



Sapphire Leadership Limited

Sapphire Transform Delegate Booking Confirmation and Booking Terms and Conditions

THIS AGREEMENT is made this _____ day of _____ 2026

BETWEEN:

- (1) **Sapphire Leadership Limited** (registered company number of 16958306) whose registered office is C/O Fieldfisher Riverbank House, 2 Swan Lane, London, United Kingdom, EC4R 3TT ("**we**", "**us**", "**our**"); and
- (2) The Delegate defined in the table below.

KEY TERMS

This Agreement comprises of these Key Terms and the Booking Terms at Schedule 1 (the "**Agreement**"). If there is a conflict between these Key Terms and the Booking Terms, these Key Terms shall prevail.

Event: Sapphire Transform Leadership Event at the Limelight Hotel, Boulder, Colorado between 21-25 September 2026.

Delegate: Name: _____
("**you**", "**your(s)**") Title: _____
Company: _____
Address: _____

Email: _____
Telephone number: _____

Fee: Fifteen thousand US Dollars (USD 15,000) plus VAT (if any).

Payment details: See invoice.

This Agreement confirms your booking for the Event in accordance with the terms and conditions of this Agreement.

Please sign and return a copy of this Agreement confirming that you have read and accepted the terms and conditions of this Agreement (including the attached Booking Terms).

If you do not accept the terms and conditions of this Agreement, you will not be authorised to attend the Event.

This Agreement may be executed in one or more counterparts, each of which when executed will be an original, but all of which together will constitute one and the same instrument.

SIGNED by **Sapphire Leadership Limited**

SIGNED by **Delegate**

Date: _____

Date: _____

BOOKING TERMS

Date last updated: 06/07/26

Important terms for booking and attending our Leadership Event. Please read carefully ("Terms").

"we", "our", "us" or "Sapphire Leadership" means Sapphire Leadership Limited (registered company number of 16958306 and registered VAT number 518 6417 78 whose registered office is C/O Fieldfisher Riverbank House, 2 Swan Lane, London, United Kingdom, EC4R 3TT. **See Contact Us at paragraph 12.**

"you", "your(s)", "Delegate(s)" means individuals named in Booking Requests (defined below) for the Leadership Event.

1. Definitions and interpretation

1.1 In these Terms, unless the context otherwise requires, the following words and expressions shall have the following meanings. Less frequently used Terms are defined within the body of these Terms:

"Booking Request" as defined in paragraph 4.1.

"Confirmation" as defined in paragraph 4.5.

"Delegate Booking" means a booking for a Delegate place at the Leadership Event, where your Booking Request has been accepted by us issuing a Confirmation and you have signed and returned the Confirmation.

"Delegate Materials" all Event Materials that are distributed to Delegates at the Leadership Event, in the form of a Delegate work book.

"Event Branding" all names, logos, trade marks and branding of the Leadership Event and the Website;

"Event of Force Majeure" any act of God, civil war or strife, hostilities (whether war be declared or not), act of foreign enemy, invasion, war, plagues, epidemics, pandemic, rebellion, terrorism, strikes, lockouts or other industrial disputes or actions, breakdown of facilities, legal enactment, governmental order or regulation or any other cause beyond each party's respective control.

"Event Materials" all documents, information, items, invitations, communications, know how, advertising, PR, press and materials in any form, including text, pictures, graphics, artwork, plans, agendas, topics, audio, visual and audio visual content, records, reports, speaker materials and slides, Website Content, Delegate Materials, software or other material in whatever form including hard copies and electronic form created and/or prepared by or on our behalf in relation to the Leadership Event and any translations thereof.

"Event Website" as defined in paragraph 2.1.

"Fee" means the total sum of fifteen thousand US Dollars (USD 15,000) plus VAT (if any) payable by you to Sapphire Leadership.

"Interview" as defined in paragraph 4.4.

"Leadership Event" as defined in paragraph 2.1.

