



1. Application deadline: 31.05.2024

After this date, applications will be accepted subject to the availability of exhibition space.

2. Fair opening dates and hours

2.1. Fair date: 21-23.11.2024

2.2. Fair opening hours: 21.11. (Thursday) - 22.11. (Friday) – 23.11. (Saturday)

- ✓ For exhibitors: 9:00 a.m. – 6:00 p.m.
- ✓ For visitors: 10.00 a.m. – 5.00 p.m.

3. Stand set up and dismantling periods

3.1. Set up: 18-20.11.2024

3.2. Dismantling: 23-24.11.2024 (on 23.11 from 5.30 p.m. to 24.11.2024 till 6.00 a.m.)

3.3. **All assembly work must be completed by 10 p.m. on 20th November 2024.**

3.4. Opening hours of the halls and fairgrounds: 6.00 a.m. – 10.00 p.m.

4. Application form

- 4.1. The Organizer accepts applications for participation in the fair made electronically (online) via the www.strefawystawcy.pl/en. The procedure for application for participation in the fair for exhibitors and co-exhibitors is described in the Regulations for Fair Participants and the Regulations of the *Exhibitor Zone* portal (www.strefawystawcy.pl/en).
- 4.2. The Organizer accepts applications for participation in the fair subject to payment of a deposit for the provision of exhibition space referred to in paragraph 5, as well as payment of the exhibitor application fee referred to in paragraph 6.
- 4.3. The Organizer accepts applications for co-exhibitors subject to payment of the application fee referred to in paragraph 7.
- 4.4. The deposit for the provision of exhibition space, as well as the exhibitor and co-exhibitor application fees must be paid by the entity applying for participation.

5. Exhibition space, terms of payment

- 5.1. Exhibition space prices related to the participation in the fair, located in the hall and/or in the open air, include:
 - ✓ preparation of exhibition space for the exhibitor (stand demarcation, preparation of infrastructure)
 - ✓ providing exhibitors with access to the exhibition space for the duration of the trade fair, set up and dismantling of the stands
 - ✓ in the case of exhibition space with structures – in addition – set up and dismantling of the stand and the cost of standard construction and equipment designed by MTP Poznan Expo/The Organizer
 - ✓ toilet service and cleaning
 - ✓ the cost of water consumption
 - ✓ organisational and technical support provided by Organizer's Region Coordinator
 - ✓ the prices of the exhibition space in the hall also include the costs of: heating / air conditioning – general lighting of the hall.
- 5.2. When calculating the fee for the exhibition space, the Organizer rounds the surface to a full m² according to mathematical principles.
- 5.3. Deposit for the provision of exhibition space.

The entity applying for participation and ordering exhibition space is required to pay a deposit for the provision of exhibition space. Payment of the deposit is a prerequisite for acceptance by the Organizer of the participation application.

Deposit rate:

 - ✓ advance payment in the amount of 50% of the total gross amount resulting from the contract, payable within 14 days from the date of signing the Participation Agreement by the Exhibitor / Payer.
 - ✓ the payment of the remaining charges (50%) shall take place no later than 30 days before the fair, i.e. until October 20, 2024. If the payment is not made within this period, the Organizer has the right to prevent the Exhibitor from participating in the Fair without reimbursing the advance payments already made.
 - ✓ the payment of the deposit will not be invoiced. The deposit paid by the entity filing the application form and ordering space will be offset against the fee for the provision of exhibition space on the date of issuing the Confirmation of Application (agreement).
- 5.4. Along with the Confirmation of Application the Organizer will issue an invoice confirming recognising the payment against any amount due for the provision of exhibition space.

