

## SPECIFIC PROVISION and TERMS OF PARTICIPATION for Exhibitor's Advertising Gift Fair GIFT EXPO 2011 in Warsaw

### SPECIFIC PROVISION

#### 1. GENERAL INFORMATION

- 1.1 **Fair dates:** **13-15.09.2011**
- 1.2 **Place:** Trade Fair and Congress  
Poland, **Warszawa**, ul. Marsa 56c
- 1.3 **Fair opening hours:**  
- for exhibitors 9.00 a.m. - 6.00 p.m.  
- for visitors 10.00 a.m. - 5.00 p.m.
- 1.4 **Organizers:** **POZNAŃ INTERNATIONAL FAIR Ltd.**  
ul. Głogowska 14  
60-735 Poznań, Poland  
phone: +48 61/ 869 2341, 869 2149, 869 2000,  
fax +48 61/ 869 2957  
e-mail: [giftexpo@mtb.pl](mailto:giftexpo@mtb.pl)  
[www.giftexpo.pl/en](http://www.giftexpo.pl/en)

#### 2. APPLICATION DEADLINE

**20.06.2011**

After the date mentioned applications shall be considered provided exhibition space still available.

#### 3. STAND CONSTRUCTIONS AND DISMANTLING PERIODS

- 3.1 Construction: 11-12.09.2011
- 3.2 Dismantling: 16.09.2011
- 3.3 Opening hours for pavilions:  
- in the construction period pavilions are open round the clock from 10 a.m. on 11.09.2011;  
- in the dismantling period pavilions are open round the clock from 5 p.m. on the last trade fair day to 6 p.m. on 16.09.2011.

#### 4. KARTY WSTĘPU I WJAZDU

- 4.1 An exhibitor card will be required from exhibitors to enter fair grounds during stand construction, fair duration and dismantling periods
- 4.2 Exhibitor cards are provided depending on the size of exhibition space ordered, as per the following rules:  
- For a stand of up to 10 m<sup>2</sup>, 2 cards  
- For a stand of up to 20 m<sup>2</sup>, 4 cards  
- For a stand of up to 50 m<sup>2</sup>, 6 cards  
- For a stand of up to 75 m<sup>2</sup>, 8 cards  
- For a stand of up to 100 m<sup>2</sup>, 10 cards  
- For a stand of up to 200 m<sup>2</sup>, 12 cards  
- For each 50 m<sup>2</sup> over 200 m<sup>2</sup>, 1 card.
- 4.3 Entry cards for stand construction teams shall be issued by the Organizer on the basis of a written order by the exhibitor or stand constructor. A list of people (first name and surname) constructing the stand should be sent to [agnieszka.kruger@mtb.pl](mailto:agnieszka.kruger@mtb.pl). Cards will be sent by post.
- 4.4 A parking card is required for a car park at the fairgrounds. Each exhibitor and co-exhibitor shall receive 1 card for the whole event (included in the registration fee). Additional cards are sold directly at the entrance to the car park. You can also receive an invoice then.
- 4.5 In the construction and dismantling periods parking on a specially designated car park is available upon presenting exhibitor's cards.

#### 5. ORGANIZATION OF EXHIBITION

- 5.1 Organizer to make secure realization of a stand according to an Exhibitor's order on stand construction form.
- 5.2 Individual project of exhibiting area's building proposed by an Exhibitor needs Organizer acceptance. Companies constructing their stands individually shall:  
- send an architectural design with electrical installations to the organizer to 12.08.2011;  
- apply carpeting to the leased stand area;  
- hand over cleaned stand area after the trade fair (tapes used to fix the floor carpeting should be removed).
- 5.3 Organizer reserves for himself the right to change stands location, in case the allocated place does not meet technical conditions of the project or its realization is not consistent with building with building and fire-fighting regulations.
- 5.4 Organizer reserves for himself the exclusive right to stock with everything necessary exterior stand's walls.
- 5.5 The stands made by PIF 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. Non-compliance with ibis requirement may be treated as renouncement of participation in fair.
- 5.6 It is not allowed to dismantle the stand and to remove exhibits before an official fair's closing.
- 5.7 Having dismantled the exhibits from the stand made by Organizer, an Exhibitor is obliged to arrange the stand and to transmit it to Organizer in an official record.  
In case of leaving the stand by an Exhibitor without transmitting it to Organizer, a committee withdrawal of a stand will take place, and the acceptance act shall constitute the basis for clearings between Organizer and an Exhibitor.

### TERMS OF PARTICIPATION

#### 2. REGISTRATION FEE

- 2.1 The Exhibitor should pay the registration fee (PLN 400 net) against a relevant invoice issued by PIF after completing exhibitor registration.  
Exhibitors applying for participation at least 30 days prior to the assembly commencement are required to pay the registration fee within 14 days from the invoice issuance date or 5 days from the date of invoice receipt. Exhibitors applying for participation later than 30 days from the assembly commencement are required to pay the registration fee within 7 days from the invoice issuance date or 3 days from the date of invoice receipt, however not later than on the last working day preceding the commencement of assembly.
- 2.2 The registration fee to be paid by foreign exhibitors will be invoiced at the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the invoice issuance date.
- 2.3 The registration fee shall be due and payable and shall not be reimbursed where a participation offer is cancelled or a participation agreement is rescinded.

#### 3. EXHIBITION SPACE LEASE, TERMS OF PAYMENT

- 3.1 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;  
- for space with a booth, additionally standard stand construction and equipment as design.  
- electricity and water costs
- 3.2 **EXHIBITION SPACE LEASE DEPOSIT**
- 3.2.1 The Orderer shall pay an exhibition space lease deposit. Along with the registration fee, this is a prerequisite for accepting the participant application.  
The deposit amount depends on the payment date. The amounts and dates are set in form A.
- 3.2.2 The deposit amount depends on the payment date. The amounts and dates are set in form A.
- 3.3 A deposit paid by Orderer 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).
- 3.4 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 PIF (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.
- 3.3 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.

#### 4. CO-EXHIBITOR APPLICATION FEE

- 4.1 Exhibitors indicate co-exhibitors on the C form. PIF shall charge exhibitors a co-exhibitor application fee per each co-exhibitor in the amount of PLN 200.
- 4.2 PIF shall issue an invoice for the co-exhibitor application fee within 7 days from the fair conclusion date. The exhibitor shall make a relevant payment within 14 days from invoice issuance date or within 5 days after invoice receipt.
- 4.3 The co-exhibitor application fee to be paid by foreign exhibitors will be invoiced at the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the first day of fair.

#### 5. TERMS OF PAYMENT FOR THE REMAINING SERVICES

- 5.1 Terms and conditions of payment for the stand construction and furnishing are regulated in a separate agreement.
- 5.2 Amounts due for ordering other trade fair services (additional invitations and entry cards, electricity and water supply, hire of furniture and other equipment or staff, stand cleaning, etc.) will be invoiced by PIF within 7 days from the fair conclusion date.
- 5.3 All settlements of accounts with foreign fair participants for the remaining services are carried out by PIF at the average EUR exchange rate announced by the National Bank of Poland on the last working day preceding the first day of fair.

#### 6. 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.

#### 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):  
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**.
- 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.

#### 1. PARTICIPANT APPLICATION

- 1.1 PIF accepts participant application (original A form, completed and signed) provided that the exhibition space lease deposit is paid in amount and time limits specified in form A and the proof of payment is attached.
- 1.2 According to the provisions of the "Regulations for Trade Fair Participants", applicants shall be obliged to pay the registration fee and the co-exhibitor application fee, as referred to below.