

## UK SUPPLIER – Terms and Conditions

As a Supplier delegate your attendance at the forum includes:

- Your accommodation on the main forum dates (unless separately agreed in writing)
- Your meals, beverages, and refreshments at all forum functions (unless separately agreed in writing)
- Your business meetings and networking function itinerary at the forum.

DP Events Management will accept booking confirmation in the form of

1. A completed booking form
2. Written confirmation
3. Email confirmation

Upon confirming their place to attend the forum the Supplier company/delegate agrees fully to the terms and conditions set out below. Additionally, it is accepted that it is the company that is confirming their place at the forum and that the company is contracted to attend and accepts the terms and conditions stated. It is understood and accepted that the payment terms stated/agreed must be accepted and payments made are within the required timescales.

DP Events Management Ltd reserve the right not to process or to cancel any bookings if payments by the Supplier have not been made.

Our Forums will host international delegates from multiple countries who all speak different languages so it is a compulsory requirement that each delegate must have a basic use of English language so that they can communicate with other delegates and the organisers/venue etc. DP Events Management will not allow delegates to attend if there are communication/language issues.

### Payment Terms and Deposits

#### **Bookings to attend that are received 6 weeks or more prior to forum date:**

If a supplier confirms their booking to attend the forum 6 weeks or more prior to the forum date, they agree to pay an initial deposit which we will invoice for: this deposit payment will need to be paid immediately upon receipt of the invoice.

Once a booking confirmation has been received, the booking shall be deemed confirmed and will be subject to the applicable cancellation clauses set out in these Terms and Conditions.

#### **Bookings to attend that are within 6 weeks of the forum date:**

If a supplier books their attendance within 6 weeks of the forum date, immediate payment in full is required.

Any variation to these terms will be confirmed in writing by DP Events Management Ltd.

### Cancellation Policy

If a supplier wishes to cancel their booking:

i) 8 weeks or longer from the forum date, no refund will be given but we will transfer place to another forum. If there is a cost difference, then the invoice for the deposit and the balance will be adjusted accordingly.

ii) Within 8 weeks of the forum date, no bookings will be transferred or refunded. Full payment will be due regardless of attendance or not.

DP Events Management Ltd reserve the right to refuse access to the forum on the day to any company who has not paid in full.

No company will be allowed to pay after the forum date.

Our cancellation terms are not affected by any circumstances including where health, personal reasons or force majeure may be involved.

Our terms and conditions are in place to cover the costs we incur including administrative costs, hotels/venue costs and the costs involved to replace the lost booking and loss of revenue.

We initially issue Pro-forma invoices and once payment is received; we will issue a VAT invoice.

### Insurance

It is the responsibility of the Delegate/Delegates and their company/employer to arrange and pay for their own insurance cover. This includes travel insurance, medical insurance, public liability insurance that covers the Delegate/Delegates time & wellbeing at the forum in UK or EU (destinations dependent upon the location of the forum). DP Events Management Ltd will not be held responsible for any claim or any incident that is beyond our control including but not limited to injury/health issues, travel incidents, loss of time, loss of business, missed/cancelled appointments, the forum being delayed/cancelled/changed. DP Events Management Ltd use third party venues to host our forums and no claims can be made against DP Events Management Ltd for any incidents that arise at the venue or the forum.

### Country taxes/charges

If there are any country/city taxes or any other local authority or government charges levied to visitors who stay in the city/country, these will be due for payment by the individual delegate and DP Events Management Ltd will accept no liability or responsibility in these matters. If there is a tax to pay, you will be notified accordingly.

## Hotel/Accommodation/Food and Beverages

Delegates will be provided with a hotel bedroom including breakfast at the forum venue. Rooms are allocated by the hotel to delegates and all delegates are responsible to accept and agree to the hotel's terms and conditions during their stay. If any delegate wishes to extend their stay either before or after the forum, they must contact the hotel directly and these costs must be settled by the delegate either prior to arrival or upon arrival. If any delegate wants to upgrade their room at the hotel, order anything via room service, the mini bar, the spa, or any other service or extra that is outside of the standard DP Events Management Ltd delegate package, then these costs must be settled and paid directly by the delegate to the venue/service provider. Delegates must arrive at the forum venue at the time DP Events Management Ltd states in their literature. Delegates will be provided with business lunches and dinner function (s) during the period of the forum (depending on if the forum duration is over 1 or 2 nights). Drinks, refreshments, and snacks will be served during business sessions and alcoholic drinks consisting of wine and beer will be served during dinner. At our pre-dinner drinks and dinner functions, we include bottled beer, wine and water as standard. This is limited to 30 minutes at our pre-dinner drink's function, and we also include ½ a bottle of house wine per person as standard at our dinner functions. Delegates can purchase their own additional drinks from the venue's bar at any time during our functions at their own expense. Any items or services that a delegate may want to purchase or consume that are not with the standard delegate package will be charged directly by the hotel/venue to the delegate.

