

AVIATION WEEK NETWORK EVENTS/INFORMA MARKETS  
CONFERENCE/DELEGATE/VISITOR/AWARD PROGRAMS TERMS & CONDITIONS  
(Comprising of All MRO events, AeroEngine events, ELTF, ap&m Europe)

These terms and conditions apply to conference/delegate/visitor registrations for events (each an “Event”) organized by Aviation Week Network/Informa Markets (“we/our/us”), which is a trading division of the Informa Group. The parent company of the Informa Group is Informa PLC. A full list of entities within the Informa Group is available on request.

Your registration constitutes an offer to Informa Markets to attend an Event. All registrations are subject to acceptance by Informa Markets. If your registration is received in advance of the Event, it will either (i) be confirmed in writing (including, without limitation, by email), or (ii) if written confirmation is not sent within 14 days of us receiving your registration, be deemed to be confirmed unless we notify you otherwise. If your registration is received only at the Event itself, it will be confirmed by the act of Informa Markets permitting you entrance to the Event. A contract between Informa Markets and you will only be formed upon such confirmation. Informa Markets reserves the right to refuse to accept any registration. The Event is a private trade show open to the trade only, and not open to the public. Individuals who cannot document their direct, professional affiliation to the trade are not qualified to attend the Event. Your registration is issued for your personal use only. You may not procure registrations as an agent for any third party, sell or otherwise transfer your registration to others or exploit your registration commercially or non-commercially in any way.

Informa Markets reserves the right at any time to change the format, participants, content, location and timing or any other aspect of an Event, in each case without liability. Informa Markets reserves the right to withdraw any registration after confirmation without liability.

Informa Markets reserves the right to postpone or cancel an Event without liability at any time for any reason (whether or not due to causes beyond our reasonable control). Where an Event is postponed, your registration will be valid for any re-scheduled edition of that Event (unless we notify you otherwise).

Our Events are principally directed at business professionals. They are generally not intended for children under the age of sixteen. Without limitation to the foregoing, there may be some areas of our Events where it is inappropriate or impractical for children under the age of sixteen to be present (for example, during executive conference workshops) and Informa Markets reserves the right at any time to restrict entry to such areas accordingly.

Informa Markets reserves the right without liability to refuse admission to, or to eject from, the Event, any person in its absolute discretion, including (without limitation) any person who fails to comply with these terms and conditions or who, in the opinion of Informa Markets, represents a security risk, nuisance or annoyance to the running of the Event. You agree to comply with all reasonable instructions issued by Informa Markets, the venue owners, security personnel and/or management at the Event.

**Payments:** All bookings made prior to the event must be paid in full to guarantee registration. Once payment has been received, an email confirmation and a receipted invoice will be sent. If payment is not made at the time of booking, registration will be provisional. Bookings received less than (2) two weeks before the conference date can only be paid by credit card.

**Early Bird Rate:** In order to qualify for any “early bird” rates or discounts, booking and payment must be received before the deadline date listed in the conference marketing material.

**Cancellation Policy:** Our cancellation policy allows for a refund, less a 20% administrative charge, for cancellations received in writing at least six (6) weeks prior to the first event date. No refunds will be made after this date however you may send a substitute. Any fees not paid by original registrant will be applied to substitute’s fees. By submitting your registration, you authorize Informa to invoice you for any unpaid portion of your registration fee. If a registered delegate does not cancel and fails to attend the conference, this will be treated as a cancellation and no refund or credit will be issued. Should Informa Markets postpone an event, your registration will automatically roll

over to the new date. If an event is canceled, a credit will be immediately issued for up to 12 months after the notification of event cancellation, to attend another Informa Markets program of the registrant's choice.

**Adjustment of Registration Fees:** After a delegate's registration is completed, Informa Markets reserves the right to review the information provided by the delegate and adjust the registration ticket type and fee if it is found that the information provided by the attendee has been misrepresented, false or incorrect. Any adjustment to fees will be charged directly to the payment method on file.

**Speakers:** Views expressed by speakers are their own. Informa Markets cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to attendees. Informa Markets may use the speaker's name and presentation materials for promoting attendance at the conference. Presentations and papers including all associated artwork and illustrations will not be returned unless specifically requested by the author. The papers must be objective and completely free of advertising and commercialism. Informa Markets may audio and/or video tape the speaker's session and the recording may be reproduced and sold as part of the overall conference materials. Informa Markets may reproduce copies of the speaker's presentation (eg. PowerPoint slides or supporting handouts) on paper and/or electronically and these may be sold as part of the overall hand-out materials during the conference and after the event. Any acknowledgement regarding Copyright or support should be included at the end of the abstract/presentation, as these will be distributed to the conference delegates. Speakers who do not wish to give permission for the above terms and conditions should contact the events team before the commencement of the conference.

