**TERMS AND CONDITIONS OF PARTICIPATION**

 **in the POLAGRA-FOOD 2019 Hosted Buyers Programme**

**I. GENERAL PROVISIONS:**

The purpose of the POLAGRA-FOOD 2019 Hosted Buyers Programme is to assist foreign buyers, representatives of food industry in their arrival, stay and participation in the POLAGRA-FOOD 2019 International Trade Fair for Food Products, organized on 30.09-3.10.2019 at the Poznań International Fair in Poznań.

**II. THE ORGANIZER:**

The POLAGRA-FOOD 2019 Hosted Buyers Programme is organized by Międzynarodowe Targi Poznańskie sp. z o.o. (Poznań International Fair) with its registered office in Poznań, ul. Głogowska 14, 60-734 Poznań, entered in the National Court Register kept by the District Court for Poznań - Nowe Miasto i Wilda in Poznań, VIII Commercial Department of the National Court Register, under the NCR number 0000202703, and the register of active taxable person for VAT purposes - TAX ID No. 777-00-00-488, Share capital - PLN 42 310 200.00.

**OBLIGATIONS OF THE ORGANIZER (TRAVEL, ACCOMMODATION, STAY):**

1. The Organizer provides the following for the Participant of the Hosted Buyers Programme:
	1. the ability to conduct at least 12 scheduled business meetings (no less than 6 per day) during the POLAGRA-FOOD 2019 trade fair with the companies selected by the Participant from the list of trade fair exhibitors covered by the Hosted Buyers Programme, in accordance with the industry profile indicated by the Programme Participant in the registration form; a summary containing the full list of companies with which the Programme Participant is required to conduct business meetings will be provided to the Programme Participant no later than 10 days prior to the POLAGRA-FOOD 2019 trade fair; the Organizer shall not be held liable if any of the exhibitors on the list withdraws from participation in the trade fair; in such a case the exhibitor concerned will be replaced, where possible, by another company with a similar industry profile; the Programme Participant may also conduct non-scheduled business meetings with other exhibitors of the POLAGRA-FOOD 2019 trade fair on their own;
	2. hotel accommodation with breakfast for a minimum of 2 nights, including the booking and the accommodation costs, on 29.09-1.10.2019; The Programme Participant may extend their stay on their own and at their own expense;
	3. free Wi-Fi / wireless Internet access at the POLAGRA-FOOD 2019 trade fair on
	30.09-3.10.2019;
	4. transfer rides in Poznań between the airport/train station, the fair grounds and the hotel booked by the Organizer; in case of obtaining from the Programme Participant information about the date and place of arrival to Poznań organized on their own by the Programme Participant and the date and place of departure (organized on their own by the Programme Participant) upon the end of the visit at the fair;
	5. admission documents for the POLAGRA-FOOD 2019 trade fair and a host from the Hosted Buyers Programme;
	6. ability to participate in the POLAGRA-FOOD 2019 trade fair evening event;
	7. admission to the Hosted Buyers Zone and catering in the area covered by the POLAGRA-FOOD 2019 trade fair.
2. The Organizer will not cover the costs or provide any of the following for the Participant of the Hosted Buyers Programme:
	1. fees for processing visa applications;
	2. arrival to the fair;
	3. travel insurance;
	4. additional paid services provided at the hotel (e.g. mini bar, telephone costs, Internet);
	5. fees for changing airline ticket bookings and hotel rebooking, including hotel room upgrade fees;
	6. costs of taxi fares and costs of other means of transport outside of the organized transfer rides
	7. any other services and benefits.

**III. PARTICIPANT OF THE HOSTED BUYERS PROGRAMME**

**QUALIFICATION PROCESS FOR THE HOSTED BUYERS PROGRAMME:**

1. The Programme is intended for the representatives of food sector entrepreneurs from abroad, interested in establishing commercial cooperation with exhibitors of the POLAGRA-FOOD 2019 trade fair, representing sales chains, importers and distributors of food products, food wholesalers, and holding decision-making positions in terms of purchase of food products.
2. An entrepreneur may only delegate two representatives for participation in the Hosted Buyers Programme. The costs of participation of other/additional representatives of the entrepreneur are not reimbursed by the Organizer.
3. The intention to participate in the Hosted Buyers Programme is notified online using the Registration Form provided on the [www.hostedbuyers.eu](http://www.hostedbuyers.eu) website under the Polagra Food tab. In the Registration Form, the person notifying the participation of the entrepreneur presents their contact details (email, name and surname, position), as well as the information and details of the entrepreneur that they will represent as part of the Hosted Buyers Programme (name, country).
4. The Organizer shall consider each Registration Form referred to in section 3 individually.
5. The Organizer will send the following materials to the accepted Programme Participants using the e-mail address specified in the application:
* confirmation of acceptance and qualification for the Hosted Buyers Programme;
* Terms and Conditions of Participation in the POLAGRA-FOOD 2019 Hosted Buyers Programme;
* Application Form, in which the person representing the entrepreneur and notifying the intention to participate in the Programme will make the appropriate statements.
1. The Application Form shall be properly filled in and signed by the Programme Participant, and a scanned version shall be sent to the Organizer by e-mail at: hostedbuyer@grupamtp.pl while the original of this form should be personally provided to the Organizer upon arrival at the POLAGRA-FOOD 2019 trade fair.
2. Only persons accepted by the Organizer, who have sent a properly filled in Application Form containing the credit card details, and who have received a confirmation of its receipt from the Organizer, are entitled to participate in the POLAGRA-FOOD 2019 Hosted Buyers Programme.

