

## VENDORS REGISTRATION PROCEDURE – VRP

### Rules and Regulations

### ITALIAN TRADE AGENCY CHICAGO

#### ***Section 1 (Introduction)***

These Rules and Regulations (“Vendor Registration Procedure” or “VRP”) determine and establish the formation and management of one or more registers (the “Register”) for the registration of vendors and suppliers (“Vendors”) that intend to sell goods and services to the Chicago office of the Italian Trade Agency (“ICE”). The VRP also sets the terms and conditions Vendors have to comply with in order to register and/or maintain their registration in good standing.

The VRP intends to select a number of Vendors deemed suitable to offer goods and services to ICE so that Chicago office can reach its operational goals and fulfil its institutional mission.

In order to be registered, Vendors must meet certain requirements among which being in possession of general and specific requirements, such as professional skills and/or qualifications, while maintaining high ethical and correctness standards, as prescribed by referred articles 80 and 83 of the Italian Legislative Decree no. 50/2016.

ICE shall not bear any responsibility and/or liability for any losses and/or damages incurred because of any decision made and/or action taken by the Vendors based upon and/or having any connection with any such content or information in this VRP. ICE reserves full rights to update, amend and interpret these Guidelines.

#### ***Section 2 (Definitions)***

For purpose of this VRP, Vendor means any natural person resident in the United States and/or any entity formed under US law, acting as sole proprietorship, partnership, LLC, corporation or other lawful form, that intends to offer goods and/or services to ICE and that meets the requirements established under these VRP.

For tax purposes, ICE will treat each Vendor as an Independent Contractor. No Vendor can be considered employed with or by ICE.

### ***Section 3 (Register Formation and Communication)***

ICE may form one or more Registers. ICE maintains complete discretion, control, and supervision in the formation, management and cancellation of one or more Registers. The Registers are organized exclusively by ICE Chicago and can be kept in any format.

ICE may communicate the formation of a Register in different ways, including the following ones: (a) through regular mail and/or e-mail directly to a group of potential vendors, (b) through direct notice to a single vendor, (c) through the request to submit a "ICE Vendor Registration Form", disseminated via any choice of media or mailing services.

Without solicitation, Vendors may submit an application directly to ICE Chicago by filling in the [\*\*Business Vendor Registration Form\*\*](#) published on ICE Chicago's website.

### ***Section 4 (Structure of the Supplier Register)***

The Register is divided into the following macro-sectors:

- Advertising and public relations agencies
- Conference services and event organization
- Catering services
- Electrical, telephone and network installations
- Exhibitions & trade shows (construction, design and rental of booths)
- Graphic design
- Hardware and software-related sales and services
- Interpretation
- Professional training courses
- Office machine service and maintenance
- Market research
- Telemarketing
- Multimedia and conference equipment
- Photography services
- Printing and publishing services
- Audiovisual production
- Promotional items

Each economic operator can register in up to 3 macro-sectors. Each category of goods or services for which economic operators apply for registration must be consistent with the company's corporate purpose, as registered by official entities or by the competent professional associations, and its prevailing economic activity.

### ***Section 5 (Vendor Registration Requirements)***

Vendors shall meet and maintain the requirements stated in this VRP both at the time of the application registration submission and for the entire duration goods and services are provided to ICE. Certain requirements must be certified if necessary.

With the application, vendors must submit to ICE Chicago via email [chicago@ice.it](mailto:chicago@ice.it) the following documents/requirements.

- Form W-9
- Evidence that the business is not in financial distress (i.e. bank reference letter)
- Proof of insurance coverage against "general liability" and "workers compensation" risks.

ICE will register vendors once application documents and requirements are verified and the VRP is completed. Vendors that lose any of the registration requirements will be cancelled from the Register. ICE may not release a certification or a confirmation that a Vendor is duly registered.

The registration of a Vendor within a Register does not imply that the Vendor has matured a right to be always and automatically invited to propose quotation and/or to renew its registration.

Vendor will be required to submit updated documentation annually.

Vendors must update the information and requirements when needed. A Vendor's failure to update information and requirements determines the automatic cancellation unless it is cured within the terms established by ICE.

### ***Section 6 (Periodical inspection and reviewing)***

ICE will carry out random checks to verify the existence of all the requirements that Vendor claims to possess. Information about vendors will be handled in compliance with applicable laws.

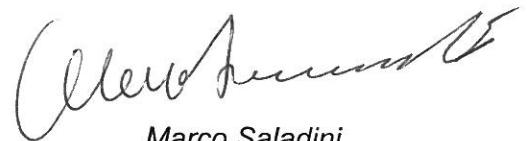
The contractor/supplier on the Register may be removed from the list if it fails to pass checks conducted by ICE.

### **Section 7 (Data protection)**

ICE processes personal data for explicit and legitimate purposes related to compliance with the law and according to the principles set by the Italian laws which mandate for correctness, lawfulness and transparency.

Personal data will be kept for a period of time not exceeding the achievement of the objectives for which they were collected or longer than deadlines set forth by the Italian laws. They can be kept for longer periods as long as they are treated exclusively for the purpose of storage in the public interest.

Chicago, March 22, 2019



Marco Saladini  
Trade Commissioner