**GDPR** Where the parties are subject to the provisions of the General Data Protection Regulation (EU 2016/679) ("GDPR") as a result of processing personal data pursuant to the Order Form, the following shall apply:

**Data Protection Law:** the GDPR and the Directive, as amended or replaced from time to time, and all other national, international or other laws related to data protection and privacy that are applicable to any territory where Informa Markets or Company processes personal data or is established.

**Directive:** the European Privacy and Electronic Communications Directive (Directive 2002/58/EC).

**Reportable Breach:** a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed.

The terms **personal data, controller, processor, processing, data subject** and **supervisory authority** shall have the meanings ascribed to them under the GDPR.

For the purposes of either party's processing of personal data in connection therewith, the parties agree that each party acts as a data controller. Each party shall (i) only process personal data in compliance with, and shall not cause itself or the other party to be in breach of, Data Protection Law, and (ii) act reasonably in providing such information and assistance as the other party may reasonably request to enable the other party to comply with its obligations under Data Protection Law. If either party becomes aware of a Reportable Breach relating to the processing of personal data in connection with the Order Form, it shall (i) provide the other party with reasonable details of such Reportable Breach without undue delay, and (ii) act reasonably in co-operating with the other party in respect of any communications or notifications to be issued to any data subjects and/or supervisory authorities in respect of the Reportable Breach. If either party receives any communication from any supervisory authority relating to the processing of personal data in connection with the Order Form, it shall (i) provide the other party with reasonable details of such communication, and (ii) act reasonably in co-operating with the other party in respect of any response to the same.

The personal information which you provide to Informa Markets will be held by us on a database and, where we have appropriate authorization/consent, may be shared with other entities within the Informa Group and selected third parties internationally for marketing purposes. Your personal information may also be shared with government entities and regulatory authorities as required by law. The use that such government entities and regulatory authorities make of your personal information is outside of Informa Markets' control and we do not accept any liability in this regard. At some Events, exhibitors may use lead generation devices. If you choose to allow your badge to be scanned at an Event, we may pass the information you provide to third parties. For more

information about how we may use the personal information you provide to us please see our Privacy Policy.

**Websites & Links:** The conference associated with Informa Markets websites may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which Informa Markets takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

**Insurance:** It is the responsibility of the attendee to arrange appropriate insurance cover in connection with their attendance at the conference. Subject to the remainder of this paragraph, Informa Markets and all entities within the Informa Group (as well as any employees or other representatives of the same) excludes all liability for loss, injury or damage to persons or property at the Event. All indemnities, warranties, representations, terms and conditions (whether express or implied) except as set out herein are excluded. Informa Markets and all entities within the Informa Group (as well as any employees or other representatives of the same) accept no liability for any loss, injury or damage whatsoever that you may suffer in connection with or arising from the Event whether direct, indirect, incidental, special or consequential (including, without limitation, loss of profit, loss of business or any other type of economic loss) or otherwise. The limitations and exclusions in this paragraph only apply to the extent permitted by applicable law.

**Photographs, Publicity Material, Radio and Television and Print Media:** Informa Markets reserves the sole right to use any photographs, recordings, electronic images or publicity material received by or obtained by Informa Markets in the course of the event, for whatever use deemed proper by the Informa Markets. Informa Markets has the exclusive right to include photographic, video and other visual portrayals of Attendees, Sponsors, Exhibitors and their Exhibits including its contents, in any pictorial medium of any nature whatsoever for the purpose of trade, advertising, sales, publicity and otherwise, without compensation to the Attendee, Sponsor or Exhibitor, and all rights titled and interest bearing (including all worldwide copyrights therein) will be Informa Markets' sole property, free of any claims of Attendee, Exhibitor or Sponsor or any persons deriving any rights or interest from the Attendee, Exhibitor or Sponsor. All unauthorized filming, sound recording and photography, or the unauthorized transmitting of audio or visual material, data or information, is expressly prohibited at the Event.

**Hotel, Meetings, Special Events/Receptions, Hospitality, Suitcasing and Outboarding Functions:** Attendee agrees that it will not, nor will its employees or representatives conduct any type of function in the Facility or any participating hotel's meeting rooms, public areas, hospitality suites or suites during Show hours without the prior written consent of Informa Markets. Informa Markets reserves the right to collect a commission from the hotel for rooms booked by attendees. "Outboarding" is also prohibited. Outboarding is when a company that is eligible or not allowed to exhibit/sponsor at the Show does not/cannot exhibit/sponsor, but hosts attendees/delegates from the Show, without Show Management's approval during set-up days or Show days. Companies that engage in outboarding may be prohibited from participating at the Show as determined by Show Management. Registration badges will not be issued to any employee of a company prohibited from exhibiting due to outboarding. Exhibiting companies are encouraged to protect their investment and report any outboarding to Show Management. "Suitcasing" refers to the practice of attending a trade show and "working the aisles" from a suitcase or briefcase to solicit business from other attendees and exhibitors. The only legitimate location to conduct business during Show hours is within contracted exhibit space on the Show floor. Samples, giveaways, catalogues, pamphlets, souvenirs, industry publications and printed matter or promotional material of any kind may be distributed only by an exhibitor and its representatives (including hosts and hostesses) and only within the confines of its booth, with the exception only of designated sponsorships and marketing opportunities for which exhibitor has contracted with Show Management. Violations should be reported to Show Management.

