

## Terms and Conditions: Entries

The entrant's submission should refer to projects and work undertaken by the entrants from December 2019 – November 2020. Entries received after the deadline of Midnight on Friday 13<sup>th</sup> November 2020 will not be considered without the prior agreement of LNUK.

Winners will be covered in the Winner's Brochure. Any confidential information included to support your entry must be clearly marked as such.

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 You to us to use them.

Entry statements should be limited to 750 words.

Supporting materials can be provided but should be limited to only highly relevant information with no more than 3 supporting documents to be included. Include financial statements, testimonials, press cuttings and other published materials only where they add considerable weight to the entries.

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

## Terms and Conditions: Table Bookings

**Confirmation:** All bookings will be confirmed within four working days. If you do not receive confirmation of your booking please contact Annabel McQuillan, annabel.mcquillan@reedbusiness.com, 020 8652 2180

**Payment:** Bookings may be paid by credit card at the time of booking; otherwise we will invoice you. Payments must be received by Reed Business Information Ltd within 28 days of the invoice date or by close of business five working days before the Event, whichever is the earlier. Tickets for the Event will not be issued until payment has been received in cleared funds.

**Special requirements:** Special dietary requirements: A form will be sent. 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. Kosher meals are available at an additional charge of £130.00 + 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.

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

**Photography and filming:** Official Event photographers may be taking photographs and filming videos at the Event. 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. No other photography or filming will be permitted at RBI organised Events without the prior written approval of the Organisers.

**Alterations:** It may be necessary for reasons beyond our control to alter the venue or the date of the Event. We will give you as much notice as we can and your booking will be transferred to the new venue or date and these Terms and Conditions shall apply to the transferred booking.

**Guests:** It is the table booker's responsibility that no persons under the age of 18 attend the function or enter the function room at any stage during the Event. Anyone attending the Event must not be involved in any activity which may disrupt the Event. 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.

**Guests' Liabilities:** You hereby accept liability for all your acts or omissions at the Event venue and undertake to indemnify us and keep us 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.

**Insurance:** It is guest's responsibility to take out appropriate insurance to cover travel and other activities related to the Event. We accept no responsibility for travel, accommodation or other expenses incurred as a consequence of cancellation or postponement of the Event. We accept no liability for any other loss, including incidental or consequential loss, in excess of the amount paid for the booking.

**Hotel Bookings:** It is delegates' responsibility to book accommodation as required at the Event venue and to pay for such accommodation in accordance with the venue's terms and conditions. We will provide details of accommodation available at the time of booking.

**Cancellations:** Cancellations must be made in writing to [Annabel McQuillan](#). If you cancel on or before 12<sup>th</sup> February 2021 we will refund your booking fee less an administrative charge of 25%. If you cancel after 12<sup>th</sup> February 2021 no refund will be given. If we cancel the Event for any reason, we will make a full refund of any booking fees paid. 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.

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

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