



Event Booking Terms and Conditions

All bookings made are accepted by The Fire Protection Association on the following terms and conditions. Delegates should ensure that they have read them before completing their booking. In these terms and conditions an “event” shall mean the individual exhibition, conference or seminar that the booking has been made for.

1. Upon receipt of your booking request if applicable, an invoice will be sent confirming your reservation. All fees are subject to VAT.
2. Payment terms are 30 days from date of invoice OR prior to the date of the event, whichever is soonest.
3. Non-payment: In the event of non-payment, delegates will not be permitted entry to the event.
4. Full joining instructions will be sent so as to arrive no later than 2 weeks before the event takes place (unless the booking is made within this period whereby joining instructions will be sent with the confirmation).
5. Payment details: Switch, Solo, Visa, Access, Eurocard and Mastercard facilities are available.
6. Cancellations: All cancellations must be made in writing to sales@thefpa.co.uk.

Where cancellation is received later than 1 month before the date of the event no refund will be made.

Where cancellation is received between 1- 2 months before the date of the event a 75% refund will be provided.

Where cancellation is received 2 months or more before the event date a 50% refund will be provided.

7. The FPA reserves the right to cancel the event in the case of exceptional circumstances (including a force majeure). The FPA will, where possible, give 2 working weeks' notice of cancellations. The Company will not be obliged to refund event ticket fees paid, however will endeavour to do so.
8. We will try to accommodate requests for changes in names but reserve the right to impose a cancellation charge or the forfeit of funds paid to date.

9. The FPA shall endeavour to ensure that the published programme for event is provided. However, the Company reserves the right to alter published timetables and speakers.

10. The information shown on www.thefpa.co.uk is currently up to date and the programme content remains the FPA property at all times.

11. Any opinions expressed by exhibitors and speakers are their own and not necessarily those of the Fire Protection Association.

12. No Accommodation, nor transportation to and from the venue, is included as part of your event fee. Further advice about accommodation is available from the marketing office on 01608 812534.

13. Refreshments: For the duration of the event programme all refreshments will be provided as part of your delegate fee. Dietary requirements (where requested with within at least 2 weeks of the event date) will be catered for.

14. Overseas delegates: Are reminded that the event is delivered in English language. If you would like any additional arrangements to be made, please contact the marketing office on 01608 812534 for further information on translation costs.

15. Special requirements: Delegates are requested to provide advance notice of any special requirements they may have (at least 2 weeks before the date of the event).

16. The FPA accepts no responsibility or liability for the loss of or damage to personal effects belonging to delegates at the event.

17. You may not make any audio (including transcripts), video recording, take any photographs or create any images of an event without the prior written consent of the FPA and any relevant intellectual property owners. Requests by may be subject to an additional fee which the FPA will advise you of on request.

18. These terms are not intended to confer any benefit on a third party under the provision of the Contracts (Rights of Third Parties) Act 1999.