

**REGULATIONS FOR VISITORS**  
**EXHIBITIONS AND OTHER EVENTS ORGANIZED BY MTP**

**§ 1**

**General Provisions**

1. The Regulations apply to the Visitors of the exhibitions and other events organized by Miedzynarodowe Targi Poznanskie sp. z o.o. with its registered office in Poznan, 60-734 Poznan, ul. Glogowska 14, registered in the National Court Register – Regional Court in Poznan – Nowe Miasto and Wilda in Poznan 8th Economic Division of National Court Register under the number KRS 0000202703 with the share capital of PLN 42,310,200.00 and registered as an active VAT payer - NIP number 7770000488, hereinafter referred to as MTP. The Regulations also apply to the Visitors of the exhibitions / events co-organized by MTP and Partners.
2. The Regulations define the rules for the provision of services to the Visitors, in particular the conditions of (individual or group) entry and the order regulations that apply to the Visitors of the exhibitions and other events organized in the MTP's registered office in Poznan, hereinafter also referred to as the MTP fairgrounds.
3. The Regulations are available in the MTP's registered office (at ticket offices and in Visitors' Service Centres), as well as on-line at [www.mtp.pl](http://www.mtp.pl) and on the websites of various exhibitions / events organized by MTP and at [www.mtp24.pl](http://www.mtp24.pl) in the on-line Visitors' Service Centre, in a downloadable and printable form (PDF).
4. Entering the MTP fairgrounds during the exhibitions and other events constitutes acceptance of the present Regulations by the Visitors as well as a commitment to abide by their provisions.
5. Journalists interested in visiting exhibitions and other events are subject to separate conditions of admission and rules for the provision of services by MTP as defined in the Regulations concerning the accreditation of press, available on-line at [www.mtp.pl](http://www.mtp.pl) and on the websites of particular exhibitions / events and at [www.mtp24](http://www.mtp24.pl) in the on-line Visitors' Service Centre, in a downloadable and printable form (PDF).

**§ 2**

**Admission Policy**

**Categories of Visitors**

1. Detailed rules for admission to various exhibitions and other events are determined by MTP and the co-organizers of events, and they are published by MTP on the websites of particular exhibitions / events as well as in the ticket offices and Visitors' Service Centres in the MTP fairgrounds.
2. Detailed rules for admission include, among other things, the information on the date and opening hours of the exhibitions and other events for Visitors, opening hours of ticket offices, types of admission documents for various categories of Visitors, criteria entitling to the purchase of particular admission documents (e.g. the age of children), admission documents' prices, entitlements resulting from the possession of particular admission documents, deadlines for the registration of Professional Visitors.

3. Admission to the MTP fairgrounds is regulated, and sometimes restricted, depending on the nature of an exhibition / event and its importance, as well as the category of a Visitor, for example through the designation of separate exhibition opening days for Professional Visitors and separate opening days for the general public, the necessity to fulfil the requirement concerning the compatibility of business or education profile with the theme of an exhibition / event in order to obtain a promotional offer for admission, the necessity to announce beforehand groups of visitors (school groups, tours).
4. Admission to the MTP fairgrounds is only possible on the basis of an admission document (paid or unpaid) which is subject to inspection by MTP (readers of barcodes on admission documents, entrance gates, turnstiles, monitoring), with the exception of free admission cases (no admission document required) stipulated below.
5. If, in connection with the organization of exhibitions / events aimed at the general public, educational, cultural, sports and leisure, etc. objectives are to be accomplished, the admission to some of these events may be free (no admission documents required) for all Visitors, or it may be subject to specific conditions (ticket price lower than usual) for specific groups of Visitors, for example:
  - a) families with children - on condition that at the MTP ticket office the presence of at least 3 persons related to each other, i.e. children with their parents or guardians, is reported,
  - b) students of specific faculties and universities, the profile of which is associated with the theme of the exhibitions or other events - on presentation of a student card at MTP ticket office.
6. The promotional offer for admission documents to exhibitions and other industry events is addressed to Professional Visitors, and it can be used after registration as stipulated in § 3 of the Regulations.
7. Discount tickets offer for some exhibitions / events is addressed to organized groups of Visitors, and they can be used after the MTP's acceptance of the group registration as stipulated in § 4 of the Regulations.
8. Admission to exhibitions and other events of guests, i.e. the invited persons, is granted on presenting the invitations obtained by such persons.
9. Visitors who have purchased admission documents may obtain a VAT invoice for the duration of the exhibition / event.

