



KQ Reward - Terms and Conditions

What is KQ Reward?

KQ Reward is a community referral scheme providing tiered rewards for successful introductions of new customers to KQ Liverpool.

What is a referral?

A referral is a single recommendation of any company who you think would be a great addition to the KQ Liverpool community, through them taking workspace at Liverpool Science Park or Sensor City.

Who is eligible to make a referral?

- Any member of KQ Liverpool community*
- Sciontec Liverpool, Liverpool Science Park or Sensor City suppliers
- Sciontec Liverpool, Liverpool Science Park or Sensor City customers
- Employees of any Sciontec Liverpool, Liverpool Science Park or Sensor City supplier or customer
- Followers/friends of KQ Liverpool, Sciontec Liverpool, Liverpool Science Park or Sensor City (on at least one social media channel)

How do I submit my referral?

Please complete the online form which can be found on the KQ Liverpool website here: <https://www.kqliverpool.co.uk/kq-reward/>

We will then get in touch with your recommended contact and progress discussions about their bespoke requirements and the available workspaces at Liverpool Science Park and Sensor City.

You can make as many legitimate referrals as you like.

Is any organisation able to take space at Liverpool Science Park or Sensor City?

Space is in high demand at Liverpool Science Park and Sensor City and so it is important for us to make sure that every company is the perfect fit from day one. Therefore, organisations being referred to us must meet at least one of the following community criteria:

- The organisation is science, research and development focused
- The organisation is digital, creative and technology focused
- The organisation is looking to develop or continuing to develop a product or innovation
- The organisation is a university department that complements the wider Liverpool Science Park or Sensor City community
- The organisation provides professional services that aid or support the operations of other customers within the Liverpool Science Park or Sensor City communities

When will I get my reward?

If your referral meets the above criteria and subsequently a lease/licence agreement is successfully signed, we will then issue you with your reward.

What rewards are available?

Successful referrals made by individuals will receive a voucher or gift card, in line with the below breakdown:

- *£50 Land Coffee voucher* - for licenses for a co-working desk, virtual office or mail handing services, with a minimum term of one year
- *£250 Liverpool ONE gift card* - for leases/licenses between 50-500 sq ft, with a minimum term of one year
- *£500 Liverpool ONE gift card* - for leases/licenses of 500 sq ft or more, with a minimum term of two years

Successful referrals made by companies (i.e. a networking organisation or existing customer) will receive the equivalent value of reward as a referral fee. The company should invoice KQ Liverpool for the confirmed amount which will be paid (& VAT). No vouchers or gift cards will be given in this instance.

*** What will stop me from getting my reward?**

- For your referral to be eligible for this reward scheme, you cannot work as part of any company or organisation that already has a prior agreement to let space for Sciontec Liverpool, Liverpool Science Park, Sensor City, Bruntwood SciTech or Liverpool City Council, or otherwise generally act as commercial property brokers in any capacity in relation to customer leases/licences.
- No direct employees of KQ Liverpool, Sciontec Liverpool, Liverpool Science Park, Sensor City, Bruntwood SciTech or Liverpool City Council are eligible to take part in KQ Reward.
- If a referral is made by an existing customer, their rent payments must be up to date before the referral fee is paid out.
- You must be the first person to make the referral.
- The referral must lead to a signed lease or licence which meets the eligibility criteria above.
- You must be a follower of KQ Liverpool, Sciontec Liverpool, Liverpool Science Park or Sensor City, on at least one of our social media channels (Twitter, LinkedIn, Facebook, Instagram)
- Rewards from KQ Reward cannot be issued in conjunction with any other offer or programme (e.g., KQ Base).
- In the event of any ambiguity, the decision of the Head of Commercial at Liverpool Science Park will be final.
- We retain the right to withdraw the scheme at any time or refuse to pay out for any referrals that are not deemed as eligible or legitimate.