

Registration Form

Registration and Participant Details: Please complete all sections on pages 1 and 2 and return the completed and signed document by email to: **Email: info@mediaxchange.com**

NOTE: It is important that we have your details correct for our records so we can confirm your registration and contact you with updates to your schedule and logistics.

Title of Exchange:			
Title / Surname:		First name:	
Job title:		Department:	
Company:		Type of business:	
Assistant's name:		Assistant's email:	
Approving manager:		Website address:	
Address:			
City:		Postcode / zip:	
Telephone:		Mobile / cell:	
Fax:		Email:	

Payment Details

Payment of **Deposit** by Credit Card: \$1450

Visa **MasterCard** **American Express**

Card no:			
Cardholder's Name:		Exp date:	
Cardholder's Address:		Security Code:	
VAT number:			

Payment of **Full Fee** (\$7,950) or **Balance** (\$6,500) by bank transfer:

Transfer Amount:	\$
VAT number:	

You will receive an invoice containing the bank details to complete the transfer. Details of any VAT applicable will be included on the invoice.

*Signature:	
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* In signing this form you agree to accept the Terms and Conditions. [Click here](#) to read in full.

Payment Terms

We request you pay any deposit required by credit card at the time of registration to secure your place. Payments made by credit card will incur a 5% extra charge to cover the cost of the credit card transaction.

Full fee/s, or settlement of any balance after a deposit has been made, will be due on receipt of our invoice with payment being made by direct bank transfer.

Special Offers:

If you are taking advantage of one of our occasional, limited time, special offers, then you will need to pay in line with the conditions of the offer as detailed in the Brochure or Agreement.

Late payment: Under the late payment commercial debts (Interest) Act 1998, we are entitled to charge interest on late payments at a rate of equivalent to 8% above the Bank of England base rate from the date our terms elapse.

If full payment (or proof of wire transfer) is not received 12 calendar weeks prior to the start of the Exchange then either your credit card will be charged for the outstanding amount, plus a 5% charge to cover the cost of the credit card transaction, or you will be notified that payment must be made immediately in order to avoid cancellation of your participation in the Exchange.

Please refer to the Terms and Conditions in your Brochure or Agreement to confirm full details of what your fee will include.

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Registration Form – Participant Information

<p>Full name: Please confirm your full names and title (Mrs, Dr, etc) as they appear on your picture ID for security passes at studios, offices, etc.</p>	
<p>Title of Exchange you are registering for:</p>	
<p>Any other personal email address or phone number that we should add to our contact records for you, e.g. international mobile number:</p>	
<p>Does your mobile phone work outside of your own country?</p>	
<p>Do you have a Facebook, Twitter or blog account name? You will be able to follow MediaXchange at either @MediaXchangeLtd or Facebook.</p>	
<p>Do you use LinkedIn? We would be happy to invite you join us on LinkedIn.</p>	
<p>Please confirm whether you have a current driving licence. Please note that for some US Exchanges you will be asked you to present your licence as you may be driving to meetings.</p>	
<p>What other MediaXchange events have you participated in?</p>	
<p>How did you first hear about the MediaXchange and its programmes?</p>	
<p>Please let us know in advance if you have any special dietary requirements. We will do our best to alert venues/hosts in advance.</p>	

