



Conditions for participation at Webit on October 23 and 24, 2024

1. Event, place and dates, admission of visitors

1.1 Webit will take place at the National Palace of Culture (NPC) and the areas in front of and around it in Sofia from Wednesday, 23rd October 2024 to Thursday, 24th October 2024.

1.2 Opening hours

For exhibitors: Wednesday, 23 October 2024 from 7:30 a.m. to 7:30 p.m. Thursday, 24 October 2024 from 7:30 a.m. to 6:30 p.m.

For visitors: Wednesday, 23 October 2024 from 9:00 a.m. to 6:30 p.m. Thursday, 24 October 2024 from 9:00 a.m. to 6:30 p.m.

1.3 Setting up and dismantling the stand

Webit provides only an exhibition area. The organizer has no commitment to the construction of stands by exhibitors during the event.

1.3.1 Stand construction

The construction period for the exhibition areas by third parties (exhibitors and their subcontractors) begins on Monday, October 21 from 9 a.m. to 6 p.m. and continues on October 22, from 8 a.m. to 11 a.m., when everything must be completed and arranged for the active conduct of the event, including promotional materials, branding, furniture, machinery and any equipment that is necessary and should be brought in and placed where it needs to be during the days of the event and as previously agreed and approved by the organizer. During the construction, the halls will operate with the NPC opening hours. In the event that an exhibitor's subcontractor or exhibitor is not ready with the finished appearance of their exhibition space by 11.00 a.m. on 22 October, each additional hour of preparation will be charged to the organizer at an additional rate of €300 per square meter of space, with a possible extension of time until



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4.00 p.m. on 22 October at the latest. In the event that the exhibition area is not ready by 4 p.m. on 22 October due to the fault of the exhibitor or its subcontractors, the organizer shall be entitled to unilaterally terminate the participation of the exhibitor concerned and the amounts paid for participation are non-refundable.

Work that produces large amounts of dust, as well as any construction and advertising waste, materials, branding, packing materials waste, and any others not listed herein that are not in keeping with the proper appearance of the event, must be completed no later than 6:00 p.m. on Monday, October 21, 2024. All aisles and access points must be completely cleared by 11:00 a.m. on Tuesday, October 22, 2024, so that free passage and clearing can occur without any problems.

All construction vehicles are permitted to enter the exhibit areas on the last day of construction, October 21, 2024, by 11:00 a.m. Please note paragraph 15 of these conditions.

1.3.2 Dismantling

Start of dismantling for exhibition areas: Thursday, 24 October 2024 from 22:00 onwards (until the end of the NPC permitted overtime). End of dismantling: Friday, 24 October 2024 at midnight. In the event that additional removal or dismantling is required on 25 Oct (Friday), any express case will be agreed with the Organiser and the NPC and an additional charge per hour of €300 per sqm of space will be payable.

The dismantling of the exhibition stand cannot start before the end of the event on 24 October 2024 at 22:00.

Reception and admission of staff and dismantling teams from 21:30 on 24 October 2024.

Truck access to NPC loading docks and designated areas will be permitted from 22:00 on 24 October.

During the period of dismantling, the halls are open 24 hours a day if necessary and after further confirmation and coordination with the Organizer and NPC. Please refer to paragraph 15 of these conditions.

2. Eligibility of participation

2.1 Exhibitors



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You may only participate as an exhibitor if the products/services exhibited are manufactured or developed by or on behalf of your company and are sold exclusively or, in the case of services, are provided exclusively by your company. Exceptions are made for stands of governments, ministries and other public or representative organizations. The latter are then responsible for ensuring that the companies they select and represent meet the requirements above.

You may exhibit for the companies you represent as a sales representative, trade firm, association, or importer as long as the goods exhibited are not offered by another company at the show and you have the necessary rights to present the exhibits.

Webit may also require evidence of the nature of the manufacturer's business or the manufacturer's or importer's activities as a trading company and this should be provided in an appropriate form on request.

Decisions regarding company acceptance, eligible products and the location of exhibitor booths will be made by the Webit organizer. In case of refusal, you will receive a separate written notification.