### **§ 3**

#### **Registration of Professional Visitors**

1. Registration of Professional Visitors is a prerequisite for the use of a promotional offer of admission documents referred to in § 2 Item 8 and defined in the detailed rules of admission stipulated in § 2 Items 1 - 3.
2. Persons representing or appearing in any other way on behalf of legal persons or organizational units and natural persons conducting business activity, whether it is gainful employment or professional career, are

authorized to register as Professional Visitors. Persons acting privately, without the relation to business activity, whether it is gainful employment or professional career, are not entitled to register.

3. Professional Visitors representing the industries associated with the theme of the exhibition / event are the only Visitors allowed to register for a particular exhibition or other event.

4. Registration can be done on-line at [www.mtp24.pl](http://www.mtp24.pl) (24 hours a day, in the period approx. 3 months prior to the beginning of a exhibition / event until the last day of an exhibition/event), or at the Visitors' Service Centre in the MTP fairgrounds (during an exhibition / event).

5. Users of the Visitors' Service Centre [mtp24.pl](http://mtp24.pl) are required, prior to the registration on-line, to accept the Regulations of the [mtp24.pl](http://mtp24.pl) service.

6. Registration in the Visitors' Service Centre in the MTP fairgrounds is made by submitting a company's business card or stamp and completing a registration form, in which the data identifying the person registering as a Professional Visitor need to be provided (i.e., in accordance with Item 3, the so-called professional, and not the private data):

- a) name and surname,
- b) position, function, occupation,
- c) name (company) of the entity / employer / business,
- d) address of the registered office or place of conducting business activity (country, code and town/city, street),
- e) contact data: fixed or mobile telephone number, email address, website address (if available),
- f) registration number in the proper register of business activity - in order to confirm the identification,
- g) tax identification number (NIP) - in order to have a VAT invoice for the purchase of an admission document issued,
- h) type of business (manufacturing, trade, services, etc.),
- i) sectors of activity,
- j) size of the entity / business (number of employees, size of the farm, etc.).

The registration form of a Professional Visitor requires the signature of the person filling in the form.

7. The data to be provided in the registration form should be truthful and consistent with the current state of facts, since only such data guarantee the due performance of the service provider's obligations by MTP. Professional Visitors may apply to MTP to amend or supplement the previously provided data. The request to remove the data reported to MTP in the Visitors' Service Centre before the provision of the service (the sales of admission documents) by MTP is understood as a withdrawal from the agreement by a Professional Visitor and it shall result in the termination of the service by MTP.

## § 4

### Registration of Organized Groups of Visitors

1. The registration of organized groups of Visitors (employees' tours, school groups) is a condition of using the offer for the purchase of an exhibition / event admission documents prepared for such groups as defined in § 2 Item 9 and stipulated in the detailed admission rules referred to in § 2 Items 1 - 3.
2. The group registration form is available on the websites of particular exhibitions / events. Registration of a group tour includes the application of a person representing the tour organizer (e.g. industry chamber) and a list of tour participants including the name and contact details (e.g. e-mail address) of an entity whose employees are the participants of the tour.
3. The school group registration form is available on the websites of particular exhibitions / events. The registration of a school group includes an application of the school / college headmaster and a list of participants including the names and surnames of the members of the group, i.e. pupils or students and their Chaperone/-s.

