

# HERTS CHAMBER OF COMMERCE EVENTS

## TERMS AND CONDITIONS 2019

Your registration online or by telephone constitutes a legally binding agreement.

If you have not received confirmation and/or final information two days prior to the event please contact the Chamber on 01707 502180. We cannot be held responsible for the non-arrival of information.

### **Cancellations**

We will do our best to ensure that the event goes ahead, but we reserve the right to cancel at any time. If we do so, we will refund your event fee in full but will have no further liabilities to you. In particular, we will not meet the costs of any pre-booked accommodation or travel. However, where we are forced to cancel the event as a result of proceedings arising which are outside of our control, we will have no obligation to offer a refund of your event fee.

If you wish to cancel your attendance at the event you must do so by contacting the Chamber by calling 01707 502180 or by emailing [bookings@hertschamber.com](mailto:bookings@hertschamber.com). If you cancel your booking, Herts Chamber of Commerce (HCoC) shall refund you, on the following basis:

**(1) If the notice of cancellation is received seven calendar days before the event no fee shall be charged (i.e. 100% refund made).**

**(2) If the notice of cancellation is received less than seven calendar days before the event, no refund is available (i.e. 100% cancellation fee will be charged).**

### **Substitutions**

Substitution of delegates may be accepted before the event. If, however, the delegate list has already been printed (and badges prepared), the substitute delegate may not appear on the delegate list.

Although substitutions may be accepted (as set out above), non-arrivals will be liable for the full fee of the relevant event that the original delegate was booked to attend.

### **Payment**

On receipt of your booking, other than credit card payments, we will issue our invoice to you in respect of the event fee, plus VAT where applicable. Payment must be received prior to the event. Where this does not happen, the delegate will be invoiced after the event and this will be due for immediate payment.

Please note HCoC is unable to invoice international delegates. All delegates coming from outside the UK will need to make payment before the event via credit card.

### **Changes to event programmes**

Although we will do our best to follow the published programme, we reserve the right to change it (including the guest speakers and the times of their presentations). In the unlikely event that we need to change the venue, we will give you as much notice as is practicable. In the event that any such changes are made, no refund of the event fee shall be made.

The views expressed by guest speakers are theirs alone and do not necessarily represent

ours. We take no responsibility for the content or the accuracy of speakers' presentations.

### **Generic media notification**

Please note, members of the media are invited, on occasion, to attend our events.

### **Marketing and filming**

There may be a professional photographer and/or video production taking place during the event, which may be used for future marketing and promotional purposes. By attending the event you are accepting that if a photograph or video footage is taken of you at the event, HCoC own the right to use the photo for any purpose they see fit.

It is not permitted for any event attendee to film or record any session at the event either for their own purposes or to stream online. Anyone seen to be doing this may be asked to leave the event with no refund available.

### **Personal Data**

With your agreement, we would like your details\* to be shared with event attendees i.e. delegates, speakers, sponsors/exhibitors\* (where applicable) in event delegate lists for the purpose of networking and potential contacting/marketing. (\*Details may include your name, job title and company). By accepting these Terms & Conditions you agree to make your details available.

With your agreement, we would like to send you details via email about events which we feel would be of interest to you. By accepting these Terms & Conditions you agree for us to contact you.

### **Liability**

We will accept liability to you for any death or personal injury caused by our negligence, any fraudulent misrepresentation by us, and any liability which cannot be excluded by law. In no other circumstances will we have any liability to you except as set out in these Terms and Conditions. In particular, we accept no liability for the loss of your personal property at the event.

### **Adherence to venue regulations**

You must comply in all respects with all applicable laws, regulations, and rules and conditions of the venue. Failure to comply may result in removal or denial of access (as the case may be) from the venue for which neither HCoC nor the venue will accept any liability.

### **Governing law**

These Terms and Conditions shall be governed by and construed in accordance with English law and the parties irrevocably agree to submit to the exclusive jurisdiction of the courts of England over any claim or matter arising under or in connection with these Terms and Conditions. Delegates will be expected to comply with these Terms and Conditions, the rules of the venue and the reasonable requests of the organisers. Failure of delegates to do so will entitle us to cancel or terminate your attendance at the event.

### **Event organisers**

HCoC address and reg # (headed paper).