

**TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE**

an integral part of the REGULATIONS (full text available at [www.polfishfair.pl](http://www.polfishfair.pl))  
**FOR THE PARTICIPANTS IN FAIRS ORGANISED BY THE GDAŃSK INTEGRATIONAL FAIR CO. (MTG SA)**

**1. EXHIBITION DATES AND PLACE: JUNE 07-09, 2017**

Exhibition & Convention Center, AmberExpo, 11 Żąglowa St. Gdańsk

**2. PARTICIPATION IN THE FAIR**

- 2.1.** Exhibition Space shall be provided on the following conditions:
- Your trade fair application is submitted by 12 May 2017 by filling in an interactive electronic Application Form. By submitting the Application Form to MTG, you place an offer of participation in the trade fair and accept all the provisions of the MTG SA Regulations for Trade Fair Participants. The size of the exhibition space ordered must not be smaller than 6 m<sup>2</sup>,
  - The amount due resulting from the submitted Application Form that has been confirmed by MTG must be paid, as per the terms specified in 3. PAYMENTS below. **Important:** please quote the name of the trade fair and the type of service you are paying for in the title of payment.
- 2.2.** The amount due for exhibition space with stand system covers:
- floor space provided for the duration of the Fair, stand setup and dismantling
  - white partition walls, carpeting, electrical wiring (two spotlights, one electrical socket per each 10 m<sup>2</sup>)
  - gangway and accessible areas of stands cleaning service
  - fascia board with company name
  - trade card for visitors, 10 pcs.
  - facility security
  - fire safety
- 2.3.** The amount due for exhibition space without stand system covers:
- floor space provided for the duration of the Fair
  - gangway
  - facility security
  - fire safety
- 2.4.** If Exhibitor-provided shell schemes will be constructed, please fill in the form on of the Application Form.
- 2.5. The fee for exhibition space without stand system does not cover the cost of supply and use of electric power.**
- 2.6.** The registration fee of PLN 250 net paid by the Exhibitor (Application Form) covers the following services:
- advertising and promotion of the Fair in the media
  - participation of the Exhibitor's representative in the Exhibitors' Meeting (room rental, catering, entertainment) 1 pc.
  - symposia and presentations (room rental, speakers' fees, refreshments)
  - exhibitor/service passes 10 pcs. and parking pass 1 pc.,
  - trade visitor cards 10 pcs.
- 2.7.** The registration fee of PLN 400,00 net paid by the Co-Exhibitor (Application Form) covers the following services:
- 2 exhibitor passes,
  - parking pass 1 pc, trade visitor cards 10 pcs.
  - participation of the Co-Exhibitor's representative in the Exhibitors' Meeting (room rental, catering, entertainment), 1 person.

**3. PAYMENTS**

- After the receipt of Confirmation of Application by MTG, the Exhibitor shall pay 50% of the value of the exhibition space and other services ordered.
- Exhibitors shall be obliged to pay the outstanding 50% of the value of the services ordered **by May 12, 2017**
- Exhibitors who submit their application **after April 28, 2017** shall be obliged to pay 100% of the gross value of the services ordered.
- The prices for providing exhibition space and for other services are set in Polish Zlotys (PLN).
- If a PLN invoice cannot be accepted, invoices can be issued in EUR or USD:
  - the value of orders placed by December 31, 2016 shall be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on July 1, 2016.
  - the value of orders placed after December 31, 2016 shall be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on January 2, 2017.

**4. ENTRY PASSES / DEPOSIT**

- For Exhibitor-provided stands (Application Form): prior to beginning the work, the stand contractor shall be obliged to collect SERVICE passes from the Hall Manager.
- The stand construction can begin when the payment of a PLN 500.00 deposit has been made and documented (see 4.7. e\*)
- Exhibitors shall receive personal Exhibitor Passes with the bearer's name, to be collected at the Exhibitor Service Office as an authorisation to enter the fairgrounds.

**5. DATES AND OPENING HOURS: THE HALLS AND FAIRGROUNDS**
**5.1. CONSTRUCTION OF EXHIBITOR-PROVIDED STANDS**

Regulation stand setup time, covered by the regulation fee (see 4.7. d\*):

**June 04-05, 2017** 08:00 - 18:00

**June 06, 2017** 08:00 - 20:00

The need to extend the assembly time shall be reported at the Trade Fair Office, one day prior to planned alteration, by 15:00 hrs.