A group needs to be composed of at least 5 persons and a chaperone. In the case of a large group, for every 20 pupils / students there should be one chaperone.
4. The registration of organized school groups needs to be first made by fax or e-mail by sending a scan of the signed application stipulated in Item 2 or Item 3, in order to obtain the approval of MTP. The original registration form needs to be provided to MTP, having obtained the approval, directly at the entrance to the MTP fairgrounds on the day of visiting the exhibitions / event. The method and date of delivery of the registration forms is determined by the detailed admission rules published on the Internet and agreed for particular exhibitions / events, and by the arrangements made with MTP.
5. MTP accepts registration forms from schools / colleges whose educational / scientific profile is associated with the industries which fall within the theme of a particular exhibition / event. The applications, regardless of the profile of the school / college, may be accepted by MTP only with relation to some events aimed at the general public if the detailed admission rules provide for such a possibility due to the educational, cultural, recreational and sports, etc. objectives to be accomplished during such events.
6. MTP reserve the right to refuse the approval of a school group application due to: the failure to state reasons for the necessity of visiting the exhibitions / events in the case of non-compliance of the profile of a school / college to the theme of the exhibition / event, failure to respect the date of submitting the applications determined by MTP, organizational possibilities (e.g. the lack of discount entrance tickets, limited access for school groups on the exhibitors' request). For similar reasons MTP may not accept the application of a group tour.
7. MTP confirm the receipt of an application by e-mail, in which they shall accept the date and time of access suggested by a school / college or the organizer of a tour, or they may suggest another date or time of accessing an exhibition / event.
8. The application of an organized group of Visitors accepted by MTP entitles the group members to purchase discount tickets in the number corresponding to the number of the group members. In the case of a school group, the fee for the ticket for the Chaperone is the same as for for the pupil / student.

9. For the time of visiting certain exhibitions / events, an organized school group, for every 20 persons, may be assigned a Guide by MTP. If groups of fewer than 20 participants are registered, MTP reserve the right to combine various school groups, and in the case of a group with more than 20 members - to divide school groups and to combine them with other groups.

10. School / college headmaster registering a group is required to make the pupils / students and their Chaperone acquainted with the present Regulations.

Group Chaperone is responsible for ensuring that the group members follow the regulations stipulated in the further part of the Regulations, and to follow the instructions of the Guide assigned by MTP.

## **§ 5**

### **Invitations**

1. The entrance to the exhibition / event may be based on invitations distributed by MTP, their Partners (co-organizers of exhibitions / events, media, etc.) and by the exhibition participants (exhibitors).

2. The invitation entitles its holder or a person invited by name to enter the MTP fairgrounds during the exhibitions or other events, as indicated in the invitation.

3. Invitations distributed by MTP and their partners entitle their holders to enter the fairgrounds on the presentation of an invitation at the entrance to the exhibition / event.

4. The invitations distributed by exhibition participants (exhibitors) require the so-called activation. Such invitations are purchased from MTP by the exhibition participants. The activation is to confirm that the invited person shall come the exhibition / event; it is used in order to calculate the number of the invitations used and forms the basis for issuing a VAT invoice by MTP for the sale of the invitations to the exhibitors.

5. The activation may be completed on-line at [www.mtp24.pl](http://www.mtp24.pl) or in one of the Visitors' Service Centres in the entrance halls of the MTP fairgrounds.

6. Users of the Visitors' Service Centre at [mtp24.pl](http://mtp24.pl) are required, prior to the registration on-line, to accept the Regulations of the [mtp24.pl](http://mtp24.pl) service.

7. Activation of the invitation consists in providing the number of the invitation and completing the registration form in the same way as detailed for the Professional Visitors in § 3 Item 6, i.e. the data that indicate the professional, and not private identity of the person shall be provided:

- a) name and surname,
- b) position, function, occupation,
- c) name (company) of the entity / employer / business,
- d) address of the registered office or place of conducting business activity (country, code and town/city, street),
- e) contact data: fixed or mobile telephone number, email address, website address (if available),
- f) registration number in the proper register of business activity - in order to confirm the identification,

- g) tax identification number (NIP) - in order to have a VAT invoice for the purchase of an admission document issued,
- h) type of business (manufacturing, trade, services, etc.),
- i) sectors of activity,
- j) size of the entity / business (number of employees, size of the farm, etc.).

