

## ADMISSION POLICY

This Admission Policy was last updated on **10 October 2019**.

### 1. INTRODUCTION

1.1 The **Global Excel Summit** (the “**Event**”) and [www.globalexcelsummit.com](http://www.globalexcelsummit.com) (the “**Website**”) is operated and managed by DATEL Productions Limited (“**DATEL**”, “**we**”, “**us**”, “**our**”, the “**Organiser**”). We are a limited company incorporated in England and Wales (no. 10106893) with a registered address at **123 Buckingham Palace Road, London, England, SW1W 9SH**.

1.2 “**Event Participant**” is anyone, attending the event in any shape or form, including but not limited to visitors, delegates, exhibitors, sponsors, media and press representatives, or guest speakers.

1.3 The Event is taking place at Olympia London, located on Hammersmith Road, Kensington, London W14 8UX, United Kingdom (the “**Venue**”) between 21-22 April 2020.

1.4 The key Event dates are 20 April 2020 (the “**Event Build Up day**”), 21-22 April 2020 (the “**Event Days**”), 22 April 2020 (the “**Breakdown Day**”).

### 2. EVENT ATTENDANCE

2.1 Only pre-registered visitors, delegates, exhibitors, sponsors, media and press partners, or guest speakers, who are badge holders will be able to attend the Event.

2.2 If unable to pre-register online, one would be able to pre-register at the registration desk of Olympia London on each Event day.

2.3 Full visitor, delegate, exhibitor, sponsor ticket payment is required to attend the Event. Failure to provide evidence of payment and/or discount code you may have used, may result in longer admission time, need to register again, or inability to attend the Event.

### 3. EVENT ADMISSION

3.1 Admission is open to any individual and/or company, who is/are involved in or has/have a direct link and/or connection to the subject matter of the Event or associated industries.

3.2 Event Participants are allowed access to all of the Venue’s common areas in addition to the Conference Centre and the East Hall.

3.3 Delegate ticket holders get access to the Auditorium space and each one of the 3 Conference rooms, as well.

### 4. EVENT TIMES

4.1 On 20 April 2020 access will only be granted to exhibitors, sponsors, and/or contractors, associated or linked to the build-up activities of the exhibitor stands and/or any branding materials that need to be placed at the Venue. The venue doors will be open between 08:00-18:00.

4.2 On 21 April 2020 access will be granted to all Event Participants, who show a valid email confirmation of their involvement in the event, along with a valid photo-ID. The venue doors will be open between 08:00-20:00.

4.3 On 22 April 2020 access will be granted to all Event Participants, who show a valid email confirmation of their involvement in the event, along with a valid photo-ID. The venue doors will be open between 08:00-20:00.

4.4 No one will be allowed to enter and/or be present at the venue prior the opening and after the closing times.

## **5. IDENTITY CHECK**

Everyone, attending the Event in any shape or form, should carry a valid photo-ID, e.g. national identity card, passport, driving licence), to present at the registration desk in order to get their admission badge.

## **6. BADGE SECURITY**

6.1 At no point is anyone, attending the Event, allowed to give, lend or sell their badge to anyone else outside or inside the Venue. Failure to comply with this terms may result in the removal of that individual from the Event. They may not be allowed to re-enter afterwards.

6.2 Anyone, who attempts to steel a badge, falsify a badge or try to create their badge themselves will be refused admission by the Organiser.

## **7. CHILDREN**

Children under the age of 16 will not be allowed to attend the Event without adult supervision. Accompanying adult's phone number must be worn on the child's wrist at all times, while on the Event premises.

## **8. ANIMALS**

With the exception of guide dogs or any other service animals, no pets or animals of any kind will be allowed at the Event.

## **9. DRESS CODE**

All Event Participants should be dressed in appropriate business wear. No flip flops and/or shorts will be allowed.

## **10. OLYMPIA LONDON RULES AND REGULATIONS**

10.1 Throughout the Event period, all Event Participants agree to comply with the Olympia London Rules and Regulations as outlined in the eGuide, available at [www.aev.org.uk/eguide](http://www.aev.org.uk/eguide) and the A-guide for production elements available at [www.nationalarenasassossiaction.com](http://www.nationalarenasassossiaction.com).

10.2 All Event Participants agree to contact the Organiser, in case anyone is unable to access the relevant policies and rules and regulations.

## **11. EVENT SAFETY AND SECURITY**

11.1 The safety and security of every Event Participant is a top priority for the Organiser. Security and stewarding staff members are hired to develop and take appropriate security measures during the Event.

11.2 All Event Participant bags will be checked at the security point upon arrival. CCTV will be in operation at all times during the event.

11.3 Event Participants agree not to engage in any disruptive activity, including but not limited to demonstrations, offensive behaviour and/or leafleting.

11.4 All Event Participants should report any unusual and/or suspicious behaviour to a member of the staff immediately.

## **12. RESERVATION OF RIGHTS**

The Organiser reserves the right to remove anyone from the Event, who does not comply and/or breaks any of the terms, outlined in the Event's Admission policy.

## **13. PRIVACY AND DATA PROTECTION**

Please refer to our Privacy Policy for all details around Privacy and Data Protection prior, during and/or after the Event. This can be accessed via our [website](#).

## **14. CONTACT US**

If you have any questions about this Admission Policy, please contact us at [info@globalexcelsummit.com](mailto:info@globalexcelsummit.com) or via post on 123 Buckingham Palace Road, London, England, SW1W 9SH.