

## SPECIFIC PROVISIONS

### 1. Application deadline

**03.02.2014**

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: | 03-06.06.2014        |                   |
| 2.2. Opening times:    | <b>03-05.06.2014</b> | <b>06.06.2014</b> |
| - for exhibitors:      | 8 a.m. – 6 p.m.      | 8 a.m. – 5 p.m.   |
| - for visitors:        | 9 a.m. – 5 p.m.      | 9 a.m. – 4 p.m.   |

### 3. Stand assembly and dismantling periods

- 3.1. Stand construction: 28.05-02.06.2014  
3.2. Dismantling: 07-09.06.2014  
3.3. Opening times of pavilions and fairgrounds: 7.00 am – 9.30 p.m.  
On 03.06.2013 pavilions will stay open till 24.

### 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 rental fee, 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

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 m<sup>2</sup>, 2 cards
- for a stand of up to 20 m<sup>2</sup>, 4 cards
- for a stand of up to 50 m<sup>2</sup>, 6 cards
- for a stand of up to 75 m<sup>2</sup>, 8 cards
- for a stand of up to 100 m<sup>2</sup>, 10 cards
- for a stand of up to 200 m<sup>2</sup>, 12 cards
- for each 50 m<sup>2</sup> over 200 m<sup>2</sup>, 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

### 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 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 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 Exhibitors'

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 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. 06.06.2014 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. after 7.00 a.m.

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 03-06.06.2014 (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 BIT – Business - Innovation - Technologies Ltd. For detailed information, call: (phone) +48 61 869 22 06 or (fax) +48 61 866 66 50.

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, Anna Smolińska phone: +48/61 869 2109, e-mail: [anna.smolinska@mtp.pl](mailto: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.