

## **IGTM HOSTED BUYER AND EXECUTIVE BUYER TERMS AND CONDITIONS 2018**

### **1. Definitions**

**IGTM or Exhibition** means **IGTM** to be held at **GR Ljubljana Convention and Exhibition Centre, Slovenia** from **15-18 October 2018**, which is owned and organised by Reed Exhibitions Limited.

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

**Executive Buyer** means the person, accepted in writing by Reed Exhibitions Limited, who will be granted access to the Exhibition as a buyer of golf travel products and services on a non-hosted basis (i.e. without complimentary flights, transfers or accommodation provided by Reed Exhibitions Limited).

**Hosted Buyer** means the Golf/ travel trade professional, who has been registered as a Hosted Buyer, has accepted these Terms and Conditions and has been accepted in writing by Reed Exhibitions Limited with authority to attend the Exhibition as a buyer of golf/ travel products where complimentary accommodation, transfers and, in some cases, flights are provided by Reed Exhibitions Limited and shall include Hosted Buyers.

**Pre-Scheduled Appointment Programme** means the appointment programme operated by Reed Exhibitions Limited to co-ordinate the appointments of the Hosted Buyer with Exhibitors during the Exhibition.

**Show Team** means the **IGTM** team for the Exhibition at Reed Exhibitions Limited of Gateway House, 28 The Quadrant, Richmond, Surrey TW9 1DN, UK.

**Supplier Meets Buyer, or Speed Networking** means short introductory meetings with Exhibitors from the Hosted Buyers' geographical regions of interest.

#### **1.1 Hosted Buyers**

Hosted Buyer will receive from the Show Team, complimentary:

- Accommodation and breakfast at one of Show Team's 's preferred hotels;
- Entry to the **IGTM** Opening Session on **16 October 2018**;
- Pre-scheduled appointments from **16-18 October 2018**;

- Entry to the Speed Networking and Destination Discovery sessions from **16-18 October**;
- Entry to official **IGTM** evening party and networking events.

1.2 As a condition of receiving the complimentary services from the Show Team outlined above, Hosted Buyers will be required to:

- participate actively in the Pre-Scheduled Appointment Programme; Hosted Buyers will be required to select and rank in order of importance 60 appointment preferences, completing the appointment selections within the stated timeframe indicated to them by the Show team;
- participate in the Speed Networking in accordance with the reasonable requirements of the Show Team within the specified timeframe;
- have no less than 1 Speed Networking sessions scheduled in their diary for the Exhibition;
- have a minimum of 10 appointments per day scheduled in their diary (excluding Speed Networking);
- attend all scheduled appointments, networking sessions scheduled by the Show Team and included by the Show Team in their diary;
- wear appropriate business dress as a condition of entry to the Exhibition.

1.3 Failure by any person to comply with the requirements stated above may result in a review of the person's Hosted Buyer status and / or exclusion from the **IGTM** Hosted Buyer Programme and future IGTM Hosted Buyer Programmes arranged by Reed Exhibitions Limited, without refund of any sums that may have already been paid by that person. A significant shortfall (as determined by Reed Exhibitions Limited) by the Hosted Buyer in respect of the minimum commitment to attend appointments and Speed Networking shall be treated by the Show Team as a cancellation and cancellation fees will apply (see "Cancellations" section below). Attendance at the above sessions will be monitored on site by the Show Team.

## 2. **Travel and Accommodation for Hosted Buyers**

2.1 Each Hosted Buyer will arrange their own travel will provide their travel details to the Show Team by **Tuesday 28 August 2018**.

2.2 The Show Team will provide the Hosted Buyer with up to 5 nights' accommodation in **Ljubljana** (depending on the package offered) between the dates of **14-18 October 2018**. Accommodation is provided on a bed and breakfast basis. The Show Team 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.

