

TERMS AND CONDITIONS FOR PROVIDING EXHIBITION SPACE

integral part of the Regulations for Participants in Fairs Organized by MTG SA [hereinafter: "Regulations" – full text available at www.baltexpo.eu]

**1. DATE AND PLACE OF THE FAIR: 07-09 OCTOBER 2025
 AMBEREXPO EXHIBITION AND CONVENTION CENTRE
 UL. ŻAGLOWA 11, 80-560 GDAŃSK.**

2. PARTICIPATION IN TRADE FAIR

- 2.1. The precondition for providing the exhibition space is:
- Registration of participation in the Fair until 31.08.2025 by completing an interactive electronic Participation Registration Form. Submission of the Participation Registration Form to MTG means placing an offer to participate in the Fair and accepting all provisions of the Regulations for Participants of the Fair organized by MTG. The ordered area must not be less than 12 m².
 - Payment of the amount due resulting from the Registration made and confirmed by MTG, in accordance with the terms and conditions set forth in paragraph 7 "PAYMENTS" below. **Note:** in the transfer reference, please include the name of the fair, the type of service paid for and the invoice number to which the payment relates.
 - MTG shall allocate exhibition space taking into account the Ordering Party's offer of participation, to the extent of its capabilities and technical and organizational conditions. The stand location proposal submitted to the Ordering Party for approval includes the size of the stand area, its dimensions and type.

3. INDOOR EXHIBITION SPACE

3.1. The payment for the ADSYSTEM MODULAR DEVELOPED AREA available in 12 m², 24 m², 48 m² variants includes the following services:

- provision of space for the period of the Fair, installation and dismantling of the stand,
- AdSystem walls with wrapping according to the client's design, navy blue carpeting, backup area and doors within the stand. In case of ineffective lapse of the deadline, the organizer reserves the right to prepare graphic designs without consulting the exhibitor.
- the possibility of using graphic design services for stand wrapping at an additional cost,
- electrical installation – no electricity consumption / three light points and one electrical outlet for every 12 m²,
- company name and stand number,
- furnishing the stand according to the layout
- cleaning service of the passageways and accessible parts of the stand,

3.2. The payment for UNDEVELOPED AREA includes:

- provision of space for the period of the Fair,
 - cleaning service for passageways,
- 3.2.1. **Conditions for installation of stands on undeveloped area** – installation of Exhibitors' own stands on undeveloped area is possible after:
- submission of the stand design by 31.08.2025,
 - making a documentary reconciliation of the design with MTG. The submitted designs should comply with the Construction Law and other regulations and standards in force in Poland, as well as the technical conditions and fire safety regulations applicable to the MTG halls and grounds.

Elements of the stand should have valid certificates or reports of protection features, confirming the degree of flame retardancy of the materials used, in accordance with Polish fire safety standards. MTG shall have the right to make binding comments on the submitted designs or the manner in which the development is carried out (including but not limited to stand height,

- suspension possibilities, utility connection locations, compliance with the type of stand), which shall be taken into account by the Participant/Development Contractor. MTG shall issue an opinion on the submitted stand design within 10 working days from receiving it. Reconciliation is not to be considered as design verification and shall not relieve the Participant and/or the Development Contractor of responsibility for the adopted solution,
- indicating the development company through the online form,
 - in the case of receiving a location where the above-mentioned elements of technical use and fire are located or directly adjacent to it, the design contractor and the stand contractor must meet all conditions, applicable on the AMBEREXPO premises, which relate to securing access to them for MTG technical services,
 - taking into account the technical infrastructure elements of the facility.
 - the back walls of the designed stand – regardless of their height (including below 2.5 m), which are visible from the side of the neighboring companies must have an aesthetic finish in white without visible cables, wires, advertising, etc.
 - The stand cleaning service during the Fair (additional services form) does not include cleaning after the installation of the stand on undeveloped area.** The rules of cleaning during the installation/dismantling of stands on undeveloped area by the Contractor are indicated in the Regulations* (item 4.16, 4.9).
 - The Exhibitor is required to display in a conspicuous place the stand number indicated in the Confirmation of Registration document, excluding Exhibitors who have ordered developed area. The stand must be marked with a number visible from the passageways. For corner stands, front stands and island stands, the stand number should be duplicated and placed at all adjacent passageways so that it is visible to Visitors.
- 3.2.2. The fee for providing undeveloped area does not include the cost of connection and electricity consumption.
- 3.2.3. Provision of undeveloped area requires the payment of a fee for auxiliary service to the construction of the exhibition stand, which is not refundable and includes: costs of securing the exhibition facilities, routing the space, operating costs, i.e. heating, lighting, lump-sum costs of electricity and water consumption during the installation and dismantling of stands in the amount of:
- PLN 25.00 plus applicable VAT per 1 m² of ground floor stand area,
 - PLN 35.00 plus applicable VAT per 1 m² of multi-story stand area.
- 3.3. **Exhibition area in halls A, B, C is available in the following types:**
- terraced min. 12 m²: open to a single passageway,
 - corner: open to two passageways, available for orders of min. 12 m²
 - front: open to three passageways, available for orders min. 24 m². In the case of undeveloped area, development is allowed up to 30% of the length of each open side. The development requires written approval from MTG. The submitted design should include a detailed description of the development used – the wall type, graphics, location in relation to passageways,
 - island: open to four passageways, available for orders of min. 48 m². In the case of undeveloped area, development is allowed up to 30% of the length of each open side. The development requires written approval from MTG. The submitted design should include a detailed description of the development used – the wall type, graphics, location in relation to passageways,

