



# Terms and Conditions

## **Supplier Name**

WRG Creative Communication Ltd

## **Terms and Conditions for Others**

Employees who are NOT part of any of the other categories

### **Three registration options are offered**

#### **1. Register for Other Full Package**

The registration fee for this package is 1.850 € (excl. VAT) per delegate

#### **Event registration for “Other Full Package” includes**

- Accommodation (4 nights: Check-in Monday, Check-out Friday) – extras to be settled individually
- Attendance at main conference sessions and public areas including Exhibition Area, New Technology Room and Presales Suite
- Receptions on Tuesday and Thursday
- Lunch and breaks during conference days
- Conference and course material

#### **Payment options**

During the registration process your credit card details need to be submitted to finalize your registration. You will receive a registration confirmation by e-mail confirming your registration.

#### **Invoices**

You will receive your invoice from WRG Creative Communication Ltd stating all registration details and the amount which will be charged on your credit card.

#### **Additional hotel nights**

In the event that you need to book additional nights (4 are included in the package: Monday- Friday), You will be asked to provide a credit card number as guarantee.

These additional nights and extra services (phone calls, minibar and other services) must be paid directly to the hotel when checking out.



## **Cancellations – Individual Registrations**

### **Event Cancellation Policy**

In the event you need to cancel your attendance, the following cancellation terms apply.

- Prior to 21 January 2018 – No cancellation fee payable
- Between 22 January 2018 and 1<sup>st</sup> March 2018– 50% cancellation fee payable
- Between 2 March 2018 and the start of the event 19<sup>th</sup> March 2018 – 100% cancellation fee payable

All cancellations should be submitted in writing to [HPETSS2018@wrglive.com](mailto:HPETSS2018@wrglive.com)

### **Hotel Extra-Nights Cancellation Policy**

In the event you need to make any changes to the extra-nights you have booked, WRG Creative Communication Ltd will endeavor to resell the room nights you might need to hand back. However, this cannot be guaranteed and the cancellation policy will apply.

- Prior to 20 December 2017 – No hotel cancellation fee payable
- Between 21 December 2017 and 22 January 2018 – 50% hotel cancellation fee payable
- Between 23 January and the start of the event 19<sup>th</sup> March 2018 – 100% hotel cancellation fee payable

Any extra-night hotel cancellation should be submitted in writing to [HPETSS2018@wrglive.com](mailto:HPETSS2018@wrglive.com)

## **Force Majeure**

The parties' performance under this agreement is subject to act of god, war, government regulation, homeland security red alert issued 45 days or less from start of program, infectious disease, epidemic or other serious public health issue that results in a travel advisory or warning 45 days or less from the accommodation start date, terrorism, disaster, strikes, civil disorder, curtailment or significant interruption of transportation facilities that affects 20% or more of the event's attendance, or any other emergency of a comparable nature beyond the parties' control, making it inadvisable, impossible, illegal or which materially affects a party's ability to perform its obligations under this Agreement. Neither party will be deemed in default of this Agreement to the extent that performance of the subject party's obligations is delayed or prevent by reason of a Force Majeure event, provided that the affected party shall give the other party written notice of the Force Majeure event promptly and, in any event, within fifteen (15) days of discovery of such Force Majeure event.

### **2. Register for Other Day Pass**

The registration fee for this Day Pass is **450 €** (excl. VAT) per delegate and per day of attendance

It includes the attendance at the main conference during the day of the pass validity. It does not include accommodation. You can book more than one day, price is based on the Day Pass fee.

### **Event registration for "Other Day Pass" includes**

- Attendance at main conference sessions and public areas including Exhibition Area, New Technology Room and Presales Suite depending on chosen day of attendance
- Receptions on Tuesday and Thursday depending on chosen day of attendance
- Lunch and breaks during chosen day of attendance
- Conference and course material



**Payment options**

During the registration process your credit card details need to be submitted to finalize your registration. You will receive a registration confirmation by e-mail confirming your registration.

**Invoices**

You will receive your invoice from WRG Creative Communication Ltd stating all registration details and the amount which will be charged on your credit card provided upon registration.

**Hotel nights**

In the event registration tool you will have the ability to book hotel nights (not included in the package). You will be asked to provide a credit card number as guarantee. These nights and extra services (phone calls, minibar and other services) must be paid directly to the hotel when checking out.

**Day pass cancellation policy**

In the event you need to cancel your attendance to the event, the following cancellation terms apply.

- Before the start of the event 19 March 2018 – no cancellation fees payable
- No show at the event - 100% event package cancellation fee payable

All cancellations must be submitted in writing to [HPETSS2018@wrglive.com](mailto:HPETSS2018@wrglive.com)

**Hotel cancellation policy**

In the event you need to make any changes to your hotel nights the following policies apply: WRG Creative Communication Ltd will endeavor to resell the room nights you might need to hand back. However, this cannot be guaranteed and the hotels cancellation policy will apply.

- Prior to 20 December 2017 – No hotel cancellation fee payable
- Between 21 December 2017 and 22 January 2018 – 50% hotel cancellation fee payable
- Between 23 January and the start of the event 19<sup>th</sup> March 2018 – 100% hotel cancellation fee payable

Any hotel night cancellation must be submitted in writing to [HPETSS2018@wrglive.com](mailto:HPETSS2018@wrglive.com)

**Force Majeure**

The parties' performance under this agreement is subject to act of god, war, government regulation, homeland security red alert issued 45 days or less from start of program, infectious disease, epidemic or other serious public health issue that results in a travel advisory or warning 45 days or less from the accommodation start date, terrorism, disaster, strikes, civil disorder, curtailment or significant interruption of transportation facilities that affects 20% or more of the event's attendance, or any other emergency of a comparable nature beyond the parties' control, making it inadvisable, impossible, illegal or which materially affects a party's ability to perform its obligations under this Agreement. Neither party will be deemed in default of this Agreement to the extent that performance of the subject party's obligations is delayed or prevent by reason of a Force Majeure event, provided that the affected party shall give the other party written notice of the Force Majeure event promptly and, in any event, within fifteen (15) days of discovery of such Force Majeure event.