

BUSINESS TRAVEL MARKET HOSTED BUYER TERMS AND CONDITIONS 2013

Please read these terms and conditions carefully.

1 Definitions

In these Terms and Conditions the following words shall have the following meanings unless the context otherwise requires:

“BTM” or “Exhibition” means the show to be held at Excel, London from 6-7th November 2013. It is a trade exhibition owned and organised by Reed Exhibitions Limited of Gateway House, 28 The Quadrant, Richmond, Surrey TW9 1DN.

“Exhibitors” means exhibitors who have contracted with Reed Exhibitions Limited to take stand space at BTM.

“Hosted Buyer” means the corporate travel professional who has applied and been accepted by Reed Exhibitions to participate on the Hosted Buyer Programme for Business Travel Market, undertaking a commitment to participate in all elements of the Hosted Buyer Programme 2013 and agreeing to these terms and conditions.

“No Show” refers to a Hosted Buyer who:

a) Does not uphold the required commitments in terms of pre-scheduled diary appointments with Exhibitors and as such is reported to the Hosted Buyer Manager.

b) A Hosted Buyer who misses 2 or more appointments per day of attendance

c) A buyer who does not inform us of their intended cancellation prior to the 5th November. (Please refer to the cancellation policy for applicable cancellation fees)

“Pre-Scheduled Appointment Programme” means the appointment programme provided by Reed Exhibitions to select preferences and schedule the appointments of the Hosted Buyer with Exhibitors during the days of attendance to the Exhibition. “Pre-Scheduled Appointments” and “PSAs” shall be construed accordingly.

“Show Team” means the BTM team employed by Reed Exhibitions Limited.

“Travel” means transportation arranged by Reed Exhibitions Limited by air, rail or bus as appropriate, for the use of Hosted Buyers. For the avoidance of doubt, it does not include transportation by private vehicle or any transportation not appointed by Reed Exhibitions Limited.

2 Hosted Buyer Application

As part of your acceptance and participation on the Hosted Buyer Programme you will receive complimentary:

- Return air or rail travel to London where applicable
- Accommodation, at one of BTM's official hotels for up to two (2) nights, including breakfast
- Priority entry into BTM
- Transportation costs on London Transport to cover daily travel to the show.
- Complimentary entry to all BTM professional education sessions
- 7 daily pre-scheduled Appointments with exhibitors, based on your preferences and presented in a personalised diary.
- Transportation and complimentary entry to all official networking functions of BTM
- Exclusive access to Hosted Buyer Lounge
- Refreshments in the Hosted Buyer Lounge
- Access to the Business Lounge, sponsored by the GTMC, Qatar Airlines and Best Western Hotels

All other costs and incidental items are the responsibility of each attendee. Examples include:

- Private transfers
- Food and beverages / mini bar
- Additional nights' accommodation
- Personal extras
- Travel insurance

- 2.1 Completion of the online application form does not automatically guarantee you a place on the BTM Hosted Buyer Programme. You will be notified if your application is successful. The Show Team's decision shall be final.
- 2.2 The Show team will only accept one application per participant. In the event that multiple applications are received, only the first application will be considered.
- 2.3 All sections of the application form must be fully completed including the provision of valid credit card details. Failure to do so will result in us being unable to process your application.
- 2.4 Participants who are not accepted onto the Hosted Buyer Programme will be encouraged to attend BTM as a trade visitor.

3 ATTENDANCE

3.1 The Show Team is responsible for co-ordinating your participation as a Hosted Buyer at BTM including accommodation, transfers and appointment setting. Flights will be provided over the period of BTM only. Flights are booked by the Show Team and therefore all queries should be directed to the Show Team.

Hosted Buyers are requested not to contact the BTM travel suppliers (i.e., agents, airlines and hotels) directly unless instructed by the Show Team otherwise.

3.2 If a Hosted Buyer wishes to make his/her own travel arrangements please inform the Show Team directly using the email address BTM-Hosted@reedexpo.co.uk and ensure that your travel arrangements are made according to your chosen BTM attendance, and at times which allow you to complete your full obligation of Pre—Scheduled Appointments.

