



# TradeWinds Shipowners Forum USA

4 October 2018 / Hotel Alessandra / Houston

## TERMS AND CONDITIONS

The registration fee includes attendance at all sessions of the TradeWinds Shipowners Forum on October 4 2018 at Hotel Alessandra.

No partial or split-day registrations are permitted and attendance cannot be split between two or more people.

Pre-payment of the registration fee is required for entry to the Forum.

## REGISTRATION CANCELLATION POLICY

Cancellation of accommodation at Hotel Alessandra must be received in writing no later than **Friday 31 August 2018** and a full refund will be provided. Any cancellations received after this date will not be entitled to a refund.

Cancellation of a registration must be advised via email to the Conference Manager at [maria.alexander@nhst.com](mailto:maria.alexander@nhst.com). Verbal changes or cancellation cannot be accepted.

The following refunds will apply from the date of receipt of notification:

On or before **Thursday 6 September 2018**: 100% refund less an administration fee of EUR 50

After **Thursday 6 September 2018**: No refund available

The refund will be returned via the same payment method as the original receipt of funds.

No refund will be made after Thursday 6 September 2018. However an alternative delegate name may be provided in writing and the booking and funds will be allocated accordingly.

Please note no refund or discount will be made if a function or event within the registration fee is not taken up or is subsequently cancelled.