



MEETING SPACE RESERVATION CONTRACT

Between

THE EUROPEAN PETROCHEMICAL ASSOCIATION
Avenue de Tervueren 270 Tervurenlaan, 1150 Brussels, Belgium

Tel : 32.2/741.86.60
Fax : 32.2/741.86.80

Represented by Mrs. Cathy Demeestere, Secretary General

Referred to herein as "*EPCA*"

And

.....
Represented by

Referred to herein as "*the client*"

1. MEETING SPACE OVERVIEW

The available meeting spaces within the EPCA premises are rented as per the attached contractual function sheet. Rates indicated in the said function sheet are quoted for the duration mentioned, exclude applicable Belgian VAT charges (21%) and are valid for 2011.

The rental fee for the Da Vinci, Erasmus, Galileo and Marco Polo meeting rooms includes :

- 1 flipchart with markers
- 1 large screen
- 1 projector
- 1 laser pointer
- Phone conference system
- Wireless high-speed Internet connection
- Direct phone line
- Notepads and pens
- Air conditioning
- Mineral water



a.i.s.b.l. The European Petrochemical Association i.v.z.w.

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The rental fee for the Socrates and Plato offices includes

- Appropriate furniture
- Basic stationery
- Individual phone line
- Wireless high-speed Internet connection

2. OPTIONAL SERVICES

Optional services should be requested via the attached contractual function sheet.

Transportation for meeting participants such as taxi transfers must be organized and coordinated by the client.

3. CATERING SERVICES

Catering orders and services are organized by EPCA who chooses its subcontractors at its sole discretion based on the numbers provided in the attached contractual function sheet. The final number of participants must be confirmed to EPCA by the client at the latest one week prior to the meeting. The settlement of accounts will be based on this final guaranteed number. If the final number of participants is less than the guaranteed number, the client will be invoiced for the guaranteed number. If the final number of participants exceeds the guaranteed number, the client will be invoiced for the final number.

4. GUARANTEE / PAYMENT

Credit card guarantee for the total cost of the meeting room (rental and additional requirements) must be provided by the client upon reservation of the room. The credit card details should be indicated in the attached contractual function sheet.

The client authorizes EPCA to charge the credit card for payment of the room rental and additional requirements at the date of the relevant meeting, with due respect to paragraph 6 of this contract.

5. USE OF FACILITIES

Items such as papers or posters may be fixed to the walls on condition that no damage is caused to the walls.

The client is liable for any damage, interference or excessive wear and tear resulting from their use of EPCA facilities or from the installation or dismantling of equipment brought by the client.





6. CANCELLATION OF BOOKING BY THE CLIENT

In the event that the client cancels their booking, which has to be made in writing, the following cancellation policy will apply :

- Cancellations made more than 2 weeks before the meeting date will not incur any penalty fee.
- Cancellations made between 2 weeks and 3 days before the meeting date will incur a penalty fee of 75% of the total cost of rental and services ordered.
- Cancellations made within 3 days of the meeting date will incur a penalty fee of 100% of the total cost of rental and services ordered.

7. USE OF EPCA NAME, LOGO, TRADEMARK

The client undertakes not to use the EPCA name, logo or trademark in any of its documents, publications, invitations, advertisements or reports whether in paper or electronic form except with specific prior consent of EPCA on form and content.

8. CONCLUSION OF CONTRACT

The contract shall become effective upon receipt by EPCA of the client's written acceptance of the contract.

9. JURISDICTION

It is agreed that the contract is subject to Belgian law. The commercial court of Brussels, Flemish Section, shall be competent to deal with any dispute arising hereunder.

For the client,

For EPCA,

Name :

Cathy Demeestere
Secretary General

Function :

Date : _____

Date : _____

