



02.12 - 04.12.2022

1. PARTICIPANT APPLICATION

- 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
- 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.
- MTP accepts co-exhibitor application provided that the co-exhibitor application fee referred to in point 4 is paid.
- 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

- Prices for the exhibition space associated with participation in the trade fair situated inside the hall and/or outdoors cover:
 - for 3 sq m presentation module:**
 - space rent 3 sq m (1,5 sq m width, 2 sq m depth) for the trade fair period and construction and dismantling period;
 - rental of 3 m² of space for the period of the fair as well as assembly and dismantling,
 - equipment (fabric-covered stand 2.5m high x 1.5m wide, 1 folding chair, hanger for modules in FASHION area, electrical installation: 1 halogen, 1 double socket 230V - 2kW),
 - costs for water consumption during the fair,
 - costs for electricity consumption during the fair.
 - for 6 sq m presentation module:**
 - space rent 6 sq m (3 sq m width, 2 sq m depth) for the trade fair period and construction and dismantling period;
 - rental of 6 m² of space for the period of the fair as well as assembly and dismantling,
 - equipment (fabric-covered stand 2.5m high x 3m wide, 2 folding chair, hanger for modules in FASHION area, electrical installation: 1 halogen, 1 double socket 230V - 2kW),
 - costs for water consumption during the fair,
 - costs for electricity consumption during the fair.
- In calculating the fee for the exhibition space MTP rounds the metric area up to full square metres in accordance with mathematical rules.
- DEPOSIT FOR PROVIDING EXHIBITION SPACE**
 - 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.
 - Deposit rates:
 - 100% of the gross value* of the ordered space / presentation module**
- 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.
- 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.
- 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.
- 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:
 - 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;
 - 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

- The exhibitor application fee STANDARD 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.
- The level of the exhibitor application fee STANDARD (to be declared while submitting the online participant application via the "Exhibitor's Zone" portal) amount to PLN 300 net**.
- Services for the exhibitor included in the STANDARD package are specified in detail in the description of the exhibitor application fee on the "Exhibitor's Zone" portal.
- 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
- 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.
 - 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

- The level of the co-exhibitor application fee (to be declared while submitting the on-line participant application via the "Exhibitor's Zone" portal) amount to PLN 150 net**.
- Services for the co-exhibitor included in the STANDARD package are defined in detail in the description of the co-exhibitor application fee on the "Exhibitor's Zone" portal.
- 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.
- 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

- 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.
- Terms and conditions of the additional (except the presentation module) payment for the **stand construction and furnishings are specified in a separate agreement.**
- 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.
- 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. AMOUNTS DUE VS BANK FEES

- 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.
- 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

7. APPLICATION DEADLINE

07.10.2022
Applications submitted after this date shall be considered provided exhibition space is still available.

8. TRADE FAIR OPENING DATES AND TIMES

- Trade fair dates: **02.12 – 04.12.2022r.**
- Opening times:
 - Friday, 02.12:
 - for exhibitors: 7.00 a.m. - 9.00 p.m. (construction till 11.00 a.m.)
 - for visitors: 11.00 a.m. - 8.00 p.m.
 - Saturday, 03.12:
 - for exhibitors: 10.00 a.m. - 9.00 p.m.
 - for visitors: 11.00 a.m. - 8.00 p.m.
 - Sunday, 04.12:
 - for exhibitors: 10.00 a.m. - 10.00 p.m.
 - (dismantling – liquidation of exposures by exhibitors after 6 p.m.)
 - for visitors: 11.00 a.m. - 7.00 p.m.

9. STAND ASSEMBLY AND DISMANTLING PERIODS

- Construction (arranging stands by exhibitors): **01.12.2022** **02.12.2022**
Pavilions and fairgrounds opening hours: 7.00 a.m. - 10.00 p.m. 7.00 a.m. – 11.00 a.m.
- Dismantling (liquidation of buildings by IPF): **04.12.2022** **05.12.2022**
Pavilions and fairgrounds opening hours: 7.00 p.m. - 10.00 p.m. 7.00 a.m. – 4.00 p.m.

10. ENTRY CARDS, INVITATIONS FOR VISITORS

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

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

- for a stand of **3m²** – 1 exhibitor card
- for a stand of **6m²** – 2 exhibitor cards

10.3. Any **additional exhibitor cards** over the numbers stated above are being sold on "Exhibitor's Zone" portal.

10.4. Admission cards for teams assisting exhibitors are issued by MTP for the period of stand assembly and dismantling on the basis of a written order by the fair participant or stand builder. The ordered cards are sent by e-mail.

