

# REGULATIONS FOR THE CYBERSEC FORUM/EXPO 2023 EVENT

## I. GENERAL PROVISIONS

### 1. Definicje:

- a) **Organiser** – **Stowarzyszenie Instytut Kościuszki**, with its registered seat in Kraków at ul. Wilhelma Feldmana 4/9-10, 31-130 Kraków, entered in the register of associations of the National Court Register kept by the District Court for Kraków-Śródmieście in Kraków, 11th Commercial Division of the National Court Register under No. KRS 0000145838, NIP 6751302992, REGON 356683760.
- b) **Registration System Operator** (hereinafter: **Operator**) – ConnectTo sp. z o.o., with its registered seat in Warsaw (02-630) at ul. Tyniecka 12 lok. 11, entered in the register of business entities of the National Court Register kept by the District Court for the capital City of Warsaw, 12th Commercial Division of the National Court Register under No. KRS 0000489156, with NIP No.: 5252574631.
- c) **Event** – CYBERSEC FORUM/EXPO 2023, an international expert conference and expo in cybersecurity and new technologies. The event is scheduled to take place on 15 and 16 June 2023 in Katowice.
- d) **Partner** – each of the natural and legal persons and organisational units without legal personality which support the organisation of the Event or which either finance or co-finance the Event.
- e) **Registration System** (hereinafter: **System**) – the internet application, owned by the Operator, which enables the Event registering process for Participants and Users to proceed.
- f) **User** – each person who uses the System to carry out the Event registration process on their or another Participant's behalf.
- g) **Participant** – the natural person over 18 years of age with full capacity to perform acts in law, as well as a legal person and an organisational unit that does not have legal personality, but which is able to acquire rights and assume obligations in their own name, that used the System to correctly register (or was registered by another User) for the Event no later than by 16 June 2023.
- h) **Service Contract** (hereinafter: **Contract**) – the agreement concluded between the Organiser and the Participant whose purport is for the Participant to avail themselves of the services rendered by the Organiser, which are related to the Event organisation and for the Organiser to provide a given Participant with an opportunity to take part in a particular Event, governed by the stipulations of these very Regulations and by other applicable provision of law.
- i) **Bank Account** – the Organiser's bank account, which the fees for Event participation will be credited to, with the number:
  - 49 2490 0005 0000 4500 9556 2926 PLN (payment in zlotys) held by the bank Alior Bank Spółka Akcyjna,
  - 21 2490 0005 0000 4600 7451 5642 EUR (payment in euros) held by the bank Alior Bank Spółka Akcyjna,
- j) **Conclusion of the service contract** (hereinafter: **Contract Conclusion**) – the moment when the fee payable for a given Participant's participation in the Event is recorded at the Organiser's bank account. From this moment onwards, the Participant is considered to have concluded the contract regarding the rendering of services by the Organiser, which is confirmed by an email message with the VAT invoice attached thereto.

- k) Participation Fee – the amount determined by the Organiser for the ticket type chosen by the Participant/User, which the Payer is obligated to pay in order to provide the Participant with the opportunity to participate in the Event.
- l) Payer – the entity that incurs the Participation Fee on their or another User’s behalf.
- m) Exhibitor – the entity that rents a predetermined exhibition area during the Event purposes pursuant to a separate contract concluded with the Organiser and in order to present its business offer.
- n) Venue Regulations – rules and regulations in force on the premises of the International Congress Centre, hereinafter: ICC, available at: <https://expo-katowice.com/regulaminy/>
- o) Venue – the international Congress Centre in Katowice.
- p) Regulations – the present regulations.

## §2

### Additional information

- a) The official internet service for the Event can be found at the following address: <https://cybersecforum.eu/>
- b) The System operation scheme includes the service consisting in storing the User’s, Participant’s and Exhibitor’s registration data in the database (such as first and last name, name and address of the employer, job position, email address, telephone number) as well as handling this registration (consisting in collecting, recording, storing, updating, supplementing, and deleting the said data) by the Organiser or Operator.
- c) Technical requirements related to using the System are in line with technical requirements concerning the use of internet networks. The User has to own a computer with internet access along with the software which enables them to browse web resources. Mozilla Firefox and Google Chrome are the recommended browsers.
- d) The provisions of the Regulations are an integral part of the submission to participate in the Event and are binding for any and all Users/Participants, Partners and Exhibitors.
- e) Each Event Participants, Exhibitors and Partners are also obliged to comply with the order bylaws, including Venue Regulations, which are in force in the Event premises.

## II. REGISTRATION – PARTICIPATION CONDITIONS FOR THE EVENT

### §1

#### Participation conditions for the event

- 1. The conditions for a Participant to take part in the Event are:
  - a) to register a particular person via a submission form available on the following website:  
(PL) <https://rejestracja.cybersecforum.eu/pl/rejestracja>,  
(ENG) <https://rejestracja.cybersecforum.eu/registration> ,
  - b) to consent to the conditions of the Regulations,
  - c) to pay the Participation Fee due in accordance with the chosen ticket type and amounting to the ticket price set out at <https://rejestracja.cybersecforum.eu/pl/rejestracja> /

<https://rejestracja.cybersecforum.eu/registration> , subject to the Organiser waiving the fee for certain Participants on the basis of its decision (internal regulations) or following separate agreements.

