SHERATON
EST. 1937

BANQUET EVENT OFFER

Booking Number: 2661397.01

Between (hereinafter referred to as the "Hotel"):

Hotel:	**Sheraton Grand Salzburg**
Hotel address:	Auerspergstrasse 4 5020 Salzburg

And (hereinafter referred to as "Client"):

Client:	**INSTIT EUROP NORMES TELECOMMUNICATIO**
Contact Name:	Wurffel, Emmanuelle
Address:	
Telephone:	33492944266
Fax:	
E-mail:	emmanuelle.wurffel@etsi.org

Booking Name:	ETSI Kongress
Function Type:	
Doorcard:	Kongress
Arrival Date:	12th June 2028
Departure Date:	16th June 2028
Client representative during event:	
Hotel representative for your event:	Anja Koeck

FUNCTION OVERVIEW

Monday, 12th June 2028

Time	Function	Room	Set-up	Attendees		Price
08:00 - 18:00	**Meeting**	**Salzburg Congress**	Special setup - see remarks	400	EUR	Via Congress
				Number		**Price**
Water Dispensers				1		
Water Dispenser with cups		19 lt Per Gallon		1	EUR	47.00
in each meeting room refreshed during the day						
Service Staff				**Number**		**Price**
Service Staff				20	EUR	67.00

Sheraton Grand Salzburg

Customer initial

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Bank Account: Uni Credit Bank Austria AG • IBAN: AT15 1100 0099 6622 1500 • Swift-Code: BKAUATWW
Park-Hotel GmbH & Co. KG • FN 22874p • Handelsgericht Wien • Ust-ID: ATU31565008

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FUNCTION OVERVIEW

Monday, 12th June 2028

				Number		Price
2 x Staff from 8-18 / 67€ per hour per person = 1.340,00						
Time	**Function**	**Room**	**Set-up**	**Attendees**		**Price**
08:00 - 18:00	**Meeting - Papageno**	**Papagenosaal**	Empty	100	EUR	1,750.00
Event:						
classroom set up is coming from Congress						
Time	**Function**	**Room**	**Set-up**	**Attendees**		**Price**
10:00 - 10:30	**Morning Coffee Break**	**Salzburg Congress**	Special setup - see remarks	400	EUR	Via Congress
				Number		**Price**
Coffee break before noon		per person		400	EUR	15.90
Coffee Break before noon						
Time	**Function**	**Room**	**Set-up**	**Attendees**		**Price**
15:00 - 15:30	**Afternoon Coffee Break**	**Salzburg Congress**	Special setup - see remarks	400	EUR	Via Congress
				Number		**Price**
Coffee break afternoon		per person		400	EUR	15.90
Coffee break afternoon						

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FUNCTION OVERVIEW

Tuesday, 13th June 2028

Time	Function	Room	Set-up	Attendees		Price
08:00 - 18:00	**Meeting**	**Salzburg Congress**	Special setup - see remarks	600	EUR	Via Congress
				Number		**Price**
Water Dispensers				1		
Water Dispenser with cups		19 lt Per Gallon		1	EUR	47.00
in each meeting room refreshed during the day						
Service Staff				**Number**		**Price**
Service Staff				30	EUR	67.00
3 x Staff from 8-18 / 67€ per hour per person = 2.010,00						

Time	Function	Room	Set-up	Attendees		Price
08:00 - 18:00	**Meeting - Papageno**	**Papagenosaal**	Empty	100	EUR	1,750.00
Event: *classroom set up is coming from Congress*						

Time	Function	Room	Set-up	Attendees		Price
10:00 - 10:30	**Morning Coffee Break**	**Salzburg Congress**	Special setup - see remarks	600	EUR	Via Congress
				Number		**Price**
Coffee break before noon		per person		600	EUR	15.90
Coffee Break before noon						

