

BOOKING FORM

WCO AEO 2020 | DUBAI

10 -12 March 2020

Please complete in **BLOCK LETTERS** and return this form to:

WCO Event Services Team
World Customs Organization
30 Rue du Marché
120 Brussels
Belgium

Email: WCOAEO2020@wcoomd.org

Phone: +32(0) 2 209 95 15

Company Name

Contact Person

Tel / Fax

Email

Postal address

(to be used for invoice)

Sponsorship / Exhibition requested (include amount to be paid in euro)

Example: Corporate Sponsor € 60,000

Include 3 choices for booth location

TERMS & CONDITIONS - 50% of amount is due immediately with the balance due within 30 days of the date of the invoice. Invoices must be paid within 30 days of the invoice date. Payments can be made by bank wire transfer, and instructions will be included in the invoice.

All bank charges are the responsibility of the sender. Wire transfers must be in euro. If the Client fails to submit **the full payment 1 month prior to the event**, WCO can cancel the Client's participation in the Conference & Exhibition.

Upon receipt of the booking form, participation will be confirmed in writing by the Exhibition & Sponsorship Team together with the issuing of an invoice for the amount owed. Refunds of sponsorship costs will be based on the following schedule:

- Cancellations before **15 February 2020** - 50% of the total due will be refunded
- Cancellations on or after **14 February 2020** - no refunds available

In the event of the cancellation of an exhibition space a service fee of € 500 applies for each space cancelled before **14 February 2020**. After this date, no refunds will be made unless the space is resold.

Cancellations for both sponsorship and exhibition must be submitted in writing to the WCO. In the event that the conference is postponed for any given reason, the exhibitor/sponsor will not be entitled to cancel the exhibition space/sponsorship or to obtain monetary compensation, but the benefits that have been agreed will remain in place for the rescheduled event.

In the event that the conference is cancelled for any given reason, the WCO will refund the exhibition/ sponsorship money to the relevant company, minus any benefits that have been received by the company prior to the cancellation and any expenses incurred by WCO with respect to the provision of the agreed benefits.