# BIO2BUSINESS Terms and Conditions for Conference bookings

These terms apply as between (1) **You**, that is to say the person, organization or other entity specified on your booking form (which wherever applicable includes reference to the delegate(s) named as attending the conference, if the booking is made in the name of an organization) and (2) **Bio2Business Limited**, trading as BIO2BUSINESS, a company registered in England and Wales under number 5212723 having its registered office at London BioScience Innovation Centre, 2 Royal College Street, London, NW1 0NH

and relate to your application to attend the conference specified on your booking form ("Conference"). Please read them carefully.

Terms applicable to all registrations By sending, in any format, your application ("Registration") to attend the Conference you are agreeing to be bound by these terms to the exclusion of any other terms.

1 Acceptance of your Registration will be made by BIO2BUSINESS in writing (whether by email or other means) sent to the contact details you give in your booking form.. A binding contract will come into existence when (but not before) BIO2BUSINESS sends that acceptance, whether or not you have received it. If you have not heard from us within 5 days of submitting your Registration, please contact us to check the status of your booking

2 Until BIO2BUSINESS sends an acceptance, it reserves the right in its sole discretion to decline any registration.

3 Time for payment. The fees specified in the booking form (reduced by such discount if any as BIO2BUSINESS may in its discretion allow when receiving your reservation) must be received in full by BIO2BUSINESS not later than 48 hours before the Conference. If BIO2BUSINESS has not received full payment by that point, BIO2BUSINESS may (at its sole discretion) either require full payment as a condition of permitting your entry to the Conference or refuse you entry to the Conference. If entry is refused, no refund will be made of any fees already paid and any unpaid balance of your fees will remain due and payable.

4 Price & other terms fixed when your booking is accepted. Fees for each Conference are correct at the time of publishing any advertisement for it and are exclusive of VAT or any equivalent sales or service tax (which will be added at the rate that is applicable at the time your booking is accepted). Until such time as your booking is accepted, BIO2BUSINESS has the right to change the price to you and/or to vary its terms of business applicable to you.

5 Cancellation policy. If you cancel your Registration the following cancellation terms will apply: 270 or more days prior to the event - 85% refund, 180 days to 269 days prior to the event - 75% refund, 90 days to 179 days prior to the event - 50% refund, less than 90 days prior to the event - no refund will be given. A cooling off period of 14 days applies in which all clients can cancel a confirmed registration without charge and with a full refund provided if payment has been made. The cooling off period will commence from the time and date when the confirmed registration is received by Bio2Business Ltd. Notice of cancellation must be sent to by email to info@bio2business.com with subject header: Cancellation Notice followed by your company name.

6 Substitution of delegates You may substitute another employee or representative from your own organisation at any time (for part or all of the Conference) but in all other respects delegate registrations are strictly personal to the individual named on the booking form. BIO2BUSINESS reserves the right to refuse admission to anyone other than the delegate originally named or a valid substitute under this clause.

7 Change of date or cancellation BIO2BUSINESS may in its sole discretion change the date or cancel a Conference at any time and for any reason. In any such case BIO2BUSINESS will transfer your booking to any rearranged version of the same Conference that BIO2BUSINESS may inform you that it will hold within the following 6 months but you will have the right to cancel your Registration within (a) 14 days of BIO2BUSINESS sending you notice of the rearranged event or within (b) 28 days from the date of notice from BIO2BUSINESS with details of the date change or cancellation (whichever is the shorter period) time being of the essence. If you cancel in accordance with this clause or clause 5, BIO2BUSINESS will within 60 days refund all monies you have paid

8 Alterations to Conferences BIO2BUSINESS reserves the right in its sole discretion at any time and for any reason to change the venue, format, speakers, content or any other aspect of the Conference (not being a change falling within clause 7) without being liable to you for so doing. You will not have the right to cancel your Reservation, or to make any other claim against BIO2BUSINESS

If your booking is transferred to any other Conference (whether or not a rescheduled version of the original Conference) these terms and conditions shall apply with respect to the new Conference

9 Conduct at Conferences

10 a) BIO2BUSINESS may (in its absolute discretion) refuse admission to, or eject from the Conference anyone who or whose organization fails to comply with these terms and conditions or who in the opinion of BIO2BUSINESS represents a security risk, nuisance or annoyance to the running of the Conference. You agree to comply with all reasonable instructions issued by BIO2BUSINESS or the venue managers at the Conference.

b) You may not take any photographs or record or transmit any audio or visual material, data or information of or at the Conference unless you have first obtained the written consent of BIO2BUSINESS

c) You agree however that you may be photographed, filmed or recorded while attending the Conference and that BIO2BUSINESS may use any such recording or photography (including your image) anywhere in the world for its own promotional, educational, marketing and other purposes

11 Use of personal data

Personal data that we may obtain from you will be held by us on a database. BIO2BUSINESS will not share your data with any third parties without your written consent.

12 Limitation of liability

To the fullest extent permitted by the applicable law, but not so as to exclude liability for death or bodily injury, BIO2BUSINESS excludes all liability to you:

(a) for loss, injury or damage to persons or property at the Conference

(b) for any action you take, or refrain from taking, as a result of attending the Conference

(c) in respect of anything contained or implied in these terms and conditions or in any advertising material or any materials supplied at the Conference

(d) for any loss, delay, damage or other liability incurred resulting from or arising in connection with the cancellation of or any change relating to the Conference regardless of how it may arise (save for any rights you may have under clause 6)

(e) for any direct, indirect or consequential loss of any kind (including but not limited to loss of profits, revenue, business, opportunity and/or goodwill, or any other type of economic loss)

(f) for any event of Force Majeure as defined in clause 13 or the consequences of such an event

If BIO2BUSINESS is notwithstanding the above liable to you for any reason, our total liability to you in relation to the Conference (whether under these terms or conditions or otherwise) is limited to the price paid for your attendance

13 Force Majeure

13.1 **"Force Majeure"** means anything arising that is beyond the reasonable control of BIO2BUSINESS and includes (but is not limited to) cancellation by speakers or participants, supplier or contractor failure, non-availability of the intended venue, health and safety issues, industrial dispute, governmental regulations or action, military action, fire, flood, disaster, civil riot, acts of terrorism or war.

13.2 BIO2BUSINESSS shall not be in breach of any obligation to you, or liable to you for any loss or damage suffered, by reason of any event of Force Majeure.

BIO2BUSINESS's obligations shall be suspended during the period of the delay or non performance and clauses 7 and 8 shall apply to any alteration of the Conference

14 Legal matters

(a) Headings in these terms have been added for convenience but shall not affect the meaning of these terms

(b) No person other than you and BIO2BUSINESS shall have the right (whether under the Contracts (Rights of Third Parties) Act 1999 or otherwise) to enforce these terms and conditions without the prior written agreement of BIO2BUSINESS

(c) No employee of BIO2BUSINESS has authority to vary these terms. Changes can only be agreed by writing or e-mail from a director

(d) Any contract into which these terms are incorporated shall be governed by English law and you agree (without prejudice to the use of any form of alternative dispute resolution) to submit to the exclusive jurisdiction of the English courts.

(e) Nothing in this clause shall prevent or restrict BIO2BUSINESS from pursuing any action against you in any court of competent jurisdiction

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