



## REGISTRATION TERMS & CONDITIONS

The 20<sup>th</sup> European Parking Association Congress & Exhibition (hereinafter the “Event”) is organised by EPA (European Parking Association) & BPF (Belgium Parking federation) (hereinafter the “Organiser”) on 12 September 2022 to 14 September 2022 in Brussels, Belgium.

MCI Benelux S.A (hereinafter “MCI”) supports the Organiser in the organisation of the event, providing the following services: Registration management, Exhibition and Sponsorship management, Event logistics.

By registering to the Event, participants (hereinafter "participant" or “participants”) are entering an agreement with EPA & BPF and MCI, for which all participants are requested to read and acknowledge the Terms & Conditions set out below.

### EVENT SECRETARIAT

All registration inquiries should be sent to the Event Secretariat at [epa-congress@mci-group.com](mailto:epa-congress@mci-group.com)

### REGISTRATION & FEES

Participants are required to register via the online registration system.

Registration fees are published [here](#).

All fees are in EURO (€) and exclude the applicable VAT rate: Please note that the standard Belgian VAT rate is 21% and it will be charged on all registrations. 12% Belgian VAT will apply for catering part of the registration fee and cannot be excluded.

### METHODS OF PAYMENT

The online registration platform is a secured site. Major credit cards (VISA and MasterCard) are accepted. Payments by bank transfer are accepted until 6 August 2022.

For payments by credit card, the payment confirmation is notified upon completion of the registration process. Participants will receive a confirmation email including a link to their digital invoice. The invoice will reflect the amount paid by credit card. Participants who do not receive a confirmation email should contact the Event Secretariat at [epa-congress@mci-group.com](mailto:epa-congress@mci-group.com)

In case of a rejected online credit card payment, the Participant is recommended to contact the credit card issuer in order to check if online transactions are being declined by the issuer.

The payment gateway provider is Ingenico e-Commerce Solutions.

For payments by bank transfer, an invoice is issued upon completion of the registration process. Participants will



receive a confirmation email including a link to their digital invoice. The invoice will reflect the amount to be processed by bank transfer. Participants who do not receive a confirmation email should contact the Event Secretariat at [epa-congress@mci-group.com](mailto:epa-congress@mci-group.com)

### **PAYMENTS BY BANK TRANSFER**

The Participant's full name, the invoice number as well as the name of the event must be indicated in the payment reference.

All fees should be paid in EURO (€), free of any bank charges, to the following bank account:

Beneficiary: MCI Benelux SA

Beneficiary address: Boulevard du Souverain 280, 1160 Brussels, Belgium

Bank address: Boulevard du Souverain 230, 1160 Brussels

Account number: please use IBAN number

IBAN: BE50 3631 2126 7218

SWIFT/BIC: BBRUBEBB

All payments by bank transfer must be received before 6 August 2022. This payment method will not be available as of 7 August 2022.

### **INVOICE**

Participants are issued with an invoice upon completion of the registration process.

All participant's registering to represent a company/organisation with registered VAT Number should provide their VAT Number during the registration process. VAT Numbers are verified by the Organiser in order to prevent fraud. Invoices are issued based on details provided in the payment page of the registration process.

### **REGISTRATION CANCELLATION, TRANSFER & REFUND POLICY**

All registration cancellation requests should be sent by email to the Event Secretariat at [epa-congress@mci-group.com](mailto:epa-congress@mci-group.com)

The following conditions will apply:

- Until 30 June 2022, the full amount will be refunded minus a 80 EUR cancellation fee (*excluding applicable VAT*)
- From 1<sup>st</sup> July 2022, refunds will no longer be possible.

All refunds are made in EURO (€) and are subject to prevailing exchange rates. Refunds will be processed within 30 days from the end of the Event, and in the same manner as the original payment was received. If bank charges apply, they will be deducted from the refunded amount.

A transfer of registration to another Participant from the same company may be accommodated at the discretion of



the Organiser.

All transfer requests must be sent to [epa-congress@mci-group.com](mailto:epa-congress@mci-group.com) before 7 July 2022. After this date, registration transfers will incur in a EURO (€) 50.00 admin fee (excl. applicable VAT).

