

MY AGENDA BY IEG Terms and Conditions of participation

In the present document, I commit myself:

- to arrange **13 business meetings** with TECNA 2026 exhibitors through *My Agenda by IEG* web platform **from 26th August 2026 to 17th September 2026**;
- to send at least 8 meeting requests to TECNA 2026 exhibitors **within 2nd September 2026**.
- **to follow the pre-scheduled business meetings** agenda with our exhibitors over two days: 8 meetings on the first day and 5 meetings on the second day. Should I fail to reach the total number of 13 meetings through the online platform, I undertake to arrange additional meetings directly at the exhibition until the required total of 13 meetings is achieved;
- to collect, as proof that each meeting has taken place, the business card of the exhibitor met during the exhibition or, alternatively, to ask for the exhibitor's signature on the paper agenda, and to hand in these documents at the ITA desk inside the Buyers Lounge at the end of each day;
- to complete the online survey after completing all business meetings
- if I operate in the Decortech sector, to attend the talks scheduled on 23rd and 24th September and to take part in the networking sessions following the talks.

The meetings will take place at the exhibitors' stands. There will be a total of 13 meetings over two days. Each meeting will last approximately 30 minutes, plus 5 minutes to move between stands. Meetings will start at 10:00 a.m. and end at 4:15 p.m. A buffet lunch will be served from 1:00 p.m. to 2:30 p.m.

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**:

- Accommodation for 1 person – breakfast included – For the number of nights, please refer to the invitation letter received from ITA and IEG.
- Round trip flight ticket in **economy class**** from/to Bologna Marconi Airport (flight cancellation penalties will be charged in case of cancellation, waived for medical emergency, death of immediate family member or force majeure;) – **in order to purchase the flight ticket, you must provide the passport**
- Transfers (shuttle Bus) from the airport (Bologna Airport) to the Hotel/Expo Centre and back;
- Daily transfers (shuttle Bus) from the Hotel to the Expo Centre and back;
- Free entrance ticket;
- Light lunch buffet at the exhibition;
- Interpreting service only for the business meeting days for non-English speakers when required
- Access to the International Buyers Lounge: cloakroom, PCs, Wi-Fi connections and free refreshments (coffee, tea and no-alcoholic beverages)

Accompanying persons: If you travel with another person, for whom Italian Exhibition Group Spa 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. The difference between a single room and a double room will be at your expense and must be paid at the hotel.

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.

TECNA

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2026

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I confirm that should the event be cancelled or postponed due to force majeure, IEG will promptly notify me by e-mail, 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.

****Flight Policy:**

Round trip flight ticket to/from Bologna for **1 person** (see conditions below). You will have to send an e-mail to your designated trade analyst with the following information within 1 week from the confirmation of participation:

- Name
- Surname
- Company name
- Passport copy
- E-mail
- Mobile phone number
- Airport of departure and arrival
- Dates of arrival and departure

- You will be given **up to 3 solutions** to choose from.
- Waitlist and standby are not permitted.
- Ticketing must be completed within 2 days from the receipt of the flight proposal.
- In case that you wish to upgrade to business class, the difference will be at your expense, and you will need to make the payment directly to our travel agency.
- **Flights will be offered to cover the Show dates only.** Any request for different dates and/or different layovers will be evaluated based on availability and fare conditions. Any applicable fare difference will be communicated in advance.
- If you wish to purchase an airline ticket through our agency for any accompanying persons, we would like to inform you that the agency will charge a ticket fee

CANCELLATIONS Ticket is **NON-REFUNDABLE**.

CHANGES

- If the cost of the modifications exceeds the original ticket price, the fare difference will be at your own expense.
- Changes will only be permitted if the ticket is flexible