

# Payments Cancellation Terms & Conditions

Applications for Sponsorship 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 Organizer 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 emailed to you with an accompanying invoice.

### SUPPORT TERMS & CONDITIONS

Terms and Conditions (  [TERMS AND CONDITIONS.pdf](#) ) of the 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-advice” 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 June 5th, 2023

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

Payment by Bank Transfer (\$).

Please make drafts payable to:

**Kenes International Organizers of Conferences Ltd – IGCS 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:

Lisa Sant – [lsant@kenes.com](mailto:lsant@kenes.com)

The organizers shall retain:□

- 10% of the agreed package amount if the cancellation/modification is made before April 5th, 2023, inclusive.
- 50% of the agreed package amount if the cancellation/modification is made between April 6th – July 5th, 2023, inclusive.

- 100% of the agreed package amount if the cancellation/ modification is made from July 6th, 2023, onwards.

## **VAT INFORMATION**

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