



**MEDIA XCHANGE**  
YOUR MEDIALINK NETWORK

## STANDARD TERMS AND CONDITIONS FOR EXCHANGES

July 2024

The description Exchange and programme as used interchangeably in this document are deemed to refer to any of the Exchanges, programmes, events, schedules or workshops run by MediaXchange Limited (“MediaXchange”) including but not limited to those which may be listed and described on our website or in our individual written agreement with you or your company.

In submitting the registration form, signing an individual agreement or by attending an Exchange, you (“the Participant”) agree to accept these Terms and Conditions.

The headings in these Terms and Conditions are for convenience only and will not affect their interpretation. Words signifying the singular will include the plural and vice versa.

### Exchange Date and Venue:

**For US venues**, you will be expected to arrive one day prior to the start date of the Exchange as listed on the website page for the programme, in order to attend a Welcome and Industry Overview briefing which is usually held on the start date. US Exchanges will usually conclude at lunchtime on the final day listed for the schedule. Please check the details provided on the website page for the programme and your Welcome Pack.

**For venues in the UK**, please check the details provided on the website page for the programme and your Welcome Pack to time your arrival in order to attend the Welcome and Industry Overview briefing. Your departure should be scheduled to be in line with the expected time of the final meeting.

**For Exchanges held in other locations, or in more than one city, or if we are designing an individual programme for you**, please refer to the dates in the individual written agreement with you or your company.

**For ‘in person’ Exchanges where some or all sessions may need to be delivered virtually, via an online service**, you will be provided with the appropriate log in links, unique passwords and details of how to access the online service MediaXchange will be using for delivery.

If any clarification is needed, please contact the MediaXchange London office – [London@mediaXchange.com](mailto:London@mediaXchange.com)

**Visas:** Participants are responsible for their own travel visa requirements.

**Fees:** The total fee for the Exchange is listed on the website page for the programme and relevant registration form or in the individual written agreement with you or your company. Also detailed will be the required terms of payment and whether a deposit will be required to secure your place.

If you are taking advantage of one of our occasional ‘early bird’ or limited time, special offers, then you will need to pay in line with the offer conditions.

**The Fee includes** MediaXchange’s design, management and delivery of the Exchange including the attendance of a member/s of the MediaXchange team. Please refer to the website page for the programme or individual agreement which will confirm the specifics of whether hotel accommodation and ground transportation between Exchange schedule meetings will be included.

### Payment Terms:

To enable MediaXchange to start work on and deliver an Exchange on the agreed terms, our standard payment conditions will be as detailed below:

**If you are registering for an Exchange and completing your online registration form**, you will find details of the payment terms on the website page for the programme or on the registration form.

**Payment of the non-refundable deposit to secure your place** can be made up to the date which is 12 calendar weeks prior to the start date of an Exchange and must be paid through the Stripe payment facility included in our registration form.

**Participants must be fully paid by the date 12 calendar weeks before the start date of an Exchange.** If Participants register within the 12 calendar weeks before the start date, then the Exchange Fee must be paid in full through the Stripe payment facility included in our registration form.

If full payment (or proof of wire transfer) is not received by the date 12 calendar weeks prior to the start of the Exchange, then you will be notified that payment

must be made immediately in order to avoid cancellation of your participation in the Exchange.

**Payment Plans:** please first refer to the programme page and registration form on our website for any details which may already be provided regarding a payment plan or contact us on [london@mediaXchange.com](mailto:london@mediaXchange.com). If a plan is agreed, payment by direct bank wire transfer will be required and an invoice with appropriate account details for MediaXchange will be provided.

**If we are designing an individual programme for you**, please refer to the payment terms in the individual written agreement with you or your company. These payment terms will be repeated on the invoice we send you and payment by direct bank wire transfer is preferred. If this is not possible please contact [london@mediaXchange.com](mailto:london@mediaXchange.com)

**Late Payment:** Under the late payment commercial debts (Interest) Act 1998, we are entitled to charge interest on late payments at a rate equivalent to 8% above the Bank of England base rate from the date our terms elapse.

**VAT:** MediaXchange supplies media, management and marketing consultancy services, bespoke MediaXchange Events or Exchanges that take place in the UK and in other countries. MediaXchange is a VAT registered company and therefore subject to the laws and regulations applying to the charging of UK VAT. The place of supply and the nature of our client will determine whether or not VAT will be charged. Please include your VAT number in the space provided on the registration form if you are a member of the EU. Our invoice will confirm details of any VAT due.

**Credit Cards:** If payment by credit card should be agreed, such payment will incur an unavoidable, additional 5% extra service charge to cover the cost of the credit card transaction.

### Participant Responsibilities

**Costs to be considered beyond the fee for the Exchange**, and therefore the responsibility of the Participant, include but are not limited to the following:

- i. **Travel:** flights/transport to the host city of the Participant’s Exchange, transfer flights/transport between host cities if the schedule includes more than one city and transfers between airport/station/s and the hotel/location of their programme.
- ii. **General expenses** including meals, hotel charges such as phone calls, wi-fi, personal car parking, laundry and other personal incidentals.