Time	Function	Room	Set-up	Attendees		Price
15:00 - 15:30	**Afternoon Coffee Break**	**Salzburg Congress**	Special setup - see remarks	600	EUR	Via Congress
				Number		**Price**
Coffee break afternoon		per person		600	EUR	15.90
Coffee break afternoon						

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FUNCTION OVERVIEW

Wednesday, 14th June 2028

Time	Function	Room	Set-up	Attendees		Price
08:00 - 18:00	**Meeting**	**Salzburg Congress**	Special setup - see remarks	600	EUR	Via Congress
				Number		**Price**
Water Dispensers				1		
Water Dispenser with cups		19 lt Per Gallon		1	EUR	47.00
in each meeting room refreshed during the day						
Service Staff				**Number**		**Price**
Service Staff				30	EUR	67.00
3 x Staff from 8-18 / 67€ per hour per person = 2.010,00						

Time	Function	Room	Set-up	Attendees		Price
08:00 - 18:00	**Meeting - Papageno**	**Papagenosaal**	Empty	100	EUR	1,750.00
Event: *classroom set up is coming from Congress*						

Time	Function	Room	Set-up	Attendees		Price
10:00 - 10:30	**Morning Coffee Break**	**Salzburg Congress**	Special setup - see remarks	600	EUR	Via Congress
				Number		**Price**
Coffee break before noon		per person		600	EUR	15.90
Coffee Break before noon						

Time	Function	Room	Set-up	Attendees		Price
15:00 - 15:30	**Afternoon Coffee Break**	**Salzburg Congress**	Special setup - see remarks	600	EUR	Via Congress
				Number		**Price**
Coffee break afternoon		per person		600	EUR	15.90
Coffee break afternoon						

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FUNCTION OVERVIEW

Thursday, 15th June 2028

Time	Function	Room	Set-up	Attendees		Price
08:00 - 18:00	**Meeting**	**Salzburg Congress**	Special setup - see remarks	600	EUR	Via Congress
				Number		**Price**
Water Dispensers				1		
Water Dispenser with cups		19 lt Per Gallon		1	EUR	47.00
in each meeting room refreshed during the day						
Service Staff				**Number**		**Price**
Service Staff				30	EUR	67.00
3 x Staff from 8-18 / 67€ per hour per person = 2.010,00						

Time	Function	Room	Set-up	Attendees		Price
08:00 - 18:00	**Meeting - Papageno**	**Papagenosaal**	Empty	100	EUR	1,750.00
Event: *classroom set up is coming from Congress*						

Time	Function	Room	Set-up	Attendees		Price
10:00 - 10:30	**Morning Coffee Break**	**Salzburg Congress**	Special setup - see remarks	600	EUR	Via Congress
				Number		**Price**
Coffee break before noon		per person		600	EUR	15.90
Coffee Break before noon						

Time	Function	Room	Set-up	Attendees		Price
15:00 - 15:30	**Afternoon Coffee Break**	**Salzburg Congress**	Special setup - see remarks	600	EUR	Via Congress
				Number		**Price**
Coffee break afternoon		per person		600	EUR	15.90
Coffee break afternoon						

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FUNCTION OVERVIEW

Friday, 16th June 2028

Time	Function	Room	Set-up	Attendees		Price
08:00 - 13:00	**Meeting**	**Salzburg Congress**	Special setup - see remarks	200	EUR	Via Congress
				Number		**Price**
Water Dispensers				1		
Water Dispenser with cups		19 lt Per Gallon		1	EUR	47.00
in each meeting room refreshed during the day						
Service Staff				**Number**		**Price**
Service Staff				20	EUR	67.00
2 x Staff from 8-18 / 67€ per hour per person = 1.340,00						

Time	Function	Room	Set-up	Attendees		Price
08:00 - 18:00	**Meeting - Papageno**	**Papagenosaal**	Empty	100	EUR	1,750.00
Event: *classroom set up is coming from Congress*						

