

## Terms and Conditions for DREHMO GmbH Workshops and Training Courses

### 1. Content

Hereafter the general terms for participation in our workshops and training courses are described. These will be collectively referred to as "training".

Our service description and registration form can be found in our special "Service Training" brochure.

We will be pleased to work out specific concepts to suit your requirements. These should be agreed in writing.

### 2. Registration

Our publicised programmes, content and training dates are subject to modification.

To register, please use the registration form provided. This can be found in our brochure and on the internet at [www.drehmo.com/en/service/trainings](http://www.drehmo.com/en/service/trainings).

Once you have submitted your registration form, we will check the number of participants and dates. If your requirements can be met within our schedule, we will send you written confirmation including total training costs, names of participants, etc. This confirmation constitutes a binding registration. We will invoice you after the training has been delivered.

The actual training content may vary from the planned agenda as a result of updates or at the customer's request during a training session.

### 3. Required number of participants

To make an initial booking, a minimum of 7 participants must be registered. If the minimum number of 7 participants is not reached 10 days prior to start of the training, DREHMO GmbH have the right to cancel the training.

### 4. Training cancellation

You may substitute one training participant for another one free of charge.

If a training course is cancelled by you at least 30 days prior to the scheduled date, no cancellation fee will be applied.

If you cancel the course 8 - 29 days prior to the scheduled date, you will be liable for 50% of the training fee.

If you cancel the course less than 7 days prior to the scheduled date, the full training fee will be billed.

### 5. Certificate

On successful completion of the course, each participant will receive a certificate confirming attendance, together with a set of training documents.

### 6. Liability

DREHMO GmbH is not responsible for damage to or loss of the personal possessions or clothes of training participants. Claims cannot be made against DREHMO for damage to or loss of the personal possessions or clothes during the training session.

### 7. Copyright protection

You are not permitted to copy or transfer the training documents (in whole or in part). The documents are exclusively intended for the participants' information and practice. In the event that DREHMO GmbH gives written permission for documents to be transferred, the transfer of documents is no violation of law. Participants must not transfer the knowledge gained during the training session to third parties in exchange for payment.

#### **8. Services included in the fee**

Unless agreed otherwise, training fees include catering and training documents for the participants. Catering includes soft drinks during training sessions as well as lunch. The costs for transport and overnight accommodation where appropriate shall be borne by the training participants.

#### **9. Miscellaneous**

The place of performance is the headquarters of DREHMO GmbH in Wenden. The place of jurisdiction is Siegen.

We hereby refer to the General Terms and Conditions of DREHMO GmbH which can be found on the internet at [www.drehmo.com](http://www.drehmo.com).

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