

SPECIFIC PROVISIONS

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1. Application deadline

12.03.2020 r.

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:	03-05.04.2020	
2.2.	Opening times		
	for exhibitors:	03.04.2020	7 a.m. - 8 p.m.
		04.04.2020	9 a.m. - 8 p.m.
		05.04.2020	8 a.m. - 8 p.m.
	for visitors:	03.04.2020	10 a.m. - 6 p.m.
		04.04.2020	10 a.m. - 6 p.m.
		05.04.2020	9 a.m. - 4 p.m.

3. Stand assembly and dismantling periods

3.1. Stand assembly:	02.04.2020
Opening times of pavilions and fairgrounds:	9 a.m. - 9.30 p.m.
3.2. Dismantling:	05.04.2020
Opening times of pavilions and fairgrounds:	4 p.m. - 8 p.m.

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). It is also recommended that participants insure their property (pursuant to item 7.4. of the Regulations for Trade Fair Participants).

5. Entry cards

- 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:
- 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 200 m², 12 cards
 - for each 50 m² over 200 m², 1 card.

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.

6. Car entry cards and parking 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 and dismantling periods – 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 and dismantling period – on the basis of **car entry cards for stand constructing teams**.
- less than a month left before the fair starts, cards may be collected from the Exhibitor's Reception Desk at the MTP and the payment is made by cash or pay card.
- The number of car entry cards may be limited depending on the exposition size. 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.

Vehicles must leave Marka Square (P4, sector 01) 03.04.2020 until 10.00 a.m.

- 6.2. **Stand constructors and deliverers / recipients** of exhibits are entitled to enter the fairgrounds by car during 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.
- 6.3. On the last fair day, 05.04.2020 after 4 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 **8 m**, **without trailers**.

Large trucks, trucks with trailers, other large-size and special purpose vehicles may enter the fairgrounds on 05.04.2020 at 4.00 p.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 9.00 p.m.,
- leave vehicles on the fairgrounds in the stand construction and dismantling periods – after 9.30 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. Those interested can take advantage of the car park located in the vicinity of the fairgrounds (at Matejki Street). On 03-05.04.2020 (trade fair period) permanent and one-off parking cards are in force. Permanent parking cards are sold in the Green Parking car park at ul. Matejki 63. Disposable parking cards can be purchased at the entrance to the MTP car park. Payment in cash or by credit card.

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.

8. Stand Construction

8.1. The exhibitors (or the persons making the construction on behalf of the exhibitor) are obliged to submit a design of the stand construction and to receive a confirmation issued by the regional manager (responsible for a particular pavilion) within the time giving the possibility to introduce any necessary alterations and corrections before starting the assembly.

Manager of region 1 (pavilions: 7, 7A, 8, 8A and 5A) e-mail: rejon1@mtp.pl Tel: 61 8692271	Manager of region 2 (pavilions: 3, 3A, 4) e-mail: rejon2@mtp.pl Tel: 61 8692228	Manager of region 3 (pavilions: 5, 6 and 6A) e-mail: rejon3@mtp.pl Tel: 61 86922663
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8.2. It is forbidden to erect a continuous and complete construction **exceeding 20%** length of the communication route side with the stands of other exhibitors located on the other side.

The stands:

8.2.1. Row booth-type stands should be accessible on 1 side;

8.2.2. Corner stands should be accessible on 2 sides;

8.2.3. Semi-island stands should be accessible on 3 sides;

8.2.4. Island-like stands should be accessible on 4 sides.

8.3. The following are the exceptions to point 9.2:

8.3.1. A transparent or pierced construction is allowed on the communication route side;

8.3.2. It is allowed to erect a wall on the communication route side inside an own stand situated not less than 1 meter from the stand border.