



Regulation – 004 EXPOTUR 2020 – 2021

CHAPTER I

ARTICLE 1: EXPOTUR Definition. Is the virtual travel mart of the tourism industry. It gathers wholesalers and retailers' companies from priority markets as buyers.

ARTICLE 2: Purpose of the activity

- a. Gather virtually the entrepreneurs interested in promoting and selling Costa Rica, as well as other tour destinations.
- b. Publicize Costa Rican products with other countries, as tourist destinations.
- c. Create new markets and improve the traditional ones.
- d. Promote virtual negotiation sessions, appointments, summits, networks and any other method of travel commercialization.

ARTICLE 3: Organizer entity. It is of public interest the labor of tourism promotion that the Costa Rica Professionals in Tourism Association does, in its character of non-profit collaborator, from the work which corresponds to the State through the Costa Rican Tourism Institute, according to Decree No. 17563-MEC of May 20th, 1987.

- a. The Board of Directors of the Association is the highest authority, and in this role, it dictates the guidelines, policies and sanctions.
- b. The Board of Directors through the Executive Direction of the Association is in charge and directly responsible for the organization, coordination and execution of EXPOTUR. Its obligation is to look after the effective fulfillment and compliance of the regulations of the travel commercialization.
- c. Annually in January, ACOPROT invites national presidents of all Tourism associations to participate in the coordinating committee of EXPOTUR.
- d. The Committee of honor will be represented by the minister of Tourism, president of CANATUR, and president of ACOPROT.
- e. By decree, the general coordinating committee will be presided by the president of ACOPROT or designed person.
- f. The members of the Coordinating Committee can be Directors or not of their respective associations and will be designate by the Board of Directors of each Association, accordingly and will comply the guidelines that ACOPROT's Board of Directors establish. Once the Virtual Committee of EXPOTUR is designated, whose period of validity will be according to the organization each year, the sub-committees will be assigned due their acts, its members could be re-elected and need to be sworn in.

CHAPTER II

ARTICLE 4: Participants

- a.1 Buyer
- a.2 Seller
- a.3 Special attendees
- a.4 EXPOTUR committee



- a.4.1 Buyers commercialization
- a.4.2 Sellers commercialization
- a.4.3 2020 Committee
- a.5 Media
- a.6 Board of directors
- a.7 ICT
- a.8 Organizer
- a.9 Evaluator

ARTICLE 5: Buyers

Definition: Buyers are described as a natural or legal person with operation and domicile abroad, national or foreign that are accredited, will be accepted. Delegates must be executive officers and residents abroad, except for national companies accredited as exhibitors and as buyers due to the characteristics of their business.

ARTICLE 6: Requirements of participation

The buying companies willing to participate in EXPOTUR, must comply with the conditions indicated in the following:

- a. Register one delegate authorized with a maximum of four delegates by company.
- b. Comply with the negotiation appointments previously scheduled by VIRTUAL EXPOTUR system of 50 appointments for six days or with the ones assigned by the organization.
- c. Buyers companies, as event participants, must comply with the disposition of the organization.

ARTICLE 7: Sellers / exhibitors

Definition: Sellers or exhibitors will be all tourism business, organization, financial companies and delegates registered in accordance with each category established in article 10. And that may have presented all the required certificates. Delegates must be executive members accredited by its company.

ARTICLE 8: Requirements of participation

Represent companies legally constituted under protection of the laws of each country

- a. Fill out the digital registration form and submit.
- b. Pay the registration fee of the commercial virtual stand. Prices vary over USD \$600 plus taxes, and USD \$1.125 plus taxes, likewise, any additional video chat fee are USD \$100 plus taxes.
- c. Comply with regulations established for the negotiation appointments.
- d. Achieve the criteria that ACOPROT's Board of Directors point out for the event. Accept under signature of this regulation, that its content and scope are known and will be respected.
- e. Acceptance of terms and conditions of the registration form. validating your approval of the content and form of the regulation that replaces any prior contract.

ARTICLE 9: Reservations

- a. The sale of commercial virtual stands establishes a maximum of 3 video chats per company.
- b. The virtual alternative is provided, replacing the obligations of the organization to execute the face-to-face event as a result of the COVID 19 pandemic.
- c. To reserve, ACOPROT must receive the registration form, duly completed (in its entirety) and digitally with the payment commitment.
- d. Only reservations will be taken in the "first in payment, first in right" system. If there are defaults in payments, the reservation will be lost.