2. Registration to the Event is carried out only via the submission form available online at: <https://rejestracja.cybersecforum.eu/pl/rejestracja> /<https://rejestracja.cybersecforum.eu/registration> . In the submission form made available in the System, the Organiser specifies the requirements and Participant's data that are necessary for the Event registration and/or for using particular services.
3. The requirements referred to in subsection 2 will be marked with the (\*) symbol.
4. The User guarantees that all the data inputted in the System during the registration process is correct. In the case of registering on behalf of another person and inputting someone else's data, the User guarantees that they have obtained the appropriate authorisation to register that person or to make the declarations required for registration, and that they are accountable for all the results of entering the data not in full conformance with the authorisation. In the case of registering more than one person, the User should submit their participation separately for each.
5. In the event of changing the Participant after registration, the User/Participant needs to promptly contact the Organiser via the email account: [registration@ik.org.pl](mailto:registration@ik.org.pl).
6. After the registration and payment are completed in the manner provided for in § 2 subsection 6 point a indent 2 and subsection 6 point b indent 2 of this Chapter, a message confirming the registration will be sent to the User to the email address given in the submission form. In the case of choosing to pay by bank transfer, as defined in § 2 subsection 6 of the Chapter, the User will receive a pro forma invoice together with the email message constituting registration.
7. Registration to participate continues until the pool of places is exhausted or until 16 June 2023. The Organiser decides the time when Registration is over.
8. For certain Participants, e.g. journalists, exhibitors, speakers, partners, the Organiser may lay down different rules of registration or access to the facilities where the Event will be organised than those provided for in the present Regulations, in particular involving registration directly by the Organiser or via a registration link sent by the Organiser.
9. The number of places for participation in the Event is limited. Participation in the Event is determined by the order of registration, i.e. the date of Contract Conclusion. The Organiser reserves the right to reject a submission by dint of reaching the limit or when the submission was entered into the System past the registration deadline indicated in subsection 7 above, even if the User is entitled (on the basis of the Organiser's internal regulations or separate agreements) to free or reduced-fee Event participation.
10. Moreover, the Organiser reserves the right to reject a Participant's presence in the Event due to a possible breach of safety standards or of public order as well as of the Event security, including as regards the people who might potentially violate the Regulations. In such a case, the Participant will not be entitled to compensation but only to a refund of the Participation Fee.
11. The Event programme is at the Organiser's discretion.
12. The personal data of Participants and Users collected during registration and in relation to Event participation will be processed pursuant to the present Regulations and the Organiser's Privacy Policy, which forms an integral part of the present Regulations. Each Participant and User should peruse the Privacy Policy available at <https://rejestracja.cybersecforum.eu/registration> .

**Settlement**

1. Subject to the stipulations to the contrary contained in the Regulations, participation in the Event involves a fee. Types of tickets and the related participation fees are available on the Organiser's website <https://cybersecforum.eu/> / <https://rejestracja.cybersecforum.eu/registration>.
2. The Event participation fee is a gross price inclusive of VAT (23%).
3. The payment can be made in the following currencies: PLN and EUR.
4. In the case of promotional offers and reduced prices for ticket purchase offered by the Organiser, should they occur, they cannot be combined.
5. The participation fee includes no lodging costs or transportation costs to or return from the Event.
6. The Organiser provides for the following manners of settlement:
  - a) for natural persons:
    - a payment to the Organiser's Bank Account following the pro forma invoice sent electronically to the User's email address provided in the registration form;
    - a payment via a payment card;
  - b) for legal persons and organisational units without legal personality:
    - a payment to the Organiser's Bank Account following the pro forma invoice sent electronically to the User's email address provided in the registration form;
    - a payment via a payment card.
7. The VAT invoice issued by the Organiser will be sent the Payer electronically only to the email address indicated during the registration, within seven days from the day the payment is recorded on the Organiser's Bank Account or the transaction via the electronic channel is successfully authorised.
8. The payment period for invoices received electronically with the confirmation of registration of pro forma invoices is set at three days.
9. The Organiser reserves the right to require the Participant to send an electronic confirmation of the transfer if the Participation Fee is paid after 11 June 2023, failing which the Participant may be denied the right to participate in the Event.
10. The User has the obligation to have an appropriate authorisation to incur financial obligations on behalf of the Payer, in the absence of which the User will be held fully accountable for the execution of the agreement concluded.
11. The Participant will have the right to withdraw from the service contract with full right to have the Participation Fee reimbursed solely in the situations referred to in generally applicable provisions of law and the Regulations.
12. In the case of a positive assessment of the Participant Fee reimbursement application, the Organiser will reimburse the Participant Fee less the costs of reimbursement in the least expensive manner available, within 14 (fourteen) days of the delivery date of the application to the Organiser.
13. A Participant who is a consumer, i.e. a natural person who pays the participation Fee for the Event for a purpose not directly connected with their economic, professional, or statutory activity or a natural person who concludes a contract directly connected with their economic activity as long as the Event participation is not of a professional nature for them, may withdraw from the Service Contract within 14 (fourteen) days of contract conclusion, provided this falls no later than seven days before the commencement of the Event. In such a case, the Organiser will return the relevant amount to the Participant to the bank account provided by the Participant.
14. In the event that the Participant or another person who is not a user of the System makes any payment to the Organiser's account which does not result from the registration and which is not a payment for the Participation Fee, the Organiser will return the payment minus the costs of its