All products and services exhibited must be consistent with the focus and theme of the event, and the Organiser will not be liable for any damage caused by an exhibitor to any third party due to the display of a product/service for which there has not been appropriate agreement and rights between them.

2.2 Co-Exhibitors

Co-exhibitors may participate in the event. A special application and acceptance by the organizer is required for the use of the stand area by a co-exhibitor.

To be entitled to invite a co-exhibitor to its exhibition space, the main exhibitor must have a registered stand area of at least 20 square meters and for each additional co-exhibitor there must be an additional area of at least another 10 square meters.

Allowing a co-exhibitor to participate in the booth area without prior approval of the event organizer is a serious violation of the Terms and Conditions. In the event of a breach of this condition, Webit shall be entitled to impose a fine of up to € 5,000.00 (depending on the severity of the breach) for each such breach and/or to exclude the exhibitor from the present or subsequent events. The provisions of paragraph V of the General Section of the Conditions of Participation are without prejudice.

2.3 Visitors

Webit is a trade fair, conference and festival. Webit is open to registered visitors only. Webit is entitled to charge a fee for access to Webit.

3. Participation fee and other costs



3.1 Participation fee

The participation fee includes a price for renting an exhibition area and an additional fee may be charged for the location of the stand. The participation fee will be calculated according to the size of the rented area and its location, as the prices per sq.m area are from 350 euros to 500 euros / sq.m without VAT. Above this price, the price for electricity and additional services is charged accordingly. Each exhibitor receives an individual offer depending on the entire package for their participation in the event. On the basis of this offer, a contract is concluded between the parties. The payment for the leased area is due 100 % in advance immediately after signing a contract. The columns of the hall and the other fixed structural elements present in the rented area do not give grounds for reducing the participation fee. For two-storey exhibition stands, the area on the upper floor, after the technical inspection, is calculated at 100% of the cost per sq.m of area, as well as energy costs.

3.1.1 Stand rental price

The price for renting an area includes the rental of the exhibition area for the entire duration of the event, including the planned time for assembly and dismantling, consultation and supervision by the organizers in the preparation and during the event, as well as consultations on all organizational issues, advertising and PR activities regarding participation in the event.

The minimum size of the area for the construction of a stand-own design is 20 sq.m. Exhibitors can order and negotiate additional terms and conditions with a subcontractor specified by the organizer to build a stand with a modular concept in their rented area. The required rented minimum area for such a modular stand is 9 sq.m. An exception to this are the stands in the exhibition for startups, which are selected and approved by the organizer.

The price for renting an area does not include any superstructures or flooring, as well as partitions (back and side walls) to the neighboring areas for stands. The rental price includes only the area for the construction of the respective stand.

3.1.2 Energy costs

Exhibitors will be charged a proportional fixed energy charge of €20/sq.m of rented area for the stand.

3.2 Other costs

3.2.1 Co-Exhibitor Fee

To the extent permitted to include other companies in the booth space (see point 2 of the General Section of the Conditions of Participation/point 2.2 of these Terms), a co-exhibitor fee of €1,500.00 per company will be charged. Each main exhibitor, renting an area for a stand of 20 square meters, has the right to register one co-exhibitor. For each additional 10 sq.m, the main exhibitor may register by stating this in writing to the Organizer for another co-exhibitor.

Each co-exhibitor must be registered as such by the organizer. The co-exhibitor fee remains due if the co-exhibitor subsequently fails to participate in the event for reasons beyond the control of the organizer.

3.2.2 Use of company names, products, services and brands by exhibitors

Each exhibitor is responsible for the use of brands of products and services that it communicates in its areas as an exhibitor and should be the owner and/or have the appropriate rights of use.

The Organizer is not responsible for claims of third parties to their use.

If required by the Organizer, the exhibitor must provide proof of the rights to the trademark / marks. The exhibitor is responsible for ensuring that the use of a particular mark does not infringe any property rights or other rights of third parties. If a claim is filed against Webit by third parties because it is alleged that their rights have been infringed by the publication of the mark, the exhibitor releases Webit from any such liability.

