



EXCLUSIVE OFFER TO CONFERENCE PARTICIPANTS

LIGHT RAIL **SPAIN** STUDY TOUR

13-18 OCTOBER 2010, REGISTRATION FORM

Send the form (both pages) to: Fax +32 2 660 10 72 UITP (c/o Florence Reculez)

by 15.09.2010

DELEGATE DETAILS

One registration form per delegate (*please write clearly*).
Your name and last name must appear **exactly** as stated in your passport.

LAST NAME **FIRST NAME**

COMPANY

Function

Company

address

.....

Zip Code City / Country.....

☎ Office..... ☎ Fax

E-mail Mobile

Special dietary needs

ONLY VALID FOR PARTICIPANTS REGISTERED TO THE UITP LIGHT RAIL CONFERENCE IN MADRID 18-20 OCTOBER 2010

TRAVEL INFORMATION

You will have to arrange your international flight to Bilbao-Bilbo *individually*. This gives you maximum flexibility in choosing your preferred airline, class, airport and date of departure. Arrival should be in Bilbao-Bilbo on 12 October early evening at the latest.

| date of arrival in Bilbao-Bilbo | time of arrival | flight number |
|---------------------------------|-----------------|---------------|
| | | |

IMPORTANT: Please check (with your consulate or embassy) the requisites that may apply for your entry in Spain.

TERMS AND CONDITIONS

Included in the package

- o All main travel and transfers within Spain (*Bilbao-Vitoria-Zaragoza-Barcelona-Valencia-Madrid*)
- o All accommodation from 12 October until 17 October included (except extra costs such as minibar, phone and internet fees, etc)
- o Meals and visits as indicated in the programme

Note

- o Accommodation in Madrid for 18 October onwards is to be arranged directly by delegates, according to conference registration conditions.
- o There is no specific programme for accompanying persons. Spouses cannot attend professional presentations, and a supplement may be levied to cover extra accommodation and meal costs.

Terms and conditions

- o Fee per delegate is 1.950€ excluding taxes. Registration exclusively via this registration form.
- o This study tour is strictly reserved to UITP members registered to the 10th UITP Light Rail Conference in Madrid.
- o The offer is limited to 25 persons on a "1st come - 1st served" basis.

Terms and conditions

- o **Deadline for registration is 15 September 2010.**
- o In case of overbooking, the latest registrations will not be accepted. In any case, unavailability will be notified within 5 working days of receipt of booking.
- o A confirmation of the reservation will be sent in written, together with an invoice, within 10 working days after receipt of registration.
- o Registration will only be effective after receipt of payment.
- o Each participant is responsible for organising his/her international travel to Bilbao and back from Madrid.
- o Cancellation policy: In case of cancellation by a confirmed participant, the following refunds are applicable, provided the cancellation is received by UITP in writing before the stated dates:
 - Before and on 12 September: 50% refund
 - Between 13 and 30 September: 25% refund
 - From 1 October: no refund
- o If a participant cannot attend, UITP is happy to accept a substitute colleague at any time. Requests for substitutions will only be accepted by email or fax addressed to Florence Reculez. (florence.reculez@uitp.org; fax: +32 2 660 1072)
- o UITP is not responsible for missed flight connections, loss, injuries or theft of personal belongings.
- o UITP strongly recommends participants to travel with a valid health insurance for Spain.

PAYMENT OF 1950€ EXCLUDING TAXES*

Payment by Credit Card

- Mastercard Visa American Express

Credit card holder (full name): Expiry Date:

Card Number: Security Code:

- I authorise UITP to charge my credit card with 1950 € (excluding taxes*) for the study tour arrangements on 12-18 October 2010 in Spain.

Payment by Bank Transfer

I have arranged on [date] for a money transfer in the amount of 1950 € + the applicable VAT tax* to be paid to:

UITP
Bank:
Account #:
IBAN:
SWIFT:

Please make sure to include in the Communication field the full name of the participant, so that payments can be correctly assigned. All transaction fees are to be borne by the sender of the transfer.

* VAT TAX: UITP is obliged to charge the official Spanish VAT rates applicable at the moment of your registration. **Please note that on 1 July 2010, Spanish VAT is scheduled to increase from 16% to 18%**

SIGNATURE

I hereby certify that I agree with the Light Rail SPAIN study tour terms and conditions:

NAME: DATE:

SIGNATURE: