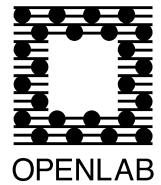


Terms & Conditions

Openlab's Conference Center



Bookings

- Bookings should be done through Openlab's Conference Center booking site: <http://openlabsthlm.se/conference>
- Your booking needs to be done 48 hours before requested time.
- Your booking is not valid until you have received an email confirmation.
- You have access to the room(s) during the hours you have booked it. Time for preparations in the room should be included within your booking time.
- Bookings are available for full hours.
- For special arrangements, contact Openlab's Conference Center coordinator at conference.center@openlab.se – Phone: 0737-65 24 42.

Conference Center Facilities

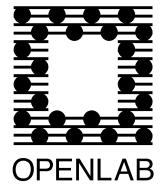
- Capacity: Multi-purpose Hall 70 people, Conference Room 14 people, Workshops Rooms: 8-10 people.
- Our venue is accessible for people with disabilities.
- High speed free WiFi available.
- Wardrobe for ca 100 people.
- The fire authorities gives clearance to our venue for 150 people.

Furniture and Equipment

- Showing of the Conference Center rooms & technical equipment is offered upon request, free of charge and is booked through Openlab's Conference Center coordinator.
- The Multi-purpose Hall room setups requests should be made within 2 workdays before the date of the booking. Default room setup is theatre seating, up to 70 chairs, or group seating, up to 10 round tables.
- Openlab's Conference Center always has a host available during the bookings and if you need extra help by our personnel, contact the coordinator prior to the booking.
- The furniture & equipment for each room is specified in at our website.
- The room is set up according to your requests prior to the booking.
- Furniture and equipment should not be removed from the room.
- Additional furniture or equipment can be arranged, at the customer's expense. Openlab may deny such requests based on short notice or practicalities.

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Openlab's Conference Center



Prices

- Openlab's Founding Partners benefit of a 20% discount on the total event price.
- Openlab's Co-Working space member's benefit of a 20% discount on the total event price.
- Discounts are applied for full day rental (min. 8h) & half day rental (min. 4h): [See room's price list here.](#)
- A quantity discount of 10% can be applied, in agreement with Openlab's Conference Center coordinator, when booking 5 rooms / occasions at once.

Billing

- Invoice from "KTH fakturaservice" will be sent at the end of the month of the booking.
- Payment terms: 30 days.
- Prices are excluding VAT.

Cancellation

- Bookings can be canceled free of charge up to two 3 weeks prior to the booked date. Late cancellations are billed full price. (Special terms apply for cancellation & changing of catering).
- To change the date of a booking is considered canceling the original booking.
- To shorten the time of a booking is considered canceling a number of hours from the original booking. This may also affect full- and half day discounts.

To cancel or change your booking details, contact conference.center@openlab.se.
Cancellations are valid when confirmed.

Catering

- Catering of food, beverages & refreshments are provided through Restauranglabbet.
- Other food & drinks from outside may not be brought to the facilities.
- The catering is invoiced separately by Restauranglabbet.
- Catering orders cancellation terms - The following percentage of the total order amount shall be applied:
 - Between 4 and 7 working days: 50%
 - 3 working days – 48h: 75%
 - Less than 48h: 100%

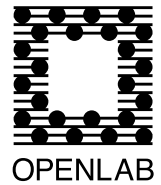
NOTE: These are working days and not weekend days, nor red days.

To cancel or change your booking details, contact jennie@restauranglabbet.se.
Cancellations are valid when confirmed.

Additional Cleaning Fee

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Openlab's Conference Center



- The room should be left as you found it. Remove and used workshop materials & items you have brought. Make sure furniture and equipment that belongs to the room is in place.
- If the room is left in such a state that extra cleaning is required, you will be charged with an additional fee of 700 kr.

Lost and Found

- Openlab does not take responsibility for lost & forgotten items.
Found items can be collected by contacting the Conference Center coordinator.

Security

- Emergency number: 112.
- KTH emergency number: 08-790 77 00.

Contact

- Openlab's Conference Center: conference.center@openlab.se, Phone: 0737 65 24 42
- Conference Center Coordinator, Suzanne Duffour: suzanne.duffour@openlab.se, Phone: 0737 65 24 42
- Restauranglabbet Catering Service, Jennie Ripa: jennie@restauranglabbet.se, Phone: 0763 15 00 13
- Conference Center Host, Sales & Marketing, Hans Krylander: hans.krylander@openlab.se