"Questionnaire" as defined in paragraph 4.4.

"VAT" means value added tax chargeable under the laws of the United Kingdom, and includes any other similar sales, goods or services taxes chargeable in connection with the Leadership Event.

1.2 In these Terms, unless the context clearly indicates another intention;

- (a) headings are included for convenience only;
- (b) references to paragraphs and the Schedule shall be to paragraphs and the Schedule of these Terms;
- (c) a reference to any gender includes other genders and the singular includes the plural and vice versa;
- (d) references to persons include individuals, unincorporated bodies, government entities, companies and corporations; and
- (e) the words "include", "including", and "such as" are to be construed as if they were immediately followed by the words "without limitation".

2. Leadership Event

2.1 We are organising Sapphire Transform, an immersive five (5) day training event that equips C-suite executives with the principles, frameworks, real-time insights and practical tools to create world-class business performance at the Limelight Hotel, Boulder, Colorado between 21-25 September 2026 ("Leadership Event"). Further information can be found on our website located at [Home Page - Sapphire Transform](#) ("Event Website").

2.2 The Leadership Event is an informational and educational event for professionals. We provide no promises or guarantees in relation to the impact that attendance at the Leadership Event has on you, your career or professional ability. The Leadership Event is not suitable for consumers. These Terms are therefore intended to apply on a business-to-business basis.

2.3 By submitting a Booking Request and/or entering into a Delegate Booking, you confirm that you are acting wholly or mainly for the purposes of your trade, business, craft or profession and are not dealing as a consumer. If you are dealing as a consumer, certain statutory rights may apply which cannot be excluded.

2.4 Once the maximum number of Delegate Bookings have been confirmed and paid for, we will operate a waiting list and contact you if a place becomes available.

2.5 Each Delegate Booking includes: (a) a standard double hotel room at the Limelight Hotel, Boulder, Colorado between 21-25 September 2026; (b) one (1) attendance pass for the Leadership Event for the individual Delegate named in the Confirmation; and (c) set breakfast, lunch and dinner on each day as specified in the itinerary (meals and dining venues to be selected at our sole discretion and excludes beverages).

2.6 A Delegate Booking does not include any travel arrangements or documentation or other elements or expenses (personal or otherwise), which are not specifically detailed in paragraph 2.5 above, and which shall be your sole responsibility and liability.

2.7 Hotel stays are subject to the hotel's terms and conditions and you may be required to provide a personal credit card for incidental charges and personal expenses, for which you shall be solely responsible.

2.8 Delegate Bookings are subject to an interview assessment (as mentioned in paragraph 4.4 below) and are not automatically allocated on a first come first serve basis.

2.9 We reserve the right to make minor changes to the Leadership Event at any time, including the programme, speakers, sessions and timings. The details of the Leadership Event shown on promotional materials and in any material supplied by us to you are correct at the time of printing, but you shall be responsible for checking the Website from time to time to see if any changes have been made to the Leadership Event programme.

2.10 We accept no responsibility for views expressed by Delegates and speakers at the Leadership Event.

3. Eligibility

- 3.1 You hereby confirm that you are aged twenty-five (25) years or older; are acting in the capacity of your trade, business, craft or profession; are a founder and/or a c-suite executive in a private limited or public listed company; and have the right to travel to the United States of America ("US") and ability to obtain all necessary visas, travel permits and travel documentation.
- 3.2 If you do not or you cease to meet the eligibility requirements, then you will not be eligible to attend the Leadership Event and we reserve the right to cancel your Delegate Booking.

