

## TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE

*an integral part of the REGULATIONS (full text available at [www.polfishfair.pl](http://www.polfishfair.pl))  
 FOR THE PARTICIPANTS IN FAIRS ORGANISED BY THE GDAŃSK INTEGRATIONAL FAIR CO. (MTG SA)*

### 1. EXHIBITION DATES AND PLACE: September, 11-13, 2024

Exhibition & Convention Center, AMBEREXPO, 11 Żaglowa St., 80-560 Gdańsk, Poland.

### 2. PARTICIPATION IN THE FAIR

#### 2.1. Exhibition Space shall be provided on the following conditions:

- Your trade fair application is submitted by 2 August 2024 by filling in an interactive electronic Application Form. By submitting the Application Form, you place an offer of participation in the trade fair and accept all the provisions of the MTG SA Regulations for Trade Fair Participants. The size of the exhibition space ordered must not be smaller than 9 m<sup>2</sup>,
- The amount due resulting from the submitted Application Form that has been confirmed by MTG must be paid, as per the terms specified in 3. PAYMENTS below. **Important:** please quote the name of the trade fair and the type of service you are paying for in the title of payment.

#### 2.2. Exhibition space with a booth (shell scheme) is also available in modules and as standard, as per the packages. The construction and furnishings of modular stands are not subject to any modifications.

#### 2.3. The amount due for exhibition space with stand system covers:

- floor space provided for the duration of the Fair, stand setup and dismantling
- white partition walls, carpeting, electrical wiring (two spotlights, one electrical socket per each 10 m<sup>2</sup>)
- gangway and accessible areas of stands cleaning service
- fascia board with company name
- facility security
- fire safety

#### 2.4. The amount due for exhibition space without stand system covers:

- floor space provided for the duration of the Fair
- gangway cleaning service
- facility security
- fire safety

#### 2.5. Installation of Exhibitors' own stand construction should be reported by completing the appropriate form of Application Form

#### 2.6. The fee for exhibition space without stand system does not cover the cost of supply and use of electric power.

#### 2.7. The registration fee of PLN 600 net paid by the Exhibitor (Application Form) covers the following services:

- advertising and promotion of the Fair in the media
- participation of the Exhibitor's representative in the Exhibitors' Meeting, 1 person (room rental, catering, entertainment).
- symposia and presentations (room rental, speakers' fees, refreshments)
- exhibitor's passes 10 pcs.,
- parking pass 1 pc,
- trade visitor's passes (codes) 10 pcs.

#### 2.8. The registration fee of PLN 900,00 net paid by the Co-Exhibitor (Application Form) covers the following services:

- exhibitor passes 2 pcs.,
- parking pass 1 pc,
- trade visitor's passes (codes) 5 pcs.
- participation of the Co-Exhibitor's representative in the Exhibitors' Meeting (room rental, catering, entertainment), 1 person.

#### 2.9. Exhibition space provided without a booth (Exhibitor's own construction) requires a non-refundable payment to be made for the stand construction auxiliary service, covering: security of the exhibition facilities, floor space layout, operating costs, i.e. heating, lighting, consumption (flat rate) of electric power and water during stand setup and dismantling, in the amount of:

- PLN 20.00, plus the applicable VAT, per 1 m<sup>2</sup> of a one-storey stand
- PLN 26.00, plus the applicable VAT, per 1 m<sup>2</sup> of a two-storey stand

### 3. MAINTENANCE FEE

The Exhibitor shall be obliged to pay the maintenance fee for the removal of waste generated due to the setup and dismantling of a non-modular stand (not subject to multiple use). The amount of the maintenance fee depends on the size of the occupied space provided without a shell scheme (booth) and is PLN 10/m<sup>2</sup>. The fee shall be added to the Exhibitor's order value. The payment of the maintenance fee must be made prior to the commencement of the stand setup work.

### 4. PAYMENTS

- After the receipt of Confirmation of Application by MTG, the Exhibitor shall pay 50% of the value of the exhibition space and other services ordered within 14 days.
- Exhibitors shall be obliged to pay the outstanding 50% of the gross value of the services ordered **by August 9, 2024**
- Exhibitors who submit their application **after August 2, 2024** shall be obliged to pay 100% of the gross value of the services ordered.
- The prices for providing exhibition space and for other services are set

in Polish Zlotys (PLN).

#### 4.5. If a PLN invoice cannot be accepted, invoices can be issued in EUR or USD:

- the value of orders placed by December 31, 2023 shall be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on July 3, 2023.
- the value of orders placed after December 31, 2023 shall be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on January 2, 2024.

### 5. CANCELLATION OF PARTICIPATION

#### 5.1. The Applicant may cancel its offer of participation or withdraw from the concluded Participation Agreement. The cancellation of an offer of participation or the withdrawal from the Participation Agreement shall require written form under pain of invalidity. The withdrawal should be submitted by a person authorised to do so or in accordance with the rules of representation.

