



BTPF 2016 HOSTED BUYER TERMS & CONDITIONS 2015

By accepting the offer to participate in the BTPF 2016 and its Hosted Buyers Program, you agree to the terms and conditions as stated in this document.

1. Program Inclusions

- Complimentary economy-class round trip flight ticket
- Ground Transfers from the Airport to the Hotel where the BTPF 2016 will be held, and back to the Airport at departure day
- Accommodation for 2 overnights at Metropolitan Chandris Hotel on B&B Basis, for the dates 23-25/11/2016
- Admission to BTPF 2016
- Welcome dinner on Wednesday, November 23
- Private half day city tour with visit of the Acropolis on Thursday, November 24
- Lunch at Metropolitan Chandris Hotel on Thursday, November 24
- Pre-scheduled appointments with Exhibitors, pre-arranged through online system
- Networking cocktail on Thursday, November 24

2. Program Exclusions

- Any personal extras at the hotel. These should be settled directly with the hotel upon your departure
- Hotel upgrades / flight upgrades
- Taxi fares if arriving / departing outside Hosted Buyer Program dates
- Visa application fees
- Travel Insurance
- Medical expenses – In the event that you need medical treatment or emergency repatriation
- Personal property and business equipment – In the event of loss, theft or damage
- Political and natural disaster evacuation such as war, floods or volcanic eruption
- Personal liability
- Death or personal injury
- Anything that is not mentioned in inclusions

Business Travel Professionals Forum by SWOT – Simple Way Of Tourism

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3. Registration and Participation

- To apply for the Hosted Buyers Program fill in full the application form available online at www.btpf.eu
- Application submission does not automatically guarantee a place in the Hosted Buyer Program
- All applications will be evaluated and applicants will be notified by the SWOT Team accordingly
- SWOT reserves the right to decline any application without reason.
- Only one application form per participant is accepted. The decision taken by SWOT Team is final
- Hosted Buyer business contact details may be distributed to third parties (such as Exhibitors) in order to support effective and beneficial networking for both Hosted Buyers and Exhibitors

4. Hosted Buyer Qualifications

- Active participation in the Pre-scheduled Appointments Program by selecting a minimum number of seventeen (17) ranked appointments with Exhibitors during the first day of BTPF (selections should be made in the stated timeframe given by the SWOT Team, through the online system)
- Attend all Pre-Scheduled Appointments which the Hosted Buyer will arrange through an online system and be supervised by the SWOT Team
- Full participation in the Hosted Buyer Program
- Failure to compete the aforementioned qualifications may incur cancellation or no-show fees or even exclusion from BTPF 2016 Hosted Buyers Program

5. Terms and Conditions

- Hosted Buyers are required to attend the Forum for the full day.
- Buyers should make a recommended minimum of 17 appointments per day.
- Buyers cannot be replaced by another person
- Travel schedules are organized by SWOT to maximize a buyer's time at the exhibition and it is expected that buyers adhere to these arrangements. Changes to these schedules should be requested in writing and are at the discretion of SWOT. Once SWOT has booked your flight the tickets are non-changeable.
- SWOT can only accept one application per buyer. In the event of more than one application being received, the first application will be processed.
- Cancellations and / or changes can only be accepted by e-mail
- Persons under the age of 18 are not permitted at the BTPF

- Hotel checkout is 12.00pm on the day of your departure unless otherwise agreed by the hotel. Failure to checkout by this time may result in you being charged an additional fee by the hotel.

6. Cancellation by the hosted buyer

- **Replacements:** Accepted invitations to Hosted Buyers are non-transferable. In instances where a Hosted Buyer needs to cancel their participation prior to 20 October 2016, they may request that a colleague from their organization attends as a replacement on the condition that the replacement completes the application form and is accepted by SWOT.

In this instance, a cancellation fee will not apply to the original buyer unless the flight has been confirmed and ticketed. If the substitution is made after the cancellation date, cancellation charges or charges to change confirmed Travel arrangements will apply. If the substitution is not accepted, the usual cancellation charges will apply to the original Hosted Buyer.

