

# **Terms and conditions Black Reindeer Productions B.V.**

## **QUOTE / ORDER CONFIRMATION**

All prices stated in quotations, order confirmations, and invoices are subject to typographical errors. No liability will be accepted for the consequences of such errors.

All quotations are non-binding unless explicitly stated otherwise.

If it appears that the information provided by the client when requesting a quote was incorrect, Black Reindeer reserves the right to adjust the prices accordingly.

## **DESIGN**

- The design presented to you remains the property of Black Reindeer at all times.
- Graphic visuals included in the design are for illustrative purposes only; these must be digitally supplied to us by you during the execution phase.
- Colours and materials shown in the design are approximate; these will be discussed and confirmed with you after project approval.
- The design fee included in our quotation is based on the creation of one design concept and, if necessary, one revision.
- Any additional (new) design or further revisions for your project will be scheduled in consultation with you, and the hours spent will be charged accordingly.

## **CONSTRUCTION**

You are responsible for providing us with the correct exhibition and technical guidelines on which we can base our design, to ensure smooth approval and execution.

Unless otherwise agreed, your stand will be built by you.

Black Reindeer does not apply for exhibition services such as stand approval, water, electricity, storage fees, forklift costs, etc.

## **STORAGE OF EXHIBITION MATERIALS**

Client-owned materials stored by agreement will be invoiced quarterly at a rate of €10.00 per m<sup>3</sup> per month, excluding insurance.

## **SIGNAGE**

All files for graphic processing must be delivered no later than 20 working days before the delivery date; you will receive detailed submission specifications from us.

If files are received after this deadline, a 100% surcharge will be applied to the graphic work, plus any courier costs.

If your documents require graphic editing, DTP costs will be charged at €75.00 per hour.

## **CONTRACT**

This quotation is valid for two weeks from the date of issue.

## **INVOICING**

For proper invoicing, you will receive a client information form from us, where you can provide your billing details and instructions. This form will be entered into our system and used for further invoicing and project administration.

All prices are excluding 21% VAT. For companies based outside the Netherlands, VAT does not apply.

## **TRANSPORT**

Transport costs are not included in the quotation. Separate agreements will be made regarding these.

## **GENERAL PROJECT EXECUTION AND PLANNING**

After approval of the quotation, the project manager will discuss the final planning with you.

## **CANCELLATION POLICY**

If the client decides to cancel after approval of the quotation, we will invoice 100% of the costs incurred up to that point.