

Terms and conditions of the 21st Bristol Planning Law and Policy Conference:

The terms below are used through this document. For clarification each has been defined.

- 'Conference' means the conference to be held at the Venue entitled "21st Bristol Planning Law and Policy Conference 2022" which for the avoidance of doubt shall include the post-conference dinner as appropriate and where payment has been made in respect of the same
- 'Delegate Pack' is used to describe the pack of information provided to all attendees of the Conference
- 'Delegate' means any individual in attendance at the Conference/Exhibition (who may or may not be a representative of a Sponsor/Exhibitor) on behalf of whom a booking form has been completed and payment has been made.
- 'Exhibition' refers to the exhibition area of the Conference.
- 'Exhibitor' is used to describe any organisation or person who has confirmed in writing that they wish to exhibit in the Exhibition and whose booking has been confirmed in writing by the Organiser.
- 'Organiser' refers to the, University of the West of England, Ground Floor NAH, Frenchay Campus, Coldharbour Lane, Bristol BS16 1QY as represented by its Faculty of Environment and Technology together with JLL of 31 Great George Street, Bristol BS1 5QD AND Clarke Wilmott LLP of 1 Georges Square, Bath St, Bristol BS1 6BA
- 'Sponsor' is used to describe any organisation or person whose sponsorship booking has been confirmed in writing by the Organiser.
- 'Venue' refers to the Ashton Gate Stadium, Ashton Road, Bristol, BS3 2EJ or any other suitable venue as may be reasonably substituted by the Organiser in the Conference/Exhibition that the Venue is unavailable through no control or fault of the Organiser.

General Data Protection Regulation, 2018:

Any personal information collected as part of the booking process will be processed by the Organiser in accordance with the terms and conditions of the 2018 General Data Protection Regulation. The Organiser will hold any personal data securely and not make it available to any third party for marketing or any other purposes unless permitted or required to do so by law or as stated herein.

By continuing to booking you accept that personal information will be used and/or processed as follows:

- for the purposes of supplying information and communicating matters concerning the Conference to Delegates/Sponsors/Exhibitors; and
- in the case of the University of the West of England, Bristol for the purposes of informing external agencies to enable it to carry out its statutory functions; these agencies include HESA (the Higher Education Statistics Agency) - students who register for the Conference/Exhibition are advised to refer to HESA's data protection information for students for further information; and
- unless instructed otherwise, the University of the West of England, Bristol will retain the personal information on its course database and will be used for all legitimate purposes in connection with the administration and marketing of its future events and courses;
- for the purposes of sharing with the other organisations involved in organising or supporting the Conference/Exhibition

General conditions:

All potential Delegates/Exhibitors/Sponsors who wish to book a place and/or table at the Conference must confirm their booking by completing the official booking form and making the appropriate payment by credit card payment only.

All Conference and Exhibition packages are provided on a first-come first-served basis.

The Organiser reserves the right to amend the contents of all Exhibition/Sponsorship/Conference packages. Any such amendments which may materially affect an Exhibitor, Delegate or Sponsor's participation will be communicated to the relevant Exhibitor/Delegate/Sponsor by the Organiser as soon as is reasonably practicable.

Where Pack inserts are required:

Pack Inserts must be sent to the Organiser's office for inclusion in the Delegate Packs by the deadline stated by email. Where this deadline is not met, it is not guaranteed that inserts will be included in the Delegate Packs. The Organiser will inform parties who have booked Pack Inserts of the number required on confirmation of booking. The Organiser will inform parties of any increases or significant decreases in predicted Delegate numbers which causes a significant decrease or increase in the number of inserts required. The cost of producing such inserts is entirely the liability and responsibility of the Sponsor/Exhibitor.

Where Exhibition is required:

The Organiser will produce a printed version of the Exhibition floor plan. While the Organiser will attempt to preserve the printed layout of the Exhibition, should it be necessary to revise the layout for any reason, the Organiser reserves the right to transfer an Exhibitor to a suitable alternative space from the one printed. The Exhibitor must occupy the space allocated by the Organiser whose decision in such matters shall be final. Exhibitors will be allocated spaces based on the number of units booked. Exhibitors MUST not take up more space than they have booked without onsite authorisation from the Organiser.

