

# Terms and Conditions of Participation in the Fair: Instalacje 2020 for on-line applicants

## 1. PARTICIPANT APPLICATION

- MTP accepts participant applications in the trade fair submitted electronically (on-line) via the "Exhibitor's Zone" portal. The activities related to the submission of exhibitor's application for participation in the trade fair, including the order for the exhibition space, and the activities related to co-exhibitor application are described in the Rules for trade participants and in the Rules of the "Exhibitor's Zone" portal
- MTP accepts participant application in the trade fair provided that a deposit for providing the exhibition space referred to in point 2 and the exhibitor application fee referred to in point 3 are paid.
- MTP accepts co-exhibitor application provided that the co-exhibitor application fee referred to in point 4 is paid.
- The entity applying for participation is obliged to pay the deposit for providing the exhibition space and the exhibitor application fee as well as the co-exhibitor application fee.

## 2. EXHIBITION SPACE, CONDITIONS OF PAYMENT

- Prices for the exhibition space associated with participation in the trade fair situated inside the hall and/or outdoors cover:
  - the preparation of the space for an exhibitor (the marking out of the stand, preparation of infrastructure),
  - the handing over of the space to an exhibitor for use during the fair, assembly and disassembly,
  - with regard to a developed space, additionally, the assembly and disassembly of the stand and standard construction and furnishings in accordance with the MTP design,
  - the cleaning of stands during the fair,
  - the service and cleaning of lavatories and costs of water consumption,
  - organizational and technical services provided by the MTP Area Coordinator,and prices for the exhibition space inside the hall also include the costs of:
  - heating/air-conditioning,
  - general lighting of the hall.
- In calculating the fee for the exhibition space MTP rounds the metric area up to full square metres in accordance with mathematical rules.

### 2.3 DEPOSIT FOR PROVIDING EXHIBITION SPACE

- The entity applying for participation and ordering the space is obliged to pay the deposit for providing the exhibition space. The payment of the deposit is a prerequisite for acceptance of the participant application by MTP.
- Deposit rates:

- 20% of the gross value\* of the ordered space – for payments made **by 30.06.2019**
- 50% of the gross value\* of the ordered space – for payments made **after 30.11.2019 but by 31.01.2020**
- 100% of the gross value\* of the ordered space – for payments made **after 31.01.2020**

- No invoice is issued for the payment of the deposit. The deposit paid by the entity applying for participation and ordering the space will be credited to the fee for providing the exhibition space on the day of issuing the Participant Application Confirmation.
- Together with the Participant Application Confirmation MTP issues an invoice confirming that the payment is credited to the amount due for providing the exhibition space.
- If the payment is made in an amount lower than 100% of the gross value\* of the ordered space, MTP issues a pro forma invoice specifying an outstanding portion of the amount due which is required to be paid within the time limit specified in the pro forma invoice. The payment made will be invoiced by MTP in accordance with applicable regulations.
- Settlements with foreign customers for providing the exhibition space are performed by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland:
  - on the working day preceding the date of issuing the invoice or the pro forma invoice – if the amount due for the exhibition space providing fee was posted in the MTP's bank account prior to the participant application deadline;
  - on the last working day preceding the participant application deadline – if the amount due for the exhibition space providing fee was posted in the MTP's bank account on the day specified as the participant application deadline or following that deadline.

## 3. EXHIBITOR APPLICATION FEE

- The exhibitor application fee comprises handling costs associated with the preparation by MTP of the documentation associated with conclusion of the trade fair participation agreement and making the exhibition space available, as well as the package of services, **to be selected** between a **STANDARD** package or a **PREMIUM** package.
- The level of the exhibitor application fee (**to be declared** while submitting the on-line participant application via the "Exhibitor's Zone" portal): amounts to:
  - STANDARD** exhibitor application fee – **PLN 1 435 net\*\***,
  - PREMIUM** exhibitor application fee – **PLN 2 165 net\*\***.
- Services for the exhibitor included in the STANDARD and PREMIUM packages are specified in detail in the description of the exhibitor application fee on the "Exhibitor's Zone" portal.
- The entity applying for participation is obliged to pay a full exhibitor application fee (100% of the gross value\*) upon submitting its participant application and paying the deposit referred to in point 2. The payment will be confirmed by MTP through issuing an invoice in accordance with applicable regulations
- Settlements with foreign customers due to the co-exhibitor application fee are performed by MTP according to the average EUR rate, analogically to the rules referred to in point 2.7.
- Once paid, the exhibitor participation fee will not be reimbursed in case the participation is withdrawn or the participation agreement is rescinded.