4. Booking process and basis of contract

- 4.1 You can register your interest for the Leadership Event using the form on our Website ("Booking Request"). Booking Requests must be received no later than fourteen (14) days prior to the Leadership Event. Any Booking Requests received after this date will only be considered at our sole discretion.
- 4.2 By submitting a Booking Request, you are applying to attend the Leadership Event and you agree to be bound by these Terms to the exclusion of all other Terms. You must provide correct and accurate information about your identity and contact details. Failure to do so may result in a rejection of your Booking Request and/or a cancellation of your Delegate Booking. If you have any special dietary requirements please make a note in your Booking Request and we will endeavour to accommodate such requests, where possible.
- 4.3 If another person is making the booking on your behalf, such person shall be deemed to have full authority to do so and you shall have no right to claim against us that such person or persons did not have such authority.
- 4.4 Due to the limited spaces at the Leadership Event, following receipt of your Booking Request, you will receive a short questionnaire ("Questionnaire"), which you must complete and return to us, so that we can email you to schedule an interview with you ("Interview(s)"). You should contact us if you have not received a Questionnaire or a date for an Interview within five (5) working days of your Booking Request and your completion of the Questionnaire (respectively). We may not be able to accept all Booking Requests and we reserve the right to refuse to accept a Booking Request for any reason.
- 4.5 Following the Interview, if we accept your Booking Request, we will send you an email including the following to confirm your Delegate Booking:
- (a) a booking confirmation, including your full name, title, company, email address and contact number, together with the venue, date and times of the Leadership Event, the Fee to be paid by you (including all non-optional extras and VAT, if applicable);
 - (b) an invoice for full payment of your Delegate Booking using the contact details provided in your Booking Request;
 - (c) a copy of these Terms; and
 - (d) signature page for you to confirm your acceptance
- ("Confirmation").

- 4.6 You must sign and return the Confirmation and pay the Fee to us in accordance with paragraph 6.2 below. Once you have signed and returned the Confirmation to us, the Confirmation constitutes a binding contract between you and us, which shall be subject to these Terms and to any rules and regulations issued from time to time by us in relation to the Leadership Event. Please note that in the case of a conflict, the Confirmation shall take precedence over the Booking Request and these Terms.
- 4.7 In the event that you have not paid the Fee within the required timeframe, your Delegate Booking may be cancelled by us and the contract between us will automatically terminate. Provided that you have paid the Fee to us within the required timeframe, the Confirmation is your receipt for your Delegate Booking and you should print a copy and bring it with you to the Leadership Event.
- 4.8 You are jointly and severally liable under these Terms with any agent appointed to make the Delegate Booking on your behalf.
- 4.9 Delegate Bookings are issued for personal use only to the individual named on the Confirmation. You cannot send a substitute Delegate to the Leadership Event. Delegate Bookings are non-transferable and must not be shared, passed on or resold for commercial gain or otherwise.
- 4.10 You are solely responsible and liable for making your own travel arrangements and obtaining all required valid travel documents (passport and visa, if required) to attend the Leadership Event.
- 4.11 You should not book or incur any travel costs until you have received the Confirmation.
- 4.12 We assume no responsibility or liability for any rejected visa applications, immigration, travel disruption and cancellations or your failure or inability to travel to or attend the Leadership Event for any reason. Refunds of the Fee will not be issued in such circumstances.

5. Attendance at the Leadership Event

- 5.1 You shall at all times behave professionally and comply with any rules, policies and procedures of the venue of the Leadership Event, including all health and safety policies and procedures and all reasonable instructions of the venue staff and our representatives at the Leadership Event.
- 5.2 We reserve the right in our absolute discretion to exclude or remove from the Leadership Event any Delegate who we reasonably believe is intoxicated; and/or is engaging(s) in behaviour that is disruptive, obnoxious, aggressive, threatening, illegal or that is intended to annoy, abuse, threaten, or harass any other person, or may cause property damage or loss; and/or whose presence is or is likely to be undesirable, without prejudice to any other rights or remedies available to us and such removed or excluded Delegate shall have no right to receive a refund of any portion of the Fee.
- 5.3 You do not have any right to promote, distribute or display promotional or other materials at the Leadership Event.
- 5.4 You do not have any right to make any audio or video recordings at the Leadership Event and any photographs that you take at the Leadership Event must not be used for commercial purposes.
- 5.5 You agree not to attend the Leadership Event in the event that you are showing signs or symptoms of a communicable disease. If you are already in attendance at the time that such symptoms arise, you will notify us promptly and withdraw from the Leadership Event. No refunds will be issued in such circumstances.