- **Cancellation of attendance:** Whilst not encouraged, Hosted Buyers may cancel their attendance to the BTPF2016 with no penalty on or before 23 September 2016, unless a published flight has been booked in agreement with the Hosted Buyer. If the Hosted Buyer cancels on or before 23 September 2016 and has agreed to the terms of a published flight, the cost of the flight will be charged.
- Cancellations received after 23 September 2016 and up to 26 October 2016 will incur a fee of 300 €. Cancellations received on or after the 26 October 2016 will incur a fee of 400 €.
- SWOT cancellation policy applies to buyers who are Fully Hosted with a flight.
- All cancellations must be received by SWOT Team by email (btpf@swot.gr) and must be acknowledged by SWOT Team to be effective.
- A significant shortfall by the Hosted Buyer on their minimum commitment with respect to attending appointments shall be treated by the SWOT Team as a No Show and the Hosted Buyer will incur a No Show fee of 400 €.
- **No Show:** Hosted Buyers who do not inform the SWOT Team of their cancellation prior to the 23 October 2016 and do not attend the Forum will incur a No Show fee of 400 €
- Cancellation of attendance fees, no show fees and travel change fees shall be payable by the hosted buyer. SWOT shall take payment of such fees from the hosted buyer's credit card (details of which must be provided by the hosted buyer on registration). SWOT will provide the hosted buyer with a receipt in respect of such credit card charges for such fees.

- The Hosted Buyer agrees that the above charges are a reasonable pre-estimate of the loss suffered by SWOT in the event of the Hosted Buyer breaching these Terms and Conditions.

7. Exclusion of liability

SWOT takes no responsibility:

- For Hosted Buyers (with Travel booked by the official travel management company or on a reimbursement offer) who miss their flight/ Travel arrangements
- For the insolvency or failure of any airline company or hotel or ground handling company or other supplier
- For flight/Travel cancellation or delay;
- If the Hosted Buyer is refused permission to board the aircraft or other mode of transport, or is refused entry to any country.
- For any delay or loss of baggage or excess baggage charges - any subsequent dispute shall be directly between the Hosted Buyer and the airline.
- For hotel expenses (excluding the cost of the hotel room) which must be settled with the hotel prior to departure.
- Any replacement travel arrangements and other costs incurred in relation to the above will be at the expense of the Hosted Buyer or airline, where appropriate.
- Individual visa requirements, travel permits, other licenses and inoculations will be the sole responsibility of the Hosted Buyer including any necessary costs incurred.
- SWOT, its agents, its employees, and its subcontractors shall not be liable for loss, damage or delay resulting from acts or threats of war, hijack, terrorist activity, civil commotion, industrial disputes, fuel shortages, natural disasters or adverse weather conditions, strikes or lockouts intervention or regulation, military activity or any other circumstances outside SWOT or its subcontractors' control which shall make it impossible or inadvisable for SWOT to hold the BTPF2015 at the time and place provided or makes it impossible to get the Hosted Buyers to the Forum or to provide flights, hotels, transfer appointments, events or other services to Hosted Buyers. SWOT reserves the right to re-schedule the Forum at another date and/or at an alternative site.
- SWOT shall not be liable for the death or personal injury of any Hosted Buyer

8. General - hosted buyers

- Completion of an online or other application form applying to become a Hosted Buyer at the Forum does not automatically guarantee a place on the Hosted Buyer Program.
- Successful applicants will only be accepted as Hosted Buyers if they have read and agreed to these Terms and Conditions and have provided valid credit card details.
- All sections of the application form must be completed. Failure to do so will result in the application not being processed.
- By agreeing to these Terms and Conditions, you are consenting under all relevant data protection legislation
- In addition, we may use your details to invite you to other events organized by SWOT or its group to offer you other relevant products and services supplied.

