

e-LPG Week | TERMS & CONDITIONS

MCI France has been entrusted by the World LPG Communication SARL (VAT N° FR 90421213 893, headquartered at 182, Avenue Charles de Gaulle – 92200 Neuilly-sur-Seine, France) with the general logistics and organisation of the e-LPG Week, to be held online from 2nd November to 6th November 2020. MCI France may also be referred to as “The Organisers” here below. The person or Buyer or Organisation making a reservation to book a sponsorship/partnership package, virtual company space on the virtual Marketplace, Exceptional Energy Stage slot or any other offer sold by the Organisers for the event, may also be referred to as “the Buyer”. Both the Organisers and the Buyer may also be referred to as “the Parties”.

RESERVATIONS

In order to be valid, reservations are to be carried out on the original reservation form by email to exhibition@lpgweek.com or reserved via the online reservation platform on the Event website (www.lpgweek.com). In the absence of a specific written contract between the Parties, the electronic signature of the reservation form(s) constitutes a firm commitment and compel, if applicable, the subscriber to accept both the general conditions, the exhibition rules & regulations as well as all the specific conditions related to the Event. No verbal nor telephone agreement will commit the Organisers unless confirmed in writing. Reservations will be attributed in order of arrival unless specific event conditions state differently and are subject to payment in full and the agreement of the Organisers. Once the reservations have been confirmed, no change will be possible without the Organisers’ written agreement. All payments must be received by the Organisers prior to the Event as per the general or specific Event conditions. No partners/sponsor/exhibitor/advertiser will be allowed to be listed as a partner/sponsor/exhibitor/advertiser in the

Event publications nor participate to the event until full payment is received by the Organisers according to the here below stated conditions. As for the Marketplace, the visuals presented in the event brochure are non-contractual. The Organisers reserve the right to change if deemed advisable, the look and features of the event platform to commercially reasonable similar options.

RESERVATION CONFIRMATION CONDITIONS

An invoice will be issued once the completed reservation form is received by the Organisers. Payment of a 50% deposit is expected within 30 days of invoice issue date and before September 14th, 2020. Should payment not be received by MCI France within this time frame, the Organisers reserve the right to cancel the corresponding reservation and charge the 50% deposit. Regardless of the invoice issue date, the total deposit due is to be settled by **September 14th, 2020**. From **September 14th, 2020** all payments are due upon receipt of the invoice. Non-payment by this stated deadline may lead to cancellation of the reservation (sponsorship/partnership package, virtual company space on the virtual Marketplace, Exceptional Energy Stage slot or any other offer sold by the Organisers for the event), and without reimbursement of the sums paid.

ACCEPTANCE OF RESERVATIONS

The Organisers reserve the right to refuse reservations from Companies not meeting standard requirements nor expectations, wholly or partially, that reflect unfavourably on the character and the purpose of the Event. Any outstanding fees due from past events from the Buyer to the Organisers may result in the refusal of the reservation until the payment of such outstanding fees has been received by the Organisers. The reservation would then be considered by the Organisers based on availability at that specific time.

DISCOUNT FOR WLPGA MEMBERS

Association members' discount applies for paid membership in the year of the Event. If a Buyer or organisation is no longer a member in the year of the Event, no discount will be applied, and full fees will be due. If a Buyer or organisation becomes member after having applied for a reservation, a credit note corresponding to the membership discount will be issued.

SHARING OF RESERVATION

The Buyer is not permitted to share services linked to a reservation with other companies without prior written consent of the Organisers.

PAYMENT INSTRUCTIONS

The Organisers (MCI France) are the sole competent and authorised company to receive payments for this Event. Payments must be made in Euros (€):

- bank transfer to the order of e-LPG Week / MCI France - Agency: LCL–Banque des Entreprises Centre d’Affaires Entreprises Grands Comptes Lyon 18, Rue de la République 69002 LYON - Bank code: 30002 – Sort Code: 05666 - Account number: 000 006 0490S – KEY: 87 IBAN: FR05 3000 2056 6600 0006 0490 S87 SWIFT: CRLYFRPPXXX (For any bank transfers the Buyer must indicate the reason for payment on the transfer form, e.g. sponsorship, booth payment, advertising etc.);
- The Organisers also accept the following credit cards under certain conditions: VISA, MASTERCARD, EUROCARD and AMERICAN EXPRESS.

CANCELLATION CONDITIONS (APPLICABLE TO ALL RESERVATIONS)

All cancellations must be made in writing to MCI France. The Organisers shall retain:

- 50% of the agreed amount due if the cancellation is made before September 14th 2020
- 100% of the agreed amount due if the cancellation is made after September 14th, 2020.

After a reservation has been confirmed, a reduction of partnership value, a modification of partnership level or any other kind of item reduction, is considered as a cancellation and

will be governed by the above cancellation policy. Any reduction in partnership value may result in re-evaluation of partnership offer at the discretion of the Organisers.

INTERPRETATION OF THE REGULATIONS AND AMENDMENTS

The Organiser is the sole competent authority as to problems arising from the interpretation of the here enclosed regulations and their enforcement. Any expenses resulting from the non-observance of the here-enclosed regulations will be chargeable to the Company. MCI France reserves the right to change or to complete the here-enclosed regulations without prior notice, but the Buyer will be informed.