- 5.5. If the deposit paid is less than 100% of the gross* value of the space ordered, the Organizer will issue a pro forma document indicating the remaining amount due to be paid within the time limit specified in that document. The payment will be invoiced by the Organizer in accordance with applicable regulations.
- 5.6. Settlements with foreign contractors for the provision of exhibition space are carried out by the Organizer according to the average EUR exchange rate announced by the NBP:
- ✓ on the business day preceding the date of the invoice or pro forma document – where the fee for the provision of exhibition space due is credited in the bank account of the Organizer prior to the application deadline;
 - ✓ on the last business day preceding the application deadline – where the fee for the provision of exhibition space due is credited in the bank account of the Organizer on the day set as the application deadline or after that date.

6. Exhibitor application fee

- 6.1. The application fee for exhibitors includes a package of services.
- 6.2. The amount of the application fee (to be declared during online application via the *Exhibitor Zone* portal):

- ✓ STANDARD application fee for exhibitors – **PLN 1400 net****,

- 6.3. Services for exhibitors covered by the scope of the STANDARD package are specified in the description of the exhibitor application service fee in the *Exhibitor Zone* portal.
- 6.4. The entity applying for participation will pay the exhibitor application fee in the full amount (100% of the gross* value), along with the application for participation and payment of the deposit referred to in paragraph 2. The payment will be confirmed by the Organizer by issuing an invoice in accordance with applicable regulations.
- 6.5. In case of the cancellation of the participation offer or withdrawal of an exhibitor from the participation agreement, the registration fee is non-refundable.

7. Co-exhibitor application fee

- 7.1. The application fee for co-exhibitors includes a package of services
- 7.2. The amount of the application fee for co-exhibitors (to be declared during online application via the *Exhibitor Zone* portal):

- ✓ STANDARD application fee for co-exhibitors – **PLN 700 net****,

- 7.3. Services for co-exhibitors covered by the scope of the STANDARD package are specified in the description of the co-exhibitor application service fee in the *Exhibitor Zone* portal.
- 7.4. The payment of the co-exhibitor application fee will be invoiced by the Organizer in accordance with applicable regulations. The payment should be made within 14 days from the date of issuing the invoice or 5 days from the date of receipt of the invoice.
- 7.5. The co-exhibitor application fee made by a foreign contractor will be invoiced at the average EUR exchange rate announced by the NBP on the last workday preceding the fair.

8. Orders and terms of payment for other fair services

- 8.1. The Organizer accepts orders for fair-related services made electronically (online) via the *Exhibitor Zone* portal. The procedure for ordering services is described in the Regulations for Fair Participants and the Regulations of the Exhibitor Zone portal.
- 8.2. Payment terms for the **stand construction and furnishing service** are established in a separate agreement.
- 8.3. Amounts due for ordering **other trade fair services** (additional advertising, additional invitations, additional exhibitor cards, entry cards, electricity and water supply, rental of furniture and other equipment, etc.) will be invoiced by the Organizer in accordance with applicable regulations. The payment should be made within 14 days from the date of issuing the invoice or 5 days from the date of receipt of the invoice.
- 8.4. The settlement with foreign contractors on account of other fair services is made by the Organizer according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the application deadline.

9. Fee for the use of the power grid

- 9.1. Exhibitors ordering electrical connections are required to pay for consumption of electricity supplied by the Palace of Culture and Science, the amount of which depends on the power supplied:

| type of connection | unit net price |
|--------------------------|----------------|
| up to 3kW 230V | PLN 498,00 |
| up to 9kW 400V (16A) | PLN 1272,00 |
| up to 25kW 400V (32A) | PLN 3354,00 |
| 24h up to 3kW 230V | PLN 396,00 |
| 24h up to 9kW 400V (16A) | PLN 1560,00 |

- 9.2. The payment of the use of the power grid will be invoiced by the Organizer in accordance with applicable regulations. The payment should be made within 14 days from the date of issuing the invoice or 5 days from the date of receipt of the invoice.
- 9.3. The settlement with foreign contractors on account of using the power grid is made by the Organizer according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the application deadline.

