

**REGULATIONS FOR TRADE AND NON-TRADE VISITORS
AT TRADE FAIRS AND SIDE EVENTS ORGANISED AND CO-ORGANISED
BY MIĘDZYNARODOWE TARGI GDAŃSKIE SA [Gdańsk International Fair Co.]**

§1. GENERAL PROVISIONS

1. These Regulations apply to all visitors to events organised or co-organised by **Międzynarodowe Targi Gdańskie Spółka Akcyjna** (hereunder "**MTG**"), with its registered office in Poland, 80-560 Gdańsk, ul. Żaglowa 11, VAT No. PL5840253705, registered at the Business Register run by the District Court in Gdańsk, 7th Commercial Division [Sąd Rejonowy w Gdańsku, VII Wydział Gospodarczy], KRS No. 0000038362, initial capital PLN 40,332,200.00.
2. The terms used in these Regulations shall have the following meanings:
 - **Regulations**—these regulations,
 - **MTG**—Międzynarodowe Targi Gdańskie SA with its registered office in Gdańsk, ul. Żaglowa 11, 80-560 Gdańsk, Poland (KRS No. 0000038362),
 - **Entry document**—invitation, ticket, entry pass, voucher, wrist band or other, depending on the Trade Fair (whether in hard or digital copy),
 - **AMBEREXPO**—the AMBEREXPO Exhibition & Convention Centre, Żaglowa 11, 80-560 Gdańsk, Poland,
 - **Trade Fair**—an event, including a trade event, event, conference, meeting and others organised by MTG,
 - **Visitor**—a person who visits a Trade Fair as a Non-Trade or Trade Visitor.
3. These Regulations determine the principles for the provision of services to Visitors, especially the rules of entry and venue regulations to be followed by Visitors at Trade Fairs organised by MTG.
4. Visitors are obliged to follow the regulations of the venue where a Trade Fair is held.
5. Entry to Trade Fairs is tantamount to an acceptance of these Regulations by the Visitor and an obligation to follow the rules contained herein.

§2. RULES OF ENTRY TO TRADE FAIRS

1. The rules of entry to Trade Fairs, including regulations and instructions, are determined for Trade Fairs on a case-by-case basis and are published online on the websites dedicated to each Trade Fair, and are also displayed at reception desks on Trade Fair dates; venue regulations are published on the websites of the venues where Trade Fairs are held. Entry to Trade Fairs may be restricted by means of separate rules of entry for Trade Visitors and Non-Trade Visitors.
2. MTG reserves the right to refuse entry to Trade Fairs, especially in the case of mass events which are regulated by the Polish Act on the Safety and Security of Mass Events. In such cases, regardless of these Regulations, the regulations/instructions of each mass-event Trade Fair shall apply.
3. Entry to a Trade Fair is allowed only based on an entry document valid for that Trade Fair and is subject to inspection, excluding Trade Fairs with free admission.
4. For Trade Visitors, entry to a Trade Fair is based on an entry pass (badge) which can be obtained subject to registration via the website of that Trade Fair or at reception desks, on the principles specified in §3 hereof.
5. Visitors who purchase entry documents at sale points (cash desks) during and on the premises of a Trade Fair can receive a VAT invoice, in line with the applicable regulations and after informing the sales assistant (before the transaction) that they wish to receive a VAT invoice. MTG also reserves the right to send the invoice after the end of the Trade Fair.
6. It is prohibited to resell Trade Fair entry documents at any auction or bidding sales, or in any other way that would indicate a profit-making nature of such resale. It is prohibited to publicly offer any transfer of ownership of Trade Fair entry documents without the Organiser's consent, including as prizes in contests, competitions, lotteries, raffles, reward and/or bonus schemes and/or any other promotional deals, even if free of charge.
7. Visitors who purchase entry documents online, at www.amberexpo.pl, receive invoices online via that website.
8. Visitors who purchase entry documents at direct sales points or at online sales points, run by entities which are commissioned by MTG to sell Trade Fair entry documents, receive invoices directly from the entity with which they have made the purchase, on the terms and conditions specified by that entity.
9. Online payments for tickets will be performed via payment systems indicated in each case.

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§3. TRADE VISITOR REGISTRATION

1. In order to enter a Trade Fair as a Trade Visitor, you need to register and receive an entry document, i.e. an entry pass (badge). The entry document must not be modified, copied or made available to any third parties. Trade Visitor entry documents are issued after prior payment of the registration fee, unless otherwise provided for in the regulations applicable to a specific Trade Fair.
2. You are entitled to register as a Trade Visitor if you represent a business (a legal person or an organisation, a natural person who runs a business, economic or professional activity). You are not entitled to register in this capacity if you come as a private individual, with no relation to a business, economic or professional activity.
3. You are entitled to register at a Trade Fair if you represent an industry related to the subject matter of that Trade Fair.
4. You can register online at www.amberexpo.pl (24/7, from about 3 months before the Trade Fair begins until it ends, or at a Trade Visitor reception desk during the Trade Fair). Unless otherwise stated herein, any correspondence will be carried out electronically only. MTG shall not be liable for any consequences of incorrect contact details being provided by the Visitor.
5. If you use the www.amberexpo.pl website to register, you are obliged to accept the required regulations before you register.
6. To register at a Trade Visitor reception desk, you need to complete the registration form (all the fields marked as mandatory) and accept these Regulations.
7. The details which you provide in the registration form should be true, accurate, complete and compliant with the provisions of §3.2 hereof, under sanction of refusal to issue your entry pass (badge) or grant admission to the Trade Fair.

§4. TICKETS AND NON-TRADE VISITOR REGISTRATION

1. In order to enter a Trade Fair as a Non-Trade Visitor, you need to have an entry document other than an entry pass (badge).
2. You can purchase an entry document at the Trade Fair cash desks and/or online at www.amberexpo.pl, as long as the Trade Fair allows for them to be sold in this way, in line with the purchasing platform's terms of use and the regulations on the provision of services by electronic means.
3. The entry document must not be modified, copied or made available to any third parties.
4. MTG reserves the possibility to end the sales of an entry document at any time, without stating any reason therefor.
5. MTG reserves the possibility to temporarily suspend the operation of the website via which the sales are carried out, for maintenance purposes.
6. Unless otherwise stated herein, any correspondence will be carried out electronically only. Visitors shall have full liability for the consequences of providing incorrect contact details.
7. An entry document purchased on the website does not entitle a Visitor to a money refund or to a replacement with another entry document, except for when the Trade Fair is cancelled or its dates or venue changed.

§5. TRADE FAIR CANCELLATION, CHANGE IN ITS DATES OR VENUE

1. MTG reserves the right to cancel, shorten or change the dates or venue of a Trade Fair without incurring any liability for damages.
2. Should a Trade Fair be cancelled, shortened or its dates or venue changed by MTG (except for a venue change within the Tri-City Area), MTG will refund the amounts paid for an entry document purchased, after the Visitor has submitted a request in this regard. In order to process a request for a refund on an entry document, MTG is entitled to request additional details from the Visitor regarding the entry document purchased, under pain of refusal to accept the refund request.
3. Unless the provisions of generally applicable law provide otherwise, the purchased entry documents may be submitted for a refund up to 2 months prior to the start date of the Trade Fair, with the funds to be refunded within 14 days of the end date of the Trade Fair, provided that a bank account number for the refund has been confirmed.
4. Should a Trade Fair be cancelled, shortened or its dates or venue changed, MTG reserves the right to inform the Visitors who have purchased an entry document to that Trade Fair about such circumstances in a manner and form of MTG's choosing, for example via a website or by email.

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5. In cases other than those discussed above, it will not be possible to cancel an order or receive a refund for a purchased entry document, if the order has already been paid for.

§6. PERSONAL DATA PROTECTION & INFORMATION ABOUT PERSONAL DATA PROCESSING (GDPR)

1. In order to ensure the security of Visitor data, MTG applies the available organisational and technical means, as prescribed by the applicable law, to protect the data from destruction, theft or any other unauthorised use by any third parties.
2. In order to duly execute the sales contract and/or issue an entry document, MTG reserves the right to apply photo-ID identification to the Visitors who collect, at cash desks or Visitor reception desks, their entry tickets ordered online, as well as the right to verify Visitor eligibility for promotional deals (concession tickets).
3. As a Visitor, you express your consent to your personal details, i.e. first and last name, being placed on the entry document you have purchased, in order to make your entry to a Trade Fair possible, provided that such an entry document allows for such details to be placed on it (e.g. entry passes).
4. MTG is the Controller of the personal data of Visitors. The Controller's registered office, address and other details are indicated in §1.1 hereof.
5. You can contact the Controller in writing at the address provided in §1.1. above or by email at: do@mtgsa.com.pl
6. A Visitor's personal data will be processed for the following purposes:
 - a) consent to the processing of personal data, including to any recording of footage from Trade Fairs with the participation of Visitors, based on GDPR Article 6.1.a),
 - b) performance of a contract—based on GDPR Article 6.1.b), i.e. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract,
 - c) legal compliance, including taxation and bookkeeping—based on GDPR Article 6.1.c), i.e. processing is necessary for compliance with legal obligations to which the Controller is subject,
 - d) any possible establishment, exercise or defence of legal claims between the Visitor and the Controller—based on GDPR Article 6.1.f), i.e. based on a legitimate interest pursued by the Controller, namely the possibility of exercising legal claims,
 - e) archiving (evidence) in pursuit of the legitimate interest of safeguarding information in case of a legal need to demonstrate facts and/or demonstrate the performance of obligations—based on GDPR Article 6.1.f),
 - f) in order to conduct statistical research regarding, for example, the number of Visitors, which constitutes MTG's legitimate interest pursuant to GDPR Article 6.1.f),
 - g) specified each time in a request for consent—based on GDPR Article 6.1.a), i.e. based on consent freely given by the Visitor.
7. The personal data of Visitors may be transferred to the providers of Trade Fair-related services, including to IT service providers, to entities which provide services covering AMBEREXPO venue security, consultancy, legal services and/or bookkeeping, to entities authorised by law, including the police, tax authorities, courts of law, prosecutor's office, customs authorities, and to MTG's subcontractors commissioned by MTG. Such entities process data based on a contract with the Controller and only in accordance with the Controller's instructions. The recipients of the personal data may also include entities authorised to obtain personal data based on law, including hygiene authorities in the event of a suspected COVID-19 infection.
8. The personal data of Visitors may be made available to entities and bodies authorised to process such data based on law.
9. The Controller will not transfer the personal data of Visitors to any third countries, i.e. to countries outside of the European Economic Area.
10. The processing period for the personal data of Visitors is as follows:
 - a) with regard to the performance of a contract entered into by the Visitor and the Controller, i.e. the Visitor's participation in a Trade Fair, the Visitor's personal data will be processed throughout the contract validity period until its performance is completed and it is paid for, and throughout the period in which the commonly applicable laws mandate that the Controller stores the data,
 - b) with regard to the Controller's operations, including statistics and reporting, personal data will be processed throughout the existence of the Controller's legitimate interests, which are the basis

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- for such processing, and for a period in which laws mandate that the data be stored by the Controller,
- c) for archiving (evidence) and statistical purposes in pursuit of the Controller's legitimate interest, i.e. safeguarding information in case of a legal need to demonstrate facts and/or demonstrate the performance of obligations—throughout the existence of the Controller's legitimate interests, which are the basis for such processing, and for a period in which laws mandate that the data be stored by the Controller,
 - d) the storage period for personal data related to body temperature—as a rule, these data are not permanently recorded or stored. However, in the event that a body temperature measurement prevents entry to a Trade Fair, such a fact may be recorded in the circulation register for individuals (księga ruchu osobowego)—in that case, the data will be stored for a period provided for in the law, not longer than 90 days,
 - e) with regard to recording footage from Trade Fairs with the use of the Visitor's image/voice—until the Visitor's consent is withdrawn.
11. After the expiry of the periods indicated in §6.11 above, personal data will be stored until the limitation periods for any possible legal claims have expired.
 12. The data from the CCTV system related to ensuring the safety and security of people and property: CCTV cameras record visuals in a continuous manner, the CCTV footage will be stored depending on the size of the recorded data—until overwritten but not longer than three months from the recording date or until a legally valid conclusion is reached in legal proceedings. The venue regulations specify the objective and scope of CCTV data processing.
 13. The Visitor whose data are processed has the right of access to these data, the right to have them rectified, erased, processed in a restricted way, the right to object to data processing, the right to personal data portability.
 14. Each Visitor whose data are processed has the right to lodge a complaint with a supervisory authority in charge of personal data protection (President of the UODO Personal Data Protection Authority) if he/she believes that the processing of these data is in breach of the applicable laws and regulations.
 15. In the scope in which MTG processes personal data in order to enter into and perform a contract—providing such personal data by Visitors is voluntary but necessary to enter into and perform a contract (MTG will not be able to enter into a contract without these data being provided).
 16. At any time, a Visitor may withdraw his/her consent to personal data processing, by writing to the Controller at its postal address or emailing at do@mtgsa.com.pl; however, a withdrawal of consent does not affect the legality of the processing performed on the basis of that consent prior to its withdrawal.
 17. The Controller reserves the right to record footage from Trade Fairs (by means of video and/or audio recording devices) for the promotional purposes of Trade Fairs, using its own resources or through persons who work with the Controller. By participating in Trade Fairs, the Visitor acknowledges that his/her image/voice may be recorded by MTG while recording Trade Fair footage and used for the promotional purposes of Trade Fairs, to which he/she consents. This consent includes gratuitous recording (fixation) and multiple use, unlimited in time and space, by the Controller of the Visitor's image/voice recorded (fixated) during Trade Fairs. The consent covers the following fields of exploitation: any use, recording (fixation), processing and/or reproduction of photographs and/or recordings, distribution of copies in which an image of the Visitor has been recorded (fixated), along with multiplying the image by means of all and any available techniques and methods, dissemination and publication, in materials used to promote the Controller's business, especially in the media (including the Internet, social media: Facebook, Twitter, YouTube etc.), in promotional materials (including brochures, calendars, flyers, posters, presentations, the newsletter), in press advertising and materials displayed outdoors.
 18. The consent given under §6.18 above also includes persons aged under 18 who are in the care of the Visitor.

§7. ON-SITE REGULATIONS

1. Visitors are allowed at Trade Fairs only on the Trade Fair dates and within the opening hours.
2. Visitors present at a Trade Fair should follow the regulations of the venue where the Trade Fair is held, the safety and security procedures introduced by MTG or the venue's operator, on-site regulations and generally applicable laws, including the recommendations and guidelines of the relevant authorities.

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3. Visitors who enter Trade Fair premises must comply with the generally applicable laws, as well as the guidelines and recommendations on preventing the spread of viruses and/or other infectious diseases, including compliance with any established restrictions, bans and/or orders.
4. Visitors may be under an obligation to have their body temperature checked. Anyone who refuses to undergo a body temperature check or who is found to have a body temperature elevated above 38°C will not be admitted to the fairgrounds or will be isolated or will be asked to leave/ be removed.
5. Everyone needs to maintain physical distance throughout the entire fairgrounds in accordance with applicable laws and/or the guidelines and recommendations of the relevant authorities.
6. Visitors are required to cover their mouth and nose in line with the applicable law or the guidelines and recommendations of the relevant authorities, and are also obliged to sanitise their hands frequently.
7. The said hygiene regulations apply for the duration of the epidemic or in accordance with the guidelines or provisions of the generally applicable law.
8. Visitors are obliged to submit an epidemic statement, as per the applicable template. If any of the circumstances precluding the possibility of participating in the event should occur, the person concerned must immediately notify MTG of this fact, in particular in order for the person's entry document to be blocked. Visitors who refuse to sign the epidemic statement will not be allowed to enter the fairgrounds or will be asked to leave/ be removed.
9. If the epidemic-related bans and/or instructions listed above are not observed, MTG reserves the right to remove a Visitor from a Trade Fair and make re-entry impossible (with no refund right on entry and/or parking fees).
10. MTG has the right to verify Visitors with regard to the requirements provided for by law, related to their participation in a Trade Fair, including to determine the permitted limit of participants, in particular by verifying if the Visitors have been fully vaccinated against COVID-19, i.e. if they hold a certificate of vaccination against COVID-19 with a vaccine granted a marketing authorisation in the European Union or included in the list of vaccine equivalents granted a marketing authorisation in the Republic of Poland, or an EU COVID Certificate as construed by Regulation (EU) 2021/953 of the European Parliament and of the Council of 14 June 2021 on a framework for the issuance, verification and acceptance of interoperable COVID-19 vaccination, test and recovery certificates (EU Digital COVID Certificate) to facilitate free movement during the COVID-19 pandemic. On Trade Fair dates, MTG will comply with the hygiene authorities' legal regulations and recommendations in effect in the Republic of Poland, related to epidemic safety, including the use of different methods of Visitor verification at the Trade Fair than those listed above. Certain categories of individuals listed in laws that are generally applicable on Trade Fair dates may not be subject to verification. Data from Visitor verification will not be recorded, collected or otherwise processed.
11. MTG reserves the right to refuse to sell an entry document or allow entry to a Trade Fair if the limits on the number of people allowed to participate in the Trade Fair, as provided for by law, are reached, without incurring any liability in this regard, also in the event of a refusal to present any relevant certificates.
12. Photographing, filming or drawing the stands or exhibits requires prior consent from the Exhibitor concerned.
13. It is forbidden for Visitors to carry out any commercial, sales, advertising, promotion and/or campaigning activity and/or money collection without MTG's written consent, or any activity in breach of the applicable laws.
14. During a Trade Fair and on its premises, it is forbidden to:
 - a) bring in or use weapons, munitions, pyrotechnical materials, hazardous chemical substances, or any open fire, which constitute a fire hazard, may cause damage to property or be dangerous to human life or health;
 - b) bring in or consume alcohol, distribute or take narcotics;
 - c) disturb public order;
 - d) bring in animals, as well as bicycles, skateboards, scooters etc.;
 - e) smoke tobacco products (including e-cigarettes) during a Trade Fair or on its premises, excluding designated smoking locations;
 - f) litter or soil the venue or its outdoor area;
 - g) damage the infrastructure, for example by posting/pasting advertising leaflets or other promotional materials, or by damaging vegetation;
 - h) lean against parts of stand structures, advertising structures or other features of space design.

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15. People who are under the influence of alcohol, narcotics or other substances, or who are trying to bring in alcohol, narcotics or dangerous objects, will not be allowed to enter a Trade Fair.
16. Visitors are obliged to:
 - a) respect the signage for the fire safety no-traffic areas, especially to not obstruct or block evacuation routes or exits;
 - b) follow the on-site instructions issued by MTG and/or venue staff;
 - c) observe road traffic rules.
17. Children aged under 13 may be present at a Trade Fair only if attended by adults (parents, guardians).
18. MTG reserves the right to record footage from Trade Fairs as photographic and audiovisual material and to use this material for promotion and advertising purposes: in the press, radio, TV, electronic media and social media.

