



Law Firm Ambition

**Embedding culture**  
and taking people with you

Annual Conference | Tuesday 25th June 2024

## Law Firm Ambition Conference 2024: Booking Terms & Conditions

Please ensure you have appropriate authorisation before completing this registration form. Completion of this form represents a legally binding agreement between you and Law Firm Ambition (LFA) and indicates your acceptance of all terms and conditions including cancellation charges.

LFA reserve the right to alter the programme without prior notice.

The early bird delegate rate applies to people employed by law firms only.

People who do not work for law firms will need to pay the full value regardless of when they register for the event.

### Payments:

If you have paid online via credit/debit card you will receive an email containing your VAT receipt once the payment has cleared the Stripe system.

If you have selected to pay by invoice, you will receive an email containing an invoice. Please forward this to your finance department for immediate payment – payment terms are strictly 30 days or before Friday 14th June 2024, whichever is the sooner.

All prices stated are ex VAT. Once registration is completed online, VAT will be applied to your invoice at the checkout stage of your booking.

For exhibitors and sponsors

- Bookings and payment must be received before your company name and logo will be included in any LFA conference promotion or material.
- Bookings and payments received after certain deadline dates may be accepted; however, it is not guaranteed that your company name will be included in printed promotional materials.

### Cancellation:

Any cancellation must be made in writing to ZiaBia and emailed to [ashton.dorrington@ziabia.com](mailto:ashton.dorrington@ziabia.com)

If you cancel the booking, LFA shall refund the following percentage of the fees determined in accordance with the following:

- 91 days' or more notice - 80%
- 45 - 90 days' notice - 50%
- 0 - 44 days' notice - 0%

LFA shall be entitled to retain from any refunded fees a sum equivalent to its actual administration expenses, the costs of materials, and any costs which LFA committed to at the time you cancel your agreement.

If the conference is cancelled by LFA (other than as a result of events beyond the reasonable control of LFA) the company shall refund the fee to the attendee.

LFA shall not be liable for any failure to fulfil this conference where failure is caused by supervening circumstances including weather, fire, earthquake, travel, transport delays, war, riots, acts of terrorism, or events which without fault of either party, render fulfilment impossible.

### Covid-19

Should Covid-19 still be a pandemic with UK government and World Health Organisation (WHO) guidance be in place restricting events, gatherings and travel still be ongoing at the time of the event starting the event will be postponed to a future date within 12 months from the original date without liability, with all group costs and paid deposits transferred to the rescheduled date. LFA shall only accept proof from public and official sources (e.g. official travel restrictions issued by the Ministry of Foreign Affairs of the country concerned, WHO etc.) as authentic.



Law Firm Ambition

## Embedding culture and taking people with you

Annual Conference | Tuesday 25th June 2024

If you are unable to attend on the rescheduled date then a full refund will be paid from LFA. If you confirm you can make the reschedule date and then cancel your place the standard cancellation terms will apply as stated above.

### **Delegate list**

By completing our booking you are agreeing to your name, job title and organisation being on the delegate list emailed out the day before the event to all delegates, exhibitors and sponsors.

### **Insurance:**

Whilst every protection is taken to safeguard your property during the event, the organisers are not responsible for any loss or damage and accept no liability for any loss sustained by the attendee from theft, fire damage or any third party.

Exhibitors and sponsors are responsible for insuring against any legal liability incurred, in respect of injury or damage to property belonging to third parties. Public Liability insurance to the value of £5m is required by Regent's Conferences and Events and you will be asked for a copy of your valid certificate for LFA's records.

### **Limitation of liability:**

LFA shall not be liable for any failure to fulfil this conference where failure is caused by supervening circumstances including weather, fire, flood, earthquake, travel, transport delays, war, riots, acts of terrorism, or events which without fault of either party, render fulfilment impossible.

The organisers cannot be held responsible for the loss or damage to exhibitors' property. Exhibitors are advised not to leave their exhibition stand overnight with any portable and valuable items on the stand. If property is left unattended, it is done so at the Exhibitors' own risk.

Neither LFA nor the venue will be responsible for any loss, theft or damage to your personal belongings, other than caused as a result of our negligence or that of the venue or other breach of statutory duty by us or the venue. Any such liability that arises shall be limited to a sum equal to £2,000.00. You will be responsible for paying for any damage which you cause to property at the venue including the cost of additional cleaning where charged by the venue.

### **Exhibitor responsibilities:**

Exhibitors are required to complete a risk assessment declaration for their stand area by Friday 7th June 2024 to [ashton.dorrington@ziabia.com](mailto:ashton.dorrington@ziabia.com)

### **Accessibility:**

The current EU regulations state that disabled persons must have the same opportunities as able-bodied persons. Exhibitors are advised to ensure their stand is easily accessible to conference guests.

### **LFA obligations:**

LFA will organise the event to a high standard and to the best of its ability; ensure the exhibitor benefits from all elements of the confirmed exhibition package, not do or knowingly permit to be done anything which is prejudicial to the good image of the exhibitor.

### **Exhibitor obligations:**

The exhibitor exhibition stand must comply in all respects with applicable laws, regulations, and rules and conditions of the venue relevant to it, and with any relevant trade codes of practice.