10. Amounts due and bank charges

- 10.1. All payments for participation in the fair (fee for the provision of exhibition space, exhibitor application fee, co-exhibitor application fee) and other trade fair services should be paid with no bank charges on the part of the Organizer.
- 10.2. All payments in respect of participation in the fair should be made into the bank account of the Organizer: Międzynarodowe Targi Poznańskie Sp. z o.o., ul. Głogowska 14, 60-734 Poznań, Powszechna Kasa Oszczędności Bank Polski S.A. in Warsaw / Poznan Branch, account number: 38 102040270000110204242962

11. Stand Cleaning

- 11.1. The cleaning scope includes vacuuming the floors in the main passageways and emptying the rubbish bins at the end of the day (the bins must be displayed in front of the stand).
- 11.2. The contractor of the stand shall be responsible for it after its assembly and disassembly.
- 11.3. The Exhibitor and/or the Exhibition Space Contractor shall clean the communication routes within the stand every day during assembly and disassembly, and the exhibition stand during the fair event. In the event of failure to perform the above-mentioned cleaning works, the Organizer shall order them at the Exhibitor's cost and risk.
- 11.4. Exhibition Stands with package construction shall be dusted before the first day of the fair, any additional dusting of the floor covering shall be the responsibility of the Exhibitor, who may order such a service via the *Exhibitor Zone* portal www.strefawystawcy.pl/en.
- 11.5. Exhibitors constructing the exhibition stand on their own or through an external company may also order a one-time vacuuming of the floor covering before the fair, as well as daily vacuuming before the opening of the fair via the *Exhibitor Zone* portal www.strefawystawcy.pl/en.

12. Admission cards, invitations to visit

- 12.1. **Exhibitor cards** entitle fair participants to enter the fairgrounds during the fair, set up and dismantling period.
- 12.2. Exhibitor cards are allocated by the Organizer in the number depending on the size of the space ordered by the exhibitor, according to the following rules:

| |
|--|
| 2 cards – stand up to 10 m² |
| 4 cards – stand up to 20 m² |
| 6 cards – stand up to 50 m² |
| 8 cards – stand up to 75 m² |
| 10 cards – stand up to 100 m² |
| 12 cards – stand up to 200 m² |
| One card for every 50 m ² of the surface larger than 200 m ² . |

- 12.3. Additional exhibitor cards in addition to numbers stated above are sold at www.strefawystawcy.pl/en
- 12.4. **Admission cards for stand constructing teams** are issued by the Organizer for the duration of set up and dismantling on the basis of a written order from an exhibitor or constructor. Ordered cards are sent by e-mail.
- 12.5. In connection with the settlement of the **STANDARD** exhibitor application fee and the **STANDARD** co-exhibitor application fee, fair participants (exhibitors, co-exhibitors) will receive **30 invitations for fair guests**.
- 12.6. Fair participants can also purchase from the Organizer any number of invitations for their guests. Additional invitations are sold at www.strefawystawcy.pl/en

13. Entry cards

- 13.1. Parking places: Exhibitors may purchase a parking ticket directly, which allows them to leave the car in a supervised, unguarded parking lot around the Palace of Culture and Science. The Parking Department with the Customer Service Office is located on level "1" of the Palace – the elevator hall, next to the souvenir shop. The Customer Service Office is open from Monday to Friday, from 8.00 a.m. to 4.00 p.m. with a break from 10.00 a.m. to 11.00 a.m. (tel. [+48] 22 656 63 49)
The Parking Technical Service Point is open 24 hours a day (from Marszałkowska Street, near the main entrance to the Palace, next to the former tribune, tel. [+48] 22 656 71 62).