6. Prices and Payment

- 6.1 The Fee is payable for each Delegate Booking and we reserve the right to cancel your Delegate Booking if the Fee is not paid within the timeframe specified in paragraph 6.2 below.
- 6.2 Following the Confirmation, you must pay the Fee to us in full and cleared funds either: (i) by telephone using your credit card or debit card; or (ii) directly into our nominated bank account as detailed in our invoice. Invoices must be paid on the earlier of: (i) within fourteen (14) days of the date of Sapphire Leadership's invoice; or (ii) fourteen (14) days prior to the Leadership Event; or (iii) no later than seven (7) days prior to the Leadership Event in the event that the Booking Request is made in the fourteen (14) days prior to the Leadership Event. It is your responsibility to ensure that you have sufficient funds at the time of making the payment.
- 6.3 The Fee is stated exclusive of VAT and/or any other applicable taxes, which (where legally chargeable) will be added and shown on our invoice.
- 6.4 If any deductions or withholdings are required by law to the Fee, you shall pay such sum as required, to ensure that after the deduction or withholding has been made, we receive the full amount of the Fee, we would have been entitled to receive in the absence of any such requirement to make a deduction or withholding.

6.5 Debt recovery costs and interest on overdue invoices shall accrue on any unpaid amounts from the date when payment becomes due to the maximum extent permitted by The Late Payment of Commercial Debts (Interest) Act 1998 and Late Payment of Commercial Debt Regulations 2002 as amended, extended, consolidated or replaced from time to time or other similar applicable laws.

6.6 Any changes to the Fee will not apply to any existing Delegate Bookings where a Confirmation has been issued.

7. Cancellation

7.1 Once you have paid the Fee (in whole or in part) to us for your Delegate Booking, we will not be able to refund you if you are not able to attend the Leadership Event, except as set out below in paragraph 7.2.

7.2 If you cancel your Delegate Booking, you shall notify us in writing by email to chris@sapphiretransform.com. We will use our reasonable endeavours to secure a replacement Delegate to take your place. However, if we are unable to do so, you agree that we may charge the cancellation fee set out below (less any sums already received from you) (the "Cancellation Fee"). The Cancellation Fee represents a genuine pre-estimate of our likely loss and costs resulting from cancellation (which may include, without limitation, administration costs, non-refundable or committed hotel room charges, venue minimums, speaker costs, production costs and Event Materials and Delegate Materials).

Cancellation Period	Cancellation Fee
More than sixty (60) days prior to the Leadership Event	Non-refundable or committed cost of the hotel room (as charged to us by the hotel for your booking) plus a 5% administration fee
Thirty (30) to sixty (60) days prior to the Leadership Event	50% of the Fee
Less than thirty (30) days prior to the Leadership Event	100% of the Fee

7.4 We will issue an invoice for the Cancellation Fee (less any sums already received by us) promptly following the cancellation notice and you agree to pay such Cancellation Fee to us within five (5) working days of the date of such invoice. To the extent that you have paid us more than the Cancellation Fee, we will refund you the difference within 14 days of receiving your cancellation request.

7.5 We reserve the right to cancel the Leadership Event at any time with immediate effect by giving you notice in writing, for any reasons, including an Event of Force Majeure.

7.6 In the event that the Leadership Event is cancelled in accordance with paragraph 7.5, we will refund you any portion of the Fee that you have paid to us as at the date of such cancellation.

