

**Marketing Sheffield**

# **Discount Rail Travel**

**[welcometosheffield.co.uk/conference](http://welcometosheffield.co.uk/conference)  
[@ConferenceSheff](https://twitter.com/ConferenceSheff)**



# Make Your Booking

With our partner, East Midlands Trains, we are pleased to offer discounted return rail travel on selected routes. Please complete steps 1 to 4 and tick to confirm you have read our terms and conditions. Return your form to [jane.tompkins@sheffield.gov.uk](mailto:jane.tompkins@sheffield.gov.uk)

Origin Station	First Class Return	Standard Class Return
Sheffield to London St. Pancras	£71.00	£49.50
London St. Pancras to Sheffield	£71.00	£49.50
Leicester to Sheffield	£36.00	£22.00
Derby to Sheffield	£31.00	£20.00

## 1. Booking Details

Please choose your origin station and which class you want to travel

Sheffield      London St. Pancras      Leicester      Derby

First Class Return      Standard Class Return

Outward Date      Outward Time

Return Date      Return Time

Name of person travelling

## 2. Delivery Address

Enter your delivery address. Note this must be an address where a signature is obtainable.

Name

Address

Postcode

### **3. Postage**

Please select how you would like your tickets to be posted.

International (£6.00)

(All tickets sent abroad include Royal Mail's  
International Tracked & Signed delivery charge)

Special Delivery (£6.45)

(UK only. If you require guaranteed next day  
delivery choose this option)

Standard Delivery (no charge)

(UK only. This is 2nd Class Recorded Delivery)

### **4. Payment Details**

On receipt of your booking we will forward an online payment link for you to pay for your ticket(s).  
Payment must be made within 48 hours of receiving this link or your booking will be cancelled.

Please provide your email address for this online payment link and for seat reservations.

If you would prefer to pay over the phone please provide the best number for us to call you on to  
obtain payment.

Please note that payments over the phone by credit card incur a 1.5% surcharge. There is no  
charge for debit cards. Your number should be available during the hours of 9 am - 5 pm Monday  
to Friday.

# Important Information - please read

## Restrictions

These tickets are not valid

- Monday to Friday on East Midlands Mainline services scheduled to arrive in London before 11:00
- On all East Midlands Mainline services scheduled to depart London St Pancras between 15:29 and 19:01
- On all East Midlands Connect (Liverpool to Norwich) services departing before 09:00 and between 15:30 and 19:00 Monday to Sunday

If you travel during the invalid periods stated, this ticket will have no value and you will have to purchase an appropriate new ticket for the journey.

## THE FOLLOWING RESTRICTIONS APPLY TO ALL SERVICES

- You must have proof of your conference or event when travelling
- Tickets cannot be transferred or resold under any circumstances
- This ticket must be produced on demand and is not valid if it has been altered in any way
- It is not valid for entry into East Midlands Mainline First Class Lounges
- Travel must be completed on the date shown on the ticket only
- No break of journey is allowed

Please refer to terms & conditions below.

## Terms & Conditions

As these special event tickets cannot be downloaded or collected at a train station, you must place your order by the applicable closing date stated below to ensure your tickets arrive prior to your journey.

Rail tickets will be issued separately from any accommodation reservations you make and will be posted to the delivery address given.

All deliveries to UK addresses will be sent recorded delivery (guaranteed to be delivered within 7 days), and will require a signature. If you have indicated that next day delivery is required, deliveries will be made by Royal Mail Special Delivery.

All deliveries to non UK mainland addresses will automatically incur Royal Mail's International Tracked & Signed delivery costs. No replacement tickets will be issued.

Marketing Sheffield accepts all major credit / debit cards except American Express, Diners Club & JCB.

The delivery of tickets is dependent on a signature being obtainable at the delivery address given. A signature may not be the same person named on the address label. If there is no signature available and the item is not collected (as detailed on the card left at the delivery address) within 7 calendar days, the item will be returned to the sender. Marketing Sheffield will not accept any responsibility for any loss or inconvenience caused by non-signed for or non-collected items.

## **Closing date for orders**

- International - 30 days prior to the day of departure from the origin station.
- UK - 10 working days prior to the day of departure from the origin station.

These special events tickets cannot be downloaded or collected at a train station. To ensure tickets arrive prior to your journey, and with seat reservations, you must adhere to our closing dates for orders.

Marketing Sheffield cannot guarantee fulfilment of orders after these closing dates.

## **Privacy Statement**

Marketing Sheffield's services are part of Sheffield City Council. Sheffield City Council and its services respect your privacy.

The use of information collected through our train ticket booking service shall be limited to the purpose of providing the service for which you have engaged Marketing Sheffield.

As Marketing Sheffield provides this service in partnership with East Midlands Trains we may, in some cases, be required to share your booking information with East Midlands Trains.

Our online payment websites ([e-paycapita.com](http://e-paycapita.com) and [paye.net](http://paye.net)) are part of Sheffield City Council's secure internet payment systems.