Very important: The Parking Technical Service Point may issue a receipt when the customer forgets to take it from the automatic parking cash register. Drivers wishing to receive the receipt shall contact the Parking Technical Service Point after paying for the ticket, but before leaving the parking lot. After departure, the ticket loses the information necessary to issue the receipt. A detailed price list of parking tickets and subscription fees applicable from June 2022 may be downloaded at the following link:

<https://pkin.pl/wp-content/uploads/2022/06/CENNIK-PARKING-OD-1-CZERWCA-2022.pdf>

Parking regulations below:

<https://pkin.pl/wp-content/uploads/2020/04/regulamin-parkingow.pdf>

From 3 June 2023, the entrance and exit to the PKiN car park from Marszałkowska Street will be closed.

The parking services may be paid using payment cards. The card payment terminal is located at the 24-hour Customer Service Point (in the booth at the exit from the parking lot towards Marszałkowska Street). Payments at the parking service point in the elevator hall are made in cash only.

NOTE! The system of parking gates registers each entry and exit of the vehicle.

- 13.2. Stand contractors and suppliers/recipients of exhibits are entitled to enter the fair premises during the period for assembly and disassembly, based on entry cards for assembly/disassembly purposes or supply/receipt orders. Entry cards for assembly/disassembly are provided via e-mail on the basis of a written order.
- 13.3 Traffic of trucks during the period for assembly and disassembly at ITTF Warsaw 2024:
trucks arriving for the assembly / disassembly of the fair structures in advance may use the parking lot on the side of Świętokrzyska Street while waiting for unloading / loading.
Entrance to the parking lot - through barrier beam No. 3.

During assembly / disassembly hours:

- ✓ smaller trucks (up to 6 m of loading length), using the parking lot on the side of Świętokrzyska Street, shall enter the unloading area through barrier beam No. 1 and unload in the smaller courtyard; they exit via barrier beam No. 2
- ✓ trucks with semi-trailers, using the parking lot on the side of Świętokrzyska Street, shall enter the large courtyard through barrier beam No. 1; they also leave via barrier beam No. 1.
- ✓ vehicles not using the parking lot at the side of Marszałkowska Street and entering the assembly / disassembly area directly from Emilii Plater Street, shall proceed as follows:
 - trucks with semi-trailers going to the large courtyard - entrance through barrier beam No. 1, exit via barrier beam No. 1
 - smaller trucks going to the smaller courtyard - entrance through barrier beam No. 1, exit via barrier beam No. 2
- ✓ in the event of low occupancy in the large yard and with the consent of the traffic coordinator - smaller trucks will be able to unload / load at the large courtyard. The vehicles shall leave through barrier beam No. 1.



| | |
|--|--|
| System parkingowy PKiN | Car park system of the Palace of Culture and Science |
| WJAZD | DRIVE-IN ENTRY |
| WYJAZD | EXIT |
| Parking | Car Park |
| Trybuna | Tribune |
| Punkt Obsługi Technicznej Parkingu Czynny 24 h | The Parking Technical Service Point is open 24 hours |
| Przystanek autobusowy | Bus stop |
| Kasa Parkingowa | Parking cash register |
| Parking dla autokarów | Coach parking |

| | |
|------------------------|---------------------------------------|
| Iglica | The Spire |
| Główne Wejście PKiN | Main Entrance to the PKiN |
| Teatr Lalka | Lalka Theatre |
| Teatr Studio | Studio Theatre |
| Teatr Dramatyczny | Dramatyczny Theatre |
| Pałac Młodzieży | Youth Palace |
| Kinoteka MULTIPLEX | MULTIPLEX cinema |
| Basen Pałacu Młodzieży | The swimming pool of the Youth Palace |
| Sala Kongresowa | Congress Hall |
| Muzeum Techniki | Museum of Technology |

13.4. Traffic of passenger cars and freight transport vehicles in the inner yards of the Palace of Culture and Science

- ✓ entry to the area administered by the ZPKiN is payable. Settlements for the time of stay are made by the Department of Protection and Security of ZPKiN in accordance with the price list of parking services. NOTE: The parking lot fee is charged according to the PKiN price list.
- ✓ the movement of vehicles in the inner yards shall be managed by employees of the Department of Protection and Security of ZPKiN at the posts at the entrance and exit gates. Vehicle drivers shall observe their instructions. In certain safety-related cases and in order to maintain traffic flow, the employees of the Department of Protection and Security of ZPKiN may decide to temporarily suspend traffic in the yards.
- ✓ in safety-related cases, as specified in the regulations, vehicles entering or leaving the courtyards of the Palace of Culture and Science may be subject to a detailed inspection carried out by employees of the Department of Protection and Security of ZPKiN.

