

TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE

an integral part of the MTG SA Gdańsk International Fair Co. Regulations for Trade Fair Participants (hereunder: "Terms and Conditions"); full texts available at www.baltexpo.eu

1. DATES AND VENUE OF THE TRADE FAIR: 10–12 OCTOBER 2023.

**AMBEREXPO EXHIBITION & CONVENTION CENTRE,
 ŻAGŁOWA 11, 80-560 GDAŃSK, POLAND.**

2. PARTICIPATION IN THE TRADE FAIR

2.1. Exhibition space will be provided on the following conditions:

- a. Your Trade Fair application must be submitted by 31 August 2023 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 9 m².
- b. The amount due resulting from the submitted Application Form that has been confirmed by MTG must be paid, as per the terms specified in Section 7 PAYMENTS below. **Important:** Please quote the name of the trade fair, the type of service and number of the invoice you are paying for in the payment reference.
- c. MTG will assign exhibition space taking into account the Applicant's application, as far as possible and subject to the logistics and technical conditions. A suggested stand location presented to the Applicant for approval will include the stand's floor space size, dimensions and type.

3. INDOOR EXHIBITION SPACE

3.1. The fee for exhibition space WITH A BOOTH (shell scheme as per the Applicant's own design), standard option, covers:

- a. floor space provided for the duration of the Trade Fair, stand setup and dismantling,
- b. stand equipped with white or grey partition walls, navy-blue carpeting,
- c. electrical wiring, excluding electric power consumption (two spotlights, one electrical socket per each commenced 10 m²), storage area walls and accordion door (as per the submitted design),
- d. cleaning service in the aisles and accessible parts of the stand,
- e. fascia board (with company name).

3.2. Exhibition space with a booth is also available in the ADSYSTEM shell scheme system (NEW!) and includes the following services:

- a. floor space provided for the duration of the Trade Fair, stand setup and dismantling,
- b. white AdSystem walls, navy blue carpeting, storage area and door within the stand,
- c. electrical wiring, excluding electric power consumption / three spotlights and one electrical socket per each 12 m²),
- d. company name and stand number,
- e. optional printed wall panel graphics at an additional fee,
- f. stand furnishings as per the design,
- g. cleaning service in the aisles and accessible parts of the stand.

3.3. The fee for exhibition space WITHOUT A BOOTH (no shell scheme) covers:

- a. floor space provided for the duration of the Trade Fair,
- b. aisle cleaning service.

3.3.1. The setup of Exhibitor-provided stands on MTG SA-provided space is conditioned upon the following:

- a. submitting a stand design by 31 August 2023,
- b. submitting the design for MTG's approval in documentary form. The submitted designs should be compliant with the Construction Law and other regulations and standards applicable in Poland, as well as with the technical requirements and fire regulations applicable at MTG halls and premises.

Stand components should have valid fireproofing certificates or safety reports to indicate the degree of low flammability of the materials used, in compliance with the Polish fire standards. MTG has the right to submit binding comments on the submitted designs or on the method of construction (including the height of the stand, possible suspensions, utilities connection locations, compliance with the type of the stand), which should be taken into account by the Participant /Shell Scheme Contractor/. MTG will issue an opinion on the submitted stand design within 10 business days of its receipt. The approval is not to be construed as design verification, nor shall it release the Exhibitor and/or Shell Scheme Contractor from the liability for the solutions used,

- c. indicating a shell scheme contractor through an online form,
 - d. if the received stand location includes any of the technical and/or fire protection components listed below, or has any of them directly adjacent to it, the stand designer and the Shell Scheme Contractor must meet all the conditions applicable on the AMBEREXPO premises that relate to securing MTG technical services' access to such components,
 - e. taking into account the components of the technical infrastructure of the venue,
 - f. the rear walls of the designed stand—regardless of their height (also below 2.5 m)—which are visible from the direction of neighbouring companies, must have a visually pleasing white finish, with no visible cables, leads, advertising, etc.
 - g. **The stand cleaning service during the Trade Fair (Additional Services form) does not include cleaning after the Exhibitor-provided shell scheme setup.** The cleaning rules for the period of Exhibitor-provided shell-scheme setup/dismantling by a Shell Scheme Contractor are indicated in the Regulations* (4.16, 4.9).
 - h. The Exhibitor is obliged to place the stand number, as indicated in the Confirmation of Application, in a visible place, excluding the Exhibitors who have ordered exhibition space with a booth (shell scheme). The stand must be marked with the number visible from the aisles. For corner, end and island stands, the stand number should be multiplied and placed in the line of sight of all the adjacent aisles, in order to be visible to all Visitors.
- 3.3.2. The fee for the exhibition space provided without a booth (no shell scheme) does not cover the cost of supply and use of electric power.**
- 3.3.3. Exhibition space provided without a booth (no shell scheme) requires a non-refundable payment to be made for the stand construction auxiliary service, covering: security of the exhibition facilities, floor space layout, operating costs, i.e. heating, lighting, consumption (flat rate) of electric power and water during stand setup and dismantling, in the amount of:**
- PLN 25.00, plus the applicable VAT, per 1 m² of a one-storey stand,
 - PLN 35.00, plus the applicable VAT, per 1 m² of a two-storey stand.
- 3.4. Exhibition space in Halls A, B, C is available as the following types:**
- a. row space: open to one aisle,
 - b. corner space: open to two aisles, available for orders of over 12 m²,
 - c. end space: open to three aisles, available for orders of over 24 m². For exhibition space provided without a booth (no shell scheme), up to 30% of each open side can be taken up by booth components. The booth requires MTG's written approval. The submitted design should include a detailed description of the booth: partition wall type, graphics, location relative to aisles,
 - d. island space: open to four aisles, available for orders of over 60 m². For exhibition space provided without a booth (no shell scheme), up to 30% of each open side can be taken up by booth components. The booth