No Exhibition stand may be sub-let or otherwise transferred by any Exhibitor to any third party without the prior written consent of the Organiser.

Equipment:

The Exhibitor will make no claim and shall cause no claim to be made against the Organiser, the Venue or any other contractor or Exhibitor/Sponsor/Delegate with regards to any loss or damage to Exhibitor's equipment which occurs during or in connection with the Conference and Exhibition or as a result of any carriage or movement of equipment which is entirely at the Exhibitor's risk. It is the responsibility of the Exhibitor to ensure that its employees, representatives and/or agents and any display equipment of the Exhibitor comply with the latest legislation regarding the Health and Safety at Work regulations.

The Exhibitor MUST abide by the set-up and break-down times as stated by the Organiser. The set-up/break-down times will be listed in confirmation information sent to the Exhibitor by the Organiser.

Where Sponsorship is required:

Should a sponsorship package include Exhibition space, the above Terms & Conditions shall apply in respect of the Exhibition element.

The Sponsor should provide the Organiser with logos in the required format on request. The Sponsor shall ensure and shall retain all legal liability for ensuring that the use of any logos by the Organiser is permitted and/or licenced by the logo's (registered) owner. The Sponsor shall fully indemnify and keep indemnified the Organiser and/or any other person against whom any

claim for infringement of intellectual property is made for inappropriate, unpermitted or unlicensed use of a trademark or logo.

The Organiser will provide pdf samples of any printed materials containing the Sponsor's logo to the primary contact of the Sponsor prior to issuing final copies.

Cancellation/Postponement:

By the Organiser:

The Organiser reserves the right to cancel the Conference/Exhibition for any reason (including, without limitation, by reason of a Force Majeure). The Organiser shall notify the Delegates/Sponsors/Exhibitors of any such cancellation as soon as reasonably possible.

Force Majeure Event means any circumstance not within the Organiser's reasonable control including, without limitation:

- (a) acts of God, flood, drought, earthquake or other natural disaster;
- (b) epidemic or pandemic;
- (c) terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo, or breaking off of diplomatic relations;
- (d) nuclear, chemical or biological contamination or sonic boom;
- (e) any law or any action taken by a government or public authority, including without limitation imposing an export or import restriction, quota or prohibition[, or failing to grant a necessary licence or consent];
- (f) collapse of buildings, fire, explosion or accident including but not limited to any such event occurring at a Venue;
- (g) any labour or trade dispute, strikes, industrial action or lockouts [(other than in each case by the party seeking to rely on this clause, or companies in the same group as that party)];
- (h) non-performance by suppliers or subcontractors including but not limited to the Venue owners (other than by companies in the same group as the party seeking to rely on this clause); and
- (i) interruption or failure of utility service.

If the Organiser is prevented, hindered or delayed in or from performing any of its obligations in respect of the Terms and Conditions herein by a Force Majeure Event the Organiser shall not be in breach of these Terms and Conditions or otherwise liable for any such failure or delay in the performance of such obligations. The time for performance of such obligations shall be extended accordingly where the Conference/Exhibition has not been cancelled at the sole discretion of the Organiser.

Organiser shall:

- (a) as soon as reasonably practicable after the start of the Force Majeure Event notify the Delegate/Exhibitor/Sponsor of the Force Majeure Event, the date on which it started, its likely or potential duration, and the effect of the Force Majeure Event on its ability to perform any of its obligations; and
- (b) use its reasonable efforts to mitigate the effect of the Force Majeure Event on the performance of its obligations.

It is agreed that:

- i. the Organiser shall not be deemed to be in breach of these terms by virtue of any cancellation or abandonment for the reasons above;
- ii. upon the Organiser notifying the Delegate/Exhibitor/Sponsor of such cancellation the agreement between the parties shall automatically terminate. The Organiser shall return fees

paid in full for any cancellation by the Organiser save to the extent that the cancellations is due to an action or inaction of the Delegate/Exhibitor/Sponsor.