13.5. NOTE: The official freight forwarder of the Fair is netlog Polska Sp. z o.o.

Contact: Rafał Skrobutan tel.: +48 22 256 70 55, +48 668 890 274

rafal.skrobutan@netlog.org.pl

The forwarder provides services by:

- ✓ organizing transport of exhibits, providing comprehensive customs service, - unloading and loading of fair goods in accordance with the instructions of the sender
- ✓ supporting the qualified personnel in unpacking / packing exhibits at the stand
- ✓ professional storage of empty packaging, exhibits and stand construction materials
- ✓ renting trolleys and transport platforms

The Official Freight Forwarder of the Fair provides exclusive unloading / loading services within the PKiN premises, using mechanical devices, i.e. forklifts and crane trucks. Therefore, within the PKiN premises, the Exhibitors and third parties are prohibited to introduce mechanical devices for unloading, e.g. cranes, mechanical forklifts, without the consent of the Organizer or the Official Freight Forwarder of the Fair. The Fair Freight Forwarder, netlog Polska Sp.z o.o, has the exclusive right to perform unloading and loading services at throughout fair premises with the use of forklifts.

13.6. Unloading and transport of materials within the PKiN premises:

- ✓ entry to the premises of the Palace of Culture and Science is possible only after presenting valid documents authorizing the entry,
- ✓ the area assigned for unloading is the unloading yard / courtyard of the Palace of Culture and Science (entrance from Emilii Plater Street) in zones agreed with the Fair Organizer.
- ✓ all vehicles must leave the unloading area as soon as the unloading is completed.
- ✓ it is forbidden to park within the PKiN premises in prohibited areas or those intended for other purposes (fire roads, pedestrian zones)
- ✓ exhibitors who leave their vehicles at the unloading yard after completing the unloading shall be charged with additional parking costs.
- ✓ The Organizer reserves the right to remove vehicles that do not meet the above-mentioned conditions on the expense of their owners.

14. Competitions: Acanthus Aureus

14.1. **Acanthus Aureus** – an award for trade fair exhibitions whose architectural and graphic solutions best reflect the company's marketing strategy. Applications for the competition should be sent to the Organizer's Corporate Communication Team no later than 1 week before the fair begins. Detailed information: Anna Smolińska, phone: +48 61 869 2109, e-mail:

anna.smolinska@grupamtp.pl

15. Value Added Tax (VAT)

15.1. The Organizer issues **invoices including the value added tax (VAT)** for:

- ✓ admission and entry and related auxiliary services (tickets and admission cards, invitations, entry cards etc.) – to fair contractors, regardless of their registered office or place of business activity;
- ✓ other trade fair services – to contractors ordering these services with a seat or permanent place of business in Poland.

15.2. The Organizer issues **invoices without value added tax (VAT)** for trade fair services other than those mentioned in p. 16.1.a):

- ✓ to contractors with a seat or permanent place of business in European Union (EU) Member States,
- ✓ to contractors with their registered office or permanent place of business in a country outside the EU, **provided that the recipient of the service is not an exhibitor/co-exhibitor with a registered office or permanent place of business in Poland.**

15.3. Invoices without the value added tax (VAT) will be issued to foreign contractors with a seat or permanent place of business in the EU Member State **stating the EU VAT ID** in order forms for trade fair services.

16. Order regulations

16.1. The Exhibitor, Co-exhibitor and the exhibition space contractor shall observe the applicable provisions of generally applicable law, including sanitary, fire prevention, administrative and local law.

