



Headline Partner



## Terms and Conditions for Event Organisers

By submitting an event to the Leicester Business Festival, you are agreeing to adhere to the following terms and conditions, which can with notice, be updated amended or redefined at the festival organisers will.

### Parties:

1. Leicester Business Festival CiC, registered in England and Wales 16a Fir Tree Lane, Groby, Leicester, Leicestershire, LE6 0FH (festival organiser) with company number: 10522854
  2. Associate Events Limited, registered in England and Wales and trading from Friars Mill, Bath Lane, Leicester, LE3 5BJ (festival organisers' managing agent) with company number: 07148094
  3. You, (Event Organiser) as the person submitting the event application.
- All events put on as part of the Leicester Business Festival (LBF) must be formally approved by the board. Only once events have been approved are they authorised to carry festival branding and be promoted as part of the festival.
  - Criteria/eligibility – Please note that the Leicester Business Festival is aimed at being inclusive for EVERYONE. If your event has particular attendee criteria, this should be discussed with the festival organisers on submission of your application.
  - Once approved, events within the festival will need to include and carry the Leicester Business Festival Trade Mark and branding wherever they are publicised. The festival organisers must approve use of the LBF logo before it is sent out publicly.
  - Any changes to events following initial approval must be approved in writing by the festival organisers. Changes will not be permitted once the festival brochure print deadline has been reached.
  - It is the responsibility of the event organiser to source the venue and content for their events.
  - Any costs are the responsibility of the event organiser. Funding is not available from the Leicester Business Festival, with all legal and financial liability falling to the event organiser.
  - All tickets for events need to be bookable via the Leicester Business Festival website and the events' designated ticketing system unless otherwise agreed. All attendees for events must have booked a ticket in advance of the event through the associated portal.
  - For instances where the use of alternative ticketing systems have been agreed, event organisers are required to provide the following data to the festival organisers, and ensure that data owners are aware of said transfer of information:
    - Weekly and final sales updates (to include tickets sold and % capacities) o
    - Postcode data
    - Contact details of bookers (where data protection allows)
    - Organisation details of bookers
    - Job titles of bookers
  - For instances where the use of alternative ticketing systems has been agreed, event organisers agree to send pre-attendance CRM emails to bookers (HTML provided by the

festival organisers reminding bookers of the event and highlighting other events during the festival that they might be interested in.

- For instances where the use of alternative ticketing systems has been agreed, event organisers agree to send post-attendance emails (HTML provided by the festival organisers) to attendees with a link to the feedback survey.
- Event organisers will be required to complete a feedback questionnaire within 7 days of the event taking place.
- Event organisers are required to ensure festival branding is prominent during their event. The festival organisers will provide pull up banners, PowerPoint presentation slides and an event organiser pack for this purpose.
- If you wish to cancel your event, you must put this in writing to the festival organisers outlining your reasons for doing so along with the associated messaging which is to be agreed with the festival organisers.
- The festival organiser cannot guarantee attendance or minimum numbers for your event. Due to the nature of the events being free of charge it is likely that a number of attendees may not attend and 'over booking' is recommended.
- The festival organisers are not responsible for promoting your event. The festival organisers will however be promoting the festival brand via a number of marketing channels including social media, online and offline marketing, which your event will be part of. Should you require support or guidance, please contact the festival organisers.
- When submitting your event application, you are agreeing for the festival organisers to share your data with festival partners (those who are 'Headline Partners', 'Partners' or those who you have specifically shown an interest in) who may be in touch regarding promotional and advertising opportunities but only in relation to your interaction with the festival. If you do not wish to be contacted, please inform the festival organisers at [hello@associate-events.com](mailto:hello@associate-events.com).
- You agree to be contacted by the festival's managing agent at any time for the purposes of Festival promotion.
- You agree to fully indemnify the festival, its organisers, owners, sponsors and supporters from any legal or financial tie or responsibility for or to your event, or in any relation to any loss that arises for you or your company. The event is owned and managed by you, but as part of the programme of the Leicester Business Festival.
- All legal and financial responsibility for the event, is the event organiser's, as named in the initial application and you agree that this does not fall to the festival, its organisers, owners, sponsors or supporters.
- You agree to adhere to GDPR and the Data Protection Act 2018 (DPA 2018) in the use of all data, and in any use of the Festival brand, data or content and indemnify the festival, its agent and the organisers from any movement of data not undertaken by those aforementioned.
- The majority of events during the festival are free for delegates to attend. Chargeable events are strongly discouraged. In the small number of cases where a chargeable event is accepted as part of the programme, booking fees will apply.
- The festival organisers may wish to list your event as a 'featured' event. Featured events are selected from each sector for their innovation, relevance and impact on the region and are chosen by the LBF Board.

Should you have any questions or queries about these terms and conditions – please contact the festival organiser's managing agent Associate Events Limited on 0116 464 5995 or [hello@associate-events.com](mailto:hello@associate-events.com)

By submitting an application you confirm that you have read the above in full and that you agree to all of the above terms and conditions in full and without repute.