

These Terms & Conditions apply to everyone registering for Automa.Net's Meeting & Expo 2023 Rome, to be held in Rome, Italy from May 17-19, 2023 (hereafter referred to as the "**ANEXPO**") and organized by Automa.Net sp. z o.o. with registered office in Małopolska 1/203, 35-620 Rzeszów, Poland, Company Number 0000897058, Poland VAT number PL5170415671 (hereafter referred to as "**Automa.Net**").

For the purposes of this terms&condition, a glossary is introduced, giving the following terms and meanings:

"Delegate" - A person representing the Exhibitor, who is at least 18 years old and has been registered by the Exhibitor to participate in the ANEXPO.

"Exhibitor" - it shall be understood as an entrepreneur within the meaning of Polish law, who has registered at <https://anexpo.co/> website in order to participate in ANEXPO and exhibit the company offering at Expo Table or the Premium Booth. Exhibitor could also participate in ANEXPO without a booth or table - in this case Exhibitor could be represented by a maximum of one delegate. The Exhibitor is represented during the ANEXPO by the delegates.

1. ANEXPO registration

- 1.1. In order to conclude the Agreement and participate in ANEXPO, the Exhibitor is obliged to register the company and a delegate/s at anexpo.co website. A registration confirmation/receipt will be sent by email to the ANEXPO delegate after receipt of the online registration. A delegate may indicate a third-party payer.
- 1.2. Prices are expressed in EUR and VAT exclusive. Unless otherwise mentioned on the invoice, the payment term is thirty (30) calendar days as from the invoice date. Invoices can validly be paid by bank transfer or electronic payment to the account number specified by Automa.Net, citing the relevant reference details and within the due date mentioned on the invoice. The delegate will bear potential costs linked to the payment of the invoice (if any).

- 1.3. In case an invoice is not paid by the due date, the defaulting delegate or, where applicable, his third-party payer, will receive a reminder. In case of persistent non-payment after due date and despite having received a payment reminder, the Automa.Net may opt to charge without notice an interest on arrears calculated at the legal rate. In addition, the Automa.Net may opt to claim a penalty from the delegate or his third-payer amounting to 15% of the invoiced total with a minimum amount of 60 Euro.
- 1.4. The Exhibitor immediately after the conclusion of the Agreement, and no later than **30 days before the scheduled date of commencement of ANEXPO**, shall be obligated to send to Automa.Net a list of Delegates (to meeting@automa.net) including following data:
 - 1.4.1. First and last name;
 - 1.4.2. Telephone number;
 - 1.4.3. E-mail address;
 - 1.4.4. Dietary and/or allergies requirements
- 1.5. Each Delegate has the right to bring one Accompanying Person to ANEXPO after the Exhibitor has registered their participation and paid an additional fee - notification of the Accompanying Person's participation should be sent to the e-mail address meeting@automa.net
- 1.6. Automa.Net stipulates that:
 - 1.6.1. in the case of exceeding the limit of 250 Delegates, participation in ANEXPO shall be determined by the order in which the registration was submitted
 - 1.6.2. Priority for participation in ANEXPO is given to the registered Delegates, and the remaining free places will be distributed by Automa.Net to the Accompanying Persons, according to the order of submitted applications.

To have a guaranteed access to the ANEXPO, all delegates need to cover the delegate and/or exhibition fees the latest by 10 May 2023.

2. Travel and accommodation booking

- 2.1. Automa.Net declares that the delegates/exhibitor fees do not include costs:
 - 2.1.1. accommodation;
 - 2.1.2. parking;
 - 2.1.3. use of mini-bars;
 - 2.1.4. telephone calls;
 - 2.1.5. additional services not covered by Automa.Net's offer.
- 2.2. Special group rates have been secured at the Mercure Roma West Hotel. These preferred conditions apply for hotel stays between 17 May and 19 May 2023, subject to availability. All bookings are subject to the Mercure Roma West Hotel room bookings policies. To benefit from the preferred conditions, hotel bookings should be done prior to the **31/03/2023**. Reservations received after this date will be subject to availability. For reservation please contact Chiara Zonta at E.congress@mercureromawest.com T. +39 06 508 34 716 Special discount: mention "**Automa.Net ANEXPO**" when booking.
- 2.3. By registering to the ANEXPO, delegates agree to make their own arrangements for health and travel insurance. The ANEXPO fees do not include such insurance.

3. Cancellation policy

- 3.1. Written notices of cancellation must be made in writing by email to Automa.Net at meeting@automa.net. The notification must include all relevant information regarding the bank account to which a possible refund may be remitted. The cancellation will not be effective until a written acknowledgement from the Automa.Net.
- 3.2. Registration fees will be refunded as follows:
 - 3.2.1. Cancellation before 31 March 2023: 100% refund minus an administrative handling fee of 150 EUR per delegate
 - 3.2.2. Cancellation after 31 March 2023: no refund (unless following justifiable reasons upon acceptance by the Automa.Net).
- 3.3. Please indicate your bank details on your written cancellation. Refunds will ALWAYS be made after the ANEXPO. In the case of over-payment or double payment, refund requests must be made in writing and sent to the Automa.Net, by email.
- 3.4. No refunds will be granted for no-shows, in case of cancellation of some exhibitors, or any other incidents during the conference, which are beyond the control of Automa.Net.

