

IGTM 2018 Buyer Terms and Conditions

1. Definitions

“Buyer” means the person, accepted by Reed Exhibitions Limited, who will attend the Exhibition as a buyer of golf travel products where certain complimentary services are provided by Reed Exhibitions Limited.

"Exhibitors" means exhibitors who have contracted with Reed Exhibitions Limited to take stand space at IGTM.

“IAGTO Buyer” means a Buyer who is a registered member of the International Association of Golf Tour Operators.

"Executive Buyer" means the person, accepted by Reed Exhibitions Limited, who will be granted access to the Exhibition as a buyer on a non-hosted basis (i.e. without complimentary flights. Accommodation may or may not be provided by Reed Exhibitions Limited).

“IGTM Team” means the IGTM exhibition team at Reed Exhibitions Limited of Gateway House, 28 The Quadrant, Richmond, Surrey TW9 1DN, UK.

“IGTM” or “Exhibition” means the International Golf Travel Market to be held at Ljubljana Exhibition and Convention Centre in Ljubljana from 15 to 18 October 2018 which is owned and organised by Reed Exhibitions Limited.

“Non-IAGTO Buyer’ means a Buyer who is not registered member of the International Association of Golf Tour Operators.

“Pre-Scheduled Appointments” or “PSA” means the appointment system/programme operated by the IGTM Team to co-ordinate the appointments of the Buyer with Exhibitors during the Exhibition.

2. IAGTO Buyers

IAGTO Buyers will receive complimentary:

- Up to five nights’ accommodation and breakfast at one of the IGTM Team preferred hotels
- Entry to the IGTM Welcome Reception
- Pre-scheduled appointments from 15 to 18 October 2018
- Entry to official IAGTO Awards and IGTM networking events
- Entry into the IGTM Golf Tournament on a first come, first served basis

3. **Non-IAGTO Buyers**

Non- IAGTO Buyers will receive complimentary:

- Entry to the IGTM Welcome Reception
- Pre-scheduled appointments from 15 to 18 October 2018
- Entry to official IAGTO Awards and IGTM networking events

4. **EXECUTIVE BUYERS**

Executive Buyers will receive from Reed Exhibitions Limited:

- Access to the IGTM Appointment System online diary to schedule meetings for the designated period of their attendance
- Entry to the IGTM Welcome Reception
- Entry to the annual IAGTO Golf Awards and After Party and IGTM networking events

5. **All Buyer Requirements**

5.1 As a condition of receiving the complimentary services, all Buyers will be required to:

- Actively participate in the Pre-Scheduled Appointments Programme (PSA); Buyers will be required to select and rank in order of importance fifty appointment preferences and to complete the appointment selections within the stated timeframe given by the IGTM Team.
- Have a minimum of ten PSAs per day scheduled in their diary.
- Attend all PSA meetings and networking sessions scheduled by the IGTM Team and included by the IGTM Team in their diary.
- Wear business dress as a condition of entry to the Exhibition.
- Attend for a minimum of three full days of IGTM unless otherwise permitted by the IGTM Team in writing.
- Please note, Buyers should not reschedule appointments as this may cause an inconvenience to fellow attendees due to appointment clashes.
- Buyers are not permitted to promote any services to Exhibitors during the appointments. Breaching these Terms and Conditions may incur a fee of €1,000.

5.2 Failure by any person to comply with the requirements stated above may result in a review of the person's Buyer status and / or exclusion from the IGTM Buyer Programme

and future IGTM Buyer Programmes without refund of any sums that may have already been paid by that person.

- 5.3 A significant shortfall by the Buyer on the minimum commitment with respect to attending PSAs shall be treated as a cancellation and cancellation fees will apply (see “Cancellations” section below). Attendance at the above will be monitored on site by the IGTM Team.

6. **Travel and Accommodation**

- 6.1 Each Buyer is responsible for arranging their own air travel in order to arrive at IGTM 2018 no later than 11.59 local time on Monday 15 October 2018.
- 6.2 Executive Buyers and Non-IAGTO Buyers are responsible for arranging their own accommodation for the duration of IGTM.
- 6.3 Reed Exhibitions Limited will provide the IAGTO Buyers with up to five nights’ accommodation between the dates of 15 October and 18 October 2018. The accommodation on the 14 October is offered only to Buyers who take part in the Golf Tournament. This will be on a single bed and breakfast basis, with only one room allocated per diary taken by the IAGTO Buyer. Reed Exhibitions Limited will not be responsible for extra room costs incurred during the stay. Any room upgrades will be solely at the discretion of the hotel management.