return in the least expensive manner available within 14 (fourteen) days from the date of delivery to the Organiser of the application to return the amount improperly paid.

15. Provided that, pursuant to the present Regulations, the Participant is entitled to having the paid-in Participation Fee returned, the Organiser returns it to the bank account given by the Participant.

### **III. RIGHTS AND OBLIGATIONS OF THE ORGANISER AND PARTICIPANT**

#### **§1**

##### **General provisions**

1. Unless the participation conditions state otherwise, the Organiser will provide the Participant with access to the relevant areas of the venue where the Event will be held and an appropriate form of participation.
2. With ensuring safety and verifiability of Participants' rights in mind, the Organiser reserves the right to control and verify the identity of a Participant and their rights to enter the venue where the Event is being organised or services related to the Event. Before entering the venue where the Event is taking place, the Participant should have an ID badge worn visibly. The badges will be available for collection at a specially designated Participant identification point. The badges will contain the first and last name, job position, and company name of the Participant. If the Participant refuses to show the ID badge before entering the facility or doubts arise as to the conformance of the Participant's data with the data on the badge, the Organiser will be entitled to control and verify the identity, e.g. by the Participant showing their ID.
3. Participants may move around the venue within separate and marked spaces and passageways. Smoking, use of electronic cigarettes, and alcohol consumption are forbidden on the premises of the facility where the Event is held, with the exception of designated areas.
4. Participants undertake to observe the Venue Regulations binding where the Event is held, in particular the safety rules, occupational health and safety regulations, and fire safety regulations.
5. The Event Participant, Exhibitor, Partner confirms being familiar with the present Regulations and undertakes to comply with them.
6. The Participant moreover undertakes to:
  - a) comply with any Event order instructions from the Organiser and Organiser-authorized persons;
  - b) observe the rules concerning video or audio recording of the speakers (including the main guests and keynote speaker) at the Event;
  - c) refrain from disturbing in any way the tranquillity of other Event Participants as well as other persons present on the premises of the Event Venue;
  - d) use the conference materials provided to them by the Organiser as part of the Event exclusively within the limits of the Participant's own personal use as specified in the provisions of the Copyright and Related Rights Act;
  - e) observe the provisions of the generally applicable law.
7. The Participant acknowledges that should the Organiser determine that the Participant is breaching the provisions of the Regulations or the Venue Regulations, is under the influence of alcohol or other intoxicating substances, is showing a third-party ID, is refusing to show an ID, is behaving in an aggressive manner, breaching the principles of public order or public morality, the Organiser is entitled to refuse the Participant the right to Event participation and to require that the Participant leave the Event venue or the premises where the Event is being held without the right to claim a refund of the Event Participation Fee.

8. It is prohibited to bring weapons, means of direct coercion, or other potentially dangerous objects onto the premises where the Event is held. This injunction does not apply to authorised services and persons responsible for the security of the venue.
9. Participants will be fully liable, including compensation liability, for any damages they cause on the premises where Event activities are conducted.
10. The Event Participant is obliged to cover all the costs related to rectifying any damage caused by them that would be incurred by the Organiser in the event of third parties making claims against the Organiser in connection with the damage caused by the Participant.