- 2.3 The accommodation on the 14 October 2018 is offered only to Hosted Buyers who take part in the IGTM Golf Tournament to be held on 15 October 2018. This will be on a single bed and breakfast basis, with only one room allocated per diary taken by the Hosted 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.
3. **Cancellation by the Hosted Buyer**
- 3.1 **Replacements: Invitations to Hosted Buyers are non-transferable and personal to the Hosted Buyer. In instances where a Hosted Buyer needs to cancel their participation, they may submit a written request that a colleague from their organisation attends as a replacement. On the condition that the replacement is accepted in writing by the Show Team, a cancellation fee will not apply.**
- 3.2 **Cancellation of attendance: Whilst not encouraged, Hosted Buyers may cancel their attendance to the Exhibition with no penalty before *Tuesday 28 August 2018*. Cancellations received on or after *Tuesday 28 August* will incur a fee of €300. All cancellations must be received by the Show Team in writing at [igtmbuyers@reedexpo.co.uk](mailto:igtmbuyers@reedexpo.co.uk) and receipt must be acknowledged by the dates specified above.**
- 3.3 **A significant shortfall by the Hosted Buyer on their minimum commitment with respect to attending Pre Scheduled appointments, Speed Networking shall be treated by the Show Team as a cancellation of attendance and the Hosted Buyer will incur a cancellation fee of €300.**
- 3.4 **No Show: Hosted Buyers who do not inform the Show Team of their cancellation and do not attend Show will incur a no show fee of €300.**
- 3.5 No show to Appointments: All Hosted Buyers are required to attend all Pre Scheduled Appointments that appear in their final diary as any no show will negatively affect the Exhibitors diary. Buyers reported as no shows to Pre Scheduled Appointments will incur a fee of €50 for each no show reported.
- 3.6 **CANCELLATION OF ATTENDANCE FEES OR NO SHOW FEES SHALL BE PAYABLE BY THE HOSTED BUYER WITHIN 14 DAYS OF THE CLOSING DATE OF SHOW. THE SHOW TEAM SHALL TAKE PAYMENT OF SUCH CANCELLATION AND NO SHOW FEES FROM THE HOSTED BUYER'S CREDIT CARD (DETAILS OF WHICH MUST BE PROVIDED BY THE HOSTED BUYER ON REGISTRATION) 14 DAYS AFTER THE CLOSING DATE OF THE EXHIBITION IF THE PAYMENT HAS NOT BEEN MADE BY OTHER MEANS. THE SHOW TEAM WILL PROVIDE THE HOSTED BUYER WITH A RECEIPT IN RESPECT OF SUCH CREDIT CARD CHARGES FOR CANCELLATION OF ATTENDANCE FEES OR NO SHOW FEES. THE HOSTED BUYER MAY REQUEST AN INVOICE IF REQUIRED.**

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

#### 4. **Executive Buyers**

4.1 Executive Buyers will receive from the Show Team:

- access to the **IGTM** online diary to scheduled meetings;
- entry to the **IGTM** Opening Session on **16 October 2018**;
- access to Destination Discovery sessions on **16-18 October 2018**;
- entry to official **IGTM** evening party and **IGTM** networking events.

4.2 Executive Buyers will:

- arrange their travel and accommodation to the Exhibition independently and at their own cost;
- ensure the fee of €5 is paid to the Show Team. The Show Team shall take the payment from the Executive Buyer's credit card (details of which must be provided by the Executive Buyer upon registration).

**Attendance at any Online Diary appointment that has been scheduled in your diary is considered mandatory. Missing such appointments may jeopardise your future involvement at the Exhibition.**

#### 5. **Cancellation by Executive Buyers**

5.1 In instances where an Executive Buyer needs to cancel their participation, they may request in writing that a colleague from their organisation attends as a replacement in their stead. The Show Team shall make the final decision with respect to whether the replacement may attend the Exhibition.