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4. EXHIBITION AREA OUTSIDE THE HALLS

4.1. The fee for UNDEVELOPED AREA ON OUTDOOR GROUNDS (display of equipment, machinery, facilities, etc.) includes:

- a. Provision of space for the period of the Fair.
- 4.1.1. Installation/delivery of Exhibitors' exhibits on the undeveloped area should be reported by completing the bulky / rolling stock exhibit application form in the online system by 01.09.2025. After this date, MTG reserves the right to reject the report
- 4.1.2. Installation/delivery of exhibits can only take place according to the MTG schedule (which takes into account the installation/delivery of exhibits of all exhibitors) on 6.10.2025 from 8:00 – 21:00.
- 4.1.3. The fee for providing undeveloped area does not include the cost of connection and electricity consumption. MTG reserves the right not to accept the order of power connection for technical reasons.
- 4.1.4. Dismantling/collection of exhibits is possible on 9.10.2025 from 17:00 to 16:00 on 10.10.2025 and can be made only according to the schedule indicated by MTG.

5. REGISTRATION FEE

- 5.1. The registration fee for Exhibitors in the amount of PLN 1000.00 net plus applicable VAT includes:
 - a. advertising and promotion of the Fair in the media,
 - b. ID badges, 2 pcs. (for every 10 m² started),
 - c. parking card (passenger car) – 1 pc,
 - d. codes for Industry Guest – 20 pcs,
 - e. directory of the Fair – 1 pc,
 - f. invitation to the Exhibitors' Meeting – 2 pcs. up to 48 m², above 48 m² additional 2 pcs.
- 5.2. Co-exhibitor's registration fee in the amount of PLN 2500.00 net plus applicable VAT and includes:
 - a. advertising and promotion of the Fair in the media,
 - b. directory entry – 1 page,
 - c. ID badges – 2 pcs,
 - d. fair directory – 1 pc,
 - e. invitation to the Exhibitors' Meeting – 1 pc,
 - f. codes for Industry Guest – 20 pcs,
 - g. parking card (passenger car) – 1 pc.

6. CLEANUP FEE

- 6.1. Mandatory cleanup fee for the Fair Participant or the Development Contractor for the removal of garbage generated in connection with the installation and dismantling of a non-modular (non-reusable) stand. This fee is not refundable. Payment of the cleanup fee should be made before the installation work begins. After payment, MTG will issue an invoice for the cleanup fee.
- 6.2. The amount of the cleanup fee depending on the size of the occupied undeveloped area will be announced at a later date.

7. PAYMENTS

- 7.1. The Ordering Party, upon receipt of the Confirmation of Registration from MTG, shall be required to pay 50% of the gross value of the ordered space and other additional services within 7 days from the date of receipt of the Confirmation of Registration document.
- 7.2. The remaining 50% of the gross value of the ordered space and services shall be paid by the Ordering Party by 31.08.2025.
- 7.3. Orderers who apply for participation in the Fair after 31.07.2025 are required to pay 100% of the gross value of the ordered space and other additional

services. Payment should be made within 7 days from the date of receipt of the Confirmation of Registration document from MTG.

Prices for providing exhibition space and services are set in Polish zloty.

- 7.4. If it is not possible to accept an invoice in Polish zlotys, the invoice and payment may be made in EUR or USD with the proviso that:
 - a. the value of orders made by June 30, 2025 will be converted according to the average exchange rate of EUR or USD in the National Bank of Poland on December 31, 2024,
 - b. the value of orders made after June 30, 2025 will be converted according to the average exchange rate of EUR or USD in the National Bank of Poland on July 1, 2025.