The registration form of a person invited as a Professional Visitor requires the signature of the person filling in it.

## **§ 6**

### **Protection of the Visitors' Data**

1. In order to ensure an adequate level of security of the Visitors' data stored in written or electronic form, MTP shall use all available technical and organizational measures to protect the data against damage, theft or other unauthorized use by third parties.
2. For the proper performance of the contract of sale or issuing an admission document, MTP reserve the right to verify the identity, on the basis of an identity document, of Professional Visitors taking the tickets ordered on-line from the ticket office or MTP Service Centre, as well as the right to verify, on the basis of an identity document or other relevant document, the entitlements of the Visitors to use the promotional offer referred to in § 2 Item 8 of the Regulations.
3. MTP undertake to preserve the confidentiality of all data collected and recorded in the process of registering Professional Visitors, activating the invitations and registering the groups of Visitors, as well as personal data which MTP had access to (without their recording) at the time of presenting the identity documents or other relevant documents by the Visitors in the case referred to in Item 2.
4. The data of the Visitors shall be processed and protected by MTP in accordance with the laws on data protection, in particular in accordance with the Personal Data Protection Act.
5. The data of Professional Visitors provided to MTP in order to conclude agreements concerning the admission to the exhibitions or other events, create a database the administrator of which are MTP, and the database may be used by MTP for direct or indirect marketing. E-mail addresses and mobile phone numbers of Professional Visitors provided in the registration process may be used by MTP, according to the Act on Rendering Electronic Services, in order to send the ordered commercial information by e-mail.
6. If Visitors in the registration process or in the process of activating the invitations provided their data as the data of private persons, i.e. natural persons that do not conduct business activity, whether it is gainful employment or professional career, MTP shall process their personal data only in order to complete the contract, issue the invoice or for the possible complaint-handling procedure or in order to determine the liability as well as for statistical purposes (financial reporting).

## § 7

### Other Services and Benefits for Visitors

1. The catalogue of exhibitors participating in the exhibition, Visitor's Handbook, guide or handbook of the exhibition / event may be sold or issued (if their price is included in the price of the admission document to the exhibition) in the MTP ticket offices, Visitors' Service Centres, Exhibition Office, and by the hostesses in the MTP fairgrounds.

Precise information is provided by MTP on the websites of particular exhibitions / events.

2. Professional Visitors or guests invited by the exhibitors may receive, along with the admission document, a set of additional services (e.g. access to the VIP area), set out in the offer relating to a particular exhibition / event and presented on the websites of particular exhibitions / events.

3. During trade exhibitions and special events MTP enables the Visitors to obtain information on the protection of industrial property, copyright and combating unfair competition. To do this, a consulting point is arranged in the MTP fairgrounds in which information can be obtained from patent attorneys.

4. In order to facilitate visiting the exhibition and other events, MTP mark the stands of exhibitors in an uniform way, and the plans of the stands location are presented in the halls and in the outdoor areas.

At some exhibitions / events MTP make up routes for guided tours for organized groups of visitors.

5. Getting around the MTP fairgrounds is facilitated by a clear, graphic labelling system of the halls and other facilities, as well as making the maps of the MTP fairgrounds available to the visitors.

6. MTP provide the following payable services for Visitors:

- a) food and drink (MTPCafe, etc.),
- b) wireless Internet access (a card with WiFi code)
- c) Xerox services (MTP Point).

7. During the exhibitions and other events MTP offer the Visitors a cloakroom in the entrance halls, in which, apart from clothing, Visitors may also store their hand or other luggage.

## § 8

### Order Regulations

1. Visitors may stay in the MTP fairgrounds only on the dates and hours of exhibitions / events.

2. Certain stands or other exhibitions and the passages in the halls and the entrance door to halls may be temporarily closed due to organizational or safety reasons, and at that time they may not be available to Visitors.

3. Taking photographs, filming and making drawings of particular stands and exhibits for non-commercial purposes requires the prior consent of the stand user, i.e. a participant (exhibitor) of the

exhibition or other event. If the activities mentioned above may cause disturbance in the organization and course of the exhibition or other event, MTP shall order to stop such activities.

