording and photography featuring your image (the 'Content'). You acknowledge and agree that DP Business Events is the sole and exclusive owner of all rights in Content and hereby waive any and all: (a) rights in and to such Content and (b) claims that you may have related to or arising from the Content and/or its use. Without limitation, DP Business Events shall be permitted to use the content anywhere in the world for promotional and other purposes without any payment or compensation.

## Other

DP Events Management Ltd will not accept any responsibility for loss of time, money or inconvenience caused as a result of the forum being cancelled due to reasons beyond DP Events Management Ltd control. If the date is changed by DP Events Management Ltd, the delegate/company will be asked to reconfirm their attendance at the new date.

DP Events Management Ltd will not be held responsible for any injury or accident sustained by any delegate during the period of the forum. In particular, any participation by a delegate in any sporting / leisure activities or pursuits is undertaken at the total wish & risk of the delegate.

DP Events Management Ltd will not be held responsible for health or well-being of any delegate who attend their forums.

DP Events Management Ltd will not be held responsible for any damage caused to or loss of any items or property during the period of the forum. Any such incident must be dealt with by the delegate and the other party involved.

DP Events Management Ltd will not be held responsible for the loss of any time (social or business) or any costs incurred by the Delegate/Company during the forum.

If the forum is cancelled by DP Events Management Ltd no liability for any consequential loss to the delegate or the delegate's employer/company is accepted.

DP Events Management Ltd will not accept any excuse for cancellation of a delegate. This includes illness, other business arrangements, transport/travel delays or any other reason. The company that the delegate is representing must either send a replacement delegate or pay the cancellation fee. The person(s) who completes this booking form regardless of their position/job role within their company will be committing to the attendance of their company to the forum.

Unless DP Events Management Ltd has been paid in full or the delegate has made a special agreement in writing, no guests will be allowed to join the delegate at the forum. Any guests will be charged the full hotel rates/costs and billed directly by the hotel for immediate payment.

Any delegate with special dietary requirements must make DP Events Management Ltd aware of this at the time of booking. This includes providing us with a detailed brief of your specific allergies. Whilst DP Events Management Ltd and the venue can do all they can to accommodate requests, there will be surcharges incurred and these will be discussed and charged to the delegate. DP Events Management Ltd will not accept any responsibility for any incident that may arise (including medical conditions) at the forum.

These terms and conditions are governed by the law of England and Wales. DP Events Management Ltd is a limited company registered in England and Wales. Registration Number: 5999870 Register office: 43A St Mary's Rd, Market Harborough LE16 7DS.