

EQUIPMENT AND ADDITIONAL SERVICES

Our Order:	Price	Q-ntity
Platform 100x100 h=100/70/50 cm	70 PLN	
Platform 100x50 h=100/70/50 cm	60 PLN	
Platform 50x50 h=100/70/50 cm	50 PLN	
Counter 100x50 h=100 cm	65 PLN	
Glass counter 100x50 h=100 cm	75 PLN	
Glass-closed shelf 100x50 h=240 cm	120 PLN	
Showcase	120 PLN	
System cabinet 100x50 h=240 cm	80 PLN	
Dividing wall 1m	35 PLN	
Different colour walls 1m (2,5 sqm)	90 PLN	
Door (accordion)	60 PLN	
Curtain	30 PLN	
Cupboard	70 PLN	
Fridge	90 PLN	
Table	22 PLN	
Chair	12 PLN	
Bar stool	30 PLN	
Bar 100x50x120	80 PLN	
Dust-bin	8 PLN	
Lamp	10 PLN	
Halogen	25 PLN	
Hanging hang for clothes	8 PLN	
Floor covering, colour grey 1sqm.	12 PLN	
Floor covering other colours - surcharge per 1 sqm.	4 PLN	
Frieze - medium	36 PLN	
Power supply socket	15 PLN	
230 V electricity supply	40 PLN	
Power supply 380 V to 6 kW	170 PLN	
Buy of addit. entry pass per 1 pc.	10 PLN	
Placing of Advert Board/ 1sqm.: - Exhibitor	80 PLN	
Placing of Advert Board/ 1sqm.: - other firms	200 PLN	
Distribution of advert. materials - not Exhibitor	1.300 PLN	
Fixing an advertising board to framework construction	40 PLN	
Unloading equipment	*	
Hotel booking - charge for non-reccurent reservation	36 PLN	
Employment of hostess**	36 PLN	
Employment of interpreter **	36 PLN	

*prices for service according to indyidual calculation **Employment brokerage fee per 1 worker

Note! All prices will be increased by VAT applicable on the date of invoicing.

SPECIAL REGULATIONS

1. DATES AND HOURS OF FAIRS 12-13.05.2011

1.1 Opening hours for visitors: 12.05.2012: 11.00-22.00; 13.05.2012: 11.00- 20.00
1.2 Opening hours for exhibitors: 12.05.2012: 11.00-19.00; 13.05.2012: 10.00-18.00
During opening hours the exhibitor is required not to leave the stand unattended. Within this time MTS is not responsible for the exhibits left at the stand. After closing hours the Fair security becomes responsible for all exhibits.

2. MOUNTING AND DISMOUNTING THE STAND

Mounting period: 12.05.2012 – 7.00-10.00
Dismounting period: 13.05.2012 – 18.00-22.00
MTS and ZART does not take responsibility for the exhibits left unwatched within above periods.

3. LOCATION

Location of Exhibitor's stand may be restricted with technical-organizational conditions. The only dispatcher of the Fair area is MTS and ZART. Organizer reserves the right to change:

- the location of the stand,
- size of area ordered if the organisational and technical conditions will require so making unable to fulfil Exhibitor's request .

4. TERMS OF RENT PAYMENT FOR EXHIBITION AREA

4.1 Any settlements with foreign participants of the fair due to the lease of space are made by MTS according to the average exchange rate for EUR announced by the National Bank of Poland on the last working day preceding the registration deadline.

4.2 All payments shall be made on the following account:

Bank Handlowy SA o/Szczecin PL 24 1030 1654 0000 0000 0122 5201
„swift - citiplpx”

but not later than 30.04.2012. Payment receipts shall be delivered to the fair accounting department not later than on the day on which a company establishes its stall. In case the Exhibitor withdraws his participation in the fair, due to a reason defined in section 2 point 5 of the Regulations of Fairs and Exhibitions organised by the International Szczecin Fairs, the participant shall pay the total amount (100%) of the participation fee. In case of a written withdrawal from participation in the Fair or cancelling the order for exhibition space Article 4 point 4-8 of the Regulations shall apply.

4.3 The document of payment means the cheque confirmed by bank, or xero-copy of bank transfer document.

4.4 The final payment should have been paid with the invoice during the exhibition. Additional services are paid only in cash in Organizer account office.

4.5 VAT for foreign clients after 1.01.2011:

- **VAT Invoice**
- for access and entry (tickets, invitations, passes, car park fees, etc.),
- for fair services paid by exhibitor/co-exhibitor having its registered office in Poland.

• Invoice excl. VAT

For services provided to clients:

- having their EU VAT ID, if based in EU member state,
- involved in business activity, if based beyond EU.

