

Terms for conferences, exhibitions and banquets at World Trade Center Stockholm

Event booking

Upon receipt of the customer's order by World Trade Center Stockholm AB (WTC), WTC shall send a confirmation, which shall in turn be reconfirmed by the customer.

No later than nine business days before the starting date of the event, the customer shall provide information to WTC on the number of attendees, times for meals and any additional requests beyond those specified on the order confirmation. The customer shall simultaneously submit a copy of the conference programme, a list of exhibitors and a specification of necessary equipment.

Cancellations

Conference facilities/Banquet rooms

New York

No cancellation fee will be charged for cancellations received no later than three months prior to the scheduled starting date of the conference.

A cancellation fee equal to fifty percent of the agreed rent for premises will be charged for cancellations received no later than two months prior to the scheduled starting date of the conference.

A cancellation fee equal to 100 percent of the agreed rent for premises will be charged for all cancellations received later than two months prior to the scheduled starting date of the conference.

Other conference rooms and banquet/party rooms

A cancellation fee equal to 50 percent of the agreed rent for premises will be charged for cancellations received no later than two months prior to the scheduled starting date of the conference.

A cancellation fee equal to 100 percent of the agreed rent for premises will be charged for all cancellations received later than one month prior to the scheduled starting date of the conference.

Exhibition hall

WTC reserves the right to retain any registration fees paid for exhibition space for which the booking is later cancelled. In addition, cancellation fees shall be charged as follows for booked space for which the rent exceeds SEK 100,000.

No cancellation fee will be charged for cancellations received no later than twelve months prior to the first scheduled exhibition day.

A cancellation fee equal to 25 percent of the agreed rent for premises will be charged for cancellations received no later than six months prior to the first scheduled exhibition day.

A cancellation fee equal to 50 percent of the agreed rent for premises will be charged for cancellations received no later than two months prior to the first scheduled exhibition day.

A cancellation fee equal to 100 percent of the agreed rent for space will be charged for all cancellations received later than two months prior to the first scheduled exhibition day.

Should WTC rent the space, following cancellation, to another party, the cancellation fee shall be reduced by the amount of rent received by WTC for such rental less any costs incurred by WTC by reason of the cancellation.

For booked space for which the rent is less than SEK 100,000, cancellation fees will apply as above, with the time limits halved, i.e., six months, three months, one month and one month, respectively.

Meals

Upon cancellation or change later than 3 weeks prior to the scheduled starting date of the event, the customer will be charged 50 percent of the cancellation amount.

Upon cancellation or change later than 2 weeks prior to the scheduled starting date of the event, the customer will be charged 75 percent of the cancellation amount.

Upon cancellation or change later than 1 week prior to the scheduled starting date of the event, the customer will be fully charged.

Payment terms

Exhibition hall

Upon receipt of the definitive booking/signed contract, the customer will be billed for the higher of a) a registration fee equal to ten percent of the rent amount or b) SEK 10,000. This amount shall be paid no later than three months prior to the first date of use of the premises. The customer will be billed for the remaining rent at the same time, which shall be paid no later than three weeks prior to the first date of use of the premises. The customer shall not be allowed use of the premises until rent and other charges for the event have been paid in full.

Conference premises/Banquet rooms

The agreed price for the event shall be billed immediately upon the event's conclusion and payment shall be received by WTC within 20 days of date of invoice. WTC reserves the right to demand payment on account.

Late payment

Penalty interest shall be charged upon all past due amounts in accordance with the Swedish Interest Act. WTC shall also have the right to charge reminder fees and collection fees.

Should payment of the registration fee fall more than thirty days in arrears, WTC shall have the right to cancel the agreement.

Price changes

WTC reserves the right to change prices without prior notice. Should costs for acquisition or provision of contracted goods or services increase as a result of higher taxes, currency devaluation, governmental decision or comparable circumstances, WTC shall be entitled to impose a surcharge equivalent to the cost increase. WTC shall immediately inform the customer of any such surcharge.

Liability, etc.

The customer hereby agrees to exercise all reasonable and customary care and supervision of booked premises and equipment and to ensure that the premises and equipment are returned to WTC in unchanged condition. The customer shall be liable for and pay for all damage to premises and equipment, except for damage caused by WTC or any person for whom WTC is responsible. The customer shall be liable for all damage to exhibited objects, decorations and all other materials, as well as injury caused to exhibitors, conference attendees or others.

The customer hereby assumes liability for compliance with all applicable laws, ordinances and regulations of any kind with respect to fire protection, work environment, worker health and safety, and handling of certain goods, in connection with the exhibition. The customer shall be liable to pay compensation for all injuries that may arise as a consequence of failure to observe such regulations, etc.

Limitations of liability

Any liability to pay damages on the part of WTC shall not extend to indirect injury or consequential injury (including, but not limited to, loss of production or income, other business injury, injury to the property of another, claims from outside parties, etc.) or injuries that WTC could not reasonably have foreseen.

WTC's liability to pay damages to the customer is limited to SEK 100,000 per booking, regardless of the extent of injury.

Insurance

WTC shall be responsible for insuring premises and equipment provided by WTC against fire. The customer shall be responsible for exhibited objects, decorations and other materials. The customer shall therefore purchase own insurance and, where appropriate, recommend exhibitors or others to purchase insurance for such property.

Force majeure

Labour conflict, lightning, fire, governmental decision, restrictions upon deliveries and error or delayed performance by subcontractors or other circumstances over which WTC could not reasonably have had control or foreseen shall entitle WTC to cancel the agreement with no obligation to pay damages in any form.

Other regulations

Particular regulations apply with respect to the exhibition hall, which the customer and any exhibitors undertake to familiarise themselves with and follow.

Other

In all other respects, the rules on ordering of conferences established by the Swedish Hotels and Restaurants Association (SHR) shall apply.