



Regulations of the Meeting of the Petrochemical Industry - Polish Biofuel Market Meeting

1. General provisions:

- 1.1. The provisions of these Regulations shall be binding for all Participants of the Meeting of the Petrochemical Industry - Polish Biofuel Market, organised by Information Market S.A., hereinafter referred to as the "Organiser".
- 1.2. The entity declaring its participation and ordering particular services within the framework of the Meeting of the Petroleum Industry - the Polish Biofuel Market shall be hereinafter referred to as the "Ordering Party" or the "Participant".
- 1.3. The Meeting of the Petrochemical Industry - Polish Biofuel Market, hereinafter also referred to as the "Meeting", shall take place on 22nd-23rd September 2021 in the Novotel Krakow City West Hotel, 11 Armii Krajowej str., 30-150 Krakow (Poland).

2. Principles of participation:

2.1. Declaring participation in the Meeting:

- 2.1.1. Participation in the Meeting shall be declared by means of submitting to the Organiser by e-mail, fax or post a completed Declaration of Participation form. Declaration of participation shall be deemed as the Participant's acceptance of the terms and conditions set forth herein.
- 2.1.2. The Parties agree that the Participant's declaration of participation shall be deemed effective if it is served to the Organiser with the use of one of the three options: by post or courier to the address: Information Market S.A., Legnicka street 46a/10, 53-674 Wrocław; by fax to number +48 71 787 69 96, or by e-mail to e-mail address: biopaliwa@spotkaniapaliwowe.pl.
- 2.1.3. The Participant shall be obliged to provide the Organiser with the original of the completed Declaration of Participation form within 7 days of the date of declaration, save that the Participant's failure to meet the afore-mentioned time limits shall not affect the effectiveness of the agreement concluded by the Parties.
- 2.1.4. The agreement between the Parties shall be concluded upon delivery of the Application for Participation to the Organizer in accordance with 2.1.2 of the Regulations, unless the Organizer informs about the refusal of acceptance immediately, at least in documented form will inform about the refusal to accept the Application - by sending relevant information to one of the contact addresses indicated by the Participant (as the contact address, among other things, the Organizer also considers the e-mail address provided by the Participant or the address from which the application was made). In this case, the Agreement is not concluded, and the Purchaser is not entitled to any claims against the Organizer. Subsequent activities of the Purchaser, if they do not meet the requirements set out in point 2.2. of the Regulations, in particular the lack of payment of the pro forma invoice or VAT invoice issued by the Organizer, as well as failure to meet at the Meeting, do not affect the contract in any way, in particular do not affect the obligation to pay the costs ordered by the Purchaser calculated in accordance with point. 3 of the Regulations.
- 2.1.5. On the basis of the information included in the "Declaration of Participation" form, the Organiser will add up all persons registered by the Ordering Party for participation in the Meeting and will provide the Ordering Party with confirmation by e-mail or fax that the Declaration of Participation has been accepted. The Organiser's confirmation shall be provided at the latest upon submission by each person of a Declaration of COVID-19 Vaccination Status, together with the Consent for the Processing of Sensitive Personal Data. The above-mentioned confirmation shall include information regarding personal details specified by the Ordering Party in the Declaration of Participation, possible room booking for the Participants and a pro-forma invoice that constitutes a basis to make an advance payment for the contracted services by the Ordering Party. Upon making advance payment, an advance invoice will be issued within 15 days from the date of payment.
- 2.1.6. Basic information about the Ordering Party being a participant of the Meeting shall be placed on the website <https://spotkaniapaliwowe.pl/biopaliwa> upon the Participant's settlement and crediting the Organiser's account with the amount due on account of the VAT invoice set forth in pt. 2.1.5. Moreover, the afore-mentioned information shall be placed in Information Materials that the Organiser shall provide to all participants of the Meeting on the date of the Meeting.
- 2.1.7. The Organiser reserves its right to change or modify previously established conditions of provision of ordered services in the event of any change of organisational conditions.
- 2.1.8. The Participant is obliged to comply with the applicable regulations regarding certain restrictions, orders and prohibitions resulting from the outbreak of an epidemic and all other mandatory regulations and announcements of relevant ministries, as well as instructions of the Organiser related to the prevention and combating of COVID 19.

