

## **TERMS AND CONDITIONS for live-event registrations**

### **1. Paid registrations, complimentary status and guest VIP invitations**

All paid bookings must complete payment prior to the event to guarantee registration. Confirmation will be sent after payment has been received in full. If payment is not made at the time of booking, registration will be provisional. Complimentary status may undergo an approval process and confirmation of acceptance or otherwise will be sent as soon as possible. VIP invitations will be directed to a designated link.

### **2. Early bird rate**

In order to qualify for any 'early bird' rates, booking and payment must be received in full before the deadline listed.

### **3. Payment terms**

- i. All payments must be received prior to the event by the due date specified at the time of registration.
- ii. Payment must be net of business tax and withholding tax where applicable.
- iii. We reserve the right to demand any short payment if any.

### **4. Substitutions & Cancellations**

Attendees may nominate an alternative person from their organisation to attend up to 5 working days prior to the start of the event, at no extra charge. Should substitution not be possible, cancellation charges apply as follows:

- 8 weeks or more prior to start of event: 10% of the registration fee
- 4 to 8 weeks prior to start of event: 50% of the registration fee
- 4 weeks or less prior to start of event: 100% of the registration fee

All substitutions and cancellations must be received in writing prior to the start of the event and the remainder of the registration fee can be used as a credit for future events within 12 months from event date.

### **5. Access Requirements**

Please advise us of any special access requirements that may be needed at the time of registration so that we can provide assistance

### **6. Registration Information**

Registration information will be sent to registered attendees by email at least seven days prior to the event. Any attendees not receiving the registration information should contact us by email: [events.enquiry@haymarket.asia](mailto:events.enquiry@haymarket.asia)

### **7. Alterations to Programme – Cancellation or Postponement of Event**

- i. Haymarket Media Ltd reserves the right to make alterations to the programme, speaker faculty, location and the timings,
- ii. If the event is cancelled by Haymarket Media Limited through force majeure such as acts of God, war, terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities or any reason beyond the organiser's reasonable control, no refund will be made. The credit of the ticket value may be used on another event, product or service and to be rebooked and utilised within 12 months of the event. If Haymarket Media cancels the event for alternative reasons, the registration fee will be refunded in full or transferred to another event. Liability will be limited to the amount of the fee paid by the attendee.
- iii. If an event, for whatever reason, is postponed or the dates are significantly changed, the organisers shall not be liable for any expenditure, damage or loss incurred by the attendee.

- iv. If by re-arrangement or postponement the event can take place, the booking between the attendee and the organisers shall remain in force and will be subject to the cancellation schedule in paragraph 4.

## **8. Speakers**

Haymarket Media Ltd cannot accept liability for advice given, or views expressed, by any speaker at the event or in any material provided to attendees.

## **9. Photography & Filming**

For promotional purposes, there may be professional photographers and video production taking place during the event. Attendees who do not wish to be filmed or recorded should advise the organisers by email to Haymarket Media Ltd prior to the event. Registration at the event without this written advice indicates acceptance that the participant's image (attendee, sponsor, exhibitor, partner or speaker) may be used.

## **10. Data Protection**

Unless otherwise stated in the Privacy Policy and the Personal Information Collection Statement we provide to attendees when we collect their information, we do not share the personal information with third parties for marketing purposes without obtaining their prior consent. Any payment data received will be kept in strict accordance with our privacy policy and data protection laws.

## **11. Websites & Links**

The event and associated websites may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which Haymarket Media Ltd takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

## **12. Insurance**

It is the responsibility of the attendee to arrange appropriate insurance cover in connection with their attendance at the event. Haymarket Media Ltd cannot be held liable for any loss, liability or damage to person or personal property. Events are held in suitable venues with public liability provision.

## **13. Speakers Terms & Conditions**

- i. Haymarket Media Ltd may use the speaker's name and presentation materials for promoting attendance and also for post event marketing.
- ii. Presentations including all associated artwork and illustrations will be distributed to the audience post event via email or link unless the speaker clearly refuses in writing permission to do so.
- iii. The presentation should be free of advertising and commercialism.
- iv. Haymarket Media Ltd may video/live stream the speaker's session and the recording may be reproduced either as information or marketing on our website or publications or to delegates who were unable to attend.
- v. Speakers who do not wish to give permission for the above terms and conditions, please email the conference producer before the commencement of the conference.

## **14. General**

Haymarket Media Ltd. reserves the right to revise their Terms and Conditions from time to time and will post the most current version on the website as soon as possible after the revision becomes effective.