Time	Function	Room	Set-up	Attendees		Price
10:00 - 10:30	**Morning Coffee Break**	**Salzburg Congress**	Special setup - see remarks	300	EUR	Via Congress
				Number		**Price**
Coffee break before noon		per person		300	EUR	15.90
Coffee Break before noon						

Billing Instructions

Revenue Summary in EUR

Date	Qty.	Item	Price	Total
12.06.28		Beverage		
		Food		
		Miscellaneous		
		Function Space Rental		
12.06.28		**Total per Day**		**15,857.00**
13.06.28		Beverage		
		Food		
		Miscellaneous		
		Function Space Rental		
13.06.28		**Total per Day**		**22,887.00**
14.06.28		Beverage		
		Food		
		Miscellaneous		
		Function Space Rental		

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FUNCTION OVERVIEW

Revenue Summary in EUR

Date	Qty.	Item	Price	Total
14.06.28		**Total per Day**		**22,887.00**
15.06.28		Beverage		
		Food		
		Miscellaneous		
		Function Space Rental		
15.06.28		**Total per Day**		**22,887.00**
16.06.28		Beverage		
		Food		
		Miscellaneous		
		Function Space Rental		
16.06.28		**Total per Day**		**7,907.00**
		Total		**92,425.00**

ACCEPTANCE OF DETAILS:

An additional element of this offer are the "General Terms and Conditions".

All mentioned prices include applicable VAT and all service charges. Should the level of VAT increase or if additional taxes occur, the rates will be adjusted accordingly. The signed and stamped copy of this offer must be returned to the hotel prior to 30th November 2026.
Until that date, all banquet arrangements and bedrooms will be held on a tentative basis. If we do not receive the signed offer by this date the Sheraton Grand Salzburg has the right to release all space hold.

Sincerely,
Sheraton Grand Salzburg

Anja Koeck

Accepted by,
INSTIT EUROP NORMES TELECOMMUNICATIO

Client`s name
(in printed characters)

Date/Stamp/Signature

Salzburg, 23/11/26

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General Terms & Conditions for Events

Purview
The terms outlined in this contract apply to the hire of function space and all events taking place within the hotel area and services rendered by the Hotel. These terms also apply to all events taking place in the connecting convention center (Salzburg Congress) as well as all off-property catering events executed by the hotel. Contracting partners are the Client and the Hotel.

1) This letter will serve as a formal Letter of Agreement between the Client and the Hotel. All arrangements outlined are being held on a tentative basis until both parties are in receipt of an executed copy at which time this commitment will be finalized. In case the undersigned company is not the party executing the event, liability remains with the undersigned party.

2) All prices are inclusive of tax and gratuity. The Hotel reserves the right to increase or decrease the rates offered in this proposal should the local tax change.

3) Hotel requires a deposit as outlined in the proforma invoice. Please wire the deposit to: Account #09966221500, routing #12000, Uni Credit Bank Austria AG, Rainerstraße 2, 5027 Salzburg, Austria. (IBAN AT15 1100 0099 6622 1500 / BIC BKAUATWW). All deposits will be applied to your master account in form of a credit. Should the deposit not be received in time, Hotel reserves the right to release all meeting/function space commitments without notice. Bank transfer charges are the responsibility of the Client.

4) All invoices are payable within 14 days of receipt of our final invoice. Client is liable for all orders made by any participants for beverages or food during the event.

5) Price guarantee:
The prices outlined in this agreement are calculated for the number of guests agreed upon within this agreement. Hotel reserves the right to adjust prices in case the number of guests decreases / increases.

6) Attrition/decrease number of guests:
From 10-30 weekdays before the event – 20% free of charge
From 5-10 working days before the event – 10% free of charge
From 2 to 5 working days before the event – 5% free of charge
Within 2 days before the event – Client will be liable for the guaranteed number
Decreases that exceed above listed attrition policy will result in 100% cancellation penalty per person per event.

