

## Hosted Buyer Programme Florence, 14 > 16 November 2019

### Terms & conditions of participation - Please read carefully

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#### HOSTED BUYER PROGRAMME

NEBE offers to qualified hosted buyers (only 1 delegate per company):

- 1) Accommodation at an upscale hotel in Florence for 1 person in double room for single use with breakfast from November 14 to 16, 2019 (check-out the 16<sup>th</sup>).
- 2) Admission to the workshop with pre-scheduled appointments diary.
- 3) Meals, evening receptions, recreational activities.
- 4) Organized transfers upon arrival and departure (from/to Florence "A.Vespucci" Airport and Florence S.M.Novella train station) and for any activity scheduled in the event programme.
- 5) Possibility to join a Pre or Post-event tour (upon availability)

All other costs/expenses are at the attendees' charge such as: flights, private transfers, hotel upgrades, city tax, additional room nights (except for Pre or Post-event tours), personal extras, travel insurance, excess baggage, and any other cost/expense not specified.

#### ACCOMMODATION

The assignment of the hotel rooms is exclusively up to the organizers' faculty. Hosted Buyers are not allowed to choose another hotel accommodation.

#### TRANSPORTATION

- Further to registration, Hosted Buyers shall submit their travel solutions for approval within 72 hrs.
- Travel solutions chosen must be compatible to times of attendance (see event schedule available on the website). Delayed arrivals and/or anticipated departures - except for *force majeure* causes - will incur a "No-show" fee (see below).

#### APPLICATION

- **Deadline is 7 October 2019.** Completion of the online application does not automatically guarantee a place as Hosted Buyer. Due to limited availability, priority will be given to the first requests received.
- The Hosted Buyer's Team will notify the result of your application.
- The application form must be completed in all its parts. Failure to do so will result in the application not being processed.
- Should it be successful, you will be informed in due time and then considered a CONFIRMED Hosted Buyer. The HB Team will coordinate any aspect of the attendance.

#### ATTENDANCE

Hosted Buyers commit to attend the whole event schedule, in particular:

- to make all the appointments required (see below)
- to attend all the functions (lunch, dinners) planned during the show
- to strictly respect times scheduled for each activity, transfers included

The organizers are not responsible for any missed organised flight or transfer (including missed flights due to visa problems and airline delays/cancellations). Any additional expense incurred is at the buyer's charge.

## APPOINTMENTS SETTING

Hosted Buyers commit in partaking all the pre-scheduled appointments on their agenda. Two weeks prior to the show, the organization will email the web link through which to express their preferences on the Exhibitors they wish to meet with during the workshop. Every attendee will get his/her appointments' diary before the beginning of the show on 25 October 2019. Hosted Buyers who do not attend the required number of appointments will incur a "No-Show" fee.

## PRE & POST-EVENT TOURS

Some Pre and Post-Event Tours are being organized in destinations of interest. Itineraries will be available soon.

### Remarks:

- attendance is subject to availability and confirmation of the hosting properties
- the organization of the tours is entirely at the Host Destinations' responsibility who will be in contact directly with the attendees once the Buyer approved (transfer from/to the host destinations TBC with the fam-trips organizers).

## CANCELLATIONS & NO-SHOWS

### Cancellation

Deadline for cancellations is 13 September 2019. After that date, a cancellation fee will apply (see below), except for force majeure causes.

Cancellations shall be notified via email to [hbteam@nebe-web.it](mailto:hbteam@nebe-web.it) and are to be considered effective only upon receipt of a written acknowledgement from the organizers.

### No Show

No Show applies in the case a Hosted Buyer does not complete appointment requirements and does not attend the whole event as scheduled. Checks will be carried out by NEBE staff and exhibitors.

CANCELLATION ON OR BEFORE 13 SEPTEMBER 2019	NO FEE APPLIES
CANCELLATION FROM 14 SEPTEMBER 2019 & NO SHOW	€ 350 FEE

### Pre or Post-tour cancellation

Cancellations will also incur a fee from the host destination to cover related costs incurred by them. Cancellation and No-Show charges will be debited from the credit card provided upon registration.

FAM-TRIP CANCELLATION ON OR BEFORE 13 OCTOBER 2019	NO FEE APPLIES
FAM-TRP CANCELLATION FROM 14 OCTOBER 2019 & NO SHOW	€ 300 FEE

## SUBSTITUTION

Accepted applications are non-transferable. In case of cancellation, a substitution may be authorized only if the substitute person from your organization meets the qualification criteria and compatibly to airline restrictions.

If the substitution is not accepted, then the usual cancellation terms apply to the original hosted buyer.