



PORTAL REGULATIONS

I. Definitions

- 1. Regulations** - it is a described set of regulations describing the rules of using the portal.
- 2. Administrator** - Greennovention LLC with headquarters in Łódź at 32/34 Żeligowskiego St. which entered into the Register of Entrepreneurs under the KRS number: 0000452899, with the following number of the National Official Register of National Economy Entities (REGON): 146560390. All registration files of our company are kept by the District Court in Łódź.
- 3. User** - any natural / legal person who has been registered in the Portal. After activating the account, they can fully use the platform by complying with these Regulations.
- 4. ID/ Login / Password** - the elements required for registration, they constitute the identification of the User of the portal.
- 5. Account** - a part of the portal that has been made available to the User by the Administrator. Access to it is possible only after entering the login and password correctly.
- 6. Portal** - an IT platform created and administered by an appropriate entity under which Users provide information, create public / private events, and contact other Users.
- 7. Newsletter** - an electronic service provided by the Portal Administrator, the purpose of which is to send information about available events, news, promotions and marketing campaigns of the portal to the e-mail address provided by the User.
- 8. Paid Services** - services provided by an appropriate entity resulting from the use of the platform. The list of paid services with the price list of our portal is available [here](#).

II. General provisions

- 1.** Each User of the Green Project Expo portal is obliged to comply with these Regulations.
- 2.** The User may not provide false or confidential information on the portal.
- 3.** The User may contact the Portal Administrator only in the manner indicated in the Contact tab.
- 4.** The portal may contain advertisements / active links referring to other websites, over which the Administrator of our portal has no influence. We recommend that the User, just before using the resources of the referring websites, reads the document regarding the privacy policy and the Regulations of the services provided there.

III. Technical aspects of the services provided

- 1.** Correct display and trouble-free use of the Green Project Expo portal is possible only if the following technical requirements are met:
 - Operating system: Windows XP, Windows Vista, Windows 7 or higher, Mac OS X version 10.9 or higher, Android 4.0 or higher, iOS.
 - Internet browser: Internet Explorer, Mozilla Firefox, Google Chrome, Opera, Safari with cookies enabled and support for SSL connection encryption.
 - Access to a correctly configured e-mail account.
 - Control by means of a computer mouse and keyboard or a touch screen, access to the web camera and microphone.
- 2.** Along with the constant technological changes and the development / improvement of this platform, the above-mentioned technical requirements may change. Such changes will be communicated to the Portal User in a manner enabling the determination of the scope of the changes.

IV. Account creation

1. To set up a free account and be able to fully use the Green Project Expo portal, you must correctly complete the registration form and accept these Regulations and the Privacy Policy.
2. Registration means that the User completes the form provided on the portal by:
 - entering a valid e-mail address
 - establishing a User name and a secure Password
3. In order to correctly complete the registration process, you should receive a message generated and sent automatically by the portal to the e-mail address provided by the User during the account registration process and click the "Activate account" button.
4. After completing the account activation process, the User will be able to log into the Green Project Expo portal. The system will then generate an ID number that will be assigned to the User from now on. This number is to help identify projects and events created directly by the User, it is not editable in any way.
5. Setting up an account by the User is directly related to concluding a contract for the provision of electronic services.
6. The portal administrator takes every effort to properly protect confidential data and content provided by the User. Taking any action to bypass or remove such safeguards has legal consequences.

V. Types and scope of services provided

1. The portal administrator provides services 24 hours a day, 7 days a week for Users who have set up an Account electronically and, as part of the free service, have the option of:
 - viewing projects and events created by other Users of the portal
 - participating actively in public events
 - participating actively in private events with the consent of the User

- receiving the Newsletter
 - contacting the administrator or individual departments responsible for the functioning of the portal via the available platforms indicated in the CONTACT tab.
2. As part of the paid service, the portal administrator provides Users with the possibility of:
- registration of the project profile
 - orders for the organization of the event
 - promotion of the project through the advertising system, after prior contact with the appropriate department of the Green Project Expo portal

Before using the paid services offered by our platform, we recommend that you read the Price List in the "Menu" section.

VI. Conditions for concluding and terminating contracts for the provision of electronic services

1. The contract for the provision of electronic services is concluded when the User enters the address of the Green Project Expo portal in the web browser - its scope includes active or passive use of the portal. The contract is terminated when the User leaves the portal.
2. Paid services offered by the Green Project Expo portal are available only to registered Users.
3. The Administrator, before using the Paid Service, will notify the User about the acceptable methods of payment, payment date, date of services provided, total price and any additional fees.
4. The User has the right to terminate the contract for the provision of services related to the Account at any time and to cease publishing the information entered by him. If the User has used the Paid Services, the contract will only be terminated when the User's account is cleared of all payments.

VII. User Responsibilities

1. Each User is obliged to comply with the Regulations and the Privacy Policy.
2. The User is obliged to protect the Account login data against unauthorized access by third parties. We also inform you that the Administrator of the Green Project Expo portal will almost never ask you for your login details, unless you explicitly request to reset your password or change sensitive account settings.
3. A registered user of the portal is obliged to comply with all legal norms, including common law and generally accepted social rules and norms.
4. The user is solely responsible for the content of information posted by him on the portal, thus assuming full responsibility in the event of infringement of personal rights of third parties or their rights.
5. The content posted by Users and the Portal Administrator may not be copied and made available to third parties without their consent. The content posted on the Portal is for informational purposes only.
6. The Administrator may contact the User in order to inform about the need to complete the required data, among others to provide Paid Services. The user is then obliged to provide such information. Failure to do so will result in the inability to use the services offered by the portal.

VIII. Personal data

1. The administrator of personal data provided by the User during registration and completion of the Account is, in accordance with the Privacy Policy - Greennovention LLC. Detailed information on their processing can be found [here](#).

