

PLEASE READ CAREFULLY BEFORE SIGNING UP

## **IMPORTANT NOTICES**

1. Completion of the online application does not automatically guarantee a place as Hosted Buyer.
2. Successful applications are subject to the resending of the present document duly filled out and countersigned for acceptance.
3. NEBE reserves the right to remove a Hosted Buyer at its complete discretion without liability if it is in the best interests of the Event and the Exhibitors, or their attendance is likely to damage the goodwill or reputation of the Event.
4. Failure by any person to comply with the requirements here contained may result in a review of the person's Buyer status and/or exclusion from NEBE's Hosted Buyer Program and future NEBE events.

## HOSTED BUYER PROGRAMME

### **NEBE offers to qualified Hosted Buyers (1 delegate per company only):**

- 3 night-accommodation in DUS room with breakfast at the 4\* sup. [Park Hotel ai Cappuccini](#), Gubbio (Italy), from November 20<sup>th</sup> to 23<sup>rd</sup>, 2023.
- Transfers, upon arrival and departure, from/to the designated airport or train station as previously agreed with NEBE (see TRANSPORTATION on page 2).
- Inclusion in the official Meet the Best Hosted Buyer Directory.
- Access to the workshop with personalized appointment agenda.
- Participation in all networking functions and activities.
- The chance to join one of the pre or post-event tours organized by Meet the Best selected suppliers.

### **The following services, as well as any other event-related cost, are at the Hosted Buyers' charge:**

- Travel expenses from the home port to the designated airport or train station in Italy and return.
- Travel insurance.
- Private transfers outside those provided by the organization.
- Room upgrades, city tax, additional room nights (except for pre- or post-event tours).
- Personal extras.

## APPLICATION

- **Deadline is June 27<sup>th</sup>, 2023.** Application form available here: [Meet the Best](#).
- Due to limited availability, priority will be given to first requests received.
- Applicants will be emailed by NEBE about the status of their application.
- Each applicant can submit one application form only.

## QUALIFICATION CRITERIA

- Target profiles: Corporate meeting and event planners; Incentive House planners; Destination Wedding and Private event planners.
- Positions: owner, director or manager with decision-making power.
- Applicants must be over the age of 18.

## ATTENDANCE

- 1) Upon confirmation of attendance, the Hosted Buyer will get via email the **Registration Form**, to be returned filled out in all its parts and countersigned electronically by the indicated deadline. Incomplete or hand-written forms are not valid.
- 2) To get the above-mentioned complimentary services, Hosted Buyers must comply with the following rules:
  - to actively participate in the event programme till its end.
  - to commit to all pre-scheduled appointments, functions and activities until they are completed. Hosted Buyers not attending the required number of appointments will incur a "No-Show" fee. Anyone wishing to leave the

event earlier, must obtain prior consent by the NEBE Team otherwise a cancellation or no-show fee will apply as set out below (see CANCELLATION and NO-SHOWS on page 2).

- to strictly respecting the timing scheduled for each activity, transfers included.
- to wear the delegate badge and to dress up appropriately according to the various functions.

## APPOINTMENT SETTING

Hosted Buyers commit to partake in all the appointments set in their personal agenda. Two weeks prior to the event, NEBE emails the **Preference Form** with the full list of Exhibitors to choose among. The appointment agenda will be delivered on November 20<sup>th</sup> before the beginning of the show.

## PRE- & POST-EVENT TOURS

Confirmed Hosted Buyers have the chance to join one of the pre- and post-event tours organized by some of Meet the Best’s sellers (Hosts) in destinations of interest.

NEBE team shares the programmes with the Hosted Buyers who shall choose the itinerary of preference.

Participation to the chosen tour is subject to availability as well as to the Host’s approval.

If the application is successful, NEBE shares the participants’ details with the Host who, from that moment onwards, is in charge of all direct communications.

