

# 8<sup>th</sup> edition Business Convention for waste recycling, recovery and treatment

Registration Form (Free access to the exhibition)

## November 25 & 26, 2025

LYON, France Double Mixte

The following information will be published in the on line technical catalogue sent to the participants. The more accurate it is, the more targeted your meetings will be. The registration includes BtoB meetings service, your lunch and the access to the conferences. You can fill the presentation form online:

COMPAGNY			
Compagny:			
Full address:			
Post Code:	Town/City:	Country:	
Tel.:		Web Site:	
	MAIN BUSINESS		
FIGURES			
	s of Euros:	K€ - 750 K€ □ 750 K€ - 2 M€ □ 2 M€ - 10 M€ □ 10M€ - 50 M€ □ > 750 M€	
Taskforce:   1 - 9	□ 10 - 49 □ 50 - 249 □ 250	0 – 499 □ 500 – 999 □ 1000 – 2999 □ 3000 – 5000 □ > 5000	
DELEGATE No.	.1 (if different from above)		
☐ <b>Mrs</b> ☐ <b>Mr</b> - Part	ticipant's full name:		
Title :		Direct Line:	
E-mail :		Mobile:	
DELEGATE No.	.2		
☐ <b>Mrs</b> ☐ <b>Mr</b> - Part	ticipant's full name:		
	•	Direct Line:	
		Mobile:	
Profile admini	istrator		
☐ Mrs ☐ Mr - Part	ticinant's full name:		
		Direct Line:	
E-mail :		Mobile:	
	PR	RESENTATION OF PROJECTS	
☐ SHORT TERM (<			
•	, · · · · ·		



☐ MID TERME (6 to 18 months):
Annual waste quantity (in ton):
Prefigured investment in K€:
□ LONG TERM (> to 18 months):
Annual waste quantity (in ton):  Prefigured investment in K€:
My Waste Trade (MWT)
You can add your ad to buy or to sell wastes / raw materials (information included in the on line platform):
☐ Ad to buy wastes or/and raw materials:
☐ Ad to sell wastes or/and raw materials:

## LIST OF WASTES TO TREAT FOR YOUR COMPANY

#### Please select

01	Wastes resulting from exploration, mining, quarrying, physical and chemical treatment of minerals
02	Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing
03	Wastes from wood processing and the production of panels and furniture, pulp, paper and cardboard
04	Wastes from the leather, fur and textile industries
05	Wastes from petroleum refining, natural gas purification and pyrolytic treatment of coal
06	Wastes from inorganic chemical processes
07	Wastes from organic chemical processes
08	Wastes from the manufacture, formulation, supply and use (MFSU) of coatings (paints, varnishes and vitreous enamels), adhesives, sealants and printing inks
09	Wastes from the photographic industry
10	Wastes from thermal processes
11	Wastes from chemical surface treatment and coating of metals and other materials; non-ferrous hydrometallurgy
12	Wastes from shaping and physical and mechanical surface treatment of metals and plastics
13	Oil wastes and wastes of liquid fuels (except edible oils, 05 and 12)
14	Waste organic solvents, refrigerants and propellants (except 07 and 08)
15	Waste packaging; absorbents, wiping cloths, filter materials and protective clothing not otherwise specified
16	Wastes not otherwise specified in the list (waste electrical and electronic equipment, end-of-life vehicle (ELV),)
17	Construction and demolition wastes (including excavated soil from contaminated sites)
18	Wastes from human or animal health care and/or related research (except kitchen and restaurant wastes not arising from immediate health care)
19	Wastes from waste management facilities, off-site waste water treatment plants and the preparation of water intended for human consumption and water for industrial use
20	Municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions
Others	Please complete :



