



MEDIA XCHANGE

MEDIA CONSULTANTS

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 Overview briefing which is usually held on the start date. US Exchanges will usually 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 usually be held on the evening of the start date. The schedule of meetings will start the following morning.

The Inner Market: MediaXchange provides a range of specialised and personalised services designed for each individual client. These "Inner Markets" may be designed to run in parallel to an Exchange schedule or as a separate individual schedule of sessions, meetings or workshops.

For venues in more than one city, or if we are designing an Inner Market schedule for you, please refer to the dates in the individual brochure or individual written agreement with you or your company and discuss with the MediaXchange office if any clarification is needed.

Visas:

Participants are responsible for all travel visa requirements.

Cost & Terms:

The total fee for the Exchange, Event or The Inner Market is listed on the Brochure or individual written agreement with you or your company, which will also note if a deposit is required. When a deposit is required, the amount of £1000 per person will be due with your initial registration.

For our media, management and marketing consultancy to our overseas clients, for booking hotels, transport, arranging for client meetings in UK, we do not charge VAT as those services are outside of the scope of UK VAT. For attendance at a bespoke MediaXchange event or exchange that takes place in the UK we do charge VAT at the current rate of 20%

We request you pay the deposit by credit card at the time of registration and settle the balance by direct transfer, to be received before 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, after the credit card payment of the deposit, 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 ground transportation between Exchange schedule meetings.

Terms and Conditions 2011/2012

Participants are responsible for their own flights to the host city of the Exchange, transfer flights between host cities if the Exchange includes more than one city, and ground transport between airport/s and Exchange hotel.

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, and any parking or traffic violation ticket, fine or penalty, which may be incurred during the course of your Exchange or visit, must be settled by the participant prior to departure. If these costs are not settled and MediaXchange Ltd becomes involved in any settlement then the costs will be charged to the credit card details you provided on Registration, along with a service fee to MediaXchange Ltd. of the higher of £75 or 10% of the amount to cover costs.

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.

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 registering or agreeing to a MediaXchange programme, you agree to accept these Terms and Conditions.

Other information:

The description Exchange or Event used in this document is deemed to refer to any of the Programme Schedules run by MediaXchange, including but not limited to US Exchanges, The Inner Market and others as may be listed in MediaXchange's Experience and other programmes, descriptions of which will be found on the website.

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