



## TERMS & CONDITIONS

**It is a condition of booking that payment must be received by the time of the conference.**

**FEES & DISCOUNTS** The conference fee includes attendance to the conference, a delegate pack, a complimentary issue of Highways Magazine, lunch, tea and coffee breaks. Accommodation is not included in the conference fee.

Multiple delegate discount is available to delegates from the same organisation booking simultaneously on the same purchase order. Please note that separate bookings cannot take advantage of the multiple booking discount. One delegate must pay the **full rate** in order for additional delegates to qualify for the additional delegate rate. To qualify for the Highways subscriber discount, the named delegate must have a valid Subscription to Highways magazine at the time of booking.

**PURCHASE ORDERS** Bookings requesting payment by invoice should be accompanied by a purchase order. If a purchase order number is not required for invoice payment please indicate by ticking the appropriate box. If neither box is ticked, you are stating that a purchase order reference will not be required for payment.

**ARE YOU REGISTERED?** Upon registering you will receive a confirmation of your registration, joining instructions and a VAT invoice. If you do not receive this within a week of booking, please contact the Cold Comfort 2019 Conferences Team on 020 7973 4603, email: [conferences@hgluk.com](mailto:conferences@hgluk.com) to confirm that your registration was received.

**ONSITE BOOKINGS** Please contact the organisers prior to check availability. Onsite bookings will only be accepted with a credit card payment. Please note you will not be granted access without this.

**DELEGATE CANCELLATION** Cancellations must be received in writing to [conferences@hgluk.com](mailto:conferences@hgluk.com) by or by post to Surveyor Conferences at 32 Vauxhall Bridge Road, London, SW1V 2SS by 1st May 2019 and will be subject to a cancellation charge of 25%. No refunds will be made for cancellations received within 14 days of the conference or failure to attend after booking. Substitutions may be made at any time.

**DATA PROTECTION** The personal information provided by you will be held on a database and may be shared with companies within Hemming Group Ltd. If you do not wish your details to be used for this purpose please write for the attention of the Marketing Team at [conferences@hgluk.com](mailto:conferences@hgluk.com).

**INSURANCE AND LIABILITY** Registration for this event implies that the attendee agrees that, other than prescribed by law, neither the Hemming Group, Brintex or The Harrogate Convention Centre are liable whatsoever. Participants are requested to make their own arrangements for medical, travel and personal insurance.

**PHOTOGRAPHY** Photographs and videos made during the event are and remain the property of Transport Network Events. If you do not wish to have your photograph taken please inform the Conference Manager onsite so they can ensure you are excluded from any filming or photography.