



The Energy Chamber of Trinidad and Tobago

Energy Services Trade Mission to Guyana

16th September to 19th September 2015

Confirmation Form

Please type or print in BLOCK LETTERS

The cost to attend the trade mission is USD\$2800 plus VAT which covers the following:

- Airfare
- All hotel accommodation
- All ground transfers
- All meals
- Meeting rooms
- Match making sessions
- Administrative costs

PERSONAL INFORMATION		
Name of delegate	First	Last:
Company Name		
Address		
Telephone No		
Mobile No		
Fax		
Email		
Website		
COMPANY INFORMATION		
Brief Company Profile		
State key objectives you would like to achieve on your upcoming visit:		

1)
2)
3)
List types of companies or institutions that you would like to meet with while on this trade mission:
1)
2)
3)
4)
PAYMENT METHOD
Please check the appropriate box:
<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Invoice My Company
Date submitted
Signature

PAYMENT TERMS AND CONDITIONS:

You will only be considered confirmed when:

1. your form has been completed and submitted to the Energy Chamber; and
2. 50% down payment is made either 48 hours after you have received the invoice or by August 28th, 2015, whichever comes first.

This is for timely payment of airfare and hotel accommodation. The balance is required by September 4th, 2015. If full payment is not received by the deadline, there can be no guarantee of your participation.

Please email your completed and duly authorized registration form to Priya at priya@energy.tt no later than August 24th, 2015.

CANCELLATION POLICY:

All cancellations must be made in writing and emailed to priya@energy.tt before September 4th, 2015.

Cancellations further to invoicing will accrue a cancellation penalty equivalent to the administrative fees of 25% of the invoice value.

In cases where delegates/companies neither cancel before the final deadline nor attend this trade mission, please note that there is **NO ENTITLEMENT** to a refund under any circumstances and the payment is still due. Registered delegates/companies will be liable for 100% of the fees at this point.