**The organization of any pre-and post-event tours is entirely at the Host’s responsibility.**

## TRANSPORTATION

NEBE provides **complimentary transfers** as follows:

- **Nov. 20<sup>th</sup> (check-in day):** from Rome FCO Apt. or Rome Train Station → to Park Hotel ai Cappuccini
- **Nov. 23<sup>th</sup> (check-out day):** from Park Hotel ai Cappuccini → to Rome FCO Apt. or Rome Train Station

Each Buyer shall email their travel details to NEBE Team **within 72 hrs from registration**. The chosen travel solutions must be compatible with the event programme ([website](#)).

Deadline is **September 20<sup>th</sup>, 2023**. Delayed arrivals and/or anticipated departures – except for *force majeure* causes – will incur a “No-show” fee (see CANCELLATION and NO-SHOWS on page 2).

NEBE is not responsible for any missed flight or transfer, including missed flights due to Visa problems and airline delays/cancellations.

## CANCELLATION & NO-SHOWS

**Deadline for cancellations is September 20<sup>th</sup>, 2023.** After that date, a cancellation fee will apply (see below).

Cancellation and No-Show charges will be debited from the credit card provided upon registration.

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 NEBE.

In case of health issues, NEBE reserves the right to ask Hosted Buyers to provide a medical certificate.

### No-Shows

No Show applies in 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 and no-show fees

CANCELLATION UNTIL 20 <sup>th</sup> SEPTEMBER 2023	NO FEE APPLIES
CANCELLATION AFTER 20 <sup>th</sup> SEPTEMBER 2023 & NO SHOW	500 EUROS FEE

### Pre- or Post-tour cancellation

Cancellations may also incur a fee from the host destination.

## REPLACEMENTS

The invitation is personal. In the event of a cancellation, the invited Buyer may request in writing to be replaced by a colleague from the same organization, with similar position and seniority. If the replacement is approved by NEBE Team, no cancellation fee will be applied.

## FORCE MAJEURE

Force Majeure shall include, but not be limited to: fire, casualty, flood, epidemic, pandemic, World Health Organization travel advisory or travel alert, earthquake, explosion or accident, blockade embargo, inclement weather, governmental restraints, restraints or orders of civil defense or military authorities, act of public enemy, riot or civil disturbance, act or threatened, act of terrorism, strike, lockout, boycott or other labour disturbance, venue cancellation, inability to secure sufficient labour, technical or other personnel failure, impairment or lack of adequate transportation facilities, inability to obtain condemnation, requisition or commandeering of necessary supplies or equipment, general fuel or energy shortages, local, state or federal laws, ordinances, rules, orders, decrees or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional, or acts of God, or any other cause or causes not reasonably within the control of NEBE.

NEBE, its agents, its employees, and its subcontractors shall not be liable for loss, damage or delay resulting from a Force Majeure event, or any other circumstances outside NEBE's or its subcontractors' control which shall make it impossible or inadvisable for NEBE using its reasonable discretion to hold the Event at the time and place provided or interferes with NEBE's ability to get the Hosted Buyers to the Event or to provide flights, hotels, transfer appointments, events or other services to Hosted Buyers. NEBE reserves the right to reschedule the Event at another date and/or at an alternative site, which will be advised to the Hosted Buyer by email.

## ACCOMPANYING PERSONS

**Persons accompanying the Hosted Buyer are not included in the event program.** NEBE events are solely for business purposes and are targeted at key industry operators.

However, in case some Buyers would like to be accompanied by a person, we would like to remind the following points:

- NEBE Team can book the Buyer into a twin/double room. Any additional cost incurred must be settled by the Buyer upon check in/out. The cost will be provided once the accommodation has been confirmed, and it will vary depending on the hotel.
- NEBE Team can book a transfer for the accompanying person travelling with the Hosted Buyer (cost to be advised upon request).
- The whole event, including networking functions, and fam-trips are reserved for the Hosted Buyers only. As far as the pre- and post-event tours are concerned, it is at the Host's discretion to accept an accompanying person.

I undersigned declare that I have read and acknowledged the *Terms & Conditions of Participation*.

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SIGNATURE