3.2.3 Change of the exhibitor data

The company's data, such as name, billing address, bank account, etc., which the Exhibitor has submitted to the Organizer in the contract concluded between them, are binding. In the event of a change for which the Organizer is not responsible, he should be informed within three days of the change and for each change a fixed fee of €300.00 is paid to the Organizer.

3.2.4 VAT

All prices quoted are net. Statutory VAT will be charged separately where applicable.

3.2.5 VAT registration number

As a rule, Webit provides exhibitors (owners) with a single service – the so-called event service. The place of performance of such services shall be the seat of the recipient. Therefore, Webit will invoice foreign exhibitors (owners) according to the reverse charge accounting mechanism without charging Bulgarian VAT. Exhibitors from the European Union must enter their valid VAT identification number in the registration form / contract they sign with the Organizer. Exhibitors must immediately notify the Organizer of any changes to their VAT identification numbers.

3.2.6 VAT refunds

If, in exceptional cases, the services are not provided as unified offers in the sense described above and statutory VAT is charged, foreign exhibitors (owners) may obtain a refund of the invoiced VAT, provided that they meet the legal requirements.



3.3 Costs in case of non-participation

3.3.1 Upon receipt of confirmation of acceptance/booth space

After receiving confirmation of rental of exhibition area and signing an agreement for the lease of exhibition area, payment of 100% of the price for the rented area is due within 7 days after signing the contract. Termination of the contract for participation is possible only by mutual consent of the parties and all due fees and payments are not refunded and remain due to the organizer as compensation for non-participation. In the event that the parties have agreed to the payment of parts of the amount due for renting space and the exhibitor renounces participation, regardless of what amount by the time of refusal has already been paid.

to the organizer, the entire amount remains due as compensation for non-participation. Provided that the reserved area for the stand can be rented to a third party at the discretion of the organizer, this compensation may be reduced by up to 25% of the agreed final participation fee, but not less than €2,500.00 and this is done only at the discretion and with the consent of the organizer.

3.3.1.1 Construction of stands from 9 to 20 sq.m - with modular structures

If the stand has dimensions from 9 sq.m to 20 sq.m, the stand construction is modular and is ordered to a selected and designated subcontractor of Webit. In case the exhibitor wishes to cancel the construction of this modular stand, this must be done at least twelve weeks before the official start of the stand's construction period. The date on which Webit receives this request in writing from the exhibitor is the criterion for determining whether the deadline has been met. For cancellations received after the deadline, Webit is entitled to charge a fixed fee for the costs incurred. These costs amount to 50% of the agreed fee for the construction of the modular structure, in case of cancellation within 12+ weeks before the start of construction, 80% of the agreed fee in case of cancellation within 8-12 weeks before the start of construction, as well as 100% of the agreed cancellation fee later or during the construction of the stand. The agreed fee must be paid in full for individually made or purchased components and graphics. The modular stands will be distributed in a designated area by the Organizer and may not be located elsewhere at the request of the exhibitor and without the express written approval of the Organizer. The cancellation of the stand construction with a modular concept and the application for the construction of one with a separate design implies a new distribution, which is made by the organizer.

4. Dimensions and construction of stands

4.1 Stand size

The minimum size of the exhibition area for the construction of a stand of own design is 21 sq.m; for stands that are built by a selected and designated subcontractor of Webit with a modular concept the size of the required rented area is from 9 sq.m. to 20 sq.m.

Please note that in the rented area of the stand there may be pillars of the hall and other fixed structural elements. Minor deviations from the requested stand size do not give the right to object under item II of the General Section of the Terms of Participation. Separation walls for trade fairs to separate the stand



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area are not provided automatically. However, if they are needed as elements for the construction of the stand, they can be ordered against payment by order to a specified subcontractor of the organizer.

Webit will erect partitions only if this is necessary for safety reasons due to the installation of water pipes or electrical systems.

4.2 Responsibility

The construction, design and operation of the stand must comply with all regulations that are valid in Bulgaria. All these provisions apply, both to the promoter's own and to independent stand designers, decorators and signatories, and to all persons insofar as they carry out activities commissioned by the exhibitor or on behalf of the exhibitor in connection with the construction, design, operation and dismantling of the structure and the stand itself.

The exhibitor is responsible for compliance with all regulations. The exhibitor must supervise the construction and dismantling staff and other persons working on his behalf to ensure that they comply with the

4.3. Maximum height of the structure

The maximum permissible height of the stand is 3.00 m, as far as this is allowed from the ceiling of the hall and any available fixed structures. In compliance with the technical guidelines for the design and erection of stands, drawings for single-storey stands that do not exceed the permissible height need not be submitted for technical approval. However, for all stands, it is mandatory to submit drawings for design approval by the Webit team. Floor plans, views from a height and structural design of all relevant dimensions and in scale should be emailed to the Webit team (exhibitor@Webit.org). All elements and structures of the stand with a height of more than 3 m require approval. The back walls of all structures that border on adjacent structures must be white and clean. The maximum height of the structure includes all structural elements, advertising media, lighting, truss systems, etc. All stands and designs must be approved by the organizer, including special constructions, meeting areas, stages. Plans must be submitted for approval by Webit in good time before the work is carried out and at least 8 weeks before the start of construction activities for the event. These documents must include plans, views and design cross sections with all measurements.

4.4. Distance from Adjacent Structures

In addition to not exceeding the 3-meter building height of the enclosed stand boundaries in relation to adjacent stands, a distance must be agreed if necessary from the adjacent stands.

4.4 Notice of Approval



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This Notice of Approval does not relieve the exhibitor from compliance with the relevant provisions. It merely states that Webit has no objections to the design/layout of the booth. All design elements, including hanging advertising banners, etc., require prior approval. Two-story construction is permitted. If requested to do so by Webit, the exhibitor shall promptly provide any additional necessary information related to the booth.

There is no obligation on the part of Webit to ensure compliance with other regulations. Nevertheless, if a violation of the relevant regulations is found, Webit may for this reason also refuse to issue the approval notice. Webit hereby informs the exhibitor of the fact that in exceptional cases - at the exhibitor's request and expense - the documentation of the stand construction must be made available to the responsible authorities for inspection. Regardless of the official approvals of the stand, any objections made by Webit concerning the stand must be answered immediately. In the event of imminent danger, Webit is entitled to determine at its sole discretion the necessary measures and to implement them at the exhibitor's expense.

4.6 Construction and design of stands

In accordance with the organizer's understanding of the vision of the exhibition areas, the priority is the ability to communicate and view. Stand constructions should be as open as possible. No more than 30% of the sides of the stand may contain closed wall elements. All enclosed wall elements that exceed the permitted limit must be located at a distance of at least 2.00 meters from the corridor boundaries. The stand must be constructed to conform to the promoter's approved vision of the stand. The exhibitor must obtain information on the load capacity of the floor of the hall and the height of the hall to be fully complied with.

Banners and company logos are not allowed to enter the common crossing paths. The organizer's construction of a stand does not take place and is not part of the organizer's commitment, unless this service is further agreed between the parties. The exhibitor is responsible for the construction of boundary walls at the stand that are at least 2.50 meters high within the closed boundaries of the stand, as well as for laying flooring, if such is necessary depending on the location of the stand. Any violation of these provisions is a violation of the Terms of Participation. If these requirements are not met, Webit has the right to build boundary walls on the stand and lay floor covering at the expense of the exhibitor.

5. Confirmation of the requested location for the area.

The exhibitor will receive a sketch of the area rented by the exhibitor with exact dimensions. Please pay special attention to the number of poles in the stand space, if any.

6. Services



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Webit can assist you with various services such as electricity, water, WiFi, etc. If you have any questions, please contact the team by email: exhibitor@webit.org

7. Exhibitor pass, operation and service

7.1 Exhibitor passes

Each exhibitor receives a corresponding number of passes according to the contract. Exhibitor pass registration codes are provided to the exhibitor in digital form and must be registered online via the webit.org registration page. Additional required passes for exhibitors can be ordered online for a fee.

