

## DELEGATE REGISTRATION TERMS & CONDITIONS POLAND & CEE RETAIL SUMMIT 2025

- 1. Introduction:** These terms and conditions govern the online registration process for the Poland & CEE Retail Summit 2025, scheduled for April 15-16, 2025, and organized by European Conferences United Sp. z o. o. (hereinafter "ECU"), headquartered in Kraków, Poland. ECU is registered under KRS number 0000132734, with tax identification number (NIP) PL 6762228354.  
*By registering for the Summit, the Applicant agrees to be bound by these terms and conditions.*
- 2. Participation Fees:**
  - **Fee Schedule**  
The participation fees are based on the date of registration as follows:
    - **Until September 27, 2024:** PLN 2,550 / EUR 600
    - **September 28, 2024 - November 29, 2024:** PLN 2,995 / EUR 725
    - **November 30, 2024 - January 31, 2025:** PLN 3,495 / EUR 850
    - **From February 1, 2025, until the Summit:** PLN 3,995 / EUR 975
  - **Bulk Registration:** Companies registering more than three participants may request a customized quote.
  - **Note:** Payments should be made in the chosen currency as per the Pro Forma Invoice. All prices are exclusive of 23% VAT.
- 3. Inclusions:** The participation fee includes access to all sessions, coffee and lunch breaks on both days, as well as the Evening Gala and Dinner on Day 1 of the Summit.
- 4. Registration Confirmation:** Upon completing the online registration form at <https://retail-summit.eu/en/Register/>, the Applicant will receive a confirmation email containing the essential details of the agreement. This email serves as formal confirmation of the agreement between the Applicant and ECU.
- 5. Invoice Issuance:** A Pro Forma (PF) invoice will be issued and emailed within two business days following registration.
- 6. Authorization:** By submitting the online registration form, the person doing so confirms they are authorized to represent the Applicant and to enter into this agreement with ECU.
- 7. Payment Terms:** Payment is due within seven days of the Pro Forma invoice date. Participation in the Summit is strictly contingent upon full payment being received before the conference takes place, unless otherwise agreed in writing with the organizer. If payment is not made prior to the start of the Summit and no alternative arrangement has been agreed upon, the Applicant will not be permitted to attend. Regardless, the Applicant's payment obligation remains, and any outstanding fees must be settled in full.

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8. **Late Payment:** For registrations completed on or before January 31, 2025, the full payment of the amount charged on the Pro Forma Invoice must be received by this date unless otherwise agreed in writing with the organizer. Failure to make the full payment by January 31, 2025, will result in the registration fee automatically increasing to PLN 3,995 + 23% VAT per person. The Applicant remains fully liable for this increased fee regardless of any prior pricing.

9. **Payment Details:**

- **Bank:** Alior Bank S.A., Warsaw, ul. Łopuszańska 38D
- **SWIFT/BIC:** ALBPPLPWXXX
- **Account Numbers:**
  - **PLN:** 77 2490 0005 0000 4530 2451 8259
  - **EUR:** PL 28 2490 0005 0000 4600 2289 9100
  - **USD:** PL 52 2490 0005 0000 4600 8990 2582
  - **PLN (VAT Account number):** 65 2490 0005 0000 4612 8120 4356
- **Note:** For payments in PLN, a VAT account number is provided. Split payment is not possible for EUR payments.

10. **Cancellation Policy:**

The Applicant may cancel their registration by submitting a written cancellation request via email to Grzegorz Drózdź at [grzegorz.drozdz@conferences-united.eu](mailto:grzegorz.drozdz@conferences-united.eu). Such cancellations are subject to the applicable cancellation fees outlined below:

- **Until November 29, 2024:** If the Applicant cancels their registration on or before this date, a service fee of PLN 1,500 + 23% VAT per registration will be charged. If the Applicant has already paid, this fee will be deducted from the amount paid, and any remaining balance will be refunded. If the Applicant has not yet paid, they are still liable for the service fee, which will not exceed the original invoiced amount.
- **November 30, 2024 - January 31, 2025:** For cancellations made during this period, a service fee of PLN 1,750 + 23% VAT per registration will be charged. If the Applicant has already paid, this fee will be deducted from the amount paid, and any remaining balance will be refunded. If the Applicant has not yet paid, they are still liable for the service fee, which will not exceed the original invoiced amount.
- **After January 31, 2025:** Cancellations made after this date will incur a service fee of PLN 2,000 + 23% VAT per registration. If the Applicant has already paid, this fee will be deducted from the amount paid, and any remaining balance will be refunded. If the Applicant has not yet paid, they are still liable for the service fee, which will not exceed the original invoiced amount.
- **No Show:** If the Applicant does not attend the Summit and has not submitted a written cancellation, they will be charged the full participation fee as per the agreement. If no payment was made prior to the event, the Applicant remains liable for the full fee.

All cancellations are subject to confirmation by ECU upon receipt of the cancellation request

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11. **Non-Payment:** Failure to pay the registration fee does not constitute a cancellation of the registration. If the Applicant does not make payment and fails to submit a formal written cancellation, they will be liable for the full participation fee, which may include the increased fee outlined in Point 8. If the Applicant cancels their registration without having made a payment, the applicable cancellation fees, as outlined in the cancellation policy, will still apply. Non-payment alone does not exempt the Applicant from these financial obligations.
12. **Participant Substitution:** If the registered participant cannot attend, a substitute may be nominated by notifying ECU in writing no later than seven working days before the Summit. If a substitute cannot be nominated within this timeframe, alternative arrangements must be agreed upon in writing with the organizer and are subject to ECU's approval.
13. **Event Format:** The Summit is planned exclusively as a physical, in-person event. No streaming or virtual participation options will be provided. All registrations are for on-site attendance only.
14. **Force Majeure and Financial Obligations in Case of Postponement:** In the event that the Summit cannot be held on the scheduled dates due to circumstances beyond the control of ECU, including but not limited to government restrictions, natural disasters, pandemics, or other acts of force majeure, ECU reserves the right to postpone the event for up to 18 months or change the event format (e.g., to a virtual format). In such cases, all registrations will automatically remain valid for the rescheduled or reformatted event.  
  
Any changes to the event's timing, format, or location due to force majeure do not automatically alter the Applicant's financial obligations. No refunds will be issued unless explicitly determined by ECU's Financial Team. The Financial Team will assess the situation and define the policy at that time, and their decision will be final and binding.
15. **Governing Law and Jurisdiction:** Any disputes arising from this agreement shall be resolved in the local court where ECU is registered.

*Michael Samuel*

*członek Zarządu*

*Michael Samuel*

*Member of Management Board*

**EUROPEAN CONFERENCES**

**UNITED SP. Z O.O.**

**UL. LUDWINOWSKA 7/16,**

**30-331 KRAKÓW**

*Place and Date: Krakow, Poland 30.04.2024*

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