

GENERAL TERMS AND CONDITIONS CONNECT TO INNOVATE 2017

GENERAL

connect to innovate is an initiative of the Vereniging Nederlandstalige SAP Gebruikers (VNSG) and SAP Nederland B.V. (SAP). The 'organisation' as mentioned in this documents refers to both parties VNSG and SAP. The organisation of **connect to innovate** is based on partnership and equivalence). The 'organisation' as mentioned in this documents refers to both parties VNSG and SAP. The organisation of **connect to innovate** is based on partnership and equivalence.

Sponsors and attendees are not permitted to:

EVENT BUILDING (NBC Event Centre)

1. Damage, deface or physically alter the event building including: hammering nails and studs into walls, floors or ceilings.
2. Use naked flames, (liquid) gas, explosive materials or other highly inflammable products inside or outside the event building.
3. Dispose of waste material both inside and outside the event building. Removal of waste from unapproved areas will incur a charge of € 250,- made payable to the organisation.

CATERING

4. Distribute drinks and/or food inside or outside the event building.

MARKETING AND COMMUNICATIONS ACTIVITIES

5. Engage in activities or promotion, (i.e. distribute materials) which, in accordance with the organisation, will cause harm to or damage the reputation of **connect to innovate**, the VNSG, SAP, its sponsors or its attendees.
6. Advertise, engage in activities which are of commercial benefit or hire entertainment without permission from the organisation. If any of these activities will occur for the first time, the sponsor will be excluded from **connect to innovate** for a certain period of time. In case of a second violation the exclusion will be for a longer period of time or it can cause an expulsion of the VNSG membership.
7. Mis-represent SAP, or exploit the SAP Brand on advertising materials. Before **connect to innovate** takes place, all marketing materials will be verified by the organisation. If any fail to comply with the stipulations above, these materials will be removed immediately.
8. Play music, use loudspeakers or cause any noise pollution which can be disruptive to other exhibitors or attendees.
9. Use names, brands or other forms of advertisement which may mislead, impede or obstruct other exhibitors or attendees.
10. Advertise both inside and outside the event building for instance on ceilings, walls, columns etc. If any of these activities will occur for the first time, the sponsor will be excluded from **connect to innovate** for a certain period of time. In case of a second violation the exclusion will be for a longer period of time or it can cause an expulsion of the VNSG membership.
11. Conduct any form of commercial research involving attendees inside or outside the event building.

RECRUITMENT OR HEADHUNTING

12. Engage in any recruitment or headhunting activities during **connect to innovate** inside and outside the event building.

SPONSORSHIP CONTRACTS AND INVOICING

13. Sponsor contracts should be signed and returned to VNSG Diensten B.V. within two weeks after the contract date.
14. Contracts that are not signed by both parties will not be deemed valid.
15. If two weeks after the contract date the organisation has not received the signed copy of the contract, the organisation reserves the right to release the chosen sponsorship package(s) for re-sale.
16. Payment should be received within 14 days after the invoice date.
17. If payment is not received in due time, the organisation reserves the right to release the chosen sponsorship package(s) for re-sale. In this case the organisation also has the right to exclude the sponsor or participant from attending **connect** to **innovate**.

CANCELLATION POLICY FOR SPONSORSHIP PACKAGES

18. Cancellation made within one month of the contract date will result in a cancellation fee equal to 50% of the total invoice value.
19. Cancellations made one month after the contract date are not eligible for refund and the full invoice value will be charged.
20. All cancellations must be sent by mail to lauret.mallant@vns.nl. The date of receipt will qualify as the date of cancellation.

REGISTRATION POLICIES

21. Entrance tickets can be purchased for one or two event days and are only valid for the day(s) they are purchased for. Only by showing a valid entrance ticket you can have access to **connect** to **innovate**.
22. Entrance tickets are personnel tickets and not transferable.
23. Entrance tickets are valid for one or two event days including lunch, coffee/tea, soft drinks and the networking reception.
24. Advisory members and SAP Partners can purchase a maximum of 10 entrance tickets per event day. The organisation has the right to adjust this maximum downwards in case this amount will have a negative impact on the balance between advisory members and licence members during the event. In this case, we will contact you about registrations that are eligible for cancellation and the refund of the paid entrance fee(s).
25. Entrance tickets exceeding the limit will be cancelled immediately. In case there is already been paid for (online payment), the refund will be done within one month after the registration.
26. VNSG and SAP both have access into the participants and sponsor details.
27. You will receive a confirmation of your registration by email. However, if the VNSG organisation decides that the company or the participant does not fulfil the required regulations or General Terms and Conditions of **connect** to **innovate**, the organisation has the right to refuse the participant from attending the event. If this is the case you will be notified by e-mail.
28. Recruitment companies or employees from companies which offer recruitment as their additional business are prohibited from attending **connect** to **innovate**.

INVOICING AND PAYMENT ENTRANCE TICKETS

29. The invoice will be sent to the provided invoice address, this also applies to payments processed online.
30. Payment terms are strictly 14 days.
31. Payments can be made by iDEAL, Creditcard (Visa and Mastercard) or by online bank transfer.

Bank details:

Rabobank 's-Hertogenbosch,
IBAN NL30 RABO 0143 2387 36
Swift code RABONL2U

To ensure that payments are correctly allocated to the registered attendee, please make sure your payment contains the following details: company name, name of participant and invoice number. This will avoid misallocation in cases when there is more than one attendee from the same company.

CANCELLATION POLICY FOR ENTRANCE TICKETS

32. Cancellations made before June 2nd 2017 are eligible for a full refund. Cancellations made between June 3rd and September 2nd 2017 will be liable for 50% of the registration fee. Cancellations made after September 2nd and non-attendees on the day of the event will be liable for the full registration fee.
33. All cancellations must be sent by email to claudia.bleijswijk@vnsg.nl. The date of receipt will qualify as the date of cancellation.

PARTICIPATE IN SAP PRESENTATIONS AND SPONSORED SESSIONS

34. The contact details (name, company name, position, job title and e-mail address) from the attendees who have participated in SAP presentations, will be shared with SAP Netherlands B.V.
35. The contact details (name, company name, position, job title and e-mail address) from the attendees who have participated in sponsored sessions will be shared with the sponsor.

ADDITIONAL CONDITIONS

36. **connect to innovate** can only be sponsored by VNSG Advisory members and official partners of SAP Nederland B.V.
37. The organisation has the right to refuse participation and/or change the composition of sponsorship packages.
38. In the event of any violation of the Code of Conduct or regulations outlined by or on behalf of the organisation, the organisation is authorised, without court intervention, to take any of the following measures:
 - Confiscate the entrance ticket(s) and/or remove the person from the event building immediately.
 - Remove marketing communications and/or store the exhibited materials.
 - Prohibit a company or person from participating in any future **connect to innovate** events.
 - If necessary the organisation may charge the exhibitor for any sustained damage and offer no refunds for their absence on the day.