

Guest Confidentiality Agreement

This Guest Confidentiality Agreement (the "Agreement") is entered into and made effective as of the date of signature below, by and between the Host Company and the visiting Guest named below.

1. Visitor & Host Information

Host Company:
Guest Full Name:
Guest Organization/Employer:
Date of Visit:

2. Confidential Information

During the Guest's visit to the Host Company's premises, the Guest may have access to, observe, or otherwise receive proprietary, non-public, or confidential information. This includes, but is not limited to, trade secrets, product designs, software, business processes, customer lists, ongoing projects, and financial data (collectively, "Confidential Information").

3. Obligations of the Guest

The Guest hereby agrees to the following terms:

- To hold all Confidential Information in the strictest confidence and not to disclose it to any third party.
- To use the Confidential Information solely for the approved purpose of the visit and not for personal or competitive benefit.
- Not to take photographs, screenshots, audio recordings, or video recordings while on the premises unless expressly authorized in writing.
- To return or destroy any materials, documents, or access badges provided by the Host Company upon the conclusion of the visit.

4. Term and Governing Law

The obligations of confidentiality under this Agreement shall survive the end of the Guest's visit and remain in effect until the Confidential Information enters the public domain through no fault of the Guest. This Agreement shall be governed by and construed in accordance with local laws.

5. Execution and Signatures

By signing below, the parties acknowledge that they have read, understood, and voluntarily agree to the terms of this Agreement.

Guest Signature

Name:

Signature:

Date:

Host Representative Signature

Name:

Signature:

Date: