



ORGANIZED BY  
**ITALIAN  
EXHIBITION  
GROUP**  
Providing the future

IN COLLABORATION WITH  
**ACIMAC**  
Association of Italian Manufacturers of  
Machinery and Equipment for Ceramics

WITH THE SUPPORT OF  
**ITA**  
Italian Trade Agency

[madeinitaly.gov.it](http://madeinitaly.gov.it)



## MY AGENDA BY IEG

### Terms and Conditions of participation

#### I commit myself to:

- arrange **13 business meetings** with TECNA exhibitors through *My Agenda by IEG* web platform from 28<sup>th</sup> August to 19<sup>th</sup> September 2024;
- send at least **8 meeting requests** to the TECNA exhibitors through *My Agenda by IEG* web platform, not later than September the 11<sup>th</sup>;
- **respect the business meetings' schedule** agreed with exhibiting companies during show days: **8 meetings on the first day and 5 meetings on the second day** (morning session) and then visit Tecna in the afternoon. If I fail to arrange 13 meetings through *My Agenda by IEG* web platform, I undertake to visit other exhibiting companies in order to achieve the number of 13 meetings;
- deliver my business meetings' schedule to the Italian Trade Agency (ITA) staff or to Italian Exhibition Group (IEG) Staff in the International Buyers Lounge **with the evidence of the business meetings done** (after each meeting I commit myself to scan the QR code displayed on the exhibitors' badge to digitally validate the meeting or, in case the scan does not work properly, to ask for the exhibitors' business card);
- fill in the on-line customer satisfaction survey after the completion of the business meetings;

#### 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, I will obtain the following benefits:

- flight ticket (round-trip) to Bologna airport (economy class);
- 3-night accommodation in a four star hotel for one person – breakfast included;
- Transfers (shuttle bus) from the airport (Bologna) to the Hotel/Expo Centre and back;
- Transfers (shuttle Bus) from the Hotel to the Expo Centre and back;
- Access to the International Buyers Lounge: cloakroom, PCs, Wi-Fi connection and free refreshments (coffee, tea and non-alcoholic beverages);
- Buffet lunch at the fair;
- Interpreting service for one day only if I do not speak English or Italian fluently;
- Free entrance ticket and free exhibitors' catalogue;
- Support by ACIMAC, Italian Exhibition Group and ITA staff during the exhibition.

**After signing up, IEG – Italian Exhibition Group S.p.A., ACIMAC – Association of Italian Manufacturers of Machinery and Equipment for Ceramics and ITA – Italian Trade Agency will use my personal data contained in this form, for publication on *My Agenda by IEG* online platform and so that they can be consulted by exhibitors. In addition, the data contained in this form will be consulted by IEG, ACIMAC and ITA also with the purpose of providing and reporting some services.**



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ITALIAN TRADING SOCIETY  
S.p.A. - viale dell'Industria 10 - 40138 Bologna (BO) - Italy  
a public company listed on the Italian Stock Exchange

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**For organizational purposes (e.g. hotel bookings, issue of air ticket, transfers, interpreting services and hotel welcome service), once I have signed up for the event, IEG, ACIMAC 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, ACIMAC 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, ACIMAC and ITA will not be required to cover any costs I may have incurred (for example, for the visa, journey to airport, etc.) IEG, ACIMAC and ITA will not be required to provide me with any of the aforementioned services.

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