

COMMON FUTURE Congress for the Reconstruction of Ukraine

conditions of participation and special provisions for EXHIBITORS

1. Deadline for submitting applications for participation **30 August 2023**

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

2. Date and opening hours

2.1. Congress dates: 21-22 September 2023

2.2. Expo opening hours:

- for exhibitors: 21 September 2023 9:00 am-6:30 pm
22 September 2023 8:00 am-7:00 pm
- for visitors: 21 September 2023 10:00 am-6:30 pm
22 September 2023 9:00 am-6:00 pm

3. Booth assembly and disassembly times

3.1. Assembly: 18-20 September 2023 (on 20 September 2023, the pavilions will be open until 12 pm)

3.2. disassembly: 22 September 2023 – after 6:00 pm
23 September 2023

Opening hours of the pavilions and fairground: 7:00 am to 9:30 pm.

4. Application for participation

- 4.1. MTP receives applications for participation in the Congress made electronically (online) via the *Exhibitor Zone* portal. Exhibitor and co-exhibitor application procedures are described in the Regulations for Fair Participants and in the Regulations for the *Exhibitor Zone* Portal.
- 4.2. MTP accepts the application for participation in the Congress after payment of the deposit for the provision of exhibition space referred to in section 5.
- 4.3. Payment of the deposit for the provision of exhibition space is the responsibility of the entity submitting the application for participation.
- 4.4. The exhibitor benefits included in the application for participation are detailed in the service description on the *Exhibitor Zone* portal.

5. Exhibition space, terms of payment

- 5.1. Prices for exhibition space related to participation in the trade fair, which is located in a pavilion and/or outdoors, include:
 - preparation of space to be made available to the exhibitor (delimitation of booth, preparation of infrastructure);
 - provision of space to be used by the exhibitor for the duration of the Congress and for assembly and disassembly;
 - for built-up area – additionally – booth assembly and disassembly, as well as the costs of standard booth development and furnishing according to MTP design;
 - cleaning of booths during the trade fair;
 - toilet service and cleaning;
 - costs of water usage;
 - organisational and technical support provided by MTP Regional Coordinator;
 - prices for exhibition space in the pavilion also include the costs of: heating / air conditioning – general lighting of the pavilion.
- 5.2. When calculating the exhibition space fee, MTP rounds up the size to the nearest whole square meter according to mathematical principles.
- 5.3. Deposit for the provision of exhibition space.
The entity submitting an application for participation and ordering space is required to pay a deposit for the provision of exhibition space. Payment of the deposit is a condition for MTP to accept the application for participation.

Deposit amount: 100% of the gross value* of the space ordered, based on the pro forma invoice sent upon application.

No invoice will be issued for the deposit payment. The deposit paid by the entity submitting the application for participation and ordering space will be credited against the exhibition space fee on the date of issue of Confirmation of Participation (contract).

- 5.4. Together with the Confirmation of Participation, MTP shall issue an invoice confirming that the payment has been credited against the amount due for the provision of exhibition space.
- 5.5. If the amount paid is less than 100% of the gross value* of the space ordered, MTP shall issue a pro forma document indicating the remaining balance to be paid by the date indicated in the pro forma document. The payment made shall be invoiced by MTP in accordance with applicable regulations.

- 5.6. Settlement with foreign counterparties for the provision of exhibition space shall be made by MTP at the average EUR exchange rate announced by the National Bank of Poland:
- on the business day preceding the date of issue of the invoice or pro forma document – if the exhibition space rental fee has been credited to MTP’s bank account before the application deadline;
 - on the last business day preceding the application deadline – if the exhibition space rental fee has been credited to MTP’s bank account on the day set as the application deadline or after that date.

6. Orders and terms of payment for other trade fair services

- 6.1. MTP accepts orders for trade fair services made electronically (online) via the *Exhibitor Zone* portal. Information on how to order services is described in the Regulations for Fair Participants and in the Regulations for the Exhibitor Zone Portal.
- 6.2. The terms of payment for **booth construction and furnishing service** are provided for in a separate contract.
- 6.3. Amounts due for ordering other **trade fair services** (additional exhibitor cards, vehicle entry cards, electrical and water supply connections, rental of furniture and other props, etc.) shall be invoiced by MTP in accordance with applicable regulations. Amounts due shall be paid within 14 days of the date of invoice or 5 days of receipt of the invoice.
- 6.4. Settlement with foreign counterparties for their orders for other trade fair services shall be made by MTP at the average EUR exchange rate announced by the National Bank of Poland on the last business day preceding the commencement of the trade fair.

7. Fee for the use of the power grid

- 7.1. Entities ordering electrical connections are obliged to pay a fee for the use of MTP’s power grid, the amount of which depends on the connected load:

Connected load	Net fee** [in PLN]
3 kW (1x16A)	432
9 kW (3x16A)	870
14 kW (3x25A)	1215
18 kW (3x32A)	1620
36 kW (3x63A)	3237
50 kW (3x80A)	4455
70 kW (3x125A)	6465
2.3 kW (1x10A) 24 h	363
9 kW (3x16A) 24 h	1035

- 7.2. The fee for the use of the power grid shall be invoiced by MTP in accordance with applicable regulations. The amount due should be paid within 14 days of the date of invoice or 5 days of receipt of the invoice.
- 7.3. Settlement with foreign counterparties for the use of the power grid shall be made by MTP at the average EUR exchange rate announced by the National Bank of Poland on the last business day preceding the commencement of the trade fair.

