



Department for Transport

Live Group
Units 2-3 Princess Mews
Horace Road
Kingston Upon Thames
KT1 2SZ

[REDACTED]
Commercial Relationship Manager
Group Commercial Directorate
4/12 Windsor House
50 Victoria Street
Westminster, London SW1H 0TL
[REDACTED]

Web site: www.dft.gov.uk

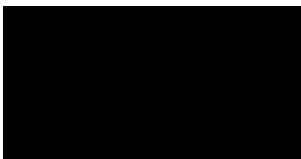
Thursday, 18 March 2021

FAO: [REDACTED]

Dear [REDACTED]

DfT Reference: TROP0037 – Virtual Rail Industry Event

1. On behalf of the Secretary of State for Transport, I accept your quotation dated 3rd September 2020 for the above contract.
2. This letter together with your quotation and any other correspondence constitutes a binding contract between the Secretary of State and Live Group.
3. The contract will commence on 7th September 2020 and expire on 6th November 2020
4. The value of this contract will be up to £20,000.00
5. The DfT Contract owner will be [REDACTED]
6. The Department's short form conditions of contract will apply and are attached, with the exception of those detailed in Annex 1 of this document.
7. The DfT's invoicing procedures will apply and are embedded below



8. Please acknowledge your receipt and acceptance of this letter by signing in the allocated space below and returning to me via email

Yours sincerely,

[REDACTED]

[REDACTED]
Commercial Relationship Manager
[REDACTED]

By authority of the Secretary of State for Transport

Signed:.....

Name.....

Position

Date:.....

Annex 1

Orders/Cancellations: No Order which has been accepted by the Company may be cancelled or amended by the Client, except with the agreement in writing of the Company and on terms that the Client shall immediately indemnify the Company in full against all loss, costs (including the cost of all labour and materials used), damages, charges and expenses incurred by the Company as a result of the cancellation. The Client agrees that if they cancel their Order they shall be liable to indemnify the Company with the additional charge of a percentage of the Contract Price as set out below. The percentage of the Contract Price chargeable upon cancellation will depend upon the time frame that is left between the date of cancellation and the Event Date of the Order. The Company reserves the right to increase the percentage of the Contract Price applicable to a situation outlined in this clause in order to cover any additional costs or associated profits which would not be covered within the allocated percentage of the Contract Price.

Days prior to Event Date	Percentage of the Contract Price which will be charged
29 to 90	50%
14 to 28	75%
13 or less	100%

Intellectual Property: Departments for Transport will own any Intellectual Property generated as part of the event. This may include but is not limited to:

- Content
- Data
- Information
- Other misc. IP

The Event Concept and Portal IP is owned by Live Group.