## **§2**

### **Postanowienia dotyczące utrwalania przebiegu Wydarzenia**

1. The Organiser reserves the sole right to record audio and video during Event speakers' lectures and presentation (including main guests and keynote speaker). Recording, filming, and picture-taking by persons whom the Organiser did not authorise to do so for commercial purposes is prohibited.
2. The Organiser informs and the Participant, by registering for the Event, accepts that the course of the Event will be recorded photographically and with the use of audio/video devices, and may be broadcast on the radio, television, or other media that make it available to the public in such a way that everyone can access it at a time and place of their own choice (e.g. via the Internet). Participation in the Event is public, and therefore the silhouette or image of the Participant, taken individually or as part of a larger whole, may be intentionally or accidentally documented by photographic, audio, or video means, and the materials thus obtained may be distributed by the Organiser and media representatives for broadcast in the mass media, for documentation, information, advertising, and promotion purposes related to the Event, other Events, the activity of the Organiser, of the Event sponsors and partners, and of other persons specified by the Organiser (including via websites, email, social media, television, radio, and the printed press). Notwithstanding the above, the course of the Event may also be monitored for security reasons.
3. The Organiser hereby informs that the recording of the works referred to in subsection 2 may take place throughout the entire venue where the Event will be held unless the Organiser clearly designates recording-free zones.
4. The Participant authorises the Organiser to use their image and/or voice and utterances (if the Participant gives such during the lecture discussions and/or to the camera) and to distribute them as elements of the aforementioned works for the purposes stated in subsection 2 above, and hereby grants non-exclusive and gratuitous consent, with no temporal or territorial restrictions, for the Organiser and any entities authorised by the Organiser to use them in the following fields of exploitation:
  - a) recording and reproduction by printing, reprography, magnetic recording, digital, light-sensitive, audiovisual, optical, computer technologies;
  - b) storing in computer memory and multimedia networks;
  - c) multiplying and recording the work or its fragments (or any of its elements) using digital and analogue technologies on any electronic and analogue carriers;
  - d) as regards trade – direct or indirect commercial activities using all available means, techniques, and media and in all available distribution channels, including such as:
    - i. by way of ownership transfer, lending, rental or lease, and making available the original or a copy thereof on the basis of other legal relationships;
    - ii. as a component of any business entities, their know-how or intellectual or industrial property, and in the offering or sale of any goods or services, as well as within any informational, promotional, or advertising actions or any offer-related, commercial, or promotional materials of any entity, as well as with

the use of any technology and media described in item a) above, in any type of activity;

- e) broadcasting and re-broadcasting with the use of wire or wireless vision by terrestrial stations or via satellite, by television or radio (also in cable networks and coded television) along with the right of retransmission on digital platforms and/or cable networks, internet broadcasting, simultaneous integral broadcasting (re-broadcasting) by any radio or television organisation;
  - f) public exhibition, display, reproduction, as well as any other use in any form of exploitation, in particular in open and closed, ticketed and non-ticketed shows;
  - g) making the work, its part or fragments (or any of its elements) available to the public in such a way that everyone can have access to it at a time and place chosen by themselves, using any technologies;
  - h) use in films and other audiovisual and multimedia works;
  - i) transfer of the work to contractors, with the right for these contractors to use the content of the work, including licensing with the right to sublicense;
  - j) all forms of translation of the utterances;
  - k) within the scope of creation, use, disposal, and distribution of dependent works in relation to works made with the use of an image and/or statements – consent and authorisation include their use in the fields of exploitation specified above in items a–j.
5. Event Participants acknowledge that Partners/Exhibitors may conduct marketing activities during the Event and accompanying events. With the proviso that neither Partners nor Exhibitors may conduct marketing activities towards Event Participants that would be unethical or violate mores and legal standards.

### **§3**

#### **Liability of the Organiser**

1. The Organiser will not be liable for non-performance or undue performance of the Contract, in whole or in part, to the extent caused by the occurrence of Force Majeure, understood as an external, sudden, unpredictable event, independent of the Organiser's will, which occurred after the Contract Conclusion, making it impossible to perform the Contract in whole or in part, either permanently or for a certain period of time, and which cannot be prevented or counteracted with the Organiser's due diligence. Manifestations of Force Majeure include but are not limited to:
  - 1) natural disasters, including: earthquake, hurricane, flood, other extraordinary atmospheric phenomena;
  - 2) acts of state power: state of war, state of emergency, state of epidemic among them;
  - 3) acts of war, acts of sabotage, acts of terrorism, and other similar events threatening public order;
  - 4) general strikes or other social unrest, including public demonstrations, excluding strikes of the Organiser's staff.
2. If Force Majeure makes or is going to make it impossible for the Organiser to perform any of its obligations under the Contract or the Regulations, the Organiser will immediately notify the Participant/Partner/Exhibitor via email of the event occurring or the circumstances constituting Force Majeure.
3. In the event of Force Majeure as referred to in subsection 1, the Organiser reserves the possibility of cancelling the Event.
4. In the case of the Event not taking place due to reasons beyond the Organiser's control, the Participant/Partner/Exhibitor is not entitled to compensation or reimbursement of any fees associated with the Event participation or the costs of additional services ordered from the

Organiser by the Participants/Partners/Exhibitors, including to the extent they reimburse the Organiser's expenses already incurred.

5. The Organiser will not be held responsible for Participants' property that may be lost, wrecked, or stolen during the Event, in particular on the premises of the venue where the Event is held.

#### **§4**

##### **Complaints**

1. The Participant may file a complaint by using the email address [registration@ik.org.pl](mailto:registration@ik.org.pl) or by sending it to the Organiser's correspondence address: ul. Wilhelma Feldmana 4/9-10, 31-130 Kraków.
2. The complaints may be filed, at the latest, 14 days from the date the Event ends.
3. The complaint should include:
  - a) the name and surname (official name) of the Participant;
  - b) the mailing address, email address and telephone number of the Participant;
  - c) the subject matter of the complaint, including the Event to which it pertains;
  - d) the indication of the factual circumstances justifying the complaint.
4. The Organiser will consider the complaint within 14 working days from the date of complaint filing and will communicate its position on accepting or rejecting the complaint to the complaint filer in the same manner in which the complaint was filed (email, traditional mail).
5. In the case of accepting a claim, the Organiser will inform the Participant of the method of handling the claim.

