

SPECIFIC PROVISIONS AND TERMS AND CONDITIONS OF PARTICIPATION

SPECIFIC PROVISIONS

1. Application deadline

30.06.2019

Applications submitted after this date shall be considered provided exhibition space is still available.

2. Trade fair opening dates and times

2.1. Trade fair dates: 20–23.11.2019

2.2. Opening times:	20-22.11.2019	23.11.2019
- for exhibitors:	09:00 – 18:00	09:00-17:00
- for visitors:	10:00 – 17:00	10:00-16:00

3. Stand assembly and dismantling periods

3.1. Stand assembly: Hall 7A: 16-19.11. 2019
Hall 7, 8, 8A: 17-19.11. 2019

3.2. Dismantling: 24-25.11.2019

3.3. Opening times of pavilions and fairgrounds: 7.00 – 21.30

The last day of stand assembly pavilions will be open till midnight.

4. Stand cleaning

Responsibility for ensuring that a stand is in an orderly condition after stand assembly and dismantling is on the stand contractor, subject to waste removal regulations (see points 7.7, 7.8, and 12.2 of Technical Regulations).

During the fair, stand cleaning services are provided by MTP on a daily basis (with the exception of the last day of the fair). Cleaning is done after the fairgrounds are closed for visitors and once the fair participants (exhibitors) leave their stands, between 5.00 pm and 7.00 pm.

The area cleaned is the generally accessible space of a stand, not the locked back area. Cleaning consists in emptying the waste baskets, mopping hard floors, vacuuming the carpeting and cleaning the furniture with which the stand is furnished, but does not include cleaning the exhibits or washing the dishes belonging to the exhibitor.

The cleaning service, included in the exhibition space, does not need to be ordered separately.

A fair participant is obliged to secure his property stored at the stand at his own expense and risk (according to items 6.2. and 6.3. of the Regulations for Trade Fair Participants).

It is also recommended that participants insure their property (pursuant to item 7.4. of the Regulations for Trade Fair Participants).

5. Entry cards / invitation for visitors

5.1. An exhibitor card will be required from exhibitors to enter MTP grounds during the trade fair, stand construction and dismantling periods.

5.2. Exhibitor cards are provided depending on the size of exhibition space ordered, according to the following rules:

- for a stand of up to 10 m², 2 cards
- for a stand of up to 20 m², 4 cards
- for a stand of up to 50 m², 6 cards
- for a stand of up to 75 m², 8 cards
- for a stand of up to 100 m², 10 cards
- for a stand of up to 200 m², 12 cards
- for each 50 m² over 200 m², 1 card.

5.3. Any additional exhibitor cards over the numbers stated above shall be sold based on a written order (Form WA). If the order reaches MTP approx. 1 month before the fair commencement date, the ordered cards are sent by MTP to the orderer's address by registered mail and payment should be made against a VAT invoice issued after the fair. If the order reaches MTP when there is less than a month left before the fair starts, cards may be collected from the Exhibitor's Reception Desk at the MTP and the payment is made by cash or pay card.

5.4. Entry cards for stand constructing teams for stand assembly and dismantling periods shall be provided by MTP based on a written order from an exhibitor or stand constructor. The cards can be collected at the Exhibitors' Reception Desk.

5.5. Application fee for exhibitor standard include 30 invitation and premium 40 invitation for visitors.

6. Car entry cards and parking cards

6.1. Fair participants are entitled to enter the fairgrounds:

a) by passenger cars or delivery cars with additional passenger space – during the fair, stand construction (except last day of stand construction*) and dismantling period – upon the permanent car entry cards.

b) by delivery cars – by delivery cars – on the last fair day, when the grounds are closed to the visitors or during stand construction and dismantling period – on the basis of car entry cards for stand constructing teams.

Permanent car entry cards for whole event will be sold upon the written order made on the WA form. If the order reaches MTP approx. 1 month before the fair commencement date, the ordered cards are sent by MTP to the orderer's address by registered mail and payment should be made against a VAT invoice issued after the fair. If the order reaches MTP when there is less than a month left before the fair starts, cards may be collected from the Exhibitor's Reception Desk at the MTP and the payment is made by cash or pay card.

The number of car entry cards may be limited depending on the exposition size.

