



25 — 26 January  
YANGON

## BOOKING CONTRACT

NAME	NAME
JOB	JOB
EMAIL	EMAIL
NAME	NAME
JOB	JOB
EMAIL	EMAIL
ORGANISATION	BILLING ADDRESS
TEL	FAX
SIGNATURE	

**Payment** Please tick how you would like to make payment

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**CREDIT CARD** *If paying by credit card then we will contact you by telephone to collect credit card details, please provide the telephone number you would like us to contact you on.*

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**BANK TRANSFER** *Payment terms within 5 working days*

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ACCOUNT PAYABLE NAME	ACCOUNT PAYABLE EMAIL	TEL:
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**£495 - A half-page advert in the delegate pack + Seat Drop**  
*A5 half-page colour advert printed within the delegate pack. Your company literature can be placed on every seat of the conference on Day 1 of the event*

**£595 - A full-page advert in the delegate pack + Seat Drop**  
*A4 full-page colour advert printed within the delegate pack. Your company literature can be placed on every seat of the conference on Day 1 of the event*

**Early Bird £1,650 (Unit 30 March)**  
~~Event Fee £1,995 (standard fee)~~

**GROUP BOOKING DISCOUNTS:**  
*Register 3 people and receive a 10% discount, Register 4 people and receive a 15% discount, Register 5 or more people and receive a 20% discount*

All registrations are subject to a £60 fee for the conference documentation and presentations which are emailed to attendees the week after the conference. If any company does not wish to receive conference documentation after the event then it is optional and they can opt out of purchasing it.

### Terms and Conditions

The conference fee is inclusive of conference materials received on the day, refreshments and luncheon.  
 Payment terms: Payment is to be made within 5 working days of invoice date.  
 Once Oliver Kinross Ltd. has received the signed booking form by fax/email, the agreement is complete. By signing and returning the booking form, the customer has agreed to make payment of the full delegate fee (and/or advert/seat drop if applicable) even if payment is not made within the stated payment terms.  
 Substitutions can be made at no extra charge up to 2 days before the event. Cancellations received in writing more than 7 days before the event will receive a full credit voucher. Credit vouchers can not be issued for cancellations made less than 7 days prior to the event. Credit vouchers may be used towards payment for any other Oliver Kinross event in the following 12 months. The credit voucher/substitution policy stands even if payment has not been received as at the time of cancellation.  
 Oliver Kinross will make every reasonable effort to adhere to the advertised conference package but reserves the right to change dates, location, content, speakers or topics if necessary. Any communication concerning the event shall not form part of the contract. If an event is cancelled for any reason the client shall receive a full credit voucher.  
 The customer is wholly responsible for booking and paying for all travel, accommodation and other services associated with attendance at an event. Under no circumstances shall Oliver Kinross Ltd. be liable for any expenses incurred by the customer even if the event is cancelled, postponed or modified in any way. It is agreed that the customer will only book such services where the customer has the right and ability to cancel these without cost or penalty and retains and accepts full ability and responsibility to do so.  
 Oliver Kinross shall have no liability whatsoever for any indirect costs or expenses or any consequential losses howsoever incurred by the customer in any circumstances including, for example, lost profits, lost revenues, lost business opportunity, lost goodwill.  
 Oliver Kinross acts as organiser and co-ordinator of the event and will subcontract all presentation duties and preparation of all course materials and accepts no liability for the acts or omissions of its sub-contractors or for any aspect of the information, views or data presented at any event.

Events will be located in suitable conference facilities within hotels, conference halls etc. Oliver Kinross will use its reasonable endeavours to ensure that such premises are suitable and appropriate for such events but shall have no liability for any accident, inconvenience, theft, loss, damage, non-availability of facilities or any other difficulty or loss at such event where this is beyond the reasonable control of Oliver Kinross Ltd.  
 Data Protection. The customer agrees that some data concerning the customer will be included within the conference delegate list. The delegate list will be made available to selected third parties involved in the conference. Please advise Oliver Kinross in writing if you do not wish to be included in the delegate list.  
 Force Majeure. Under no circumstances shall Oliver Kinross have any liability for any act, loss, damage, expense, mistake, omission or other event which is outside its reasonable control.  
 Severability. If any term is held to be invalid or unenforceable then that shall not prevent the remainder of this agreement from remaining valid.  
 Governing law. This agreement shall be governed by the laws of England.  
 All prices quoted above are net of applicable taxes. Oliver Kinross Ltd reserves the right to charge applicable taxes in addition to the above price.  
 Credit card payments may be taken and charged in Pounds Sterling using the latest conversion rate of the Bank of England.  
 For events taking place in South Africa, the invoice and credit card payments may be issued or taken in ZAR and charged using the latest conversion rate of the Bank of England.  
 Should any applicable sanctions, legislation or bank regulations prohibit this event or make its operation impractical then Oliver Kinross reserves the right to relocate the event to another country or region as appropriate.