#### **§5**

##### **Out-of-court ways of complaint handling and redress seeking**

###### **(CONCERNS CONSUMERS ONLY)**

1. Participants and Payers who are consumers have the possibility to use out-of-court complaint handling and claim investigation procedures. The rules of access to these procedures are available at the registered offices or on the websites of entities authorised to handle disputes out of court. They may be in particular consumer ombudsmen or Provincial Inspectorates of Trade Inspection in Poland, the list of which is available on the website of the Office of Competition and Consumer Protection at [http://www.uokik.gov.pl/spory\\_konsumenckie.php](http://www.uokik.gov.pl/spory_konsumenckie.php)
2. The address <http://ec.europa.eu/consumers/odr/> gives access to the online consumer-company dispute resolution system at the Union level (the ODR platform).

#### **IV. PERSONAL DATA**

1. The Controller of personal data is Stowarzyszenie Instytut Kościuszki with its registered seat in Kraków at ul. Wilhelma Feldmana 4/9-10, 31-130 Kraków, entered in the register of associations of the National Court Register kept by the District Court for Kraków-Śródmieście in Kraków, 11th Commercial Division of the National Court Register under Nos. KRS 0000145838, NIP 6751302992, REGON 356683760.
2. The personal data of persons registering for and taking part in the Event will be processed by the Organiser pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR). The personal data is supplied on a voluntary basis. The data will be processed in view of the Event held by the Organiser, with a purpose related to fulfilling the Contact, and for such time as is necessary to pursue the purpose of the processing. Detailed information on the

manner of processing, principles of processing, and personal-data protection have been specified in the Organiser's Privacy Policy, constituting an integral part of the Regulations.

3. The legal basis for personal data processing is given by:
  - 1) Art. 6 para 1 point b of GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject, including prior to contract conclusion (for registration, contract conclusion, and contract fulfilment, during its term, and for settlement purposes after its termination, for identity verification when entering the venue, for print-out and hand-over of a relevant ID, for preparation and printing submission of the Participant List, Panellist List, Programme, all of which contain personal data, for enabling the registered Participants to use dedicated applications). In the above, the duration of processing continues until the statute of limitation expires on the contract-related claims for damages any of the parties could pursue.
  - 2) Art. 6 para 1 point f of GDPR – a legitimate interest pursued by the Organiser, consisting in processing your data if the need occurs to ascertain and assert the Controller's claims or to defend against claims made against the Controller, to conduct direct marketing of its own products and services, to carry out performance analyses of the Controller's statutory and/or business activities for internal purposes, and to conduct archival (evidence-keeping) activities to safeguard information in the event of a legal need for the Controller to prove facts. In the above cases, the duration of the processing lasts until the legal interest ceases (e.g. the statute of limitation for civil-law claims expires) or until the data subject objects to further such processing, if and when such an objection is permitted under the law.
  - 3) Art. 6 para 1 point c of GDPR – when the processing is necessary for the Controller to fulfil a legal obligation incumbent on the Controller, if the said obligation is prescribed by the Polish or European Union law (the purposes of discharging the legal duties incumbent on the Controller). In such a case, the personal data will be kept for a period stipulated by the relevant legislation.
  - 4) Art. 6 para 1 point a of GDPR – only on the basis of and following the Participant's consent, personal data will be processed to the extent necessary to fulfil the purpose(s) to which the consent was given. Data processing is predicated on a voluntary, unequivocal, informed, and specific consent of the data subject. Personal data processed pursuant to consent is stored for a period indispensable to fulfil the purposes for which they were gathered, and in no case after the Participant revokes their consent. Consent revocation has no bearing on the legality of the processing performed prior on the basis of the consent.
4. In the case of questions regarding personal data processing and the rights the User/Participant is enjoys, queries should be directed in writing to the following address: ul. Wilhelma Feldmana 4/9-10, 31-130 Kraków, or via email to the following: [rodo@ik.org.pl](mailto:rodo@ik.org.pl).
5. The data subject has the right to request from the Controller: to gain access to the subject's personal data, to rectify, erase or restrict processing, as well as the right to object to processing and the right to data portability and the right to lodge a complaint with a supervisory authority.
6. If, for any reason, a person who participates in the Event does not agree to a particular use of their image, as discussed in Chapter III § 2 of the Regulations, and notifies the Organiser, the latter undertakes to promptly halt this particular use or to find a different legal basis for the use (Art. 6 para 1 point f of GDPR, *inter alia*).

