

# Payments Cancellation Terms & Conditions

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 (Insert date – 6 months prior to the Congress)

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

**Option 1:** Payment by check (\$/ EUR).

Please make checks payable to:

**Kenes International Organizers of Conferences Ltd – CONGRESS + YEAR**

**Option 2:** Payment by Bank Transfer (\$/ EUR).

Please make drafts payable to:

**Kenes International Organizers of Conferences Ltd – CONGRESS + YEAR**

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:

XX – xx@kenes.com

The organizers shall retain:□

- 10% of the agreed package amount if the cancellation/modification is made before (Insert date – 8 months prior to the Congress), inclusive.
- 50% of the agreed package amount if the cancellation/modification is made between (Insert date – 8 months prior to the Congress) – (Insert date – 4 months prior to the Congress) inclusive.
- 100% of the agreed package amount if the cancellation/modification is made from (Insert date – 4 months prior to the Congress) onwards.

## **VAT INFORMATION**

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