



UITP International Bus Conference 2019, Brussels - Belgium

Terms and Conditions

1. AGREEMENT & REGISTRATION PROCEDURE

This agreement is between International Association of Public Transport ("UITP"), a Belgian incorporated company under the number 0544.198.506, with registered seat at rue Sainte Marie 6, 1080 Brussels, and you, ("Event Participant") regarding the participation in an event organized by the UITP ("Event").

By "you" or "your" we mean the Event Participant.

By completing and submitting the registration form, the Event Participant expressly and unconditionally agrees to be bound by the present terms and conditions ("Terms and Conditions").

More information about the Event can be found on the following page:
www.uitpsummit.org

2. PRICE & PAYMENT

Payment of your registration fee is due on completion of your registration. As soon as your registration form is recorded, you will receive a confirmation email and an invitation to pay/ an invoice will be issued on your behalf after reception of the payment. The Event Participant is required to check carefully the content of the confirmation email and invoice. Any errors must be reported to UITP within 24 hours via email to audrey.dewael@uitp.org

Registration fees may vary according to the time at which UITP receives the payment of the Event Participant. The event page on the UITP website contains information on the applicable price for registrations in each period. If the payment is received after the deadline for the selected period, the registration fee for the following period will be applicable and the difference will be invoiced to the Event Participant.

Only members of the UITP are entitled to member pricing for the participation to the Event. UITP will in any case verify your membership status to ensure the correct registration fee is charged. To retain member pricing, membership fees must be paid in full at the time of registration. In absence thereof, you will be required to pay a balance prior to obtaining your badge for entering the Event.

Note that entrance to the event is assured only upon receipt of registration fees. The organizer reserves the right to refuse admission to registered participants whose payment is not settled.

Payment will only be processed online by credit card (MasterCard, Visa or American Express) during the online registration procedure. Credit card charges are supported by the Event Participant.

If you are not able to pay by credit card, bank transfer payment may be permitted – contact audrey.dewael@uitp.org for more information. Bank charges are supported by the Event Participant.

For payments on UITP regional offices bank accounts, an additional fee will apply to cover any bank charges and/or any local or national taxes. For more information, please contact audrey.dewael@uitp.org

3. VAT

The applicable VAT system of the event will depend on its location. Please consult the following page for more information <https://www.busconference.com/>. If you would still require further information, please contact the UITP by sending an email to the following address: audrey.dewael@uitp.org.

4. SUBSTITUTION OF PARTICIPANT

If the Event Participant cannot attend the Event, we are happy to accept a substitute colleague at any time. Requests for substitutions can only be made by e-mail to audrey.dewael@uitp.org. The communication must indicate the name and contact details of the cancelled participant and the substitute. The substitute must be from the same organization or enterprise. The first substitution is free of charge.

By requesting the substitution, the new Event Participant accepts to be bound by the Terms and Conditions, including the payment of the registration fee and any additional costs.

In the case that an Event Participant is substituted more than once, an administrative charge of € 150 will be applied.

5. CANCELLATION POLICY

Notification of cancellation must be made in writing and sent by email to audrey.dewael@uitp.org. The communication must indicate the cancelled participant. Full or partial refunding of the registration fee will be granted if the notification of cancellation reaches UITP Events Department by the respective deadline as outlined below:

Cancellations notified until 4 weeks prior to the event (23 rd September 2019)	100% refund minus an administrative fee of 150€. If the invoice has not yet been paid, the amount for the administrative fee remains due.
Cancellations made after the above mentioned deadline	No refund. If the invoice has not yet been paid, the total invoiced amount remains due.
No shows	No refund. If the invoice has not yet been paid, the total invoiced amount remains due.
Early termination of attendance or unattended events	No refund.
Visa rejection	Should you not be granted entry to Belgium, the registration fee will be reimbursed (minus a € 150 handling fee) if and only if you provide the Registration Team with an official document proving that the application was made at least four weeks before the event.

Any bank charges or costs applied to a refund will be borne by the Event Participant.

6. TRAVEL ARRANGEMENTS & RELATED COSTS

It is the sole responsibility of the Event Participant to fulfill all the necessary administrative requirements and formalities in order to be able to attend the Event, including any visa requirements. All costs incurred as part of these requirements and formalities, are the sole responsibility of the Event Participant.

Application for a visa must be made at least four (4) weeks prior to the Event. The Event Participant is permitted to share the registration details with the competent authorities upon request of these authorities. However, UITP will not directly contact the competent authorities on behalf of or upon request of the Event Participant.

Upon request, UITP is able to send an invitation letter to the Event Participant. To receive such an invitation letter, the Event Participant must first register and pay the registration fee in full. Upon receipt of the payment, the Event Participant can contact the UITP Team to ask for the invitation letter via email to the following address: audrey.dewael@uitp.org. Any costs incurred by the UITP to send the Invitation letter must be compensated by the Event Participant.

Should the participant not be granted their visa, the registration fee will be reimbursed (minus an administrative fee of 150€) if and only if they provide UITP Team (to audrey.dewael@uitp.org) with a copy of the official document from the competent authority rejecting the visa and proof that the application was made at least four (4) weeks prior to the event.

Registration fees do not include any flights or accommodation.

The registration fees also do not include any insurance of the Event Participant against accidents, sickness, cancellation, theft, property damage or loss occurred while travelling to the event, during the event or as a result of it. The Event Participant is advised to arrange adequate personal insurance since the UITP cannot be held responsible.

7. LIABILITY

To the extent permitted by applicable law, the UITP shall not be liable for any direct or indirect damages resulting from involuntary fault or minor errors in connection to the Event. This includes any damages caused by third parties, whether or not they have any direct link with the UITP. The UITP will however be liable in case of grave error or willful misconduct committed by itself or any of its employees.

Without prejudice to the previous clause, any liability of the UITP shall in any case be limited to an amount equal to the registration fees paid by the Event Participant.

The Event Participant shall indemnify and hold the UITP harmless for any claims, actions, damages, liabilities and/or costs brought against the UITP, its employees or

agents in connection with the Event which arise as a direct or indirect result of actions, omissions or negligence of the Event Participant.

8. FORCE MAJEURE

The Event Participant shall not be entitled to any compensation should political or economic circumstances or a case of force majeure prevent the Event from being held, or limit its size or modify its nature. Neither shall the Event Participant be entitled to a restitution of any registration fee nor other sum paid to the UITP in such circumstances

9. AMENDMENTS

UITP reserves the right to make amendments to the programme or any related activities to the Event at its discretion. UITP reserves the right to modify or complete at any time the provisions of the present Terms & Conditions and will inform the Event Participant about such modifications.

10. PERSONAL DATA

Please consult our Privacy Policy here to be informed on the way we handle personal data: <http://www.uitp.org/privacy-policy>.

11. JURISDICTION & APPLICABLE LAW

The Event and the Terms and Conditions are governed by and construed under Belgian law. Any dispute arising out of or in connection with the Event or the Terms and Conditions, including any question regarding its existence, validity, interpretation or termination, shall be exclusively referred to the Courts and Tribunals of the Brussels' district.

The Event Participant shall, in case of discussion about the application or interpretation of the Terms and Conditions, first seek an amicable solution with the UITP before starting legal proceedings.

If any of the provisions of the Terms and Conditions must be regarded as void or invalid, the remaining provisions of the Terms and Conditions retain their full legal force.