

Please note: This translation is serving as orientation guide for which no liability can be assumed. Only the German version of the terms of participation is legally binding.

## **Conditions of participation in the contest**

### **"Welcome to Dortmund Package"**

#### **Contest "Welcome to Dortmund Package"**

"Welcome to Dortmund Package" is a contest, organized and managed by the Economic Development Agency Dortmund, Gruene Straße 2-8, 44147 Dortmund.

The contest is looking for international startups and scale-ups (young companies in a growth phase), as well as small businesses, that would like to settle in Dortmund. Selected companies will be awarded the free of charge use of a desk in a co-working space in Dortmund for up to six months and additionally for up to six months for the free use of a virtual office (see below for details).

#### **Eligibility to participate**

The contest is looking for international start-ups and small companies:

- Not yet based in Germany
- Company was founded within the last 10 years
- Planning to establish a corporation in Dortmund (GmbH/AG)

Only one entry per participant is permitted in the contest.

#### **Participation documents and costs**

To take part in the contest, the "Welcome Package" entry form must be filled out completely. This can be found on the Economic Development Agency Dortmund website. Only applicants who have completed the application form will be considered for the contest. If further information is required for a decision-making process, this will be requested from the applicants. Participation in the contest is free of charge.

#### **Admission to the contest**

The application form can be found on the Economic Development Agency Dortmund's website starting \*insert date application will be posted\*. The application must be filled out and submitted by 11:59 p.m. CET on 31.12.2026. Provided that all required documents for the contest are submitted and other criteria are met, the participants will be admitted to the contest by the contest management of Economic Development Agency Dortmund.

#### **Jury**

Once participants have been successfully admitted to the contest, the jury will determine a winner (see "Determination of the winners"). The jury consists of representatives of the Economic Development Agency Dortmund and Chamber of Industry and Commerce Dortmund.

#### **Determination of the winners**

The following criteria will be used to determine the winners:

- Degree of innovation of the business model
- Growth potential

#### **Scope and assumption of rental costs**

The jury selects prize winners at regular intervals.

Once the winners of the contest have been notified, a co-working space in Dortmund can be selected and a corresponding rental agreement concluded within twelve months of receiving notification of the prize. The prize includes the use of a virtual office up to six months and the use of a desk in a co-working space in Dortmund (at standard market conditions), all free of charge. In total, for a continuous period of 12 months. Alternatively, a virtual workspace may be used exclusively for a period of up to 12 months. Where it can be demonstrated that the business activity cannot be conducted at a co-working space workstation due to data protection, licensing, or other legal requirements, the economic development agency may, upon individual assessment, authorize the use of a private office (accommodating 1 to 3 persons) for a period of up to 6 months in lieu of a co-working space workstation. Furthermore, the provision of up to two additional workstations may be authorized, subject to prior review and provided that their necessity for the development of the business can be substantiated.

The awardee will name a co-working space operator in Dortmund, from whom the Economic Development Agency will obtain a quote for the rental costs for the period of up to six months for a desk and up to six months for a virtual workstation.

After the conclusion of a rental agreement between the co-working space operator and the winner, in which, among other things, the usual terms of use are confirmed, the Economic Development Agency will transfer the proven rent and confirmation of use for the period of up to 12 months to the co-working space operator upon submission of the agreement. If this procedure proves to be unfeasible or impractical for the landlord and tenant due to organizational reasons, a direct rental payment by the tenant may be agreed upon following prior consultation with the Economic Development Agency. In such cases, reimbursement by the Economic Development Agency Dortmund is possible upon submission of the lease agreement and proof of payment. Disbursements are permitted exclusively within the European Union.

### **Notification of winnings**

The winning notification will be sent to the e-mail address stated in the application.

### **Obligations of the participants after assumption of the rental costs**

A list of the winners could be published on the homepage of the Economic Development Agency Dortmund's website. Further public relations measures will be carried out in consultation with the winners. In this context, the Economic Development Agency Dortmund reserves the right to approach participants specifically for public relations measures.

### **Exclusion from participation in the contest**

The Economic Development Agency Dortmund reserves the right to exclude a participant from participation in the contest up to the time of notification of the prize or subsequently for important reasons. This may result in a prize being withdrawn and reclaimed. Good cause shall be deemed to exist in particular if the prize is not used with the intention of founding a corporation in Dortmund or - if the organizer becomes aware or suspects that participants - are participating in the contest without being eligible to participate or - are no longer eligible to participate before the prizes are distributed or - violate these conditions of participation or violate the principles of the contest, are based on equal opportunities and fair play or - publish obscene, defamatory, offensive or libelous content, link to such content or otherwise facilitate access to it or - disrupt or attempt to disrupt the course of the contest or manipulate or attempt to manipulate it or - pursue or support anti-constitutional objectives.

There is no legal entitlement to participate in the contest. Legal recourse is excluded.

Orientation Guide