## 4. CO-EXHIBITOR APPLICATION FEE

- The co-exhibitor application fee comprises the package of services, **to be selected** between a STANDARD package or a PREMIUM package.
- The level of the co-exhibitor application fee (**to be declared** while submitting the on-line participant application via the "Exhibitor's Zone" portal):

- STANDARD** co-exhibitor application fee – **PLN 734 net\*\***,
  - PREMIUM** co-exhibitor application fee – **PLN 1 610 net\*\***.
- Services for the co-exhibitor included in the STANDARD and PREMIUM packages are defined in detail in the description of the co-exhibitor application fee on the "Exhibitor's Zone" portal.
  - The co-exhibitor application fee will be invoiced by MTP in accordance with applicable regulations. The fee should be paid within 14 days from the invoice issuance date or within 5 days following the invoice receipt.
  - The co-exhibitor application fee paid by a foreign customer will be invoiced by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

## 5. CONDITIONS OF PAYMENT FOR OTHER FAIR SERVICES

- MTP accepts orders for fair services placed electronically (on-line) via the "Exhibitor's Zone" portal. The activities related to the submission of orders for services are described in the Rules for trade participants and in the Rules of the "Exhibitor's Zone" portal.
- Terms and conditions of the payment for the **stand construction and furnishings are specified in a separate agreement**.
- Amounts due for ordering the **other fair services** (advertisement in the catalogue, advertising structure, additional invitations and exhibitor cards, electricity and water connections, rental of furniture and other equipment, auxiliary staff, etc.) will be invoiced by MTP in accordance with applicable regulations. The payment shall be made within 14 days after the invoice issue date or within 5 days after the invoice receipt date.
- Settlements with foreign customers for the other fair services are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

## 6. CHARGE FOR UTILIZING POWER SUPPLY NETWORK

- Entities ordering electric service lines are required to pay a charge for the utilization of the MTP's power supply network. The charge rates depend on the line power and are as follows:

Line power	Net charge** [in PLN]
3kW (1x16A)	109
9kW (3x16A)	275
14kW (3x25A)	427
18kW (3x32A)	549
36kW (3x63A)	1099
50kW (3x80A)	1526
70kW (3x125A)	2198
2.3kW (1x10A) 24h	87
9kW (3x16A) 24h	337

- An invoice for the utilization of the power supply network will be issued by MTP in accordance with applicable regulations. The payment shall be made within 14 days after the invoice issue date or within 5 days after the invoice receipt date.
- Settlements with foreign customers for the utilization of the power supply network are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

## 7. WASTE COLLECTION CHARGE

- MTP charges **stand constructors** for waste collection. The charge rates depend on the size of the space made available to the exhibitors:

Space made available to the exhibitors	Net charge** [in PLN]
up to 150m <sup>2</sup>	18,00 PLN for every square metre of space made available to the exhibitors
above 150m <sup>2</sup>	flat rate: 2 710 PLN

- The waste collection charge will be invoiced by MTP in accordance with applicable regulations. The payment shall be made within 14 days after the invoice issue date or within 5 days after the invoice receipt date.
- Settlements with foreign customers in respect of the waste collection charge are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

## 8. AMOUNTS DUE VS BANK FEES

- All amounts due for participation in the trade fair (exhibitor application fee, co-exhibitor application fee), for ordering the space and other fair services are required to be settled as exclusive of bank fees.
- All payments in respect of participation in the fair are required to be made into the following MTP's bank account:

Międzynarodowe Targi Poznańskie Sp. z o.o., ul. Głogowska 14, 60 – 734 Poznań  
Powszechna Kasa Oszczędności Bank Polski S.A. w Warszawie o/Poznań  
IBAN: PL 46 102040270000140210929075, SWIFT: BPKOPLPW

\* Gross value (price) is inclusive of the goods and services tax (VAT) in accordance with applicable regulations.

\*\* Net fee (price) is exclusive of the goods and services tax (VAT).

Rules for trade participants and Rules of the "Exhibitor's Zone" portal are available at <http://instalacje.mtp.pl/en/>