Provided the recipient of the service is not exhibitor/co- exhibitor having their registered office in Poland

To receive invoice excluding VAT, clients having their registered offices in EU member states need to provide their EU VAT ID in registration forms filed with MTS.

5. ADDITIONAL SERVICES CONNECTED with EXHIBITION AREA, STAND and EQUIPMENT

Organizer shall permit constructional and equipment changes within 11.05.2012 provided that the changes are made in order of notifying and material capacities of Organizer that time.

6. ADVERTISING SERVICES

6.1 The deadline to deliver the materials for advertising services (friezes, boards, etc.) is 30.03.2012.

6.2 The Exhibitor shall cover all fees and remuneration for the proprietor of copyright and neighbouring rights or organisation dealing with collective management of copyright and neighbouring rights related to the presentation and reproduction of works of art at the stall under the act of 4th February 1994 concerning copyright and neighbouring rights (uniform text Dz.U. of 2000 no. 80 item 904).

7. ID CARD

On the day of arrival the Exhibitor is obligated to call at Fair Office to receive relevant ID cards.

8. REMARK!

Xero-Copy of extract from Commercial Register and Register Number of the Firm should be attached to the Application document.

Any additional information is available at Fair Organization Office phone: +4891 464 44 04, E-mail: marzena.piotrowska@mts.pl

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Constitutes an integral part of the contract

1. General Provisions

1. The Regulations shall constitute an integral part of the contract and are bidding for all participants of fairs organised by the Międzynarodowe Targi Szczecińskie Sp. z o.o. (The International Szczecin Fairs) and Zachodniopomorska Agencja Rozwoju Turystyki Sp. z o.o. (Regional Tourism Development Agency), referred to in short as the Organiser.
2. Wherever the Regulations refer to fairs, it shall be understood as events attended by the Exhibitor.
3. Detailed provisions constitute an integral part of the Regulations.

2. Conditions to participate

1. Participation in the fair shall require filing of a filled out registration-contract form with the Organiser. The document shall be signed by the Exhibitor or a person (persons) authorised to represent the Exhibitor. Additionally, the Exhibitor shall submit a payment receipt, referred to in Detailed Provisions.
2. The Organiser should confirm the acceptance of registration by the Exhibitor in writing, by fax or electronic mail.
3. In case the Exhibitor withdraws from participating in the fair or a part of previously ordered exhibition space, the Exhibitor shall confirm it in writing subject to the invalidity of the withdrawal. Failure by the Exhibitor to make payments, referred to in 4, shall be interpreted as the withdrawal from the event.
4. The Organiser reserves the right to refuse registration without stating its purpose and shall inform about the fact in writing up to 6 weeks before the date of the fair.
5. The Organiser has the right to prevent the Exhibitor from participating in the fair in case the Exhibitor fails to pay participation fees, referred to in 4, on due dates.

3. Form of Participation

1. The Exhibitor participates in the fair in his/her own name.
2. The Exhibitor is not authorised to sublet or provide free of charge the whole or a part of the stand without prior consent of the Organiser.

§4. Conditions and Terms of Payment

1. Subject to §4.9, the fair participation fee, shall be paid to the account of the Organiser in two instalments:
 - a) 20% of the estimated participation fee by the term specified in the registration-contract form or Detailed Provisions.
 - b) the remaining amount after receiving a confirmation within a term defined in Detailed Provisions.
2. In case the Exhibitor is not the payee (invoiced company), they shall notify the Organiser about the fact while filing the registration form. A written consent of the actual payee should be attached together with information enabling to issue an invoice according to the Polish taxation law. In case the contract is made with a foreign party according to the Polish currency law, a foreign entity can only be the payee (invoiced company) and not a resident.
3. The cost of additional services ordered in the registration-contract shall be paid in cash to the Organiser.
4. In case of withdrawal from the fair or a part of exhibition space ordered at least 2 months before the date of the fair, the Exhibitor will not incur any financial liability.
5. In case of withdrawal from the fair less than 2 months but not less than 15 days before the date of the fair, the Exhibitor shall pay 20% of the fee.
6. In case of withdrawal from a part of exhibition space ordered less than 2 months but not less than 15 days before the date of the fair, the Exhibitor shall pay 20% of the fee resulting from the reduced exhibition space.
7. In case of withdrawal from the fair less than 15 days before the fair, the Exhibitor shall pay to the Organiser 100% of the fee.
8. In case of withdrawal from a part of exhibition space ordered less than 15 days before the fair, the Exhibitor shall pay to the Organiser 100% of the fee resulting from the reduced exhibition space.
9. In case the exhibitor files his/her registration-contract form less than 3 weeks before the date of the fair, the Exhibitor shall pay the Organiser 100% of the fee on filing the registration-contract form.
10. Prices and other conditions of payment for the fair are defined in the registration-contract form and Detailed Provisions.

