

# Bottomline User Group Annual Conference

## Standard terms and conditions

### Parties

In these Terms and Conditions “us” or “we” or “our” means Bottomline Technologies Europe Limited, company number 01911956 whose registered office is 115 Chatham Street, Reading, RG1 7JX and “you” and “your” means the person or legal entity making the conference booking.

Together known as “the parties”.

### 1. How To Book

Please access the online registration page at [bottomlineusergroup.bottomline.com](http://bottomlineusergroup.bottomline.com). Please note that prior to being able to register for the conference you will be required to agree to these terms and conditions. Your acceptance of these and your subsequent registration, including provision of a valid PO number, will form a binding agreement between us and you.

### 2. Payment

- 2.1 We will invoice you in respect of your registration and payments due to the Company are due within fourteen (14) days from date of invoice.
- 2.2 Payments from you to us shall be in UK pounds sterling unless otherwise agreed in writing by us.
- 2.3 Overdue payments to us not made when due shall bear interest, compounded monthly, at 6% above Lloyds Bank base rate per month from the date the payment was due until it is received by the Company

### 3. Cancellation

- 3.1 If you need to cancel your booking you must let us know as soon as possible in writing and not less than 1 calendar month prior to the date of the conference. You agree that the fee for the conference shall not be refundable should you cancel the booking less than 1 calendar month from the date of the conference.
- 3.2 There is no right of cancellation, in the event that you register for the conference less than one calendar month from the date of the conference and payment will be due in any event.
- 3.3 If matters beyond our control due to a force majeure event, as defined below, result in the conference venue not being available on the conference date you agree that we may either (i) reschedule the conference date or (ii) refund the cost of your booking in full.
- 3.4 You agree that no additional compensation will be paid to you in any event.

### 4. Health and Safety

You agree to comply with all health and safety requirements as required by the venue and which is set out in the information provided to you on arrival. We will advise you of all fire exit and assembly points.

### 5. Our Liability

- 5.1 Nothing in these terms and conditions shall restrict our liability for death or personal injury caused by the negligent acts and/or omissions of our employees or agents whilst acting within the limits of their

employment with us. In addition, nothing in this clause shall limit or exclude any liability for fraud.

- 5.2 You agree that subject to the above, we shall not be liable to you for indirect and consequential loss (all three of which terms include pure economic loss, costs, damages, charges or expenses, loss of profits, loss of business, loss of anticipated savings, loss of contract, depletion of goodwill and like loss) and our total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in connection with the performance, or contemplated performance, of the conference shall be limited to the total cost of your booking.

### 6. Further Obligations

- 6.1 During your attendance at the conference venue, you agree to:
  - 6.1.1 take care of the conference facilities and leave them in a clean and tidy state upon your departure;
  - 6.1.2 pay for any losses or damages to the conference venue or facilities, without set-off; and
  - 6.1.3 take responsibility to look after and care for your own possessions, valuables and money whilst at the conference venue. We accept no liability for the same unless due to our negligence.

### 7. Data Protection

The parties further agree to handle all personal data in accordance with all applicable data protection legislation.

### 8. Force Majeure

You acknowledge and agree that we shall not be responsible for any delay or failure in performance resulting from acts beyond our control. Such acts shall include but not be limited to: an act of God, an act of war, terrorism, a riot, an epidemic, fire, flood or other disaster, an act of government, and strike or lockout.

### 9. Variation

No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

### 10. Governing Law

Your agreement with us will be governed by and construed in accordance with the laws of England and Wales and you irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter.