

EWEA OFFSHORE 2013 Registration Terms and Conditions

Cancellation & refund policy

EWEA is aware that your business environment is continuously changing, and our aim is to support you with a flexible approach when it comes to EWEA event registration cancellation. However, please keep in mind that we commit expenses for each attendee well in advance of the conference and exhibition; and we must strictly adhere to the outlined cancellation & refund policy.

Cancellations of conference delegate registrations must be communicated to EWEA, in writing by e-mail to registration@eweaevents.org, by 29 October 2013 the latest. Conference registration cancellations will be subject to a Euro (€) 75 cancellation fee (plus VAT). After that date, no refunds will be made for cancellations or for no shows. However, substitutions are permitted at no charge until 12 November 2013. Please note we cannot change the invoice or make any other changes. Shared registrations are not permitted. All refunds will be processed after the event. Any refunds to credit card payments may only be credited back to the original credit card.

No cancellations will be accepted or refunds made for exhibition visitor passes and exhibitor staff passes. However, you may change the attendee details provided for these passes via the online registration account (to be accessed via your registration email) until 17 November 2013.

Fees

Registration fees are based on the date of receipt of the registration form. The prices indicated are per person and are only applicable if both the registration form and the payment are received before the deadlines mentioned above; otherwise the higher registration fee will be applied. If a person is found to be ineligible for the membership and/or other discount under which they have registered, EWEA reserves the right to audit or adjust the registration fees applied.

Promotions and discounts - Categories eligible to discounted registration fees:

EWEA Member: Only direct members of EWEA, having paid their 2013 membership fees, can benefit from the member registration fee. If you are not a member yet and wish to benefit from the discount, please [submit your membership application](#) before registering.

Academic/NGOs: Available to those with a current full-time position at an educational institution/NGO. Documentation from the university or institution proving the full-time academic status/proving the status of the NGO and full-time employment needs to be provided. This document should be uploaded when submitting the online registration form. Without this document, the organisers reserve the right to proceed with regular registration and charge the corresponding registration fee.

Governmental organisations: Available for employees of a regional government department or ministry.

Students: Student registration requires a copy of a student card and an official letter from the university proving full-time student status. These documents should be uploaded, when submitting the online registration form. Without these documents, the organisers reserve the right to proceed with non-member (or member if applicable) registration and charge the corresponding registration fee.

Confirmation

Upon completion of your online registration, you will be sent a confirmation by email. The confirmation is sent to the e-mail address provided on the registration form and will show if we have received your payment and will include an invoice.



Invitation letter for visa application

Attendees must have registered and paid the required registration fees before requesting an official letter of invitation. All requests should be made during the online registration. Please note that the organisers will not be able to contact or intervene with any Embassy or Consulate office on behalf of a participant.

EWEA Membership fee

EWEA membership rates will be applied and a member company will appear in the relevant list only if all membership payments have been made and if the organisation is an EWEA member at the date of the event.

The processing time for new membership contracts is two weeks. If the membership status is not valid at the date of registration (either due to non-payment or contract processing time), the non-member fee will be charged and any reimbursements made only after receipt of the membership payment.

Payment

Payment must accompany the registration form. Registrations received without payment will not be processed nor confirmed. All prices are in Euro (€). All payments must be made in Euro (€); no other currency will be accepted.

Payment by credit card (for all registration categories)

The online registration platform is a secured site. VISA and Eurocard/MasterCard are the only credit cards accepted. Please enter all relevant information on the registration form. It is also mandatory that the credit cardholder's name is clearly mentioned if it differs from the registrant's name.

Credit card fees are the sole responsibility of the registrant and should be paid in addition to the registration fees.

Bank transfer payment (for exhibitor staff registration only)

Registrations by bank transfer are accepted until 15 October 2013 and payments should be made to the following bank account:

IBAN BE73 3630 4209 0360

BIC BBRUBEBB100 (ING Belgium (Business Branch Institutionals), avenue Marnix 24, B-1000 Brussels)

Bank fees are the sole responsibility of the registrant and should be paid in addition to the registration fees. Transfers must clearly state the name of the conference, the registration number and name of the participant, as unidentified bank transfers cannot be processed. If payment is made for more than one person or by a company, please make sure all names are indicated.

Exhibitors with outstanding fees at the time of the event will be required to provide a credit card guarantee onsite.

VAT

German VAT is applicable on the registration fees and costs relating to food and beverages (19%). Please note that VAT on registration fees paid by companies and other taxable entities can only be reclaimed if the client's VAT number is mentioned on the invoice. If applicable, please fill out your company's VAT number in the corresponding section on the registration form.

Invoice

Only a digital version of invoices will be sent to participants upon completion of the online registration. The invoice will be issued using the billing details provided on the registration form so please make sure you have provided us with the correct information (company name, address and VAT/tax identification number if applicable).

Photographs and videos

EWEA reserves the right to photograph and videotape all EWEA events and participants and to use such photographs and videos in any internal and external communication referring to EWEA events, including, but not limited to, its websites and mobile application, social media pages, in the EWEA Dailys, EWEA Programme, newsletters, Exhibition Guide, and in its annual reports. You hereby consent to such uses.

Data protection

By registering to this event, you agree that your personal data will be processed by the European Wind Energy Association (EWEA) asbl/vzw, Rue d'Arlon 80, B-1040 Brussels, the controller of the processing, and the registration company, for registration and handling purposes, and to send you information in connection to EWEA events. If you do not submit the data indicated as 'required', we cannot complete your registration. EWEA's selected partners may also use your contact details for direct marketing purposes, provided that you opt-in to receive such information when completing the registration form. You further agree that your personal data may be made transferred to countries outside the European Economic Area, such as the US. You have the right, on request and gratuitously, to object to the processing of your personal data for direct marketing purposes. You also have the right to access and rectify your personal data by writing to registration@eweaevents.org.

Disclaimer

The EWEA OFFSHORE 2013 Registration Secretariat works as an agent on behalf of EWEA. Neither the EWEA OFFSHORE 2013 Registration Secretariat nor EWEA may be held responsible for any loss, injury or damage to any property, whatever the cause may be. Liability of persons and enterprises providing means of transportation or other services, however, remains unaffected. Should, for any reason outside the organisers' control (including but not limited to acts of terrorism, extreme weather conditions and/or industrial action) the venue or speakers change, or the event be cancelled, the organisers will endeavour to re-schedule, but shall not be held responsible for any costs, damages or expenses incurred by registrants. If for any reason the organisers decide to make material changes to this event, they are not responsible for airfares, hotels or other costs incurred by registrants. The customer takes part in the event, all tours and trips at his own risk. Further, the organisers may not be held liable for any costs or damages incurred resulting from acts outside of their control including but not limited to force majeure, strikes and/or public manifestations. Only written arrangements are binding. The sole legal venue is Brussels. Registration of a participant entails acceptance of these conditions.

In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties agree that they will be subject to Belgian law and that the commercial courts of Brussels will be competent, without prejudice to EWEA's right to initiate proceedings under the laws and before the courts of the participant's registered office in the event any sums are due by the participant to EWEA.