5. Services

1. The fee for the stand of specific arrangement, apart from equipment listed in the registration form, covers the payment for electricity, cleaning of passages and exhibition space.
2. On request of the exhibitor and after making an additional payment, the Organiser will provide the following:
 - renting of additional equipment and furniture,
 - additional electrical installation,
 - organising of press conferences,
 - organising of promotional events,
 - art services,
 - hostesses,
 - interpreter,
 - booking of hotels.

6. Exhibition Space, Stand and Equipment

1. Determining the location of the stand during the fair is done by the Organiser taking into account request of the Exhibitor to the extent possible. The Organiser reserves the right to refuse to follow Exhibitor's requests which are going to be excessively difficult.

2. The Organiser will make every effort to inform the Exhibitor in advance about any changes to the location of the stand and exhibition space, resulting from organisation and technical conditions at the fair.
 3. While referring to the stand, the Organiser means space rented during the fair by the Exhibitor of the size specified in the registration-contract form.
 4. The deadline for changes to additional equipment expires 2 weeks before the fair. Any changes concerning additional equipment after that date shall result in 20% increase in prices for the service. Changes will be implemented following the order of notification and according to the capacity of the Organiser.
 5. In case the Exhibitor organises the stand using his/her own additional equipment, the Exhibitor shall provide the Organiser with the list of equipment before the date of the fair.
 6. Other issues related to the exhibition space, the stand and its equipment are regulated by Detailed Provisions.
 7. In case the Exhibitor occupies more space than ordered, the Organiser shall charge the Exhibitor with a contractual penalty of 200% of the fee for additional space occupied. Such a fee shall be payable in cash to the Organiser.
- The Organiser shall have the right to demand removal of the exhibitor from the additional exhibition space occupied.

7. Advertising

1. Address and contact information of the Exhibitor will be published free of charge on the Organiser's website.
2. Each participant of the fair shall have the right to advertise their products and services at their stand, provided this does not interfere with regular operation of other participants of the fair.
3. Advertising at the premises of the fair beyond the stand is paid and requires consent of the Organiser. The lack of the consent shall result in advertising being removed at the cost and risk of the participant. Fair participants may set their own paid advertising constructions at the fair. The order for a location of an advertising construction shall be filed with the Organiser.
4. Advertising developed by the Exhibitor is made at his/her responsibility and risk.
5. Presence of mass-media shall require prior accreditation with the Fair Office.
6. The Exhibitor shall cover all payments and remuneration to copyright holders and organisation of collective management of copyright related to performance and reproduction at the stand of works covered by provisions of the Copyright Law of 4 February 1994 (Uniform text, Jol of 2000 no. 80 item 904).

8. Order and Organisation

1. On arriving to the fair, the Exhibitor shall register at the Fair Office to receive IT tags and the stand from the Organiser. The stand is received from the Exhibitor after the fair. Acceptance of the stand shall be made against a report. The report signed and sealed by the Organiser is necessary to leave the premises of the fair after the event.
2. During the fair, the Exhibitor shall keep a complete set of registration documents filled out by the Exhibitor and the Organiser.
3. In case ID tags are lost, stolen or destroyed, the Organiser will not provide their copies.
4. A motorised access to the fair is possible with a pass issued by the Organiser within hours stated on the pass.
5. The pass does not authorise to park and stay at the premises of the fair during the event.
6. In case elements of the stand are lost or damaged, the Exhibitor shall pay an equivalent of the market price for lost or damaged objects.
7. The Exhibitor shall prepare the stand not later than by the date specified in Detailed Provisions. In case the Exhibitor does not present him/herself on that date without prior notification, this shall be interpreted by the Organiser as the withdrawal, subject to conditions referred to in 4.4.
8. Transporting of exhibits and dismantling of the stand before the end of the fair is prohibited.
9. The Exhibitor shall remove exhibits, dismantle the stand and restore the previous status of the exhibition space at the latest by the final day of dismantling the stand defined in Detailed Provisions.
10. The Exhibitor shall clean the exhibition space after dismantling of the stand (applies to undeveloped space).

