

# Payments, Cancellation Terms & Conditions

## CONTRACTS & CONFIRMATION

APPLICATIONS FOR SUPPORT AND/OR EXHIBITION MUST BE MADE IN WRITING WITH THE BOOKING FORM.

### SUPPORTERS

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 Supporter 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.

### [DOWNLOAD TERMS AND CONDITIONS](#)

Terms and Conditions of Supporter will be included in the Supporter agreement 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 March 20, 2022

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.

Please note that a surcharge of 400 EUR will apply for last-minute changes or for submitting your congress materials after the deadline (*deadlines to be confirmed*).

## **CANCELLATION / MODIFICATION POLICY**

Cancellation or modification of support items must be made in writing to the Support & Exhibition Sales Department: Judit Gondor – [jgondor@kenes.com](mailto:jgondor@kenes.com)

The organizers shall retain:

- 50% of the agreed package amount if the cancellation/modification is made between January 2, 2022 – March 20, 2022 inclusive
- 100% of the agreed package amount if the cancellation/modification is made after March 21, 2022 onwards and inclusive

## **VAT INFORMATION**

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