



DELIVERING
EXCELLENCE
THROUGH
INNOVATION

BOOKING FORM

Please complete and return to
eventbookings@bipsolutions.com

Name of Event _____

Promotional Code (If applicable) _____

BOOKING FORM – DELEGATE DETAILS

1 Title _____ Name _____ Surname _____
Organisation _____ Position _____
Email _____

2 Title _____ Name _____ Surname _____
Organisation _____ Position _____
Email _____

3 Title _____ Name _____ Surname _____
Organisation _____ Position _____
Email _____

CONTACT DETAILS

Address _____

Postcode _____

Telephone _____

METHOD OF PAYMENT – PLEASE TICK PREFERRED METHOD OF PAYMENT

Invoice (payment due prior to event) Purchase Order (if applicable) _____

Credit Card (please complete the fields below. A representative will contact you for your details)

Cardholder (Name on card) _____

Tel _____

Email _____

I confirm the above booking and agree to the Terms and Conditions stated.

BiP Solutions looks after your details carefully. We offer a range of products, services and events (some of which are free) that help buyers tender more efficiently and suppliers find, bid for and win public and private sector contracts. Only tick the box if **you wish** to receive information about these. We will never share your details with third parties.

Please tick this box to confirm you consent to your name, job title and organisation being included on an attendee list that BiP shares with event stakeholders (sponsors, exhibitors and event partners) after the event. (Please note this is not applicable for PASS events)

Authorised Signatory _____



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EVENT BOOKING TERMS AND CONDITIONS

Please read carefully the terms and conditions below for the purchase of an event booking and eventual attendance at an event from BiP Solutions. A contract shall be deemed to have been made between BiP Solutions Ltd ("BiP") and the booking client ("delegate") when the delegate has confirmed requirements by the event website or event booking form and BiP has accepted such a booking – a booking confirmation or an invoice being proof of such acceptance.

BOOKINGS

Bookings do not automatically constitute confirmation of a place. BiP will confirm all bookings in writing on receipt of a completed booking form. All bookings are made on a first-come, first-served basis. BiP reserves the right to refuse bookings at its discretion. BiP will accept late delegate bookings subject to availability up to and on the day of the event. BiP will try to ensure that late booking information is incorporated into the event administration process; however, this cannot be guaranteed if the booking is made less than 10 days before the event.

PAYMENT TERMS

All prices quoted are exclusive of VAT.

In the event of the rate of VAT being increased between the date of acceptance of a booking and the date of the event, delegates shall only be charged the VAT applicable on the date of invoice. VAT rate changes will not be backdated or clawed back. Where invoice is the elected payment method, payment is due upon receipt of invoice.

CONSEQUENCES OF FAILURE TO PAY

If immediate payment in full is not made, this will be a breach of contract by the client, entitling BiP to treat the contract as being at an end and reallocate the event booking without informing the delegate. If payment in full has not been made by the date of the event, BiP reserves the right to deny the delegate entry. BiP shall be entitled to retain all sums already paid by the client. Any unpaid balance of the price of the booking shall become immediately payable by the delegate to BiP. This is without prejudice to BiP's rights to claim damages from the delegate in respect of any loss suffered by BiP.

CANCELLATIONS BY BiP

BiP reserves the right to amend or cancel any event or event times, venues and dates. This includes changes to speakers, content and programme. In the unlikely occurrence of an event cancellation, or change of date/venue, BiP may offer a complimentary transfer to an alternative equivalent event, subject to availability. Alternatively, BiP will return any payments received in advance. BiP will not, however, refund any other costs incurred as a result of this cancellation.

CANCELLATIONS BY THE CUSTOMER

Cancellations must be notified to BiP in writing. Where cancellation notices are received by BiP with 28 days' or more notice prior to the date of the event, refunds will be provided subject to a 50% administration charge. Where payment has not yet been made, a credit note will be raised for 50% of the delegate fee and payment of the balance will be due. Where cancellation notices are received by BiP with less than 28 days' notice, full payment will be due. Cancellation charges do not apply to free events. As an alternative to cancellation, booking transfers or delegate substitutions may be made.