In case of failure to provide the above by the date of dismantling, the Organiser will order the work at the cost and risk of the Exhibitor.
11. In case elements of the stand and pieces of equipment are left without approval of the Organiser by the date of dismantling, such elements and pieces will be considered abandoned, and shall become the property of the Organiser without any damages to the Exhibitor.
12. Should the Exhibitor need more time to prepare or dismantle the stand he/she shall agree it with the Organiser 14 days before the fair at the latest.
13. People employed by the Exhibitor to assemble and dismantle the stand shall have special IDs to be collected free of charge from the Fair Office. IDs authorise to stay at the premises of the fair only during assembling and dismantling of the stand. The Exhibitor shall return IDs to the Office after dismantling of the stand. The Organiser shall have the right to remove and do not let to the fair any people not having relevant IDs.
14. The Exhibitor shall follow all trade, sanitary, fire, police, and internal regulations at the stand.

15. In justified cases, the Organiser may, for the good of the fair, interfere into the setting of the stand (e.g. prevent wear and tear of the stand, remove objects exuding unpleasant smell, etc.).
 16. The Exhibitor may decorate walls of the stand, excluding their damage (walls cannot be tarnished, perforated, cut, painted, wallpapered, etc.).
 17. The Exhibitor shall be responsible for supervising and protecting the stand during opening hours, 30 minutes before opening and 30 minutes after closing of the fair.
 18. An everyday supply of goods shall end 15 minutes before opening.
 19. The Exhibitor or his/her related entities shall be present at the premises of the fair 30 minutes before opening and 30 minutes after closing. Any stay at the fair beyond specified hours shall require prior consent of the Organiser.
 20. Electrical works shall only be provided by a qualified specialist authorised by the Organiser.
 21. At the fair it is prohibited to:
 - connect power individually and using damaged or temporary electrical installations,
 - use open fire,
 - use electrical heating equipment contrary to rules defined by the Organiser,
 - leave without supervision equipment used for continuous operation connected to the electrical installation,
 - bringing to the fair chemical substances posing risk of fire,
 - obstructing accesses to fire equipment and emergency routes,
 - use of fire equipment for other purposes,
 - setting at the stand exhibits hazardous for participants and visitors.The Organiser shall have the right to reject exhibits which he considers hazardous.
- Exhibits shall not be placed within passages adjacent to the stand, and presentation of the equipment shall not obstruct or prevent safe movement of participants and visitors.

9. Customs, Forwarding, and Unloading

1. All exhibits brought from abroad, advertising materials, foodstuffs designated for clients and official meetings and goods used for developing, equipping and decorating of the stand shall go through customs clearance. In the case of exhibits and other goods brought for specified period, it is advisable to use ATA forms.
2. Transport, reloading and unpacking, assembling and dismantling, packaging and loading of exhibits and other materials at the fair shall be provided by the Exhibitor at his/her cost and risk.
3. Unpacking and packing of exhibits shall only take place with the presence of the Exhibitor.
4. The Organiser does not have any loading and unloading equipment. In case the Exhibitor needs such equipment, he/she shall place and order for the equipment using an applicable form not less than 14 days before the date of the fair.

10. Insurance

1. The Exhibitor at his/her own cost shall insure people and objects against all risks.
2. The Organiser shall not be responsible for accidents involving people or damage to exhibits before, during and after the fair.
3. The Organiser shall not be responsible for damage caused by theft, fire, strong winds, strike of thunder, explosion, flood, interrupted supply of electricity, water, and other force majeure.
4. The Participant shall immediately notify the Organiser about any loss, however not later than 15 minutes after opening of premises for visitors.
5. Special security measures taken by the Organiser on the premises of the fair shall not have any influence on excluding any liability on the Organiser due to reasons mentioned above.

11. Complaints

1. The Exhibitor shall have the right to file complaints in relation to services provided by the Organiser within 14 days from the end of the fair.
2. After that date, no complaints will be considered.
3. Any oral arrangements between participants of the fair and a representative of the Organiser and any decisions and statements shall require their immediate confirmation in writing.

12. Final Provisions

1. In case the fair does not take place for reasons under control of the Organiser, the liability of the Organiser shall be limited to returning the amounts paid by exhibitors.
2. In case the fair does not take place for reasons beyond control of the Organiser, the Organiser shall not be obligated to pay damages to exhibitors.
3. Any disputes between the Organiser and the Exhibitor shall be submitted for the decision of a relevant court in Szczecin.
4. By signing the registration-contract form, the Exhibitor and his/her personnel undertakes to follow the Regulations, internal rules, and follow decisions of the Organiser during the fair, as well as comply with any arrangements made between the Exhibitor and the Organiser.
5. All participants shall comply with provisions of the regulations and follow orders of security personnel, including Police, City Fire Department, and the Organiser's personnel during the fair.