



Personal & Management Training



Terms and Conditions for External Participants

Further Training Programme

Status: December 2011

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Terms and Conditions for External Participants

Seminar organiser, contact

Flughafen München GmbH (FMG), legally represented by the Managing Directors Dr. Michael Kerkloh and Thomas Weyer, Nordallee 25, 85326 Munich, Germany, organises seminars at the following terms and conditions. Different terms and conditions of the participant shall not apply, even if FMG does not expressly object to them.

Unless otherwise specified, the venue for the seminars is Munich Airport Academy, Eichenstraße 11 D, 85445 Schwaig/Oberding, Germany. The contact address for registrations and other correspondence is Flughafen München GmbH, Corporate Services, Munich Airport Academy, Postfach 23 17 55, 85326 Munich, Germany, phone +49 89 975 43303, fax +49 89 975 43336, academy@municairport.de.

Different oral or over-the-phone agreements shall not be effective unless confirmed by FMG in writing. Unless otherwise specified, an e-mail shall be sufficient to meet this requirement for written form.

Booking of seminars

Participants will receive a registration form by post, fax or e-mail to book an offered seminar and must complete and return it.

Registration for the seminar will be binding on participants when their completed registration form is received by FMG. If the completed form is returned by e-mail, FMG can subsequently request written confirmation, at least by fax.

FMG shall immediately send a confirmation of registration to the participant. When the participant receives this confirmation, the seminar booking will generally also be binding on FMG, subject to changes or cancellation in accordance with the following provisions.

Confirmation of registration and invitation

FMG reserves the right to provide seminar details not visible from the confirmation of registration at a later time. The participant will be informed of these immediately along with

the invitation, but at the latest one week before the start of the seminar. FMG reserves the right not to specify the room in which the seminar is to be held until the start of the seminar. The room will be shown on the seminar signboard on the 1st floor.

Changes in date, cancellation by FMG

If confirmed dates or periods of time for a seminar are changed, in particular so that the minimum number of participants can be obtained or because the instructor is ill, FMG can offer the participant the seminar at a different date or period of time.

If the FMG's written offer of a change in seminar date or period of time is not confirmed by the participant in writing within one week, this shall be regarded as a cancellation by the participant.

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If the seminar is not held at the confirmed terms and conditions or subject to the offered changes, in particular because the minimum number of participants is not obtained or because the instructor is ill, FMG can cancel the seminar.

In these cases, any seminar prices the participant has paid in advance will be refunded immediately; further claims are excluded.

Other changes

FMG can make other changes to the seminar during the event provided this does not significantly change or impair the nature and quality of the seminar, in particular replace the promised instructor who is unable to attend by an instructor with equivalent qualifications.

Cancellation by the participant

Participants must give notice of cancellation in writing (at least by e-mail). Cancellation up to two weeks before the start of the seminar

at the latest is free of charge.

In the event of cancellation up to one week before the start of the seminar at the latest, half of the seminar price will be charged. If participants cancel later or do not show, the full seminar price will be due. The date on which the written notice of cancellation is received by FMG shall be authoritative.

The participant can name a substitute participant in writing at any time.

Exceptions: Please note the different terms and conditions for seminars in "Aviation Training" and "Security Training".

Seminar price, due date, method of payment

The agreed seminar prices will apply. The prices do not include statutory value-added tax.

FMG will invoice the seminar price, which shall be due 10 days after the invoice date. FMG can demand payment of and invoice the seminar price in full or part before the seminar. The seminar price must be

remitted without deduction to one of the specified accounts.

Final provisions and information

Vehicles can be parked on vacant lots indicated as being reserved for FMG in the courtyard of the Munich Airport Academy.

FMG shall be authorised to store and process personal data of the participant if and as long as this is required for handling the contract. Stored data will not be disclosed to third parties.

The law of the Federal Republic of Germany shall apply exclusively. Munich shall be the exclusive place of performance for the obligations of both parties.

The same shall apply to the place of jurisdiction of both parties for any disputes arising from the contract, if the participant is entered in the Commercial Register, is a public law body or is a person without a place of general jurisdiction in Germany.

Organisational information

Venue

Unless specified otherwise in the seminar description, the venue for all seminars is Munich Airport Academy.

The address is:
Flughafen München GmbH
Eichenstraße 11 D
85445 Schwaig/Oberding
Germany

Contact persons

You can find the contact persons for the seminars in the event overview or Internet.

Number of participants

The normal number of participants is 12. Seminars for which more or less than 12 participants are planned are indicated accordingly.

Parking

Cars can be parked in the underground car park (for which an FMG ID card is required) or in the interior courtyard (which can be accessed without an FMG ID card). Please park only on the lots indicated as reserved for FMG.



Flughafen München GmbH
Munich Airport Academy

Address for visitors:
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85445 Schwaig/Oberding
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