

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: 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:	

Fee (see Payment Terms for details)

Exchange Fee: US\$ 7,950 – please indicate payment method below:

- Payment of **Deposit US\$ 1,450 by bank wire transfer** (on receipt of invoice) and **Balance US\$ 6,500** by no later than the date which is 12 calendar weeks prior to the start date of your Exchange
- Payment of **Deposit US\$ 1,450 by credit card**; and **Balance US\$ 6,500** by bank wire transfer by no later than the date which is 12 calendar weeks prior to the start date of your Exchange
- Payment of **Full Fee US\$ 7,950 by bank wire transfer** on receipt of invoice

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

VAT number:	
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*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

Payment of the Deposit or Full Fee must be made at the time of registration as follows:

Payment of the deposit to secure your place can be made up to 12 calendar weeks prior to the start date of an Exchange. Payment of the deposit by direct bank wire transfer is preferred. Any deposit payments made by credit card will incur an unavoidable, additional 5% extra service charge to cover the cost of the credit card transaction. In order to comply with financial data regulations, a MediaXchange representative will arrange to call you to request the credit card information and process the payment of the deposit; we will not keep any record of your credit card information after this transaction is processed.

Once the date 12 calendar weeks prior to the start date of an Exchange has been reached, payment of the total Exchange fee, or settlement of the remaining balance of the fee, must be made in full immediately by direct bank wire transfer to the MediaXchange account details listed in the invoice.

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.

v.17.06.14



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 @MediexchangeLtd or Facebook.</p>	
<p>Do you use LinkedIn? We would be happy to invite you to 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>	

