

# TERMS AND CONDITIONS: INTERNATIONAL FESTIVAL FORUM (IFF)

## Definitions in these terms and conditions

“Company” - means International Live Music Conference Limited, registered in England and Wales with company number 3007667.

‘IFF’ - means the International Festival Forum, the conference organised by Company to take place in September 2018

‘Delegate’ - means a person applying to Company to attend IFF

‘Registration’ - means the process by which a Delegate is registered.

‘Registration fee’ - means the sum of money paid by the Delegate to reserve a place at IFF.

‘Advertiser’ - a company or individual placing an advertisement in the IFF conference guide.

The following is a non-exhaustive statement of the Company’s terms and conditions in respect of any application for Registration for IFF which also incorporates the Company’s [Privacy Policy](#); by submitting any such application (whether or not correct in all respects) every Delegate irrevocably accepts these and all other such terms and conditions of Company irrespective of whether that application is successful.

## 1. Registration

- 1.1. The Company reserves the right to refuse any application for Registration at any time.
- 1.2. A place has not been registered for a Delegate until an official confirmation email has been received by the Delegate from the Company, confirming that that Delegate is registered.
- 1.3. Organisation of travel, accommodation or associated arrangements for a Delegate should not be made or paid for until official confirmation of Registration has been received by the Delegate from the Company.
- 1.4. No final reservations can be made on behalf of a Delegate until the Company has received in full in cleared funds all of the relevant payment to cover the full cost of the Registration fee and/or events.
- 1.5. No changes to delegates details to be published on the IFF website or in the IFF conference guide will be accepted after 6pm GMT 10 September 2018.
- 1.6. Visas are the responsibility of the attending delegates and letters of invitation are not issued by IFF.
- 1.7. Ticketing services, including all electronic credit card transactions for IFF and all related IFF events are provided by Eventbrite, Inc., a Delaware corporation, with its principal place of business at 155 5th Street, Floor 7, San Francisco, CA 94103, Reg. No. 4742147 (“Eventbrite US”).
- 1.8. Tickets or entry passes are not issued until Delegates arrive at IFF. Confirmation of a formal place will be in the form of an email AND

invoice, sent electronically

1.9. All transactions are carried out in pounds sterling.

1.10. All monies received are deemed to include UK VAT at the applicable rate (presently a rate of 20%).

1.11. Reservations for IFF are non-transferable and only registered delegates will be permitted to enter the event.

## **2. Advertising**

2.1 All advertisements are accepted subject to the Company's approval of the copy and to the space being available.

2.2 The Company reserves the right to omit or suspend an advertisement at any time for good reason, in which case no claim on the part of any Advertiser for damage or breach of contract shall arise.

2.3 Every care is taken to avoid mistakes but the Company cannot accept liability for any errors due to third parties, sub-contractors or inaccurate copy instructions.

2.4 The Advertiser warrants that the advertisement does not contravene any Act of Parliament nor is it in any other way illegal or defamatory or an infringement of any other party's rights or an infringement of the British code of Advertising Practice.

2.5 The Advertiser will indemnify the Company fully in respect of any claim made against the Publisher arising from the advertisement. The Company will consult with the Advertiser as to the way in which such claims are to be handled.

2.6 Advertisement copy should be supplied by the Advertiser or their Agent in accordance with the mechanical data published on the Rate Card. Charges will be made to the Advertiser for any additional artwork or production work required to make the advertisement technically suitable for publication. Such charges will be at the rate agreed prior to publication.

## **3. Cancellation and Refunds**

3.1. If an application from a Delegate to cancel his/her registration is received by the Company before 6pm GMT 31 August 2018, a refund will be given, minus a £50 processing fee.

3.2. The Company will make no refunds if cancellations are received AFTER 6pm GMT 31 August 2018.

3.3. Cancelled registrations cannot be transferred to a future conference.

3.4. Applications for refunds must be received in writing within the published deadline for cancellation stated above.

#### **4. Delegate Passes**

- 4.1. Delegate passes must be worn at all times whilst in any of the event areas, including Dingwalls and Fest.
- 4.2. Admission to IFF will be refused to anyone unable to provide an official Delegate pass.
- 4.3. Lost or misplaced Delegate passes will only be replaced at the absolute discretion of the Company, potentially at the full cost of registration.

#### **5. Delegate Information & Privacy**

- 5.1. We take data and privacy very seriously and are committed to protecting Delegates' personal data. Information about how we do this is contained in our [Privacy Policy](#), which is incorporated into these Terms & Conditions.
- 5.2. All Delegates registering for IFF may have their full name, company name, email address, phone number and website URL published in the IFF conference guide unless Delegate requests in writing not have their details published.
- 5.3. A password protected networking portal may operate on [www.iff.rocks](http://www.iff.rocks) to allow Delegates to communicate before and during IFF which contains the name, job title, company, country and website address of each Delegate. Delegates not wishing to have their information published on the portal should request in writing that it is not included.
- 5.4. The name, company and country of Delegates attending IFF may be published on [www.iff.rocks](http://www.iff.rocks). Delegates not wishing to have their information published should request in writing that it is not included.
- 5.5. Delegate details may not be included in the IFF conference guide if the relevant application for Registration is received any later than 6pm GMT 10 September 2018.

#### **6. Events**

- 6.1. If a Delegate has paid for and is unable to attend a pre-booked dinner event, a refund will only be given if the Company is able to resell the ticket(s) purchased for that event.

## **7. Personal Effects**

7.1. The Company and the Hotel cannot take responsibility for the loss or damage of Delegate's personal effects. The Company recommends that each Delegate arrange appropriate personal insurance cover. Due care and attention are advised at all times.

## **8. Liability**

8.1. The Company's insurance of IFF covers public liability claims where the Company is held to be liable.

## **9. Health and Safety**

9.1. All Delegates must familiarise themselves with the fire regulations in operation and the location of nearest fire exits whilst in any of the IFF venues. Copies of fire safety documentation are available on request.

## **10. Conduct**

10.1. Delegates and their guests must conduct themselves at IFF in a responsible manner with due consideration to their fellow delegates, IFF employees and venue staff.

10.2. Filming or recording by Delegates of any showcases, sessions, panels or entertainment organised by or connected with IFF is strictly forbidden. Delegates must not make or arrange to be made any film or recording in sound or sound and vision at IFF and will deliver up to Company or its representatives immediately upon request by any of them all such films or recordings and any copies thereof which may be in a Delegate's ownership possession or control.

10.3. Delegates will not introduce to any session, panel or other event organised for IFF any copyright material which is the property of any third party except by prior written agreement of an authorised representative of Company.

10.4. By registering for IFF every Delegate irrevocably grants to Company and its authorised representatives permission to make, use and exploit as Company sees fit and free of any payment any photograph, sound or video recording or film, including quotations or extracts from any such material and agrees that Company shall be the first owner of any intellectual property therein.

## **11. Prizes**

11.1 The Company takes no responsibility for the fulfillment of gifts or prizes offered by third parties during IFF.