16.2. Every person present within the PKiN premises shall comply with the orders of the PKiN security services regarding the observance of sanitary rules and procedures in situations of security risk (e.g. the obligation to evacuate, isolate).

17. General terms and conditions of fair protection

17.1. SECURING OF THE SITE

- ✓ the areas of the Palace of Culture and Science are secured by security services and are provided with technical protection measures (e.g. video surveillance).
- ✓ during the Fair and the in the periods for assembling and disassembling exhibition stands, the Exhibitor shall secure, at its own expense and risk, the exhibits, equipment and devices from possible damage or loss.
- ✓ the Exhibitor / Contractor hired for assembling the stand shall provide free access to the technical devices of the PKiN (e.g. electrical switchboards, water valves, etc.) for technical services of the Organizer and the PKiN, in order to check the fire protection measures.

17.2. LIABILITY AND INSURANCE

- ✓ The Organizer shall not be liable for any damage or loss caused to the property of the Fair participants caused by third parties or due to the victim's sole fault.
- ✓ The Organizer shall not be liable for any damage caused to the property of the Fair participants by force majeure, e.g. fire, explosion, lightning strike, storm, flooding, and breaks in the supply of water, electricity or gas (compressed air) beyond the control of the Organizer.
- ✓ The Organizer shall not be liable for the items (e.g. luggage) left unattended at the PKiN premises. The participants of the Fair and other entities mentioned in these Regulations are not entitled to any claims for the removal or destruction of items left unattended carried out by the Organizer for security reasons (real or suspected threat to the safety of persons and property).
- ✓ The Organizer shall be released from liability due to the above reasons even if it has taken special Fair Venue security measures set out in sec. 9.1.
- ✓ The Organizer shall not be liable for any damages suffered by the Fair participants and other entities mentioned in these Regulations being the result of non-compliance with the instructions issued by the Organizer's services in the case of a danger to persons and property, e.g. in connection with the management of the evacuation of persons from an exhibition hall.
- ✓ Fair participants shall obtain by themselves a civil liability insurance, as well as insure their property brought to the area of the fair (exhibits, equipment and devices at the stand, stand construction and equipment elements, private property, company vehicles, etc.), both for the duration of the fair and for the period of assembly and disassembly. The obligation to obtain civil liability insurance on one's own does not apply to participants (exhibitors / co-exhibitors) whose insurer is the Organizer, and the cost of the civil liability insurance for the period of the fair (fair duration, assembly and disassembly) shall be included in the exhibitor application fee referred to in sec. 3.3.3, or in the co-exhibitor application fee referred to in sec. 4.4.2.
- ✓ Fair participants and stand constructors are liable for damages resulting from the acts or omissions of their employees.
- ✓ The fair participant shall be financially liable for causing damage to the property of the Organizer (damage, destruction, loss). This responsibility shall also apply to companies constructing stands / arranging exhibition spaces (contractors). The damage assessment shall be performed by the Organizer in the presence of the Fair participant or stand constructor representative, which shall be confirmed in an appropriate report.
- ✓ The fact of suffering any damage shall be immediately reported to the Organizer (technical coordinator exhibitors' reception desk employee, Project Director, Hall Manager, Protection and Security Service employee) by the fair participant, in order to draw up the event report which shall be the basis for claiming any possible compensation (from the insurance policy, in legal proceedings). In the case of suffering a damage resulting from the actions of third parties and bearing the signs of an offence or crime (e.g. theft, property damage, or personal injury), the fair participant shall also notify the fair police immediately after noticing the damage.

** The gross amount (price) includes value added tax (VAT) in accordance with applicable regulations*

*** The net amount (price) excludes value added tax (VAT)*

The Regulations for Fair Participants are available www.ittfwarsaw.pl/en

At the Exhibitor's request, the Regulations will be sent by post.