

GENERAL TERMS AND CONDITIONS FOR TRAINING COURSES ORGANISED BY TA TRIUMPH-ADLER GMBH, UTAX BUSINESS DIVISION

1. REGISTRATION

Registrations will be considered in the order in which they are received. In the event that other participants cancel, participants who register later will move up accordingly. A contract shall only be concluded upon receipt of the confirmation issued by TA Triumph-Adler.

2. SCOPE OF SERVICES

In addition to running the event, the participation fee includes the following services:

- a group lunch incl. drinks
- drinks during breaks and small snacks
- participation documents
- participation certificate

Additional costs for e.g. breakfast, dinner, overnight stay, drinks or other services outside the event have to be borne by the participant. Success is not guaranteed. In the event of non-acceptance, failure to apply the knowledge imparted or failure to transfer it into practice, there shall be no possibility of reducing or reclaiming the participation fee.

3. PAYMENT, CANCELLATION AND RESCHEDULING

The participation fee is due for payment net within 8 days of receipt of the invoice. The company sending the participant to the training course shall be liable for the costs.

A participant must make any cancellations or rebookings in writing.

Technical training courses may be cancelled or rebooked free of charge up to 14 days before the start of the event.

For sales training courses, the deadline for free cancellation/change of booking is 30 days prior to the event. Cancellations or rebookings of training courses made later than this shall still incur the following portions of the training fees:

- up to 7 days before the start of the training course, 50%
- later cancellations or no-shows, 100%

The date of receipt of the participant's notification by TA Triumph-Adler shall be definitive for the calculation. A substitute participant from the same company may be appointed at any time free of charge.

4. COPYRIGHT

The content of the training courses is protected by copyright. Transfer or reproduction is only permitted with the express consent of TA Triumph-Adler. Participants are not permitted to make audio or visual recordings of the event.

5. DATA PROTECTION

Participant data will only be transferred to third parties if a hotel reservation is requested. In this case, the address of the company and the name of the participant are passed on to the hotel. Otherwise, participant data will only be used internally for statistical purposes. The participant hereby agrees that TA Triumph-Adler may respond to queries from the company sending the participant regarding the course of the event. In all other respects, the statutory provisions on data protection and the data protection declaration of TA Triumph-Adler shall apply.

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