**WITHDRAWAL FROM PARTICIPATION IN THE HOSTED BUYERS PROGRAMME**

1. Terms and Conditions of withdrawal from participation in the Hosted Buyers Programme:
2. A Participant who has been qualified to participate in the Hosted Buyers Programme may withdraw from participation in the Programme without incurring any cost until 07.07.2019 at the latest;
3. withdrawal from participation in the Hosted Buyers Programme made after 07.07.2019 shall result in charging the Participant with the amount of EUR 200.00 (two hundred euro); The Organizer reserves the right to charge the Programme Participant’s credit card with the amount of EUR 200.00 (two hundred euro);
4. in both cases the withdrawal must be notified to the Organizer by email.
5. The Organizer will confirm the receipt of the withdrawal notification by email.

**REPLACEMENT OF A HOSTED BUYERS PROGRAMME PARTICIPANT:**

1. When a Programme Participant cannot arrive to Poznań during the POLAGRA-FOOD 2019 trade fair for justified reasons, and cannot fulfill their obligations under the Terms and Conditions of Participation in the Hosted Buyers Programme (attending meetings with exhibitors on each day during the fair) but wishes to avoid the costs (200 EUR) associated with failure to meet these obligations, they may propose another representative who will participate in the POLAGRA-FOOD 2019 Hosted Buyers Programme in their place.

2. The Terms and Conditions of Replacement of a Hosted Buyers Programme Participant:

1. an accepted application of a Hosted Buyers Programme Participant cannot be transferred to another representative of an entrepreneur without informing the Organizer;
2. the change should be notified to the Organizer by email until 20.04.2019 at the latest, and the Organizer will confirm the receipt of such notification;
3. The newly submitted person must be an employee of the same entrepreneur and must also hold a decision-making position in terms of purchasing and contracting food products;
4. the newly submitted person has to fill in and sign the Application Form, scan it and send the scan to the Organizer by e-mail to the following address: hostedbuyer@grupamtp.pl, and personally submit the original to the Organizer after the arrival at POLAGRA-FOOD 2019 fair;
5. the change of the participant must be accepted by the Organizer, which will be confirmed by email.

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**OBLIGATIONS OF THE HOSTED BUYERS PROGRAMME PARTICIPANT**

1. The Programme Participant is obliged to:
2. have the original copy of the Application Form and provide it to the Organiser upon arrival at the POLAGRA-FOOD 2019 fair;
3. collect the prepared trade fair materials and the admission documents for the POLAGRA-FOOD 2019 trade fair at the designated point on the day of arrival at the fair;
4. attend at least 6 meetings per day (at least 12 meetings in total) with the POLAGRA-FOOD 2019 trade fair exhibitors included in the list of companies provided by the Organizer;
5. participate in the POLAGRA-FOOD 2019 trade fair on each day of stay in Poznań.
6. implement the plan of meetings scheduled for each day in a timely manner;
7. provide the Organizer with a properly filled in and signed form confirming the completion of the scheduled business meetings during the POLAGRA-FOOD 2019 trade fair, at the latest on the last day of the fair, i.e. 1.10.2019.
8. Programme Participants arriving to the POLAGRA-FOOD 2019 trade fair from a country whose citizens need a visa to enter Poland are obliged to start the visa procedure sufficiently in advance before arrival to the fair. The Organizer accepts no responsibility for an accepted Programme Participant's failure to participate in the Programme due to not receiving a visa or not receiving a visa on time.
9. Programme Participants who have special requirements regarding their stay (e.g. allergies) are obliged to inform the Organizer of that fact prior to arrival to the POLAGRA-FOOD 2019 trade fair.

**CREDIT CARD CHARGES:**

The Organizer reserves the right to charge the amount of EUR 200.00 (two hundred euro) to the credit card (used for business purposes) of the Participant of the POLAGRA-FOOD 2019 Hosted Buyers Programme in the following situations:

1. withdrawal from participation in the Hosted Buyers 2019 Programme after 07.07.2019;
2. withdrawal from participation in the Hosted Buyers 2019 Programme without informing the Organizer;
3. failure to implement the plan of meetings scheduled for the Programme Participant;
4. failure to provide the Organizer with a properly filled in and signed form confirming the completion of the scheduled business meetings with the POLAGRA-FOOD 2019 exhibitors during the fair;
5. failure to participate in the POLAGRA-FOOD 2019 trade fair on each day of the Programme Participant's stay in Poznań.