

MIĘDZYNARODOWE TARGI POZNAŃSKIE Sp. z o. o.

POZNAŃ INTERNATIONAL FAIR Ltd.

ul. Głogowska 14, 60-734 Poznań, Poland

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Konto / Bank account: Powszechna Kasa Oszczędności Bank Polski S.A. w Warszawie o/Poznań

Nr konta: 38 102040270000110204242962

IBAN: PL 46 102040270000140210929075, SWIFT: BPKOPLPW

Podatnik VAT czynny / Active VAT Payer, NIP / Tax ID: 777-00-00-488

Sąd Rejonowy Poznań – Nowe Miasto i Wilda w Poznaniu / Poznan District Court

VIII Wydział Gospodarczy Krajowego Rejestru Sądowego / 8th Division of National Court Register

KRS / Registered number: 0000202703

Kapitał zakładowy / Share capital: 288 348 000,00 PLN

**11-13 września 2020, Szklarnia k. Janowa Lubelskiego****SPECIFIC PROVISIONS**

- 1. APPLICATION DEADLINE:** 29.05.2020
- 2. PLACE OF THE FAIR:** Szklarnia k. Janowa Lubelskiego
- 3. FAIR OPENING DATES AND HOURS**

- for exhibitors:	11-12.09.2020	9:00 am – 6:00 pm
	13.09.2020	9:00 am – 5:00 pm
- for visitors:	11-12.09.2020	10:00 am – 5:00 pm
	13.09.2020	10:00 am – 4:00 pm

ACTIVE ELECTRIC INSTALATIONS FOR EXHIBITORS DATES AND HOURS

10.09.2020	8:00 am – 7:00 pm
11-12.09.2020	8:00 am – 7:00 pm
13.09.2020	8:00 am – 5:00 pm

4. STAND CONSTRUCTION AND DISMANTLING PERIODS

Construction:	08-10.09.2020	8:00 am – 7:00 pm
Dismantling:	14-15.09.2020	8:00 am – 7:00 pm

5. ENTRY CARDS

5.1. An exhibitor card will be required from exhibitors to enter fair grounds during stand construction, fair duration and dismantling periods.

5.2. Exhibitor cards are provided depending on the size of exhibition space ordered, as per the following rules:

- for a stand of up to 10 m², 2 cards
- for a stand of up to 20 m², 4 cards
- for a stand of up to 50 m², 6 cards
- for a stand of up to 75 m², 8 cards
- for a stand of up to 100 m², 10 cards
- for a stand of up to 150 m², 12 cards
- for each 50 m² over 150 m², 1 card.

5.3. Any additional exhibitor cards over the numbers stated above will be sold based on an order placed via Exhibitor Zone.

5.4. Entry cards for stand constructing teams for stand construction and dismantling time will be provided by MTP based on an order from an exhibitor or constructor. The cards will be collected in the Fair Organizer Office.

6. CAR ENTRY CARDS

6.1. Through 08-10.09.2020 (stand construction period) car entry to the fairgrounds is possible provided that an exhibitor card, permanent car entry card or delivery order is presented.

6.2. Through 11-13.09.2020 (fair duration) only permanent car entry card allows cars to drive into the fairgrounds and park in designated places.

Permanent car entry cards are provided depending on the registration fee.

6.3. Permanent car entry cards are sold upon an order placed vis Exhibitor Zone. The number of cards to be sold can be limited depending on the exhibition size.

6.4. It is not allowed to leave vehicles on the fairgrounds:

- after 6:00 pm through the fair duration,

- after 7:00 pm through stand construction and dismantling periods.

Vehicles which are left at the fairgrounds after the time specified herein without MTP's permission or 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.

7. PARTICIPANT APPLICATION

7.1. MTP accepts participant application provided that the exhibition space lease deposit (as referred to below) is paid.

7.2. According to the provisions of the "Regulations for Participants in EKO-LAS 2020 fair", applicants shall be obliged to pay the registration fee and the co-exhibitor application fee, as referred to below.

8. REGISTRATION FEE

8.1. The registration fee covers handling costs of registering the participant's application and space order, and additional services in the STANDARD or PREMIUM package.

8.2. The registration fee amounts to:

- a) STANDARD registration fee – PLN 855 net**,
- b) PREMIUM registration fee – PLN 1035 net**.

