



SPECIFIC PROVISIONS

1. Application deadline

01.12.2017

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: **05-08.04.2018**

2.2. Opening times:

05.04.2018 PRESS DAY

- for exhibitors: 8.00 am – 7.00 pm
- for visitors: 8.00 am – 6.00 pm

06.04.2018

- for exhibitors: 8.00 am – 9.00 pm
- for visitors: 10.00 am – 8.00 pm

07 – 09.04.2018

- for exhibitors: 8.00 am – 7.00 pm
- for visitors: 10.00 am – 6.00 pm

3. Stand assembly and dismantling periods

3.1. **Assembly:** 30.03.2018 and 03 – 04.04.2018

Pavilions 3,3A,5 opening times	Pavilions 1,2,4,5A,6,6A,15.0 opening times
30.03.2018 : 7 am -9.00 pm	30.03.2018 : 7 am -9.00 pm
03 – 04.04.2018 : from 7.00 am on	03 – 04.04.2018 : 7.00 am – 9.00 pm
03.04.2018 till 8.00 am on 05.04.2018	

3.2. Dismantling:

Pavilions and fairgrounds opening times:

- 08.04.2018** 6 pm – 2 am
- 09 – 10.04.2018** 7 am – 9 pm

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, invitations for visitors

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:

Stand up to 200 m² for each 40 m² of space:

- 4 exhibitor cards
- 1 car entry card
- 10 invitations to Press Day

For each 50 m² over 200 m²:

- 1 exhibitor card
- 1 car entry card
- 10 invitations to Press Day

5.3. Any **additional exhibitor cards** over the numbers stated above are being sold on "Exhibitor's Zone" portal or at the Exhibitor's Reception Desk from the first day of assembly period 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 Desk.

5.5. In accordance with the settlement of **STANDARD** and **PREMIUM** registration fee for exhibitors and co-exhibitors invitations for visitors will be granted.

5.6. Exhibitors can also buy invitations for their visitors in unlimited quantity. Additional invitations are being sold on "Exhibitors' Zone" portal.

6. Car entry 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 (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 or at the Exhibitor's Reception Desk from the first day of assembly period and the payment is made by cash or pay card.

6.2. **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.

6.3. On the last fair day, **08.04.2018, 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 **09.04.2018** from 7 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 05 – 08.04.2018 (trade fair period) **permanent or single-use parking cards** are obligatory.

Permanent parking cards are sold at the car park in ul. Matejki, payment by cash or credit card.

Single-use parking cards are available by drive-in to the MTP car park.

7. Value Added Tax (VAT)

7.1. 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**.

7.2. 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**.

7.3. 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.