

# Deviating general conditions

for international multi-day conferences

## Early Bird Discount

This article supersedes article 2.6 of the general terms & conditions

An early bird discount will be afforded to parties that reserve a room at the Beurs van Berlage, a year in advance. This discount entails that the client pays the rates of the year in which they reserve a room, which will then remain unchanged. This means that the indexation will be frozen for a maximum of 3 years. It is possible to cancel events up to 2 years before its start without having to pay any additional costs, as is stated in the following cancellation procedure.

## Cancellation

This article supersedes article 4.2 of the general terms & conditions

You are not required to pay any additional costs in case of a partial cancellation of arrangements if this margin does not exceed 10% of the entered number of people as is stated in the contract, and as long as the cancellation is done at least 10 workdays before the conference's commencement. We would like to refer you to our general conditions for other types of cancellations. The Beurs van Berlage maintains the right to arrange for another room in case of a change in the number of guests.

The client is required to pay additional costs for complete cancellations of an agreed upon room or rooms, by means of the rent per room or by means of an arrangement per person, according to the following outline:

- 0% of the total reservation balance if the cancellation takes place more than 24 months before the start date of the event;
- 5% of the total reservation balance if the cancellation takes place more than 15 months before the start date of the event;
- 15% of the total reservation balance if the cancellation takes place between 15 and 12 months before the start date of the event;
- 50% of the total reservation balance if the cancellation takes place between 12 and 6 months before the start date of the event;
- 85% of the total reservation balance if the cancellation takes place between 6 and 3 months before the start date of the event;
- 100% of the total reservation balance if the cancellation takes place within 3 months before before the start date of the event.

## Down Payment

This article supersedes article 9.8 of the general terms & conditions

The following down payments are applicable:

- 12 months in advance, 30% of the contracted value is to be paid;
  - 2 months in advance, 40% of the contracted total value is to be paid;
  - 1 month in advance, 30% of the contracted total value is to be paid;
  - 3 weeks in advance, all remaining expenses are to be paid.
- 100% of all costs are to be paid before the start of the event

## Insurance

Since the Beurs van Berlage is member of the CLC-VECTA guarantee fund, you are able to use the services of the CLC-VECTA Event Insurance. This insurance covers for instance:

- Coverage of the postponement of an event because of cancellation;
- 20% additional coverage ;
- Very easy registration for signing up for the insurance;
- Quick claim settlement;
- Insolvency coverage;
- Co-insurance for accidents and liability risks.

For more information please visit: [www.clcvecta.nl](http://www.clcvecta.nl) or contact via telephone number +31 (0)35 - 539 92 29 or

e-mail: [CLC-VECTAeventverzekering@meeus.com](mailto:CLC-VECTAeventverzekering@meeus.com)

## Pre-financing & Guarantee Fund (VGF)

The Pre-financing & Guarantee Fund (VGF) is set up to take away the financial concerns of conference organisers.

### The pre-financing scheme

In the preparatory stages of the conference, the organiser has to deal with various aspects that must be paid for. Examples are the costs for establishing a foundation, a down payment for the accommodation, and expenses incurred for developing marketing tools, such as a brochure, first announcement, or website.

As the registration fees will not be received until later, the organisers may not always be able to fund these initial expenses. The pre-financing scheme of the VGF can help to pay these costs.

Conference organisers may apply to the VGF for an interest-free loan, free of charge; a kind of subsidy scheme for conferences.

To see a youtube video about how this fund is working, please click here: <https://youtu.be/YcGJF75SNOg>

### The guarantee scheme

In order to minimise this risk, the VGF offers the possibility of a guarantee. This guarantee allows the conference organisation to guarantee that the event will take place, in spite of possible disappointing numbers of attendees.

All terms and conditions, the full application procedure, and more information about the VGF, are featured on [www.VGFHolland.nl](http://www.VGFHolland.nl).

You can contact VGF via telephone number +31 (0)70 - 370 57 05 or e-mail [info@vgfholland.nl](mailto:info@vgfholland.nl).