

# Terms and Conditions for educational institutions purchasing group tickets for Careers in Sport + Leisure 2010.



## **Group ticket offer – Careers in Sport + Leisure College / University Supporters Programme**

+ To join the College and University Supporter Programme it is required that the institution buy a minimum number of **25 tickets** per order.

+ Purchase order numbers must be provided with the booking if required by your organisation. It cannot be guaranteed that purchase order numbers will be included on the invoice if received at a different time to the booking.

+ Invoices for the total cost of tickets will be sent on receipt of the signed booking form with standard 110% payment terms applying.

+ All additional tickets requested after the initial order will also be invoiced on request.

+ Any additional tickets required for students at the event will result in an event ticket request form being signed at the event by a lead member of staff. In this instance those requiring extra tickets will be eligible for entry and the institution invoiced immediately after the event with all payments made within 14 days of the event.

+ All educational institutions that bring groups of students must note that the students remain the responsibility of school / college / university while attending Careers in Sport + Leisure.

+ The event / venue will ensure it has what is considered to be the appropriate number of stewards and staff to assist all delegates but any schools, colleges or universities that bring groups of students must ensure the health and safety of their students and staff.

+ To support the institutions bringing groups of students, the event will provide as many staff /adult tickets as are requested free of charge in order to allow them to comply with the appropriate regulations as well as specific institutional policies with regards to the number of adults accompanying students on external trips.

+ The required number of staff tickets must be detailed along with the initial booking with extra staff tickets provided on request thereafter.

+ Please note that any students brought to the event by a school / college / university can be removed from the event at any time and in this instance the educational institutions staff members must be responsible for the evictee.

## **Confirmation of your booking**

+ On receipt of the completed form (paper version, word document or online) you will be contacted by a member of the events team to confirm the booking.

+ College staff will automatically be added to the event mailing list and kept up to date with the latest news on the event. At

any stage staff members can opt out of receiving these emails.

+ Tickets will be sent to the allocated lead member of staff approx. 10 working days before the event. Emails will be sent to confirm the tickets have been distributed.

## **Cancelling your order**

+ Please note that only cancelled orders received by no later than Friday 01 October 2010 are applicable to a 50% refund.

+ All orders placed after this date and subsequently cancelled or orders placed before this date and subsequently cancelled will still be charged in full.

## **Revision of terms and conditions**

110% may at any time revise these terms and conditions without notice by posting changes online. It is the responsibility of users to review all this information at the time of booking. These changes will be effective and binding from when they appear on this document.

## **Event organiser contact details**

100AND10%  
The Trademark Building  
Oaklands Business Park  
Fishponds Road  
Wokingham  
RG41 2FD

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