8.3. Services for the exhibitor included in the STANDARD and PREMIUM packages have been specified in detail in the Pricelist and in the Exhibitor Zone.

8.4. The entity applying for participation is obliged to pay a full registration fee (100% of the gross value*) upon submitting its participant application and paying the deposit referred to in point 2. The payment will be evidenced by MTP issuing an invoice in accordance with applicable regulations.

Once paid, the registration fee will not be reimbursed when participation is withdrawn or the participation agreement is rescinded.

9. EXHIBITION SPACE LEASE, TERMS OF PAYMENT

9.1. Exhibition space prices related to the participation in the trade fair include the following:

- space rent for the trade fair period and construction and dismantling period; the cost of preparation of roads and technical infrastructure in the forest; watch of stands; technical and order service; internal and external information system; advertising activities and organization.

9.2. Additional presentation space dedicated to machine presentation in motion will be separated taking into account the type of presentation. The order of presentation space is only possible by exhibitors ordering indoors or outdoors space. The dependence of presentation space on the ordered indoors or outdoors exhibition space is shown in the pricelist.

9.3. In the calculation of stand area, the space is mathematically rounded off to a full square meter.

9.4. EXHIBITION SPACE LEASE DEPOSIT

9.4.1. Deposit in respect of exhibition space lease is required for participant application registration by MTP.

9.4.2. Deposit rate:

- 50% of the gross value* of the ordered space – for payments made by 29.05.2020
- 100% of the gross value* of the ordered space – for payments made after 29.05.2020

9.5. A deposit paid by Ordering Party will not be invoiced. It will be credited to the space lease payment on the day a contract is concluded (Confirmation of Participant Application). An invoice for the payment will be issued within 7 days from the date of contract conclusion (i.e. Confirmation issuance date).

9.6. Should payment for exhibition space lease be made in the amount lower than 100% of gross space ordered, the remaining payment required for space lease will be invoiced by MTP (final invoice) not earlier than 30 days before the space is made available (beginning of stand construction period). The remaining amount due as per a space lease invoice should be paid within 14 days from the invoice issuance date or within 5 days after invoice receipt.

9.7. All settlements of accounts with foreign fair participants for space rent are carried out at the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the application deadline.

9.8. The due payment, resulting from the participation in the Fair is to be transferred to the following bank account of the

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Bank account: Powszechna Kasa Oszczędności Bank Polski S.A. w Warszawie o/Poznań

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9.9. In case when the payer is the other company than applicated, the form A0 is required.

10. CO-EXHIBITOR APPLICATION FEE

10.1. Exhibitor register his co-exhibitors via Exhibitor Zone.

10.2. The co-exhibitor application fee includes handling costs of registering a co-exhibitor and additional services in the STANDARD or PREMIUM package specified in the Pricelist and in the Exhibitor Zone.

10.3. The co-exhibitor application fee amounts to:

- a) STANDARD application fee - PLN 445 net**,
- b) PREMIUM application fee - PLN 725 net**.

10.4. The co-exhibitor application fee will be invoiced by MTP in accordance with applicable regulations during 7 days after fair duration. The payment is required to be made within 14 days from the invoice issuance date or within 5 days following the invoice receipt.

10.5. The co-exhibitor application fee paid by a foreign customer will be invoiced by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

11. TERMS OF PAYMENT FOR THE REMAINING SERVICES

11.1. Terms and conditions of payment for the stand construction and furnishing are regulated in a separate agreement.

11.2. Amounts due for ordering other trade fair services (catalogue advertisement, advertising structures, additional invitations and entry cards, electricity and water supply, hire of furniture and other equipment or staff, stand cleaning, etc.) will be invoiced by MTP within 7 days from the fair conclusion date.

11.3. All settlements of accounts with foreign fair participants for the remaining services are carried out by MTP at the average EUR exchange rate announced by the National Bank of Poland on the last working day preceding the first day of fair.

12. ELECTRICITY CHARGE

12.1. MTP shall charge the customers ordering electricity supply for the use of power network. The rates depend on the power supplied and are as follows:

Line power	Net charge** [in PLN]
3kW (1x16A)	70
9kW (3x16A)	145
14kW (3x25A)	220
18kW (3x32A)	280
36kW (3x63A)	560

12.2. An invoice for the use of electricity shall be issued within 7 days from the fair conclusion date.

All settlements of accounts with foreign contractors for the use of electricity shall be carried out by MTP according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the fair commencement date.

