



# GUEST NAMES & DIETARY REQUIREMENTS

Full Name:		Job Title:	
Company name:			
Address Line 1:			
Address Line 2:			
Town/City:			
County:			
Postcode:		Country:	
Tel:		Fax:	
Email:			

Guest No.	Company	First Name	Surname	Dietary Requirements	Individual e-mail address
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Please complete and either fax on 01622 757646 or email to [jdavies@datateam.co.uk](mailto:jdavies@datateam.co.uk) by 9<sup>th</sup> March 2017.

**Datateam Business Media Ltd.** 15A London Road, Maidstone, Kent ME16 8LY. Tel: +44 (0) 1622 699122 Email: [jdavies@datateam.co.uk](mailto:jdavies@datateam.co.uk)

# **Datateam Ltd**

## **Standard terms and conditions for Awards**

Datateam Limited (“we”) accepts bookings from delegates (“you”) for places at the Awards on the following terms and conditions.

### **Accommodation**

1. Accommodation is not included in the delegate fee. For more information please contact the event management team.

### **Access and dietary requirements**

2. If you have any specific access or dietary requirements please contact the event management team.

### **Confirmation**

- 3.1 Once we have received confirmation of your booking, we will send you an email confirmation. A VAT invoice will be sent out to you shortly after.
- 3.2 We must receive payment prior to the Awards date. If you have not received confirmation of your booking within 14 days of the Awards, please contact the Event management team as we may not have received your booking. We cannot be held responsible for the non-arrival of information.
- 3.3 Whilst in attendance at the Awards, if we reasonably consider that your behaviour is inappropriate, disruptive, offensive, dangerous or illegal, we may ban you from further participation in the Awards without a refund.

### **Cancellation**

- 4.1 Payment for the awards must be received before the date of the Awards.
- 4.2 Cancellations must be made in writing to the address below. Cancellations received up to one calendar month prior to the date of the Awards will be subject to a handling and administration charge of £75 + VAT per delegate, which will be deducted from any due refund or invoice, whichever is appropriate.
- 4.3 The organisers regret that cancellations are not accepted less than one month prior to the date of the event. However, a substitute delegate can be nominated. Substitutions made on the day of the Awards are at our discretion only.
- 4.4 We reserve the right to make changes to the programme, location and/or speakers without prior notice.
- 4.5 We will not offer refunds to delegates due to circumstances affecting the Awards, or your ability to attend it, which are outside our control (for example, but not limited to, a terrorist alert or incident) unless the Awards are cancelled or rescheduled for another date, in which case we will retain up to 50% of the delegate fee to cover marketing, administration and delegate registration costs.

### **Liability**

- 5.1 Any opinions expressed or statements made by speakers or delegates at the Awards are in their personal capacities and are not made or expressed on our behalf.
- 5.2 Except in the case of death or personal injury caused by our negligence or that of persons for whose acts or omissions we are legally liable, we will not be liable to you for any loss or damage of any kind, whether direct, indirect or consequential, which you may suffer at or in relation to the Awards, and our aggregate liability to you will in any case be limited to the amount you have paid to us.

### **Data Protection**

- 6.1 We value your privacy and confidentiality.
- 6.2 By registering for these Awards, we can provide you with information relating to your booking and other Datateam related products or services via email, direct mail, fax or telephone.
- 6.3 We may also make your details available to carefully screened companies who have information that may be of interest to you subject to the permission you have given on your booking form.