### **MODIFICATION & CANCELLATION OF THE CONGRESS**

The Organiser reserves the right to modify the Congress programme, which is published as an indication only. In the event of cancellation of the Congress, at any time, as a result of any event of 'force majeure' or for other reasons that are beyond the control of the Organiser, the registration fee shall be refunded minus EURO (€) 50.00 admin fee (excl. applicable VAT). The Organiser shall not be held liable for any other costs or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

In case the event is postponed to another date, the registration will be automatically deferred and valid for the new date at the same applicable rate. In case the participants is not able to attend the event with the new selected date or prefer to be reimbursed, participant should inform the event secretariat by sending an email to [epa-congress@mci-group.com](mailto:epa-congress@mci-group.com) no later than 30 days after the official announcement. In case the participant decides to register after having being reimbursed, the new applicable rate may apply.

### **USE OF MATERIAL**

Without any prior consent from the Organiser, Participant must not: reproduce, copy or translate the Event materials; create derivative works from the Event materials; modify the Event materials; commercially exploit the Event materials.

All information collected through the registration process can be used for marketing purposes.

### **PHOTOS AND VIDEOS**

Filming and photography will take place during the Event. Unless explicitly communicated in written form at [epa-congress@mci-group.com](mailto:epa-congress@mci-group.com), you consent to your image and likeness being used in marketing and films (now and in the future) and to waive any right to compensation or remuneration. However, to help ensure the privacy of individuals, images will not be identified using full names or personal identifying information without written approval from the photographed subject.

During such events individuals often take photographs or make videos on their mobile telephones. The Organiser is not responsible in policing this practice but would ask any participant who plans to do this to seek permission from fellow Event attendees.

### **LIABILITY**

In the case of government intervention or regulation, military activity, strikes or any other circumstances that make it impossible or inadvisable for Event to take place at the time and place as announced, the participant shall waive



any claim for damages or compensation except the amount paid for registration after deduction of actual expenses incurred in connection with the Event and there shall be no future liability for either party.

### **DISCLAIMER & FORCE MAJEURE**

The Organiser shall not be deemed responsible for any bodily injury/death or property damages (including theft) sustained by participants during the Event, unless such damages are a direct result of the negligent or unlawful act or omission thereof.

In any event, the Organiser does not accept liability for damages in the event of bodily injury/death, property damage, disruption to travel plans and costs incurred as a result of force majeure.

Force majeure reasons include but are not limited to war or threat of war, riots, civil strife, terrorist activity, industrial disputes, natural or nuclear disaster, adverse weather conditions, epidemics, pandemics, health risks, fire and closure of airports or airspace.

### **EVENT RULES AND REGULATIONS**

Whilst participating in the Event, you are required to comply with any policies or directions (such as but not limited to security, health, and safety regulations) in force at the time of the Event, given by the Organiser or MCI or any other relevant third party, including the person responsible for the premises where the Event takes place or any competent authority.

In particular, if the Organiser or MCI will supply ID badges for security purposes, Participants must wear their badge at all times. Badges are strictly personal and may not be transferred to another person, nor modified.

The Organiser or MCI accept no responsibility for any belongings that Participants bring at the Event. Any loss or damage to such belongings is at the Participant's own risk.

### **DATA PROTECTION & PRIVACY POLICY**

The European General Data Protection Regulation (EU GDPR) entered into force on 25 May 2018 and it involves some additions to protection of the protection and privacy of Participants.

The Organiser and MCI take your privacy very seriously. The Data Protection and Privacy Policy can be consulted at any time at the link [here](#).

For any questions regarding the Data Protection and Privacy Policy, Participants are invited to contact the Data Protection Officer at the following e-mail address: [privacy@mci-group.com](mailto:privacy@mci-group.com).

### **GOVERNING LAW**

Any dispute resulting from the above terms and conditions will be subject to the law of Belgium, and by accepting these terms you are submitting yourself to the exclusive jurisdiction of the courts of Belgium.