BOOKING TRANSFERS

Delegates unable to attend an event may transfer their booking to another BiP event provided that notification of such a request is received in writing by BiP. Where such written notification is received at least 7 days prior to the original event date, there will be no additional charge for such transfers. Delegates making such requests within 7 days of the original event date will be required to pay a rebooking fee of £100 plus VAT to transfer to another event. Where the delegate fee for the alternative event is lower than the cost of the original booking, the difference will not be refundable. Where the delegate fee for the alternative event is greater than the cost of the original booking, the delegate will be required to pay the difference in delegate fee costs. Should delegates choose not to transfer to another BiP event, full settlement of the original booking fee will be required. No refunds will be provided.

DELEGATE SUBSTITUTION

As an alternative to cancellation or transferring a booking, BiP will accept substitute delegates without charge.

PROMOTIONS AND ADVERTISING

BiP may present advertisements or promotional materials on or through the event and on any BiP websites. Your participation in any promotional event is subject to the terms and conditions associated with that event. Your dealings with or participation in promotions by any third-party advertisers on or through the event are solely between you and such third party. You agree that BiP shall not be responsible or liable for any loss or damage of any kind incurred by you as the result of any such dealings or as the result of the presence of such third parties at the event.

PATENTS AND TRADE MARKS

All trade marks, service marks, trade names, slogans, logos and other indicia of origin that appear on or in connection with the event are the property of BiP and/or its affiliates. You may not copy, display or use any of these marks without prior written permission of the relevant owner. The event and/or portions of the event may be protected under patent law and may be the subject of issued patents and/or pending patent applications.

LIMITATIONS OF LIABILITY

BiP does not accept responsibility for accident, injury or loss suffered while attending an event unless it is directly due to negligence on BiP's part. BiP accepts no responsibility for any loss incurred while using material or information gathered at BiP events. The copyright of all training material rests with the trainer or speaker and BiP may not be held responsible for any infringements as a result of plagiarism, libel, slander or any misuse of material.

EVENT VENUE

Bookings are issued subject to the rules and regulations of the venue. All such rules and regulations will apply unless otherwise specified by the venue and, where applicable, BiP. BiP and the venue management reserve the right to refuse admission or to eject delegates in reasonable circumstances (for example taking health and safety, environmental and security concerns into account), and may on occasion have to conduct security searches to ensure the safety of delegates. Delegates may also be refused entry or ejected from the venue on account of exhibiting anti-social behaviour or declining to be searched. No refunds will be offered to delegates who are refused entry or who are ejected in such circumstances.

RESPONSIBILITY

Neither BiP nor the venue operator will be responsible for any loss, damage, death or injury whatsoever caused unless (i) the relevant party has breached its legal obligations and (ii) such loss or damage is a direct or reasonable foreseeable result of the breach. Subject to the foregoing with regard to personal property brought to the venue, the liability of the relevant party shall be limited to the reasonable cost to either repairing or replacing such property subject to fair wear and tear.

COMPLAINTS

If you wish to make a complaint, please notify BiP's event management team immediately. We will then do our utmost to find a speedy and satisfactory solution. In the event that you are not satisfied with the solution, please complain in writing to custrelations@bipsolutions.com within 14 days of the end of your booking.

PRIVACY

Delegate details are managed in accordance with BiP's data protection policy (which can be found at <https://www.bipsolutions.com/gdpr/>) and privacy policy (which can be found at <https://www.bipsolutions.com/privacy-policy/>). Where BiP manages an event on behalf of a third party or affiliate, delegate information may be shared with this organisation.

As filming, photography and recording may be carried out at the venue from time to time, the delegate consents to being included in such films, photographs or recordings and the use, reproduction, storage, distribution and broadcasting of such films and recordings (including any copies made) without payment.

FORCE MAJEURE

BiP will not be liable for any delay in performing or failure to perform its obligations under these terms due to any cause outside BiP's reasonable control. Such delay or failure shall not constitute a breach of this Licence and the time for performance of the affected obligation shall be extended by such period as is reasonable.

LAW AND JURISDICTION

These Terms and Conditions shall be governed by and construed in accordance with the laws of Scotland and any disputes shall be subject to the jurisdiction of the courts of Scotland, unless otherwise submitted by BiP Solutions Ltd.