

## Hosted Buyers' Program Regulations, terms and conditions

### «Lisbon Food Affair»

Lisboa-FCE is the entity responsible organizing the Hosted Buyers' Program at Lisbon Food Affair 2026.

The HOSTED BUYERS' Program promotes the creation of B2B business between exhibiting companies (EXHIBITORS) and purchasing companies (INVITED BUYERS) which were previously selected by Lisbon Food Affair management, according to the eligibility criteria stated in the present regulations as well as the registrations received for the upcoming edition of the fair.

Business pairing comprises scheduling meetings on Business FIL platform between EXHIBITORS and INVITED BUYERS (Hosted Buyers and Buyers), which will compulsorily take place during the realization of the fair under the terms stated in the present regulations.

Candidates for the Hosted Buyers' Program of Lisbon Food Affair, by submitting their participation candidacy, automatically and fully agree without reservation, to the following terms and conditions:

#### **INVITED BUYERS**

1. The selection of invited buyers will be made in accordance to the eligibility criteria determined by Lisboa FCE for the fair, namely, albeit not restricting: professional profile, imports and purchases volume, products of interest, market of origin, as well as the availability and capacity for investing; Lisboa FCE's decision concerning admissibility /selection of the INVITED BUYER is unappealable.
2. Once admitted to the Hosted Buyers' Program of Lisbon Food Affair, the buyer must confirm their participation up to five days after the notice and admission confirmation.
3. Upon the end of the deadline mentioned in the previous number without the INVITED BUYER having proceeded with confirmation of their participation, then Lisboa FCE may exclude BUYER from the Program.
4. Having been selected as Hosted Buyer, and their participation confirmed, the INVITED BUYER shall benefit from the following: flight expenses covered (tourist class) offer of lodging in hotel (Maximum 4 stars and depending on availability) transfers (if applicable) and permanent access pass to the fair and social program activities (if applicable).
5. Lisboa FCE does not cover any other type of expenses, whereby those not covered are the sole responsibility of the INVITED BUYER.
6. The organization may also select Buyers to participate in the Program. The selected Buyers to participate in the program as Buyers must assume all the inherent expenses of their participation (travel and lodging). The organization will only provide access to the fair, to the area for B2B meetings, to the scheduling platform, as well as to the participation in the social program (if applicable). The organization will also provide the Buyers access to its travel agency.
7. THE SELECTED BUYERS within the Program undertake the following commitments and obligations: have a minimum of 10 (ten) meetings with the previously identified EXHIBITORS and registered in the "Business FIL" platform, visit the fair, participate in the activities the organization

deems mandatory, provide a daily evaluation on the Business FIL platform of the meetings undertaken.

8. The Business FIL platform enables scheduling of meetings between INVITED BUYERS and participating EXHIBITORS in the fair and who registered for the B2B meetings on the platform. The INVITED BUYERS integrated in the program, should consult the data of the EXHIBITORS and request scheduling the meetings taking into account the minimum number of scheduled and undertaken meetings permitted which they committed to as per the present Regulations.
9. The INVITED BUYERS should organize their agendas to guarantee sufficient time to visit the fair, as referred to in number 6 of the present Regulation.
10. The business meetings between INVITED BUYERS and EXHIBITORS will take place at Multi Use Pavilion, an exclusive area which is dedicated to the Hosted Buyers' Program of Lisbon Food Affair.
11. Should they miss one of their scheduled meetings, it is the obligation of the INVITED BUYER to contact the EXHIBITOR to reschedule the meeting as well as to inform the Program Service Desk.
12. The flight and hotel Reservations for the INVITED BUYERS will only be guaranteed by Lisboa FCE, through their travel agency, by means of presentation of the credit card data as well as permission for charging any other expenses and costs not covered by the Program, penalizations for cancellation or incompletion of the commitments and obligations of the Program.
13. Should the INVITED BUYER cancel their participation after the airline ticket and hotel reservation are issued, they are obliged to reimburse Lisboa FCE of the expenses that they provenly incurred, whereby the INVITED BUYER authorizes that this reimbursement be made by means of the credit card that was presented at the time of registration as previously communicated by Lisboa FCE.
14. If noncompliance of the assumed commitments is verified on the part of the INVITED BUYER under the terms defined in the present regulation (# 6, 7 and 8 above) Lisboa FCE may totally or partially charge the INVITED BUYER with the inherent costs to their participation, thus proceeding with this charge under the terms of the previous number.
15. Flight Reservations of INVITED BUYERS guaranteed by Lisboa FCE have the same airport for departure and arrival.
16. The participation in the fair in the quality of INVITED BUYER is nontransmissible. Should the INVITED BUYER have to cancel their participation, another person from the same company may take their place, if previously approved by Lisboa-FCE. Any expenses originating from this replacement are the sole responsibility of the initial INVITED BUYER and will be borne by him under the above-mentioned terms.
17. The INVITED BUYERS that require travel visas should contact the organization of the fair/event (Lisboa FCE) in order to request an invitation letter. Flight and lodging will not be confirmed until the INVITED BUYER has received a valid visa.
18. The INVITED BUYER authorizes and consents to collection and treatment of their personal data as well as making this data available to Lisboa FCE's partners solely for the purpose of managing the HB program and exclusively limited to the organization and realization period of the program.