**Visa Requirements / Invitation Letter:** It is the attendee's sole responsibility to take care of visa requirements. If you require an entry visa, you must allow sufficient time for the visa application procedure. Your registration details might be shared with the immigration authorities to assist in the immigration process. However, Informa Markets

will not contact embassies and consulates on your behalf. To receive an invitation letter for the Event, you must first register and pay the registration fees in full. To request an invitation letter, please contact the events team.

**Credentials:** Informa Markets-issued credentials are the sole property of the Conference Organizer and must be surrendered upon demand to Informa Markets representatives. Informa Markets-issued credentials must be prominently displayed while at the conference or designated off-site activities. False certification of an individual as an attendee or exhibitor's representative, misuse of an attendee badge, or any other method or device used to assist unauthorized personnel to gain admittance to the conference and/or exhibit floor, will be just cause for expelling the attendee and his/her representative(s) from the conference and/or banning them from future entrance into the conference. This would also warrant the removal of the exhibitor's booth from the floor without obligation on the part of Informa Markets for refund of any fees. The attendee, exhibitor, his/her employees and agents, and anyone claiming to be in the conference through the attendee, waives any rights or claims for damages arising out of the enforcement of this rule.

**Admittance:** In its sole discretion and without refund, Informa Markets reserves the right to refuse admittance to or expel from the conference anyone that it determines is behaving in a manner that could be disruptive to the conference or any other attendee.

**Disclaimer:** Informa Markets may at any time, with or without giving notice, in its absolute discretion and without giving any reason, change, cancel or postpone the conference, change its venue or any of the other published particulars, or withdraw any invitation to attend. In any case, neither Informa Markets nor any of its officers, employees, agents, contractor, members or representatives shall be liable for any loss, any alleged and/or actual claims, actions, lawsuits, proceedings, penalties, liability, damage or expense suffered or incurred by any person, nor will they return any money paid to them in connection with the conference unless they are satisfied not only that the money in question remains under their control, but also that the person who paid it has been unfairly prejudiced, about which the decision shall be in their sole and unfettered discretion and, when announced, final and conclusive.

**FORCE MAJEURE:** Informa Markets shall not be liable for delay or failure of performance or fulfillment of this Agreement caused by an act of God; action by any governmental or quasi-governmental entity; fire, flood or other disaster; pandemics and/or epidemics; nuclear, chemical or biological contamination; extreme weather conditions; public enemy; insurrection; riot; explosion; embargo; terrorist attacks; strikes whether legal or illegal; labor or material shortage; work slowdown; transportation interruption of any kind; authority of law; any Show building being destroyed or substantially damaged; or any other cause beyond the control of Informa Markets ("Force Majeure Event"). In the event the conference cannot be held or is postponed pursuant to this section, Informa Markets shall not be liable to attendee for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses. Informa Markets will review refund and/or fee transfer requests, submitted in writing, for approval on a situational basis.

Informa Markets reserves the right to amend these terms and conditions (without notice) from time to time and you will be subject to the terms and conditions in force at the time that the Event is staged.

#### **Disclaimer for Activities**

You should consider carefully whether you will be able to participate in any activities offered as part of the visitor program. Informa Markets warns that some activities may be physically demanding and/or carry inherent dangers. You accept that, if a visitor program exists for the Event you are attending, it is entirely your responsibility to decide whether participation in any activity in the visitor program is appropriate to your capabilities, aptitude, fitness and health. You also accept that it is entirely your responsibility to observe all safety requirements and instructions that you may be given in relation to such activities. To the extent permitted by applicable law, Informa Markets and all entities within the Informa Group (as well as any employees or other representatives of the same) hereby disclaim any liability for any loss, injury or damage whatsoever that you may suffer in connection with or

arising from the Event whether direct, indirect, incidental, special or consequential (including, without limitation, loss of profit, loss of business or any other type of economic loss) or otherwise arising from your participation in any activities offered as part of the visitor program (including, without limitation, any activities held outside of, or incidentally to, the main Event that you are visiting).

***All Event policies are subject to change at the sole discretion of Informa PLC.***