

## **General Terms and Conditions for Trainings and Seminars Endress+Hauser Process Solutions AG**

The General Terms and Conditions below apply to all Endress+Hauser Process Solutions AG Trainings and Seminars, hereafter referred to as events. They regulate the contractual relationship between the participants and Endress+Hauser Process Solutions AG.

### **Registration**

The registration can be made via Internet or e-mail and is binding. The number of participants for every event is limited. The registrations will be considered in their order of entry and confirmed by e-mail. In order to guarantee participation, we need your registration as early as possible. The deadline for registration is 28 calendar days before the start date of the event.

### **Conditions for execution**

If the minimum number of participants has not been reached 14 calendar days before the start date of the event, Endress+Hauser Process Solutions AG reserves the right to cancel the event or to offer participants an alternative date. In this case, persons registered for the event will be reimbursed with the full amount of money already paid or the said money can be used to pay for an alternative event.

### **Services rendered**

All prices are understood as per participant and event date. In addition to participation, the price includes lunch, drinks/snacks in pauses, event documentation and certificate. Not included are costs for staying in a hotel, ancillary expenses as well as travel costs.

Endress+Hauser Process Solutions AG reserves the right to replace advertised speakers by others and make necessary changes to the event program, while maintaining the overall character of the event.

### **Event fee**

The payment of the event fee is a prerequisite for the participation in the event. We expressly reserve the right to change the price and currency conversion rate. Fees must be received by the accounting department of Endress+Hauser Process Solutions AG at the latest 14 days before the start date of the event.

Endress+Hauser Process Solutions AG reserves the right to cancel the participation of a person if the event fee has not been received by the aforementioned point in time.

In exceptional cases, and after prior consultation with a contact person in the Technology Training Department, a last-minute registration may be possible. In this case, the event fee must be paid in cash (Swiss Francs) at the start of the event. A receipt for the payment made will be given there and then to the participant.

### **Cancellation fees/insurance**

Should it be impossible to take part in an already booked event, advanced notice of cancellation should be submitted to us at the latest 15 days before the start of the event. For a later cancellation of participation, the following fees shall apply:

From 14 calendar days before the start date of the event: 50% of the event fees

From 10 calendar days before the start date of the event: 80% of the event fees

From 5 calendar days before the start date of the event: 90% of the event fees

Should a participant fail to attend without prior cancellation, the entire event fee will be forfeited. We will gladly accept alternative participants.

It lies within the participant's responsibility to take out any necessary insurance. Endress+Hauser Process Solutions AG does not provide any insurance cover and cannot be made liable for damages resulting from acts of God such as accidents, illness, death in the family etc. We recommend that participants take out insurance that covers the possible costs of cancellation with their own insurance company.

Liability for personal injury and property damage during the immediate event as well as during any supporting events organized by Endress+Hauser Process Solutions AG is explicitly excluded, except where such injury or damage is proven to be intentional or the result of gross negligence.

### **Procurement of hotel rooms**

Endress+Hauser Process Solutions AG will procure hotel rooms for the participants at the special conditions agreed with the hotel, where such contractual agreements exist. In the event of a participant cancelling a hotel room, the general terms and conditions of cancellation of the hotel in question apply. Here Endress+Hauser Process Solutions AG acts only as middle man and not as contractual partner. Participants must pay for the hotel themselves.

### **Bank details**

Basler Kantonalbank

Swiss franc account

IBAN CH75 0077 0016 0445 7453 1

SWIFT: BKBBCHBB

Euro account

IBAN CH39 0077 0016 5420 8158 3

SWIFT: BKBBCHBB

### **Contact person**

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