

# 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/contract is signed a confirmation Email will be sent followed by the invoice for the first 60% of the total 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.

### 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% before the conference, all payments must be made before August 26th.

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. □

**Option 1:** Payment by Bank Transfer (\$).

Please make drafts payable to:

**Kenes International Organizers of Conferences Ltd – AABIP 2024**

All bank charges are the responsibility of the payer.

**Option 2:** Payment by credit card (\$).

A surcharge will be applied when paying by credit card.

## □ CANCELLATION / MODIFICATION POLICY

Cancellation or modification of support items must be made in writing to the Industry Liaison and Sales Department:

Paula Suarez – [psuarez@kenes.com](mailto:psuarez@kenes.com)

The organizers shall retain:□

- 10% of the agreed package amount if the cancellation/modification is made before December 5th 2023, inclusive.
- 50% of the agreed package amount if the cancellation/modification is made between December 6th 2023 – April 3rd 2024 inclusive.
- 100% of the agreed package amount if the cancellation/modification is made from April 3rd 2024 onwards.

## **VAT INFORMATION**

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