

Terms and Conditions of Entry

- Carefully read the description of the category you wish to enter and the entry criteria
- Explain in no more than 3000 words why you deserve the Award: what you set out to do and what has been achieved.
- Provide up to three supporting documents.
- If required by your employer organisation or any other organisation named in your entry, provide the name, job title, email address and contact telephone number of an individual who is authorised to approve the association of your employer or such other organisation with your entry.
- Entry is online only via this awards website.
- Entries must be received by midnight on Friday 21 February. The Organisers reserve the right to extend the closing deadline.
- You should receive confirmation by email within two days of entering. If you do not receive confirmation, please contact Linda Blaker 020 8652 3304 linda.blaker@reedbusiness.com
- You will be informed, by email in early April 2020, if your entry has been shortlisted.
- The announcement of the winners will be made at the Tolley's Taxation Awards, taking place on 14th May 2020 at the Hilton Park Lane, London.
- Tolley's Taxation Awards is a paid for event and all attendees, including shortlisted entrants, will need to purchase tickets.
- Each winner will receive an engraved trophy. No cash alternative will be provided.
- The judges' decision is final. No Correspondence will be entered into.
- The promoter is Reed Elsevier (UK) Limited trading as LexisNexis and the organiser is Reed Business Information Limited.

Terms and Conditions: Table Bookings

Confirmation

- All bookings will be confirmed within four working days. If you do not receive confirmation of your booking please contact Linda Blaker 020 8652 3304 linda.blaker@reedbusiness.com
- Bookings may be paid by credit card at the time of booking; otherwise we will invoice you. Payments must be received by LexisNexis within 28 days of the invoice date or by close of business five working days before the event, whichever is the earlier.
- Tickets for the event will not be issued until payment has been received in cleared funds.

Special dietary requirements

- A form will be sent. Simply complete and return as instructed on the form. This form must be received within 48 hours prior to the event, otherwise charges will apply and it may not be possible to take care of the specific requirements of any guest.
- Kosher meals are available at an additional charge of £130.00 + VAT per guest. This charge will be invoiced to your table host before the Event. Three working days prior notice is required for Kosher meals to be ordered.

Alterations

- It may be necessary for reasons beyond our control to alter the venue or the date of the event. We will give you as much notice as we can and your booking will be transferred to the new venue or date.

Cancellations

What is your table cancellation policy?

- Cancellations must be made in writing to the registration contact at the address below. If you cancel on or before 15th April 2020 we will refund your booking fee less an administrative charge of 25%. If you cancel after 15th April 2020 no refund will be given.
- If we cancel the function we will refund all booking fees paid. We do not, however, accept liability for travelling, accommodation or any other expenses incurred as a result of any cancellation or postponement of the event.
- Our liability for loss or damage incurred as the result of cancellation or postponement of the event is limited to the amount of your booking fee.
- These terms and conditions are governed by English law and the courts of England and Wales will have exclusive jurisdiction over any dispute.

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Please note

- Official event photographers may be taking photographs and filming videos at the event.
- Anyone attending the event consents to such photography and filming without compensation and confirms that the organisers shall be entitled to use such photographs and videos, which may include photographs and videos of visitors, for the purpose of marketing conferences in the future, for exploitation in any and all media, without liability.
- No other photography or filming will be permitted at RBI organised events without the prior written approval of the organisers
- It is the table booker's responsibility to inform guest(s) that special effects, including strobe lighting, may be used on the night.
- It is the table booker's responsibility that no persons under the age of 18 attend the function or enter the function room at any stage during the event.