

## **EVENT DESIGN** *collective*

The following terms & conditions apply to all products and services of Event Design Collective GmbH.

1. Project fee: Total Project Fee per phase as per estimated effort to be paid in full per electronic bank transfer at start of the phase.
2. To confirm the project, 50% of the Project fee is to be paid upon confirmation of the project + travel, materials and expenses (at cost) to secure the time and resources required. The balance of the total booking fee is due latest 15 days prior to the start of the first engagement onsite.
3. Travel and accommodation costs: Event Design Collective (EDCo) team to book flight and invoice organiser who refunds within 1 week of date of invoice by bank transfer. Flight will be booked only if the Stipend has been received as indicated in 1 & 2 indicated above.
4. Cancellation terms:  
Projects:
  - The project can be postponed at no charge until 60 days prior to the intended start date and time of the event. Cancellation will incur the paid stipend as indicated in 1. and 2. above and related expenses which are unrecoverable.
  - In the event of cancellation between 31 days and 14 days prior to the event start date and time, organiser will indemnify team EDCo by paying 75% of the Stipend and related expenses which are unrecoverable.
  - In the event of cancellation less than 14 days to the event start date and time, organiser will indemnify team EDCo by paying 100% of the Stipend and related expenses which are unrecoverable.Event Design Certificate program:
  - In case of cancellation longer than 3 months before the event starts, no costs will be charged.
  - In case of cancellation within 3 months of the event but longer than 1 month before the event you will be charged 20% of the registration fee as cancellation fee.
  - In case of cancellation within 1 months of the event but longer than 2 weeks before the event you will be charged 70% of the registration fee as cancellation fee.
  - In case of cancellation within 2 weeks before the event 100% of the registration fee will be charged.
  - Cancellation needs to be done in writing by e-mail to the organisers. The date of cancellation is determined by the date of the e-mail. In case of insufficient number of registrations the organiser retains the right to cancel or postpone the event.

Payment is due at time of registration. Payments received after this term may incur an additional administration charge. For changes in the registration, the organiser retains the right to charge an administration fee. For changes/cancellations an administration charge of 10% of the registration fee is applicable. It is possible to change the participant information to allow a replacement to attend the event in your place up-to 24 hours prior to the event start. Switching tickets to different event dates or cities are not permitted.
5. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of Switzerland.

6. Notices. Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this Agreement.
7. Mandatory Arbitration. Any dispute under this Agreement shall be required to be resolved by binding arbitration of the parties hereto. If the parties cannot agree on an arbitrator, each party shall select one arbitrator and both arbitrators shall then select a third. The third arbitrator so selected shall arbitrate said dispute.
8. Entire Agreement. This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.
9. Modification of Agreement. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorised representative of each party.
10. Assignment of Rights. The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.