2.2. Cancellation or change of the contracted service orders:

- 2.2.1. The Ordering Party may cancel his or her participation in the Meeting only under the rules specified in the Regulations. The Ordering Party may also change the service order related to the participation in the Meeting. The detailed rules for cancellation or modification are set out in points 2.2.2 to 2.2.14.
- 2.2.2. The cancellation of participation by the Ordering Party shall be understood as termination of the Agreement.
- 2.2.3. In the event that more than one person is registered as the Meeting's Participant through a single Declaration of Participation, the provisions of this point of the Regulations shall also apply in the case of cancellation of participation, as well as in the case of making changes to the services ordered, in respect of one of the registered persons or a greater number of persons not exceeding the sum of all the persons registered in the Declaration of Participation.
- 2.2.4. Each cancellation of participation, including due to substantial and compelling reasons, as well as changes to the services ordered, must be made in writing, otherwise null and void. Failure to observe the above-mentioned provision shall make the declaration of intent of the Ordering Party ineffective, regardless of business talks with representatives of the Organiser in this respect, unless the Organiser clearly states the acceptance of the Ordering Party's declaration in writing under pain of nullity.
- 2.2.5. The Ordering Party's provision of information to the Organiser on the cancellation of the participation as well as the change of services ordered, without meeting the requirements provided for in point 2.2.4. of the Regulations, does not amend the scope of the Agreement, and in particular, does not affect the obligation to pay the participation costs, considering the prices and conditions set out in detail in point 3 of these Regulations.
- 2.2.6. In the case of cancellation of participation as well as changes to the ordered services by the Ordering Party, which do not require the payment of a contractual penalty, the Organiser shall correct the invoice and refund the Ordering Party the participation costs.



