

# Sponsoring Terms & Conditions

**Registration deadline:** Registration deadline for sponsoring packages eight weeks prior to the event: payment by credit card only.

**Payment:** Full payment must be received 6 weeks from date of invoice. PDA is not responsible for all incurring fees in addition to wire transfer payment (bank charges). Our invoice number MUST BE given as a reference. Never send money before PDA Europe's invoicing.

**Refunds:** Refund requests must be made in writing. If received 12 weeks prior to the start of the event, a refund of 50%, minus a handling fee of 200 €, will be made. After this period until 8 weeks prior to the event, 25% refund will be made, with a handling fee of 200 €. Less than 8 weeks prior to the start of the event NO REFUND will be made.

**Confirmations:** Transmitting your filled-in sponsor order form constitutes a binding application for the specific event. A written confirmation will be sent to you upon reception of the form. Please allow 1 week for receipt of confirmation.

**Data:** The following information about you will be published in the event attendee list, which will be available for all event participants: name, surname, company, job title, country, email address. Should you not wish us to publish these details, please contact us.

**Allocation of exhibition space:** Upon reception of registration form PDA will provide you with the floor plan to select your allocation of space. This will be made on a first-come-first-serve basis. PDA reserves the right to change the layout of the floor plan without previous notice. Please be advised that your request will not be guaranteed unless PDA Europe has received full payment.

**Event modification/ cancellation via PDA Europe:** PDA reserves the right to modify the material or instructors without notice or to cancel an event. If an event must be cancelled, registrants and exhibitors will be notified as soon as possible and will receive a full refund of fees paid. PDA Europe will not be responsible for discount airfare penalties or other costs incurring due to a cancellation.