# **NOMENCLATURE**: You are looking for solutions in the following fields

	$\square$ RECOVERY	$\square$ RECYCLING
	$\square$ INSTALLATION	☐ EXPLOITATION
☐ DIAGNOSIS	☐ STUDIES	□ CONSULTANCY
☐ AUDIT AND VALUATION	$\Box$ CERTIFICATION	☐ ANALYSIS
☐ MAINTENANCE	☐ ELECTRONIC DATA M	IANAGEMENT (software, tracking,)
	☐ RAW MATERIALS TR	ADE   Others: please complete
	REC	YCLING
☐ Plastics recycling		☐ WEEE recycling
☐ Organic recycling		□ PAM recycling
☐ Ferrous metals recycling		☐ Batteries recycling
Non-ferrous metals recycling		☐ ELV recycling
☐ Minerals wastes recycling		Quarries wastes recycling
☐ Non-dangerous wastes recycling		☐ Construction industry and roads wastes recycling
☐ Dangerous wastes recycling		
	AAATEDIAL DE	0/01 NO /15/51 4\
		CYCLING (LEVEL 1)
I <u>TECHNOLOGIES AND INNOVATIONS FO</u> ☐ Production of innovative good		
<ul> <li>□ Extraction from waste of speci</li> <li>□ Details of waste production in</li> <li>□ Materials &amp; substances tracea</li> <li>□ Product stabilization of mecha</li> <li>□ Others, please detail</li> </ul>	terms of Characterization and bility for the life assessments	field
MATERIAL F	RECYCLING (LEVEL 1	L: PROCESSES AND EQUIPMENTS)
HANDLING, TRANSPORT, STORAGE:		GRANULATING PELLETZING DENSIFYING AGGLOMERATING:
☐ Self dumping waste skip		☐ Forced feeder
<ul><li>Skips sliding roof</li><li>Frame rack</li></ul>		☐ Single-screw extruders ☐ Twin-screw extruders
☐ Skips for forklift with rotatin	g head	Classifying machines
☐ Monobloc compactor	is fiedd	Others:
☐ Trolleys multi-box		
☐ Double jacketed tanks		MIXERS/ BLENDERS :
Collecting pan		☐ Magnetic mixers
☐ Bag opener bucket		Continuous plowshare mixers
Roll container large volume		☐ Batch ploughshare mixers
Drum funnel		Rotating pan mixers
Others:		☐ Vertical mixers
		High viscosity mixers
RANSFER EQUIPMENT:		□ Screw mixers
Dense phase pushed pressur		☐ Twin shaft mixers
Dense phase sucked pressur		Dust humidifier mixers
☐ Dilute phase pushed pressur	re conveying	Others:
☐ Screw conveyors		COMPOUNDERS
☐ Conveyor belt		COMPOUNDERS:
☐ Bucket elevators		☐ Weight feeder
Others:		□ Volumetric feeder
		Gear pump
OOSING FOLLIDRATAIT.		Pelletizer knives
OOSING EQUIPMENT:  Weight fooders and volume	tric foodors	Pelletizer screens Others:
Weight-feeders and volume	LITE TEEUETS	■ Ouicis