3.3 Hosted Buyers agree to settle all expenses with the hotel prior to departure and will indemnify the Show Team for any failure to do so.

3.4 Hosted Buyers who do not complete their Pre-Scheduled Appointments Programme selection by the agreed date will be liable for the "No Show" fee. Hosted Buyers who are accepted by the Show Team commit to select a set number of Exhibitor preferences per day of attendance and partake in up to fourteen (14) Pre-Scheduled Appointments during their attendance at BTM.

3.5 Hosted Buyers who are unable to honour an appointment on site, should contact the Exhibitor directly to arrange a more convenient appointment time.

3.6 Hosted Buyers are required to attend the BTM official networking receptions and any education sessions they sign up for. Other events and activities are not compulsory but are recommended to enable Hosted Buyers to make the most of their attendance at BTM.

3.7 If one or more persons from the same organisation each attend BTM as a fully Hosted Buyer then those persons must conduct their Pre-Scheduled Appointments individually.

3.8 Please note that attendance at Pre-Scheduled Appointments will be monitored and non-attendance shall constitute a breach of these Terms and Conditions.

3.9 Hosted Buyers, by applying for Hosted Buyer status, are consenting to their contact details being made available to all Exhibitors at BTM for the purposes of arranging onsite appointments.

3.10 Hosted Buyers shall wear business attire as a condition of entry to BTM.

4 TRAVEL FOR HOSTED BUYERS

- 4.1 Your invitation is non-transferable. Should a circumstance arise whereby you have to cancel your participation, you may request to substitute another relevant individual from your organisation. The Show Team must first accept and qualify that substitute person. Should that person meet the qualification criteria and the substitution be made prior to 25th September 2013, cancellation charges will not apply. Should the substitute application not be found or be deemed not to meet the qualification criteria, cancellation fees will be applied accordingly
- 4.2 Due to airline restrictions, changes to travel plans **after** 25th September 2013 will be considered on a case by case basis. Any relevant charges shall be notified to you at the time and shall, on your authorisation, be debited from the credit card detailed in your application.
- 4.3 Any unused flight tickets must be returned directly to the Show Team.

4.4 VISAS

Please note that participants from certain countries may require a Visa to enter the United Kingdom. It is the responsibility of each participant to organise their own individual visa.

For information regarding countries that require a visa to enter the United Kingdom, please see <http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/> or contact the British Consulate in your home country for up to date visa advice.

- 4.5 **Travel Insurance:** Please note that travel insurance is the responsibility of each individual Hosted Buyer. The Show Team have not and will not effect travel insurance for Hosted Buyers. **Travel insurance must be in effect from the day of departure up to and including the day you arrive back to your home country.**

5 CANCELLATIONS OR NO SHOW BY HOSTED BUYERS

Should you need to cancel your participation in the Hosted Buyer Programme, you must provide written notice by email to BTM-Hosted@reedexpo.co.uk

A cancellation will not be effective until you have received a written acknowledgement from a member of the Hosted Buyer team. Hosted Buyers participation and attendance are monitored by the Show Team and Exhibitors.

In the event of cancellation, the following fees will apply:

- Cancellations received on or before 25th September 2013 will not incur a fee unless the flight has been agreed and confirmed. If the flight has been confirmed or is a published fare flight, any cost of the flight or applicable cancellation fee will be advised and charged.
- Cancellations received after 25th September will be applied as follows:

European Hosted Buyers €400.00 Euros

UK (non-London based) Hosted Buyers €200 Euros

London Based Buyers €50.00 Euros

5.1 **No Show fees for Hosted Buyers**

“No Show” fees for Hosted Buyers will be applied under the following circumstances:

- Should you not make the required number of Exhibitor selections and / or Pre-Scheduled Appointments prior to the close of the Pre-Scheduled Appointment Programme diary
- You are reported onsite as a “No Show”
- You are unable to attend BTM and do not advise the Show Team in writing prior to close of business on Monday 4th November 2013.
- If you fail to attend two or more Pre-Scheduled Appointments at BTM and do not re-arrange with the Exhibitors concerned.

