

## Registration

Those who wish to attend the VINIP Meeting must complete the registration form. Please note that all persons intending to attend the Meeting must register. **Places are strictly limited and Registrations will be processed in order of receipt.**

### Registration Fee

To view the current foreign exchange rates, please visit [www.x-rates.com](http://www.x-rates.com).

Category	
Delegate	2490 €
Accompanying Person (For children, please enquire)	1600 €

Registration includes the conference registration as well as hotel, most meals, and all activities.

### Payment of Fees

NOTE: *Registrations will not be processed or confirmed until payment in full is received.*

Payment must be made by cheque or by credit card.

For payment by credit card, please use the attached Credit Card Authorization Form. Only VISA and MASTERCARD can be accepted. Please note all transactions by credit card will appear on your statement as a payment to Ridout & Maybee LLP.

Cheques should be made payable in Euro to **Ridout & Maybee LLP**. Your name and full address should be typed or printed clearly on the back of the cheque.

### Acknowledgements

Your registration and payment will be acknowledged in writing with confirmation of your requirements according to your registration form.

Your letter of acknowledgement will include any further advice necessary prior to your arrival at the meeting.

## **Cancellations and Refunds**

Cancellations must be provided in writing to Amanda Natividad of Ridout & Maybee LLP. Cancellations received:

- Before **August 1, 2010** will incur a €100.00 cancellation fee.
- Before **September 1, 2010** will receive a 50% refund of fees paid.
- After **September 1, 2010** there will be no refund.

## **Accommodation**

To confirm your room type, please complete the attached registration form.

## **Change of Booking**

Any change to a reservation must be provided to Amanda Natividad of Ridout & Maybee LLP and not directly to the hotel. Please note any changes should be made by **September 1, 2010**.

## **Insurance**

Registration fees do not include insurance of any kind. It is strongly recommended that at the time you register for the conference and book your travel you take out an insurance policy of your choice. The policy should include loss of fees/deposit through cancellation of your participation in the conference, or through cancellation of the conference, loss of international/domestic air fares through cancellation for any reason, loss of tour monies through cancellation for any reason including airline or related services strikes, failure to utilize tours or pre-booked arrangements due to airline delay, Force Majeure or any other reason, medical expenses (including sickness and accidental cover), loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered. The conference organizers, Ridout & Maybee LLP and Schwarz & Partners, cannot take any responsibility for any participant failing to arrange their own insurance. This insurance is to be purchased in your country of origin.

## **Privacy**

Personal information we collect in respect of proposed participation in any aspect of the conference will be used for the purposes of planning and conducting the conference. The business contact information you provide may be used by the conference organizers to inform you of future events and of news items that we feel may be of interest to you. It is also usual to produce a 'Delegate List' of attendees at the conference and to include the individual's business information in such a list. Please contact us if you have any concerns regarding the use of your information or if you do not wish your contact information to be provided in the list of attendees.