☐ Rotary air locks	
☐ Valves	SOLVOLYSIS:
☐ Flow-meters and control	☐ Micro-reactors
☐ Flowing weighing scale	☐ Reactive extrusion
☐ Humidity controllers	☐ Selection of solvents
Others:	☐ Processing liquid hydro-carbon
Utileis	- , ,
	☐ Using the biomaas
SORTING-SEPARATING:	☐ Others:
Magnetic separators	
Eddy current separators	PYROLYSIS / THERMOLYSIS:
Optical separators	☐ Vacuum pyrolysis
☐ Airflow separators	Pyrolysis under reduced pressure
☐ Vibrating sieves	☐ Low pressure pyrolyse
☐ Centrifugal sieves	Pyrolysis furnace
Lump breakers	☐ Thermal mill
☐ Electrostatic separators	Thermal depolymerization
☐ Ballistic separators	Catalytic cracking of waste polymers
☐ Flotation separators	☐ Others:
☐ Trommel screens	
Dissolution and distillation	SIZE REDUCTION EQUIPMENT:
☐ Dryers and vacuum pumps	☐ Crushers
Others:	☐ Single shaft shredders
Utileis	•
	☐ Twin shaft shredders
WASHING – CLEANING:	Shredders quadrirotor
☐ Chemical washing	Cutter mills
☐ Biological washing	☐ Hammer mills
☐ Air cleaner	Pulverizing equipment
☐ Others:	Others:
- Others,	
COMPACTION:	TEXTILE RECYCLING TEARING EQUIPMENTS:
☐ Horizontal baling presses	Blow room machines
☐ Vertical baling presses	☐ Blending hoppers
☐ Baling press	☐ Carding machine
Stationary compactors	Openers
Integrated compactors	☐ Silo
☐ Freezed & integrated compactors	☐ Filtration
☐ Eco compactors	Cylindrical dust collectors
☐ Briquetting machines	☐ Polygonal dust collectors
Automatic strapping machines	☐ Vent filters
_	
	U Others:
ORGANIC RECO	VERY (LEVEL 2)
MECHANICAL PREPARATION:	FEEDING:
☐ Hammer mills	Adjuvants et additives
☐ Mill screw	Propellers feeders
	,
Centrifugation	Roller mills
Concentration	Impact grinders
Sieves and sifters	☐ Meat grinders
Mechanical dewatering	☐ Distillation
Desintegrators	☐ Distributor
Mechanical or pneumatic feeding	☐ Puffers
☐ Extraction	☐ Extruders
	Coolers
Mixing, stirring, kneading	
Humidity measurement	U Others:
High pressure washing	
Pelleting	COMPOSTING:
☐ Screw presses	☐ Mills refiners
☐ Coolers	☐ Green waste shredders
Metal separators	☐ Composting cells
☐ Plastic separators	☐ Star screen
Phase separation	☐ Vibrating screens
☐ Mechanical-biological sort	☐ Multi-output screens
_	_ '
U Others:	☐ Drum screeners ☐ De-conditioners
THE DATA CONTRACT OF THE PARTICULAR	
THERMOCHIMICAL PREPARATIONS:	Biofilters
☐ Acids and bases	Data processing
Measuring devices	☐ Compost producer
■ Burners	☐ Windows turners
Catalysts	
☐ Catalysts	☐ Ballistic separators, traps stones
☐ Cooking	

