



# Terms and Conditions



## Booking Terms & Conditions

The Event organiser is CILT(UK) (company number 2629347) whose registered address is Earlstrees Court, Earlstrees Road, Corby NN17 4AX (“Organiser”).

Only people registered/booked in accordance with these terms and conditions are eligible to take part in the Event (“Delegate(s”).)

**Places cannot be reserved - bookings are only accepted with full payment.**

If payment cannot be collected for any reason including, without limitation, due to insufficient funds, cover of account or revocation by the applicant (also at a later date), the applicant cannot participate in the Event and may be charged a withdrawal fee.

All booking fees are inclusive of VAT at the rate of 20% VAT. If a booking is accepted the fee is non-refundable other than as otherwise stated in these terms and conditions.

An exclusive Early bird discount of 15% can be claimed on all bookings made before 1 April 2019.

**CILT Members, WiLaT, Women in Logistics members, those under the age of 35 can claim an exclusive 15% discount on all bookings made before 14 June 2019.**

Delegates can only claim one of the special discounts offered.

Bookings are accepted on the strict condition that all fees are paid at least 48 hours before the start of the event.

Payments are accepted in **sterling only** via electronic, transfer, debit card, cheque or credit card. CILT(UK) reserves the right to cancel the booking if payment has not been received in full. A 25% administration fee will be applied in this case. Cash payments cannot be accepted.

**We do not accept cancellations within 14 days of an event.** The full fee will remain payable.

However, CILT(UK) operates a scale of refunds as follows:

Cancellation up to 18 May 2019 = 30% of CILT(UK) booking fee refund

Cancellation up to 1 June 2019 = 10% of CILT(UK) booking fee refund

Cancellation up to 15 June 2019 = 0% of CILT(UK) booking fee refund

Bookings can be transferred to a replacement delegate up to 48 hours before the event without further charge.

All cancellations, transfers and substitutes should be confirmed in writing before the event.

Substitutes may be refused entry if this condition is not met.

**CILT(UK) reserves the right to vary the programme.**

CILT(UK) reserves the right to cancel the event, in this case the full price of the booking will be refunded. No liability for any costs or expenses incurred by the customer are accepted by the company in the event of cancellation or postponement.

CILT(UK) cannot be held liable for any travel or accommodation costs booked via a third party.

CILT(UK) cannot provide visas but will provide letter of introduction to delegates who have paid in full. Those unable to gain the required authority to attend the event will be refunded less a 25% administration fee.

CILT(UK) bookings do not include any form of insurance. Delegates are advised to make suitable arrangements to cover themselves, and any luggage.

CILT(UK) does not indemnify the participant against consequential loss, personal injury or force majeure.

Delegates automatically allow CILT(UK) the right to use images or video taken of them during the event in company marketing and advertising materials. Delegates who do not want to be featured should advise the organiser at least 7 days prior to the event.

**All bookings are subject to English law.**

Delegates agree that CILT(UK) may contact them after attendance at the Convention, via email, regarding membership, other opportunities and events, but not necessarily confined to this list.

CILT(UK) guarantees delegate details will not be traded to be used by any other third parties.