



**ORDER FORM**

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1 Table of six: **EUR 4700 net**

*All of the attendees names confirmed at the time of booking are not required. You may provide us with the full list of names at a future date but no later **than 27th of November.***

**Ordering person:** .....

**Position:** .....

**Company:** .....

**tel:** ..... **e-mail:** .....

**Invoice data:**

**Company:** .....

**Street:** .....

**Postal code:** ..... **City:** .....

**VAT number:** .....

**Guest's list:**

**1. Guest's name:**.....

**Position:** .....

**Company:** .....

**Delivery address:** .....

**Street:** .....

**Postal code:** ..... **City:** .....

**tel:** ..... **e-mail:** .....

Please make a choice of a menu type:

Meat menu     Fish menu     Vegetarian menu

**2. Guest's name:**.....

**Position:** .....

**Company:** .....

Delivery address: .....

Street: .....

Postal code: ..... City: .....

tel: ..... e-mail: .....

Please make a choice of a menu type:

Meat menu

Fish menu

Vegetarian menu

**3. Guest's name:** .....

Position: .....

Company: .....

Delivery address: .....

Street: .....

Postal code: ..... City: .....

tel: ..... e-mail: .....

Please make a choice of a menu type:

Meat menu

Fish menu

Vegetarian menu

**4. Guest's name:** .....

Position: .....

Company: .....

Delivery address: .....

Street: .....

Postal code: ..... City: .....

tel: ..... e-mail: .....

Please make a choice of a menu type:

Meat menu

Fish menu

Vegetarian menu

**5. Guest's name:** .....

Position: .....

Company: .....

Delivery address: .....

Street: .....

Postal code: ..... City: .....

tel: ..... e-mail: .....

Please make a choice of a menu type:

Meat menu

Fish menu

Vegetarian menu

**6. Guest's name:**.....

Position: .....

Company: .....

Delivery address: .....

Street: .....

Postal code: ..... City: .....

tel: ..... e-mail: .....

Please make a choice of a menu type:

Meat menu

Fish menu

Vegetarian menu

**Terms of participation:**

1. The organiser of the event is Eurocee Sp. z o.o. (hereinafter referred to as Eurobuild Conferences) with its registered office in Warsaw (00-697), Aleje Jerozolimskie 53, NIP (tax identification number): 951-23-41-913.
2. Registration does not include accommodation. Participants are to provide their own accommodation.
3. Eurobuild Conferences reserves the right to introduce changes to the programme.
4. To participate in the event, filled-in order forms must be sent in, thus indicating the acceptance of the participation terms as well as the entry into a contract between Eurobuild Conferences and the participant (in the case of individual persons) or the company (in the case of corporate entities).
5. Withdrawal from participation in the event 30 or more days before the planned date of the start of the event does not incur any financial costs, subject to the receipt of an electronic notification by Eurobuild Conferences. The receipt date of the withdrawal notice is final. In such a case the participant is entitled to be reimbursed with the full amount paid.
6. In case of withdrawal from participation in the event up to 14 days before the scheduled date of the start of the event the participant is entitled to be reimbursed with 50% of the amount paid, subject to the receipt of a withdrawal notification in the form of a letter or e-mail to the Eurobuild Conferences address. The receipt date of the resignation notice is final.
7. In the case of withdrawal from participation in the event less than 14 days before the scheduled date of the start of the event, the organiser is entitled to be paid in full. Any payment already made will not be reimbursed.
8. The participant's absence in the event is not grounds for exemption from payment if a pro-forma invoice has been issued and the payment has not been made by the ordering party before the event.
9. Payments are to be made by bank transfer after the receipt of a pro-forma invoice.

**Client:**

Eurocee Sp. z o.o.  
Aleje Jerozolimskie 53  
**00-697 Warszawa/Poland**  
VAT no: 951-23-44-913

**Ordering person:**

.....  
Stamp and signature

.....  
Date of order

**Please send back the order form by e-mail to: [sales@eurobuildcee.com](mailto:sales@eurobuildcee.com)**

**Required**

I hereby consent to the processing of the personal data provided and electronic communications by email for purposes related to the execution of orders, according to the 'Personal Data Protection Act' of August 29<sup>th</sup>, 1997 (Journal of Laws No. 133, item 883). The data will remain in the Organiser's database and will not be distributed. They will only be used for electronic or telephone confirmation of participation, for communication about organisational changes and for the possible recovery of debts. I consent to the use of image of a participant for the information and promotion purposes and on the event website.