- 2.2.7. The cancellation of participation or services ordered upon 22nd August 2021, irrespective of the legal basis for the cancellation or the reason, in particular due to substantial and compelling reasons, shall oblige the Ordering Party to pay a contractual penalty equivalent to 50% of the gross costs of the services ordered by the Ordering Party calculated in accordance with point 3 of the Regulations. The basis for charging the Ordering Party with a contractual penalty shall be a debit note issued by the Organiser and provided to the Ordering Party by regular post to the address specified in the Declaration of Participation or by e-mail to the e-mail address provided in the Declaration of Participation. In the event that the Ordering Party makes any advance payments or payments for participation costs, the Organiser shall deduct the value of the contractual penalty. The amount of the payment that exceeds the value of the contractual penalty shall be refunded by the Organiser to the Ordering Party's bank account. In order to avoid any doubt, the contractual penalty referred to in this point has a nature of a guarantee coverage and is independent of the amount of damage suffered.
- 2.2.8. The cancellation of participation, regardless of the legal basis or reason, in particular due to substantial and compelling reasons, as well as changes to the services ordered by the Ordering Party, upon 5th September 2021 shall oblige the Ordering Party to pay a contractual penalty equal to the gross costs of the services ordered by the Ordering Party calculated in accordance with point 3 of these Regulations. The basis for charging the Ordering Party with a contractual penalty shall be a debit note issued by the Organiser and provided to the Ordering Party by regular post to the address specified in the Declaration of Participation or by e-mail to the e-mail address provided in the Declaration of Participation. In the event that the Ordering Party makes any advance payments or payments for participation costs, the Organiser shall deduct the value of the contractual penalty. The amount of the payment that exceeds the value of the contractual penalty shall be refunded by the Organiser to the Ordering Party's bank account. In order to avoid any doubt, the contractual penalty referred to in this point has a nature of a guarantee coverage and is independent of the amount of damage suffered.
- 2.2.9. In the event that more than one person is registered through a single Declaration of Participation, the provisions of point 2.2.7. and 2.2.8. of the Regulations shall apply to the cancellation of participation, as well as to the change of services ordered, with respect to one of the registered persons or a greater number of persons not exceeding the sum of all the persons registered in the Declaration of Participation. In such a case, the basis for calculating the contractual penalty shall be the equivalent of the services ordered for each person related to the cancellation of participation or modification.
- 2.2.10. The Ordering Party shall not be charged with the contractual penalty referred to in points 2.2.7. and 2.2.8. of the Regulations in the case of cancellation of the Participant's participation with simultaneous effective registration of another individual. The Declaration of Participation of a new individual shall be sent together with the cancellation of participation, provided that the scope of services ordered is not changed with regard to reduction of the order value.
- 2.2.11. Point 2.2.10. of the Regulations shall apply, if the cancellation of participation, together with the Declaration of Participation is provided to the Organiser within 7 days before the Meeting.
- 2.2.12. In the case of cancellation of participation of more than one person through a single Declaration of Participation referred to in point 2.2.10. and 2.2.11. of the Regulations, such provision shall only apply to persons replaced by new Participants. In the event that fewer participants are registered than the number for which participation has been cancelled, the Ordering Party shall submit the Declaration of Participation, as referred to in point 2.2.10. of the Regulations, and indicate persons replaced with new Participants.
- 2.2.13. In the event that the requirement referred to in point 2.2.12., sentence 2 of the Regulations is not met, the Organiser shall continue to be entitled to freely indicate the persons replaced with new Participants by the Ordering Party.
- 2.2.14. The provisions of the Regulations on the obligation to pay contractual penalties shall apply in the event that the Ordering Party cancels the participation or changes the ordered services, also due to substantial and compelling reasons.
- 2.3. Cancelling or changing the order:
- 2.3.1. The Ordering Party may cancel or change its order for services relating to participation in the Meeting. Specific conditions with regard to cancellation or change thereof are set forth in pts. 2.2.2. to 2.2.6.
- 2.3.2. Participation in the Meeting and ordered services may be cancelled in writing, otherwise null and void.
- 2.3.3. The Ordering Party shall send the information with regard to cancellation of its participation and cancellation of ordered services or a change thereof and withdrawal from the Agreement in writing to the Organiser's address and not later than by 22.08.2021.
- 2.3.4. In the event of cancellation of participation and withdrawal from the Agreement sent by 22.08.2021, the Participant shall not be charged with contractual penalty. In such an event the Organiser shall adjust the invoice and return the participation expenses that the Ordering Party has already covered.
- 2.3.5. In the event of cancellation of participation of each declared participant later than 22.08.2021, the Participant shall be charged with contractual penalty constituting the equivalent of 50% of the value of the services ordered by the Ordering Party. In such an event the Organiser shall adjust the invoice and return to the Ordering Party, 50% of participation costs paid by it, at the same time charging it with contractual penalty and applying the remaining sum towards the penalty set forth in this point hereof. The Ordering Party shall be charged with no contractual penalty in the event of cancelling participation of one participant and declaring participation of its another participant. Information about such replacement may be provided by e-mail or fax not later than 7 days prior to the date of the Meeting.
- 2.3.6. In the event of cancelling participation and ordered services or change thereof as well as withdrawal from the agreement later than 05.09.2021 the Participant shall be charged with contractual penalty constituting the equivalent of ordered services. In such an event the Organiser shall adjust the invoice, at the same time charging the Participant with the contractual penalty.
- 2.4. The scope of ordered services:
- 2.4.1. Declaration of participation of a person indicated by name in the order submitted by the Participant shall include:
- placing basic information about the Ordering Party that declared participation in the Meeting: on the website <https://spotkaniapaliwowe.pl/biopaliwa> and in Information Materials. The information includes: the Ordering Party's business name, address of the registered office, phone and fax number,
 - participation of the declared participant in a banquet on 22nd September 2021,
 - participation of the declared participant in the conference being a part of the Meeting on 23rd September 2021,
 - lunch and coffee breaks during the conference on 23rd September 2021,
 - a set of Information Materials,
 - participation of the declared participant in a dinner on 23rd September 2021.

