



**LACA MAIN EVENT 2024**  
**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. For bookings made after Tuesday 2nd April 2024 - Cancellation up to Friday 24 May 2024 carries a 20 per cent cancellation fee. From this date until Friday 7 June 2024 a 50 per cent cancellation fee, thereafter cancellation and 'non-attendance' at the Forum carries a 100 per cent cancellation fee.
4. For all bookings 'non-attendance' at the Forum carries a 100 per cent cancellation fee.
5. Substitutions are accepted if received no later than Monday 1 July 2024, in writing. All cancellations and name changes must be sent by email to [laca@dewberryredpoint.co.uk](mailto:laca@dewberryredpoint.co.uk)
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 Hotel 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. 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 Hotel prior to leaving.