7.2 Working passes

You'll also receive free pass codes that allow people who are your subcontractors or who work on your behalf to access the exhibition center to build or dismantle your booth. These passes are valid only until the start of the event and after its completion. They do not entitle holders to enter the field during the event.

- 4 work passes for stand up to 20 m²
- 1 working pass for each additional unit from 10 m² to 100 m²
- maximum number of 150 work passes

You will receive the passes digitally as registration codes with the passes for exhibitors.

7.3 Service passes

Exhibitors can order free service passes for service staff during the event (such as baristas, hostesses, etc.). Service passes allow their holders to enter the fairgrounds both during the construction and dismantling periods and during the event.

Service pass holders are excluded from conference room entry and do not receive access to Webit's digital platform.

Service passes can be ordered free of charge 4 weeks before the event by emailing exhibitors@webit.org

7.4 Transfer of passes is prohibited

The transfer of a pass to a third party - whether sold or provided free of charge - is not permitted and constitutes a gross violation of the Terms and Conditions of Participation as outlined in Section 6 of the General Section of the Terms and Conditions of Participation.

7.5 Return of Webit Accesses

Unused Webit access codes are non-refundable before, during or after the event.

8. Rules of Sale

Given the nature of the event, no direct sales of exhibits or samples from the fair stands are permitted. In addition, exhibits may not carry a price tag.

The Organiser shall have the right to carry out inspections and, in the event of breaches of these conditions, to take appropriate measures and shall also have the right to immediately close the stands of all exhibitors committing such violations. Claims by the exhibitor for damages or refunds are not excluded in the event of such measures being taken.

9. Special provisions

9.1 Special data protection provisions for tracking leads

Visitors to the exhibition can register voluntarily. Other conditions may apply, especially where visitors can purchase certain types of tickets only through registration. The Organizer has the right to provide personal data from registered visitors to third parties only if visitors first agree to their data being used in this way.

Neither the Exhibitor, the Organizer nor any other third party may oblige visitors to participate in campaigns, games or any other initiatives to collect personal data by scanning their passes to the Event. This is only permitted with the explicit consent of the holder of this personal data. In addition, the exhibitor is obliged in individual cases to delete the personal data he has received if requested by the organizer or the visitor in question. The Organizer is not responsible for the accuracy and completeness of the registration data of the visitors.

The Exhibitor may forward the personal data obtained as a result of their provision by their owner to third parties only if and to the extent that he has received the explicit consent of the respective visitor. The Exhibitor also undertakes to use personal data only in accordance with legal regulations, especially those relating to data protection and only for its own purposes. In this respect, the Exhibitor releases Webit from all claims of third parties.

9.2 Liability/Discharge of Webit

Webit is the publisher of the official media and communication materials for the Webit trade show and festival. Webit may outsource the practical execution of this part of the advertising to a third party.



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Advertisers are responsible for the content of their advertisements and records and are liable for any damages related to them. Webit is not responsible for typographical errors, incorrect posting, errors and other omissions or errors in the press.

Webit shall not be liable for damages caused by the use of contacts and personal data, unless it is proven that Webit acted intentionally or with gross negligence. Liability is limited to foreseeable damages. Participants use the contact app at their own risk. Although the organizer strives to provide correct and accurate information, he does not guarantee the timeliness, accuracy and completeness of the information provided, nor is he responsible for this. The Organizer assumes no responsibility for the technical availability of the services offered. Warranties or claims for damages of any kind are excluded if the technology is damaged or does not function in any other way.

In particular, maintenance, security and capacity issues, as well as events over which Webit has no control (e.g. disruptions to public communications networks, power outages, etc.) may result in short interruptions or temporary service stoppages. The Organizer does not guarantee that the web pages will be accessible at all times and that participants can call them flawlessly and without encountering incorrect content or technical difficulties. Webit is not responsible for false information that is produced or disseminated by participants and/or third parties (including the partners of the event).

Webit is not responsible for offers made by third parties, especially if they are related to the use of the service for contacts with potential customers.

Webit does not guarantee that all links and references to external content found during the use of the Lead Contact Service are correct or complete.