IX. Responsibility for the use of the Portal

- 1.** The administrator of the Green Project Expo Portal reserves the right to decide on the content of the website, to make changes to it, without the need to inform the Users about their intentions - unless they directly interfere with the User's account.
- 2.** The Administrator is not responsible for the content posted by Users on the Green Project Expo portal.
- 3.** The Administrator declares that he is not responsible for whether the use of the Green Project Expo portal meets the User's expectations. Any suggestions for changes to the portal can be sent by e-mail.

For the sake of the portal, the changes will be considered and successively implemented so as not to disturb the availability of the portal at any time.

X. Violations

- 1.** Any activities destabilizing the work of the Green Project Expo portal are prohibited. Using viruses, bots, computer codes, files or programs whose task is to automate the processes of adding information to the portal website.
- 2.** It is forbidden to deliver and transmit legally prohibited content, ie content that promotes or incites violence, content that violates personal rights and the rights of third parties.
- 3.** The Administrator has the right to refuse to provide services by electronic means, block the User's Account or terminate the contract with him, if the User gives false or incomplete data, or if the User is found guilty of destroying, damaging, deleting, changing or obstructing access to data.
- 4.** The user will be informed about the refusal to provide services and its reasons by e-mail.
- 5.** In the event of using, promoting or violating the good name of the Green Project Expo portal without the consent of the owner, the Administrator of the above-mentioned portal has the right to initiate proceedings against the User.

XI. Registration of the project profile

1. Each registered User of the Green Project Expo portal has the option of adding an unlimited number of projects - provided that he is a coordinator, person or company delegated to run an existing project in real time.
2. When registering a project profile, the User completes basic information such as: logo, name, start and end time, project goals and achievements.
3. The project profile will be visible on the website of the portal only after paying the fee - in accordance with the catalog of Paid Services.
4. Each User who creates, correctly completes the data and pays the appropriate fee for the project, will be able to see it in MY PROJECTS section. The project created by the User is automatically assigned to him.

XII. Creation and organization of events

1. A registered User of the Green Project Expo portal has the option to add or apply for adding an event in accordance with the catalog of Paid Services.
2. Each event added by the Administrator or the User of the Green Project Expo portal takes place on the Microsoft Teams internet platform.
3. The portal administrator providing the link to the platform with the event is not responsible for the quality of the User's internet connection and for errors resulting from the operation of the Microsoft Teams platform.
4. A user asking for an event to be created by the Green Project Expo Portal Administrator will not have access to the "Super Administrator" view. During the event, the User will only be able to make the desktop, presentation, image and voice available to his audience.
5. Recorded events are saved in the database and assigned to the appropriate project cards. The three closest to the current date of the event will always be displayed on the home page.
6. Each User will be able to see the completed events in the tab of a given project. One month after the end of the event, its entry will be permanently deleted from our database.

7. The information about the time of the talks conducted by Users, the number of available seats in the room and the price list for these services are available on the website of the Green Project Expo portal in the MENU → PRICE LIST.

XIII. Payments

1. The price list of paid services can be found in the Menu tab. The administrator of the Green Project Expo portal reserves the right to change the prices given in this section along with the development and popularity of the portal.
2. Payments are made through the STRIPE.COM platform.
3. Before making a transaction for a given service, the User will be informed about the acceptable methods of payment, payment date, date of services provided, total price and any additional fees.
4. After making the payment, the User receives access to the invoice generated by the STRIPE.COM system.
5. The User can view his paid and unpaid invoices at any time by clicking on the tab My Profile → Manage Settlements.
6. Invoices will be settled on the last day of each month.

XIV. Social Media

1. Each User registering a project profile on the Green Project Expo portal agrees to the use and dissemination of the project image (logo, name) on the social profiles of the portal.
2. The portal administrator may use and disseminate the image of the project both in direct marketing and in activities using the mass media, including, among others: in social networks, in marketing correspondence, in press materials, leaflets, advertisements, roll-ups. His behavior must not be contrary to the interests and good name of the project.

XV. Newsletter

1. Every person visiting the website of Green Project Expo (including the User) has the option to subscribe to the Newsletter service.
2. The use of the Newsletter is completely free and voluntary.
3. Filling in the form correctly means entering the correct e-mail address and giving consent to receive marketing benefits by e-mail.
4. The ordered Newsletter is sent only to the e-mail address provided by the User. In the event of a change of address, it is necessary to fill in the form again.
5. Each person receiving the Newsletter may unsubscribe at any time. This can be done by clicking on the deactivation link, which is included in the content of each newsletter sent.
6. Removal of a person from the mailing database takes place within 10 days from the date of receipt of the notification by the Administrator and may be signaled with a message confirming the performance of the requested operation.

XVI. Complaints procedure

1. Comments and complaints regarding the operation of the portal and the provisions of these Regulations may be submitted by e-mail to the e-mail address office@gp-expo.eu. The portal administrator reserves the right not to recognize comments or complaints arising from the ignorance of applicable law, the provisions of these Regulations or information published on the Green Project Expo portal.

XVII. Final provisions

1. In matters not covered by these Regulations, the provisions of the Act of 23 April 1964 shall apply, as well as the Civil Code and other generally applicable regulations.

2. The administrator of the Green Project Expo portal reserves the right to unilaterally amend these Regulations. All changes will be published on an ongoing basis in the form of a unified text of the Regulations on the pages of the Green Project Expo portal and shall enter into force after 7 working days from the date of their publication.
3. The law applicable to all disputes and criminal proceedings is Polish law. These disputes will be settled by the District Court in Łódź - Polesie.
4. The Regulations shall enter into force on August 20, 2021.