

# SGSA Conference 2025

Tuesday 20 May 2025

Aintree Racecourse, Liverpool

[www.sgsa.org.uk/conference](http://www.sgsa.org.uk/conference)

Conference Sponsor  **Dallmeier**

## Delegate Terms and Conditions

The conference is organised and managed by the Sports Grounds Safety Authority (SGSA), a Body Corporate located at 10 South Colonnade, London, E14 4PU.

### Event booking

1. Bookings for the SGSA Conference 2025 must be made via our online portal, Eventbrite. An automated confirmation of your booking will be sent to you via email from the Eventbrite system.
2. Registration may be made on the day of the conference, subject to spare capacity being available. This must be made at the registration desk and must be made by credit/debit card. The SGSA reserves the right to refuse entry due to the event being at capacity. The SGSA will not be liable for any travel/accommodation costs incurred.
3. If the SGSA Conference 2025 becomes fully booked, a wait list will be established and delegates will be notified on a first come first serve if there are any cancellations.

### Payment methods

4. The preferred method of payment is via credit/debit card at the time of registration via our online booking system, Eventbrite. A receipt of payment will be provided.
5. An invoice will be raised on request for payment via BACS, or similar, and this will be issued to the delegate (or other contact as advised) by the SGSA for payment. An invoice will be sent within five working days setting out the relevant payment instructions and terms. Payment is due immediately on receipt of this invoice.
6. All payments must be received prior to the day of the conference.
7. Where required, purchase order numbers must be included during registration.
8. Should a supplier form be required to ensure payment, please send this to [info@sgsa.org.uk](mailto:info@sgsa.org.uk).
9. The SGSA is not a VAT registered organisation. Therefore, no VAT is chargeable on the delegate fee.



## **Cancellation**

10. In the event that the SGSA has to cancel the conference, we will refund any pre-paid registration fees. The SGSA shall not be liable for reimbursing the cost of travel or accommodation arrangements made by individual delegates.
11. If you are unable to attend the SGSA Conference 2025 and need to cancel a booking, you must let us know in advance and in writing by email to [info@sgsa.org.uk](mailto:info@sgsa.org.uk). Delegates will be reimbursed as follows:
  - For cancellations up until 5pm six weeks prior to the event a 90% refund will be given.
  - For cancellations up until 5pm four weeks prior to the event a 50% refund will be given.
  - For cancellations up until 5pm two weeks prior to the event a 25% refund will be given.
  - For registrations cancelled after that point or for failure to attend the conference, no refund will be given.

## **Force majeure**

12. For the purposes of these terms and conditions, "force majeure" means any cause beyond our reasonable control including, but not limited to, war, acts of terrorism, governmental requirements, acts of local or central government or other competent authorities, acts of God and industrial disputes.
13. The SGSA will not be liable to you for failure to perform any obligation under these terms and conditions or in relation to your booking to the extent that the failure is caused by force majeure.

## **Security**

14. Delegates must adhere to any security requirements of the venue and the SGSA.
15. Delegate passes will be provided at the event and these must be worn at all times.
16. You may transfer the delegate pass, but this must be confirmed via email to [info@sgsa.org.uk](mailto:info@sgsa.org.uk) at least 48 hours prior to the event.

## **Data protection**

17. Your information will be held by the SGSA. For the purposes of the Data Protection Act, the SGSA is the data controller.
18. The SGSA may store the information you have provided on this form in a CRM system. We will use it for the administration of the event in question, to improve the services we provide and, unless you have chosen to opt out, to inform you via email of future SGSA news, events and other relevant activity.
19. You can choose to unsubscribe from SGSA emails of this kind at any time. You may get your information updated or removed from the SGSA system by emailing [info@sgsa.org.uk](mailto:info@sgsa.org.uk) or by writing to: SGSA, 10 South Colonnade, London, E14 4PU.
20. Your personal details will not be shared with any other organisations unless agreed to when completing the Eventbrite booking form or the offline booking form.
21. We may ask you to confirm your personal details to ensure they are accurate.
22. Registrations for this event are processed through Eventbrite. The information will be kept in a secure office environment. It will be held on computer databases that can only be accessed by authorised members of the SGSA.
23. As you have provided personal information, we need you to consent to the processing of this data. By submitting the online booking form you are agreeing to us processing this data as described above.



## **Conditions of attendance**

24. You must comply with instructions and directions given by staff and agents of the venue and the SGSA and any applicable policies and procedures of which you are notified.
25. We reserve the right to refuse access to, or remove any delegate from the SGSA Conference 2025 who, in our reasonable opinion has, or is likely to affect the enjoyment of the other delegates, in our reasonable opinion is acting under the influence of alcohol or drugs, or who uses threatening, abusive or insulting words or behaviour or who behaves in a manner which may cause a breach of the peace.

## **Content**

26. The SGSA shall endeavour to ensure that the published programme for the conference is provided. However, the SGSA reserves the right to alter published programmes.
27. Any opinions expressed by exhibitors or speakers are their own, and the SGSA cannot accept liability for advice given, or views expressed, by them.
28. All rights in all presentations, documentation and materials published or otherwise made available as part of the conference (including but not limited to any documentation packs or audio or audio-visual recording of the conference) are owned by the SGSA or are included with the permission of the owner of the rights.

## **Recording disclaimer**

29. During this event we may do one or all of the following:
  - Take general photographs
  - Record all audio output from the event
  - Video record the event proceedings
  - Live stream selected event proceedings
30. Any subsequent photographs or recordings may be used in future SGSA publicity materials only. All video and audio recordings and photographs will remain the property of the SGSA. By submitting the registration form you are agreeing to the photographing and/or recording and/or filming of the proceedings, as described above, being made for future dissemination by the SGSA.
31. If you wish NOT to be photographed or video recorded, please let the organisers know on arrival.

## **Limitation of liability**

32. Personal arrangements including travel, accommodation or hospitality relating to the SGSA Conference 2025 which have been arranged by you are at your own risk.
33. Neither the SGSA nor the venue will be responsible for any loss, theft or damage to your personal belongings, other than caused as a result of our negligence or that of the venue or other breach of statutory duty by us or the venue.
34. You will be responsible for paying for any damage which you cause to property at the venue including the cost of additional cleaning where charged by the venue.

## **Health and safety**

35. You must comply with all relevant legislation relating to health and safety and with any safety announcements and venue regulations of which you are made aware whilst attending the SGSA Conference 2025.