6.2. Stand constructors and deliverers / recipients of exhibits are entitled to enter the fairgrounds by car during stand construction (except last day of stand construction*) and dismantling period, on the basis of assembling/ dismantling car entry cards or delivery / receipt order. Car entry cards for stand constructing/ dismantling teams are issued on the basis of written order at the Exhibitor's Reception Desk.

6.3. On the last fair day, i.e 23.11.2019, after 5.00 p.m., for stand dismantling purposes the car entrance will be allowed for passenger cars, trucks with a payload capacity of up to 8 tons and length up to 8 m, without trailers.

Large trucks, trucks with trailers, other large-size and special purpose vehicles may enter the fairgrounds the following day, i.e. 7.00

6.4. It is not allowed to:

- enter the fairgrounds without valid, authorized car entry documents,
- park vehicles at escape routes and walking areas,
- leave vehicles on the fairgrounds during the trade fair – after 7 p.m.,
- leave vehicles on the fairgrounds in the stand construction and dismantling periods – after 10 p.m.

Entering the fairgrounds without valid, authorized car entry documents, parking vehicles at escape routes and walking areas or leaving the vehicle at the fairgrounds after the time specified herein without MTP's permission and at a place other than the designated one will be wheel clamped and a fine of PLN 200 will be imposed. The fine will not be invoiced.

6.5. There is a possibility to use MTP's car park located near the fairgrounds (Matejki Str.). On 20-23.11.2019 (trade fair period) permanent or single-use parking cards are obligatory.

Permanent parking cards are sold at the car park in Matejki Street. Single-use parking cards are available by drive-in to the MTP car park. Payment by cash or credit card.

7. MTP GOLD MEDAL and ACANTHUS AUREUS competitions

7.1. MTP Gold Medal – competition for the best product. Competition entries should be submitted to the World Trade Center Poznań sp. z o.o. (WTC), ul. Bukowska 12, 60-810 Poznań. For detailed information, call Ms. Agnieszka Ratajczak, phone +48 609 672 321, e-mail: agnieszka.ratajczak@wtcpoznan.pl

7.2. Acanthus Aureus – competition aiming to award the trade fair exposition, which architectural and graphical solutions mostly reflect company's marketing strategy. Competition entries should be submitted to MTP Corporate Communication Team no later than 1 week before the fair begins. For detailed information, contact, Ms. Anna Smolińska, phone: +48/61 869 2109, e-mail: anna.smolinska@mtp.pl

8. Value Added Tax (VAT)

8.1. MTP shall issue an invoices with the value added tax (VAT) on:

a) admission and car entry services and connected auxiliary services (tickets and entry cards, invitations, car entry cards, parking cards, etc.), irrespective of where the fair contractors has a seat or permanent place of business activity;

b) other trade fair services provided to the contractors with a seat or permanent place of business activity in Poland.

8.2. MTP shall issue an invoices without the value added tax (VAT) on trade fair services other than mentioned at p.7.1.a), for contractors ordering those services whose seat or permanent place of business activity is situated in the EU Member State or in the country outside of EU, provided that the recipient of the service is not an exhibitor/co-exhibitor who has a seat or permanent place of business activity in Poland.

8.3. An invoice without the value added tax (VAT) shall be issued to foreign contractors with a seat or permanent place of business activity in the EU Member State provided that EU VAT ID is given in the forms for ordering trade fair services.

9. Stand Construction

9.1. The exhibitors (or the persons making the construction on behalf of the exhibitor) are obliged to submit a design of the stand construction and to receive a confirmation issued by the regional manager (responsible for a particular pavilion) within the time giving the possibility to introduce any necessary alterations and corrections before starting the assembly.

Manager of region 1
(pavilions: 7, 7A, 8, 8A and 5A)
e-mail: rejon1@mtp.pl,
Tel: 61 8692271

9.2. It is forbidden to erect a continuous and complete construction exceeding 40% length of the communication route side with the stands of other exhibitors located on the other side.

The stands:

- 9.2.1. Row booth-type stands should be accessible on 1 side;
- 9.2.2. Corner stands should be accessible on 2 sides;
- 9.2.3. Semi-island stands should be accessible on 3 sides;
- 9.2.4. Island-like stands should be accessible on 4 sides.