7. **Cancellation and Replacements for all Buyers**

- 7.1 Replacements: Invitations to Buyers are at the discretion of the IGTM Team and are not transferable. In instances where a Buyer needs to cancel their participation, they may request that a colleague from their organisation attends as a replacement. On the condition that the replacement is accepted by the IGTM Team in writing, a cancellation fee will not apply.
- 7.2 Cancellation of attendance: Whilst not encouraged, Buyers may cancel their attendance to the Exhibition with no penalty before Monday 28 August 2018. Cancellations received on or after Monday 28 August 2018 will incur a fee of €300 for IAGTO Buyers and Non-IAGTO Buyers. The penalty fee for Executive Buyers who attend for 1 or 2 days is €150. All cancellations must be received by the IGTM Team in writing at igtmbuyers@reedexpo.co.uk and must be acknowledged by the dates specified above.
- 7.3 A significant shortfall by ALL Buyers on their minimum commitment with respect to attending PSAs shall be treated by Reed Exhibitions Limited as a cancellation of attendance and the Buyer will incur a cancellation fee of €300.
- 7.4 No Show: Buyers who do not inform the IGTM Team of their cancellation and do not attend IGTM will incur a no-show fee of €300 and their accommodation costs.
- 7.5 No show to Appointments: All Buyers are required to attend all meetings that appear in their final diary as any no show will negatively affect the Exhibitors diary. Buyers reported as no shows may incur a fee of €50 for each no show reported.

7.6 Cancellation of attendance fees and no-show fees shall be payable by the Buyer within 14 days of the closing date of IGTM. Reed Exhibitions Limited shall take payment of such cancellation and no-show fees from the Buyer's credit card (details of which must be provided by the Buyer on registration) fourteen days after the closing date of IGTM if the payment has not been made by other means. Reed Exhibitions Limited will provide the Buyer with a receipt in respect of such credit card charges for cancellation of attendance and no-show fees. The Buyer may request an invoice if required

7.7 The Buyer agrees that the above charges are a reasonable pre-estimate of the loss suffered by Reed Exhibitions Limited in the event of the Buyer breaching these Terms and Conditions.

8. **Exclusion of Liability**

8.1 The Buyer must obtain adequate travel insurance coverage for their stay and it is recommended in particular that Buyers take out adequate cancellation insurance, insurance for their baggage and medical insurance.

8.2 Individual visa requirements, travel permits, other licences and inoculations will be the sole responsibility of the Buyer including any necessary costs incurred.

8.3 Reed Exhibitions Limited, its agents, its employees, and its subcontractors shall not be liable for loss, damage or delay resulting from acts or threats of war, hijack, terrorist activity, civil commotion, industrial disputes, fuel shortages, natural disasters or adverse weather conditions, strikes or lockouts intervention or regulation, military activity, epidemics or any other circumstances outside Reed Exhibitions Limited's or its subcontractors' control which shall make it impossible or inadvisable for Reed Exhibitions Limited to hold the Exhibition at the time and place provided or makes it impossible to get the Buyers to the Exhibition or to provide hotels, appointments, events or other services to Buyers. Reed Exhibitions Limited reserves the right to re-schedule the Exhibition at another date and/or at an alternative site.

8.4 Reed Exhibitions Limited shall not be liable to the Buyer in contract, tort or otherwise for any loss of profit, loss of business or revenue, loss of anticipated savings or any indirect or consequential loss or damage, costs or expenses arising out of or in connection with the Buyer's attendance at the Exhibition.

8.5 Reed Exhibitions Limited shall not be liable for the death or personal injury of any Buyer or save where such liability cannot be excluded under English Law.

8.6 Reed Exhibitions Limited's liability to the Buyer in respect of their attendance at the Exhibition under these Terms and Conditions whether in contract, tort or otherwise shall not exceed €1,000.

9. **General**

9.1 Completion of an online or other application form applying to become a Buyer at IGTM does not automatically guarantee a place on the Buyer Programme. Applicants will be notified by the IGTM Team if their application is successful. Only one application form

may be completed by each proposed participant and only the first application form will be accepted.

- 9.2 Successful applicants will only be accepted as Buyers if they have read and agreed to these Terms and Conditions and have ticked the relevant boxes on the online application form and have provided their credit card details.
- 9.3 Reed Exhibitions Limited reserves the right to remove a Buyer from the Buyer Programme and to withdraw complimentary accommodation and PSAs at its complete discretion without liability if it is in the best interests of the Exhibition and the Exhibitors or their attendance is likely to damage the goodwill or reputation of the Exhibition.
- 9.4 Persons accompanying the Buyer are not included in any offers regarding the Buyer Programme.
- 9.5 These Terms and Conditions and any dispute, controversy, proceedings or claim of whatever nature arising out of or in any way relating to these Terms and Conditions, the validity and performance hereof or their formation (including any non-contractual disputes or claims), shall be governed by and construed in accordance with English law (save that the conflicts of law principles will be expressly excluded). The parties hereby irrevocably acknowledge and agree that the English courts shall have exclusive jurisdiction in respect hereof.
- 9.6 By agreeing to these Terms and Conditions, you are consenting under all relevant data protection legislation to Reed Exhibitions Limited communicating with you by telephone, fax, email and by post and using your personal information for internal processing and for disclosure to third parties such as hotels and exhibitors in connection with your attendance at IGTM. In addition, we may use your details to invite you to other events organised by Reed Exhibitions Limited or its group and to offer you other relevant products and services supplied by Reed Exhibitions Limited's group or third parties. Please contact Julia Heighton (igtmteam@reedexpo.co.uk) at Reed Exhibitions Limited if you do not wish your personal information to be used in any of the ways mentioned above.

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