Ovens	☐ Others:
Evaporators	
Process gas	ANIMAL LITTERS:
Solid fuel furnaces	☐ Balers
Lyophilization	☐ Straw shredders
☐ Dryers	☐ Pet bedding feeders
□ Solvants	Others:
☐ Stérilization	Citicis.
	ACDICULTUDAL CDDAVING.
☐ Hydrothemal treatments	AGRICULTURAL SPRAYING:
Others:	☐ Willow or reeds settling ponds
	Liquid and slurry spreaders
HANDLING, TRANSPORT, STORAGE:	Viscous spreaders
Road and agricultural skips	Powdery spreaders
Loader	Granulation and organo-fertilizer mixtures
Delivery tanks	Sanitized fluid irrigation
☐ Tanks and concrete silos	☐ Effluents measurement
☐ Tanks and metal silos	Others:
Tanks and synthetic silos	
☐ Flexible tanks	MULCHING:
☐ Conteners et kips	Shredders
Belt convoyers	☐ Vineyard spreaders
Drag convoyers	Pelleting machines
Screw or spiral convoyers	Others:
Pneumatic convoyers	
Bucket elevators	FERTILIZING:
Others:	■ Ball mills
	☐ Mills in cage
PACKAGING:	☐ Mills spray
☐ Metal containers and canisters	☐ Chemistry
	·
<ul> <li>Plastic containers and canisters</li> </ul>	Fertilizer production line
☐ Big bags	☐ Dust collectors
■ Bottles glasswares	Organic fertilizer squeezing granulators
Metal cans	Disc pelletizers
Bagging machines	Round fertilizer polishing pelletizers
Palettization	Minerals
☐ Weighing	Others:
<ul><li>Weighing</li><li>Paper and plastic sacking</li></ul>	Others:
Paper and plastic sacking	Others:
☐ Paper and plastic sacking ☐ Others:	
☐ Paper and plastic sacking ☐ Others:	Others:
□ Paper and plastic sacking □ Others:  ENERGY REC	OVERY (LEVEL 3)
Paper and plastic sacking Others:  ENERGY REC  MECHANICAL PREPARATION:	OVERY (LEVEL 3)  MEASURES, WEIGHING, ANALYSIS:
Paper and plastic sacking Others:  ENERGY REC  MECHANICAL PREPARATION: Hammer mills	OVERY (LEVEL 3)  MEASURES, WEIGHING, ANALYSIS:  □ Energy metering
Paper and plastic sacking Others:  ENERGY REC  MECHANICAL PREPARATION: Hammer mills Slow mills, rotary shears	MEASURES, WEIGHING, ANALYSIS:  □ Energy metering □ Sustainability measuring
Paper and plastic sacking Others:  ENERGY REC  MECHANICAL PREPARATION: Hammer mills Slow mills, rotary shears Centrifuges	MEASURES, WEIGHING, ANALYSIS:  □ Energy metering □ Sustainability measuring □ Particle size measuring
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:  □ Energy metering □ Sustainability measuring □ Particle size measuring □ Moisture measurement
Paper and plastic sacking Others:  ENERGY REC  MECHANICAL PREPARATION: Hammer mills Slow mills, rotary shears Centrifuges Screens Knives shredders	MEASURES, WEIGHING, ANALYSIS:  □ Energy metering □ Sustainability measuring □ Particle size measuring □ Moisture measurement □ Ash measuring
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:  Energy metering Sustainability measuring Particle size measuring Moisture measurement Ash measuring Measures of combustion gas
Paper and plastic sacking Others:  ENERGY REC  MECHANICAL PREPARATION: Hammer mills Slow mills, rotary shears Centrifuges Screens Knives shredders	MEASURES, WEIGHING, ANALYSIS:  □ Energy metering □ Sustainability measuring □ Particle size measuring □ Moisture measurement □ Ash measuring
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:  Energy metering Sustainability measuring Particle size measuring Moisture measurement Ash measuring Measures of combustion gas
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:  Energy metering Sustainability measuring Particle size measuring Moisture measurement Ash measuring Measures of combustion gas Onboard weighing Weighbridge
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:  Energy metering Sustainability measuring Particle size measuring Moisture measurement Ash measuring Measures of combustion gas Onboard weighing
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:  □ Energy metering □ Sustainability measuring □ Particle size measuring □ Moisture measurement □ Ash measuring □ Measures of combustion gas □ Onboard weighing □ Weighbridge □ Others:
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:  Energy metering Sustainability measuring Particle size measuring Moisture measurement Ash measuring Measures of combustion gas Onboard weighing Weighbridge Others: Special gas burners Oils and fats burners Plasma or pyrolisis burners Grids boilers for solids
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:  Energy metering Sustainability measuring Particle size measuring Moisture measurement Ash measuring Measures of combustion gas Onboard weighing Weighbridge Others: Special gas burners Oils and fats burners Plasma or pyrolisis burners Grids boilers for solids
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Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering     Sustainability measuring     Particle size measurement     Ash measuring     Measures of combustion gas     Onboard weighing     Weighbridge     Others:
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
□ Paper and plastic sacking □ Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
□ Paper and plastic sacking □ Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
□ Paper and plastic sacking □ Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
□ Paper and plastic sacking □ Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
□ Paper and plastic sacking □ Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
□ Paper and plastic sacking □ Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:
Paper and plastic sacking Others:	MEASURES, WEIGHING, ANALYSIS:    Energy metering   Sustainability measuring   Particle size measuring   Moisture measurement   Ash measuring   Measures of combustion gas   Onboard weighing   Weighbridge   Others:

	☐ Digesters
STORAGE:	☐ Syngas purification
☐ Storage buildings	☐ Biogas purification
☐ Tanks	☐ Biological filters
☐ Silo extractors	☐ Gasifiers
☐ Silos and concrete tanks	Disinfection of raw materials
☐ Silos and metallic tanks	Pumps, valves
☐ Storage under cover (wood, straw, biogas)	☐ Others:
☐ Others:	
	COGENERATION:
	☐ Organic Rankine Cycle
TRANSPORT-HANDLING:	Oils or biodiesel motors
☐ Side tipper road	☐ Gas engines or turbines
☐ Blowers tipper	Steam engines or turbines
☐ Loaders	☐ Stirling engines
☐ Mounted forklifts	Electrical conversion
☐ Tanks	☐ Others:
☐ Containers	
☐ Belt conveyors	CHARCOAL-ROASTING:
☐ Drag conveyors	☐ Charcoal equipment
Pneumatic conveyors	☐ Roasters
☐ Vibrating conveyors	Roll type compactors
☐ Bucket elevators	Charcoal packaging
Mechanical seal	Others:
Cranes and grapples	
Motors, gearboxes, bevel angles	BIOFUELS:
☐ Gantry cranes	☐ Enzymes
☐ Transport screw	Esterification
☐ Others:	<ul><li>Fermentation, distillation</li></ul>
	☐ Filtration
MISCELLANEOUS:	☐ Car kits
Standards certification	☐ Biofuel engines
Sensing organs	Pyrolysis
☐ Safety device	☐ Bio-refinery
☐ Regulations	☐ Micro-organisms
Automation	Others:
☐ Others:	



