

## TERMS & CONDITIONS

**ARE YOU REGISTERED?** Upon registering you will receive a confirmation of your registration, joining instructions and a VAT invoice. 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](mailto:conferences@hgluk.com) to confirm that your registration was received.

## FEES & DISCOUNTS

**Conference** The conference fee includes attendance to the conference, a delegate pack, a complimentary issue of LAPV, lunch, tea and coffee breaks. Accommodation is not included in the conference fee.

Multiple delegate discount is available to delegates from the same organisation booking simultaneously on the same purchase order. Please note that separate bookings cannot take advantage of the multiple booking discount. One delegate must pay the **full rate** in order for additional delegates to qualify for the additional delegate rate. To qualify for the LAPV subscriber discount, the named delegate must have a valid Subscription to LAPV magazine at the time of booking.

**Awards** The awards fee includes attendance to the Drinks reception and The Gala Dinner. Accommodation is not included in the fee.

**PURCHASE ORDERS** 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 020 793 4603 or via email at [conferences@hgluk.com](mailto:conferences@hgluk.com) by 5<sup>th</sup> January 2018, please note cancellations will be subject to a charge of 25%. No refunds will be made for cancellations received within 20 days of the conference or failure to attend after booking. 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 020 973 4603 or via email at [conferences@hgluk.com](mailto:conferences@hgluk.com) by **Friday 5<sup>th</sup> 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](mailto: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;