

APPLY GROUP BOOKING TERMS & CONDITIONS

Under **UK Customs and Excise regulations** delegates from all countries are required to pay VAT on any conference taking place in the UK.

Cancellations received in writing 1 - 4 weeks before the event are non-refundable. Cancellations received in writing 4 - 8 weeks before the event will be subject to a service charge of £200 + vat/head. Cancellations received in writing over 8 weeks before the event will be subject to the costs incurred through the non-refundable booking and gateway fees associated with the booking and these will be 10% of the booking. Substitutions are welcome at any time prior to 1 week before the event. Last minute cancellation forfeits the full fee. All communication about cancellations should be in writing directly to APPLY GROUP Ltd at the postal address on the website and/or on the booking form. If a delegate fee is equal to or less than the service fee (as detailed above) then the cancellation fee is contained to not more than the fee paid by the delegate. Substitution rule holds true in this circumstance as detailed above. In the event that **we** cancel an event, we will hold £99 + vat/head as a credit for those individuals against future events that we produce.

Fees - The full delegate fee remains payable on and after the date of closure of the Early Bird offer. All prices quoted are Exclusive of UK VAT at 17.5%. Discounts quoted refer to the full fees as detailed. Full fees are payable for all bookings made after the closure of the Early Bird offer. Only one discount policy is valid at any time. Discounts and offers cannot be combined. Fee quoted is for 1 seat/place for the particular event specified. Travel, refreshments, gifts et al are not included unless specifically stated. Additional items and services such as refreshments, hand-outs, demonstration areas, meeting rooms and gifts et al are specific to each event and their inclusion depends exclusively on the specifics of sponsorship contracts agreed and concluded prior to the event taking place. The latest version of the primary event website or webpage owned by the production company Apply Group holds the true detail and we reserve the right to up-date this at any time. The latest wording of this is the most binding on us. Apply Group takes no responsibility for any opinions or statements made by third parties. A VAT receipt is available for each event, downloadable from the event site. Booking options are clearly shown. For any events costing £250 + vat/head or less, online booking only is available. Company invoicing is only available for events over £250 + vat/head. All delegate places must be paid in full and have cleared by 1 week in advance of the event (there are no exceptions to this rule) or the booking will be deemed as voided. Individualised remittance and/or invoices will be issued only for individual delegate fees of >£250 + vat/head.

Important Notes when Booking Through Our Online Booking Partner EventBrite: Delegate fees quoted are NET of VAT which will be added through PayPal at 17.5%. Event Brite automatically sends out their receipts to you NET of VAT. For a FULL receipt including VAT please go to www.applygroup.com/events.htm or the dedicated conference website as appropriate and download your VAT receipt. We do not issue invoices or customized remittance advice. Fees quoted online are net of VAT at 17.5% but include the EventBrite booking fee around 5% and the payment gateway booking fee of around 5%. Online payment is conducted securely through PayPal which will add the VAT (17.5%) automatically.

Acknowledgement of your booking: If you do not receive an acknowledgement please contact us on 0845 838 1989 to make sure we have received your booking.

Data Protection: Please see our privacy policy online.