

LEAF AWARDS 2012

Honouring excellence in design and architecture

21 September 2012
Four Seasons Hotel
London, UK
www.leaf-awards.com

DATE AND VENUE

The ceremony will take place on the 21st Sept 2012 at a top 5 star hotel. For further information please contact operations on Tel: +44 (0)20 7915 9796.

HOW TO REGISTER

Please complete this registration form and fax it to +44 (0)20 7915 9773. Alternatively, you can send your registration form with a cheque, drawn on a UK bank, made payable to Arena International Events Group, to John Carpenter House, John Carpenter Street, London EC4Y 0AN, United Kingdom. When we receive your registration we will send you confirmation, an invoice receipt and a map of the venue. If you have not heard from us prior to the event, please call to ensure that we have received the booking.

TERMS AND CONDITIONS:

1. Scope of Agreement:

These are the conditions of the contract between you, the Client ("You" and "your") and Arena International Events Group ("Arena International Events Group", "we", "us" and "our") governing your use of our services, including entry to the awards as set out in your registration form. This agreement constitutes the entire agreement between Arena International Events Group and you. All prior agreements understandings and negotiations and representations (save for fraudulent misrepresentation) whether oral or in writing are cancelled in their entirety. The terms of any other electronic communications will not form part of this agreement.

2. Our commitment to you:

Our commitment to you: Should the Event be cancelled or the location be changed for reasons or circumstances beyond our control, we reserve the right to reschedule the Event, including changing the location, upon written notice to you. Should the event fail to be rescheduled for any reason your refund shall not exceed the total charge received by us from you.

3. Payment Terms:

Payment terms: The total fees specified on the Agreement are subject to an additional service charge of 2.5% ("Service Charge") applied to cover administration costs, and are exclusive of VAT and any other applicable sales tax which shall be payable in addition. Following completion and return of the registration form, full payment is required within five days from the invoice date or prior to the event if this is sooner. All registrations must provide a credit card number as a guarantee at the time of booking. We reserve the right to charge your card in full if payment is not received in accordance with these payment terms. We reserve the right to refuse admission if full payment is not received in accordance with these terms.

4. Cancellations:

Cancellations received more than 4 weeks prior to the event start date are subject to a 50% administration fee. Thereafter the full event fee is payable and non-refundable. Cancellation fees can be avoided by providing replacement delegates from your organisation. We reserve the right to refuse replacement delegates. All cancellation requests must be submitted to us in writing. If we agree to your cancellation then all cancellation fees are payable immediately after the acceptance of your cancellation in writing by us.

5. General:

You, your executive/s or your agents may not transfer or assign any of the rights or obligations of this Agreement (in whole or part) without our prior consent. Any attempt to resell, assign or transfer rights without our consent will entitle us to cancel the contract without liability to you.

- This agreement is governed by and will be construed in accordance with English law and each party irrevocably agrees that the courts of England will have the non-exclusive jurisdiction to deal with any disputes arising out of or in connection with this agreement.
- Arena International Events Group is subject to the UK Data Protection Act 1998 and is registered in the UK with the Information Commissioner to process your personal information. Our primary goal in collecting personal information from you is to give you an enjoyable customised experience whilst allowing us to provide services and features that most likely meet your needs. We collect certain personal information from you, which you give to us when using our Sites and/or registering or subscribing for our products and services. We also collect certain personal data from other group companies to whom you have given information through their websites. If you do not want us to continue using this information please notify us at unsubscribe@arenainternational.com. Any personal information supplied to Cornhill Publications Ltd as part of this registration process and/or any other interaction with Cornhill Publications Ltd will be collected, stored and used by Cornhill Publications Ltd its subsidiaries, related companies or affiliates in accordance with the Cornhill Publications Ltd Privacy Policy. Please email privacypolicy@arena-international.com for a copy of the Cornhill Publications Ltd Privacy Policy.
- The working language of the Event is English. Executives requiring an interpretation service must make their own arrangements at their own expense.

FOUR EASY WAYS TO BOOK

- 1 Email: natasharaynor@arena-international.com
- 2 website: www.leaf-awards.com
- 3 Tel: +44 (0)20 7406 6536
- 4 Fax: +44 (0)20 7915 9773

YES, I would like to register for the event:

Please book _____ table(s) for ten people at the LEAF Awards 2012 at £1,750 each (+VAT at 20%)

Please book _____ place(s) at the LEAF Awards 2012 at £250 each (+VAT at 20%)

Price includes attendance at the LEAF Awards 2012, including the drinks reception and four-course dinner.

Title: _____ First Name: _____

Surname: _____

Job Title: _____

Company: _____

Company Legal Status: _____

VAT Number*: _____

Address: _____

Zip Code: _____ Country: _____

Phone No: _____ Switchboard: _____

Fax No: _____

Email Address: _____

*required field

YES, I have read and understood the terms and conditions and am happy to proceed with my registration

Name: _____ Signature: _____ Date: _____

PAYMENT

Does your organisation need to issue a purchase order? Yes No

Purchase order number: _____

- I enclose a cheque drawn on a UK bank (please make the cheque payable to Arena International Events Group.)
- I will transfer payment to your LloydsTSB account: 01492549, sort code 30-00-02.
- I would like to pay with my credit card
- I would like to give my credit card as a guarantee only

Please quote name and reference LEAAW12

Credit card type: VISA MasterCard AMEX Solo Maestro

Card Number: _____

Expiry Date: _____ Issue Date: _____

Card Security Code (CSC): _____ Issue Number: _____

(The CSC is the three digit number on the back of the card after the last four digits of the card number)

Cardholder's Name: _____

Cardholder's Address: _____

Signature: _____ Date: _____

ARENA INTERNATIONAL EVENTS

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