

## TERMS AND CONDITIONS OF REGISTRATION AND PAYMENT

### Early enrollment

Early enrollment period is from August 1<sup>st</sup> to December 15<sup>th</sup>, 2018 (effective date is the date of reception of your payment in our bank accounts in the case of electronic wire transfers, or the day of successful charge to your credit card).

### Discount for early enrollment

During the period from August 1 to December 15, 2018, with the company profile form completed and payment in full of your participation in the event, you will be eligible for the discount for early enrollment of US\$100.00 00 (one hundred dollars, currency of the United States of America) for each person enrolled. In the case of suppliers and service providers, the discount of US\$ 100.00 is per company.

### Late enrollment

In exceptional cases and with due authorization of the General Coordinator of the event, there will be a late enrollment period from **April 23<sup>th</sup> to May 20<sup>th</sup>, 2019** causing a late-fee of **US\$ 100.00** (one hundred dollars, currency of the United States of America) for each registered participant in **addition** to the regular enrollment fee. The company profile must be completed online at the latest on the day full payment is made. *Please be aware that the appointment scheduling period will not be prolonged for late enrollments.*

### Complete registration and full payment

You may submit your company profile and effect full payment from **January 1<sup>st</sup> to April 22<sup>th</sup>, 2019** (effective date is the date of reception of your payment in our bank accounts in the case of electronic wire transfers, or the day of successful charge to your credit card). Once you completed the company profile online and effected payment for all the participants of your company, the following applies:

- Publication of the name of your company on our website (public access section), as well as a short description of your company (pursuant to privacy regulations, no participant names will be published on the events website)
- Access to our company dashboard (login required), where you may consult detailed descriptions of the other participating companies, download the electronic data files provided by each company (should the company have uploaded any), as well as the directory of participants with photographs (in case the participants did provide any and the directory is elaborated)
- Access our Vector Pharma 2019 App, through which you may receive updated information on Vector Pharma in real time, view the company directory of participants, request and deny appointments, get in touch with the other participants before the event and much more...

## Appointment Scheduling Period

The period in which you may request, accept, or deny appointments is from **February 5<sup>th</sup> to May 20<sup>th</sup>, 2019**. An appointment request will be visible for 5 calendar days to the corresponding party. Should there be no response within those 5 calendar days, the request will be invalidated automatically, and the third party may request the same once more. Be aware, the last day to request new appointments will be **May 20<sup>th</sup>, 2018**. Afterwards the system will not accept further meeting requests. During the following 5 calendar days, that is **until May 25<sup>th</sup>, 2019** however, you may still accept or deny previously requested appointments by third parties. On **May 26<sup>th</sup>, 2019, at 23:59 hrs (UTC-6)** the appointment scheduling period will end and the appointment schedule for each individual participant will be processed. Your personal appointment schedule will be available to you approximately **1 week** prior to the event.

\* Please take note that your personal appointment schedule may suffer slight changes, due to reasons beyond the control of Vector Pharma (cancellations, late enrollments, etc.). However, you will be informed about any changes in real time through our app and may consult any changes in your Dashboard.

## Payments

From **August 1<sup>st</sup> to December 15<sup>th</sup>, 2018** (effective date is the date of reception of your payment in our bank accounts in the case of electronic wire transfers, or the day of successful charge to your credit card) full payments (full amount less the early enrollment rebate of US\$100.00 per person) are received.

From **January 1<sup>st</sup> to April 22<sup>nd</sup>, 2019** full payments for each registered participant at the event are received, without the application of discounts.

***Please note:** If Vector Pharma does not receive full payment from your company by **April 22<sup>nd</sup>, 2019** at the latest, your participation in Vector Pharma will be cancelled automatically (please see also: "Cancellation Policy"). However, you may register anew during the late enrollment period (please see also: "Late Enrollment").*

From **April 23<sup>rd</sup> to May 20<sup>th</sup>, 2019** payments for late enrollment will be received, including the additional administrative fee for late enrollment of **US\$ 100.00** for each registered participant.

On **May 21<sup>st</sup>, 2019**, the late enrollment period is over, reason why no payments will be received after that date.

## Invoicing

In compliance with Mexican Law a Digital Tax Receipt (or CFD) will be emitted, also known as "electronic invoice" (digital file extensions \*.pdf and \*.xml), according to the amount of your payment, within 5 business days of having received your payment in our bank accounts/credit card charge. No printed invoices will be made out and/or sent to the participants. Should you require

an invoice prior to making payment, please contact us with your corresponding request. *Note: Invoices will be made out only if the corresponding data has been filled out on the company profile.* The electronic invoice will be sent to the e-mail provided for this purpose.

### **Changes in your company information**

Should there have been changes in the information of your company provided on the company profile (change of participants, change of company name or any other relevant information) you may make those changes directly upon entering the company dashboard of Vector Pharma 2018. Any increase in participants is subject to authorization and prior payment of the corresponding enrollment fee. Should there be a decrease in number of participants, please refer to our Cancellation Policy.

You may make those changes in the company dashboard up until **May 20<sup>th</sup>, 2019** at the latest. Afterwards, any change should be requested by e-mail to [contacto@vector-pharma.com](mailto:contacto@vector-pharma.com).

*Note: Vector Pharma is not to be held responsible for the veracity and correctness of the information published in the company profiles, since this information is full responsibility of the companies that provide them (third parties).*