## Forum business sessions/networking/social sessions

The forum is designed to provide a platform for Delegates (Buyers/Purchasing Executives and Suppliers) to network, meet and discuss supply and purchasing opportunities between each other. The forum consists of pre-set meeting schedules, planned networking sessions and lunch and dinner functions.

### Meetings

Both Buyer and Supplier Delegates are provided with an individual and personalised meeting schedule.

Prior to the forum date, Buyer and Supplier Delegates are sent an email requesting that they confirm to us the companies they would like to meet with at the forum. These selections are made from the FINAL list of attending delegates that we send out with the email requesting who they want to select meetings with. We will only consider making meetings with companies shown on the final list we issue.

Buyers must select meetings from the final list of Suppliers and Suppliers will select meetings from the final list of Buyers.

From the requests we receive, we will schedule as many meetings as possible based on the available time slots and suitability of set meeting times. We will also match Buyers & Suppliers together, based upon available time slots, who have not chosen meetings with each other.

Schedules will be made up to meet the number of meetings agreed in the meeting package with each delegate.

Meetings will be scheduled at 15 minutes each at the set times shown on each delegate's schedule. All meetings will take place at the Buyer delegates desk located within the main forum business area. All meeting times are prompt and as shown on the delegate's schedule.

DP Events Management Ltd will do our utmost to arrange as many meetings as we can from the chosen lists we receive from the delegates, but we cannot guarantee we will schedule them all.

If a requested meeting is not made or confirmed by us, delegates will have ample opportunity during the forum to meet with other/all the delegates and if assistance is required by DP Events Management Ltd at the forum, we will be happy to help with any introductions between delegates. Please ask at our welcome desk.

Meeting schedules will be made available to all delegates at when they register at the forum.

At the forum, all delegates must work to their listed meeting schedules. You must attend all business, networking, and social sessions for the full duration of the forum. You must not cancel or change any appointments DP Events Management Ltd have arranged for you.

## Company profiles

Delegates must provide DP Events Management Ltd with a profile summary of their business/company and its activities. This will form a company profile page that will be included in a printed or electronic version of the forum booklet.

If a delegate does not send their profile to us within 21 days of the forum date, we reserve the right to produce a profile page based upon the information shown on their company website. We will use your company logo from your website/ email signature. We will use a picture photograph of the attending delegate (if the delegates picture is in the public domain). A photograph must be supplied otherwise the delegate may not be allowed to attend. DP Events Management Ltd will accept no responsibility whatsoever for any errors in text, grammar, terminology, or interpretation.

## Dress code

All delegates must agree to attend all functions in the correct attire as followed: -

- Business meetings: Business Attire
- Social/dinner functions: Smart/casual (unless otherwise specified)

## Behaviour at the forum

All delegates must agree to act professionally and responsibly during the duration of the forum.

### Consumption of alcohol

DP Events Management Ltd will not be held responsible for any incidents that may arise as a result of the consumption of excessive amounts of alcohol or drugs.

### GDPR

A large part of how our forum process works for attending delegates is to market their attendance to all the attending delegates, and prospective delegates we want to attend. All delegates agree that we can use their company name and delegate (s) title (s) in our marketing materials prior, during and post forum. All delegates also agree that we may use their contact details as per the Supplier booking form as part of their company profile in the forum booklet.

### Consent for Photography/Videography/SMS

By attending the forum, all delegates consent to filming, sound recording and photography at the forum, which may include, without limitation, filming, sound recording and photography featuring your image (the 'Content'). You acknowledge and agree that DP Events Management Ltd is the sole and exclusive owner of all rights in Content and hereby waive any and all: (a) rights in and to such Content and (b) claims that you may have related to or arising from the Content and/or its use. Without limitation, DP Events Management shall be permitted to use the content anywhere in the world for promotional and other purposes without any payment or compensation. We will be utilising an SMS service throughout the forum to keep delegates apprised of important information – therefore you agree to provide us with your mobile number and allow us to utilise this accordingly.

### Supplier Showcases

1. All supplier showcase areas must be agreed and confirmed in writing prior to the forum
2. Showcase sizes must be strictly adhered to and DP Events have the right to restrict the showcase to the dimensions agreed and may refuse requests for larger areas.
3. Specific requests for power and/or services must be agreed prior to the forum. DP Events will not be held responsible if power and/or services cannot be provided.
4. Access and height restrictions may apply at the venue and certain parts of the forum area may not be available for showcases and suppliers must abide by them.
5. Deliveries to the venue must be discussed, agreed and scheduled directly between the supplier and the venue. DP Events or the venue will not be held responsible for late delivery, loss of products/materials or any damages. We will put suppliers directly in contact with the relevant personnel at the venue.
6. All suppliers must arrange their own transport/shipping. DP Events or the venue will not be held responsible for any costs including delivery/shipping, customs/import taxes
7. Suppliers must accept and work strictly to the terms set out by the venue.
8. Showcase areas must be set up at the date & times specified by DP Events and the venue. No showcase areas are to be set up outside of the specified times.
9. Showcase areas must be set up within the allocated area each supplier is given, and showcases must not be set up in areas that have not been agreed. If this happens, DP Events will inform the supplier to move the showcase area.]
10. It is the supplier's responsibility to ensure their showcase is secure during all forum and non-forum times and DP Events will not be held responsible for any thefts, damage or other incident.
11. All supplier showcase areas must be set up to meet the required Health & Safety compliances for the venue.
12. All supplier showcases must be paid for in full prior to the forum.
13. Following the forum, all products/materials must be taken down/removed from the venue within the timescales set by the venue. This is agreed between the supplier and the venue and DP Events will not play a part in this matter and will not be held responsible for any costs, losses or issues.

DP Events will do their utmost to give all suppliers a prominent position within the main forum area and if this is not possible, we will work with the supplier onsite to agree an area for their showcase set-up.

## Exclusion Clauses (failure of forum to go ahead)

In the event that the forum is unable to go ahead as planned, is disrupted in full or is partly disrupted, cannot operate as specified or has to be cancelled in part or in full due to the reasons stated below, then DP Events Management Ltd will have no liability or consequence for delegates/suppliers/contractors or individuals loss of time, loss of travel costs, loss of business, loss of costs/financial outlays, loss of business meetings at the forum, loss of material items/equipment, loss of hotel accommodation/food & beverages as per the following:

- The venue is closed at short notice or no notice.
- The venue is closed/shut due to liquidation/insolvency
- The venue is closed or vacated due to fire, flooding, explosions, structural defects, dangerous/hazardous conditions, health or risks to human health or life
- Road closures that delay/disrupt or make a venue inaccessible.
- Travel disruptions including road, air, trains, public and private transport systems.
- Flight delays/cancellations, rail delays/closures/cancellations, road closures
- Strikes including venue, transport operators, airlines, air traffic control or industrial strikes that may cause significant disruptions that would delay, partially cancel or fully cancel the forum.
- Natural disasters
- Acts of Terrorism, War or hostilities
- Demonstrations, marches that may cause disruption to the venue, transport systems, accessibility etc.
- Pandemics, Government lockdowns, Government actions that may cause disruption or forced closure of the forum.
- Risks to human health or life or threats that may affect the running of the forum.

Any costs, loss of time, loss of business incurred will need to be claimed for through the delegates own insurance and DP Events Management Ltd will not be held responsible or liable in any way.

## Other

If the date is changed by DP Events Management Ltd, the delegate/company will be asked to reconfirm their attendance at the new date.

DP Events Management Ltd will not be held responsible for any injury or accident sustained by any delegate during the period of the forum. In particular, any participation by a delegate in any sporting / leisure activities or pursuits is undertaken at the total wish & risk of the delegate.

DP Events Management Ltd will not be held responsible for health or well-being of any delegate who attend their forums.

DP Events Management Ltd will not be held responsible for any damage caused to or loss of any items or property during the period of the forum. Any such incident must be dealt with by the delegate and the other party involved.

DP Events Management Ltd will not be held responsible if Buyer delegates do not attend the forum and business meeting schedules are affected. If this is the case, we will do our best to arrange alternative meetings at the forum.

DP Events Management Ltd will not accept any excuse for cancellation of a delegate. This includes illness, other business arrangements, transport/travel delays or any other reason. The company that the delegate is representing must either send a replacement delegate or pay the cancellation fee. The person(s) who completes this booking form regardless of their position/job role within their company will be committing to the attendance of their company to the forum.

Unless DP Events Management Ltd has been paid in full or the delegate has made a special agreement in writing, no guests will be allowed to join the delegate at the forum. Any guests will be charged the full hotel rates/costs and billed directly by the hotel for immediate payment.

Any delegate with special dietary requirements must make DP Events Management Ltd aware of this at the time of booking. This includes providing us with a detailed brief of your specific allergies. Whilst DP Events Management Ltd and the venue can do all they can to accommodate requests, there will be surcharges incurred, and these will be discussed and charged to the delegate. DP Events Management Ltd will not accept any responsibility for any incident that may arise (including medical conditions) at the forum.

**These terms and conditions are governed by the law of England and Wales. DP Events Management Ltd is a limited company registered in England and Wales. Registration Number: 5999870 Register office: 43A St Mary's Rd, Market Harborough LE16 7DS.**