

# CITELINE JAPAN AWARDS

TUESDAY, OCTOBER 22, 2024  
PALACE HOTEL, TOKYO

## BOOKING FORM

- 17:30** Drinks reception
- 18:30** Dinner
- 20:00** Awards presentation
- 20:30** Post-awards networking
- 23:00** Close

*\*Times may be subject to change based on Government guidelines at the time of the event.*

**DRESS CODE:** Business Casual

Please complete the contact and payment details section and email to:  
**Natalia Kay**, Senior Events Manager  
**E: natalia.kay@citeline.com**

### STANDARD:

Standard table: **\$4,180 USD + VAT**

### Standard table:

8 places at the event and entry to the drinks reception and Awards ceremony, 3 course dinner, wine and soft drinks.

*\*Table configurations will be determined by government guidelines.*

If you are interested in sponsorship opportunities, please get in touch with Casey Burwell to discuss: **Casey.Burwell@citeline.com**

## PAYMENT CONTACT DETAILS - PLEASE PROVIDE INFORMATION FOR INVOICING

Name:

Job Title:

Company Name:

Company VAT Number:

Address:

Post/Zip Code:

Telephone:

Please invoice my company at the above address for the amount of \$

Purchase Order No:

Signature:

Date:

*By signing this form you are confirming that you have read and understood the terms and conditions of booking. Upon receipt of a signed booking form we will confirm your booking by email.*

## EVENT CONTACT DETAILS - PLEASE PROVIDE A CONTACT PERSON FOR THE EVENT INFORMATION

Name:

Email Address:

*The accounts team will process your booking and an invoice will be sent out to you. If you would like to pay by card, there will be a contact number on the invoice.*

**Please return the completed and signed form to natalia.kay@citeline.com**

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## BOOKING TERMS AND CONDITIONS

An Agreement shall be deemed to have been made between Citeline ("us" "we" or "Citeline") and the Client ("you" "your") when you have confirmed requirements on the Booking Form and Citeline has accepted your booking – a booking confirmation email being proof of such acceptance.

The Booking Form shall be governed by the terms and conditions set out below (together the "Agreement").

### 1. Definitions

**"Booking Form"** means the booking form you completed setting out details of your order in respect of the Event;

**"Data Protection Law"** means the Regulation and the Directive, as amended or replaced from time to time, and all other national, international or other laws related to data protection and privacy that are applicable to any territory where you process personal data or are established;

**"Directive"** means the European Privacy and Electronic Communications Directive (Directive 2002/58/EC);

**"Event"** means the event run by Citeline as set out in the Booking Form;

**"Regulation"** means the General Data Protection Regulation (Regulation (EU) 2016/679);

**"Reportable Breach"** shall mean a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed;

**"Ticket"** means a ticket in the form of an email confirmation sent to you.

### 2. Your Purchase

1. Ticket purchases must be made on the Booking Form provided to you. Completion of a Booking Form does not automatically guarantee confirmation of a place at the Event.
2. We will confirm all bookings in writing (including email). Places cannot be reserved without full payment. All bookings are made on a firstcome, firstserved basis. We reserve the right to refuse bookings at our discretion.
3. Please check your purchase carefully. Your Tickets are only valid on the date indicated.
4. Tickets are non-transferable cannot be replaced if lost, stolen, damaged or unavailable for any reason. We will void any tickets which have been transferred or resold.
5. You may cancel your purchase up to 159 days prior to the Event by emailing [natalia.kay@citeline.com](mailto:natalia.kay@citeline.com), and in such event you shall receive a refund the Fees less an administrative charge of 10%. If you cancel after this time, no refund will be given.
6. The details of your purchase will be as set out in the Booking Form.

### 3. Fees and Payment

- 3.1 The cost of your Tickets is as indicated on the Booking Form ("Fees").
- 3.2 You shall pay the Fees plus any applicable tax within 30 days from the date of our invoice. Time for payment shall be of the essence in respect of the payment of Fees.
- 3.3 If you fail to pay any Fees on the due date for payment, we reserve the right to charge interest on the overdue amount at a rate of 4% per annum above the base lending rate of the National Westminster Bank Plc accruing on a daily basis until the date of actual payment.

