

# Payments, Cancellation Terms & Conditions

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Applications for Sponsor and/or Exhibition must be made in writing with the booking form.

## CONTRACTS & CONFIRMATION

### SPONSORS

Once a Booking Form is received, a contract will be sent to you for signature with an accompanying invoice. This contract should be signed and returned with a 60% deposit payment. Upon receipt of the Booking Form the organiser will reserve the items listed in it. Completion of the Booking Form by the Sponsor shall be considered as a commitment to purchase the items.

### EXHIBITORS

Once a signed Booking Form is received, a confirmation of exhibition will be e-mailed to you with an accompanying invoice.

## SUPPORT TERMS & CONDITIONS

Terms and Conditions ([TERMS AND CONDITIONS.pdf](#)) of Sponsor will be included in the contract as well.

## **INSERT AND DISPLAY MATERIALS**

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts and display.

□ In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions when you receive either the Exhibition or Symposia Technical Manuals.

## **PAYMENT TERMS & METHODS**

60% upon receipt of the Sponsorship agreement and first invoice

40% by 6 months prior to the Conference.

All payments must be received before the start date of the Conference. Should the Exhibitor fail to complete payments prior to the commencement of the Conference, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below. □

All bank charges are the responsibility of the payer.

## **□ CANCELLATION / MODIFICATION POLICY**

Cancellation or modification of support items must be made in writing to the Industry Liaison and Sales Department:

Theresa Casillas Seoane – [tseoane@kenes.com](mailto:tseoane@kenes.com)

The organizers shall retain: □

- 10% of the agreed package amount if the cancellation/ modification is made on or before February 16, 2023.
- 50% of the agreed package amount if the cancellation/ modification is made between February 17, 2023 – June 17, 2023.
- 100% of the agreed package amount if the cancellation/ modification is made from June 17, 2023.

## **VAT INFORMATION**

All prices are exclusive of VAT and are subject to VAT, which will be added to the invoice.