9.3. The following are the exceptions to point 9.2:

- 9.3.1. A transparent or pierced construction is allowed on the communication route side;
- 9.3.2. It is allowed to erect a wall on the communication route side

1. PARTICIPANT APPLICATION

- 1.1. MTP accepts participant applications in the trade fair submitted electronically (on-line) via the "Exhibitor's Zone" portal. The activities related to the submission of exhibitor's application for participation in the trade fair, including the order for the exhibition space, and the activities related to co-exhibitor application are described in the Rules for trade participants and in the Rules of the "Exhibitor's Zone" portal
- 1.2. MTP accepts participant application in the trade fair provided that a deposit for providing the exhibition space referred to in point 2 and the exhibitor application fee referred to in point 3 are paid.
- 1.3. MTP accepts co-exhibitor application provided that the co-exhibitor application fee referred to in point 4 is paid.
- 1.4. The entity applying for participation is obliged to pay the deposit for providing the exhibition space and the exhibitor application fee as well as the co-exhibitor application fee.

2. EXHIBITION SPACE, CONDITIONS OF PAYMENT

- 2.1 Prices for the exhibition space associated with participation in the trade fair situated inside the hall and/or outdoors cover:
 - the preparation of the space for an exhibitor (the marking out of the stand, preparation of infrastructure),
 - the handing over of the space to an exhibitor for use during the fair, assembly and disassembly,
 - with regard to a developed space, additionally, the assembly and disassembly of the stand and standard construction and furnishings in accordance with the MTP design,
 - the cleaning of stands during the fair,
 - the service and cleaning of lavatories and costs of water consumption,
 - organizational and technical services provided by the MTP Area Coordinator, and prices for the exhibition space inside the hall also include the costs of:
 - heating/air-conditioning,
 - general lighting of the hall.
- 2.2 In calculating the fee for the exhibition space MTP rounds the metric area up to full square metres in accordance with mathematical rules.
- 2.3 DEPOSIT FOR PROVIDING EXHIBITION SPACE
- 2.3.1 The entity applying for participation and ordering the space is obliged to pay the deposit for providing the exhibition space. The payment of the deposit is a prerequisite for acceptance of the participant application by MTP..
- 2.3.2 Deposit rates:
 - 20% of the gross value* of the ordered space – for payments made by 31.06.2019
 - 50% of the gross value* of the ordered space – for payments made after 31.06.2019 but by 14.10.2019.
 - 100% of the gross value* of the ordered space – for payments made after 14.10.2019
- 2.4 No invoice is issued for the payment of the deposit. The deposit paid by the entity applying for participation and ordering the space will be credited to the fee for providing the exhibition space on the day of issuing the Participant Application Confirmation.
- 2.5 Together with the Participant Application Confirmation MTP issues an invoice confirming that the payment is credited to the amount due for providing the exhibition space.
- 2.6 If the payment is made in an amount lower than 100% of the gross value* of the ordered space, MTP issues a pro forma invoice specifying an outstanding portion of the amount due which is required to be paid within the time limit specified in the pro forma invoice. The payment made will be invoiced by MTP in accordance with applicable regulations.
- 2.7 Settlements with foreign customers for providing the exhibition space are performed by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland:
 - a) on the working day preceding the date of issuing the invoice or the pro forma invoice – if the amount due for the exhibition space providing fee was posted in the MTP's bank account prior to the participant application deadline;
 - b) on the last working day preceding the participant application deadline – if the amount due for the exhibition space providing fee was posted in the MTP's bank account on the day specified as the participant application deadline or following that deadline.

3. EXHIBITOR APPLICATION FEE

- 3.1. The exhibitor application fee comprises handling costs associated with the preparation by MTP of the documentation associated with conclusion of the trade fair participation agreement and making the exhibition space available, as well as the package of services, to be selected between a STANDARD package or a PREMIUM package.
- 3.2. The level of the exhibitor application fee (to be declared while submitting the on-line participant application via the "Exhibitor's Zone" portal): amounts to:
 - a) STANDARD exhibitor application fee – PLN 1350 net**,
 - b) PREMIUM exhibitor application fee – PLN 2070 net**.
- 3.3. Services for the exhibitor included in the STANDARD and PREMIUM packages are specified in detail in the description of the exhibitor application fee on the "Exhibitor's Zone" portal.
- 3.4. The entity applying for participation is obliged to pay a full exhibitor application fee (100% of the gross value*) upon submitting its participant application and paying the deposit referred to in point 2.
The payment will be confirmed by MTP through issuing an invoice in accordance with applicable regulations
- 3.5 Settlements with foreign customers due to the co-exhibitor application fee are performed by MTP according to the average EUR rate, analogically to the rules referred to in point 2.7.
- 3.6 Once paid, the exhibitor participation fee will not be reimbursed in case the participation is withdrawn or the participation agreement is rescinded.