10. Commercial Property Rights

Webit has the right to deny access to the event to exhibitors who, in the process of producing, distributing, selling, owning or advertising their products, violate the laws regarding the protection of intellectual property rights or commercial property in the broadest sense.

11. Advertising Opportunities/Prohibited Advertising

Outside the rented stand space, only the advertising opportunities offered in the online catalog are eligible. So-called "walking advertising entities" and promotional teams outside the booth, body painting, performers, scantily clad hostesses as well as advertising of an ideological and political nature are prohibited. The exhibitor is responsible for the legality of competitions, raffles, etc. held within its exhibition area. For any such violation, Webit is entitled to impose a fine for breach of contract of up to €10,000.00 depending on the severity of the violation and/or to exclude the exhibitor from subsequent events.

11.1 To ensure that the overall character of the event is preserved and that exhibitors and visitors are protected from irritating or illegal activities, in particular, the following advertising measures are prohibited:



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- Exceeding the required overall height;
- Advertising activities outside the rented stand without prior written permission of Webit;
- Advertising of an ideological or political nature.

The exhibitor is responsible for the legality of contests, raffles, etc.

11.2 In the event of serious violations of the Terms and Conditions, Webit may immediately close your stand and vacate it without recourse to legal action. Claims of any kind are excluded in these cases.

12. WiFi

When booking an Internet connection through the Webit team, pre-configured WiFi is included. It is not allowed to use special WiFi networks and routers of the exhibitor. Working with WiFi without pre-registering and coordinating with the organizer or any unauthorized changes or disregard for WiFi installation parameters predetermined by Webit may

be punished with a penalty for breach of contract up to €5,000.00. In case of repeated violation, Webit has the right to prohibit the exhibitor from using WLAN at his stand and/or exclude the exhibitor from the event. It is strongly recommended to use 5 GHz enabled terminals. In cases where exhibitors using terminals operating solely with a 2.4 GHz frequency range suffer service failure, no damages can be claimed against Webit.

13. Parties/events at the booth

Parties at the stand must be coordinated with the organizer and approved, as well as comply with current legislation. An event of this type cannot start before the official end of the exhibition on any particular day (23 or 24 October 2024 - 18:30) and must end by 22:00 at the latest, and for each additional hour after the announced working hours of the exhibition an additional fee of 300 euro / sq.m. is paid. Music is allowed only after 6:30 p.m. and even then the noise level should not exceed 70 dB(A). Live performances (e.g. live groups) are permitted only after prior agreement and explicit written consent of the organizer.

14. Early release of the fair stand

The stand must always be staffed for the entire duration of the event (see item 3, par. 2 of the General section of the Conditions of Participation). The dismantling of the fair stand cannot begin before the end of the event (see item 1.3.2 of these Terms of Participation). The stand cannot be cleared in whole or in part, nor can the exhibits and furniture be packed before the end of the event. Vacating the booth before the end of the Webit constitutes a serious breach of these Terms of Participation. In any case of such violation, Webit has the right to impose a fixed fine in an amount proportional to the severity of the



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violation, up to a maximum of €10,000.00 and/or exclude the exhibitor from subsequent events.

15. Violations of the terms of participation and the technical instructions

In the event of serious breaches of the Conditions of Participation, Webit shall be entitled to impose a fine for breach of contract of up to EUR 10,000.00 depending on the severity of the breach and/or to exclude the Exhibitor from subsequent events. Claims of any kind - especially claims for damages on the part of the exhibitor are excluded in this case.

16. Requirement of a written document

All explanations, clarifications and arrangements between the parties that exclude any of the rules in these terms and conditions must be stated in writing and signed by both parties, otherwise they are not considered valid and the only rules with which the parties comply are those described in these terms and conditions.

17. Invalidity and modification of clauses

If individual or several clauses of these terms and conditions are or become invalid in whole or in part, the validity of the remaining clauses and of the contract as a whole will not be affected. It is the responsibility of each party to monitor and, if any of the clauses in the General Terms and Conditions are changed or updated, they are always public and accessible.

Last amended: March 2024

In case of discrepancy between the Bulgarian and English versions of this document, the [Bulgarian version](#) always takes precedence.