

## Booking Conditions SUCCESSGIDS

### 1. Method of Payment

The payment of the total sum due can be made using a bank transfer (wire), a collection authorization (only in the Netherlands), iDeal or by credit card.

#### *Payment using a bank transfer (wire)*

If the participant wants to use a bank transfer, the total invoice sum has to be entered in the ING account of Succesgids in Zaandam at the latest on the payment date mentioned at the invoice.

#### *Payment using a collection authorization and by credit card*

If the participant wants to pay in one or more instalments, the agreed instalment amounts will be collected from the bank account/credit card on or around the agreed date. The participant sees to sufficient funds in the concerning account. For this collection a refusal period of 0 (zero) days is valid. If the agreed collection cannot take place, Succesgids will charge notice costs and administrative expenses with a minimum of € 40,00. Also the participant is declared liable without judicial intervention of further default.

### 2. Data of the participant(s)

At the latest 15 working days before the beginning of the seminar the following data of the participant(s) have to be passed on to Succesgids: name, address, e-mail address and phone number. If these data haven't be passed on in time, this can result in not providing the ticket. This does not discharge the participant of his payment obligations.

### 3. Reselling of tickets

Tickets may be resold only at the current, full price of Succesgids (available on demand). If not done so, this can result in not getting access to the seminar.

### 4. Absence

In case of unexpected absence of the participant, then the following possibilities exist:

- a. If the absence is indicated by letter to Succesgids at the latest 90 days before the beginning of the seminar, the amount of the invoice can be used as a payment for the next edition of the seminar. Should there be no next edition, the amount can be used for another seminar of Succesgids. This credit can be used within a period of 12 months; after that the credit will expire. This change may take place only once per invoice.
- b. If the absence is indicated by letter to Succesgids at the latest 30 working days before the beginning of the seminar, someone else can replace the participant. In case of absence € 25,- excl. VAT will be charged.
- c. If the absence is indicated to Succesgids within 5 working days, the full sum is due.

### Cancellation

Within a period of 7 days after subscription the participant can cancel his participation of the seminar without any costs. After this period of 7 days cancelling costs are due. If the participant cancels his participation to the seminar (otherwise than is indicated by absence) 50% of the invoice sum is due if this is indicated by letter or email to Succesgids at the latest 90 days before the beginning of the seminar. After that the full sum is due.

### 5. Travel and accommodation expenses

If the participant in addition to his seminar ticket also booked his accommodation through Succesgids, the following additional conditions are valid.

In case of moving up or cancellation the full living expenses are due.

### 6. Cancellation Insurance

The participant himself can take out a cancellation insurance at an insurance company of his own choice.

### 7. Force Majeure

If the seminar cannot take place on the agreed date and place, this will be a force majeure to Succesgids. If the seminar is moved to another date, the seminar ticket remains valid to the new date. If the seminar is cancelled, the invoice sum is converted into a credit, which can be used in favour of another seminar of Succesgids within a period of 12 months. If the seminar is moved or cancelled, the participant can use the possible booked travel and living. Restitution of the paid costs is not possible.

### 8. Liability

Succesgids does not accept liability for the consequences of participation of or moving or cancellation of the seminar. Succesgids is insured for civil liability. In case of claims the participant accepts explicitly the insurance company as a representative of Succesgids and the limits to the possible payments set by the insurance company.

*Terms and conditions Events Succesgids 01/01/2018*