**Information Clause on the processing of personal data by**  
**EUROCEE Sp. z o.o.**

Pursuant to the provisions of the REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) 2016/679 of April 27<sup>th</sup>, 2016 on the protection of individuals in relation to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (general regulation on data protection) – hereinafter: the General Data Protection Regulation of April 27<sup>th</sup>, 2016 we hereby report that:

- 1) The administrator of your personal data is EUROCEE Sp. z o.o., Aleje Jerozolimskie 53, 00-697 Warsaw, NIP number: 9512344919 (hereinafter: the Administrator).
- 2) The Administrator can be contacted in writing and via traditional mail at the following address: EUROCEE Sp. z o.o., Aleje Jerozolimskie 53, 00-697 Warsaw – or by e-mail at: [eurobuild@eurobuildcee.com](mailto:eurobuild@eurobuildcee.com).
- 3) Your personal data is processed in accordance with the applicable law and internal Information Security Policy.
- 4) Your personal data will be processed with your consent for one or more specified purposes resulting from the provisions of Article 6 section 1 items a–d and f of the General Data Protection Regulation of April 27<sup>th</sup>, 2016, to the extent that at least one of the following conditions is met:
  - the subject of the data has agreed to the processing of their personal data for one or more specific purposes
  - the processing is necessary for the performance of a contract to which the subject of the data is a party or to take action at the request of the subject of the data before concluding the contract
  - the processing is necessary to fulfil the legal obligation imposed on the administrator
  - the processing is necessary to protect the vital interests of the subject of the data or another individual
  - the processing is necessary for purposes arising from legitimate interests pursued by the administrator or by a third party, except for the situations when the interests or fundamental rights and freedoms of the subject of the data, requiring the protection of personal data, override those interests, in particular when the subject of the data is a child.
- 5) Legally legitimate interests realised by the Administrator are related to products offered and services provided.
- 6) The personal data provided may be transferred to entities authorized to receive them under applicable law.
- 7) Personal data may also be made available and provided to entities cooperating with the Administrator in relation to the products offered or services provided as well as to entities processing personal data on request, i.e. partners providing services to the Administrator, including:
  - technical services related to the maintenance of IT systems

- accounting and HR services
- advisory and consultancy services
- others, related to the products offered and services provided.

8) The personal data transferred will not be disclosed to third parties and will not be transferred to a third country/international organisation without your consent.

9) Users of transferred personal data will only be authorised employees or collaborators of the Administrator or entities cooperating with the Administrator, obliged to keep the personal data processed confidential,.

10) Your personal data will be processed for the period necessary to achieve the specific purposes for which they were provided, unless the overriding laws require the storage of personal data for another period.

11) You have the right to:

- access to your personal data, supplement your data as well as correct and update your data,
- delete your personal data
- restrict the processing of your personal data
- transfer your personal data
- raise objections to the processing of your personal data
- withdraw consent to the processing of personal data at any time, without affecting the legality of the processing which was made on the basis of consent before its withdrawal.

12) Withdrawal of consent to the processing of data may take place by writing to the following address: EUROCEE Sp. z o.o., Aleje Jerozolimskie 53, 00-697 Warsaw – or by e-mail to: eurobuild@eurobuildcee.com,

13) You have the right to file a complaint with the President of the Personal Data Protection Office if you feel that the processing of your personal data violates the provisions of the General Data Protection Regulation of April 27<sup>th</sup>, 2016.

14) Consent to the processing of personal data is not a prerequisite for the performance of a contract involving the subject of the data or for taking action at the request of the subject of the data, prior to the conclusion of the contract.

15) Providing your personal data is voluntary. At the same time it is an essential statutory requirement and a condition for the provision of specific services and the implementation of specific goals. Failure to provide your personal data and the lack of consent to the processing of the data and the provision of services by e-mail or telephone will result in the withholding of certain services to you.

16) Your personal data will not be profiled without your consent.

17) Your personal data processed in a traditional and automated manner will be subject to appropriate safeguards in order to ensure an appropriate level of security in accordance with the general regulations on the protection of personal data of April 27<sup>th</sup>, 2016.