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requires MTG's written approval. The submitted design should include a detailed description of the booth: partition wall type, graphics, location relative to aisles.

4. REGISTRATION FEE

- 4.1. The Exhibitor registration fee of PLN 900.00, plus the applicable VAT, covers:
 - a. advertising and promotion of the Trade Fair in the media,
 - b. Entry Passes, 2 pcs (per each commenced 10 m²),
 - c. Parking Card (a motor car), 1 pcs,
 - d. Trade Visitor codes, 20 pcs,
 - e. Exhibitor Directory, 1 pcs,
 - f. invitation to the Exhibitor Meeting (room, catering, music), 1 pcs per up to 50 m² of space ordered, 2 pcs per 50 m² or more of space ordered.
- 4.2. The Co-Exhibitor registration fee is PLN 2,250.00, plus the applicable VAT, and covers:
 - a. advertising and promotion of the Trade Fair in the media,
 - b. Exhibitor Directory entry, 1 page,
 - c. Entry Passes, 2 pcs,
 - d. Exhibitor Directory, 1 pcs,
 - e. Exhibitor Meeting invitation, 1 pcs,
 - f. Trade Visitor codes, 20 pcs,
 - g. Parking Card (a motor car), 1 pcs.

5. MAINTENANCE FEE

- 5.1. A mandatory maintenance fee must be paid by the Participant or Shell Scheme Contractor for the removal of waste generated due to the setup and dismantling of a non-modular stand (not subject to multiple use). This fee is non-refundable. The payment of the maintenance fee should be made prior to the commencement of setup work. After the payment, MTG will issue an invoice.
- 5.2. The amount of the maintenance fee depending on the size of the occupied space provided without a shell scheme (booth) will be announced at a later date.

6. PAYMENTS

- 6.1. Having received the Confirmation of Application from MTG, Applicants shall pay 50% of the gross value (incl. VAT) of the exhibition space and other additional services ordered, within 7 days of receiving the Confirmation of Application.
- 6.2. Applicants shall pay the outstanding 50% of the gross value (incl. VAT) of the exhibition space and services ordered, by 31 August 2023.
- 6.3. Applicants who submit their application after 31 July 2023 shall pay 100% of the gross value (incl. VAT) of the exhibition space and other additional services ordered. The payment is to be made within 7 days of receiving the Confirmation of Application from MTG.
 The prices for providing exhibition space and services are set in Polish Zlotys (PLN).
- 6.4. If a PLN invoice is not acceptable, invoices can be issued and payments can be made in EUR or USD, with the proviso that:
 - a. the value of orders placed by 30 June 2023 will be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on 31 December 2022,
 - b. the value of orders placed after 30 June 2023 will be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on 01 July 2023.

