EG Tech Awards 2022
Terms & Conditions for Event

1. Entry Submissions

1.1. The entrant's submission should refer to projects and work undertaken by the entrants from January 2021 - December 2021. Entries received after the deadline of midnight on **Friday 18 March 2022** will not be considered without the prior agreement of EG.

1.2. Winners will be covered in a future edition of EG magazine. Any confidential information included to support your entry must be clearly marked as such.

1.3. All shortlisted organisations will be asked to submit a photograph and/or logo to be used at the event. Submission of such photograph and/or logo shall be deemed as a licence granted by the shortlisted organisation to EG to use such photographs and/or logos.

1.4. Entry statements should be limited to 300 words.

1.5. Supporting material can be provided but should be limited to only highly relevant information of no more than 2 pages. Include financial statements, testimonials, press cuttings and other published materials only where they add considerable weight to the entries.

1.6. It is entrant's responsibility to ensure they have (written) permission and appropriate licences from any owner of the supporting material they are wishing to upload. This includes:

- literary works such as articles, stories, journals, or computer programs
- pictures and graphics
- blueprints of architecture
- plays and screenplays
- audiovisual recordings such as movies
- sound recordings
- PowerPoint presentations

2. Table Bookings

2.1. Confirmation

2.1.1. All bookings will be confirmed within four working days ('Registration Confirmation'). By booking your tables(s)/place(s) at the Event as set out in your Registration Confirmation you are entering into a binding agreement. If you do not receive your Registration Confirmation within this time, please contact events@eg.co.uk or +44 (0) 208 652 8845.

2.2. Payment

2.2.1. Bookings may be paid by credit card at the time of booking; otherwise we will invoice you. Full payment must be received in clear funds by LNRS Data Services Ltd within 28 days of the invoice date or by close of business five working days before the Event Date, whichever is the earlier.

2.2.2. Tickets for the event will not be issued until payment has been received in cleared funds.

2.3. Special requirements (if applicable for in person)

2.3.1. Special dietary requirements: A form will be sent to the booker. Simply complete and return as instructed on the form. This form must be received within 2 weeks prior to the event, otherwise charges will apply and it may not be possible to take care of the specific requirements of any guest. Kosher meals are available at an additional charge of £140.00 +

VAT per guest. This charge will be invoiced to your table host before the event. Three working days prior notice is required for Kosher meals to be ordered.

2.4. Lighting and special effects

2.4.1. It is the table booker's responsibility to inform guest(s) that special effects, including strobe lighting, may be used on the night.

2.5. Photography and filming

2.5.1. Official event photographers may be taking photographs and filming videos at the event.

2.5.2. Anyone attending the event consents to such photography and filming without compensation and confirms that the organisers shall be entitled to use such photographs and videos, which may include photographs and videos of visitors, for the purpose of marketing conferences in the future, for exploitation in any and all media, without liability.

2.5.3. No other photography or filming will be permitted at EG organised events without the prior written approval of the organisers

3. <u>Alterations</u>

3.1. It may be necessary for reasons beyond the control of EG to alter the venue or the date of the event. It may be necessary for reasons beyond the control of EG to hold the event virtually. EG will give you as much notice as reasonably practical and your booking will be transferred to the new venue, virtual event, or date.

4. <u>Attendees</u>

4.1. It is the table booker's responsibility that no persons under the age of 18 attend the awards function or enter the awards function room at any stage during the event.

4.2. You hereby accept liability for all your/your guest(s) acts or omissions at the Event venue and undertake to indemnify EG and keep EG indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against us or incurred or become payable by them arising there from or in respect thereof including any legal costs and expenses and any compensation costs and disbursements paid by us on the advice of Counsel to compromise or settle any such claims.

4.3. Anyone attending the Event must not be involved in any activity which may disrupt conference. Such activity may include participating in demonstrations, objectionable behaviour or wearing offensive apparel. The Organisers reserve the right to exclude or remove anyone from the Event and venue who does not comply with this policy or who they reasonably consider is likely to break these rules or who is prohibited from attending under any applicable sanctions, laws or regulations.

5. <u>Cancellations</u>

5.1. Cancellations must be made in writing to events.registration@lexisnexisrisk.com If you cancel on or before 27 May 2022 we will refund your booking fee less an administrative charge of 25%. If you cancel after 6 July 2022 no refund will be given.

5.2. If we cancel the awards function we will refund all booking fees paid. We do not, however, accept liability for travelling, accommodation or any other expenses incurred as a result of any cancellation or postponement of the event.

5.3. Our liability for loss or damage incurred as the result of cancellation or postponement of the event is limited to the amount of your booking fee.

6. Liability

6.1. Nothing in these Terms & Conditions shall exclude or restrict either party's liability for death or personal injury resulting from its negligence.

6.2. Subject to clause 6.1, EG's liability to the entrant under these terms and conditions shall be limited to a maximum sum equivalent to the booking fee.

6.3. Neither party shall be held liable to the other under contract or tort or for breach of statutory duty or otherwise with reference to any matter arising directly or indirectly out of or related to these terms and conditions for any indirect, consequential, incidental or punitive loss, damage or liability, including consequential or incidental loss of profits, business, data or the use of data.

7. Notices

7.1. Any notices given by you shall be given in writing to EG at its address set out below (or such address as EG may notify:

Natalie Roberts
LNRS Data Services Limited
99 Bishopsgate
London
EC2M 3AL
Tel +44 (0) 20 8652 8845
Email: natalie.roberts@eg.co.uk

8. General

8.1. These terms and conditions are governed by English law and the courts of England and Wales will have exclusive jurisdiction over any dispute.

8.2. RELX and the RE symbol are trade marks of RELX Group plc, used under license.