

**Please note:** All table hosts are asked to make a donation of **£250.00** to the BIA chosen charity for the 2017 Gala Dinner. This amount will be invoiced separately on receipt of your booking.

**Payment of fees** - By reserving your table or tickets for the 2017 Gala Dinner you are committing to attend and therefore pay the applicable amount (complying with the cancellation policy below).

- **All payments should be made by 31 December unless otherwise agreed with the BIA.**
- Reservations taken in **January 2017** must be paid for by credit card at the time of booking.
- You are encouraged to pay by means of **credit/debit card**. For those booking from abroad these are the only methods of payment acceptable. UK delegates may also pay by BACS or cheque on receipt of an invoice emailed out automatically upon registration.
- **Cancellation** - All cancellations must be given in writing via email to [biaevents@bioindustry.org](mailto:biaevents@bioindustry.org) If you cancel within **30 WORKING DAYS** of the event 50% of the fee remains payable. Cancellations made within **10 WORKING DAYS** of the event, the full amount remains payable. In the highly unlikely event that the Gala Dinner is cancelled, we will refund any fees already paid to us.
- **Data protection** - Personal data is gathered in compliance with the Data Protection Act 1998. Your information will be maintained on the UK BioIndustry Association database and used to register you for this event and/or contact you by email, phone or post with information about other events, products and services which we or our associated companies/associations provide. We may also from time to time act on behalf of selective third parties to communicate information we believe is of relevance to your organisation or role within your company. If you do not wish to receive these offers, please write to the BIA at [biaevents@bioindustry.org](mailto:biaevents@bioindustry.org).

#### **Paying for your table**

Once you have reserved your table(s) you will receive an invoice which should be paid no later than **31 December 2016**. This can be done either by BACS, cheque or credit/debit card.

#### **Paying for your tickets**

Booking your individual tickets via the on line system will allow you to pay by credit/debit card at the time of booking. Alternatively, you can request an invoice which should be paid no later than 31 December 2016.

**Please note: All tables and tickets must be paid for prior to the event to ensure your tickets can be issued.**

If you wish to pay by **BACS**, please send remittance advice to [admin@bioindustry.org](mailto:admin@bioindustry.org) quoting **BIA GALA DINNER 2017**

**Bank name:** Lloyds Bank


Banks Address: 1 High Street, Carfax Oxford, Oxon OX1 4AA

Sort Code: 30-96-35

A/c No: 0069829

Swift Code: LOYDGB2L

If you have any questions regarding these Terms and Conditions or the Gala Dinner on Thursday 26 January 2017 please contact [Cathrine Smyth](mailto:Cathrine.Smyth@bioindustry.org) at the BIA.

 0207 630 2193

 [galadinner@bioindustry.org](mailto:galadinner@bioindustry.org)