§8. LIABILITY

1. MTG shall not be liable for any damage to any Visitor's person or property caused by circumstances beyond MTG's control, including force majeure (for example fire, explosion, lightning strike, heavy winds, flooding) or by any third parties, or attributable to the injured party.
2. MTG ensures the operation of cloakrooms on Trade Fair premises. Apart from outer garments, items allowed in cloakrooms include only umbrellas and clothing accessories (gloves, scarves, etc.). In principle, cloakroom use is paid, unless detailed cloakroom terms of use set out in the cloakroom regulations for each specific Trade Fair provide otherwise.
3. As far as possible, MTG ensures the operation of a luggage room on Trade Fair premises. In principle, luggage room use is paid, unless detailed terms of use set out in the luggage room regulations for each specific Trade Fair provide otherwise.
4. A Visitor is under the obligation to secure the property brought into a Trade Fair against any damage or loss, at the Visitor's own cost and risk (including keys, IDs, hand luggage, laptops, cameras, mobile phones).
5. A Visitor shall be held responsible for any damage caused/ injuries inflicted by him/her during a Trade Fair and on its premises. Any damage to the Visitor's property or injury to the Visitor's person must be reported to MTG and a police station immediately after it has been discovered.
6. In the registration/entry document purchase process, Visitors are fully liable for the truth and accuracy of the details they provide, including for the consequences of providing data that are incomplete or erroneous, especially their email address and/or Tax ID (VAT) number.
7. During any Trade Fair, it is strictly prohibited to post or disseminate, in any form, any material that violates third parties' intellectual property rights, industrial property rights, patent rights, personal rights and/or their right to image. In the event of any violation of the said ban by a Visitor, MTG has the right to take all and any actions that MTG deems necessary to stop the violations and remove their consequences, in particular the right to:
 - a) demand that the Visitor cease the violations and remove their consequences,
 - b) remove the violations and their consequences at the Visitor's expense,
 - c) remove the Visitor from the Trade Fair immediately and make re-entry impossible (with no refund right on entry and/or parking fees), remove the violations and their consequences at the Visitor's expense, as well as the right to demand, from the entity responsible for the violation, including the Organiser, reimbursement of any costs incurred by MTG in connection with the violation, including any compensation paid out.

§9. COMPLAINTS PROCEDURE

1. Every Visitor has the right to file a complaint about MTG's performance of services specified in these Regulations.
2. Visitor complaints should be stated in writing and filed during a Trade Fair at a Visitor reception desk, or after the Trade Fair within 7 days of its completion by email to sekretariat@mtgsa.com.pl, or in a letter sent to MTG's postal address: Międzynarodowe Targi Gdańskie SA, ul. Żaglowa 11, 80-560 Gdańsk, Poland.
3. Any complaint will be handled without delay but no later than within 14 days of its receipt by MTG.
4. A reply to the complaint will be sent electronically or by regular post to the relevant address provided by the Visitor.

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§10. FINAL PROVISIONS

1. In matters unregulated herein, the applicable laws shall apply, including especially the Polish Civil Code.
2. Any disputes between a Visitor and MTG which prove impossible to resolve amicably shall be settled by a materially competent common court of law [sąd powszechny] with jurisdiction over MTG.
3. The Polish version of these Regulations shall prevail in the settlement of any disputes with foreign parties. The law of the Republic of Poland shall apply in the interpretation of the provisions hereof.
4. These Regulations enter into force on 11 February 2022.
5. MTG reserves the right to change the contents of these Regulations. MTG agrees to provide information about any changes to these Regulations and to publish their unified text on the Internet at www.amberexpo.pl and on the websites of each Trade Fair.

Gdańsk, 11 February 2022

Międzynarodowe Targi Gdańskie SA