#### 5.2. A withdrawal from the Participation Agreement:

- by 11 June 2024 – shall result in an obligation to pay a handling charge of 10% of the total gross value of the exhibition space and services ordered, as specified in the Application Form,
  - between 12 June and 11 July 2024 – shall result an obligation to pay a handling charge of 15% of the total gross value of the exhibition space and services ordered, as specified in the Application Form,
  - between 12 July and 11 August 2024 – shall result an obligation to pay a handling charge of 30% of the total gross value of the exhibition space and services ordered, as specified in the Application Form,
  - from 12 August 2024 – shall result in an obligation to pay 100% of the total gross value of the exhibition space and services ordered, as specified in the Application Form, and of other services ordered.
- e. Subject to 5.2.f. below, the provisions of 5.2.a. above shall apply respectively to the withdrawal of an Exhibitor, or a non-Exhibitor entity who submits trade fair applications on behalf of Exhibitors, from the Participation Agreement as a result of the occurrence of the circumstances referred to in Regulations\* 15.1.
- f. If the dates of the trade fair are postponed, any regulations stipulated for the new dates of the trade fair shall apply accordingly.
- g. If the trade fair is cancelled by MTG for reasons described in Regulations\* 15.1., if the information about the trade fair cancellation takes place in the period:
- of up to 90 days prior to the trade fair—MTG will refund 100% of the participation fee paid in;
  - less than 90 days prior to the trade fair—MTG will impose a handling charge of 10% of the total net value of the exhibition space and services ordered, as specified in the Application Form; the said amount shall be increased by value added tax (VAT) due, as per the applicable laws.
- h. Regardless of the reasons related to the lack of participation in the trade fair, in each case the provisions of Regulations\* 2.2.3. shall apply accordingly.

### 6. ENTRY PASSES / DEPOSIT

- For Exhibitor-provided stands (Application Form): prior to beginning the work, the stand contractor shall be obliged to collect SERVICE passes from the Hall Manager.
- The stand construction can begin when the payment of a PLN 500.00 deposit has been made and documented (see 4.7. e\*)
- Exhibitors shall receive personal Exhibitor Passes with the bearer's name, to be collected at the Exhibitor Service Office as an authorisation to enter the fairgrounds.

### 7. DATES AND OPENING HOURS: THE HALLS AND FAIRGROUNDS

#### 7.1. CONSTRUCTION OF EXHIBITOR-PROVIDED STANDS

Regulation stand setup time, covered by the regulation fee (see 4.7. d\*):

**September 8, 2024** 08:00 - 18:00

**September 9, 2024** 08:00 - 18:00

**September 10, 2024** 08:00 - 20:00

The need to extend the assembly time shall be reported at the Trade Fair Office, one day prior to planned alteration, by 15:00 hrs.

The fee for extending the setup time is PLN 600.00 + value added tax (VAT) due / 1 hour per one hall (see 4.8.\*).

#### 7.2. EXHIBITOR OPENING HOURS

**September 11, 2024** 08:00 - 17:30

**September 12, 2024** 09:00 - 17:30

**September 13, 2024** 09:00 - 20:00

#### 7.3. VISITOR OPENING HOURS

**September 11-12, 2024** 10:00 - 17:00

**September 13, 2024** 10:00 - 16:00

### 8. DISPLAY ARRANGEMENT / EXHIBIT DELIVERY

- Should large-sized exhibits (weight-wise, with size over 2.0 m in height) need to be mounted at the stand, they shall require their specification to be provided (Application Form), individual arrangements to be made with MTG and MTG's written approval to be obtained in this regard.

- 8.2. Please provide the information on large-sized exhibits by **August 30, 2024**, to the MTG Technical Department.
- 8.3. **IMPORTANT: on September 10, 2024 08:00 - 20:00 hrs** only the installation of stand furnishings shall be allowed; no dust-generating work shall be allowed in the halls. Violation of this requirement will result in the interruption of installation work and the imposition of a fine in the amount of 500 PLN.
- 8.4. Exhibits and stand furnishings shall be delivered by **September 10, 2024, by 20:00 hrs**. After this time, it will be impossible to unload the exhibits.
- 8.5. Any replacement or supplementation of the items on display may be done only after obtaining permission from MTG and should take place prior to the opening or after the closing of the Fair to the visitors.
- 9. REGULATIONS FOR VEHICLE ENTRY INTO THE FAIRGROUNDS AND CAR PARKS**
- 9.1. **On September 8-10, 2024** the car park on the AmberExpo premises, shall be available to setup team vehicles. Limited number of spaces.
- 9.2. Exhibitors shall be entitled to one parking pass free of charge, which authorises them to park one passenger car throughout the duration of the Fair (**September 11-13, 2024**).
- 9.3. The Exhibitor may purchase extra parking passes upon submitting an order for extra services (Application Form).
- 9.4. The car parks are unguarded.
- 10. CLEANING**  
The shell scheme contractor shall be obliged to clean up the stand, once assembled, and the area around it at the contractor's own expense.
- 11. STAND DISMANTLING**  
Regulation dismantling time:  
**September 13, 2024** 16:30 - 20:00  
**September 14, 2024** 08:00 - 16:00
- 12. FOOD & BEVERAGE SERVICES - CATERING - EXCLUSIVE PROVIDER**  
"Food & beverage and catering services at the AMBEREXPO Exhibition and Convention Centre are provided EXCLUSIVELY by Amber Side Sp. z .o.o. The services are available at the AMBER SIDE restaurant & bar to all the participants in the fairs, especially the exhibitors, co-exhibitors and the participants in the conferences and meetings which accompany the fairs. Orders accepted by mail: info@amberside.pl, www.amberside.pl"
- 13. MORE INFORMATION**
- FORWARDING / UNLOADING**  
Forwarding services and assistance with unloading (stackers, etc.) are provided by:
- **NETLOG POLSKA Sp. z o.o.**, Rafał Skrobotan, mobile 668 890 274, tel. 22 256 70 55, e-mail: rafal.skrobotan@netlog.org.pl
  - **TRANSMEBLE INTERNATIONAL**, Daniel Piłkuła, mobile: +48 504 103 563; tel. +48 61 865 68 07; +48 61 865 68 13; e-mail: daniel@transmeble.com.pl, office@transmeble.com.pl

The remaining details of the formal regulations can be found in:

\* Regulations for the Participants in Fairs Organised by MTG SA