

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□□

The [Terms and Conditions](#) of the Sponsor will be included in the contract as well.

PAYMENT TERMS & METHODS

- 60% upon receipt of the Sponsorship agreement and first invoice.

- 40% by May 14th, 2023.

All payments must be received before the start date of the Conference. Should Sponsor fail to complete payments prior to the commencement of the Conference, Organizer will be entitled to cancel the reservation contemplated by this Agreement, and Sponsor will be subject to cancellation fees 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.

Option 1: Payment by check (EUR).

Please make checks payable to:

Kenes International Organizers of Conferences Ltd – ICLE 2023

Option 2: Payment by Bank Transfer (EUR).

Please make drafts payable to:

Kenes International Organizers of Conferences Ltd – ICLE 2023

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:

Nikol Karabelova – nkarabelova@kenes.com

In case of cancellation or reduction of the Sponsorship Amount by Sponsor, the Organizer shall have the right to retain, and if not already paid, Sponsor must pay to Organizer, as agreed liquidated damages, the following amounts in according to the following time schedule, and Sponsor forfeits and waives any right or claim for a refund, in connection therewith:

- 10% of the agreed package amount if the cancellation/modification is made before January 14th, 2023, inclusive.

- 50% of the agreed package amount if the cancellation/modification is made between January 15th, 2023 – May 14th, 2023 inclusive.
- 100% of the agreed package amount if the cancellation/modification is made from May 14th, 2023 onwards.

VAT INFORMATION

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