

## **Big Balloon Build – London December 2023**

**Arrive:** Sunday 10<sup>th</sup> December 2023

**Leave:** Friday 15<sup>th</sup> December 2023

If you want to stay in London before or after the event, you will need to organize your own accommodation outside of these dates.

**Build Days:** Monday 11<sup>th</sup> December to Thursday 14<sup>th</sup> December 2023

**Build Times:** Approx. 8.15 am to 5.30pm each day with an approx. 12 pm finish Thursday

**Airports:** London GATWICK      Drive – 45 mins

We suggest GATWICK is your primary choice of airport as there is a direct train that takes just 40 mins to Guildford.

**Registration** is \$399 for the 4 days of the build

- This provides you being part of the team over the entire period.
- You will receive a special delegate T-Shirt as part of registration.
- There are NO registration only options – you must be lodged at the event to be part of it.
- Registration is NOT open to anyone living or working within the following postcodes: PO, GU, RH, KT, SM, SW, TW, SL, UB, W, SE, SO

**Lodgings** is \$559 per registrant for the 5 nights

- All rooms are single with en-suite ONLY, sharing is not an option.
- All registrants must stay on site, there are NO exceptions.
- There will be no other guests on site apart from the builders.
- Bath and hand towels are provided, and bedding will be changed on the Tuesday, there is no turnover service, so you will need to bring your own toiletries (there is a shop onsite)

**Food** is \$199 per person.

- High quality breakfasts, lunches and evening meals served onsite from Monday breakfast through to Friday Breakfast
- Food is produced by a dedicated team of chefs only preparing for us.
- 90% of dishes are made from locally sourced **fresh ingredients**
- Large range of snacks, hot and cold drinks available throughout the build.
- We will ensure that all special dietary requirements are covered

**Deposit:** A \$150 nonrefundable payment is required to secure your place once your application has been approved. Deposits must be paid within 48 hrs. or your place will be offered to the next person on the waiting list.

**Attendance** Attendance at the Lunches and evening meals are for registered attenders ONLY. We cannot arrange spaces for relatives or friends who are not registered in the actual build itself.

**Total Costs** The total cost for registration, 5 nights of lodgings and food package is \$1149. Payments are in USD, and will be payable through the SQUARE invoice you are sent.

**Payments:** After the deposit is received confirming your place, the balance can be paid in full by May 30 or a payment plan over 4 payments can be selected, there is an additional \$75 administration fee for the payment plan. This option will be in the application form

After payment of the deposit, payments in the plan will be spread out over 4 dates payable on May 30<sup>th</sup>, July 30<sup>th</sup>, September 30<sup>th</sup> and November 15<sup>th</sup>. Any late payments will incur a \$15 late payment fee.

If you miss the Full payment you will automatically be placed on the payment plan.

If you miss two payments in a row, we reserve the right to remove you from the build and offer your spot to the waiting list. We will use the Cancellation Policy rules based on the date you miss the second payment.

There is a 2.9% processing fee on all transactions through SQUARE

**Dress code** We would advise you to wear comfortable clothing and safe appropriate footwear during the build. Anyone wearing open toe sandals or bare feet will be required to leave the build until they do have appropriate footwear.

During the night you may want to be casual or dress up a little, we leave that to your own choice. You are required to wear your Big Balloon Build T-shirt on the final Thursday (supplied as part of registration.) We encourage you to bring your own branded tops for team photos on the Thursday as well.

No other balloon manufacturer branded clothing allowed. This includes previous build T-Shirts that have brands other than our balloon sponsor GEMAR.

**Media** We will be taking video and photographs during the build, and we will be creating several videos and slides that we will be providing to you after the build, and that you can use to promote your involvement.

**Social Media:** Upon arrival through Wednesday night, we encourage you to share as much as you like on social media. There will even be contests and drawings for the most views, likes and shares!

On Thursday we ask that nothing be shared so our charity and VIP's can have the first look at the finished build. After the ribbon cutting on Thursday, you are free to resume posting.

We only ask that you use the agreed Big Balloon Build event hashtags and those of our sponsors. We will provide more information closer to the event.

The Official Hashtags for this build to be used on every post are:

#BigBalloonBuild #BBBLondon #PeanutBalloons #PremiumConwin  
#GemarBalloons #SurreyCharityNetwork #Charterhouse

Please tag Big Balloon Build in all of your posts, and follow our page... check out the competitions below ... you get a chance to win prizes worth over \$2,000, just from posting and using the hash tags.

**Competition: Most Impactful Builder monthly AWARD**

There are monthly and an overall award. The three monthly awards in September, October and November, will be awarded to the balloon artist who have the most impact in social media or general media such as Newspaper, TV or Radio articles. Using the official Hashtags will ensure your impact is picked up by our software.

The winner each month will receive a UNIQUE personalised PremiumConwin Balloon Apron with your name and the Big Balloon Build Logo

**Most Impactful Builder London Build AWARD**

The overall award presented on the last day of the build, will be to the balloon artist with the most impact across social media and media for the three months prior to the build.

They will be awarded their choice of either a PremiumConwin Dual Air II or Foil Pro.

**Most Impactful Builder 2023 AWARD**

Additionally, all builders will be able to be part of the 2023 Most Impactful Builder award for the year ... which will qualify you to win the machine of your choice thanks to PremiumConwin ... a prize worth over \$1600.

**COVID-19:** By attending the Big Balloon Build, you understand that there is an inherent risk to exposure to COVID-19 simply being in a public space, let alone a convention. As such, you understand and agree that by attending, you are doing so at your own risk.

We will take all reasonable and responsible steps towards hosting this event safely, but we cannot keep you free and clear of all risk. Therefore, you also

acknowledge that by attending the Big Balloon Build, should you become infected with COVID-19, you cannot and shall not hold Big Balloon Build, it's producers, staff or sponsors responsible for such exposure.

**Conduct:** The Big Balloon Build is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion. This also covers balloon related experience as well, everyone there is a business owner, we have different skill levels, and different levels of experience. We are there to support each other and work towards a common goal of making a difference through the joy of balloons, as well as having some fun whilst we do it. Anyone violating these rules may be expelled from the build *without a refund* at the discretion of the Director, and could result in suspension from attending future builds.

### **CANCELLATION POLICY**

#### **PLEASE REVIEW THIS BEFORE COMPLETING YOUR PAYMENT.**

1. Sale or transfer of registration  
Sale or transfer of registration, hotel and food packages are NOT permitted. Delegates cannot sell or transfer their registrations independently to others. If you are unable to attend Big Balloon Build – London 2023, you need to follow the cancellation policy below.

**ALL CANCELLATION REQUESTS MUST BE SUBMITTED BY EMAIL TO**  
[team@bigballoonbuildUSA.com](mailto:team@bigballoonbuildUSA.com)

**THEY WILL BE TREATED AS FOLLOWS BASED ON THE DATE OF RECEIPT OF THAT EMAIL.**

#### **Prior to 31<sup>st</sup> August 2022**

If you are unable to attend for any reason you are entitled to a full refund of any payments you have made excluding the \$150 deposit which is non-refundable.

#### **From 1<sup>st</sup> September 2023**

Due to the unique situation of this build, we will not be able to refund you for any payments made, as we will be contracted on food and lodging payments from this date. While we completely understand that you may have a very valid reason to cancel your registration, the Big Balloon Build is dependent upon the registration to cover the operating costs of the entire event, please understand that any such reasoning for these policies is not personal but rather a professional and business decision that must be made in order to protect the overall operation of the Big Balloon Build event itself.