## **EXHIBITORS**

1. The participation criteria in the Hosted Buyers' Program of Lisbon Food Affair are the responsibility of Lisboa FCE, namely, the definition of the markets of origin of the INVITED BUYERS, products/sectors/segments, or any other criteria to be indicated on a case-by-case basis.
2. The scheduling of meetings between EXHIBITORS and INVITED BUYERS is done through the "Business FIL" platform where the INVITED BUYER is responsible for scheduling their meetings in accordance with the availability of the EXHIBITORS as well as products/sectors/segments of their interest.
3. The demand for the different products and services by the INVITED BUYERS participating in the Hosted Buyers' Program will determine the number of meetings to be held by each EXHIBITOR.
4. Only companies/entities of sectors that commercialize products/services with exportation potential for previously selected markets are permitted to participate as EXHIBITORS in the HB Program meetings at Lisbon Food Affair.
5. It is up to Lisboa FCE to define the location and conditions of the meetings, the exclusive areas to which INVITED BUYERS AND EXHIBITORS can have access, as well as the participation in the Social Program, whereby this participation may depend on specific conditions those which will be communicated in due course by Lisboa FCE.
6. Each EXHIBITOR may be represented in the area destined for the meetings with the INVITED BUYERS by a maximum of 2 (two) persons.

## **INVITED BUYERS AND EXHIBITORS**

1. The participation of INVITED BUYERS and EXHIBITORS at the Hosted Buyers' Program of Hosted Buyers of Lisbon Food Affair presupposes acceptance of the terms of the present regulation.
2. The Hosted Buyers Program does not include travel insurance, private transfers, meals or drinks (excluding those served in the Hosted Buyers' Lounge), flight or hotel upgrade, additional nights.
3. Lisboa FCE may, at any time, change the conditions established in the present Regulation, said changes that will only affect those INVITED BUYERS and EXHIBITORS that join the Program after these changes have been implemented.

Lisbon, October 06, 2025

In observance of the norms of personal data protection, the participants in the Hosted Buyers' Program of Lisbon Food Affair, both INVITED BUYERS and EXHIBITORS, expressly declare upon presentation of their candidacy, their consent in the collection and treatment of their personal data by Lisboa FCE, which may utilize and treat said data for the purpose of the program, as well as share this data with third parties with whom it has partnerships within the development scope of the Program. They further declare to being aware that they can exercise their right of access, correction, cancellation or opposition to the use of their personal data, whereby they may communicate this intention in writing to Lisboa Feiras Congressos e Eventos, Rua do Bojador, Edifício FIL, Parque das Nações, 1998-010 Lisboa, or by email to : [rgpd@ccl.fil.pt](mailto:rgpd@ccl.fil.pt).