



VB Seminar Registration Form

Fax to (+44) 1865 543 153

Standard £195 + VAT

Educational/Charity £95 + VAT

Delegate name _____

Organization _____

Position _____

Company address _____

Tel _____

Email _____

Company VAT no. (for **all companies in EU** countries)

BOOKING INFORMATION

Payment must be placed with your order. VB accepts MasterCard, Visa and Amex* or payment by cheque or bank transfer – please indicate if you would like to be invoiced in order to pay by cheque or bank transfer. When paying by credit card please include the billing address as it appears on your monthly statement. VB regrets that it is unable to extend credit on any orders. **The booking will not be accepted as a confirmed booking until payment is received in full.**

**Amex payments are subject to a 1.6% administration fee.*

I agree to be bound by the VB Seminar terms and conditions (enclosed)

Signature _____

Date _____

I would like to pay by cheque/bank transfer – please invoice me.

Please charge my Visa/MasterCard/AMEX*

Card number

3-digit security code (on reverse of card)

Expiry date /

Signature _____

Cardholder's name _____

Card billing address (if different from above)

Invoice address (if different) _____



Virus Bulletin Limited VB Seminar Terms and Conditions

1. You are asked to read the following Terms and Conditions carefully before submitting the Registration Form. Confirmation or a booking or any payment by you shall constitute acceptance of these terms and conditions.
2. Virus Bulletin Ltd (VB) reserves the right to charge interest on any outstanding payments from the due to date at the rate of 4% over the base rate of Lloyds TSB Bank Plc.
3. Cancellations will only be accepted if notified in writing (faxes and emails are acceptable) to VB. Cancellations are deemed to be effective from the date upon which the notice is received by VB.
4. If you cancel the booking, the following charges (based on the total value of the confirmed booking exclusive of VAT) will be immediately due and payable by you:

<u>Period of notice prior to Seminar start date</u>	<u>Cancellation fee</u>
More than 12 full weeks	10%
12 full weeks - 8 full weeks	25%
Less than 8 full weeks to 28 days	50%
27 days - 7 days	75%
6 days or less	100%

5. In the event that payments are not made on the due date, then without prejudice to any other rights or remedies it may have, VB reserves the right, without notice to you, to retain any payments previously made by you, to treat the booking as cancelled.
6. In the event that you become bankrupt, cease to trade, have a receiver appointed or make any voluntary arrangement with your creditors, we shall be entitled to immediately cancel the booking by notice in writing to you.
7. VB does not accept responsibility for your property or that of your agents, employees or guests.
8. You shall be entitled to substitute another named individual as a delegate at any time, by notice to VB.
9. VB reserves the right in its reasonable discretion to refuse admission to any delegate.
10. You shall comply with any regulations of VB and the Seminar venue and any applicable statutory requirements on behalf of yourself, your agents, employees and guests.
11. You shall indemnify VB from and against all costs, charges, claims, expenses, demands and liabilities suffered or incurred by VB as a result of any action or omission by you or your agents, employees or guests (including in relation to any damage caused to the Seminar venue or any property therein) and/or in connection with any breach by you of any of these terms and conditions.
12. VB shall not be liable for any losses, damages, expenses, costs, claims or liability suffered or incurred by you (including without limitation any consequential loss, loss of profit or indirect damages) other than personal injury or death caused by the negligence of VB.
13. VB shall not be liable for any cancellation of the Seminar due to circumstances beyond its reasonable control including without limitation due to any act of God, industrial action, fire, flood, storm or tempest, disease, explosion, riot, civil commotion, earthquake, malicious damage, industrial action or act of terrorism.
14. VB reserves the right to amend the programme for the Seminar. No purported variations or amendments to these terms and conditions shall be of any effect unless accepted in writing by VB.
15. No failure or delay by VB in exercising any of our rights under these terms and conditions shall be deemed to be a waiver of that right.
16. This agreement shall be governed by English law and the parties submit to the non-exclusive jurisdiction of the English courts.

Additional Notice: Food allergy clause

If you are making a booking on behalf of someone else, please draw this notice to the attention of the delegate concerned. It is each individual delegate's responsibility to inform the VB Seminar venue regarding any food allergies and/or intolerances that the delegate may have. For the avoidance of doubt, it is not VB's responsibility to collect such information or to transmit details to the seminar venue. VB hereby excludes liability for any delegate's failure to inform the seminar venue of any such food allergies and/or intolerances.