4. CO-EXHIBITOR APPLICATION FEE

- 4.1 The co-exhibitor application fee comprises the package of services, to be selected between a STANDARD package or a PREMIUM package .
- 4.2 The level of the co-exhibitor application fee (to be declared while submitting the on-line participant application via the "Exhibitor's Zone" portal):

- a) STANDARD co-exhibitor application fee – PLN 674 net**,
 - b) PREMIUM co-exhibitor application fee – PLN 1550 net**.
- 4.3. Services for the co-exhibitor included in the STANDARD and PREMIUM packages are defined in detail in the description of the co-exhibitor application fee on the "Exhibitor's Zone" portal.
 - 4.4. The co-exhibitor application fee will be invoiced by MTP in accordance with applicable regulations. The fee should be paid within 14 days from the invoice issuance date or within 5 days following the invoice receipt.
 - 4.5. The co-exhibitor application fee paid by a foreign customer will be invoiced by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

5. CONDITIONS OF PAYMENT FOR OTHER FAIR SERVICES

- 5.1 MTP accepts orders for fair services placed electronically (on-line) via the "Exhibitor's Zone" portal. The activities related to the submission of orders for services are described in the Rules for trade participants and in the Rules of the "Exhibitor's Zone" portal.
- 5.2 Terms and conditions of the payment for the stand construction and furnishings are specified in a separate agreement.
- 5.3. Amounts due for ordering the other fair services (advertisement in the catalogue, advertising structure, additional invitations and exhibitor cards, electricity and water connections, rental of furniture and other equipment, auxiliary staff, etc.) will be invoiced by MTP in accordance with applicable regulations. The payment shall be made within 14 days after the invoice issue date or within 5 days after the invoice receipt date.
- 5.4. Settlements with foreign customers for the other fair services are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

6. CHARGE FOR UTILIZING POWER SUPPLY NETWORK

- 6.1. Entities ordering electric service lines are required to pay a charge for the utilization of the MTP's power supply network. The charge rates depend on the line power and are as follows:

Line power	Net charge** [in PLN]
3 kW (1x16A)	85
9 kW (3x16A)	195
14 kW (3x25A)	295
18 kW (3x32A)	365
36 kW (3x63A)	750
50 kW (3x80A)	990
70 kW (3x125A)	1480
2,3 kW (1x10A) 24 h	70
9 kW (3x16A) 24 h	150

- 6.2 An invoice for the utilization of the power supply network will be issued by MTP in accordance with applicable regulations. The payment shall be made within 14 days after the invoice issue date or within 5 days after the invoice receipt date.
- 6.3. Settlements with foreign customers for the utilization of the power supply network are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

7. WASTE COLLECTION CHARGE

- 7.1 MTP charges stand constructors for waste collection. The charge rates depend on the size of the space made available to the exhibitors:

Space made available to the exhibitors	Net charge** [in PLN]
up to 150 sq m	12,00 for every square metre of space made available to the exhibitors
above 150 sq m	flat rate: 1810,00

- 7.2 The waste collection charge will be invoiced by MTP in accordance with applicable regulations. The payment shall be made within 14 days after the invoice issue date or within 5 days after the invoice receipt date.
- 7.3 Settlements with foreign customers in respect of the waste collection charge are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

8. AMOUNTS DUE VS BANK FEES

- 8.1 All amounts due for participation in the trade fair (exhibitor application fee, co-exhibitor application fee), for ordering the space and other fair services are required to be settled as exclusive of bank fees.
- 8.2 All payments in respect of participation in the fair are required to be made into the following MTP's bank account:
Międzynarodowe Targi Poznańskie Sp. z o.o., ul. Głogowska 14, 60 – 734 Poznań,
Powszechna Kasa Oszczędności Bank Polski S.A. w Warszawie o/Poznań
IBAN: PL 46 102040270000140210929075, SWIFT: BPKOPLPW

* Gross value (price) is inclusive of the goods and services tax (VAT) in accordance with applicable regulations.

** Net fee (price) is exclusive of the goods and services tax (VAT).

Rules for trade participants and Rules of the "Exhibitor's Zone" portal are available at <https://www.targistone.pl/pl/>