

MY AGENDA BY IEG

Terms and Conditions of participation

In the present document, I commit myself:

- to arrange **10 business meetings** with SIGEP 2025 exhibitors through *My Agenda by IEG web platform* **starting from 3rd December 2024 to 14th January 2025**
- to send at least **7 meeting requests** to SIGEP 2025 exhibitors **within 16th December 2024**.
- to **respect the business meetings' schedule** agreed with the exhibiting companies during show days (if I fail to arrange 10 meetings through *My Agenda by IEG web platform*, I undertake to visit other exhibiting companies in order to achieve the number of 10 meetings);
- to scan the QR code that is on the exhibitor's badge at the end of each business meeting. If the scan is not successful, to ask for the signature on the paper agenda and/or a business card.
- to deliver the copy of my business meetings' schedule to my SIGEP 2025 contact person **completed with all the signatures or scans** of the meetings held (I will ask for the exhibitors' signature at the end of each meeting);
- to come back to SIGEP 2025 the day after the Business Meetings or alternatively, for a total of three days if the stay is for 4 nights to meet other exhibiting companies;
- to complete the online survey after completing all business meetings.

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

- 4 nights' accommodation – breakfast included – for one person;
- Lump sum reimbursement of € 300 for flight expenses (that will have to be invoiced to Italian Exhibition Group S.p.A. who will refund you the day after the business meetings day)
- Transfers (shuttle bus) from the airport (Bologna A. Marconi) to Hotel/Expo Centre and back;
- Daily transfers (shuttle Bus) from the Hotel to the Expo Centre and back;
- Free entrance ticket;
- Interpreting service for the Business Meeting day only if I do not speak English or Italian fluently;
- Light lunch buffet at the fair;
- Access to the Buyers Lounge: cloakroom, PCs, Wi-Fi connections and free refreshments (coffee, tea and non-alcoholic beverages)

*** Upon hotel booking, I may reserve accommodations for a maximum of 4 nights. If I depart before the reserved 4 nights, the remaining nights will be charged to me and will be at my responsibility.**

Flight lump sum reimbursement: the reimbursement of the lump sum as partial refund of the flight ticket will be made in cash during SIGEP 2025 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, the date **by 19th December 2024**. (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)

Accompanying persons: If you travel with another person, for whom IEG - Italian Exhibition Group Spa and ITA – Italian Trade Agency will take on no charge and grant no benefits, you will have to submit the personal details of the second person at the same time as when you forward your own travel details. A maximum of 1 accompanying person will be granted access to the buyers' lounge. 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 and/or ITA 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.