

Registration Terms and Conditions – Exhibitor staff

All exhibitor staff must be registered in order to receive name badges. This includes the "main contact (i.e. manager of this account), who is not automatically registered unless a badge is allocated to her/him.

Registrations without a name will not be accepted. All exhibitor staff working on the stand during the event must be registered in order to enter the exhibition.

Due to security reasons, all exhibitors must wear the provided passes at all times. Security staff will not allow you or your staff to enter the exhibition without a valid pass. All exhibitor staff passes with lunch must be registered prior to the event. They cannot be purchased onsite.

The exhibitor staff passes are valid during the event opening hours. The build-up & breakdown passes for your staff will be available onsite in the organiser's office.

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

An updated confirmation of the exhibitor staff pass assignment can be downloaded from the exhibitor registration account.

Exhibitor staff passes

There are two types of exhibitor staff passes.

Exhibitor staff pass incl. lunch allows early admission to the exhibition area, coffee breaks, lunches and receptions in the exhibition area. They do not allow access to conference sessions.

For every 9m² booked, exhibiting companies are entitled to one free exhibitor staff pass incl. lunch. This pass provides access to the exhibition from Tuesday 19 November to Thursday 21 November 2013 included.

Exhibitor staff pass excl. lunch allows early access to the exhibition area, coffee breaks and receptions in the exhibition area. They do not include lunch vouchers. This pass provides access to the exhibition from Tuesday 19 November to Thursday 21 November 2013 included.

Lunch vouchers can be purchased separately in the Exhibitor registration account for 25 EUR / voucher.

Additional exhibitor staff passes can be purchased online via the Exhibitor registration account:

- Exhibitor staff passes incl. lunch:
 - o One day pass for 50 EUR
 - o Full event pass for 150 EUR

- Exhibitor staff passes excl. lunch:
 - o One day pass for 25 EUR
 - o Full event pass for 75 EUR

Those passes can be purchased, and added in the general registration invoice by **15 October 2013**. After this date, any exhibitor staff not pre-registered online will have to be registered individually through the exhibitor registration account.

Additional registrations will not be included in the group invoices and cannot be paid for by bank transfer. Deadline for these requests is **15 October 2013**.

Free exhibitor staff passes can be changed in the online system until **12 November 2013**.

After 31 October 2013 it will not be possible to register as exhibitor staff with pass including lunch. It will be possible to register onsite as exhibitor staff with pass without lunch vouchers.

Conference passes

The full three-day conference pass provides access to the exhibition area, conference sessions, online conference proceedings, coffee breaks, lunches, receptions in the exhibition area and the opening reception. For up to 99m² booked, one free conference pass valid for the entire duration of the event (Tuesday 19 November to Thursday 21 November 2013) will be given to the exhibiting companies, plus one free conference pass for each additional 50m² booked.

Additional conference delegate passes can be purchased online via the Exhibitor registration account.

Passes for co-exhibitors

Complimentary passes are assigned only to main exhibitors. It is the entire responsibility of the main exhibitors to assign complimentary passes to co-exhibitors according to their bilateral agreements.

Each co-exhibitor will receive a login and password to access the EWEA OFFSHORE 2013 exhibitor registration portal in order to purchase exhibitor staff passes as well as extra learning & networking opportunities. Upon request, the co-exhibitor login details can be sent directly to the main exhibiting company. Please email Aleksandra Nowak anw@ewea.org in this case.

Invitation letter for visa application

Exhibitors must have registered and paid the required registration fees before requesting an official letter of invitation. All requests should be processed through the Exhibitor registration account. Please note that the organisers will not be able to contact or intervene with any Embassy or Consulate office on behalf of a delegate.

Payment

All prices are in Euro (€) and are charged including German VAT. All payments must be made in Euro (€); no other currency will be accepted. All invoices must be paid within 30 days after issue date of the invoice. Full payment **must be received by 15 November 2013**. Any outstanding payments must be settled onsite by credit card or in cash.

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 registration in Exhibitor registration account)

Payments by bank transfer are accepted only for the exhibitor registration done by 15 October in the registration account and they 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 food and beverage (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. VAT on food and beverage cannot be reclaimed.

Invoice

Only digital version of invoices will be issued, according to the following planning:

- Cut-off date and group invoice sent by email, based on your passes ordered via the online exhibitor registration form: **15 October 2013**
After 15 October 2013 all additional registrations must be paid by credit card.

Cancellation & refund policy

All cancellations of registration must be communicated to EWEA in writing by e-mail to registration@eweaevents.org or by fax to +32 2 213 18 90. Conference registration cancellations will be subject to a Euro (€) 75 cancellation fee (plus VAT) until 29 October 2013.

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. 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 refunds will be made for exhibition visitor passes and exhibitor staff passes.

Name changes

Once your online exhibitor registration has been completed you will still have the possibility to make changes by accessing your exhibitor registration account using your personal exhibitor login details.

As of 12 November 2013, no further online changes will be allowed and you will only have the possibility to view the status of your registration through your exhibitor registration account. All changes must be made onsite and will be subject to a 30 € fee for each change. The fee applied to any onsite registration change must be paid directly onsite. In case of any enquiries, please contact the EWEA OFFSHORE 2013 Registration Secretariat at registration@eweaevents.org

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.