The fee for extending the setup time is PLN 600.00 + value added tax (VAT) due / 1 hour per one hall (see 4.8.\*).

**5.2. EXHIBITOR OPENING HOURS**

**June 07, 2017** 08:00 - 18:30

**June 08, 2017** 09:30 - 18:30

**June 09, 2017** 09:30 - 20:00

**5.3. VISITOR OPENING HOURS**

**June 07-08, 2017** 10:00 - 18:00

**June 09, 2017** 10:00 - 16:00

**6. DISPLAY ARRANGEMENT / EXHIBIT DELIVERY**

- Should large-sized exhibits (weight-wise, with size over 2.0 m in height) need to be mounted at the stand, they shall require their specification to be provided (Application Form), individual arrangements to be made with MTG and MTG's written approval to be obtained in this regard.
- Please provide the information on large-sized exhibits by **April 26, 2017**, to the MTG Technical Department - [techniczny@mtgsa.com.pl](mailto:techniczny@mtgsa.com.pl)
- Important: on June 06, 2017 08:00 - 20:00 hrs** only the installation of stand furnishings shall be allowed; no dust-generating work shall be allowed in the halls.
- Exhibits and stand furnishings shall be delivered by **June 06, 2017, by 20:00 hrs**. After this time, it will be impossible to unload the exhibits.
- Any replacement or supplementation of the items on display may be done only after obtaining permission from MTG and should take place prior to the opening or after the closing of the Fair to the visitors.

**7. REGULATIONS FOR VEHICLE ENTRY INTO THE FAIRGROUNDS AND CAR PARKS**

- On **June 04-06, 2017** the car park on the AmberExpo premises, shall be available to setup team vehicles. Limited number of spaces.
- Exhibitors shall be entitled to one parking pass free of charge, which authorises them to park one passenger car throughout the duration of the Fair (**June 07-09, 2017**).
- The Exhibitor may purchase extra parking passes upon submitting an order for extra services (Application Form).
- The car parks are unguarded.

**8. CLEANING**

The shell scheme contractor shall be obliged to clean up the stand, once assembled, and the area around it at the contractor's own expense.

**9. STAND DISMANTLING**

Regulation dismantling time:

**June 09, 2017** 16:30 - 20:00

**June 10, 2017** 08:00 - 16:00

**10. FOOD & BEVERAGE SERVICES - CATERING - EXCLUSIVE PROVIDER**

"Food & beverage and catering services at the AMBEREXPO Exhibition and Convention Centre are provided EXCLUSIVELY by MMAWW Sp. z .o.o. The services are available at the AMBER SIDE restaurant & bar to all the participants in the fairs, especially the exhibitors, co-exhibitors and the participants in the conferences and meetings which accompany the fairs. Orders accepted by phone +48 501 744 096, e-mail: [info@amberside.pl](mailto:info@amberside.pl), [www.amberside.pl](http://www.amberside.pl)"

**MORE INFORMATION**
**FORWARDING / UNLOADING**

Forwarding services and assistance with unloading (stackers, etc.) are provided by:

• **C.HARTWIG GDYNIA S.A.**, Małgorzata Wypych, mobile +48 502 012 834, tel. 22 609 18 85, fax: 22 609 19 00, e-mail: [expo@chg.pl](mailto:expo@chg.pl)

• **NETLOG POLSKA Sp. z o.o.**, Rafał Skrobotan, mobile 668 890 274, tel. 22 256 70 55, e-mail: [rafal.skrobotan@netlog.org.pl](mailto:rafal.skrobotan@netlog.org.pl)

• **TRANSMEBLE INTERNATIONAL**, Daniel Piłkuła, mobile: +48 504 103 563 tel. +48 61 865 68 07, +48 61 865 68 13, e-mail: [daniel@transmeble.com.pl](mailto:daniel@transmeble.com.pl), [office@transmeble.com.pl](mailto:office@transmeble.com.pl)

The remaining details of the formal regulations can be found in:

\* Regulations for the Participants in Fairs Organised by MTG SA