



MY AGENDA BY IEG

Terms and Conditions of participation

I commit myself to:

- arrange **10 business meetings** with Ecomondo exhibitors through *My Agenda by IEG* web platform from September 30th to October 28th;
- send **5 meeting requests** to Ecomondo exhibitors through *My Agenda by IEG* web platform within October the 2nd;
- **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 Ecomondo 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. Please note that the service is guaranteed **only if travel details are submitted by 24 September.**
- Transfers (shuttle Bus) from the Hotel to the Expo Centre and back;
- Free entrance ticket
- Access to the International Delegation Lounge: cloakroom, PC, Wi-Fi connections and free refreshments (coffee, tea and soft drinks).

*** Flight lump sum reimbursement deadline:** the reimbursement of the lump sum as partial refund of the flight ticket will be made in cash during Ecomondo 2026 and only upon receipt of an invoice (with TIN no., invoice no., date, Company name and address), a copy of the passport and a copy of the flight ticket, within 16th October. (If the flight amount is less than €300, the amount actually spent will be refunded, if it is higher, the sum of €300 will be refunded).

****Early Departure and Responsibility for Unused Nights:** If after the reservation of my hotel room I will not be able to attend, I will be charged with the hospitality cost.

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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.

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.