



LES International Conference

“MAKE THE WORLD BETTER THROUGH LICENSING”

Moscow

May 18-21, 2014

Terms and Conditions of Transfer Booking and Payment

☆ *Terms and Conditions*

- All reservations are subject to availability at the moment of booking.
- The deadline for transfers' booking is **08 May 2014**.
- All transfer reservations made **from 09 May 2014** are available only on request.
- 100% prepayment for the arrival/departure transfer is required at the moment of booking.
- Transfer voucher will be provided by ACADEMSERVICE either by fax or email upon 100% prepayment.
- Any modification or amendment request to a transfer booking should be made in written form and sent to les2014@acase.ru no later than **08 May 2014**.
- All rates are per transfer (one way), in Russian rubles, including VAT 18%.
- Waiting time: airports – 2 hours after the scheduled time of plane landing; hotels – 30 minutes after the ordered time.
- In case the client does not arrive for a transfer by time stipulated above the order is considered to be completed.
- According to the client's approval the waiting time can be extended. Every extra hour is paid additionally.

☆ **Terms and Methods of payment**

- 100% prepayment is required at the moment of booking.
- Prices are given per car, one way in RUB and include VAT 18%.
- Payment can be made by Credit Card (Visa/MasterCard/EuroCard/JCB) in RUB or by bank transfer in RUB, USD, EUR.
- Please note that bank transfer fees are at participants or company's charge.
- Please note that American Express, Visa Electron and MasterCard Electron are not accepted.

☆ **Terms of Cancellation**

- Cancellation request should be made in written form to les2014@acase.ru no later than **08 May 2014** (no penalty will be imposed).
- Cancellations made from **09 May 2014** or no show, are subject to 100% cancellation fee for the booked transfer.
- Refund will be made by ACADEMSERVICE no later than 10 business days after cancellation. In case payment was made by a bank transfer, bank fees will not be refundable.