



Special section I – provisions on the execution of events

1. General

These special terms and conditions apply to the execution of all types of event. Unless expressly stipulated otherwise in these special terms and conditions, the provisions of the general terms and conditions of TUTECH shall apply (annex to these special terms and conditions). The contractual partners are the client and TUTECH. The bases of the agreement are the services agreed between the client and TUTECH.

2. Reservation option

If no agreement should be concluded by the end of a reservation, TUTECH shall be entitled to make alternative use of the areas reserved until that point. Reserved areas shall only be available to the client for the agreed times.

3. Prices

The prices can be found in the applicable 'TUTECH – event offer'. The prices are subject to statutory VAT at the applicable rate on the date of the event. If the time period between the conclusion of an agreement and the provision of services should exceed six months, TUTECH shall be entitled to charge the currently applicable prices. Invoice amounts are to be paid in full within 14 days.

4. Cancellation deadlines

Unless agreed otherwise, the following deadlines are to be adhered to in the event of a cancellation: For a capacity of 10–100 people, the cancellation deadline shall be four weeks before the beginning of the event, and for a capacity of over 100 people it shall be six weeks before the beginning of the event. Until those deadlines, cancellation shall be free of charge. This does not include expenses which have already been accrued at the special request of the client (e.g. marketing, advertisements and catering). These must be settled in all cases. If cancellation is carried out after the four or six-week deadline as described in line 1, TUTECH shall be entitled to charge the full costs in accordance with the 'TUTECH – event offer'.

5. Changes to the number of participants

Major changes to the number of participants must be reported to TUTECH in writing at least three working days before the date of the event. If the number of participants should decrease, TUTECH shall invoice the corresponding minimum order amount.

6. Liability

The client shall be liable for damage caused by guests, employees or agents of the client. TUTECH can demand that the client conclude a liability insurance policy with a coverage of five million euros for personal, material and rented property damage. The applicability of the liability insurance policy must be evidenced at least 14 days before the beginning of the agreement/event. The client shall be obliged to immediately notify TUTECH in writing if the coverage ceases to exist in the agreed amount. Otherwise, section 11 ('Liability') of the general terms and conditions of TUTECH shall apply.

7. Hospitality

The client must pay for any food and drink that it has not ordered through TUTECH.

8. Decorations and exhibits

Any decorative material or exhibits the client wishes to bring must be coordinated with TUTECH in advance. In particular, this applies to anything which would necessitate the fulfilment of special fire prevention requirements.

9. Publications

Invitations, newspaper advertisements and other promotional measures and publications containing a reference to TUTECH require the prior written consent of TUTECH.

10. Right to withdraw

TUTECH reserves the right to withdraw from the agreement if:

a) it becomes impossible or unreasonable to render the service due to force majeure, fire, insufficient energy or similar circumstances;

b) TUTECH has a legitimate reason to assume that the event will threaten the business processes, security or reputation of the company.

In all cases, TUTECH shall immediately inform the client if it exercises its right to withdraw.

Date: September 2013