7.5. Cancellation of participation

- 7.5.1. For participation in the fair, the applicant may cancel its offer of participation or withdraw from the concluded agreement. Cancellation of the offer of participation or withdrawal from the fair participation agreement must be in writing or in documentary form under pain of nullity. The withdrawal should be submitted by a person authorized to do so or in accordance with the rules of representation.
- 7.5.2. Withdrawal from the fair participation agreement:
 - a. **by 06.07.2025** results in the obligation to pay a handling fee of 10% of the total gross value of the ordered area and services, as specified in the Participation Registration Form,
 - b. **from 07.07.2025 to 07.08.2025** results in the obligation to pay a handling fee of 25% of the total gross value of the ordered areas and services, as specified in the Participation Registration Form,
 - c. **from 08.08.2025 to 08.09.2025** results in the obligation to pay a handling fee of 35% of the total gross value of the ordered areas and services, as specified in the Participation Registration Form,
 - d. **from 09.09.2025** results in the obligation to pay 100% of the gross value of the ordered area and services specified in the Participation Registration Form and other ordered services.
- 7.5.3. In the event of cancellation of an exhibition by MTG for the reasons described in point 15.1 of the Regulations*, if the cancellation is announced up to 90 days prior to the organization of the Fair – MTG shall refund the value of 100% of the participation fee paid; less than 90 days prior to the organization of the Fair – MTG shall charge a handling fee of 10% of the total net value of the ordered area and services, as specified in the Participation Registration Form. To the above amount will be added the VAT due in accordance with applicable regulations.
- 7.5.4. Regardless of the reasons for non-participation, the provisions of Section 2.2.3 of the Regulations shall apply*.

8. ID BADGES / DEPOSIT

- 8.1. Exhibitors are required to have name ID badges entitling them to enter the fair. ID badges must be printed independently from the system before arriving at the Fair. Payment for exhibition area includes 2 ID badges for every 10 m² of area started. Additional ID badges are chargeable according to the registration form.
- 8.2. In the case of installation of own stands, the Exhibitor and/or the Development Contractor shall be required to print on their own the SERVICE/ INSTALLATION SERVICE ID badges from the online registration system before starting the work. ID badges allow entry on the date of installation and dismantling of the stand.