7.7 We may, at our sole discretion, change the date and/or venue for the Leadership Event for any reason (including an Event of Force Majeure) and we will notify you of the rescheduled date and/or venue and ask you to confirm or cancel your Delegate Booking within seven (7) days of our notification. If you confirm your Delegate Booking for the revised Leadership Event, these Terms shall continue to apply. If you cancel your Delegate Booking for the revised Leadership Event or fail to respond within the required timeframe, we will cancel your Delegate Booking and reimburse any portion of the Fee that you have paid to us as at the date of such cancellation.

7.8 Any refunds permitted in accordance with this paragraph 7 will be issued minus any monies owed to us and will be processed subject to receiving all necessary details from you to process such refunds. No refund requests will be accepted after the Leadership Event.

7.9 We also reserve the right to cancel your individual Delegate Booking on notice to you:

- (a) for the reasons specified in paragraphs 3.2, 4.2, 6.1 or otherwise under these Terms; and/or
 - (b) we reasonably suspect that you are in breach of these Terms,
- and refunds will not be issued for such cancellations.

7.10 Refund of fees as the sole remedy. We shall have no other liability to you and we assume no responsibility or liability for any cancelled flights or other costs and expenses and/or consequential losses incurred by you in relation to your Delegate Booking.

8. Intellectual Property Rights

8.1 Sapphire Leadership and its licensors shall retain legal and beneficial ownership of the Event Branding, Delegate Materials and the Event Materials and all Intellectual Property Rights therein.

8.2 Delegates are granted a limited right to use the Delegate Materials during the Leadership Event and keep the printed copy of the Delegate Materials as a reference document for Delegates own personal knowledge.

8.3 Delegates do not have any right to copy, edit, modify, translate, extract, display, publish or otherwise share the Delegate Materials for any reason, commercial or otherwise.

8.4 Delegates hereby acknowledge and agree that these Terms do not give Delegates any ownership, any claim, any right, title or interest in or to the Event Branding, Delegate Materials and the Event Materials, and/or all Intellectual Property Rights therein, except for the limited rights of use of the Delegate Materials granted in paragraph 8.2 above and Delegates hereby acknowledge and agree that the benefit of all such use by Delegates shall at all times enure to Sapphire Leadership.

8.5 The parties shall execute all documents necessary to give effect to paragraphs 8.1-8.5.

9. Privacy

9.1 You understand that personal information submitted by you in connection with a Booking Request and Delegate Booking will be used and processed in accordance with our Privacy Notice.

10. Limitation of Liability

10.1 This paragraph 10 sets out our entire financial liability (including any liability for the acts or omissions of our employees, agents, contributors, consultants and sub-contractors) to you in respect of:

- (a) any breach of these Terms; and
- (b) any representation, statement or tortious act or omission (whether negligent or otherwise) arising under or in connection with these Terms.

10.2 We shall have no liability for: (i) any damage caused by errors, omissions or inaccurate information or content on the Website, and/or promotional materials and/or in any material supplied by us to you or any actions taken by us at your direction; (ii) losses not caused by our breach of these Terms; (iii) indirect losses (which means loss of a type which you and we could not have reasonably anticipated arising at the time of entering into these Terms), including loss of revenue or anticipated profits and savings; loss of business; loss of opportunity; loss of goodwill or injury to reputation; losses suffered by third parties; or any indirect, special, exemplary or consequential loss, damages, charges or expenses howsoever arising from your Delegate Booking and/or your attendance at the Leadership Event; (iii) failure to meet any of our obligations where such failure is due to events beyond our control; (iv) any loss of enjoyment or wasted expenditure; or (v) any increase in any loss or damage resulting from your breach of these Terms or your negligence; loss of data. Travel and other personal arrangements that are made by you are your sole responsibility and at your own risk.

