

## Conference Delegate Terms and Conditions

### Definitions

#### *In these Terms and Conditions:*

The word 'DELEGATE' means the person, company, firm or other organization to whom a place at the Conference has been allocated by the Organiser and, in relation to any term or condition. The word 'Conference' means the Ground Handling International Conference. The word 'ORGANISER' means 'GROUND HANDLING INTERNATIONAL' organised by MA Exhibitions Ltd. The word 'EVENT' refers to the GHI Conference.

### Booking forms

The Organiser shall reserve the right to refuse any application. The booking form must list all firms being represented by the Delegate. By returning the booking form issued by the Organiser, the Organiser will send a Confirmation of Delegate place and a contract shall be made between the Organiser and the Delegate.

### Charges

This delegate fee is as stated on the delegate booking form and invoice. The fee includes three days' conference, conference guide, lunches, coffee breaks and One-to-One meetings (with meeting schedule pre-arranged with free room allocation by us). All networking events are included, namely the welcome party and an invitation to the Delegate Dinner.

### Delegate information

By registering as a delegate you are agreeing to sharing your data (including name, job title, employer and personal photograph) with other attending delegates via our delegate personal page and conference archive. This is to facilitate networking, One-to-One Meetings and ensure you get the most out of the conference. All data will be collected and stored in accordance with the EU General Data Protection Regulation (GDPR).

### Conference photography

The organiser reserves all photographic rights for the conference and will appoint official photographers. The organiser reserves the right to use images in post conference reports and marketing both in GHI magazine and our social media channels.

### Payment of Delegate Fee

The Delegate shall pay the total cost of the Delegate Fee allocated by the payment terms on the invoice issued by the Organiser.

The Organiser shall have the right to refuse to permit the Delegate to attend the conference until all sums due to the Organiser from the Delegate have been paid.

Payments must be made by bank transfer or by credit card. All the Organiser's charges are exclusive of any applicable Value Added Tax, for which the Delegate shall be additionally liable.

### Cancellation of Delegate Place

Notice of cancellation of the Delegate place must be given to the Organiser in writing at the address on the delegate booking form.

Cancellation will incur the following charges:

More than 12 weeks prior to event:	10% of the delegate fee
6-12 weeks prior to event	50% of the delegate fee
Less than 6 weeks	100% of the delegate fee

Delegate replacement is acceptable and subject to these terms and conditions. Substitutions should be made prior to travel to the Conference with at least 24 hours notice of changes given to the Organiser in writing.

### Coronavirus

To protect the health & wellbeing of conference delegates, our staff and venue against the Covid-19 Pandemic, all attendees will have to declare that they are symptom-free and have not been in close contact with anyone who is a confirmed case of Covid-19 in the last 14 days in order to gain access to the conference.

If a delegate has to self-isolate due to Covid-19 symptoms or exposure and cannot attend the conference, delegate replacement is acceptable to the organiser in writing.

The organiser will store meetings information to aid track and trace should a delegate exhibit symptoms after attending the conference. All data will be collected and stored in accordance with the EU General Data Protection Regulation (GDPR). In order to protect the health of all attendees, it is mandatory that any delegate who develops symptoms of Covid-19 post-conference, within 14 days of attending, reports this to the organiser in writing within 24 hours.

In the event that we are made aware that someone who attended or worked at the conference has fallen ill with COVID-19 within 14 days of the event, we will notify event attendees with whom they may have come into contact of this. We will not share the person's name, company or any other personal information.

### **Conference programme**

The Company reserves the right to change the conference speakers in case of illness or other conditions beyond its control.

### **Bankruptcy or Liquidation**

In the event of the Delegate becoming bankrupt or (being a company) entering into liquidation other than for the purpose of reconstruction or amalgamation, or having a receiver, administrator, sequestrator or trustee appointed over any of its assets, or entering into any composition or compromise with its creditors, the Organiser shall be at liberty to terminate forthwith the contract with the delegate and all sums paid by the Delegate under the contract shall be forfeited.

### **Canvassing**

No Delegate shall place signs or distribute promotional material in any area not designated for such purposes by the Organiser. Any such materials placed in non-designated areas shall be removed. No Delegate may conduct surveys or distribute print items, promotional samples or other materials unless agreed by the Organiser.

### **Damage to Buildings, Fixtures and Fittings**

Should any damage occur caused by the Delegate, the Delegate shall be liable for reparation charges incurred.

### **Security**

The Organiser will provide a site security service during the period the Event permitting access to the Event but shall be under no liability for theft of or loss or damage to any property, equipment or materials brought to the event. For the purposes of security, badges will be supplied. Badges must be worn at all times by Delegates whilst within the venue.

### **Insurance**

The Organiser do not accept responsibility for any theft, loss or damage from any cause whatsoever, in respect of any property brought to the Event. The delegate releases from and indemnifies the Organiser against any liabilities in respect of any loss or damage to the exhibits or any other property brought to the venue and the delegate shall effect insurance on a full 'All Risks' basis for a sum insured equivalent to the full value of all property brought to the Event. The delegate shall provide proof of adequate cover to meet the insurance requirements of the clauses concerning Postponement or Abandonment, and Failure to Vacate.

### **Postponement or Abandonment**

If the Event is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, national emergency, labour dispute, strike, lock-out, civil disturbance, actual or threatened violence by any terrorist group, the non-availability, either wholly or partially, of the Event premises, communicable disease, or any other cause not within the control of the Organiser, the Organiser shall be under no liability to the Delegate for non-performance or delay in performance of its obligations under this contract or otherwise in respect of any actions, claims, losses (including consequential losses) costs or expenses whatsoever which may be brought against or suffered or incurred by the Delegate, as the result of the happening of any such events. The organiser is under no obligation to refund or transfer fees that have been paid. If, by re-arrangement or postponement of the period of the Event, or by substitution of other premises, or in any other reasonable manner, the Conference can be carried through, (save that in those circumstances the Organiser shall not be

obliged to take any of such actions) the contracts shall be binding upon all parties, as to which any modification, substitution or rearrangements considered necessary by the Organiser shall be determined.

**Governing Law**

This contract shall be governed by and construed in accordance with English Law.

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