

Regulations on E-Invite System of Invitation Mail Out

1. General provisions

- 1.1. The Regulations on the E-Invite System of Invitation Mail Out (hereinafter referred to as the Regulations) regulate the terms of use of the E-Invite System of Invitation Mail Out (hereinafter referred to as the System) on the official website of the exhibition organized by Expocentre AO (hereinafter referred to as the Organizer) by the companies which have signed an agreement for participation in the exhibition (hereinafter referred to as the Exhibitors).
- 1.2. The use of the System implies acceptance of the terms and conditions of the Regulations.
- 1.3. Expocentre AO reserves the right to alter the Regulations at any time.
- 1.4. The access to the System is granted to any representative of the Exhibitor (hereinafter referred to as the User) taking part in an exhibition managed by Expocentre AO based on the filled in K1 and K2 forms which are part of the Application submitted to the Organizer for publication in the exhibition official catalogue (see art.2).
- 1.5. If the Exhibitor does not provide the information about the company's activity in English, the Organizer reserves the right to translate the text. In this case no claims related to the translation will be accepted.
- 1.6. The Organizer reserves the right to make editorial changes to submitted materials related to the Russian and English spelling, grammar and style.
- 1.7. The Exhibitor bears full responsibility for the content and truthfulness of any information submitted to the Organizer for publication regardless of the way it was submitted.
- 1.8. The User personally sends invitations to the exhibiting company's partners (hereinafter referred to as the Addressees), whom he/she wants to invite to visit the exhibition.
- 1.9. To send the invitations, the User uploads in the System emails, personal names and names of companies of the Addressees (hereinafter referred to the Addressee Info).
- 1.10. When the Addressee Info is uploaded in the System, the User sends the invitations to emails of the Addressees via the System.
- 1.11. If the User fails to comply with the Regulations, the System administrator has a right to block the User's access to the System without providing a statement of reasons.
- 1.12. The Organizer is not liable for the information uploaded in the System by the User.
- 1.13. Under no circumstances Expocentre AO is liable for any losses or damages arising from the use of the System or its separate parts/functions by the User.

2. Granting of access and changing account information in the E-Invite System of Invitation Mail Out

- 2.1. The access to the System is granted to the User who has submitted to the Organizer an Application for publication in the exhibition official catalogue (hereinafter referred to as the Application) including, among other things, K1 and K2 forms.
- 2.2. The access to the System is granted for the email address specified in the Application.
- 2.3. The mail out is carried out on behalf of the User's company.
- 2.4. The invitation may include the location of the User's company at the exhibition: numbers of pavilion, hall and stand.
- 2.5. The changes to the User's account information in the System can be made only by the Technical Support of Expocentre AO.
- 2.6. To make changes to the User's account information in the System, the User has to send a request to make the changes to sup@expocentr.ru from the same email that was used to apply for the System access containing the following:

“I request to change my account information in the E-Invite System of Invitation Mail Out

- The number of the contract for participation in the exhibition
- Information that needs to be changed”

3. Responsibilities, rights and restrictions of E-Invite System Users

- 3.1. By using the System, the User confirms that he/she has the consent of the Addressees, added to the System by the User, to use their personal data within the System and the consent of the Addressees to receive information and advertising messages. All necessary consents must be received by the User before adding any information about the Addressee to the System.
- 3.2. The responsibility for any actions in the E-Invite System rests with the User regardless of who used the User’s account.
- 3.3. The User is allowed to send not more than 100 electronic invitations within one event.
- 3.4. It is prohibited to
 - 3.4.1. upload in the Addressee Info any information except the Addressee’s first name, last name, patronymic, company name and email.
 - 3.4.2. use foul language, in any language, and words and expressions which are insulting or harm the reputation of the Addressees in any part of the Addressee Info.
 - 3.4.3. post and upload in any part of the Addressee Info any information contrary to laws of the Russian Federation.
 - 3.4.4. use the System to distribute commercial advertising by providing contact details, Internet links or promotional message in any part of the Addressee Info.

4. Recommendations to E-Invite System Users

- 4.1. Do not pass personal registration details (login and password) to third persons.
- 4.2. Take all measures necessary to prevent the mail out of invitations to the same Addressee by two or more Users if the exhibiting company gives access to the System within one exhibition to several Users.

5. Personal data

- 5.1. By sending an Application to the Organizer and by using the System, the User is giving consent to Expocentre AO (14, Krasnopresnenskaya nab., Moscow, 123100, Russia) to
 - make the personal data of the User publically available to provide information services,
 - receive information and advertising about coming events, including from the companies and organizations which are in contractual relations with Expocentre AO, by email, telephone and mail.

The consent will remain in effect for five years. It can be withdrawn, in writing, by the User at any moment.

- 5.2. By adding any information about the Addressee into the System, the User guarantees that this action does not infringe on the said Addressee’s rights, and that the User has informed the Addressee about the present Regulations and received all necessary and unreserved consents.
- 5.3. The personal data processing may include collection, record, classification, accumulation, storage, clarification (updating, alteration), retrieval, use, transfer (delivery, access), depersonalization, blocking, removal, and destruction of information.
- 5.4. The personal data processing may be either automated or manual.