

General Terms and Conditions

for the Use of Infrastructure of **TECHNOPARK®** Zurich

I. General Terms and Conditions

Technopark Zurich is offering rooms for rent to organize any sort of event. Events related to technology transfer, entrepreneurship and innovation are generally preferred. However, events having any political, religious or any other ideological motivation cannot be held in Technopark Zurich. In the case of such events, Technopark Zurich reserves the right of last minute cancellations, even if a reservation has been previously accepted. No refund for already paid reservation fees will be given in this case.

II. Pricing conditions

Price information in offers or confirmations are based on the state of information at the time when the offer or confirmation is made. The list prices at that time also apply. We reserve the right to change offer prices in relation to rooms, infrastructure and services. Value-added tax (VAT no. CHE-106.239.853) is not included in our prices. Special conditions apply to the rental of space by Technopark tenants.

III. Signs/directions/announcements

Internal signage for events is handled by Stiftung Technopark using our own in-house style and Word fonts (service included). Upon request, we are happy to publish definitively reserved events in the Technopark Zürich internet event calendar.

IV. Technical support

In-house technical and other support teams (instructions, installation and more) must be employed for the use of audio-visual technology or other technical (e.g. water, electricity, telephone, internet, air pressure, floor electrical sockets, etc.), building and organisational infrastructure or equipment by an event holder. The event holder is required to contact us in good time before the event to clarify the details and scope of technical support and installations. The costs for technical support, advisory services and requisite advance consultations are billed to the event holder. Prices stipulated in the actual valid article list apply. All other services and assistance are billed on a time and material basis. In special cases, other technical experts may be called in at the event holder's expense (e.g. audio and video technicians). Unless ordered in advance, no technical support is available outside of normal business hours or at weekends. Access to utility rooms, control rooms and storerooms is only permitted for the operational staff of Stiftung Technopark or upon express permission.

V. Miscellaneous facility services

Intermediate cleaning, additional seating arrangements, etc., assistance with setting up, taking down and other post-event activities, or any other work the event holder may wish to have completed are carried out by our facility services team whenever possible. Services are billed on a time and material basis and according to the actual valid article list.

VI. Public transportation

Technopark Zürich is ideally located for arrival via public transportation. We request that event holders make event participants aware of this fact (see map for connections).

VII. Food and drink

The restaurants located in the transfer section are operated by ZFV company. Food-related queries can be addressed directly to the ZFV company site management. Please contact the management team early enough: telephone +41 44 445 15 47 / e-mail gastronomie-technopark@zfv.ch. Additional items (tables, chairs, room rental, etc.) are billed separately. This applies in particular to external catering organisations.

VIII. Disposal

At Technopark Zürich, we employ a successful disposal concept based on the cost-by-cause principle. As an event holder and user, you are subject to this system. Costs for waste separation and removal of waste and recyclables (e.g. paper, cardboard, polystyrene, packaging materials) and special waste are billed separately in the invoice. The event holder is required to remove any signs, flipcharts and other notes, advertising materials, course and conference documents, etc. immediately upon conclusion of the event or instruct the event team as to their continued use.

IX. Deliveries

The delivery of objects and materials is to be conducted by the event holder via the Haus Pauli entrance. Stiftung Technopark and the partner organisations working in the building disclaim any responsibility for objects and materials belonging to event holders or third parties which are delivered early or stored on site. Special cases may be discussed with Stiftung Technopark in advance.

X. Wall mounts

It is prohibited to affix objects in any way (nails, adhesive materials, wires, etc.) in any room or zone as well as on any lighting fixture, wall, ceiling or railing at Technopark Zürich without the prior consent of Stiftung Technopark. Any fastening fixtures and the like must be properly removed by the event holder. Any damages caused by the event holder will be repaired or removed by Stiftung Technopark at the event holder's expense immediately following the conclusion of the event.

XI. Exhibition space

The exhibition space is subject to general safety, fire safety and facility regulations that must be complied with at all times, in particular during the setting up and taking down of equipment and installations.

XII. Deposit

For reservations, Stiftung Technopark is entitled to request a deposit of at least 20% of the fixed costs. The remainder will be billed after the event and must be paid in full within 30 days.

XIII. Cancellation

If an event is not held, the following cancellation fees for reserved rooms apply upon payment:

- > 20% from the time of a definite reservation
- > within 30 days of the event, 40% of the room costs
- > within 20 days of the event, 60% of the room costs
- > within 10 days of the event, 80% of the room costs
- > within 3 days of the event, 100% of the room costs

Please see the actual valid article list for item and service cancellation rates.

We reserve the right to claim damages.

XIV. Requested changes by the event holder

Changes requested by the event holder with regard to rooms, their use and/or setup (and technical infrastructure; see also the actual valid article list) during or shortly before the event are subject to fees. (We reserve the right to add surcharges to the normal prices.) The event-holder is liable if Stiftung Technopark and/or a third party sustains any damages resulting from these occurrences.

XV. Event insurance

The event holder is responsible for obtaining liability and property insurance to cover any personal and property damages.

XVI. Parallel events

The infrastructure and the concept of Technopark Zürich enable simultaneous and potentially competing events, gatherings and exhibitions to take place. The event holder is hereby notified of this eventuality.

XVII. Permits

All permits as well as compliance with all copyright stipulations (e.g. Suisa and ProLitteris) are the responsibility of the event holder.

XVIII. Construction in Zurich-West

The extensive construction activities in the vicinity of Technopark Zürich are now finished and have a minimal impact on the Technopark. Disruptions and other inconveniences may nevertheless occur. We assume no responsibility for this.

The General Terms and Conditions are an integral component of our event agreements.

Please contact us if you have further questions or require more details. Contact us – we look forward to your visit.