

# Payments Cancellation Terms & Conditions Virtual

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 (6 months prior).

All payments must be received before the start date of the Congress. Should Sponsor fail to complete payments prior to the commencement of the Congress, Organizer will be entitled to cancel the reservation contemplated by this Agreement, and Sponsor 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 (include here the deadline date(s) – XX/XX).

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

Please make checks payable to:

**Kenes International Organizers of Conferences Ltd – xx Congress**

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

Please make drafts payable to:

**Kenes International Organizers of Conferences Ltd – xx Congress**

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](mailto:xx@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 Sponsorship Amount if the cancellation/reduction is made before (8 months prior), 2020, inclusive.
- 50% of the Sponsorship Amount if the cancellation/reduction is made between (8 months), 2020 – (4 months), 2020 inclusive.
- 100% of the Sponsorship Amount if the cancellation/reduction is made on or after (4 months), 2020

## **VAT INFORMATION**

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