8. Amounts due and bank charges

- 8.1. All amounts due for participation in the trade fair, ordering space and other trade fair services shall be paid as free of bank charges.
- 8.2. All payments for participation in the trade fair shall be made to the 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
account no: 38 102040270000110204242962

9. Booth cleaning

- 9.1. The booth contractor is responsible for tidying up after booth assembly and disassembly, taking into account the rules on waste disposal (see sections 7.7., 7.8. and 12.2. of the Technical Regulations).
- 9.2. Booth cleaning during the trade fair shall be carried out by MTP on a daily basis, except on the last fair day, after the trade fair has been closed to visitors and the fair participant (exhibitor) has left the booth.
- 9.3. Booth cleaning shall include its accessible space (without its lockable facility) and shall consist of: emptying rubbish bins, cleaning floors and carpeting (with a vacuum cleaner) and the surface of furniture constituting the booth’s equipment, but shall not include the cleaning of exhibits or doing the participant’s dishes.
- 9.4. The cleaning service, included in the price of the space, does not require any order from the fair participant.
- 9.5. The fair participant is obliged to secure his property within the booth on his own (in accordance with sections 6.2. and 6.3. of the Regulations for Fair Participants). In addition, it is recommended that the fair participant takes out insurance for his property (in accordance with section 7.4. of the Regulations for Fair Participants).

10. Admission cards

- 10.1. **Exhibitor cards** entitle participants to access the fairgrounds during the Congress, as well as during assembly and disassembly times.
- 10.2. Exhibitor cards shall be allocated by MTP and their amount shall depend on the size of the space ordered by a specific exhibitor in accordance with the following rules:

- **3 cards** - a booth up to **20m²**
 - **4 cards** - a booth up to **30m²**
 - **6 cards** - a booth up to **50m²**
 - **8 cards** - a booth up to **75m²**
 - **10 cards** - a booth up to **100m²**
 - **12 cards** - a booth up to **200m²**
 - one card for every 50m² over 200m².
- 10.3. Additional exhibitor cards, beyond the afore-mentioned limit, are sold at www.strefawystawcy.pl
- 10.4. **Admission cards for booth construction teams** shall be issued by MTP for the duration of the booth assembly and disassembly on the basis of a written order from the fair participant or booth builder. Requested cards shall be sent by email.

11. Vehicle entry cards

- 11.1. **Congress participants** may enter the fairgrounds:
- **by car** or delivery truck with additional passenger space – during the trade fair, assembly and disassembly – on the basis of **vehicle entry cards for the entire event**. Vehicle entry cards for the entire event are sold at www.strefawystawcy.pl. The cards do not give access to the underground city car park at 11 Głogowska Street. **Each exhibitor receives one free vehicle entry card.**
 - **by delivery truck** – on the last day of the trade fair, only after it has been closed to the public and during assembly and disassembly times – on the basis of **assembly/disassembly cards**.
- 11.2. **Booth contractors and suppliers / recipients** of exhibits are entitled to enter the fairgrounds during the assembly and disassembly times on the basis of assembly/disassembly cards or delivery/collection orders.
- 11.3. On the last day of the trade fair, once it has been closed to the public, i.e. after 7:00 pm on **22 September 2023**, in addition to passenger cars, delivery trucks and lorries with a payload capacity of up to 8t and a length of up to 8m, without trailers, will be allowed for **booth disassembly** on the fairgrounds. **Large goods and specialised vehicles** may enter the fairgrounds the day after the end of the trade fair, i.e. on **23 September 2023**, starting at 7:00 am.
- 11.4. **It is prohibited to:**
- enter the fairgrounds without valid entry documents;
 - park vehicles on the fire road and in the designated pedestrian zone;
 - leave vehicles on the fairgrounds when the Congress is taking place – after 12:00 pm;
 - leave vehicles on the fairgrounds during assembly and disassembly times – after 10:00 pm;
- Entering the fairgrounds without valid documents, parking vehicles on the fire road or in the designated pedestrian zone or leaving the vehicle on the fairgrounds after the hours specified above without MTP's prior consent or, where MTP's consent is obtained, outside the designated parking space, shall result in the installation of a wheel clamp and the imposition of a fine of PLN 200. The fine shall not be invoiced.
- 11.5. Exhibitors can use the underground city car park located at 11 Głogowska Street at a price of PLN 7/1 hour (max. PLN 63/1 day). The car park can also be used at night.

12. Tax on goods and services (VAT)

- 12.1. MTP shall issue **invoices inclusive of the tax on goods and services (VAT)** for:
- admission and vehicle entry services and related ancillary services (tickets and admission cards, invitations, vehicle entry cards, etc.) – to trade fair counterparties, irrespective of their registered office or place of business;
 - other trade fair services – to counterparties ordering these services with a registered office or permanent establishment in Poland.
- 12.2. MTP shall issue **invoices without the tax on goods and services (VAT)** for trade fair services other than those specified in section 16.1.(a):
- to counterparties having their registered office or permanent establishment in a European Union (EU) country
 - to counterparties having their registered office or permanent establishment in a country outside the EU, **provided that the service recipient is not an exhibitor/co-exhibitor having its registered office or permanent establishment in Poland.**
- 12.3. In order to issue an invoice without the tax on goods and services (VAT) to foreign counterparties having their registered office or permanent establishment in an EU country, the **EU VAT ID must be specified** in the order forms for trade fair services.

13. Sanitary requirements and safety and security regulations.

All persons present at the MTP site are obliged to follow the instructions of the MTP security services relating to compliance with sanitary standards and course of action in the event of emergency (e.g. mandatory evacuation, isolation).

** the gross value (price) includes the tax on goods and services (VAT) in accordance with applicable regulations*

*** the net fee (price) does not include the tax on goods and services (VAT)*

The Regulations for Fair Participants is available at www.common-future.pl/en

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