- 10.3 Except to the extent they cannot lawfully be excluded or limited, all warranties, conditions and other terms implied by statute or common law are excluded.
- 10.4 Nothing in these Terms shall be construed to exclude or restrict either party's liability for death or personal injury resulting from the negligence of that party or its employees while acting in the course of their employment, for fraud or fraudulent misrepresentation, for deliberate default and for any other liabilities and statutory implied terms that cannot be excluded by law. For example, you may have certain rights, such as that we will provide the Leadership Event with reasonable skill and care.
- 10.5 Subject to paragraph 10.4, our total aggregate liability to you in contract, tort (including negligence), breach of statutory duty, misrepresentation, restitution or otherwise arising in connection with these Terms shall be limited to the Fee received by us from you for the relevant Delegate Booking.
- 11. Indemnity**
- 11.1 You shall defend, indemnify and hold us, our subsidiaries and affiliates, and our respective officers, agents, partners and employees harmless from and against all loss, liability, claim or demand, proceedings, and expenses (including reasonable legal fees) whatsoever made against or incurred by us as a result of, related to or arising in connection with (i) your breach of these Terms, and/or (ii) any acts or defaults of you, your employees or agents in connection with the Leadership Event and/or these Terms.
- 12. Contact us**
- 12.1 You may send any written notice and/or any complaint to us, or address any questions you may have regarding these Terms to **Sapphire Leadership Limited, C/O Fieldfisher Riverbank House, 2 Swan Lane, London, United Kingdom, EC4R 3TT** or by e-mailing us at: chris@sapphiretransform.com. Notices will be effective upon receipt by us.
- 12.2 We may send you notice by general notice by e-mail to your e-mail address or postal address which you register with us. Such notice will be effective if sent by e-mail, immediately from the time and date it was sent. If sent by first class post, it will be effective three (3) working days after postage by us.
- 13. Force Majeure**
- 13.1 If we are unable to perform our obligations under these Terms due to an Event of Force Majeure, we will not have any liability to you for our failure to perform.
- 13.2 If such period of suspension extends to the date of the Leadership Event and prevents the Leadership Event from taking place, then we shall in such event have the right to reschedule or cancel the Leadership Event in accordance with paragraphs 7.4-7.8. We shall have no other liability to you.
- 14. Assignment**
- 14.1 The Delegate Booking is personal to you and you may not assign, novate or otherwise transfer any of your rights, obligations and liabilities under these Terms or any part thereof.
- 14.2 We may assign, novate or otherwise transfer all of its rights, obligations and liabilities under these Terms to any other party at any time without your consent.
- 15. Entire Agreement**
- 15.1 These Terms, together with any Confirmation and Fee invoices from us to you constitutes the entire agreement between you and us regarding your Delegate Booking and your attendance at the Leadership Event.
- 16. Waiver**
- Our failure to exercise or enforce any right or provision in these Terms shall not operate as a waiver of such right or provision.
- 17. Severance**
- If any provision of these Terms is unlawful, void or unenforceable, that provision is deemed severable from these Terms and does not affect the validity and enforceability of any remaining provisions.
- 18. Governing Law and Jurisdiction**
- 18.1 These Terms shall be governed by and construed in accordance with the laws of England and the English courts shall have exclusive jurisdiction in all disputes arising in relation to these Terms and Conditions.
- 18.2 Without prejudice to paragraph 18.1 above, we shall nevertheless still have the right to apply at any time for injunctive, other interlocutory or emergency relief to any competent court.
- 19. General**
- 19.1 A person who is not a party to these Terms (as defined in the Contracts (Rights of Third Parties) Act 1999) shall not have any rights under that Act to enforce any term of these Terms.
- 19.2 No term or provision in these Terms shall be varied or modified unless agreed in writing and signed by the parties.
- 19.3 The parties acknowledge and agree that they have not relied on and shall have no right of action in respect of any representation, warranty or promise except as expressly provided in these Terms and for such representation, warranty or promises made fraudulently and all conditions, warranties or other Terms implied by statute or common law are by these Terms excluded to the fullest extent permitted by law.