



General conditions for the sale of services

Article 1: Purpose

The purpose of Reims Événements Organisation is the sale of tourist products to participants of congresses, company conventions, trade fairs, seminars, shows, economic, cultural or sport events – and more generally any event – organised in Reims and in Champagne-Ardenne.

Reims Événements Organisation acts for the interests of the Client, organiser of an event, who remains sole responsible of the proper running and organisation of the event which it organises.

Reims Événements Organisation intervenes for:

- **Individual bookings**, where each participant registers individually and covers the costs of the participation to an event;
- **Global bookings**, where the Client covers the costs of the various activities and / or the accommodation of the participants.

Registration management

Article 2: Modalities for individual registrations

The modalities for the registration to the event are defined by the Client, who freely sets its prices and conditions.

The Client communicates to the potential participants to an event a registration form which must be validated in writing by Reims Événements Organisation. Any later modification without the agreement of Reims Événements Organisation may entail further management costs for the Client.

The filled in form is then sent by each participant to Reims Événements Organisation which will process the request.

Article 3: Processing of individual registrations

The requests are processed in the order in which they are received. The possibilities of registration or participation to the various activities are valid until available places run out.

Registrations are only effective after encashment of the registration fees corresponding to the selected services and the required file fees. Only the payment modes listed on the registration form are accepted.

After encashment of registration and file fees, Reims Événements Organisation sends to each participant a detailed confirmation of the registration.

Article 4: Cancellation of an individual registration

Except if mentioned otherwise on the registration form, the registration and file fees are not reimbursed in the case of a cancellation by a participant.

If, as requested by the Client, the registration form stipulates the possibility for the participants to cancel their registrations, the cancellations must be sent in writing Reims Événements Organisation before the date mentioned on the registration form. After this date, the registration fees are due.

The file fees are not reimbursed.

Accommodation management

Article 5: Accommodation registration

To ensure a proper quality of its services, Reims Événements Organisation has signed a Hotel Charter with the main establishments of the City of Reims and its region.

Reims Événements Organisation carries out for the Client a search of accommodation availabilities on the basis of needs expressed by the Client and places options on the selected hotels.

Individual registrations

Reims Événements Organisation acts as an intermediate between the participants and the hotels. The requests are fulfilled in the order in which they are received.

Registrations are only effective after encashment of the deposits corresponding to the choice of the selected hotels and the booking fees. Only the payment modes listed on the registration form are accepted.

After encashment of the deposit and booking fees, Reims Événements Organisation sends to each participant a detailed confirmation of the registration. The remainder of the accommodation costs is to be paid directly by the participant to the hotel, minus the deposit paid beforehand.

Reims Événements Organisation endeavours to respect the choice of the participants inasmuch as possible, according to the allocated hotel room availabilities. If Reims Événements Organisation is not able to precisely meet the requirements of a participant, it will suggest a similar offer for approval. The registration only becomes effective after acceptance of this new offer by the participant.

Global registrations

Reims Événements Organisation acts as an intermediate between the Client and the hotels. Registrations are only effective after payment by the Client of deposits corresponding to the selected hotel rooms.

Le Client communicates to Reims Événements Organisation as soon as possible, and at the latest 45 days before the beginning of the event, the rooming list of the participants with the category of hotel and the type of room for each participant.

Article 6: Extras

Individual registrations

All beverages, as well as breakfasts and meals, are to be paid directly by the participants to the hotel.

Global registrations

The Client specifies to Reims Événements Organisation, at the latest when sending the rooming list, whether it will cover the costs of the beverages, breakfasts and meals ... which the participants may consume in the hotels.

Without any specific instructions from the Client, these drinks and meals will be invoiced.

Article 7: Cancellation of a hotel registration

Individual registrations

If a participant cancels the hotel registration by mail sent to Reims Événements Organisation, at the latest 14 days before the beginning of the event, Reims Événements Organisation shall reimburse the deposit paid. The file fees are not reimbursed.

Past this date, the deposit and file fees are due.

Global registrations

If the Client cancels the hotel registration by mail sent to Reims Événements Organisation, at the latest 45 days before the beginning of the event, Reims

Événements Organisation will reimburse the deposit paid. However, the registration fees remain due to Reims Événements Organisation.

Past this date, the deposit and file fees are due.

Article 8: Listing and types of rooms

For the hotels, the number of stars corresponds to the French standards.

Types of rooms:

- Individual rooms: a single bed.
- Double rooms: a double bed.
- Twin rooms: twin beds.

Registration and accommodation management

Article 9: Non-payment by a participant

Individual registrations

Reims Événements Organisation regularly sends to the Client the list of registered participants and the list of those participants who have not paid all or part of the registration fees and / or hotel bookings.

If the Client decides not to cover the unpaid sums, Reims Événements Organisation will notify the participant of the cancellation of the registration.

If the Client decides to cover the missing sums, Reims Événements Organisation will invoice them to the Client, as well as the file fees and / or hotel bookings and will not have to recover these sums from the participant.

Article 10: Banking costs

Individual registrations

Payments by the participants will be made in euros, by bank card (Internet registration) or by cheque drawn on a French bank.

Banking costs for the management of the registrations and hotel bookings will be invoiced to the Client.

Article 11: Cancellation of the event

In the case of cancellation or postponement of the event, for any reason whatsoever,

Individual registrations

Reims Événements Organisation will reimburse to the participants the whole of the sums received and will invoice the Client the deposits due to the hotels, as well as the costs covered by Reims Événements Organisation for the organisation of the event.

Global registrations

Reims Événements Organisation will invoice the Client the deposits due to the hotels, as well as the costs covered by Reims Événements Organisation for the organisation of the event.

General

Article 12: Liability

Reims Événements Organisation is liable to the Client for the execution of the obligations resulting from the present conditions of sale.

Reims Événements Organisation can not be held liable for unforeseen circumstances or events, cases of absolute necessity or acts of God, or acts by any person beyond the control of the organisation and the proper progress of the event.

Article 13: Additional clauses

Any modification to the convention which may modify the services rendered or lead to additional services must be made in writing and signed by both parties, otherwise it will be considered void and non applicable.

Article 14: Registered address

For any notification, both parties give their registered address as mentioned in the specific Conditions of services.

Article 15: Applicable law

Litigations between parties will be settled by application of French Law and rules of procedure. In the case of issues with the interpretation of the contractual documents, the French text will be considered as sole valid document.

Article 16: Legal competence clause

Possible litigations resulting from the execution or interpretation of the convention between the parties may be solved exclusively through the Courts of Justice of the City of Reims.