

1. APPLICATION FORM

- 1.1 The Organizer accepts applications for participation in the fair made electronically (online) via the "Exhibitor Zone" portal. The procedure for application for participation in the fair, along with ordering exhibition space and submitting co-exhibitor applications are described in the Regulations for Fair Participants and the Regulations of the "Exhibitor Zone" portal.
- 1.2 The Organizer accepts applications for participation in the fair subject to payment of a deposit for the provision of exhibition space, as well as payment of the exhibitor application fee referred to in paragraph 3.
- 1.3 The Organizer accepts applications for co-exhibitors subject to payment of the application fee referred to in paragraph 4.
- 1.4 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.

2. EXHIBITION SPACE, TERMS OF PAYMENT

2.1. DEPOSIT FOR ACCESS TO EXHIBITION SPACE

- 2.2.1 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.
- 2.2.2 Deposit rate:

1. 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.
2. 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.

- 2.2. When calculating the fee for the exhibition space, the Organizer rounds the surface to a full m² according to mathematical principles.
- 2.3. The payment of the deposit shall not be invoiced. The deposit paid by the entity filing the application form and ordering space shall be offset against the fee for the provision of exhibition space on the date of issuing the Confirmation of Application.
- 2.4. Along with the Confirmation of Application the Organizer shall issue an invoice confirming recognising the payment of the deposit against any amount due for the provision of exhibition space.
- 2.5. If the deposit paid is less than 100% of the gross* value of the space ordered, the Organizer shall issue a pro forma document indicating the remaining amount due to be paid within the time limit specified in that document. The payment shall be invoiced by the Organizer in accordance with applicable regulations.
- 2.6. 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:
 - a) 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;
 - b) 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.

3. EXHIBITOR APPLICATION FEE

- 3.1. The exhibitor application fee includes the handling costs related to the preparation by the Organizer of the documentation concerning the conclusion of the contract of participation in trade fair and provision of exhibition space, and a package of services.
- 3.2. The amount of the application fee (to be declared during online application via the "Exhibitor Zone" portal):
 - a) the application fee for exhibitors – **PLN 1400,00 net****,
- 3.3. Services for exhibitors covered by the scope of the package are specified in the description of the exhibitor application fee in the "Exhibitor Zone" portal.
- 3.4. The entity applying for participation shall 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.
- 3.5. Making the payment shall be confirmed by the Organizer through an invoice in accordance with applicable regulations.
- 3.6. Settlements with foreign contractors for the exhibitor application fee shall be carried out by the Organizer according to the average EUR exchange rate as indicated in paragraph 2.6.
- 3.7. In case of the cancellation of the participation offer or withdrawal of an exhibitor from the participation agreement, the registration fee is non-refundable.

4. CO-EXHIBITOR APPLICATION FEE

- 4.1. The amount of the application fee for co-exhibitors (to be declared during online application via the "Exhibitor Zone" portal):
 - a) the application fee for co-exhibitors – **PLN 700,00 net****,
- 4.2. Services for co-exhibitors covered by the scope of the package are specified in the description of the co-exhibitor application fee in the "Exhibitor Zone" portal.
- 4.3. The payment of the co-exhibitor application fee shall be invoiced by the Organizer in accordance with applicable regulations. Payment should be made by the date indicated on the invoice.
- 4.4. The co-exhibitor application fee made by a foreign contractor shall be invoiced by the Organizer at the average EUR exchange rate announced by the NBP on the last workday preceding the fair.

5. ORDERS AND TERMS OF PAYMENT FOR OTHER FAIR SERVICES

- 5.1 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.
- 5.2 Payment terms for the **stand construction and furnishing service** are established in a separate agreement.

- 5.3 Amounts due for ordering **other trade fair services** (advertisement in the catalogue, advertising structures, additional invitations and exhibitor cards, electricity and water supply, rental of furniture and other equipment, personnel, etc.) shall be invoiced by the Organizer in accordance with applicable regulations. Any amounts due should be paid by the date indicated on the invoice.
- 5.4 The settlement with foreign contractors concerning the ordering of other fair services shall be made by the Office of the Congress Organizer according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the application deadline.

6. FEE FOR THE USE OF POWER NETWORK

- 6.1. Exhibitors ordering electrical connections are required to pay for consumption of electricity supplied by PKiN, 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

- 6.2. The payment of the use of the power network will be invoiced by the Organizer Poznan Expo in accordance with applicable regulations. Any amounts due should be paid by the date indicated on the invoice.
- 6.3. The settlement with foreign contractors concerning the fee for using the electricity network shall be made by the Office of the Congress Organizer according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the application deadline.