3. Price and term of payment:



- 3.1. Cost of participation in the Meeting shall be 490€ net (602,70€ gross) per one participant - for applications sent by 22.08.2021 or 540€ net (664,20€ gross) per one participant - for applications sent after 22.08.2021.
- 3.2. The Organiser shall ensure a discount amounting to 30€ net (36,90€ gross) on the basis of submitted Declaration of Participation to entities fulfilling one of the below-described conditions:
 - a) participation in at least branch meeting held by Organiser
 - b) possession of a valid subscription agreement regarding provision of services of access to Internet portals, provided by OrganiserCost of participation in the Meeting for entities fulfilling the criteria set forth in pt. 3.2. a) or pt. 3.2.b), taking into account the discount, shall be 460€ net (565,80€ gross) per one participant - for applications sent by 22.08.2021 or 510€ net (627,30€ gross) per one participant - for applications sent after 22.08.2021.
- 3.3. The organizer defines an additional rebate, which is given to entities reporting more than 2 participants sent as a part of the "Application for participation". 30€ net discount (36,90€ gross), will be charged by the Organizer for the submission of the 3rd and each subsequent participant, in relation to the participation cost for the entity submitting the 3rd and each subsequent participant on the day of making of this application.
- 3.4. Cost of additional services, including sponsor packages and advertisement, shall be set forth in the Order of a Sponsor Package, constituting a separate document.
- 3.5. The cost of participation under the VAT final invoice issued to the Ordering Party (after the settlement of advances) shall be paid to the Organiser's bank account: Pekao S.A. no. PL 71 1240 6768 1978 0010 5222 3005 SWIFT: PKOPPLPW, by the date indicated on the invoice, with the title of the transfer Meeting of Petrochemical Industry - Polish Biofuel Market.

4. Information Materials and papers:

- 4.1. The Organiser shall prepare for the Meeting Information Materials comprising papers and advertisements of companies in electronic version. The Organiser hereby declares that Information Materials may be published:
 - a) as handouts provided free of charge to the participants of meetings held by Organiser
 - b) on website <https://spotkaniapaliwowe.pl>
- 4.2. The information and contents of advertisements to be included in Information Materials shall be submitted by 05.09.2021.
 - 4.2.1. All submitted materials shall be signed by a person authorised by the Ordering Party to contact the Organiser for the purpose of performance of the order, which includes placing of information or advertisements in Information Materials for the participants of the Meeting.
 - 4.2.2. The Organiser shall bear no liability for any consequences that might result from any errors or omissions in Information Materials through the Ordering Party's fault.
- 4.3. Papers:
 - 4.3.1. The theme and summary of the paper that will be delivered or placed in Information Materials shall be sent by e-mail or in writing to the address of the Organiser of the Meeting by 16.08.2021.
 - 4.3.2. The presentations and papers that will be placed in Information Materials shall be sent to the Organiser's address by 11.09.2021 by e-mail (MS Power Point, Adobe Acrobat, MS Word, drawings with extension *.jpg or *.tif).
 - 4.3.3. The Organiser reserves its right to use the papers, free of charge, in its other publications and to make, with the author's consent, editing changes.

5. The Organiser's liability:

- 5.1. The Organiser shall bear no liability for accidents and damage that may be suffered by the participants and guests and all damage caused by the Participants, regardless of the cause thereof, except damage suffered through the Organiser's intentional fault that will be confirmed by a valid judgement.
- 5.2. The Organiser reserves the right to change the location and dates of the Meeting.
- 5.3. The Organizer is not responsible for changing the method of organizing the Meeting, its cancellation, interruption or change of fees, caused by force majeure or orders of state or local government authorities and other circumstances beyond the Organizer's control. In particular, the Organizer is entitled to cancel, change the date or change the method of organizing the Meeting due to the ongoing risk of falling ill caused by the coronavirus (COVID-19). The participant is not entitled to demand reimbursement of payments made.

6. Safety rules during COVID-19 pandemic

- 6.1. The Organiser, depending on the obligations imposed by the provisions of law applicable on the days of the Meeting, reserves the right to change the limits of persons that may participate in the Meeting, including refusal to allow Participants to take part in the Meeting in the event that limits are exceeded. The Applications for Participation together with Declarations of COVID-19 Vaccination Status and Consents for Processing of Sensitive Personal Data shall be handled on a first-come-first-service basis.
 - 6.1.1. The Organiser informs that in the case of limits on the participation of unvaccinated individuals, the vaccination status of the person entering the Meeting will be checked using the "Vaccinated" application or "EU Digital COVID Certificate" (issued by the Ministry of Health). The Organiser reserves the right to use another application created for the purpose of verification of vaccination status, provided by a government unit, in the event that the "Zaszczepieni" application or "EU Digital Covid Certificate" is disabled or replaced by other software.
 - 6.1.2. A holder of a confirmation issued by the public health care, on the day of the Meeting, shall be considered a vaccinated individual. The QR code available to the vaccinated individual via the ePacjent website, which is successfully verified with the "Zaszczepieni" application or the "UE Digital Covid Certificate", i.e., the person who has been fully vaccinated against COVID-19 and at least 14 days have elapsed since the last vaccination, shall be considered as such confirmation.
 - 6.1.3. The Participant may provide information that he or she is vaccinated while submitting Declaration of Participation. In such a case, the Organiser shall not include the Participant in the limits provided for by the applicable provisions of law.
 - 6.1.4. Failure to provide such information results in considering the Participant as an unvaccinated individual.
 - 6.1.5. The Organiser informs that the currently applicable limit of unvaccinated persons is 1 person per 10m² (the aforesaid limit is valid until 31st August 2021, upon this date, there is no information applicable limits in the future). The Organiser will inform the Participants about any changes without undue delay.