Hotel reserves the right to assign and/or re-assign all meeting/function space according to the set-up requirements and/or the number of guests guaranteed to attend the meeting/function. In case of a decrease above the listed attrition hotel reserves the right to charge a higher room rental for the sales shortfall.

Hotel cannot guarantee the same dishes or specific beverages in case number of participants previously agreed upon increases by more than 10% within 5 working days before of the event.

7) Total-cancellation of your catering:
From 10-30 weekdays before the event – Hotel will charge 30% of the total amount
From 5-10 working days before the event – Hotel will charge 50% of the total amount
Within 5 working days before the event – Hotel will charge 100 % of the total amount
The cancellation fee is based on room rentals and agreed food turnover, beverages are excluded from the cancellation fee.

8) Agreed catering times:
If the agreed start / end times of the events are shifting and the Hotel agrees to said changes, the Hotel reserves the right to charge the extra working hours accordingly, unless it is the Hotels fault. Additional labor cost will be invoiced at € 29.00 per hour and per employee. Hotel considers the first half hour as a tolerance limit.

9) Loss and damage:
To the extent permitted by law, Client agrees to protect, indemnify, defend and hold harmless Hotel, and the owners, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with Client's program or participants, except those claims arising out of the sole negligence or willful misconduct of Hotel.

All displays and/or decorations proposed by Client shall be subject to the prior approval of Hotel in each instance. Any personal property of Client or Client's guests or invitees brought onto Hotels' premises and left therein, either prior to or following the program shall be at the sole risk of Client. Hotel shall not be liable for any loss of or damage to any such property for any reason.

10) Bookings by a third party:
Should Hotel rent technical equipment from third parties for Clients event, Client is responsible and liable for said equipment. Hotel shall not be liable for any loss of or damage to any such property for any reason.
Furthermore the Hotel is not to hold reliable for any premises of the Salzburg Congress center or any other outside location concerning breakdowns due to technical or other reasons that are not in our area of influence.

11) Food and beverage:
All food and beverage arrangements must be made through Hotel; therefore, no food or beverages are permitted on the premises except that which are supplied by Hotel. Hotel reserves the right to charge for additional services requested by Client and provided, but not described in this agreement.

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12) Publications in connection with the Hotel (for e.g. job interviews) require approval from the hotel management. In the event that publications are printed without prior approval and said publications are not conforming to hotel views, Hotel reserves the right to cancel the function. In this case the cancellation terms outlined in paragraph 7 will apply.

13) If for any reason beyond its control, including but not limited to strikes, security, labor disputes, acts of God, fire, flood or other emergency condition, the Hotel is unable to perform its obligations under this Agreement, such non-performance will be excused and the Hotel may terminate this Agreement without liability of any nature other than the return of any deposit or advance payment paid by Client. In no event will the Hotel be liable for consequential damages of any nature.

14) Place of jurisdiction: Salzburg, Austria

15) The Hotel is equipped with a fire alarm system. Display of electrical equipment has to be approved by the Hotel. Open fire, candles, fire works and smoke exhausting machines are not permitted without exception. All emergency exits are to be kept free at any time.

16) We would like to advise you that smoking is prohibited in the entire Hotel and in all meeting rooms as well per law (non-smoker protection Act)

DATA PROTECTION
Marriott International, Inc. (“Marriott”) is committed to complying with obligations applicable to Marriott under applicable privacy and data protection laws, including to the extent applicable EU data protection laws. Hotel shall comply with the then-current Marriott Group Global Privacy Statement (the “Privacy Statement,” currently available at http://www.marriott.com/about/privacy.mi) with respect to any personal data received under this Agreement.
Without limiting the foregoing obligation, Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration.
Abzap internal will obtain all necessary rights and permissions prior to providing any personal data to Hotel, including all rights and permissions required for Hotel, Hotel affiliates, and service providers to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with Hotel’s privacy statement and applicable law.
Notwithstanding any other provision, Hotel may use an individual’s own personal data to the extent directed by, consented to or requested by such individual.

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