

## **BTL Hosted Buyers' Program regulations, terms, and conditions**

Lisboa-FCE is the entity responsible for the organization of The Hosted Buyers' Program in partnership with Turismo de Portugal and TAP within the realization of BTL 2025, hereinafter referred to as Organization.

The HOSTED BUYERS' Program promotes the creation of B2B business between exhibiting companies (EXHIBITORS) and buying companies (HOSTED BUYERS) that were previously selected by the Organization, based on the eligibility criteria of these regulations and on the registrations received for the present edition of the fair

The matching of businesses takes place through the scheduling of meetings on the BUSINESS FIL platform between the EXHIBITORS and the BUYERS (Hosted Buyers and Buyers), which will obligatorily be held during the realization of the fair under the terms indicated in these Regulations.

The candidates to the participation in the BTL Hosted Buyers' Program by means of submission of their candidacy automatically accept, in their entirety and unreservedly, the following terms and conditions:

### **HOSTED BUYERS:**

1. The selection of Hosted Buyer will be made according to the eligibility criteria established by the Organization, namely, (but not limited to): professional profile, volume of importation and purchases of the company, products of interest, market of origin, investment availability and capacity, the decision of the Organization concerning the admissibility /selection of the HOSTED BUYER is non-appealable.
2. Once admitted to the BTL Hosted Buyers Program, the buyer must confirm their participation within five days after communication and confirmation of admission.
3. After the deadline indicated in the previous number has passed without the HOSTED BUYER having confirmed their participation, the Organization may exclude them from the Program.
4. Upon being selected as a Hosted Buyer and confirmation of participation, the HOSTED BUYER has the following benefits: coverage of travel expenses (tourist class), to and from international airports operated by TAP Air Portugal offer of hotel accommodation (4-5 stars, depending on availability of reservations), transfers (if applicable) and permanent access pass to the fair and social program activities (if applicable).
5. The Organization does not assume any other type of expenses, whereby those not covered are the exclusive responsibility of the Hosted Buyer.
6. The organization may also select Buyers to participate in the program. Buyers selected to participate in the program as "Buyers" must take on all costs of their participation (travel and accommodation). The organization will only provide

access to the fair, to the space for B2B meetings, to the scheduling platform and participation in the social program (if applicable).

7. The HOSTED BUYER, within the scope of the Program, undertakes the following commitments and obligations: to hold a minimum of 9 (nine) daily meetings with the previously identified EXHIBITORS registered on the "Business FIL" platform; to attend the fair; to participate in the activities identified by the Organization of the Program as compulsory; and to undertake, on the Business FIL platform, the daily assessment of the meetings held.
8. The Business Fil platform supports the scheduling of meetings between the HOSTED BUYER and the EXHIBITORS participating in the fair and registered for the B2B meetings on the platform. The HOSTED BUYER members of the program must consult the EXHIBITORS' data and request the scheduling of meetings considering the minimum number of appointments and meetings held that they have committed to as is stated in this Regulation
9. Hosted Buyers must organize their schedules to guarantee the time for attending the fair, as mentioned in point 7 of the present regulation.
10. The business meetings between the HOSTED BUYER and the EXHIBITORS will take place in the Multipurpose Pavilion, an exclusive area dedicated to the BTL Hosted Buyers program.
11. It is the HOSTED BUYER's obligation, in case he/she misses one of the scheduled meetings, to contact the EXHIBITOR to reschedule and report this situation at the Program's Service Desk.
12. *Cancellation by the HOSTED BUYER after the airline ticket has been issued or upon communication of the hotel reservation, without any feasible justification being provided constitutes the BUYER's obligation to reimburse the expenses that the Organization has demonstrably incurred.*
13. *In the event of non-fulfillment of the commitments undertaken by the HOSTED BUYER under the terms defined in these Regulations (#s 6, 7 and 8 above) the Organization may charge the HOSTED BUYER for all or part of the costs inherent to their participation.*
14. HOSTED BUYER's flight reservations will be guaranteed by TAP from airports operated by TAP, whereas the airport is the same for departure and arrival.
15. Should the HOSTED BUYER have to cancel his participation, another person from the same company may be able to take his place, this being subject to the prior approval of the BTL Hosted Buyers Program Organization. Any costs arising from this replacement will be the responsibility of the initial HOSTED BUYER and will be assumed by him.
16. HOSTED BUYERS who require a visa to travel should contact BTL organization in order to request an invitation letter. Travel and accommodation will not be confirmed until the HOSTED BUYER is in possession of a valid visa.

17. The scheduling of the Post Tours will be done according to a minimum and maximum number of participants to be defined by the Organization.
18. The HOSTED BUYER authorizes and consents to the collection and processing of his/her personal data, as well as to their availability made to the Lisbon FCE partners for the purpose of managing the HB Program and limited to the organization and realization period of the HB Program.

## **EXHIBITORS**

1. The criteria for participation in the BTL Hosted Buyers Program are the Organization's responsibility, namely the definition of the markets of origin of the HOSTED BUYERS, segments, exhibition area occupied or other criteria to be indicated on a case-by-case basis.
2. The scheduling of meetings between EXHIBITORS and HOSTED BUYER is performed through the "Business FIL" platform where the HOSTED BUYER is responsible for scheduling his meetings according to the EXHIBITORS' availability and to the segments of interest of the HOSTED BUYER.
3. The demand for the different products and services by the HOSTED BUYER participating in the HB program will define the number of meetings to be held by each EXHIBITOR.
4. Only those companies that commercialize products/services with export potential to the previously selected markets are allowed to participate as EXHIBITORS in the meetings of the BTL's Hosted Buyers' program.
5. It is Lisbon FCE's responsibility to define the place and conditions for the meetings, for the exclusive areas which the HOSTED BUYER and EXHIBITORS can access as well as their participation in the Social Program. This participation may depend on specific conditions that will be providentially communicated by the Organization.
6. Each EXHIBITOR may be represented in the area destined for meetings with the HOSTED BUYER by a maximum of 2 (two) people.

## **HOSTED BUYERS AND EXHIBITORS**

1. The participation of HOSTED BUYERS and EXHIBITORS in the BTL Hosted Buyers Program presupposes the acceptance of the terms of this Regulation.
2. The Hosted Buyers Program does not include travel insurance, private transfers, meals, or drinks (excluding those served in the Hosted Buyers Lounge), travel or hotel upgrades, nor any additional nights.
3. The Organization may, at any time, modify the conditions established in these Regulations. These changes will only be applicable to the HOSTED BUYERS and EXHIBITORS who join the Program after these modifications occur.

#### 4. Lisbon, October 30, 2024

In compliance with the personal data protection regulations, participants in the BTL Hosted Buyers Program, whether they be HOSTED BUYER or EXHIBITORS, expressly declare that by presenting their candidacy, they consent to the collection and processing of their personal data by Lisboa FCE, which may use and process this data for all the intents and purposes of the Program, as well as transmit it to third parties with which it has partnerships within the development of the Program. HOSTED BUYER and EXHIBITORS are also aware that they may exercise their right to access, rectify, cancel or oppose the use of their data, by notifying this intention in writing to Lisboa Feiras Congressos e Eventos, Rua do Bojador, Edifício FIL, Parque das Nações, 1998-010 Lisboa, or by email to [rgpd@ccl.fil.pt](mailto:rgpd@ccl.fil.pt).