

## **CANCELLATION POLICY:**

If I am accepted to attend the event, I understand that registration fees have been waived as a qualified planner, and acknowledge that a significant investment has been made by TEAMS Europe, the host hotel and other sponsors of the event to host my participation. I further acknowledge and agree that I am required to pay these costs should one or more of the below circumstances occur:

**Cancellation after booking your flight:** Once you have booked your flight, due to ticketing policies, the full fare of the airline ticket and applicable taxes and fees is retained by you to be used towards a future purchase (less any airline change fees). TEAMS Europe therefore reserves the right to bill you for the full fare of the booked airline ticket upon cancellation.

**Cancellation within 21 days of the event:** In addition to the air ticket cost described above, you may be charged a £500 cancellation fee should your company not provide a qualified substitute that is available to attend the event as your replacement.

**Cancellation based on fraudulent representation:** Should we determine that you fraudulently represented or misrepresented yourself, and/or the business(es) that you represent, we reserve the right to charge you a £500 fee, airfare, plus any hotel guest room night charges that were billed to TEAMS Europe based on your participation and resulting from your misrepresentation(s).

**Partial or non-participation:** Should you not fully participate in the appointments and social events during the event, TEAMS Europe reserves the right to charge you the £500 fee, airfare, plus any hotel guest room night charges that were billed to TEAMS Europe based on your participation.