### WASTE MEETINGS TERMS AND CONDITIONS / NO AMINISTRATION FEES!

#### THE ORGANISERS OFFER:

- Access to workshops for 2 days of attendance,
- Participant presentation catalogue (download D-5),
- Your personal schedule of appointments and workshops,
- Access to 'My Waste Trade'.
- The assistance of abe throughout the convention.
- Permanent access to the "coffee break"
- Lunches on 25<sup>th</sup> and 26<sup>th</sup> November 2025
- Invitation to the cocktail evening on November 25<sup>th</sup>

#### By signing up, you agree with the following:

- To attend all the appointments scheduled by the organiser.
- To attend the thematic workshops that you registered for in advance.
- Not to cancel your participation less than 60 days prior to the convention without appointing someone to replace you.

$\ensuremath{\underline{\square}}$ I'd like to register for WASTE MEETINGS 2025 and agree to appoint attend.	t a replacement in the event I am unable to
Name of the replacement: Title:	
☐ I will be attending WASTE MEETINGS 2025 on: ☐ 25 November /☐ I would like that ABE refund my accommodation costs for one night	
I hereby agree with abe terms and conditions	Company stamp & signature:
Name :  Company :	
Place : Date :	
riace	

Event name: WASTE MEETINGS (referred to as the "Event").

Date: November 25 & 26, 2025 (referred to as the "Event date").

Location: Double Mixte (referred to as the "Place").

City, Country: Lyon, France.

#### 1. ORGANIZATION

The Event is organized by abe - advanced business events, a limited company with a stated capital of 50.000 Euros, whose registered head office is located at 10 rue de la Rochefoucauld – CS50300 - 92513 BOULOGNE BILLACOURT cedex - France, hereafter referred to as the Organizer.

#### 2. PURPOSE

These regulations stipulate the terms and conditions according to which the Organizer sets up and runs the Event. They detail the respective rights and obligations of the Organizer and the signing company, hereafter referred to as the Participant. The Participant formally undertakes to abide by these regulations.

#### 3. PLACE AND DATE

The Event will be held at the Place and dates indicated here above. The Organizer is free to change the Place or Date of the Event in case the Place is rendered unavailable or in case of *force majeure*, in which case no compensation shall be due to the Participant. The Organizer is free to cancel the Event further to expressly notifying the Participant, in which case ongoing registration applications shall be cancelled ipso jure, without any compensation due to the participant.

#### 4. REGISTRATION, CANCELLATION, PAYMENT

Any company or institution is allowed to attend the Event provided it has the relevant skills to enter into negotiations with other attendees. The Organizer reserves the right to deny any registration without any obligations to justify their decision.

#### 5. SERVICES INCLUDED IN THE OVERALL PARTICIPATION FEE

The Organizer shall deliver the services and products as explicitly described in the booking form attached to this agreement.

#### 6. OBLIGATION TO PRODUCE A RESULT

The Organizer undertakes to diligently use the resources available to it without being subject to an obligation to produce any results.

#### 7. INSURANCE

The Organizer is the sole legal responsible for the Event. However the Organizer's responsibility shall not be engaged for any damage caused to the Participant by a third party. The Place is the sole legal responsible for the facility and premises, permanent or temporary, used for the Event, as well as all companies and activities operating and running under their direct request. The Participant must hold an insurance policy that covers all damages caused by them, their staff or their belongings to a third party. The Participant must hold an insurance policy that covers all damages caused to their equipment and materials brought to the Event.

#### 8/ USE OF PARTICIPANT LOGO

The Organizer reserves the right to retrieve and use the Participant's company logo in marketing materials designed to promote the event by showing a list of registered companies, called participants. If the Participant disagrees and wishes their logo to be removed from such marketing materials, they must explicitly address their request in a written form.