## V. PROVISIONS FOR EXHIBITORS

### §1

#### Stand installation rules

1. Before starting to prepare the booth design, the Exhibitor is to receive a file from the Organiser with the exact location of the area the former has been allotted, and subsequently establish the design and the installation condition with the Organiser or an entity that the Organiser designated, in observance of the rules laid down in the Venue Regulations.
2. In the case of receiving a location which the elements of technical or fire safety facilities are directly in or adjacent to, the Exhibitor has to fulfil all conditions stipulated by the Venue Regulations, related to providing access to these elements at any time.
3. The Exhibitor is obliged to agree on the design of the exhibition stand with the Organiser or the entity designated by the latter, i.e. the height of individual elements, spatial orientation of the booth towards the neighbouring stands, marking the switchboard mounting spot, indicating the water mains location (if it was booked), and to provide the description and specification of the materials used along with copies of their certifications that confirm compliance with Polish fire regulations, while taking into consideration the allowable technical parameters of exhibition halls and outdoor premises allocated for the exhibition, i.e. the height of the hall, floor carrying capacity, entrance sizes, surface of outdoor area, technical channel placement indoors.
4. The exhibition stand must conform to the building code regulations, fire safety regulations, and the relevant standards and regulations applicable in Poland. Stand designs with a wall or walls adjacent to a passageway may not envisage lowering their capacity.
5. The Exhibitor is obliged to submit its plan to present heavy and large-size exhibits along with the design to the Organiser no later than 21 days before the date when the Event begins. The Organiser reserves the right to refuse to bring in a heavy or large-size exhibit to the booth, should the technical considerations preclude it or the allowed carrying capacity per square metre of flooring be exceeded by the exhibit.
6. Stand designs where the construction would be fixed permanently to the Venue infrastructure (floor, façade, walls, pillars, gates, blinds, doors and the like), thus damaging it, are prohibited.
7. **The Organiser stipulates that Exhibitors' or Partners' marketing activities may not present the contents which would tarnish the Organiser's or Venue's reputation and good name or infringe third parties' personal rights.**

### §2

#### General provisions. Work arrangement on the premises

1. Up until 21 days prior to commencing the assembly work, the Exhibitor undertakes to send the Organiser, using electronic mail specified by the latter, a list of names for people the Exhibitor authorises to enter the Venue premises. The present Regulations along with the Privacy Policy regulate the personal data processing rules.
2. The Exhibitor-authorized persons are obliged to have the relevant IDs visibly displayed on them at all times, as proof of their right to be present at the Venue.
3. The start of assembly work at the Venue is only possible once the accountability agreement for installation performance according to the applicable legal provisions is signed.
4. The assembly work and finishing touches in the stand ought to be completed by 20 June 2023.
5. In the exhibition hall, it is prohibited to conduct welding work, use open fire, cartridge guns and spray guns. Assembly work should only take place within the confines of the stand. While

being painted, all passageways located within the booth have to be secured with sheets. Sanding tools have to be attached to vacuum cleaners. Conducting impermissible work, passageway blocking, carrying out assembly work outside the designated stand area, or non-compliance with the above guidelines and with the ongoing Organiser's commands will result in the installation performer incurring the cost of returning the surroundings to their original state.

6. On the Venue premises, the following are strictly prohibited: to screw in, nail, glue, or attach any construction elements, advertisements, decorations, and displays to the BCTW buildings and structures (ceilings, walls, railings, balustrades, glass panes, roof structures, etc.), as well as to use fixing elements (lining tapes, etc.) that leave permanent marks on the infrastructure. Carrying out the prohibited activities listed above, in particular the use of lining tapes that leave marks on the floor, will result in the installation performer being charged for the costs of returning the surroundings to their original state.
7. Tool cleaning and washing is only permitted in a spot designated by the Organiser.
8. **Both during the installation and after the assembly and disassembly, the Exhibitor is required to take away all waste material, rubbish, and packaging.**
9. The installation constructed should provide free access to all technical facilities (electric switchboard, water valves, and the like) and to parts of the fire-fighting system.
10. Advert construction set-up outside the stand on the Venue premises is only possible with the Organiser's permission.
11. Using balloons for advertising purposes needs the Organiser's approval.
12. Any types of adverts used by the Exhibitors may not present a danger to public safety and order, nor can they cause any disruptions in the walkways and passageways.
13. The Organiser can halt the stand building or order components to be removed at the expense of the Exhibitor if:
  - a) the installation fails to proceed according to the plan submitted to and accepted by the Organiser,
  - b) the installation fails to proceed in the assigned location as communicated by the Organiser,
  - c) the technical installations have been performed without arranging with the Organiser's technical staff,
  - d) concern exists as to exceeding the permissible static or durability-related capacity or electrical current draw,
  - e) installation components are prepared outside the designated Exhibitor stand, or they hinder access to other booths, block traffic passageways and fire exit.
14. Those parking on the Venue premises while stand assembly or disassembly work is carried out are to place behind the windscreen, in a visible place, a notice with the driver's name, a mobile phone number, company name, and stand number. Otherwise, the vehicle will be towed away at the vehicle owner's expense.

