

Hotel booking conditions

All questions and correspondence about hotel, group and block bookings can be sent to the local conference organiser:

Atlantic MICE AS

MO-FR 8:00 AM - 4:00 PM

Phone +47 71268890

Email: TNC18-Hotel@event123.no

Cancellations, changes and refunds

Please inform Atlantic MICE about any amendments or cancellations in writing by e-mail TNC18-Hotel@event123.no. Telephone amendments will not be accepted. Date of delivery of your written cancellation to Atlantic MICE will be considered as the date of cancellation. Please do not contact the hotel directly for any reservation changes or cancellations. The appropriate refunds will be made within 2 weeks.

ACCOMMODATION BOOKING

All rates are stated and cashed in Norwegian kroner (NOK) for the total selected stay incl. breakfast, service charges and currently applicable VAT. A change in VAT rate may lead to a different room rate. In case that new statutory levies are introduced, these will be added to the contract price. Extras are to be paid directly at the hotel reception before departure.

Hotel bookings will be handled on a 'first come, first served' basis. Should the hotel requested be no longer available, Atlantic MICE will do its utmost to offer similar accommodation. This may, however, involve a change in price and category. We therefore recommend early booking to ensure availability.

Reservation confirmation

Please note that hotel bookings are binding and require full pre-payment. As soon as Atlantic MICE has received your payment, a letter of confirmation/ invoice will be emailed. It will confirm the name of your hotel, the paid pre-payment and the duration of your stay.

Payment Deadline

Atlantic MICE reserves the right to cancel your booking without any further notice if payment is not received in time.

For **name changes** and replacements, a handling fee of NOK 100,- will be charged.

The number of nights booked is binding and will serve as the basis for your hotel invoice. In case of early departure, the hotel and Atlantic MICE are entitled to charge all nights booked.

Reimbursements will be made within 2 weeks – Atlantic MICE reserve the right to charge a handling fee of NOK 250,-.

CANCELLATION CONDITIONS

The following cancellation conditions apply to the cancellation of a hotel reservation

In case of cancellation until 08.03.2018 - no cancellation fee

In case of cancellation from 09.03.2018 until 20.04.2018 - 50% of the total stay will be charged

In case of cancellation from 21.04.2018 until 14.05.2018 - 75% of the total stay will be charged

In case of cancellation after 15.05.2018 and No-Show - 100% of the stay will be charged

Methods of payment

Accommodation expenses must be paid in NOK to Atlantic MICE by one of the following methods:

1. Credit card

Visa and MasterCard in NOK will be accepted through Online Payment System.

2. Bank transfer

Please note that payments by bank transfer will only be accepted by April 20, 2018.

After this date only payments by credit cards will be accepted.

Bank transfer in NOK

Account holder: Atlantic MICE, Verftsgata 6 A, 6416 Molde, Norway

Account number: 4201 09 13254

IBAN: NO75 4201 0913254

BIC/SWIFT: SP TR NO 22

Bank: Sparebank1 SMN, NO-7467 Trondheim, Norway

Account Currency: Norwegian kroner (NOK)

Reference: KID number

Note: Please instruct your bank to carry out the transactions "free of charge for the recipient". Any bank fees incurred will be charged to the respective participant.

Further terms & conditions

LIABILITY

Atlantic MICE shall act as a mediator only and cannot be held responsible for any loss or damage incurred or any damage inflicted on persons or objects irrespective of whatsoever by the above. Only written agreements shall be valid. The place of jurisdiction shall be Oslo. Participants are advised to take their own personal travel and health insurance for their trip.