

bluepotential Accreditation Booking Form
20th, 21st and 22nd January 2009, Holiday Inn Birmingham Airport

Name: _____

Position: _____

Company: _____

Telephone: _____ Mobile: _____

Invoicing Address: _____

Accounts Contact _____ Tel: _____ Email: _____

Please reserve _____ number of place(s) @ £2495 + VAT each

Names of attendees: _____

Email addresses: _____

Any special dietary requirements? _____

Accommodation required @ £150pppn? Yes How many rooms? _____

Name(s) of Guest(s) _____

Payment Options:

I enclose a cheque made payable to Connections (Oxford) Ltd for £ _____

Please invoice the above company for £ _____ (tick as appropriate)

Signature : _____ Date: _____

Please fax back to: 01865 301329 or email to: jez@connectionsoxford.co.uk

Terms and Conditions of Business

1. Confidentiality

- 1.1 Each party acknowledges and understands that in the course of the performance of this Agreement it will have access to and come into contact with confidential information of the other party including but not limited to computer software systems and programs, data, operational techniques and methodology, ideas, concepts and documents (individually and collectively referred to as "**Confidential Information**"). All Confidential Information unless otherwise specifically declared to the receiving party by the disclosing party is deemed to have pecuniary value to the disclosing party and to be confidential, proprietary and trade secret in nature.
- 1.2 Each party as the receiving party of Confidential Information acknowledges that it would be damaging to the disclosing party if Confidential Information were disclosed to or obtained by third parties or used for purposes other than as permitted by this Agreement. Accordingly each party as the receiving party of Confidential Information undertakes:
- (a) to protect and treat as confidential and keep secret the Confidential Information obtained or received from the disclosing party and not without the disclosing party's prior written consent communicate or disclose or permit the communication or disclosure of any part of the Confidential Information to any person; and
 - (b) not to use the Confidential Information obtained or received from the disclosing party other than in relation to the use of the Goods or receiving the Services referred to in the Agreement in accordance with the terms of this Agreement.

2. Rights

Any intellectual property rights including copyright, confidential information, patents, design rights, trademarks and know-how in the Goods and Services referred to in the Agreement ("the Licensed Materials") shall be and remain the exclusive and absolute property of Connections (Oxford) Ltd.

3. Grant of licence (Not applicable)

Subject to the terms of this Agreement and any applicable Schedule and in consideration of the payment to Connections (Oxford) Ltd by the Client applicable fee to be payable pursuant to the Agreement, Connections (Oxford) Ltd grants to the Client a non-exclusive and non-transferable licence to use the Licensed Material during the term of the Agreement. **TITLE TO THE LICENSED MATERIALS SHALL NOT PASS TO THE CLIENT IN ANY CIRCUMSTANCES.**

4. Permitted use

The Client may use the Licensed Materials only for the purposes of this Agreement. The use of the Licensed Materials for different uses requires the prior written consent of Connections (Oxford) Ltd.

5. Restrictions on Use

The Client shall not:

- 5.1 copy or adapt the whole or any part of the Licensed Materials;
- 5.2 arrange or create derivative works that are based on the Licensed Materials without Connections (Oxford) Ltd express written consent;
- 5.3 make available the Licensed Materials to any third party;
- 5.4 remove or alter any copyright or other proprietary notice on any of the Licensed Materials.
- 5.5 The Client hereby undertakes to be responsible and liable for all acts, omissions, misconduct, breach, fault, default or negligence arising in respect of, or in connection with, the obligations or restrictions imposed on the Client pursuant to this Agreement.

6. Terms of Business

The Company provides Services subject to the Terms and Conditions of Business

- 6.1 Unless otherwise agreed in advance with Connections (Oxford) Ltd if a booked training/ consultancy/ project is cancelled, payments will apply as follows:
- ✦ Less than four weeks prior to project commencement -100% of invoice value
 - ✦ Five to eight weeks prior to project commencement – 50% of invoice value
 - ✦ More than eight weeks prior to project commencement – 0% of invoice value
- 6.2 Interest at 3% above the current HSBC Bank Plc Base Rate will be charged on the amount of any invoices, not paid by the due date, calculated from the date of invoice.
- 6.3 Charges will be invoiced with payment due in full by 14 days prior to the event.
- 6.4 If either party is in breach of any obligation under this Contract, Connections (Oxford) Ltd may terminate the Contract by giving notice in writing, and all the obligations of Connections (Oxford) Ltd to the Client will terminate. In event of such termination, Connections (Oxford) Ltd shall be entitled to recover from the Client all monies in respect of work carried out prior to the date of termination.