### 4. Limitation of Rights Granted

- 4.1 Your rights in relation to the Event are strictly limited to those set out in this Agreement. You are not permitted to (a) exploit any rights of a commercial nature in connection with the Event; (b) establish a website relating to the Event; or (c) promote or advertise your association with the Event or Citeline or undertake any promotional activity in connection with the Event or Citeline in any way otherwise than as set out on the Booking Form or with our prior written consent.
- 4.2 Nothing in clause 4.1 shall prevent you from advertising in a proportionate manner on your own website the fact of your attendance and participation in the Event.
- 4.3 You hereby grant Citeline permission to advertise in a proportionate manner the fact of your attendance of the Event.

### 5. Change of Date or Cancellation of the Event

- 5.1 We reserve the right to amend or cancel the Event at any time and for any reason. This includes changes to dates, times, speakers, content or any other aspect of the Event.

- 5.2 In the event that the date of the Event is changed but is reasonably expected to be held within 12 calendar months, our Agreement shall continue in full force and effect and the obligations of the parties shall be deemed to apply to the Event on the new date in the same way that it would have applied to the original Event. For the avoidance of doubt, nothing in this clause 5.2 shall excuse you from payment of the Fees in accordance with the payment terms in the Booking Form.
- 5.3 Where the Event is cancelled, we shall terminate this Agreement without liability provided that, we will return any Fees paid by you, or in the event that the Fees have not been made, you shall not be required to make any payment of the Fees.
- 5.4 We will not refund any other costs incurred by you as a result of our cancellation of the Event. You acknowledge that the provisions of this clause 5 set out your sole remedy in the event of the changing of the date of the Event or the cancellation of the Event by us and all other liabilities are hereby expressly excluded.

### 6. Limitation of Liability

- 6.1 We do not give any warranties in respect of the Event. To the fullest extent permitted by law, we exclude all conditions, terms, representations and warranties relating to the Event.
- 6.2 We shall not be liable to you for any loss or damage suffered or incurred by you in connection with the provision of (or failure wholly or partly of) any services or goods provided by third parties in connection with the Event.
- 6.3 You are solely responsible for obtaining passports, visas and other necessary documentation for entrance into the country where the Event is held. If you cannot attend the Event due to a failure to obtain such documentation, the Fees shall remain payable in full.
- 6.4 To the fullest extent permitted by law: (i) neither party shall be liable for any actual or alleged indirect loss or consequential loss howsoever arising; (ii) Citeline shall have no responsibility or liability for any loss (or theft) of or damage to you property and effects; and (iii) Citeline's maximum aggregate liability to you under the Agreement or otherwise in connection with the Event shall be limited to the total amount of the fees paid by you.

### 7. Data Protection

- 7.1 For the purposes of this clause 7 the terms **personal data**, **controller**, **processor**, **processing**, **data subject** and **supervisory authority** shall have the meanings ascribed to them under the Regulation.
- 7.2 For the purposes of this Agreement and either party's processing of personal data in connection with this Agreement, the parties agree that each party acts as a data controller.
- 7.3 For the purposes of this Agreement and either party's processing of personal data in connection with this Agreement, the parties agree that each party acts as a data controller.
- 7.4 Each party shall (i) only process personal data in compliance with, and shall not cause itself or the other party to be in breach of, Data Protection Law, and (ii) act reasonably in providing such information and assistance as the other party may reasonably request to enable the other party to comply with its obligations under Data Protection Law. If either party becomes aware of a Reportable Breach relating to the processing of personal data in connection with this Agreement, it shall (i) provide the other party with reasonable details of such Reportable Breach without undue delay, and (ii) act reasonably in co-operating with the other party in respect of any communications or notifications to be issued to any data subjects and/or supervisory authorities in respect of the Reportable Breach. If either party receives any communication from any supervisory authority relating to the processing of personal data in connection with this Agreement, it shall (i) provide the other party with reasonable details of such communication, and (ii) act reasonably in co-operating with the other party in respect of any response to the same.

### 8. Force Majeure

- 8.1 We will not be held liable for delay or failure to deliver the Event due to any cause outside of our reasonable control.

### 9. Law and Jurisdiction

- 9.1 This Agreement shall be governed by English law.
- 9.2 Any dispute arising from, or related to, this Agreement or the Event shall be subject to the exclusive jurisdiction of the courts of England.