

CONFERENCE BOOKING FORM

Travel Dates: 24th Feb to 1st March 2024

Please complete Booking form in **BLOCK CAPITALS**

If you would like to join us in South Africa, Sun City 2024, please complete this booking form in full and send it to sigma who will invoice you for non-refundable deposit of £700 per person. Places at the conference are available on a first come first served basis. Confirmation of your booking will be sent to you upon receipt of signed booking form and deposit. Terms & Conditions of your booking are overleaf.

Name of person booking:		Sigma Account Code:	
Daytime phone number:		Company Name:	
Mobile phone number:		Address:	
Email address:			
Sig Ref: (office use only)			

DETAILS OF ALL PASSENGERS TRAVELLING (please include details of the person booking if they are travelling):

	First name (as per your passport)	Surname (as per your passport)	Title	Date of Birth (DD/MM/YY)	Room Type: (Double, Twin, Single)
1					
2					
3					
4					

PLEASE COMPLETE THIS SECTION (Continuation to your booking)

	Passport number	Date of Issue	Expiry Date	Nationality	Birthplace	Dietary Requirements
1						
2						
3						
4						

TRAVEL INSURANCE - It is a condition of travel that you have fully comprehensive travel insurance.

Company insured with:		Policy number:	
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CONFERENCE PACKAGE (5 Nights per person on All Inclusive basis)	Price per person	No. of people	Total Price
Adults (normal delegate price per person on sharing basis)	£2,295		
Child aged 12 and under sharing a room with two adults (up to two children)	£2,095		
Child aged 13-17 sharing a room with two adults (up to one child only)	£2,095		
Single room supplement	£850		
Infant sharing a room (under 2 years)	£200		
Total Conference Cost for all attendees			£

Bespoke Travel Arrangements:

Any pre or post travel arrangements can be made directly with Citibond Travel (Tel: 0208 206 3638 or email: events@citibond.co.uk)

Continued overleaf...

CONFERENCE BOOKING TERMS & CONDITIONS

When you make a reservation you are required to sign the booking form and pay a non-refundable deposit of £700 (per person) for the Conference and £700 (per person) for any bespoke travel arrangements to be invoiced on acceptance and balance to be charged by 31st October 2023. No retro on the conference charges. Any reservation made on or after 1st November requires full payment. Non-payment or late payment may result in your booking being cancelled. Please note: priority for booking will be given to Sigma customers with a minimum spend of £3500+ per month and customers paying Sigma by Direct Debit.

Conference price Includes:

- Business Programme
- Social Programme
- 5 nights accommodation at The Palace of Lost City, South Africa
- All Inclusive Sigma package
- Return scheduled economy flights
- Airport taxes & Transfers

Conference price excludes:

- Travel to UK airport
- Items of personal expenditure
- Gratuities outside the Social Programme
- Any increase in air related surcharges/taxes
- Any optional Excursions
- Visa fees

Itineraries

All itineraries are based on current airline schedules and may be varied or amended to conform to any schedule changes by the airlines. Wherever possible any changes to itineraries will be advised well before departure from the UK.

Alterations to Confirmed Bookings

If you decide to change any part of your arrangements after these have been confirmed to you by the issue of our invoice, we will try to meet your requirements, subject to availability, at an administration charge of £100.

Cancellation by You

Any cancellation by you of a definite reservation must be notified to us in writing and will take effect on the day it is received by us. The following scale of charges will be payable, depending on the number of days the cancellation request is received prior to departure. The initial deposit is non-refundable. Days Prior to Departure Cancellation Charges Payable:

90+ days initial deposit only

31-90 days 60% of total cost

30 days or less 100% of total cost

Once travel has commenced no refund will be made.

Changes to Your Arrangements

We reserve the right to make changes to your arrangements at any time (including flights, accommodation or other arrangements). Such changes are often minor, but if not we will advise you before you depart. If we make material change we will offer you comparable arrangements or a refund of all money paid.

Cancellation by Us

If we have to cancel your conference package as a result of any circumstances, we may offer you additional compensation where deemed appropriate.

Note: Compensation will not be payable when the cancellation is due to events beyond our control, such as war, threat of war, riots or disturbances, terrorist activities, industrial disputes, fire, nuclear or natural disasters, health risks, problems with transport, severe weather conditions or any other similar events.

Travel Insurance

It is a condition of travel that you have fully comprehensive travel insurance.

Bespoke Travel Arrangements

Any pre or post travel arrangements can be made directly with Citibond Travel (Tel: 0208 206 3638 or email: events@citibond.co.uk).

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I' am over 18 and on behalf of the person listed above

by whom I' am authorised to make this booking, that I/we have agreed and understood the booking conditions above. Any changes/amendments to this booking will be subject to amendment/cancellation charges as outlined in the booking Conditions. I have read the terms & conditions.

Signed: Date of:

Please return your completed form to: miloni@sigmaplc.com

Miloni Tanna. Sigma Pharmaceuticals plc | T: 01923 332754 (Direct) | M: 07817 015841 | E: miloni@sigmaplc.com

(For any travel related enquires please contact Hiten Pindolia on 0208 206 3638)