6.5. Cancellation of participation

- 6.5.1. The Applicant may cancel its offer of participation or withdraw from the concluded Participation Agreement. The cancellation of an offer of participation or the withdrawal from the Participation Agreement shall require written or documentary form under pain of invalidity. The withdrawal should be submitted by a person authorised to do so or in accordance with the rules of representation.
- 6.5.2. A withdrawal from the Participation Agreement:
 - a. **by 09 July 2023** shall result in an obligation to pay a handling charge of 10% of the total gross value of the exhibition space and services ordered, as specified in the Application Form,
 - b. **between 10 July 2023 and 09 August 2023** shall result in an obligation to pay a handling charge of 25% of the total gross value of the exhibition space and services ordered, as specified in the Application Form,
 - c. **between 10 August 2023 and 09 September 2023** shall result in an obligation to pay a handling charge of 35% of the total gross value of the exhibition space and services ordered, as specified in the Application Form,
 - d. **from 10 September 2023** shall result in an obligation to pay 100% of the total gross value of the exhibition space and services ordered, as specified in the Application Form, and of other services ordered.
- 6.5.3. If the trade fair is cancelled by MTG for reasons described in Regulations* 15.1. and if the information about the trade fair cancellation takes place in the period of: up to 90 days prior to the trade fair, MTG will refund 100% of the participation fee paid in; less than 90 days prior to the trade fair, MTG will impose a handling charge of 10% of the total net value of the exhibition space and services ordered, as specified in the Application Form. The said amount will be increased by value added tax (VAT) due, as per the applicable laws.
- 6.5.4. Regardless of the reasons related to the lack of participation in the trade fair, in each case the provisions of Regulations* 2.2.3. shall apply accordingly.

7. ENTRY PASSES / DEPOSIT

- 7.1. Exhibitors are required to have personal entry passes (badges) authorising them to enter the Trade Fair. The entry passes must be self-printed from the system before arriving at the Trade Fair. The fee for exhibition space includes 2 entry passes per each commenced 10 m² of stand area. Extra entry passes are available at a charge, as per the Application Form.
- 7.2. For Exhibitor-provided shell schemes: before the work begins, the Exhibitor and/or Shell Scheme Contractor are required to self-print out the SERWIS/ INSTALLATION SERVICE passes from the online application system. The passes authorise their holders' entry on the stand setup and dismantling dates.
- 7.3. For Exhibitor-provided shell schemes: before the work begins and after it is completed, the Exhibitor and/or Shell Scheme Contractor shall report to MTG (BALTEXPO technical support) in order to draw up the Exhibition Space Handover/Return Report. The Stand Construction Supervisor indicated in the Shell Scheme Contractor Form is authorised to draw up the Report.
- 7.4. For Exhibitor-provided shell schemes: the shell scheme construction may begin when the payment of a PLN 500.00 deposit has been made and documented (see Regulations* 4.7.f.) to cover any possible damage caused during stand setup and dismantling, stand operation and the cost of maintenance work, as well as to cover any imposed fines.
- 7.5. MTG reserves the right to pursue the amounts due and any compensation arising for MTG in excess of the value of the agreed deposit. The payment of the deposit should be made prior to the commencement of setup work,