- 6.1.6. The Organiser reserves the right to register only the number of persons permitted by applicable provisions of law.
- 6.1.7. The maximum number of unvaccinated persons provided for by the applicable provisions of law shall be allowed to participate in the Meeting. In the event that limits are reduced, the Organiser will refund the participation costs to persons not allowed to participate in the Meeting. The participation in the Meeting shall be handled on a first-come-first-service basis. In the event that the Declaration of COVID-19 Vaccination Status is provided and the verification is negative, the Organiser will not allow the Participant to take part in the Meeting, unless the limit of unvaccinated individuals is not reached. In the event that the Participant is not allowed to participate in the Meeting due to a false Declaration of COVID-19 Vaccination Status, the Organiser shall not refund the participation costs.
- 6.1.8. Taking the aforementioned limits into consideration, the Organiser informs that 26 unvaccinated individuals may participate in the Meeting, unless the limits are changed.
- 6.1.9. At present, vaccinated individuals are not (as of the effective date of the Regulations) subject to any participation limits.
- 6.1.10. Before allowing the Participant to take part in the Meeting, the Organiser will - during the registration of Participants at the place where the conference is to be held - verify the vaccination status.
- 6.1.11. Before verification of the vaccination status, the Participant will be provided with the Consent for Processing of Sensitive Personal Data. Data shall be processed only for the purpose of verification of the vaccination status and shall not be collected in any form. Anyone who declined to be verified will be treated as unvaccinated person.
- 6.1.12. The Organiser shall not bear liability in any way, including financial liability, to persons who are not allowed to participate in the Meeting, in the event that participation limits, as provided for the applicable provisions of law, are reached. The Organizer is also not financially responsible, including reimbursement of any costs - also the costs of participation or payments made, if the Participant is considered unvaccinated following refusal to verify the vaccination status or negative verification (inconsistent with the previous declaration) and the Participant is not allowed to participate in the event due to the exhaustion of the limit of places provided for unvaccinated persons.
- 6.2. In the event that a person infected with the SARS-COV-2 virus has taken part in the Meeting, the Participant agrees that the Organiser, as the Data Controller of personal data, will make his or her personal data available to the Chief Sanitary Inspectorate and law enforcement services.
- 6.3. Entering the Meeting shall be understood as the Participant's declaration that, to the best of his/her knowledge, he/she is not an infected person and is not under mandatory quarantine or under epidemiological surveillance.
- 6.4. The Participants are obliged to follow the instructions provided by the Organiser's representatives, aimed at ensuring safety and public order.
- 6.5. The Participants must follow the currently applicable sanitary standards and ministerial orders in relation to the COVID-19 pandemic.

7. Claims, complaints, settlement of disputes:

- 7.1. The Ordering Party shall make all and any complaints in writing, during the Meeting. The right to make complaints shall expire after the Meeting.
- 7.2. All and any disputes between the Ordering Party and the Meeting's Organiser that might arise out of or in connection with the concluded agreement, whose scope shall be governed by and interpreted in compliance with the provisions of these Regulations, shall be settled by a court of factual jurisdiction located in Wrocław.
- 7.3. The Organiser has the right to remove individuals not complying with the provisions of these Regulations from the Meeting. Such persons shall lose their right to lodge complaints and make claims against the Organiser.

8. Final provisions:

- 8.1. Any additional information shall be available in the Office of the Meeting's Organiser at phone no. +48 71 787 69 70-71, fax: +48 71 787 69 96.
- 8.2. These Regulations shall take effect from 01.07.2021.