13. PAYMENTS AND BANK CHARGES / COMMISSIONS

All payments for participation in the exhibition and exhibition services as well as all bank charges and commissions related to the same shall be covered by the payer.

14. VALUE ADDED TAX (VAT)

14.1. 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.

14.2. MTP shall issue an invoices without the value added tax (VAT) on trade fair services other than mentioned at p.14.1. a):

- a) for contractors who have EU VAT ID, if their seat is in the UE Member State,
- b) conducting business activity if their seat is in a country that is not the EU Member State, 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.

14.3. 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.

15. ORGANIZATION OF EXHIBITION

15.1. MTP secures realization of a stand according to an Exhibitor's order on stand construction form.

- 15.2. Individual project of exhibiting area's building proposed by an Exhibitor needs MTP acceptance.
- 15.3. MTP reserves for himself the right to change stands location, in case the allocated place does not meet technical conditions of the project or it's realization is not consistent with building and fire-fighting regulations.
- 15.4. MTP reserves for himself the exclusive right to stock with everything necessary exterior stand's walls.
- 15.5. In the stand construction period and its dismantling, the fair areas are thrown open to an Exhibitor from 8 a.m. to 7 p.m.
- 15.6. The stands made by MTP will provide to an Exhibitor 24 hours before opening the venture. Transfer mice of a stand takes place on the basis of delivery-acceptance act in hours mentioned in art.15.5. Non-compliance with ibis requirement may be treated as renouncement of participation in fair.
- 15.7. Exhibitors, which stands are made by companies other than MTP, are obliged to finish works latest 12 hours before opening the fair. Time-schedule of works is determined by the Clerk of the Hall - MTP.
- 15.8. It is not allowed to dismantle the stand and to remove exhibits before an official fair's closing.
- 15.9. Having dismantled the exhibits from the stand made by MTP; an Exhibitor is obliged to arrange the stand and to transmit it to MTP in an official record.
- In case of leaving the stand by an Exhibitor without transmitting it to MTP, a committee withdrawal of a stand will take place, and the acceptance act shall constitute the basis for clearings between MTP and an Exhibitor.

16. SANITARY AND ORDER REGULATIONS

- 16.1. All events participants' body temperature will be measured upon their arrival to the MTP grounds, they will be asked to fill in an obligatory epidemic questionnaire and sign statement on not being infected with COVID-19 neither have been contacting COVID-19 infected person.
- 16.2. All persons present in the MTP grounds must:
- cover their nose and mouth with a face mask or face visor,
 - keep proper distance from other people in all public areas,
 - use sanitizers.
- 16.3. It is advised not to distribute any handouts and giveaways during the trade fair. It is advised to prepare promotinal materials available online.
- 16.4. All food courts visitors (bars, restaurants and open-air food courts) must observe the following sanitary regulations:
- sanitize their hands before entering the food court,
 - keep their nose and mouth covered with a face mask or face visor while waiting to be served and after a meal,
 - not to pay with cash (banknotes, coins) if possible. Use of the electronic payment methods – payment card or mobile applications – is advised,
 - occupy 1 table by 2 persons only and keep the safe distance.
- 16.5. All persons present in the MTP grounds must follow the security staff instructions concerning sanitary regulations and general safety.

17. SANITARY PROTECTION INTRODUCED BY THE MTP

- 17.1. All events participants' body temperature will be measured upon their arrival to the MTP grounds.
- 17.2. All entry passes will be verified touchless.
- 17.3. Single use face masks can be purchased in dedicated sales points in the MTP grounds. Hands washing and sanitizing instructions can be found around the MTP grounds.
- 17.4. Paramedics will be present in the MTP grounds for the whole duration of the trade fair and isolation rooms will be set up for persons possibly infected with COVID-19.
- 17.5. Disinfection in the public areas (e.g. food courts, toilets) but also touch points (e.g. door handles, handrails, tables, points of sale) will be carried out frequently.

18. CONTACT PERSON

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* Gross value is the ordered space multiplied by its unit price and includes the value added tax (VAT), if applicable.

** Unit price/net fee does not include the value added tax (VAT).