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- in the Blue Media Payment System by bank transfer or payment card, and in the case of foreign entities only by payment card. The payment of the fee is triggered by the Participant or the non-Exhibitor entity who submits trade fair applications on behalf of Exhibitors, in their profile in the application submission system. In the Blue Media Payment System, an automatic message with a payment order will be generated to the e-mail address of the contact person, consistent with the application form.
- 7.6. The deposit should be paid no later than by the first regulation setup day for custom (individual) stands for a given trade fair or on the day preceding the setup date agreed on a case-by-case basis with MTG. Failure to pay the deposit shall entitle MTG to refuse to make the stand available. The deposit will be refunded within 30 business days on the basis of an Exhibition Space Handover/Return Report by means of a wire transfer or credit to a payment card via the Blue Media Payment System, unless the deposit is used by MTG in accordance with Regulations* 4.7.f.
8. **DATES AND OPENING HOURS: THE HALLS AND FAIRGROUNDS**
- 8.1. **CONSTRUCTION OF EXHIBITOR-PROVIDED SHELL SCHEMES:**
- 8.2. Regulation stand setup time in the 24-hour system, covered by the regulation fee (see Regulations* 4.7.d):
- a. **Halls: B, C**
 From 06 October 2023 at 8:00 until 08 October 2023 at 20:00.
Hall: A
 From 07 October 2023 at 14:00 until 08 October 2023 at 20:00.
- b. **09 October 2023 (exhibitor entry day)** from 08:00 to 20:00.
 On that day, it is only allowed to install stand furnishings and carry out arrangement and decoration work, while it is **prohibited to perform any construction work and/or any dust generating work which could result in dust in the halls.**
 Failure to comply with these requirements will cause the setup to be stopped and a fine of PLN 2,000.00 to be imposed.
IMPORTANT: In justified cases, the working hours may be changed but only upon prior notification (minimum one day in advance by 15:00 hrs) and with MTG's written consent.
- c. Upon the extension of the working hours, the Exhibitor and/or Shell Scheme Contractor will be charged PLN 600.00, plus the applicable VAT, per one hall, per each commenced hour.
- 8.3. **EXHIBITOR OPENING HOURS:**
 09 October 2023, from 08:00 to 20:00 (Monday, exhibitor entry day)
 10 October 2023, from 08:00 to 18:00 (Tuesday)
 11 October 2023, from 09:00 to 18:00 (Wednesday)
 12 October 2023, from 09:00 to 22:00 (Thursday)
 13 October 2023, from 08:00 to 16:00 (Friday)
IMPORTANT: Only an Exhibitor Entry Pass authorises entry into the halls at the times listed above. Holders of Installation Service Entry Passes will be admitted to the halls as per 8.2 below.
- 8.4. Exhibitors are required to have at least one representative present at their exhibition stand during the visitor opening hours.
 In the case of no representation, the exhibitor will be charged an additional fee of PLN 1,000, plus the applicable VAT, per each day.
- 8.5. **VISITOR OPENING HOURS:**
 10 October 2023, from 10:00 to 17:00
 11 October 2023, from 10:00 to 17:00
 12 October 2023, from 10:00 to 16:00
9. **DISPLAY ARRANGEMENT / EXHIBIT DELIVERY**
- 9.1. **Exhibits and stand furnishings are to be delivered to the exhibition halls by 09 October 2023, by 19:00 hrs.** After that time, it will not be possible to unload any exhibits.
- 9.2. Any replacement or supplementation of the items on display may be done only after obtaining written permission from MTG and should take place prior to the opening or after the closing of the Trade Fair to the visitors.
- 9.3. Exhibitors' especially heavy and large-sized exhibits and their transport require advance notification by 01 September 2023; their transport is allowed only in accordance with the MTG schedule (which includes the assembly/delivery of exhibits by all Exhibitors) on 09 October 2023 from 8:00 to 19:00.
- 9.4. Failure to notify MTG about the transport of such objects may result in their being excluded from display during the Trade Fair. Moreover, such objects require original incombustibility certificates, while their location at the Trade Fair must be approved by MTG.
- 9.5. Exhibits must not be placed in the aisles adjacent to the exhibition stand, while equipment demonstrations, events or other promotional activities must not hinder or prevent the provision of services to other stands or the safe passage of Exhibitors and the public.
- 9.6. Other exhibit-related terms and conditions are indicated in the Regulations, Section 5.
10. **VEHICLE ENTRY TO THE FAIRGROUNDS AND CAR PARKS**
- 10.1. Exhibitors are entitled to one parking pass (included in the registration fee) which authorises them to enter a car park indicated by MTG throughout the duration of the Trade Fair (10–12 October 2023).
- 10.2. An Exhibitor may purchase extra parking passes, subject to availability, by means of an electronic purchase order. The number of spaces is limited. Detailed principles of vehicle entry and parking are indicated in Regulations* 7.2.
11. **STAND DISMANTLING DATES**
 12 October 2023, from 16:00 to 22:00
 13 October 2023, from 08:00 to 16:00
- 11.1. Detailed information on how the works and procedures for storing and transporting construction waste after dismantling are to be carried out will be provided at a later date.
- 11.2. Stand dismantling starts on 12 October 2023 at 16:00. Early dismantling is not permitted. The Exhibitor will be charged an additional fee of PLN 2,000, plus the applicable VAT, for any failure to comply with the stand dismantling start date.
IMPORTANT: In justified cases, the working hours may be changed but only upon prior written notification (minimum one day in advance by 15:00 hrs) and with MTG's consent. Upon the extension of the working hours, the Exhibitor and/or Shell Scheme Contractor will be charged PLN 600.00, plus the applicable VAT, per one hall, per each commenced hour.
12. **FOOD & BEVERAGE SERVICES / CATERING**
 The food, beverage and catering services at AMBEREXPO are provided **EXCLUSIVELY** by Amber Side Sp. z o.o. The services are provided by the AmberSide restaurant & bar to all Trade Fair participants, especially the Exhibitors, Co-Exhibitors and the participants in the accompanying conferences and meetings.
 Orders can be placed by e-mail: info@amberside.pl, www.amberside.pl

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13. FORWARDING / UNLOADING

Forwarding services and assistance with unloading are provided by:

- Netlog Polska Sp. z o.o.
Rafał Skrobutan, tel. +48 668 890 274, +48 22 256 70 55,
rafal.skrobutan@netlog.org.pl
- Transmeble International Sp. z o.o.
Daniel Piłkuła, tel. +48 504 103 563, +48 61 865 68 07,
daniel@transmeble.com.pl, office@transmeble.com.pl

14. OTHER:

**Regulations stand for: The MTG SA Gdańsk International Fair Co.
Regulations for Trade Fair Participants, available at www.amberexpo.pl*

Międzynarodowe Targi Gdańskie SA, 19 December 2022