PARTNER/EXHIBITOR/SPONSOR USER GUIDE

Instructions and tutorials will be sent to every duly registered Buyer before the Event. These instructions will contain all the necessary information regarding general conditions, graphics requirements, specification documents along with a user guide for the virtual event platform.

TECHNICAL SUPPORT

During the virtual event, the organiser will provide English-speaking technical support.

THIRD PARTY COMPANIES

The Organisers will communicate exclusively with clearly identified third party Companies officially mandated by the Buyer (participating exhibitors and sponsors). Queries received from third party Companies (i.e. communication and press agencies) which do not clearly indicate which Buyer they are representing will not be answered. It is the responsibility of the Buyer to inform the Organisers of the full contact details of the third-party Companies they are working with.

PRESS CONFERENCES AND SIDE EVENTS

Press conferences and side events, as a virtual meeting or networking event, organised by the Buyer or its duly authorised representatives may only be organised at times specified by the Organisers. The Organisers must be notified of any planned press conferences and all journalists must be officially registered to attend the Event.

EVENT POSTPONEMENT / CANCELLATION DUE TO FORCE MAJEURE

MCI is not liable for failing to perform its obligations under this Agreement due to acts of God, natural disasters, pandemics, war, civil disturbance, or government action preventing MCI to perform its obligations under this Agreement where the cause is beyond the MCI's reasonable control (each a Force Majeure Event). MCI will provide written notice to the participants within a commercially reasonable time and use best efforts to resume performance as soon as reasonably possible. MCI may propose to amend the Services, notably by proposing an alternative online solution and/or dates, that the participant shall consider in good faith and shall not reject without valid and objective reasons. In case the Event date is postponed or cancelled for reasons beyond MCI's control (Force Majeure Event), MCI shall charge a 10% fees to the participant covering services reasonably caused by the termination of this Agreement or the cancellation of the Event, and the time spent by MCI to mitigate the effects of the Force Majeure Event.

INSURANCE

The Buyer renounces to take recourse against the Organisers or against the owners of the premises and undertakes to underwrite insurance policies covering all the risks incurred by the material exhibited (theft, damage, etc...) along with public liability covering the permanent or occasional staff employed by the Buyer, present at the Event.

None of the Organisers' Insurance will cover the Buyer's activities during the Event.

(a) The Buyer must maintain at their own expense public liability insurance

covering legal liability in respect of:

(i) Damage to any real or personal property, including any damage to the online solution or to any fitting, equipment or other property in the online solution;

(ii) injury to, or death of, any person arising out of or in connection with the Buyer's participation in or attendance at the Event; and

(iii) their employees, agents and contractors.

(b) The period of insurance shall be from the time the Buyer first enters the online solution until all their exhibits have been properly removed to the satisfaction of the Organiser.

(c) The Buyer will indemnify and hold the Organiser and its representatives harmless in respect of all costs, claims, liabilities, losses, demands, proceedings and expenses to which the Organiser and its representatives may in any way be subject as a result of the Buyer's participation in the Event.

(d) If the Organiser so demands the Buyer must provide proof to the Organiser that the Client has adequate insurance coverage.

(e) The Organiser will not, in any event, be held responsible for any loss or damages whatsoever (including loss of profits suffered by the Buyer) as a result of any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of the Buyer's stand or for the failure of any service normally provided at the listed online solution, for the cancellation or part-time opening of the Event either as a whole or in part, or for amendments or alterations to all or any of the 'Terms & Conditions caused by any circumstance not within the Organiser's control.

DATA PROTECTION CLAUSE – ORDER FORM - EXHIBITORS AND SPONSORS

1 - In accordance with European data protection regulation, in particular Regulation (EU) No. 2016/679 on the protection of natural persons with regard to the processing of personal data, MCI France, as data controller, processes the Buyer's personal data for the purposes of: (I) managing and organising the Event, in particular the management of the Buyers' reservation (II) managing and organising prospecting and loyalty (III) enabling the Buyer to benefit from our services (IV) enabling the Buyer to receive our news. These data processes have as legal basis the execution of the contract: the information we collect is necessary for the implementation of the contract to which the Buyer has adhered, failing which the contract cannot be executed. Buyer's data are retained for the time necessary for processing purposes, namely 5 years from the end of the business relationship. For processing purposes, the data of the Buyer's data - or transmitted by him - will be transmitted to the following recipients: management service providers of our Customer Relationship Manager, service providers in charge of management, and event service providers (reception service providers, security, printing, etc.). The data necessary for MCI France to fulfil the purposes described above are those appearing on this order form. In accordance with the regulations in force, the Buyer's benefits from a right of access, rectification, limitation, deletion, and portability on his data. The Buyer may also object to the processing of his personal data concerning him and lodge a complaint with the data protection and control authority. The Buyer may exercise his rights by sending a request to the following address: Data-Officer-France@mci-group.com

2 - In any event, the Buyer acknowledges compliance with European data protection regulations for its own processing, including Regulation (EU) No. 2016/679 on the protection of personal data, foremost among which the integrity and confidentiality of data communicated by participants and compliance with their data- retention periods. In case of

communication to MCI France by the exhibitor/sponsor of a personal data file, the exhibitor/ sponsor acknowledges having informed and obtained the consent of the person(s) concerned by this communication.