Covid 19

The Organiser and the venue are closely monitoring the developments with the coronavirus outbreak, and will be following government advice, especially in regard to proceeding with large public gatherings. In the event of cancellation under these circumstances, the Organiser shall not be liable for any costs/expenses howsoever incurred and or arising by those due to attend the Conference/Exhibition.

The Organiser reserves the right to amend the capacity of the event dependant on government guidelines and that of the venue. If the venue is unable to accommodate full capacity Delegates/Sponsor/Exhibitor will be notified and entitled to a full refund.

By the Sponsor/Exhibitor/Delegate:

Cancellations (or reduction in requirements) of confirmed bookings must be notified in writing to the Organiser and will be charged based upon the date of notification as follows:

- More than 6 calendar weeks prior to the Conference you will be entitled to a full refund, minus a £100 administration charge.
- With 6 calendar weeks prior to the Conference Sponsor/Exhibitor/Delegate will incur a 50% administration charge.
- If any individual Delegate is unable to attend, the Delegate reservation may not be transferred to any third party without the prior written consent of the Organiser. For the avoidance of doubt the Organiser shall not unreasonably object to substitution of a one Delegate with another Delegate from the same organisation/company in extenuating circumstances.
- The Organiser will only consider one booking per person and duplicate bookings will be declined and/or cancelled with reimbursement made in full for any duplicate bookings that may arise.

Non-attendance by Delegate:

Non-attendance of any Delegate due to illness or for personal or professional reasons does not provide the right to refunds, or an event transfer. In the case of an organisation/company having booked places for more than one Delegate a refund will not be made for any Delegate not in attendance for whole or any part of the Conference/Exhibition in the absence of any substitution being made within the same organisation/company.

Conference dinner table booking:

All dinner table bookings will incur the same fee and be subject to the same cancellation policy as stated above.

- For full table bookings (10 places), 2 (two) Conference Delegate places must be included and paid for at the time of booking.
- For half table bookings (5 places), 1 (one) Conference Delegate place must be included and paid for at the time of booking.
- For individual table places, that Conference Delegate place must be paid for at time of booking.

The Organiser will only consider one table booking per Sponsor/Organisation/company and duplicate bookings will be declined and/or cancelled with reimbursement made in full for any duplicate bookings as may arise.

Delegate Travel and Accommodation:

Delegates/Exhibitors/Sponsors must ensure that all Delegate place(s) are confirmed in writing and that the Conference and exact Venue location are confirmed prior to making any travel arrangements. Organiser shall not be liable for nor shall the Organiser offer refunds for any travel or accommodation costs whatsoever which are and shall remain the sole liability/responsibility of the Sponsor/Exhibitor/Delegate.

The Organiser shall not be liable for any losses, costs or expenses (including, but not limited to those related to any unused, altered or cancelled travel and accommodation) arising directly or indirectly as a consequence of any modification or cancellation of the Conference/Exhibition for any reason whatsoever.

Delegate Visas:

It is recommended that Delegates requiring a visa for entry to the UK contact the Embassy in their own country to check visa requirements before a booking is made in respect of that Delegate.

Delegates who are prevented from attending as a result of inability to obtain a visa to enter the UK within the required time period, will not be issued with a refund by reason of the failed visa application. The normal cancellation rules will apply to any such Delegate in accordance with these Terms and Conditions.

Delegate Certificates:

A certificate of attendance is available to Delegates on request. Please note that for administrative reasons, the Delegate name as it appears on the booking form will be the name that is used on the certificate.

Delegate conduct:

Delegates are expected to conduct themselves in a professional manner and to recognise that other Delegates may also require support and assistance. If a Delegate becomes persistently disruptive, the Organiser and/or the Venue reserves the right to offer a verbal or written warning and if this does not resolve the situation, the Delegate(s) may be requested to leave the event. This will be at the sole discretion of the Organiser/Venue.

By making a booking, the Delegate/Exhibitor/Sponsor accepts all terms and conditions and all other instructions listed or referred to.