

## **Terms and conditions for participation at Norwegian Travel Workshop (NTW)**

**Trondheim 8<sup>th</sup> – 11<sup>th</sup> of April 2024**

### **1. Place**

The event takes place in Trondheim Spektrum.

Accommodation and remaining program will take place in Trondheim and the region of Trøndelag.

### **2. Dates**

8<sup>th</sup>– 11<sup>th</sup> of April 2024

### **3. Tour operators/buyers**

The buyers must be existing or potential buyers of Norwegian tourism products. Participants must have the authority and ability to enter binding agreements. The language of the event is English.

One may register up to 2 persons per company to the event. Innovation Norway has the authority to authorise more than 2 persons per company if the event isn't fully booked after the registration deadline.

Innovation Norway reserves itself the right to close the registration link in case the event is fully booked before the registration deadline.

### **4. Registration fee**

A registration fee per person will be charged. The fee covers negotiations, accommodation, meals, and all services according to the guidelines given in the official program. There will be an extra fee if the company participates with more than 2 participants. The fee may vary from market to market and information will be given by your local Innovation Norway representative.

### **5. Market Manual**

All buyers are asked to complete a Market Manual Form, briefly describing their company's business operations and the products that they will be looking for at the workshop. A Market Manual is a digital handbook and is an important tool for the participating suppliers.

Innovation Norway will claim the right to use information sent into the Market Manual for the planning of other activities hosted by Innovation Norway.

### **6. Product Manual**

Similarly, the Product Manual provides essential information about the suppliers' products and services. You will receive this information in a digital form before planning your negotiations.

## **7. Appointment system**

Business is based mainly on pre-booked appointments. Prior to the workshop, buyers and suppliers indicate which companies they wish to meet and negotiate with.

Both buyers and suppliers can request appointments in advance. An individual appointment schedule is set up for each participant, and we also encourage you to meet on a supplier's request.

Negotiations are conducted at the suppliers' stands. Each appointment lasts for 15 minutes. We strongly request all buyers to participate in the appointment system and pre-book a minimum of 17 appointments. After the schedules have been sent out, you will have time to make new appointments and cancel irrelevant appointments until a few days before the workshop starts, by sending meeting requests/cancellation requests directly to the supplier you wish to meet.

## **8. Accommodation**

Innovation Norway will make reservations at various hotels in Trondheim. You will be notified in due time at which hotel you have been booked by your local Innovation Norway representative. Innovation Norway will not cover the costs of accommodation if you stay in another hotel than the one attributed to you.

## **9. Cancellation fee**

No fees will be refunded in case of cancellation after 1<sup>st</sup> of March 2024.

## **10. Pre – and post – tours**

Participation in pre - and post – tours for NTW 2024 is free of charge, apart from costs for domestic flights. IN will facilitate for the buyers to book flight tickets in cooperation with Berg Hansen. Buyers can also choose to book through other parties. See tour description on web for price & flight information. The tour description will be published mid – December 2023.

Cancellation of pre – or post – tours after 1<sup>st</sup> of March 2024 will be charged with a cancellation fee of NOK 1000, - excl. VAT.

## **11. Force majeure**

Circumstances outside the control of Innovation Norway, such as strikes, official and unofficial disruptions of work/labour disputes, fires, wars, natural catastrophes, deficient sub-supplies etc. entitles Innovation Norway to terminate the agreement without any obligation of **compensation**.