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- 8.3. In the case of installation of own stands, the Exhibitor and/or the Development Contractor is required to report to MTG (Baltexpo Technical Service) prior to and upon completion of the work, in order to prepare a Handover / Surrender report for the exhibition space. The stand Construction Manager indicated in the development company's registration form is authorized to prepare the Report.
- 8.4. In the case of installation of the Exhibitor's own stands, the commencement of installation work is possible after documenting the payment of a deposit in the amount of PLN 1000.00 (paragraph 4.7(f) of the Regulations*) as security for the possible damage caused during installation and dismantling, operation of the stand and the cost of cleaning work, as well as to cover imposed penalties.
- 8.5. MTG reserves the right to claim receivables and damages arising to MTG in excess of the value of the reserved deposit. Payment of the deposit should be made in the Auto Pay System by wire transfer or payment card, and for foreign entities – only by payment card before the start of the installation work. Payment of the deposit is triggered by the Participant or non-exhibitor who registers the Exhibitors participation in the fair in his profile in the registration system. An automatic message with a payment order in the Auto Pay System will be generated to the e-mail address of the contact person, consistent with the participation report.
- 8.6. The deposit should be paid no later than the first day of the regulatory time for individual stand installation for a given fair, or on the day before the installation date individually agreed with MTG. Failure to pay the deposit entitles MTG to refuse to provide a stand. The deposit will be refunded within 30 working days on the basis of the "Handover / Surrender report for the exhibition space" in the form of a bank transfer or credit to a payment card via the Auto Pay System, provided that the deposit is not used by MTG in accordance with point 4.7 letter f of the Regulations*).
- 9. DATES AND OPENING HOURS OF THE HALLS AND FAIRGROUNDS**
- 9.1. INSTALLATION OF EXHIBITORS' OWN STANDS:**
- 9.2. Regulatory stand installation time in around-the-clock system subject to the regulatory fee (point 4.7 letter d of the Regulations*):
- a. **Hall: A, B, C**
 From 03.10.2025 from 8:00 to 05.10.2025 until 20:00.
- b. **06.10.2025 (exhibitor entry day)** from 08:00 to 20:00.
 On this day, only the installation of stand fixtures and carrying out furnishing and decoration work is allowed, while **all construction work and work that causes dust in the halls is prohibited.**
 Failure to comply with these requirements will result in the termination of installation work and a fine of PLN 2,000.00.
 NOTE: In justified cases, the working hours may be changed, but with prior notification (at least one day in advance until 15:00) and with the written consent of MTG.
- c. Extension of working hours entails payment by the Exhibitor and/or Development Contractor of a fee of PLN 600.00 net plus applicable VAT per hall, for each hour started.
- 9.3. FAIR OPENING HOURS FOR EXHIBITORS:**
- 06.10.2025, 08:00 – 20:00 (Monday – exhibitors' entrance)
 07.10.2025, 08:00 – 18:00 (Tuesday)
 08.10.2025, 09:00 – 18:00 (Wednesday)
 09.10.2025, 09:00 – 22:00 (Thursday)
- 10.10.2025, 08:00 – 16:00 (Friday)
 NOTE: Entrance to the halls at the indicated times is possible only for holders of the "Exhibitor" ID badge Holders of "Installation Service" ID badges will be allowed into the halls as stipulated in paragraph 8.2.
- 9.4. Exhibitors are required to have a minimum of one representative at the exhibition stand during the hours the fair is open to the public.
 In case of lack of representation, the exhibitor will be charged an additional fee of PLN 1000 net + applicable VAT for each day.
- 9.5. FAIR OPENING HOURS FOR VISITORS:**
- 07.10.2025, 10:00 – 17:00
 08.10.2025, 10:00 – 17:00
 09.10.2025, 10:00 – 16:00
- 10. DISPLAY/DELIVERY OF EXHIBITS**
- 10.1. Exhibits and stand furniture for the exhibition halls must be delivered by 06.10.2025 by 19:00.** After this time, it will be impossible to unload the exhibits.
- 10.2. Any replacement or addition to the exhibition is possible only after obtaining written permission from MTG, and should take place before the Fair opens or after it closes to visitors.
- 10.3. Exhibitors' particularly heavy and large-sized exhibits and their transportation must be reported by 31.08.2025 and can only be carried out according to the MTG schedule (which takes into account the installation/delivery of exhibits of all Exhibitors) on 05.10.2025 from 8:00 to 19:00.
- 10.4. Failure to notify MTG of the transport of such items may preclude them from being exhibited at the Fair. In addition, such items require original certificates of non-flammability, and their location at the Fair must be approved by MTG.
- 10.5. Exhibits must not be placed in passageways adjacent to the stand, and equipment demonstrations, events and other promotional activities must not impede or prevent the operation of other stands and the safe movement of Exhibitors and the public.
- 10.6. Other conditions relating to exhibits are indicated in point 5 of the Regulations.
- 11. RULES OF ENTRY TO FAIRGROUNDS AND PARKING LOTS**
- 11.1. Exhibitors during the Fair (07-09.10.2025) are entitled to one parking pass (included in the registration fee), entitling them to enter the parking lot designated by MTG.
- 11.2. Exhibitors may purchase additional parking passes, if possible, through electronic ordering. The number of parking places is limited. Detailed rules for entry and parking are indicated in point 7.2 of the Regulations*.
- 12. STAND DISMANTLING DATES**
- 09.10.2025, 16:00 – 22:00
 10.10.2025, 08:00 – 16:00
- 12.1. Detailed information on how the work will be carried out and procedures for storage and disposal of construction waste after dismantling will be provided at a later date.
- 12.2. Stand dismantling begins on 09.10.2025 from 16:00. Earlier commencement of dismantling is not allowed. Failure to comply with the deadline for the commencement of dismantling will result in an additional fee of PLN 2,000 net plus applicable VAT for the exhibitor.
 NOTE: In justified cases, the hours of installation work may be changed, but with prior written notification (at least one day in advance by 15:00) and with the approval of MTG. Extension of working hours entails payment by the

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PLN 45,044,600.00

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Exhibitor and/or Development Contractor of a fee of PLN 600.00 net plus applicable VAT per hall, for each hour started.

13. CATERING SERVICES

AMBEREXPO center works **EXCLUSIVELY** with Amber Side Sp. z o.o. company with respect to food and catering services. Service for participants of the Fair, in particular Exhibitors, Co-exhibitors and participants of conferences or meetings accompanying the Fair is provided by the AmberSide restaurant & bar.

E-mail orders: info@amberside.pl, www.amberside.pl

14. FORWARDING / UNLOADING

Forwarding services and unloading assistance are provided by:

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

15. OTHER:

**Regulations: means the Regulations for Participants in Fairs organized by MTG SA, available at: www.amberexpo.pl*

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