

TERMS & CONDITIONS

ARE YOU REGISTERED? Upon registering you will receive a confirmation of your registration and joining instructions. If you do not receive this within a week of booking, please contact the LAPV Team on 020 7973 4603 or email: conferences@hgluk.com.

CONFERENCE PACK On attendance to the conference, you will receive a delegate pack, a complimentary issue of LAPV, lunch, tea and coffee breaks.

AWARDS If you are attending the Awards, the awards fee includes attendance to the drinks reception and Gala Dinner. Accommodation is not included in the fee.

PURCHASE ORDERS If you have purchased tickets for the Future Fleet Awards, bookings requesting payment by invoice should be accompanied by a purchase order. If a purchase order number is not required for invoice payment please indicate by ticking the appropriate box. If neither box is ticked, you are stating that a purchase order reference will not be required for payment.

DELEGATE CANCELLATION

Conference If you are unable to attend the Conference, please contact the Conference team via phone on 020 7973 4603 or via email at conferences@hgluk.com by **Friday 5th January 2018**. Substitutions may be made at any time.

Awards Ceremony If you are unable to attend the Awards Ceremony, please contact the Conference team via phone on 020 7973 4603 or via email at conferences@hgluk.com by **Friday 5th January 2018**. Cancellations will be subject to a charge of 25%. No refunds will be made for cancellations received within 20 days of the Awards Ceremony. Substitutions may be made at any time.

DATA PROTECTION The personal information provided by you will be held on a database and may be shared with companies within Hemming Group Ltd. If you do not wish your details to be used for this purpose please email: conferences@hgluk.com

INSURANCE AND LIABILITY Registration for this event implies that the attendee agrees that, other than prescribed by law, neither the Hemming Group, Brintex or The Guildhall are liable whatsoever. Participants are requested to make their own arrangements for medical, travel and personal insurance.

PHOTOGRAPHY Photographs and videos made during the event are and remain the property of LAPV. If you do not wish to have your photograph taken please inform the Conference Manager onsite so they can ensure you are excluded from any filming or photography.

PROGRAMME While speakers and topics were confirmed at the time of publishing, circumstances beyond the control of The Hemming Group and Brintex may necessitate substitutions, alterations or cancellations of the speaker and/or topics. Any substitutions or alterations will be updated on our web page as soon as possible.