

# Terms & Conditions

**Booking your place:** By booking your place at the event you are entering into a binding agreement between you (you, your) and Carbon Forward Ltd (we, us), a UK Limited company, having its principal place of business at 32 Gloucester Circus, London, SE10 8RY, UK ("Carbon Forward").

**Payment:** Payment should be received by credit/debit card at the time of booking or by invoice if requested (via email) and subsequently agreed by us. Full payment must be received without deduction either within 30 days of the date of invoice or by no later than 2 days before the event takes place, whichever is the earlier. If these payment terms are not met, admittance to the event may be refused. Payment must also be made in full for cancellations made within 31 days of the Event date. Any overdue payments shall be subject to interest at an annual rate equal to LIBOR (if LIBOR is a positive figure) applicable at such time plus 3% per month from and including the date payment becomes overdue to but excluding the date of the Party receives payment of the overdue amount plus accrued interest. If LIBOR has not been published, Carbon Forward may substitute a rate it considers in good faith to be equivalent to that rate published by a European clearing bank.

**Discounts:** Carbon Forward may (at its sole discretion) offer discounts (including without limitation "early bird" discounts). To qualify for any "early bird" discounts, you must have paid in full within the discount period specified.

**Speaker presentations:** If available and where the speaker has given permission, all "paid" delegates will receive access to the speaker presentations. Carbon Forward reserves the right in its sole discretion to change the content, speakers, location, and/or timing of the Event without liability.

**Expressed views:** You acknowledge and agree that unless otherwise, stated views expressed by speakers at the Event do not represent the views of Carbon Forward.

**Attendance:** No films, photograph or other recordings of all or any part of the Event are permitted without our prior written consent. We reserve the right to refuse admission/eject any Delegate without liability to/from an Event for any reason.

**Cancellation and Refund Policy:** All cancellations must be made within 24 hours of booking by email to: [info@carbon-forward.com](mailto:info@carbon-forward.com)

If the cancellation is made within 24 hours of booking you shall receive a full refund, minus any fees or costs associated with the original booking.

A delegate will not be refunded for not attending. Please also note we will not permit the transfer of delegate places from one event to another in the event of non-attendance. Subject

to approval by Carbon Forward a transfer of a delegate place may be possible, however, Carbon Forward reserves the right to decline any such request. To request a transfer of attendee, please notify us by email at [info@carbon-forward.com](mailto:info@carbon-forward.com) with the name, job title, email address & telephone number of both the registered and substitute delegate. These details must be submitted at least 48hrs before the start of the event.

**Dietary and access requirements:** If a delegate has any special dietary or access requirements please notify us by email at [info@carbon-forward.com](mailto:info@carbon-forward.com) and we shall endeavour to accommodate your requirements where possible. You acknowledge and agree that, due to the nature of the location/venue of the Events, it may not be possible for such requirements to be satisfied.

**Insurance:** It is delegate's responsibility to take out appropriate insurance to cover travel and other activities related to the event. We accept no responsibility for travel, accommodation or other expenses incurred as a consequence of cancellation or postponement of the Event. We accept no liability for any other loss, including incidental or consequential loss, in excess of the amount paid for the booking.

**Hotel and travel bookings:** It is delegate's responsibility to book accommodation and travel as required at and to the Event venue and to pay for such costs in accordance with the venue's or travel providers terms and conditions.

**Delegates' Liabilities:** You hereby accept liability for all your acts or omissions at the Event venue and undertake to indemnify us and keep us indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against us or incurred or become payable by them arising there from or in respect thereof including any legal costs and expenses and any compensation costs and disbursements paid by us on the advice of Counsel to compromise or settle any such claims.

**Marketing:** You acknowledge and agree that: (a) we may use your Company name/Delegate's job function in marketing promotions in connection with this Event, and (b) we may use and distribute recordings (by audio and/or visual means) of all or part of the Event, which may include your image/voice for the purposes of training and/or marketing.

**Alteration and Cancellation by us:** It may be necessary to alter the venue and content of the Event, or the timing of the program. If we cancel the Event for any reason, we will make a full refund of any booking fees paid. If we have to alter the date or location of the Event this booking will be transferred to the revised date and these Terms and Conditions shall apply to the transferred booking. If the Event is cancelled for any reason outside our control, then at Carbon Forward's sole discretion the Fee will be fully refunded or a credit offered towards another Carbon Forward event. We shall not be liable for any loss, damage, costs (including without limitation travel, visa or accommodation costs), expenses or other liabilities incurred by

you and/or the Delegates in connection with such Event cancellation. You acknowledge that a refund is your sole remedy in respect of our cancellation under this clause.

These terms and conditions are governed by English law and the courts of England and Wales will have exclusive jurisdiction over any dispute. The English language version of this Agreement prevails over all translations howsoever made available.