4. COVID-19 Cancellation Policy

- 4.1. In the event the Automa.Net 2023 Rome is cancelled due to the COVID-19 pandemic restrictions in Italy, beyond Automa.Net's control, the following recourse is offered:
- 4.2. Delegate to the ANEXPO
 - 4.2.1. Option 1: delegate's fee will be refunded in full upon request.
 - 4.2.2. Option 2: delegate's fee will be rolled forward to Automa.Net's next event

- 4.3. Exhibitor of the ANEXPO:
 - 4.3.1. Option 1: Exhibitor fee will be refunded in full upon request.
 - 4.3.2. Option 2: Exhibitor fee will be rolled forward to Automa.Net's next live event.
- 4.4. This policy applies ONLY to a full event cancellation originated by Automa.Net due to the COVID-19 pandemic restrictions in Italy. For cancellations originated by the delegates / Exhibitors, for any reason including COVID-19 concerns, the standard cancellation policy applies (*Section 3. Cancellation policy*).

5. Content

- 5.1. All rights in all presentations, documentation and materials published or otherwise made available as part of the ANEXPO (including but not limited to any documentation packs or audio or audio-visual recording of the ANEXPO are owned by Automa.Net or are included with the permission of the owner of the rights.
- 5.2. The Exhibitor has the right to place advertisements and promotional materials only within the scope of its Premium Booth or Expo Table.
- 5.3. The Exhibitor, in order to be included in the Welcome Pack Event Brochure and other promo materials should send the Automa.Net by e-mail to meeting@automa.net immediately after the conclusion of the Agreement, **and no later than 60 days before the scheduled start date of ANEXPO:**
 - 5.3.1. Its logotype in vector format;
 - 5.3.2. Its trademark;
 - 5.3.3. Graphics;

- 5.3.4. The address of the company's registered office, contact information for the company including personal information
- 5.3.5. personal information to the person representing the company, who will also be included in the Directory of Exhibitors.
- 5.4. In the absence of timely submission of the materials Automa.Net is exempt from their publication and preparation of its own materials with the retaining the right to the Fee.

6. Modification of the program

- 6.1. Automa.Net reserves the right to modify the program. No refunds can be granted in case of incidents during the ANEXPO which are beyond the control of the conference organizers.

7. Data protection and sharing of contact details

- 7.1. The protection of your data and the observance of your right of informational self-determination with regard to the collection, processing and use of your personal data are important to us.
- 7.2. The Automa.Net will collect and store all personal data for the preparation and execution of the ANEXPO.
- 7.3. The Automa.Net periodically performs e-mailings to delegates regarding activities at the ANEXPO or other communications, which may be of interest. Email contact details of delegates will *not* be passed on to third parties. Delegates may opt out of these emailing at any time. This will not affect official correspondence

from the Automa.Net, but, if opted out, delegates may miss (event) communications.

8. Liability

- 8.1. Automa.Net shall be liable to Exhibitors or Delegates or other persons participating in ANEXPO or its organization exclusively for damages caused by intentional fault. By entering into the Agreement and participating in the ANEXPO Automa.Net does not guarantee Exhibitor or Delegate that they will achieve certain economic results.
- 8.2. Automa.Net shall also not be liable for:
 - 8.2.1. damage, theft and destruction of items at the Stand;
 - 8.2.2. For changes in the schedule, date and/or location of ANEXPO;
 - 8.2.3. Materials provided to it by the Exhibitor, including those that Automa.Net or Exhibitor has prepared and published;
 - 8.2.4. inability of the Exhibitor, Delegate and/or Accompanying Person to participate in the ANEXPO due to reasons beyond his/her control (e.g. failure to obtain the appropriate visas or documents authorizing entry into the Italy, illness, other random accidents). In such a case case, Automa.Net is not obliged to refund the fees paid;
 - 8.2.5. for interruptions in the supply of utilities and services caused by circumstances not attributable to Automa.Net;
 - 8.2.6. for any acts or omissions of Exhibitors and persons and entities whose services are used by the whose services are used by the Exhibitor;
 - 8.2.7. for non-performance or improper performance of the Agreement for reasons beyond its control.

- 8.3. The Exhibitor shall be fully liable to Automa.Net and third parties for damages caused by the Exhibitor, the registered Delegates and Accompanying Persons or third parties for whom it is responsible. This applies to both acts torts committed by the Exhibitor, registered Delegates and Accompanying Persons, as well as the consequences of non-performance or improper performance of the Agreement. The Exhibitor undertakes to cover any damage caused to the Facility due to due to the acts or omissions of the persons referred to in the first sentence.
- 8.4. The Exhibitor undertakes to indemnify Automa.Net against claims of third persons or entities, including claims of the owner of the Facility, in particular by paying an appropriate amount of money.

9. Fulfilment and jurisdiction

- 9.1. In the event of any legal claims arising Poland law will be applicable and only the competent courts of Warsaw, Poland shall be the sole competent courts of jurisdiction.