



## CONFERENCE TERMS & CONDITIONS

### GENERAL CONDITIONS

1. 100% Advanced payment of the total amount estimated
2. The exact number of attendees and details (schedule, room setup, menus, etc.) must be informed until 5 days prior to the event day.  
Note: from this day on, there will not be accepted any reduction/cancellation or changes in the room set up (any changes requested in the event day will not be accepted).
3. The number of attendees provided to the hotel until this date for F&B services should correspond to the number of attendees to the events, Therefore it will be the minimum considered for billing purposes.
5. The client must inform the hotel about all the audio-visual material and other equipment that will bring to the event.
6. The Hotel Cardoso will not be responsible for any lost or damaged equipment left by the meeting planners or participants at the hotel facilities before, during or after the event.
7. The hotel may accept, on behalf of the meeting planners, any material for the upcoming event. This material must be correctly identified with the event's name and date, meeting planner contact and name of contact at the Hotel Cardoso.
8. All the signage for the event must fit the hotel decoration and be placed at the assigned areas in the hotel for this purpose. There is not allowed to place signage out of the designated areas.
9. It is not allowed to affix any supporting material to the walls, floor, ceiling or columns or even remove any of the hotel existing decoration. The costs related to any damage at the hotel's facilities or equipment during the event, will be the client's responsibility and the Hotel Cardoso has the right to charge it to the client.
10. Every event that requires any security assistance must be contracted by the client and authorized by the hotel management.

We hope that the above preliminary arrangements cover all your requirements, however, should you have any further request or need assistance, please do not hesitate to contact us.

We assure you of our best-personalized service.

Would you please sign the agreement and send back to us as a confirmation of your booking in a period of 2 days.

### CANCELLATIONS

1. 7 working days prior to an event 100% charges will apply
2. 14 working days prior to an event 50 % charges will apply
3. 21 working days prior to an event 30% charges will apply