

## Terms and Conditions

Agreement between User and <https://ITWGroup.com/>

Welcome to <https://ITWGroup.com/>. The <https://ITWGroup.com/> website (the “Site”) is comprised of various web pages operated by ITW Group Inc. <https://inside-theatre.com/> is offered to you conditioned on your acceptance without modification of the terms, conditions, and notices contained herein (the “Terms”). Your use of <https://ITWGroup.com/> constitutes your agreement to all such Terms. Please read these terms carefully, and keep a copy of them for your reference.

<https://ITWGroup.com/> is an E-Commerce and Information/Education Site.

<https://ITWGroup.com/> is an eCommerce and education website for ITW Group Inc. ITW Group Inc provides publishing services, publishing books and magazines, and publishing courses for sale including

1. PDF Downloads that contain instructions for various aspects of self-publishing and traditional publishing
2. Online and in-person small group classes and workshops on self-publishing, along with classes and workshops in development
3. Books authored by ITW Group Inc CEO Margaret Jean Campbell
4. Products related to self-publishing
5. Consulting services
6. Memberships to Clubs and Groups offered by ITW Group Inc

## Privacy

Your use of <https://ITWGroup.com/> is subject to ITW Group Inc’s Privacy Policy. Please review our Privacy Policy, which also governs the Site and informs users of our data collection practices.

## Electronic Communications

Visiting <https://ITWGroup.com/> or sending emails to ITW Group Inc or Margaret Jean Campbell constitutes electronic communications. You consent to receive electronic communications and you agree that all agreements, notices, disclosures, and other communications that we provide to you electronically, via email, and on the Site, satisfy any legal requirement that such communications be in writing.

## Children Under Sixteen

ITW Group Inc does not knowingly collect, either online or offline, personal information from persons under the age of sixteen. If you are under 18, you may use <https://ITWGroup.com/> only with the permission of a parent or guardian.

## Cancellation/Refund Policy

You may cancel your Membership subscriptions at any time. Your access to Membership benefits will continue until your cancellation date. There are no refunds for subscription Memberships. For refunds for training, classes, and workshops, we work with our Students individually. We try to work out the best solution for each Student and full and partial refunds are given on a case by case basis. Please contact ITW Group Inc at [margaret@itwgroup.com](mailto:margaret@itwgroup.com) with any questions.

## Links to Third Party Sites/Third Party Services

<https://ITWGroup.com/> may contain links to other websites (“Linked Sites”). The Linked Sites are not under the control of ITW Group Inc and ITW Group Inc is not responsible for the contents of any Linked Site, including without limitation any link contained in a Linked Site, or any changes or updates to a Linked Site. ITW Group Inc is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by ITW Group Inc of the site or any association with its operators.

Certain services made available via <https://ITWGroup.com/> are delivered by third-party sites and organizations. By using any product, service or functionality originating from the <https://ITWGroup.com/> domain, you hereby acknowledge and consent that ITW Group Inc may share such information and data with any third party with whom ITW Group Inc has a contractual relationship to provide the requested product, service or functionality on behalf of <https://ITWGroup.com/> users and customers.

### **No Unlawful or Prohibited Use/Intellectual Property**

You are granted a non-exclusive, non-transferable, revocable license to access and use <https://ITWGroup.com/> strictly in accordance with these terms of use. As a condition of your use of the Site, you warrant to ITW Group Inc that you will not use the Site for any purpose that is unlawful or prohibited by these Terms. You may not use the Site in any manner which could damage, disable, overburden, or impair the Site or interfere with any other party's use and enjoyment of the Site. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the Site.

All content included as part of the Service, such as text, graphics, logos, images, as well as the compilation thereof, and any software used on the Site, is the property of ITW Group Inc or Margaret Jean Campbell or its suppliers and protected by copyright and other laws that protect intellectual property and proprietary rights. You agree to observe and abide by all copyright and other proprietary notices, legends, or other restrictions contained in any such content and will not make any changes thereto.

You will not modify, publish, transmit, reverse engineer, participate in the transfer or sale, create derivative works, or in any way exploit any of the content, in whole or in part, found on the Site. ITW Group Inc or Margaret Jean Campbell content is not for resale. Your use of the Site does not entitle you to make any unauthorized use of any protected content, and in particular, you will not delete or alter any proprietary rights or attribution notices in any content. You will use protected content solely for your personal use and will make no other use of the content without the express written permission of ITW Group Inc or Margaret Jean Campbell and the copyright owner. You agree that you do not acquire any ownership rights in any protected content. We do not grant you any licenses, express or implied, to the intellectual property of ITW Group Inc or Margaret Jean Campbell or our licensors except as expressly authorized by these Terms.

### **International Users**

The Service is controlled, operated, and administered by ITW Group Inc from our offices within the USA. If you access the Service from a location outside the USA, you are responsible for compliance with all local laws. You agree that you will not use the ITW Group Inc Content accessed through <https://ITWGroup.com/> in any country or in any manner prohibited by any applicable laws, restrictions, or regulations.

### **Indemnification**

You agree to indemnify, defend and hold harmless ITW Group Inc, its officers, directors, employees, agents, and third parties, for any losses, costs, liabilities, and expenses (including reasonable attorney's fees) relating to or arising out of your use of or inability to use the Site or services, any user postings made by you, your violation of any terms of this Agreement or your violation of any rights of a third party, or your violation of any applicable laws, rules or regulations. ITW Group Inc reserves the right, at its own cost, to assume the exclusive defense and control of any matter otherwise subject to indemnification by you, in which event you will fully cooperate with ITW Group Inc in asserting any available defenses.

### **Arbitration**

In the event, the parties are not able to resolve any dispute between them arising out of or concerning these Terms and Conditions, or any provisions hereof, whether in contract, tort, or otherwise at law or in equity for damages or any other relief, then such dispute shall be resolved only by final and binding arbitration pursuant to the Federal Arbitration Act, conducted by a single neutral arbitrator and administered by the American Arbitration Association, or a similar arbitration service selected by the parties, in a location mutually agreed

upon by the parties. The arbitrator's award shall be final, and judgment may be entered upon it in any court having jurisdiction. In the event that any legal or equitable action, proceeding, or arbitration arises out of or concerns these Terms and Conditions, the prevailing party shall be entitled to recover its costs and reasonable attorney's fees. The parties agree to arbitrate all disputes and claims in regards to these Terms and Conditions or any disputes arising as a result of these Terms and Conditions, whether directly or indirectly, including Tort claims that are a result of these Terms and Conditions. The parties agree that the Federal Arbitration Act governs the interpretation and enforcement of this provision. The entire dispute, including the scope and enforceability of this arbitration provision, shall be determined by the Arbitrator. This arbitration provision shall survive the termination of these Terms and Conditions.

#### **Class Action Waiver**

Any arbitration under these Terms and Conditions will take place on an individual basis; class arbitrations and class/representative/collective actions are not permitted. THE PARTIES AGREE THAT A PARTY MAY BRING CLAIMS AGAINST THE OTHER ONLY IN EACH'S INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PUTATIVE CLASS, COLLECTIVE, AND/ OR REPRESENTATIVE PROCEEDING, SUCH AS IN THE FORM OF A PRIVATE ATTORNEY GENERAL ACTION AGAINST THE OTHER. Further, unless both you and ITW Group Inc agree otherwise, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding.

#### **Liability Disclaimer**

THE INFORMATION, SOFTWARE, PRODUCTS, AND SERVICES INCLUDED IN OR AVAILABLE THROUGH THE SITE MAY INCLUDE INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY ADDED TO THE INFORMATION HEREIN. ITW GROUP INC AND/OR ITS SUPPLIERS MAY MAKE IMPROVEMENTS AND/OR CHANGES IN THE SITE AT ANY TIME.

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TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL ITW GROUP INC AND/OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL, CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF USE, DATA OR PROFITS, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE USE OR PERFORMANCE OF THE SITE, WITH THE DELAY OR INABILITY TO USE THE SITE OR RELATED SERVICES, THE PROVISION OF OR FAILURE TO PROVIDE SERVICES, OR FOR ANY INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS OBTAINED THROUGH THE SITE, OR OTHERWISE ARISING OUT OF THE USE OF THE SITE, WHETHER BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, EVEN IF ITW GROUP INC OR ANY OF ITS SUPPLIERS HAS BEEN ADVISED OF THE POSSIBILITY OF DAMAGES. BECAUSE SOME STATES/JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO YOU. IF YOU ARE DISSATISFIED WITH ANY PORTION OF THE SITE, OR WITH ANY OF THESE TERMS OF USE, YOUR SOLE AND EXCLUSIVE REMEDY IS TO DISCONTINUE USING THE SITE.

**Termination/Access Restriction**

ITW Group Inc reserves the right, in its sole discretion, to terminate your access to the Site and the related services or any portion thereof at any time, without notice. To the maximum extent permitted by law, this agreement is governed by the laws of the State of California and you hereby consent to the exclusive jurisdiction and venue of courts in California in all disputes arising out of or relating to the use of the Site. Use of the Site is unauthorized in any jurisdiction that does not give effect to all provisions of these Terms, including, without limitation, this section.

You agree that no joint venture, partnership, employment, or agency relationship exists between you and ITW Group Inc as a result of this agreement or use of the Site. ITW Group Inc's performance of this agreement is subject to existing laws and legal processes, and nothing contained in this agreement is in derogation of ITW Group Inc's right to comply with governmental, court, and law enforcement requests or requirements relating to your use of the Site or information provided to or gathered by ITW Group Inc with respect to such use. If any part of this agreement is determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and liability limitations set forth above, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of the agreement shall continue in effect.

Unless otherwise specified herein, this agreement constitutes the entire agreement between the user and ITW Group Inc with respect to the Site and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written, between the user and ITW Group Inc and Margaret Jean Campbell with respect to the Site. A printed version of this agreement and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to this agreement to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. It is the express wish of the parties that this agreement and all related documents be written in English.

**Changes to Terms**

ITW Group Inc reserves the right, in sole discretion, to change the Terms under which <https://ITWGroup.com/> is offered. The most current version of the Terms will supersede all previous versions. ITW Group Inc encourages you to periodically review the Terms to stay informed of our updates.

**Contact Us**

ITW Group Inc and Margaret Jean Campbell CEO, welcome your questions or comments regarding the Terms:

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Effective as of January 25, 2022