4. It is forbidden for the Visitors to carry out any commercial, canvassing, advertising, promotion, and agitation activities or cash collections not agreed with MTP, as well as the activities that are in breach of applicable laws.

5. The following prohibitions apply in the MTP fairgrounds:

- a) carrying and using weapons, ammunition and pyrotechnics, harmful chemicals, as well as an open fire, which may bring the risk of fire, property damage and a danger to the health and life of people;
- b) carrying and drinking alcohol and distributing and using narcotic drugs;
- c) disturbing public order (e.g. loud, aggressive behaviour);
- d) bringing in animals, as well as bicycles, skateboards, etc., unless it is allowed by MTP for some events because of their character (e.g., participation in a dog competition, cycling demonstration);
- e) smoking of tobacco products in the exhibition halls, conference rooms and other facilities, with the exception of dedicated and specially marked places (cabins for smokers);
- f) polluting the pavilions and outdoor areas with self-generated waste (drink and food containers, cigarette butts, chewing gum, etc.);
- g) destroying infrastructure (e.g. blanketing the walls, floors with advertising posters) and vegetation that belongs to MTP;
- h) leaning against the elements of the stands, advertising constructions and other elements of interior design.

6. Persons in a state of considerable intoxication or drug intoxication, or trying to bring in alcohol, narcotic drugs or dangerous items shall not be allowed to enter the MTP fairgrounds.

7. In the event of non-compliance with the prohibitions referred to in Item 5 Points a) - c), MTP reserves the right to immediately lead Visitors out of the MTP fairgrounds and prevent their re-entry, and, when appropriate, to call the police.

8. Visitors are required to:

- a) respect the marking of the zones excluded from traffic that are subject to fire protection;
- b) follow the instructions provided by the MTP services for organizational reasons or due to the need to protect property and ensure the safety of persons present in the MTP fairgrounds;
- c) comply with traffic regulations that apply in the traffic area of the MTP fairgrounds;
- d) dispose of self-generated waste and throw it to the containers located at the entrances to the halls, marked in accordance with the principle of selective waste collection.

9. Children up to the age of 13 may stay in the MTP fairgrounds only under the supervision of adults (parents, guardians).



## § 9

### Liability and insurance

1. MTP reserves the right to cancel, shorten or reschedule the exhibitions or other events, and undertakes to inform about such changes on the websites of exhibitions / events sufficiently in advance of their start dates.

In the case of a sudden cancellation, shortening and rescheduling the exhibitions / events for reasons beyond the control of MTP, the Visitor who did not manage to use the purchased admission document, is not entitled to compensation, but only to a refund in the amount of the gross price of such a document.

If the purchased admission document valid for a particular day of the exhibition / event is not used for reasons attributable to a Visitor, its exchange to a document valid for another day is not possible, and MTP shall not provide a refund for such a document.

2. MTP is not liable for damage to Visitors caused by third parties or through the fault of the aggrieved party.

3. MTP shall not be liable for any damage to property of the Visitors caused by force majeure (such as fire, explosion, lightning, gale, flooding) or by third parties, or through the fault of the aggrieved party, with the exception of the liability for items left for safekeeping in the MTP cloakroom, referred to below .

4. MTP is responsible for the items provided to them for safekeeping in the cloakroom (clothing, hand luggage). MTP do not accept valuables to the cloakroom (jewellery, photographic equipment, etc.). Clothing and other belongings of the Visitors that are not collected from the MTP's cloakroom within 14 days or left outside the cloakroom are considered to be abandoned property.

5. The security measures taken to protect the MTP fairgrounds (technical protection, security services, monitoring) have no influence on the exclusion from liability of MTP for the above mentioned reasons.

6. Visitors are required to secure their property brought to the MTP fairgrounds against possible damage or loss, at their own expense and on their own risk (e.g. keys, documents, hand luggage, laptops, cameras, mobile phones).

