

## Booking form

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

WCO Event Services Team  
World Customs Organization  
30 Rue de Marché  
1020 Brussels  
Belgium  
Email: [WCOIT2017@wcoomd.org](mailto:WCOIT2017@wcoomd.org)  
Phone: +32 (0)2 209 92 49  
Fax: +32 (0)2 209 94 74

Company Name: Contact Person:	
Tel/Fax: Email:	
Postal Address ( <i>to be used for the invoice</i> ):	
<b>Sponsorship/Exhibition requested (include amount to be paid) –</b> <i>Example: Platinum Sponsor €30,000</i>	
(include 3 choices for booth selection, if appropriate; exhibition floor plan is included on previous page)	

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. Payment 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 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 owing. Refunds of sponsorship costs will be based on the following schedule:

- **Before 30 April 2017 – 50% of the total due will be refunded.**
- **On or after 30 April 2017 – no refund available.**

In the event of a cancellation of an exhibition space a service fee of **€500** applies for each space cancelled before **30 April 2017**. After this 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.