

## Terms and Conditions

The following terms and conditions apply to all services offered by “Pressemitteilung zur Messe” ([www.pressemitteilung-zur-messe.de](http://www.pressemitteilung-zur-messe.de)).

“Pressemitteilung zur Messe” is a service of

tp public relations  
Hedwig-Dransfeld-Straße 55  
53125 Bonn  
Germany

VAT identification number: DE264975019

### § 1 – Confirmation of Order

Following your order, we will send you an order confirmation via e-mail.

### § 2 – Revocation/Cancellation

Revocation or cancellation of your order is only possible as long as the press release has not been distributed. If you chose to cancel or revoke your order, after parts or a complete first draft has been written, we will charge up to 270 Euro + VAT depending on the extent of the work already completed.

### § 3 – Our services

1. tp public relations composes the ordered texts according to the specifications given on the web shop pages.
2. The texts will be delivered to the client by e-mail, including an English translation of each text. Translations into other languages will be arranged on request but cannot be guaranteed within the period stipulated for delivery.
3. The client will comment on this first draft and tp public relations will integrate the suggested changes into the German text version.
4. The final German text version will be proofread by a professional proof-reader. Spelling mistakes and punctuation mistakes will be removed from the text.
5. tp public relations will send the press release by e-mail to about 30 relevant German trade journals. This is not a guarantee for 30 publications, the decision whether to publish a press release is down to the editorial staff. In addition the press release will be send to about 60 relevant websites and social media networks.

### § 4 – Co-operation of the Client

1. The client ensures that tp public relations is able to carry out the ordered services by providing all necessary information and reacting promptly during the approval process. If the client does not react

to e-mails for more than 14 days, both parties consider the order executed. There will be no payment reductions in this case.

2. Before a press release is distributed the approval of the client is needed. Final approval can only be denied for reasons regarding the content.

### **§ 5 – Evaluation**

1. The client receives copies or links of the publications of the press release for up to two months after the trade show is finished.

2. tp public relations does not guarantee the inclusion of all publications.

### **§ 6 – Liabilities**

1. All texts written by tp public relations have to be approved by the client before publication. By approving the text the client alone is liable for the content.

2. tp public relations does not guarantee the number, length or format of publications. These decisions are down to the editorial staff of the trade journals.

3. tp public relations is only liable for intentional mistakes or mistakes caused by negligence. The liability of tp public relations is limited to the fee paid for the text in question.

4. The client ensures they own all necessary licenses and rights. They exempt tp public relations of third party claims due to product rights and other laws.

5. tp public relations is not liable to claims due to changes editors, journalists etc. make to the texts, which tp public relations distributed.

### **§ 7 – Confidentiality**

1. tp public relations will not give confidential information and other critical insights gained by research for the texts to third parties.

### **§ 8 – Miscellaneous**

1. If there are obvious mistakes or miscalculations in offers or offer confirmations tp public relations is entitled to correct them. Claims or compensations on this basis are excluded.

### **§ 9 – Final Clause**

1. If certain paragraphs of these terms and conditions are not valid it does not affect the validity of the rest of the clauses.

2. Court of jurisdiction for all matters regarding tp public relations is Bonn, Germany.

Last updated: 2017-04-21