### §3

#### Installation conditions for the exhibition

1. Standard height for the installations, measured from the floor, is fixed as 2.5 metres. Non-standard constructions, with the height exceeding 2.5 m, should be brought to the Organiser's attention no later than 21 days before the date the Event begins.
2. Installations exceeding 2.5 m in height are permitted once accepted by the Organiser. The submission should be delivered to the Organiser along with the static load calculations.

3. In the case of storeyed installations, owning full technical documentation is required, which should be approved by persons holding qualifications to design building structures, together with static load calculations.
4. Stand walls and other construction elements with the height over 2.5 m facing the neighbouring booths are required to have a tasteful finish in white. Any changes in this respect need the Organiser's approval.
5. There is a possibility to have installation components suspended, solely with the written approval of the Venue Manager. Therefore, the approval can be granted after a detailed technical design is sent (with exact construction and load) to the Organiser. The design must be sent no later than 21 days before the date of the Event. Suspension is only possible in the space located directly above the contracted exhibition space, taking into account the hall's technical capabilities. The decision on whether or not to give approval for the suspension is final.
6. No earthworks of any kind may be carried out in the outdoor exhibition area (hole-drilling, pile-driving, flagpole-driving, foundation-laying, or anchoring) without the written approval from the Organiser or an Organiser-designated entity.
7. Exhibits and all equipment in the outdoor area shall have at least a 0.5 m clearance distance from the walkway or passageway. In addition, building structures and exhibits exposed to lightning must be earthed.

#### **§4**

##### **Utilities**

1. The electrical network (except for connections to stands near hall walls and under mezzanine floors) along with the water and sewage network run exclusively in the technical ducts within the halls and their layout must be taken into account when designing the stand.
2. No unauthorised connection of electrical installations to the grid is permitted. If the power consumption is higher than reported, the Organiser is not responsible for possible power cuts for the stand.
3. Any modifications to the electrical network without consulting the Organiser's technical staff are prohibited.
4. The Exhibitor is obliged to carry out a test of the residual current circuit breakers at the stand and to present a protocol of the aforementioned test at the Organiser's request.
5. For safety reasons, the Exhibitors are obliged to switch off the power supply before leaving their stand.
6. During stand assembly and disassembly, the Organiser provides technical lighting of the exhibition halls.
7. In the event of discovering any irregularities or disturbances in the electrical system functioning, the Organiser needs to be immediately notified of the situation.
8. Water and sewage connections are prepared at the Exhibitor's expense, solely by the Organiser's technical staff.
9. For safety considerations, the Exhibitor is obliged to close the water supply vales each time the stand is left unstaffed.

#### **§5**

##### **Fire safety regulations**

1. All installation components must comply with fire safety regulations and the materials and carpeting used should be non-combustible. Should the relevant certification, attestation or

warranties be missing, the Exhibitor is obliged to submit a written statement to the Organiser or an Organiser-designated entity.

2. The principle of keeping lanes, passageways, emergency exits open across the exhibition grounds must be adhered to rigorously. Parking vehicles as well as piling materials, rubbish, and exhibits in such places is forbidden.
3. The stand installation must provide free and constant access to passageways, emergency exits, electric switchboards and circuit breakers, firewalls, hydrants and fire extinguishers.
4. On the Venue premises, it is prohibited to:
  - a) use open fire,
  - b) smoke tobacco except in designated areas,
  - c) store any type of containers, papers and other material that might be a fire hazard outside the stands,
  - d) block access to electrical switch devices, hydrants, portable fire extinguishing equipment, fire alarm buttons, electric circuit breakers, emergency exits, etc.,
  - e) use flammable gases,
  - f) make use of balloons filled with flammable gas in the halls and outdoors,
  - g) use flammable material to cover light points,
  - h) store in the stands and in facilities areas any flammable materials, pyrotechnical materials and dangerous chemical substances,
  - i) store flammable materials and objects less than 0.5 m from heating devices and electrical cable lines,
  - j) repair or alter electrical installations on one's own and use defective installations of any kind,
  - k) leave working electrical devices unattended,
  - l) leave machines and technical devices not cleaned from dust, dirt, fluid stains, grease, oil and other refuse after work or presentation is finished,
  - m) leave greasy, oily rags and cleaning agents unprotected outside of tightly closed containers made of non-flammable materials,
  - n) store substances whose interaction might result in spontaneous combustion or explosion unprotected and in immediate proximity,
  - o) use carpeting made of flammable materials at the booths, in passageways and evacuation routes,
  - p) use portable fire extinguishing equipment for purposes other than those related to the rescue and fire-fighting operation.
5. The faults and irregularities related to fire protection across the Venue need to be promptly reported to the Organiser upon discovering their existence.
6. In the case of fire breaking out on the exhibition grounds, the people in the vicinity and the Fire Service (phone No. 998), Rescue Notification Centre (112) or the Police (997) should be immediately alerted. In the meantime, extinguish the fire using handheld fire-fighting equipment. Until the fire brigade arrives, the instructions from a representative of the Organiser, as the person in charge of the rescue and fire-fighting operation, must be followed, and later those of the action commander.
7. Assembly and disassembly of stands, exhibits, advertising media, and any installations should proceed in such a manner that they cause no danger to public safety and order, in particular to the life and limb of the persons present on the exhibition grounds.
8. The Exhibitor remains fully responsible for its employees' work safety and accountable for any accidents resulting from lack of supervision or for neglecting occupational safety standards and requirements during the stand assembly and disassembly.

