



**LACA MAIN EVENT 2022**  
**DEWBERRY REDPOINT LTD - DELEGATE TERMS AND CONDITIONS**

1. Each Delegate must complete a Registration Form (photocopied Registration Forms will be accepted if signed by the Delegate attending).
2. Once Dewberry Redpoint Ltd is in receipt of your completed Registration Form you will receive a confirmation of booking. This will outline the final details including price, and is your assurance that the booking is exactly as requested.
3. The Supplier Registration Fee applies to individual trading Companies regardless of whether this forms part of a larger organisation. All queries relating to the Supplier Registration Fee must be addressed to Andrew Archer, Director, and sent via email to [laca@dewberryredpoint.co.uk](mailto:laca@dewberryredpoint.co.uk)
4. For bookings made after Monday 4 April 2022 - Cancellation up to Friday 27 May 2022 carries a 20 per cent cancellation fee. From this date until Friday 10 June 2022 a 50 per cent cancellation fee, thereafter cancellation and 'non-attendance' at the Forum carries a 100 per cent cancellation fee. However, substitutions are accepted if received no later than Monday 4th July 2022 in writing.
5. For bookings made prior to Monday 4 April 2022 - cancellation and 'non-attendance' at the Forum carries a 100 per cent cancellation fee. However, substitutions are accepted if received no later than Monday 4 July 2022, in writing.
6. LACA – The School Food People (LACA) and Dewberry Redpoint Ltd will not be held responsible if for any reason outside their control should the Main Event not be able to commence or be curtailed early.
7. All Delegates must register at the Delegate Registration Desk on arrival at Hilton Birmingham Metropole. Details of registration times will be available on the LACA Main Event website and confirmed in the correspondence to Delegates before the Main Event commencement date.
8. LACA and Dewberry Redpoint Ltd will use their best endeavours to arrange any special dietary or medical requests for any Delegate or accompanying persons if these requirements are advised to Dewberry Redpoint Ltd at least 2 weeks prior to the event.
9. LACA and Dewberry Redpoint Ltd will not be held responsible for any loss of or damage to personal items of any Delegate or accompanying person or any injury caused to a Delegate or accompanying person during or in connection with the Main Event.
10. If at any time a non-member replaces a Member of LACA, the additional fees will be charged.
11. Accommodation at the Hotels is subject to availability. LACA and Dewberry Redpoint Ltd will not be held responsible for any Delegate not being able to reserve a room at the Hotel of their choice. All reservations must be made direct with Dewberry Redpoint Ltd.
12. Each Delegate reserving accommodation is responsible for settling their own 'extras', i.e. telephone calls, bar charges, additional meals, newspapers and other personal expenses directly with the Hotels prior to leaving.