



DELIVERING  
EXCELLENCE  
THROUGH  
INNOVATION

# EVENTS APPLICATION FORM

Book online now at [www.bipsolutions.com/events](http://www.bipsolutions.com/events) or complete and send to **FREEPOST BiP** or fax to **0141 331 2792**

Name of Event .....

Date of Event ..... Principal Delegate Rate ..... Additional Delegate Rate .....

### BOOKING FORM – DELEGATE DETAILS

Title \_\_\_\_\_ Name \_\_\_\_\_

Surname \_\_\_\_\_

Position \_\_\_\_\_

Title \_\_\_\_\_ Name \_\_\_\_\_

Surname \_\_\_\_\_

Position \_\_\_\_\_

### CONTACT DETAILS

I confirm the above bookings and agree to the terms of cancellation as stated.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Name \_\_\_\_\_

Surname \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Principal Activity \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

### METHOD OF PAYMENT – PLEASE TICK PREFERRED METHOD OF PAYMENT

Cheque enclosed made payable to BiP Solutions Ltd.

Please invoice (payment due prior to event) Purchase Order Number (if applicable) \_\_\_\_\_

Please debit my           

Card no \_\_\_\_\_

Name on Card \_\_\_\_\_

Card holder's address (if different from company address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

I confirm the above bookings and agree to the terms and conditions as stated.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 5 WAYS TO BOOK

- 1 Fax this booking form to us on: 0141 331 2792
- 2 Register online at: [www.bipsolutions.com/events](http://www.bipsolutions.com/events)
- 3 Send your completed form to: FREEPOST BiP
- 4 Telephone our Events Team on: 0845 270 7095 to provisionally reserve your place
- 5 Email us at: [events@bipsolutions.com](mailto:events@bipsolutions.com)

# EVENT BOOKING TERMS AND CONDITIONS

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 and payment in full. Booking reservations without payment in full will be held on a provisional basis (excluding workshop choices) and places cannot be guaranteed. All bookings are made on a first-come, first-served basis. BiP reserves the right to refuse bookings at its discretion.

## Late Bookings

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 is not made, this will be a breach of contract by the client, entitling BiP to treat the contract as at an end and reallocate the event booking without informing the delegate. In the event of BiP treating the contract as at an end in these circumstances, BiP shall be entitled to retain all sums already paid by the client. Any unpaid balance of the cost / 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 and dates. This includes changes to speakers, content and programme. In the unlikely occurrence of an event cancellation, 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

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.

## Failure to Attend an Event

No refunds will be provided and full settlement of the original booking fee will be due for failure to attend an event unless:

- The event booking is cancelled with 28 days or more notice
- A booking transfer has been requested and processed
- A delegate substitution has been requested and processed

## Event Bundles

Multiple PASS events (Masterclass or Skills Training) may be purchased together as event bundles. Where an event bundle has been purchased, a bundle code will be provided upon receipt of payment. PASS events may then be booked using the credits associated with this bundle code at no extra charge, subject to the availability of places on any given event. Event bundle credits are redeemable against PASS events only.

Bundles are valid for 12 months from the date of purchase. Any unused credit after 12 months from date of purchase cannot be exchanged, refunded or carried forward into a new event bundle.

Any events booked within a bundle are subject to BiP's full terms and conditions set out herein.

## Alterations to Advertised Packages

Every reasonable effort will be made to adhere to the advertised packages or event programmes but any package or programme may be altered or omitted or dates changed either before or after confirmation of the booking. Where such alterations, omissions or changes of date occur prior to the confirmation of the booking, BiP accepts no contractual liability. Where such alterations, omissions or changes of dates occur after confirmation of the booking, BiP will use all reasonable endeavours (such reasonable endeavours to be strictly subject to BiP making alternative packages available and further subject to BiP's right to change the price applicable) to provide a reasonable alternative package and the client agrees to accept such reasonable alternative package.

## Links to Third Party Sites

This website may present links to third party websites not owned or operated by BiP. BiP is not responsible for the availability of these sites or their content. You agree that BiP is not responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with your use of or reliance on any content of any such site or goods or services available through any such site.

## 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 on the Event.

## Patents and Trade Marks

All trademarks, 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 events 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.

## Booking Issues

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.

## Admission Restrictions

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 [events@bipsolutions.com](mailto:events@bipsolutions.com) within 14 days of the end of your booking.

## Privacy

Delegate details are managed in accordance with BiP's data protection policy and 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 and recording may be carried out at the venue from time to time, the delegate consents to being included in such films 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.