7. BANK CHARGES

- 7.1. 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.
- 7.2. 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
 - * the gross amount (price) includes value added tax (VAT) in accordance with applicable regulations
 - ** net fee (price) does not include value added tax (VAT) "Regulations for Fair Participants" and Regulations of "Exhibitor's Zone" portal are available on www.ittfwarsaw.com

SPECIFIC PROVISIONS

1. APPLICATION DEADLINE

May 31, 2024

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

2. FAIR OPENING DATES AND HOURS

- 2.1. Date of the fair: **November 21 – 23, 2024.**
- 2.2. Place: **Palace of Culture and Science, Plac Defilad 1, Warsaw**
- 2.3. Fair opening hours:

November 21, 2024 (Thursday)

- for exhibitors: **9:00 a.m. - 6:00 p.m.**
- for visitors: **10:00 a.m. - 5:00 p.m.**

November 22, 2024 (Friday)

- for exhibitors: **9:00 a.m. - 6:00 p.m.**
- for visitors: **10:00 a.m. - 5:00 p.m.**

November 23, 2024 (Saturday)

- for exhibitors: **9:00 a.m. - 5:00 p.m.**
- for visitors: **10:00 a.m. - 5:00 p.m.**

3. PERIODS FOR ASSEMBLING AND DISASSEMBLING EXHIBITION STANDS

3.1. Assembly:

Dates of assembly works of individually built stands:

- November 18, from 6.00 a.m. to 10.00 p.m.
- November 19, from 6.00 a.m. to 10.00 p.m.
- November 20, from 6.00 a.m. to 10.00 p.m.

Dates for performing assembly works of stands with system construction:

- November 19, from 6.00 a.m. to 10.00 p.m.
- November 20, from 6.00 a.m. to 10.00 p.m.

ALL DIRTY ASSEMBLY WORK MUST BE COMPLETED BY NOVEMBER 20, 2024, 10:00 PM

Deadline for accepting exhibition stands in all rooms: November 20, 2024 from 2:00 p.m. to 9:00 p.m.

3.2. Disassembly:

The period for removing the display items at stands in all rooms: from November 23, 2024 at 5:00 p.m. to November 24, 2024 by 6:00 a.m.

4. CLEANING THE STAND

- 4.1 The contractor of the stand shall be responsible for it after its assembly and disassembly.
- 4.2 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.
- 4.3 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.
- 4.4 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.

5. ENTRY CARDS / INVITATIONS COVERED BY THE REGISTRATION FEE

- 5.1. The participants are required to hold exhibitor **e-cards to enter the fairgrounds during the fair and assembly/disassembly period.**
- 5.2. Exhibitor cards are provided by the Organizer in the number depending on the size of the space ordered by the exhibitor, according to the following rules:
 - 2 cards for a stand with area surface up to 10m²
 - 4 cards for a stand with area surface up to 20m²
 - 6 cards for a stand with area surface up to 50 m²
 - 8 cards for a stand with area surface up to 75m²
 - 10 cards for a stand with area surface up to 100 m²
 - 12 cards for a stand with area surface up to 200 m²
 - one card for every 50 m² of the surface larger than 200 m²
- 5.3. Exhibitor cards in addition to numbers stated above are sold at www.strefawystawcy.pl
- 5.4. For the payment of the exhibitor's registration fee and the co-exhibitor application fee, the fair participants (exhibitors, co-exhibitors) shall receive **30 e-invitations** for fair visitors.
- 5.5. Fair participants can also purchase from the Organizer any number of invitations for their guests. Additional invitations are sold at www.strefawystawcy.pl
- 5.6. **Admission cards for stand constructing teams** are issued by the Organizer for the assembling and disassembling period on the basis of a written order from an exhibitor or constructor. Ordered cards are sent by e-mail.

6. ENTRY CARDS AND PARKING CARDS

6.1. 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>

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.

- 6.2. **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.
- 6.3 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:

- 1. 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
- 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.
- 3. 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
- 4. 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

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

1. 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.
2. 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.
3. 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.

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

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

rafal.skrobotan@netlog.org.pl

The forwarder provides services by:

1. organizing transport of exhibits, providing comprehensive customs service, - unloading and loading of fair goods in accordance with the instructions of the sender
2. supporting the qualified personnel in unpacking / packing exhibits at the stand
3. professional storage of empty packaging, exhibits and stand construction materials
4. 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.

6.6 Unloading and transport of materials within the PKiN premises:

1. Entry to the premises of the Palace of Culture and Science is possible only after presenting valid documents authorizing the entry,
2. 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.
3. All vehicles must leave the unloading area as soon as the unloading is completed.
4. It is forbidden to park within the PKiN premises in prohibited areas or those intended for other purposes (fire roads, pedestrian zones)
5. Exhibitors who leave their vehicles at the unloading yard after completing the unloading shall be charged with additional parking costs.
6. The Organizer reserves the right to remove vehicles that do not meet the above-mentioned conditions on the expense of their owners.

7. VALUE ADDED TAX (VAT)

7.1. The Organizer shall issue **invoices including the value added tax (VAT)** for:

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

7.2. The Organizer shall issue **invoices without the value added tax (VAT)** for trade fair services to contractors ordering services with a seat or permanent place of business in a European Union (EU) country or in a country outside the EU, **provided that the recipient of the service is not an exhibitor/co-exhibitor with a seat or permanent place of business in Poland**.

7.3. 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.

8. ORDER REGULATIONS

- 8.1. 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.
- 8.2. 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).

9. GENERAL TERMS AND CONDITIONS OF FAIR PROTECTION

9.1 SECURING OF THE SITE

- a) 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).
- b) 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.
- c) 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.

9.2 LIABILITY AND INSURANCE

- a) 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.
- b) 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.

- c) 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).
- d) 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.
- e) 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.
- f) 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.
- g) Fair participants and stand constructors are liable for damages resulting from the acts or omissions of their employees.
- h) 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.
- i) 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.