**Insurance:** The Participant will make their own arrangements for travel and health insurance, which should protect against loss of property, cancellation, personal injury and medical emergency, including coverage for such instances as Covid-19.

**Technical Requirements for an Exchange session/s which may be delivered virtually/online:** It will be the responsibility of the Participant to ensure they meet the requirements for a stable connection to such third party video conferencing and webinar delivery service or device as MediaXchange will advise is to be used. This includes, but is not limited to appropriate hardware, software, network connection and bandwidth. More details will be provided in the Welcome Pack and preparation requirements for the session/s to be delivered online.

### Confidentiality/Liability

You agree to keep confidential any Exchange materials, and any story, show concepts and finance materials or information supplied by third parties which you may be given access to or which may be shared or discussed during the Exchange. You agree not to release such information or materials without the prior written approval of the relevant owner and MediaXchange.

Any workbooks, viewing materials or links and preparatory materials which may be supplied are for the purposes of your own educational and informational use.

Access to any exchange session/s which may be delivered online will be on a streaming-only basis which is intended solely for the purpose of your own personal and professional, educational and non-commercial use. You agree not to record, use, upload or otherwise share or distribute all or any part of this content for any public or otherwise shared performance or commercial gain.

Information and/or material/s you may provide or disclose to MediaXchange or to other third parties during your Exchange will be considered as being released at your discretion and therefore with your consent. You will not hold MediaXchange



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July 2024

liable for the actions of any third parties regarding such released information and/or material/s.

### Cancellation

If a cancellation is related to a medical emergency or condition, an appropriate formal confirmation, i.e. doctor's letter, will be required.

If you cancel WITHIN the 12 calendar weeks period prior to the start date of the Exchange, the full fee will be forfeited unless the alternatives provided for below are agreed by MediaXchange:

- i) If a replacement for the same Exchange acceptable to MediaXchange, can be provided by you, the fee will be deemed to cover your replacement. An additional charge of 10% of the fee to cover the extra administration costs will be invoiced to you.
- ii) In the exceptional event that MediaXchange agrees either to defer your place to an Exchange taking place in the same year, or for a replacement acceptable to MediaXchange taking your place in an Exchange in the same year, an additional charge of 20% of the fee to cover the extra administration costs will be invoiced to you.

If you cancel BEFORE the 12 calendar weeks period above, MediaXchange will retain the deposit, or other fees as may be detailed in any individual written agreement with you or your company, to cover administration costs.

### Promotion, Recording Release, Use of Your Name and Image

For the purposes of any publicising or recording of the Exchange and to cover any interview releases, social media interaction/posting and international marketing of our Exchanges which MediaXchange may arrange or produce, or authorise third parties to produce, you hereby authorise MediaXchange, at its sole discretion and without further reference to you, for the use of your name and company, your voice, image and recording of your participation in the Exchange. You confirm that no remuneration will be due on such usage which may take place prior to, during or after the Exchange.

### Data Protection

All personal information that MediaXchange may use will be collected, processed, and held in accordance with the provisions of EU Regulation 2016/679 General Data Protection Regulation ("GDPR") and the Participants rights under the GDPR.

For complete details of MediaXchange's collection, processing, storage, and retention of personal data including, but not limited to, the purpose(s) for which personal data is used, the legal basis or bases for using it, details of the Participant's rights and how to exercise them, and personal data sharing (where applicable), please refer to MediaXchange's Data Protection Policy for Data Subjects, which is available upon request from MediaXchange's Data Protection Officer.

### Disclaimer

As organizer of the Exchange, MediaXchange Ltd. reserves the right to change the dates, content of the Exchange and any of the speakers as circumstances dictate.

### Disclaimer re Covid-19

We do not currently envisage the status of Covid-19, or other outbreaks, impacting the dates of our Exchanges. However, there is an inherent risk of exposure to Covid-19 in any form of travelling and public and shared spaces. Our team and our Participants will be required to follow all applicable public health orders and guidance and each Participant voluntarily assumes all risks related to such exposure. This may include providing vaccination certificates and wearing masks, as well as involving changes to the scheduled meeting times and locations of our Exchanges. Please be sure to review local and international Covid information and guidelines, as well as visa requirements, before you travel.

### Force Majeure

MediaXchange will not be liable for any failure or delay in performing any obligations under these Terms and Conditions, where the failure or delay is due to a cause beyond the MediaXchange's reasonable control ("Force Majeure"). In that case, the failure or delay will not be a failure or delay contrary to these Terms and Conditions.

### Indemnity

The Participant agrees to indemnify MediaXchange against all claims, costs, proceedings, demands, losses, damages, expenses, including legal costs or liability whatsoever arising directly as a result of any breach, by the Participant, of these Terms and Conditions.

### Severance

If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected.

### Law and Jurisdiction

These Terms and Conditions and the relationship between the Participant and MediaXchange (whether contractual or otherwise) shall be governed by, and construed in accordance with English Law.

Any dispute, controversy, proceedings or claim between the parties relating to these Terms and Conditions (whether contractual or otherwise) shall be subject to the jurisdiction of the courts of England, and Wales.

### General

These Terms and Conditions constitute the entire agreement between the Participant and MediaXchange.