

Event Terms and Conditions

1 Bookings

- 1.1 Bookings can be made via the UK Chamber of Shipping website and online booking system or by email.
- 1.2 Places on our open events will be allocated on a first come first served basis.
- 1.3 Bookings without payment will be held on a provisional basis, and confirmed once payment has been received/invoice has been sent.
- 1.4 Bookings will be confirmed by email.

2 Fees and payment

- 2.1 Payment will be taken online via our booking system, or if requested an invoice can be sent.
- 2.2 All fees must be paid in full at the time of booking. Invoices must be paid 30 days from the invoice date as stated on the document, or by the date of the event if that is earlier.
- 2.3 All fees quoted exclude VAT and system booking fees (if applicable) which will be added to the final ticket price.

3 Cancellations, refunds and changes

- 3.1 Cancellations of conference/event attendance will be required in writing by email to the event manager.
- 3.2 In an instant where you wish to cancel your booking, unless stated otherwise, the following cancellation charges will apply:
 - Cancellation up to 3 weeks before event date – No charge
 - Cancellation between 3 and 2 weeks before event date - 50% of the event will be charged
 - Cancellation between 2 weeks and the date of the of event - no refund will be issued and full event fees apply.
- 3.3 The UK Chamber of Shipping will accept an alternative person to attend in your place at any time without charge providing sufficient details of the substitution has been provided.
- 3.4 Whilst all efforts are made to advertise the correct agenda, timings and speakers, the UK Chamber of Shipping reserves the right to amend or cancel any event or event times and dates or venue. This includes changes to speakers, content and programme. In the unlikely occurrence of an event cancellation, the UK Chamber of Shipping will return any payments received in advance. The UK Chamber of Shipping will not refund any costs incurred as a result of this cancellation or provide any additional sums by way of compensation.

4 Specific requirements and dietary needs

- 4.1 The UK Chamber of Shipping is committed to meeting the needs of all delegates and will try to ensure any specific requirements are fully met subject to reasonable prior notice.
- 4.2 Please state your requests and needs at the time of booking.
- 4.3 The information you provide will only be used to cater and provide an efficient service for the delegate attending the event.

5 Data Protection

- 5.1 We respect all the personal data we hold and take our responsibilities under current data protection legislation very seriously. Please see our [privacy policy](#)

6 Publicity – photographs and filming

- 6.1 The UK Chamber of Shipping may use photographs and film taken at events in publicity and marketing materials, including use on our website and social media channels. Prior warning of this activity will be provided in the event details and appropriate signs will be displayed at the entrance to the event.
- 6.2 If the photograph is taken at an event attended by large crowds within a public area, where attendees are clearly not the focus of the image, if the person being photographed is unrecognisable, e.g. they have their back to the camera, or they appear out of focus in the foreground - the consent of attendees is automatic. The photograph will not be used out of context, and there must be no reason to believe that damage or distress could potentially be caused to the people appearing in the photograph.
- 6.3 If you do not wish to be included in any photograph or filming, please notify the photographer, camera operator or event manager at the relevant event prior to the photographs being taken and footage recorded.

7 Materials

- 7.1 The copyright of all materials rests with the UK Chamber of Shipping or trainer or speaker. You are entitled to use such materials only for your own personal use. You are not entitled to copy such materials (except as permitted by law) nor are you entitled to use or authorise others to use such materials for any commercial purposes.
- 7.2 The UK Chamber of Shipping may not be held responsible for any infringements as a result of plagiarism, libel, slander or any misuse of any material.

8 Limitation of liability

- 8.1 The UK Chamber of Shipping will not be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from attending events.
- 8.2 In no event will the UK Chamber of Shipping be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from using the material or information gained at events.

8.3 The UK Chamber of Shipping shall not be responsible or liable for any loss or damages of any nature whether direct or indirect including any loss of profits or any consequential damages suffered or incurred by the event attendees for whatever reason.

8.4 The UK Chamber of Shipping will not be liable or responsible for any failure to hold an event caused by situations outside our reasonable control - "Force Majeure Event". A Force Majeure Event includes any act, event, non-happening, omission or accident beyond our reasonable control and includes in particular (without limitation) the following:

- Strikes, lock-outs or other industrial action;
- Civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war;
- Fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster;
- Impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport;
- Impossibility of the use of public or private telecommunications networks; and
- The acts, decrees, legislation, regulations or restrictions of any government.