



MY AGENDA BY IEG

Terms and Conditions of participation

I commit myself to:

- arrange **10 business meetings** with KEY exhibitors through *My Agenda by IEG* web platform from February 5th to February 26th 2025;
- send **5 meeting requests** to the KEY exhibitors through *My Agenda by IEG* web platform within February the 7th;
- **respect the meetings' schedule** to the time agreed with exhibiting companies during the show days (if I will not fix 10 meetings through *My Agenda by IEG* web platform, I commit myself to visit other exhibiting companies in order to reach the number of 10 meetings);
- deliver my business meetings' schedule to my Country referent **filled-in with the all the signatures** of the meetings done (after each meeting I will ask for the exhibitors' signature);
- fill in the on-line customer satisfaction survey after the completion of the business meetings;
- come back to KEY the day after the Business Meeting to meet other exhibiting companies.

Only if I participate in the pre-scheduled B2B meetings to the time agreed and I actively arrange these meetings through *My Agenda by IEG* web platform, Italian Exhibition Group will offer the following services:

- lump sum reimbursement of € 300,00 for flight expenses;
- 3-night accommodation in a partnered hotel in B&B service for one person;
- Interpreting service for one day only if I do not speak English fluently;
- Buffet lunch at the fair;
- Transfers (shuttle bus) from the airport (Bologna/Ancona/Rimini) to the Hotel/Expo Centre and back;
- Transfers (shuttle Bus) from the Hotel to the Expo Centre and back;
- Free entrance ticket.

Accompanying persons: If I travel with another person, for whom Italian Exhibition Group Spa will take on no charge and grant no benefits, I will have to submit the personal details of the second person at the same time as when I forward my travel details. Accompanying persons under 18 years of age are not allowed to enter the buyers' lounge.

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If after the reservation of my hotel room I will not be able to attend, I will be charged with the hospitality cost.

After signing up, IEG – Italian Exhibition Group S.p.A. and ITA – Italian Trade Agency will use my personal data contained in this form, for publication on My Agenda by IEG web platform so that they can be consulted by exhibitors. In addition, the data contained in this form will be consulted by IEG and ITA also with the purpose of providing and reporting some services. For organizational purposes (e.g. hotel bookings, transfers, interpreting services), once I have signed up for the event, IEG and ITA will disclose said data to third party persons/entities/providers.

I confirm that should the event be cancelled or postponed due to force majeure, IEG will promptly notify me by email, or I may receive notice by email from the reference person of my country's delegation.

Under such circumstances I will not receive a contribution for the airline ticket and IEG will not be required to cover any costs I may have incurred (for example, for the visa, journey to airport, etc.)

IEG will not be required to provide me with any of the aforementioned services.

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