
GENERAL TERMS OF SALE Business Center

The Business Center is a service provided by Marseille Provence Airport (hereinafter referred to as "S.A. AMP"), a limited liability company with a Board of Directors and a Supervisory Board with share capital of €148,000 whose registered office is located at Marseille Provence Airport – BP7 – 13727 Marignane Cedex, registered in the Aix-en-Provence commercial register under number 790 043 954.

These General Terms automatically apply to any Business Center customer. This customer acknowledges expressly having taken cognisance of them and undertakes to comply strictly with them.

S.A. AMP reserves the right to change these terms at any time. These changes shall not apply to bookings made previously.

PRICE AND QUANTITIES

- The customer is informed when booking and before payment of the availability of the desired product or service and the applicable price.
- Prices of products and services are shown in euros excluding taxes. All bookings regardless of their origin are payable in euros.
- Depending on the products and services, different types of prices may be offered to you. S.A. AMP applies the prices published on its website in the "Marseille Provence Airport – shopping and services space" section.
- S.A. AMP reserves the right to change its prices at any time. However, the products and services shall be invoiced on the basis of the prices that apply* when the booking is made.

() Some situations may give rise to the application of surcharges.*

PAYMENT METHODS

- Payment methods: Credit card, American Express, bank transfer, distance payment.
- Any transaction for an amount of less than €70 including VAT must be paid for in full on the day of the service. For greater amounts, any invoice issued shall be payable on receipt and at the latest within 30 days of its sending date. Complaints made on invoices shall never have a suspensive effect with regard to payment.
- Any event costing more than €1,500.00€ including VAT requires a deposit to be made before the start of the event equal to 25% of the total amount due for the services.

- As of the due date of the debt, if payment has not been made in accordance with the periods set out above, a recovery procedure shall begin. The rate of late-payment penalties payable on the day following this due date is 12%. These penalties apply without a reminder being necessary. Set compensation of EUR 40 for recovery costs in the event of late payment is applicable.
- Personal expenses (bar, telephone, etc.) of participants at the meeting must be settled on the premises by each of the participants before his departure. Should these payments not be made, the amounts due shall be invoiced to the customer who shall be jointly and severally liable for their payment.
- No order shall be taken into consideration unless it is accompanied by written confirmation (email, fax or letter).
- An additional invoice shall be issued for any exceedance of hours or an additional day.
- An additional invoice shall be issued for any additional service not stated in the quotation.

OPENING HOURS

- The Business Center is open all year round, from Monday to Friday, from 8.00 to 19.00 continuously. (except in exceptional cases and on public holidays)
- Validity of half-day prices: 8.00 – 13.00 / 13.00 – 19.00

SURCHARGE AT THE GENERAL AVIATION

At the General Aviation, prices for hostess reception and presence shall be increased by 50%.

BOOKING CONDITIONS

- Booking 5 days out of 7 (except week-end) for meeting rooms and Meet & Greet Services.
- 48 hours is required for confirmation of any Meet & Greet Service request

CANCELLATION / POSTPONEMENT TERMS

- Any cancellation, even in part, must be confirmed in writing at the following email address. centre.affaires@mrs.aero Or to the following postal address [Centre Affaires Aéroport Marseille Provence – BP7 – 13727 Marignane Cedex]
- Any cancellation made less than 48 hours before the start of the booking shall be invoiced at 50% of the price of the room or the welcome service booked. Any cancellation made on the day of the booking shall be invoiced at the full price.
- Any postponement (meeting room or meet&greet) in a same day or in the following days, shall be invoiced at the full price.
- Any deposit paid shall not be refunded in the event of a cancellation by the requester.
- The Business Center reserves the right to cancel the contract or to requisition the premises in a case of force majeure or exceptional event and in this case no compensation shall be payable by S.A. AMP

CATERER

Any catering service connected with the Business Center's services must be carried out by a caterer designated by S.A. AMP.

15%* of management fees will be applied on catering orders.

**(20% in restricted area)*

INSURANCE

All equipment, facilities and rooms made available to the customer, as well as the equipment brought by the customer, are under his entire responsibility (fire, theft, third party liability etc.) during the rental period and the setting up and clearing up periods.

The customer undertakes to bear, without recourse against S.A. AMP, its insurers or the State, the consequences of accidents that may arise due to this authorisation.

Due to the above obligations, the customer undertakes to take out any necessary insurance policies. These insurance policies shall obligatorily include a clause waiving recourse against S.A. AMP, its insurers and the State, and an undertaking to indemnify any recourse that could be taken against them.

The customer undertakes to communicate to S.A. AMP, its policies before the start of the rental.

RECRUITMENTS

When renting a meeting room for the purpose of receiving applicants for a job vacancy, the Business Center customer must have fulfilled all of his obligations in relation to the local Labour Inspectorate. If a job offer is published in the press, it must be communicated to the Business Center.

It is essential that the advertiser renting Business Center premises should include his name in the advertisement, in order to exclude the Business Center's liability.

DECORATION / MUSIC

Any object used to decorate the rooms must be submitted to the persons in charge of the Business Center for their approval. The customer undertakes to restore at his expense all or part of the technical facilities or decorative elements which have been modified on the occasion of his activities at the Center.

Any entertainment event (band, show etc.) must be declared in advance by the customer to the SACEM.

PERSONAL INFORMATION

When making the booking, S.A. AMP, for the administration of the said booking, shall collect certain information of a personal nature from the customer (in addition to the customer's last name and first name, his email address, his country and post code, and possibly his mobile telephone number and the address of his place of residence are collected). This information shall be used for processing and following up the customer's booking.

In accordance with the law of 6 January 1978, as amended, the persons concerned may exercise their right of access, opposition and rectification of information concerning them to the AMP SA Information and Freedom Correspondent (CIL) The following postal address: Délégué à la Protection des Données – S.A. Aéroport Marseille Provence – Direction Générale – BP 7-13727 MARIIGNANE Cedex or email address : dpo@mrs.aero

APPLICABLE LAW – DISPUTE

Any question relating to these general terms of S.A. AMP is subject to French law.

In the event of a disagreement, the customer shall be able to use conventional mediation or any other way of settling disputes.

In the event of a dispute, the French courts alone shall have exclusive jurisdiction.

These general conditions of sale are applicable from 13.06.19