FURCH

BACK STAGE

2025

GUIDE TO THE REIMBURSEMENT OF EXPENSES RELATED TO FURCH BACKSTAGE 2025

Dear business partners and friends of Furch Guitars,

We are delighted by your interest in participating at our upcoming event, Furch Backstage 2025.

We would like to bring to your attention the following conditions for effective reimbursement of expenses related to your participation. The way reimbursement of these expenses works is very simple; please pay attention to the following information.

Our goal is to manage the reimbursement of taxable expenses in accordance with local legislature. The event has the character of business partner training where you will learn about the history, philosophy and goals of Furch Guitars, as well as gain insight into the manufacturing and innovation of our instruments.

The training includes a factory tour, on-the-spot consultations, accommodation, catering and transportation from and to the airport in either Vienna or Prague. The participation fee for this training is 600 EUR per person.

ON BEHALF OF FURCH GUITARS WE OFFER YOU:

- **Reimbursement of the above-mentioned participation fee of 600 EUR / person** (applicable for retailers, as well as distributors)
- **Contribution to your transportation fees up to 200 EUR / person** (only applicable in the case of direct retailers, i.e. not distributors)

We kindly ask you to pay the participation fee before the date of the event, according to the instructions below. After the event, we will reimburse the training fee for all participants, and in the case of direct retailers also your transportation fees up to the amount listed above. Both reimbursements will be in form of a discount off your next invoiced delivery after the event takes place.

DETAILS REGARDING PAYMENTS AND PURCHASES:

Transportation – We highly recommend booking your flights to Vienna (VIE) as it offers the most convenient travel arrangements for the event. Alternatively, you may also fly to Prague (PRG) if preferred. To ensure a smooth arrival, please plan to land before noon in Prague or before 2 PM in Vienna. The event kicks off with a dinner on Thursday, 12 June, and concludes on Saturday, 14 June.

Vienna → Brno = 2 hours **Prague → Brno = 3 hours**

Once your flight has been booked, please send the flight details (flight number, arrival time and arrival airport) to your point of contact, Jana Furchová at jana.furchova@furchguitars.com. In case you are a direct Furch retailer (not distributor), you are eligible for the reimbursement of your travel-related expenses too, and therefore please send the copy of the invoice for the flight to Jana Furchová as well.

Accommodation - We will take care of your lodging during the event. You will be accommodated in Grand Palace hotel, Brno, and your point of contact for all matters regarding accommodation will be, again, Jana Furchová.
If you would like to prolong your stay in South Moravia or you would like to arrive earlier, please get in touch with the hotel directly at reservations@grandpalace.cz. Due to administrative reasons, we unfortunately cannot guarantee the possibility of prolonging your hotel stay, therefore, please discuss the availability and pricing directly with the reception at Grand Palace.

We will issue the invoice for your participation fee within 1 week after receiving your confirmation of participation. Its due date will be set to one week from the issuance date.

The compensation of your participation fee and transportation expenses will be handled during your first invoiced delivery of Furch guitars after the event according to the conditions listed above. The reimbursement will be itemized as „Marketing fee" on the invoice.

While we assure you we will do our utmost to make sure the event takes place regardless of any conditions, should anything unlikely result in the cancellation of Furch Backstage 2025, the participation fee will be refunded within one week after the announcement of cancellation. Along with it, you will also receive a cancellation confirmation.

Please feel free to address any questions regarding Furch Backstage 2025 to Jana Furchová at jana.furchova@furchguitars.com.

Thank you for your understanding and cooperation. We are looking forward to your visit and to enjoying Furch Backstage 2025 together!