



**MEDIA X CHANGE**  
MEDIA CONSULTANTS

# Terms and Conditions 2009

## Date and Venue:

**For US venues**, you will be expected to arrive one day prior to the start date of the Exchange as listed on the brochure, in order to attend the welcome and industry briefing held on the start date. US Exchanges will conclude at lunchtime on the date listed.

**For UK venues**, you will be expected to arrive late afternoon of the start date of the Exchange as listed on the brochure. The Welcome and Industry Overview briefing will be held on the evening of the start date. The schedule of meetings will start the following morning.

**For venues in more than one city**, please refer to the individual brochure and discuss with the MediaXchange office if any clarification is needed.

**The Inner Market Option:** The Brochure lists if this option is available and whether an Inner Market Workshop will be included in the Fee or available only as a separate schedule of Inner Market sessions which will require payment of the separate Inner Market Fee. Inner Market Workshops or sessions are individual meetings which will take place outside of any group's overall Exchange or Event schedule.

## Visas:

Participants are responsible for obtaining their own visas if visas are required by host country.

## Cost & Terms:

The total fee for the Exchange and/or event is listed on the registration form, which includes a deposit of £1000 to be paid with the initial application and the option to register for the Inner Market for an additional £1000.

If the event will take place in the UK, please note that we will need to charge an additional amount of 17.5% of the final fee for VAT.

If you have opted for Inner Market sessions, your Exchange or Event days will be extended to include relevant sessions so please refer to the Inner Market document for details. Most meetings will take place on the premises of the host companies. Transportation to all meetings will be provided.

We request you pay the deposit by credit card at the time of registration and settle the balance by direct transfer, to be received within 4 weeks prior to the start of the Exchange. If full payment is not received by this date (or proof of wire transfer), your credit card will be charged for the outstanding amount plus a 5% charge to cover the cost of the credit card transaction.

Should a participant register within 4 weeks of the event, the £1000 deposit will be taken by credit card. A copy of the wire transfer for the remaining balance must be received by MediaXchange Ltd. within 2 days of the participant receiving the invoice by fax.

The fee includes hotel accommodation, certain lunches (when taken with the group and/or hosted by MediaXchange) and the main ground transportation (i.e. transfer from hotel to meeting and meeting to meeting but excluding return airport transfer).

Participants are responsible for their own flights to the host city of the Exchange and transfer flights between host cities if the Exchange includes more than one city.

Costs to be considered beyond the fee of the Exchange include breakfasts, dinners, certain lunches, hotel charges such as telephone calls, wi-fi / internet connection, dry cleaning and other personal incidentals.

Any additional personal costs, including but not limited to the above, incurred during the Exchange must be settled by the participant, prior to his or her departure. If these costs are not settled and MediaXchange Ltd. is charged for these costs, then your credit card will be charged for these costs plus a 5% charge to cover the cost of the credit card transaction.

Please note that if DVDs are supplied, they are for educational purposes only and are not for viewing by anyone other than the delegate. DVDs must be returned to MediaXchange at the conclusion of the Exchange. If the delegate fails to return a loaned portable DVD player at the conclusion of the Exchange, their credit card will be charged for its replacement.

## Confidentiality:

You agree to keep confidential any Exchange, story or other materials you may be given access to, or which may be discussed, during the course of the Exchange. You agree not to release any information about any of these materials without the prior written approval of the relevant owner and MediaXchange.

## Insurance:

Participants are responsible for their own travel insurance which should protect against loss of property, personal injury and medical emergency.

## Cancellation:

If you cancel within three calendar weeks of the Exchange, the full fee will be forfeited unless a replacement, acceptable to MediaXchange Ltd., can be provided by you. If you cancel before this date, MediaXchange Ltd. will retain 15% of the full fee to cover administration costs.

## Disclaimer:

As organizer of the event, MediaXchange Ltd. reserves the right to change the dates, content of the programme and any of the speakers as circumstances dictate. In signing the MediaXchange Registration Form you agree to accept these Terms and Conditions.

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