

GENERAL SALES CONDITIONS « GROUPS »

ARTICLE 1 : APPLICATION

The present General Sales Conditions apply to all meetings which include both accommodations & meals (9 rooms or more that 10 covers). They are aimed at tourism professionals & meeting planners. These General Sales Conditions are to be sent to the clients at the same time as the quotation. In confirming the reservation the client declares to have accepted the present General Sales Condition in their entirety at the exclusion of any other documents. In the case of special contractual provisions that differ from these general sales conditions, the special provisions will apply

ARTICLE 2 : RESERVATIONS

2.1 Contract Formalization.

The contract to provide services related to the organization of meetings, lodging & meals is formalized & the client is engaged immediately upon receipt of the contract by the hotel concerned duly signed and dated by the customer, bearing the stamp of customer and the words " **Read & approved**" with each page duly initialled.

2.2 Reservation Guarantee

The quotation, duly signed and dated, must be accompanied by the payment of a deposit referred to in Article 8. Failing payment of the deposit, the hotel concerned does not guarantee the availability of meeting spaces or reserved rooms. The client remains, however, bound by the obligations assumed under this contract with regard to payment terms and conditions of cancellation referred to in Article 5 below.

ARTICLE 3 : ORGANISATION OF RESERVATIONS

1/ ROOMS.

The client must submit in writing (fax or email) to the hotel concerned the rooming list (list of names of participants at the convention and the allocation of rooms), no later than 21 days before the arrival date; It is understood that this will not form the basis of final billing. The reduction in the number of rooms is considered a partial cancellation of booking giving rise to the application of Article 5 of these conditions

The rooms are made available as of 15hr00 on the day of arrival and must absolutely be released no later than noon on the day of departure, any overflow that may lead to the billing of an extra night at the displayed public rate.

2/ COVERS

The client must specify in writing (fax or email) sent to the hotel concerned the exact number of covers for each meal three working days before the date of the event. The reduction in the number of participants is regarded as a partial annulment of the reservation-giving rise to the application of conditions in Article 5. The customer must confirm his choice of meals (menu, buffet, cocktail...) no later than 8 days before the event. If the decision is made within 7 days, the hotel reserves the right to impose a choice in the category selected by the customer. In any event, catering not consumed as part of a package will not give rise to a reduction of price.

3/ MEETING SPACES

The client must inform the hotel concerned, prior to the event, of any significant change in the number of participants. The hotel reserves the right to adapt accordingly the spaces available to the client.

ARTICLE 4: MODIFICATION OF SERVICES

Any request for changes to agreed upon services must be addressed to the hotel concerned. Without written acceptance of the hotel concerned within 8 days following receipt of the request, no changes can be made to the contract.

ARTICLE 5 : CANCELLATIONS

All billing is based upon the services reserved. Clients are invited to pay close attention to the cancellation policies below:

The cancellation of all or part of the original reservation must be sent to the hotel concerned. A change of date for an event is regarded as a total cancellation and gives rise to the application of the cancellation policy. The reduction in the number of participants or the duration of the event is considered as a partial cancellation.

<u>Complete Cancellation</u>	
More than 3 days prior to the event	The property will retain the amount of deposits already paid or owed as compensation.
Less than 3 days prior to the event	Any cancellation will be charged on the basis of 100% of the total estimate.
<u>Partial Cancellation</u> (Upon receipt of cancellation request)	
More than 3 days prior to the event	80% of the total amount cancelled will be charged, representing all deposits paid or owed.
Less than 3 days prior to the event	Any cancellation will be charged on the basis of 100% of the total amount cancelled.
<u>Non Presentation at hotel</u>	
In case of no-show	The client will be charged for all participants on the rooming list for of the total amount, including beverages.

ARTICLE 6 : RELOCATION

In the case of a lack of availability of the hotel concerned, or in cases of force majeure, the hotel reserves the right to relocate totally or partially participants to a nearby hotel of equivalent quality for services of the same nature. The costs associated with the transfer remain the responsibility of the hotel hosting & organising the seminar, which will not be sought for payment of any compensation.

ARTICLE 7 : PRICE

The rates, quoted in euros, are valid for a period up to and during the option period. Fares confirmed on the estimates are firm for one month from the date of dispatch of quote to the customer. After this time, they are subject to change and the hotel concerned will prepare a new estimate. The rates may be modified in case of legislative change and / or regulations that could lead to price changes (change of VAT rate applicable, introducing new taxes...). In any event, if the order (number of rooms, and / or meals and / or meeting room) was lower by at least 20% compared to initial estimates, the client could be assigned new rates because of reduced benefits

ARTICLE 8: PAYMENT SCHEDULE

Requests for Deposits & payment of invoices	
Upon emission of contract	1st payment of 50% of estimated total
30 days prior to arrival	2nd payment de 30% of estimated total
Upon reception of invoice	Payment of balance (20 %)

These deposits are deducted from the final bill (balance) subject to the possible application of compensation for cancellation.

Unless otherwise specified in the contract, invoices of the balance are payable upon presentation of the bill. In case of disagreement over a part of the bill, the customer is obligated to pay without delay the undisputed amount and to indicate in writing to the hotel concerned, the reason for the dispute.

In the case of individual payments the down payment will be returned to the customer within 8 days after receipt by the hotel concerned of the all amounts due. Any sums unpaid will be deducted from the deposit, the balance being returned to the customer.

In case of transfer payment, bank details are as follows:

BANQUE POPULAIRE VAL DE FRANCE
Tours Sud Entreprises
Code Banque : 18707
Code guichet : 00644
Numéro de compte : 00121111371
Clé Rib : 73
IBAN : FR76 1870 7006 4400 1211 1137 173
Swift Code : CCBPFRPPVER

ARTICLE 9 : FORCE MAJEURE

These present obligations shall be inapplicable or suspended if their performance becomes impossible due to force majeure (act of government, war, natural disaster, fire, flood, strike,) as defined by law and jurisprudence. Each party will then inform the other party as soon as possible, its inability to execute partially or totally its contractual commitments due to a case of force majeure. In any event, the parties undertake to complete all due diligence to mitigate the effects of a breach of contract caused by an event of force majeure.

ARTICLE 10: LITIGATION

The present contract is written according to French Law. In case of a dispute concerning the application or interpretation of the contract, both parties agree to try to come to an amiable solution. Failing this, any litigation will be submitted exclusively to the Commercial Court of Paris