

Sponsor/Exhibitor Terms and Conditions

In-Person Event

1. Sponsor/Exhibitor Terms and Conditions

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| The Event(s): | Refers to any conference, awards ceremony or workshop, or any event of any kind organised by the Organiser |
| The Organiser: | Legal-Island Limited |
| The Organiser's Headquarters: | Island House, 5 Steeple Road, Antrim, BT41 1DN |
| The Sponsor/Exhibitor: | Any company, organisation or person acting as a Sponsor or Exhibitor at an event which is operated in an In-Person format. This includes a space which may be a physical display stand/space |
| Sponsorship/Exhibition Package: | The agreed arrangements between the Organiser and the Sponsor/Exhibitor |
| Stand/s: | The physical display space or area at an In-Person event assigned to the Sponsor/Exhibitor by the Organiser |
| Booking Confirmation: | Written details of the agreed Sponsorship/Exhibition Package and the price, provided in writing by the Organiser to the Sponsor/Exhibitor |

2. Stand application, allocation and payment

- The Sponsor/Exhibitor must apply for sponsorship or exhibition, in the first instance by emailing glen@legal-island.com or, telephoning NI - 028 9446 3888 or ROI – 01 401 3874.
- Upon receipt of the reservation/booking, the Organiser will send to the Sponsor / Exhibitor an invoice for the full amount payable. Payment terms are standard 14 days. Full payment must be received within 14 days as per the invoice provided or before the Event if Sooner.
- Sponsorship/Exhibition Packages and Stands are assigned subject to availability. The Organiser reserves the right at any time to re-arrange the Stand layout or allocation of a Stand.
- If the Sponsor/Exhibitor fails to pay any sum due in the time and manner agreed herein, the Organiser may in its absolute discretion withdraw the Stand/s by written notification to the Sponsor/Exhibitor via the email address provided by the Sponsor/Exhibitor. This

will be the email address ordinarily used during the course of the transaction and the arrangements.

- The prices and package shall be as outlined in the booking confirmation provided by the Organiser. The Sponsor/Exhibitor shall be responsible for the settlement of contractors' accounts in respect of items ordered in addition to those supplied in the Sponsorship/Exhibition package. The Organiser reserves the right to alter the Sponsorship/Exhibition Package under certain circumstances, where prior written notice is given to the Sponsor/Exhibitor.
- All prices are quoted in UK Sterling or Euro.
- If the Organiser requires the services of a third party to retrieve any overdue sums, the Sponsor/Exhibitor will be fully liable for all legal costs, court costs and professional fees reasonably and properly incurred by the Organiser.
- Subletting (in whole or part) of Sponsorship/Exhibition is strictly prohibited and will result in immediate cancellation without refund and refusal of access to Stand/s.
- Only representatives of the contracted Sponsor/Exhibitor may attend the Stand unless prior written agreement has been obtained from the Organiser.
- Sponsors/Exhibitors are expected as part of this agreement, to provide a prize on each day of the Event to encourage attendees to visit and interact with their Stand at the Event by entering the Sponsor/Exhibitors prize draw, attendees will be opting to receive communication from the Sponsor/Exhibitor. Compliance with GDPR is the Sponsors/Exhibitors responsibility and the Sponsors/Exhibitors will handle any data obtained from the Event accordingly.
- Sponsors/Exhibitors are strictly forbidden from providing prizes that conflict with the Organiser's core products and services. Approval must be sought by the Sponsor/Exhibitor from the Organiser prior to advertising or offering any prizes.

3. Sponsor/Exhibitor Cancellation

- In the event of the Sponsor/Exhibitor providing written notice at any time prior to the Event of its intention to cancel its Sponsorship/Exhibition package or in the event of its failure to attend in the agreed capacity, the Organiser will have absolute discretion to deal with the Sponsorship/Exhibition Package or any Stand/s as it considers fit, without being under any liability to refund or abate any charges paid or due herein except as provided below. The Sponsor/Exhibitor will be entitled to a refund as per the length of cancellation notice, prior to the event, below:

- More than 6 months' notice – 50%
 - 3 to 6 months' notice – 25%
 - Less than 3 months' notice – 0%
- In the event of either party becoming bankrupt, entering into liquidation or being under any appointment of a receiver, the other party reserves the right to terminate this agreement.

4. Change of date or venue/Event cancellation –

- The Organiser reserves the right at any time to change the date or venue/platform/format of the Event or to cancel it altogether if they deem it necessary by reason of fire, flood, extreme weather conditions, public health issue, acts of war or violence, malicious damage, explosion, earthquake, strike, civil disturbances, political unrest, riot, labour dispute, power cuts, or any other cause beyond the Organiser's control; or if the Organiser for any other reason deems it necessary or advisable. The Organiser will however, endeavour to reschedule the Event on a date/time that is suitable. In the event the Sponsor/Exhibitor cannot attend the rescheduled date/time it will be entitled, on cancellation, to a refund as outlined in Section 3.
- Should the Organiser be unable or unwilling to provide an alternative event date then the Sponsor/Exhibitor will be entitled to a 50% refund and a credit note for the 50% balance to be used on future sponsorship of the Organiser's events or services.
- The Sponsor/Exhibitor agrees that under these circumstances it will have no further claims against the Organiser.
- If in the event there is a public health issue, act of terrorism, an act of God or any other cause beyond the Organiser's control (or if the Organiser for any other reason deems it necessary or advisable) preventing the Event taking place at the advertised location, the Organiser will revert to an online event under the same terms of contract. The Organiser's online event platform allows equivalent virtual features as a live event including virtual booths, presentation rooms, 1-2-1 meetings and branding. All sponsors/exhibitors will be expected to treat the online event in the same way as the live event i.e., full participation.

5. Media/Advertising

- Neither party will make or cause to be made or issued any report or announcement to the press or media regarding the Sponsorship Rights or the Sponsor/Exhibitor's appointment except in the form approved by the other party. The Sponsor/Exhibitor agrees that it shall exercise the rights and licenses granted at its sole risk.

6. Legal Issues

- This agreement shall be deemed to have been entered into in Northern Ireland at the Organiser's place of business and shall not be construed to confer jurisdiction over the Organiser in any jurisdiction other than in Northern Ireland.
- This agreement is governed by the laws of Northern Ireland.
- For Sponsor/Exhibitors located in the Republic of Ireland, England, Scotland and Wales, the Sponsor/Exhibitor consents to submission of any dispute to the courts of Northern Ireland. The Organiser further consents service to process in any such action to be made by certified mail, return receipt requested, to the address of the Sponsor/Exhibitor to set forth above and said Sponsor/Exhibitor agrees that such service shall be sufficient to confer full in personal jurisdiction.
- In no event shall either party have any liability, in any form, for any consequential loss or damage including loss or profit.
- These terms and conditions represent the terms and conditions as agreed and entered into by both parties to this agreement. Amendment to these terms and conditions can only be by written agreement between and duly signed by both parties.