9. When showcasing the work of machinery and equipment which are exhibits, the area should be adequately secured for this purpose.
10. As regards occupation health and safety not specified in these Regulations, generally applicable provisions are binding, and their observance is an obligation for all persons present on the exhibition grounds.

#### **§ 6.**

##### **Stand disassembly provisions**

1. Once the Event ends and the stand is dismantled, the Exhibitor or Installer is obliged to clean up the exhibition area, including complete removal of installation components, carpeting, remains of adhesive tapes, traces of paint, rubbish, etc. If the Exhibitor did not purchase the additional waste disposal, the Exhibitor is obliged to remove everything applicable after the Event. In the case of the above components being left and waste disposal not being purchased, the Organiser is within its right to charge the Exhibitor with the waste disposal costs for leaving the area not in conformity with the contract.
2. The exhibition area is vacated once the Event ends and the installation is dismantled, on the basis of an acceptance protocol signed by both the Exhibitor and the Organiser.
3. Waste which is hazardous to health and the environment (e.g. oils, acids, varnishes, etc.) is to be disposed of only in containers or receptacles designated for that purpose and must not be discharged into the sewage system. Such waste will be subject to disposal at the Exhibitor's expense and have to be reported to the Organiser.
4. On the days provided for the assembly and disassembly of the exhibition, any alcohol consumption on the exhibition grounds is forbidden; persons under the influence of alcohol will be removed from the exhibition grounds.

#### **§ 7.**

##### **Postanowienia na wypadek naruszenia Regulaminu**

1. In the event of the Exhibitor breaching the provisions laid down in Chapter V § 2 subsections 5 and 6, the Organiser is within its right to impose a fine equal to 5000 zlotys for each infringement.
2. In the event of the Exhibitor breaching the provisions laid down in Chapter V § 2 subsections 7 and 8, the Organiser is within its right to impose a fine equal to 3000 zlotys for each infringement.
3. In the event of breaching the provisions specified in Chapter V § 4 subsections 2 and 3, the Organiser is within its right to impose a fine equal to 1000 zlotys for each infringement.
4. In the event of the Exhibitor breaching the injunctions specified in Chapter V § 5 subsection 4, the Exhibitor is obliged to pay the fine equal to 2000 zlotys for each infringement.
5. In the event of breaching the provisions specified in Chapter V § 6 subsection 1, the Organiser is within its right to impose a fine equal to 10000 zlotys and to charge the Exhibitor with the costs of returning the area to its original state.
6. In the event of the Exhibitor breaching the provisions specified in Chapter V § 6 subsection 3, the Exhibitor will be obliged to pay the fine equal to 5000 zlotys for each infringement.
7. In the event of the Exhibitor breach the provisions specified in Chapter V § 6 subsection 5, the Exhibitor will be obliged to pay the fine equal to 1000 zlotys for each infringement.
8. Causing a mechanical or chemical damage to the flooring/floor in the exhibition halls, paving stone, gates, doors, the exhibition hall surface will result in charging the Exhibitor with the repair costs with a 25% surcharge.

## **VI. FINAL PROVISIONS**

1. The Organiser reserves the right to amend the Regulations. In the case of amending the Regulations, the Organiser will make the consolidated text available by publishing it on the online service of the Event at <https://cybersecforum.eu/> . The new text of the Regulations will also be sent by email to the Participants. After the Organiser announces changes to the Regulations, each Participant that has registered for the Event should promptly become familiar with the changes. If the Participant does not accept the changes to the Regulations, the Participant should notify the Organiser of such a decision in writing by means of electronic communication directed to the address: [registration@ik.org.pl](mailto:registration@ik.org.pl), which is tantamount to submitting a statement of withdrawal from the service provision contract. The statement should be submitted no later than 7 days from the date the amended Regulations enter into force. If the Organiser fails to receive the Participant's statement about not accepting the amended Regulations within the period mentioned above, the assumption is that the Participant has accepted the amended Regulations.
2. In the case of doubts as to the interpretation of the Regulations, their Polish version will be binding.
3. In matters not covered by these Regulations, the provisions of generally applicable law, in particular the Civil Code, will apply.
4. The competent court for any disputes arising from the contract is the court with jurisdiction over the Organiser's registered seat. This provision does not apply to Participants and Payers who are consumers.