5.2 **In instances where the Executive Buyer cancels their participation at the Exhibition the €5 initially paid by the Executive Buyer to the Show Team will not be refunded.**

#### 6. **Exclusion of Liability**

6.1 **The Show Team takes no responsibility:**

6.1.1 **For booking flights**

6.1.2 **for Hosted Buyers who miss their flights;**

- 6.1.3 for the insolvency or failure of any airline company or hotel or ground handling company or other supplier;
- 6.1.4 for flight cancellation or delay;
- 6.1.5 if the Hosted Buyer is refused permission to board the aircraft or is refused entry to *Slovenia*;
- 6.1.6 for any delay or loss of baggage or excess baggage charges - any subsequent dispute shall be directly between the Hosted Buyer and the airline).

**Any other costs incurred in relation to the above will be at the expense of the Hosted Buyer or airline, where appropriate.**

- 6.2 **The Hosted Buyer and Executive Buyers must obtain adequate travel insurance coverage for their stay and it is recommended in particular that Hosted Buyers and Executive Buyers take out adequate cancellation insurance to cover the instances referred to in paragraph 6.1, insurance for their baggage and appropriate medical insurance.**
- 6.3 **Individual visa requirements, travel permits, other licences and inoculations will be the sole responsibility of the Hosted Buyer and Executive Buyer including any necessary costs incurred.**
- 6.4 **Neither the Show Team nor Reed Exhibitions Limited, its agents, its employees, and its subcontractors shall 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 the Show Team's or its subcontractors' control which shall make it impossible or inadvisable for the Show Team to hold the Exhibition at the time and place provided or makes it impossible to get the Hosted Buyers and Executive Buyers to the Exhibition or to provide flights, hotels, transfer appointments, events or other services to Hosted Buyers and Executive Buyers. The Show Team reserves the right to re-schedule the Exhibition at another date and/or at an alternative site.**
- 6.5 **Neither the Show Team nor Reed Exhibitions Limited shall be liable to the Hosted Buyer or Executive 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 Hosted Buyers or Executive Buyers attendance at the Exhibition.**
- 6.6 **Neither the Show Team nor Reed Exhibitions Limited shall be liable for the death or personal injury of any Hosted Buyer or Executive Buyer save where such liability can not be excluded under English Law.**

6.7 **The aggregate liability of the Show Team and/or Reed Exhibitions Limited to the Hosted Buyer or Executive Buyer in respect of their attendance at the Exhibition under these Terms and Conditions whether in contract, tort or otherwise shall not exceed 300.**

7. **General – Hosted Buyers and Executive Buyers**

7.1 Completion of an on-line or other application form applying to become a Hosted Buyer or Executive Buyer at the Exhibition does not automatically guarantee a place on the Hosted Buyer or Executive Buyer Programme. Applicants will be notified in writing by the Show Team if their application is successful. The Show Team's decision is final. Only one application form may be completed by each proposed participant and only the first application form will be accepted. Applicants must be over the age of 18.

7.2 **Successful applicants will only be accepted as Hosted Buyers or Executive Buyers if they have read and agreed to these Terms and Conditions, have ticked the relevant boxes on the online application form and have provided their credit card details.**

7.3 **The Show Team reserves the right to remove a Hosted Buyer, Hosted Buyer or Executive Buyer from the Hosted Buyer, Hosted Buyer or Executive Buyer Programme and to withdraw accommodation and pre-scheduled appointments at its complete discretion without liability if it is in the best interests of the Event and the Exhibitors or their attendance is likely to damage the goodwill or reputation of the Event .**

7.4 Persons accompanying the Hosted Buyer or Executive Buyer are not included in any offers regarding the Hosted Buyer or Executive Buyer Programme.

7.5 Each party hereto agrees to the non-exclusive jurisdiction of the English Courts.

7.6 Reed Exhibitions Limited will use your personal information for the purposes of fulfilling these Terms and Conditions, including disclosure to travel and destination management companies, conference service providers as well as our exhibitors in connection with your attendance at the Exhibition, and subject to the IGTM Privacy Policy at <http://igtm.wtm.com/privacy-policy/>

“Hosted Buyer” and **IGTM** are registered trade marks of Reed Exhibitions Limited.