7. Visitors are financially responsible for causing / inflicting damage to the property of MTP (damage, loss). Damage assessment is performed by MTP in the presence of a Visitor or the Visitor's representative, which shall be confirmed in an appropriate protocol.

8. The occurrence of any damage to property or to the Visitor needs to be reported to MTP and police station in the fairgrounds immediately after such a damage is noticed, which shall be confirmed in an appropriate protocol.

9. Visitors shall purchase an individual liability insurance and shall insure their property.

10. School / college headmaster that registers a group is obliged to make pupils / students and their Chaperones acquainted with these Regulations, and the headmaster shall be liable for the actions of the registered group that are incompatible with the provisions of the present Regulations.

The Chaperon of an organized group, being a representative of the school, is responsible for the safety of his charges and he is responsible for the enforcement of the compliance of his charges with order regulations stipulated in § 8 of the Regulations, as well as their compliance with the instructions of the MTP's Guide referred to in § 4 Items 9 and 10.

11. Parents or adult guardians are responsible for the safety of children below 13 years old that are present in the MTP fairgrounds.

12. Visitors making the registration are fully responsible for the veracity and accuracy of the data provided by them, including the consequences of providing incomplete or wrong information, especially e-mail address or NIP number.

## **§ 10**

### **Return of Unused Admission Tickets**

Buyers who did not use the individually purchased admission tickets to exhibitions or other events have the right to obtain a refund from MTP, on the following conditions:

a) a refund for an unused ticket purchased directly at the ticket office of MTP shall be made at the ticket office during its opening hours during the exhibition / event, no later than on the last day of the exhibition / event, subject to reimbursement of the ticket and fiscal receipt (VAT invoice) intact; the refund shall be made immediately, in cash, into the hands of the person concerned;

b) a refund for an unused ticket purchased on-line at mtp24.pl shall be made on the basis of an e-mail sent by the person concerned to reklamacje@mtp.pl via mtp24.pl no later than on the last day of selling on-line tickets, announced by MTP on the website of the particular exhibition / event; the repayment shall be made by a bank transfer to the bank account specified in the e-mail by the person concerned, within 14 days of receipt of the email by MTP;

c) the return of the ticket purchased in retail outlets or in on-line services owned by subjects to which MTP commissioned the sales of ticket for events aimed at the general public, shall be made by the subjects in the manner and under the conditions established by the subjects.

## **§ 11**

### **Complaint-Handling Procedure**

1. Each Visitor has the right to lodge a complaint related to the performance of the services specified in the present Regulations by MTP.

2. Visitors' complaints shall be made in writing and submitted during the exhibition / event in one of Visitors' Service Centres in the MTP entrance halls and later,

but up to 7 days after the end of the exhibition / event - by e-mail sent to reklamacje@mtp.pl or by mail sent to the address: Międzynarodowe Targi Poznańskie sp. z o.o., Kancelaria, ul. Głogowska 10, 60-734 Poznań, with the note "Complaint".

3. The complaint shall be investigated within 14 days from the date of submission / receipt by MTP.

4. MTP reserve the right to extend the period specified in Item 3 if the investigation of the complaint requires further clarification. MTP shall make every effort to ensure that complaints are investigated as soon as possible after their receipt.

5. The response to the complaint shall be sent by e-mail or by mail to the appropriate address provided by the Visitor.

## **§ 12**

### **Final Provisions**

1. The Regulations are in force since January 29, 2013.

2. MTP undertake to inform of any changes to the Regulations and to publish them in a consolidated form on the Internet at [www.mtp.pl](http://www.mtp.pl) and on the websites of particular exhibitions / events sufficiently in advance of the date of the beginning of the exhibitions / events.

3. In matters not covered by the Regulations, legal provisions in force shall apply, in particular the Civil Code.

4. Any disputes arising between the Visitors and MTP, the amicable solution of which is not possible, shall be settled by a competent court of general jurisdiction.

5. For the settlement of disputes with foreign partners, the Polish version of the Regulations shall prevail. The law applicable to the interpretation of the provisions of the Regulations is the law of the Polish Republic.