11. CAR ENTRY CARDS

11.1. **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** – on the last fair day, when the grounds are closed to the visitors or during stand construction (except last day of stand construction*) and dismantling period – on the basis of **car entry cards for stand constructing teams**.

Permanent car entry cards for whole event are being sold on "Exhibitor's Zone" portal.

11.2. **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.

* on the last day of stand construction the car entrance is limited and possible only upon the deposit car entry card, mentioned in point 6.5.

11.3. On the last fair day, **04.12.2022, after 6 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 8m, without trailers.

Large trucks, trucks with trailers, other large-size and special purpose vehicles may enter the fairgrounds the following day, on **05.12.2022** since 7 a.m.

11.4. **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.

12. VALUE ADDED TAX (VAT)

12.1. 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**.

12.2. MTP shall issue an **invoices without the value added tax (VAT)** on trade fair services other than mentioned at p.16.1.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**.

12.3. 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.

13. SALE OF DESIGNED AND PRESENTED EXHIBITS

Retail sales of the works on display at the exhibition stand during the Festival are permitted. Pursuant to the provisions of the VAT Act, taxpayers are obliged to use cash registers when selling to natural persons not conducting business activity and to lump-sum farmers. Pursuant to § 3(1) of the Regulation of the Minister of Finance on exemptions from the obligation to keep records where a fiscal cash register is used, in a situation where the amount of turnover from sales to the above-mentioned persons in the previous or current fiscal year did not exceed PLN 20,000 - taxpayers are exempt from the obligation to use cash registers, and this exemption is valid until the end of 2023. In the case of taxpayers commencing their business activity in a given year, the exemption limit is calculated proportionally to the period of its performance. 14. Value Added Tax (VAT).

14. SANITARY AND ORDER REGULATIONS

14.1. In the event of a worsening of the COVID pandemic situation, fair participants will be asked to fill in an obligatory epidemic questionnaire and sign statement on not being infected with COVID-19 neither have been contacting COVID-19 infected person.

14.2. All persons present in the MTP grounds must:

- cover their nose and mouth with a face mask or face visor,
- keep proper distance from other people in all public areas,
- use sanitizers.

14.3. It is advised not to distribute any handouts and giveaways during the trade fair. It is advised to prepare promotional materials available online.

14.4. All food courts visitors (bars, restaurants and open-air food courts) must observe the following sanitary regulations:

- sanitize their hands before entering the food court,

b) keep their nose and mouth covered with a face mask or face visor while waiting to be served and after a meal,

c) not to pay with cash (banknotes, coins) if possible. Use of the electronic payment methods – payment card or mobile applications – is advised.

d) occupy 1 table by 2 persons only and keep the safe distance.

14.5. All persons present in the MTP grounds must follow the security staff instructions concerning sanitary regulations and general safety.

15. SANITARY PROTECTION INTRODUCED BY THE MTP

15.1 All events participants' body temperature will be measured upon their arrival to the MTP grounds.

15.2. All entry passes will be verified touchless.

15.3. Single use face masks can be purchased in dedicated sales points in the MTP grounds. Hands washing and sanitizing instructions can be found around the MTP grounds.

15.4. Paramedics will be present in the MTP grounds for the whole duration of the trade fair and isolation rooms will be set up for persons possibly infected with COVID-19.

15.5. Disinfection in the public areas (e.g. food courts, toilets) but also touch points (e.g. door handles, handrails, tables, points of sale) will be carried out frequently.

ART & CRAFT FESTIVAL PROJECT TEAM:

Project manager

Barbara Vogt

Phone +48 603 411 368

e-mail: barbara.vogt@grupamtp.pl

Exhibitor's attendance

Wiktoria Siłacz

tel. +48 691 021 250

e-mail: wiktoria.silacz@grupamtp.pl

Daria Maciejewska

Tel. +48 603 410 223

e-mail: daria.maciejewska@grupamtp.pl

Stands presentation building and other equipment

Stand Construction Team, Designing Team

Marek Cichocki

tel. +48 603 590 392, marek.cichocki@grupamtp.pl

Andrzej Dulnik

Tel. +48 603 590 478, andrzej.dulnik@grupamtp.pl

Accommodation offer

Joanna Roś, World Trade Center

Phone + 48/61/865 38 69, e-mail: hotele@wtcpoznan.pl

Call Reception Desk: + 48/61/869 20 00

* *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.festival.mtp.pl/en>

