

# FEICA® 2018 Terms & Conditions

## General Terms and Conditions for attendees in FEICA events.

These Terms and Conditions apply to each attendee registered for a FEICA event. Any person, delegate, accompanying person, student, media representative, speaker, or exhibitor who is present at the conference is considered an attendee.

## Registration Fees

All attendees must pay the registration fee prior to arrival at the conference venue. Participants are also advised to have a copy of their payment slip when going to the registration desk at the conference just in case they are requested to show proof of the payment on their arrival.

## Cancellation Policy

### Cancellation of your registration

- Notice of cancellation should be sent in writing to [registration@feica-conferences.com](mailto:registration@feica-conferences.com). Cancellations are accepted until 30 June 2018 with a refund of 50%. No refunds will be given for cancellations received after this date. Please note that refunds will be made after the conference.
- Failure to cancel the participation will result in 100% payment being charged.
- It is possible to replace the participant free of charge on condition that the details of the replacement are sent by 30 June 2018 in writing to [registration@feica-conferences.com](mailto:registration@feica-conferences.com).

### Cancellation of your hotel room

- All room cancellations must be sent to the Conference Secretariat: [registration@feica-conferences.com](mailto:registration@feica-conferences.com). Cancellations received before 30 June 2018 are free of charge. After this date the hotel room has to be paid in full.

## Privacy Policy

The information you have provided will only be used to complete your registration, to keep you informed about the conference and for statistical purposes on an aggregated basis - no personally identifiable information will be disclosed or shared with a third party.

By registering you agree that your name, company name, job title and country will be published in the conference participants list.

## Liability

FEICA reserves the right to amend any part of the conference and expo programme if necessary at any time. FEICA will not accept liability for damages of any nature sustained by attendees, including any loss or damage to their personal property as a result of the conference or related events. Attendees should make their own arrangements with respect to personal insurance, along with travel insurance.

## Contact

### Organiser

#### FEICA

The Association of the European Adhesive & Sealant Industry

Avenue E. Van Nieuwenhuysse 2, 1160 Brussels, Belgium

E-Mail: [info@feica.eu](mailto:info@feica.eu)

Telephone: +32 2 896 96 00

### Conference Coordinator

#### Marion Krämer

Comeet - Conferences, Meetings, Events, Marketing

E-Mail: [marion.kraemer@feica-conferences.com](mailto:marion.kraemer@feica-conferences.com)

Telephone: +49 211 6955 6004

Cell phone: +49 172 266 1283

For more details visit [www.feica-conferences.com](http://www.feica-conferences.com)