In the event of a “No Show”, the following fees will apply:

EUR €500 for International Hosted Buyers

EUR €300 for UK (non-London based) Hosted Buyers

EUR €100 for London based Hosted Buyers.

5.2 Cancellation and No Show charges

Cancellation of attendance fees, No Show fees and flight change / cancellation fees shall be payable by the Hosted Buyer within 14 Days of the closing of Business Travel Market. The show team shall take payment of such charges from the Hosted Buyer's credit card (details of which must be provided on completion of the registration form) 14 days after the closing of Business Travel Market if the payment has not already been made by another means. The show team will provide the Hosted Buyer with a receipt in respect of such credit card charges and the Hosted Buyer may request an invoice as required.

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

6 Exclusion of Liability

Reed Exhibitions takes no responsibility:

- 6.1 For Hosted Buyers who miss their BTM flight / Travel arrangements;
- 6.2 For the insolvency or failure of any airline company or hotel or ground handling company or other supplier
- 6.3 For flight/ Travel cancellation or delay
- 6.4 If the Hosted Buyer is refused permission to board the aircraft or other mode of transport, or is refused entry to the United Kingdom.
- 6.5 For any delay or loss of baggage or excess baggage charges - any subsequent dispute shall be directly between the Hosted Buyer and the airline / transport provider.
- 6.6 For hotel expenses (excluding the cost of the hotel room), which must be settled with the hotel prior to departure.

Any replacement travel arrangements and other costs incurred in relation to the above will be at the expense of the Hosted Buyer or carrier, where appropriate.

- 6.7 The Hosted Buyer must obtain adequate travel insurance coverage for their stay and it is recommended in particular that Hosted Buyers take out adequate cancellation insurance to cover the instances referred to under point 5 in addition to medical and baggage cover.
- 6.8 Individual visa requirements, travel permits, other licences and inoculations will be the sole responsibility of the Hosted Buyer including any necessary costs incurred.
- 6.9 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 the Show Team's or its subcontractor's control which shall make it impossible or inadvisable for Reed Exhibitions Limited to hold BTM at the time and place provided or makes it impossible to get the Hosted Buyers to BTM or to provide flights, hotels, transfer appointments, events or other services to Hosted Buyers. Reed Exhibitions Limited reserves the right to re-schedule BTM at another date and/or at an alternative site.
- 6.10 Reed Exhibitions Limited shall not be liable to the Hosted 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 attendance at BTM.

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

6.12 Reed Exhibitions Limited's liability to the Hosted Buyer in respect of their attendance at BTM under these Terms and Conditions whether in contract, tort or otherwise shall not exceed EUR €1,200.

7 General – Hosted Buyers

7.1.1 Completion of an on line or other application form applying to become a Hosted Buyer at the Exhibition does not automatically guarantee a place on the Hosted Buyer Programme. Applicants will be notified 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.

7.1.2 Successful applicants will only be accepted as Hosted 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.

7.1.3 The Show Team reserves the right to remove a Hosted Buyer from the Hosted Buyer Programme and to withdraw complimentary flights, accommodation and Pre-Scheduled Appointments 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.

7.1.4 All sections of the application form must be completed. Failure to do so will result in the application not being processed.

7.1.5 Persons accompanying the Hosted Buyer are not included in any offers regarding the Hosted Buyer Programme.

7.1.6 Any disputes arising under these terms will be governed by English law and are subject to the non-exclusive jurisdiction of the English Courts.

7.1.7 By agreeing to these Terms and Conditions, you are consenting under all relevant data protection legislation to the Show Team 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 travel operators, hotels and exhibitors in connection with your attendance at the Exhibition. In addition, we may use your details to invite you to other events organised by Reed Exhibitions Limited or its group to offer you other relevant products and services supplied by Reed Exhibitions' group or third parties.

7.1.8 Business Travel Market is a registered trademark of Reed Exhibitions Limited.