- e. The organizing of EXPOTUR reserves the right to authorize exceptional cases of companies sharing the same virtual stand.

ARTICLE 10: Negotiators

Access for negotiations, they are private, accesses are confidential by company:

- a. Lodgings companies
- b. Airlines and air transportation companies
- c. Car rentals
- d. Ground transportation
- e. Official tourism organizations
- f. Tourism attractions (*)
- g. Companies with technological innovations for the tourism industry
- h. Health tourism and related industries
- j. Service suppliers

(*) The tourism attractions will be assessed by the EXPOTUR committee in order to determine its participation in the negotiation.

ARTICLE 11: Requirements

- a. Represent companies legally constituted under protection of the laws of each country.
- b. Fill out the registration form
- c. Pay registration fee.
- d. Achieve the criteria that ACOPROT's Board of Directors point out for the event

ARTÍCULO 12: Associates

According to the Board of Director ordinary session, hosted march, Thursday 14th, 2019. Ordered 05-05-16-18: agreed: Associates will not allow any access to EXPOTUR. Norms and regulations may be implemented upon interest.

ARTICLE 13: Media

Any media that wishes to participate and offer the sale media, goods and services must pay for the virtual stand. The media as journalists, publications, will be previously evaluated by the organization's media advisor to obtain information for their participation at the virtual fair.

ARTICLE 14: Admission, registration, payment and refund policy

- a. Admission: EXPOTUR reserves the right to request from the participants the documents that accredit them in the categories in which they intend to participate.
EXPOTUR will not admit and / or exclude those companies that violate any of the legal or regulatory provisions, referring to the preservation of the environment, the protection of natural resources, the code of conduct for the protection of children, the Costa Rican way of life or any other relevant values of the tourist image of the country.
- b. Registration and payment policies: the cost of the registration will be established annually by ACOPROT's Board of Directors and will be cancelled in ACOPROT's offices or through bank transfer account, during the dates and terms established.
- c. Payment: must be made with the participant registration forms. Such formality shall be received no later than 3 months prior to the event.

- d. Cancellation of participation and refund policy.
Any entrepreneur who does not accept the credit note for 2021 or participates in the virtual commercial exchange is subject to the cancellation analysis and the legal terms considered by the Association, of good will. Voluntary cancellations by participants, received up to 130 business days before the date of the opening ceremony, will have a 25% refund in the time and right of the Association. After that date, no money will be reimbursed, except for special cases duly justified before the Costa Rican Association of Tourism Professionals. Initial deposits and / or financing is not refundable.

CHAPTER III VIRTUAL PLATFORM

ARTICLE 15: The platform

- a. Access availability, from November 16, 2020 to December 8, 2020 inclusive.
- b. Video Chat available with license
- c. Video promotes
- d. Banners and logos
- e. Link to social networks, website and contact in the absence of the executive.
- F. Support contact
- g. Traceability

ARTICLE 16: Of virtual activities and seminars or talks

- a. Simultaneously with scheduled virtual official events, virtual sales will be allowed.
- b. Educational seminars will be offered annually, both for buyers and sellers, in order to expand their knowledge about the potential of the tourist area, or any other topic that EXPOTUR considers appropriate to cover.

CHAPTER IV

ARTICLE 17: Responsibility

- a. The Virtual EXPOTUR Organizers will not be, in any case, civilly or criminally liable for acts or illicit events that occur in the event.
- b. The EXPOTUR Organizers will not have the obligation to provide technical assistance for the devices of each person or company of the participants, however, they will try to meet their basic needs through their staff.
- c. In any cancellation of the event, due to force majeure or unforeseeable circumstances, and is not attributable to the organizers, the activity will be postponed to a convenient date to achieve the proposed purpose, without the organization having to indemnify any participant.
- d. The Organizers reserve the right to annually modify sections of these regulations for the benefit of the participants and the event. The regulation is valid for two years.
- e. Any company or companies that threaten the efficient development of the VIRTUAL EXPOTUR Fair, their future participation in the event may be questioned.
- f. The previous regulations are repealed, and this regulation governs from today by agreement number 06-18-18-20 of the board of directors of September 12, 2019. ACOPROT reserves the right to add, amend and / or interpret at any time, this Regulation by virtue of circumstances that warrant it.



In accordance with the foregoing, I confirm that I have read and accept the terms and conditions of the described regulation, accepting once the registration form has been completed.