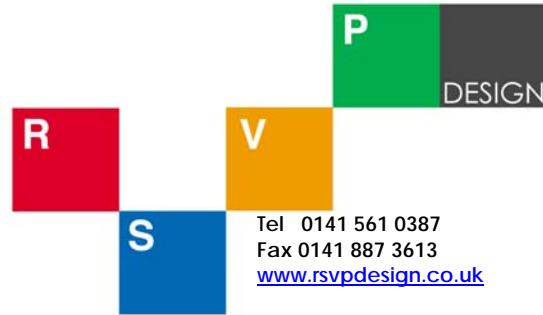


RSVP DESIGN Limited  
2 Darluith Park  
Brookfield  
Johnstone, PA5 8DD

## Terms and Conditions for Workshop Bookings

1. Booking and Confirmation
  1. RSVP Design can only accept bookings accompanied by a guarantee of payment. This can be in the form of a cheque, Purchase Order number or credit card details. Postal, email or fax bookings must be accompanied by a signature and method of payment.
  2. RSVP Design cannot confirm bookings by telephone or "provisional" bookings.
  3. Submission of a booking form indicates the participant agrees to the terms and conditions set out and will be charged the appropriate workshop fee.
  4. Once guarantee of payment is received, RSVP Design will endeavour to confirm bookings within three working days by submission of the appropriate invoice. This is dependent on the accuracy of information submitted in the booking form by the participant. Should no confirmation be received within this time it is the responsibility of the participant to contact RSVP Design administration.
  5. Detailed joining instructions will be sent out prior to the workshop by email, post or fax. Participants submitting late bookings (less than one week in advance) must contact RSVP Design administration if no instructions are received within two working days of the workshop.
  6. Where there is over-subscription for a workshop, the order in which bookings are received shall determine their priority (first come, first served basis).
  7. RSVP Design reserves the right to refuse the booking of a participant.
2. Location and Start date/time
  1. All workshops commence on the date and time, and at the location specified in the joining instructions.
3. Workshop Content
  1. The topics covered in a workshop will be as detailed on the RSVP Design web site. Participants should ensure that the content is appropriate before booking.
  2. RSVP Design reserve the right to add, alter or remove workshop content without giving prior notice, provided the materials used still meet the advertised description for that workshop.
4. Rescheduling or Cancellation by RSVP Design
  1. Where a workshop is under-subscribed, RSVP Design reserves the right to change or cancel such a workshop. In the unlikely event of this happening, or





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workshop cancellation through other unforeseen circumstances (e.g. illness) participants will be informed as soon as possible and offered an alternative workshop place or full refund.

2. In the event of cancellation of a workshop, RSVP Design cannot be held responsible for non-refundable costs incurred such as travel and accommodation.
5. Pricing and Invoicing
  1. The fee for a place on a regional workshop is payable in pounds Sterling. Fees include course workbook, lunch (only during full day Workshops), morning coffee and afternoon tea.
  2. Terms of payment are 30 days from the date of invoice or by cheque or credit card.
6. Cancellation, Transfer and Failure to Attend
  1. Once a booking form has been submitted, and the invoice has been issued any cancellation leaving an unfilled place (including non-attendance) will incur the full workshop charge. Should a participant wish to transfer to a later workshop, notice must be given at least three weeks in advance of the original workshop and agreement will be at the discretion of RSVP Design.
7. Copyright
  1. All notes and handout materials developed by RSVP Design for workshop participants are protected by copyright. They may not be reproduced wholly or in part without prior consent from RSVP Design.
8. Responsibilities
  1. Participants bringing along valuables and personal property do so at their own risk and are responsible for their safety. RSVP Design cannot be held liable for loss or damage to personal items.
  2. All travel and accommodation arrangements are the responsibility of participants..

