

# General Terms and Conditions

for the lease of training, conference and exhibition rooms

---

## 1. Subject of the agreement

---

The subject of the agreement is the provision of premises by the WORLD TRADE CENTER ZÜRICH and of any other services that may be required for a particular event.

---

## 2. Obligations on the part of the organiser

---

### 2.1 Number of participants

The organiser shall inform the WORLD TRADE CENTER ZÜRICH of the final number of participants at the latest two working days before the event.

Even if a smaller number of participants than the figure reported attends the event, the expenses for the final number reported shall be invoiced. If the number of participants is greater than the figure reported, the additional expense incurred shall also be invoiced.

---

### 2.2 Method of payment

**The organiser undertakes to pay a deposit to the amount of the anticipated total costs, payable upon signature of the agreement.**

The remainder is payable within 30 days of receipt of the final invoice. If payment is late, interest on arrears shall be 7.5%.

---

### 2.3 Withdrawal from the agreement

If the event is cancelled for reasons beyond the control of the WORLD TRADE CENTER ZÜRICH, the organiser undertakes to cover the following costs:

**Events for up to 50 persons up to 40 working days before the agreed date:**

no charge

**between 39 and 25 working days:**

hire of hall, provided the premises could not be rented to another party

**between 24 and 15 working days:**

hire of hall plus 25% of the loss of turnover

**between 14 and 6 working days:**

hire of hall plus 50% of the loss of turnover

**5 working days or less:**

hire of hall plus 75% of the loss of turnover

**Events for 51 persons or more up to 80 working days before the agreed date:**

no charge

**between 79 and 60 working days:**

hire of hall, provided the premises could not be rented to another party

**between 59 and 20 working days:**

hire of hall plus 25% of the loss of turnover

**between 19 and 6 working days:**

hire of hall plus 50% of the loss of turnover

**5 working days or less:**

hire of hall plus 75% of the loss of turnover

**Loss of turnover shall be calculated based on the minimum menu prices, as detailed in current banquet documentation at the time of signature of the agreement.**

All costs for additional purchased materials and services from the WORLD TRADE CENTER ZÜRICH must be refunded.

---

## 3. Procedure if the number of participants changes

---

Should there be a variation of more than 10% in the number of participants originally planned for, the WORLD TRADE CENTER ZÜRICH is entitled to adjust the premises intended for the event in accordance with the number of participants. The WORLD TRADE CENTER ZÜRICH accepts no liability for any additional external costs that may result therefrom.

---

## 4. Start and conclusion of the event

---

The start and conclusion of the event shall be specified in the agreement. Subsequent changes to the times specified in the agreement shall require the approval of the WORLD TRADE CENTER ZÜRICH.



World Trade Center Zürich AG  
Leutschenbachstrasse 95  
CH-8050 Zürich  
Telefon 044 309 11 11  
Fax 044 309 11 22  
E-Mail: [events@wtc-zurich.ch](mailto:events@wtc-zurich.ch)  
[www.wtc-zurich.ch](http://www.wtc-zurich.ch)

---

## 5. Liability for damage

5.1 The organiser is liable for losses or damage caused by its service staff or by participants at the event.

5.2 No additional decoration material may be used without the prior agreement of the WORLD TRADE CENTER ZÜRICH.

The organiser is responsible for ensuring that any decoration material it may use with the approval of the WORLD TRADE CENTER ZÜRICH meets fire safety regulations.

5.3 The WORLD TRADE CENTER ZÜRICH accepts no liability for loss or damage to items supplied by the organiser.

5.4 The WORLD TRADE CENTER ZÜRICH accepts no liability for theft of, or damage to, clothing or items brought to the event by participants.

---

## 6. Refund of expenses

Where the WORLD TRADE CENTER ZÜRICH procures technical equipment or services from third parties, the WORLD TRADE CENTER ZÜRICH is acting by order and on account of the organiser. The organiser undertakes to refund to the WORLD TRADE CENTER ZÜRICH all such charges and expenses and to discharge any debts thereby incurred by WORLD TRADE CENTER ZÜRICH.

The organiser is responsible for ensuring careful handling and proper return of any technical equipment hired on its account.

---

## 7. Warranty

Malfunctions in the technical equipment or other equipment provided by the WORLD TRADE CENTER

ZÜRICH will be rectified immediately by the technical staff. Any such malfunctions give no entitlement to a reduction in the agreed price.

---

## 8. Meals and beverages

Food and drink must be obtained from the restaurant, "The Traders". In exceptional cases, and with the agreement of the WORLD TRADE CENTER ZÜRICH, the organiser may transfer responsibility for the catering to a third party. In such cases, the WORLD TRADE CENTER ZÜRICH has the right to apply a service and corkage charge. Service and corkage charges shall be covered by a separate agreement. If catering is transferred to a third party, there shall be no claim to any services from "The Traders" restaurant and bar.

---

## 9. Withdrawal or termination by the WORLD TRADE CENTER ZÜRICH

In the event of acts of God, the WORLD TRADE CENTER ZÜRICH is entitled to withdraw from the agreement without payment of compensation. The same provision shall apply for failure to effect the payment on account in accordance with Item 2.2 of the General Terms and Conditions.

---

## 10. Jurisdiction

Place of jurisdiction is Zurich. Only Swiss law applies.

---

The Organiser

WORLD TRADE CENTER ZÜRICH

---

Place/Date

Zurich

---



World Trade Center Zürich AG  
Leutschenbachstrasse 95  
CH-8050 Zürich  
Telefon 044 309 11 11  
Fax 044 309 11 22  
E-Mail: [events@wtc-zurich.ch](mailto:events@wtc-zurich.ch)  
[www.wtc-zurich.ch](http://www.wtc-zurich.ch)