

**TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE
PIARC Winter Road Congress 2018**

**THE DATES and place of Exhibition: 20- 23 February 2018, AMBEREXPO
Exhibition and Congress Centre , Gdańsk, Żaglowa 11**

1. PARTICIPATION IN THE FAIR

- 1.1. The application to take part in the Fair shall take place by means of completing an interactive Application Form available at <http://aipcrgdansk2018.org/exhibitors/application-form/>
- 1.2. Before the exhibition space is provided, the following conditions must be met:
 - a. Your trade fair application is submitted by **31 December 2017** by filling in an interactive electronic Application Form. By submitting the Application Form to MTG, you place an offer of participation in the trade fair and accept all the provisions of the MTG SA Regulations for Trade Fair Participants. The size of the exhibition space ordered must not be smaller than 9 m².
 - b. The amount due resulting from the submitted Application Form that has been confirmed by MTG must be paid, as per the terms specified in 3. PAYMENTS below. **Important:** please quote the name of the trade fair and the type of service you are paying for in the title of payment.
- 1.3. MTG provides services of the construction and furnishing of exhibition stands, in accordance with the Booth Order Form. An Exhibitor can order exhibition space with a furnished booth in the following variants: **STANDARD, STANDARD MAXIMA LIGHT.**
- 1.4. For the STANDARD the minimum floor space is 9 m². For the STANDARD MAXIMA LIGHT variant the minimum floor space is 16 m².
- 1.5. **The amount due for a minimum-sized STANDARD booth includes:**
 - a. providing floor space for the duration of the Fair, stand setup and dismantling,
 - b. white partition walls, navy blue fascia board with Company Name and Booth Number in white block lettering (max. 20 characters, no logo),
 - c. navy blue carpet flooring,
 - d. booth equipment: information counter, table, three chairs, 1m x 1m storage room with door, a clothes rack and litter bin,
 - e. one spotlight (halogen, 150W) per each full 3m² of floor space,
 - f. one double 230V electric socket in the storage room, (the STANDARD fee does not include the cost of connection and use of electric power),
- 1.6. **The amount due for a STANDARD MAXIMA LIGHT booth as per a typical design with furnishing, as provided, includes:**
 - a. providing floor space for the duration of the Fair, stand setup and dismantling,
 - b. booth structure – the frame built out of elements compliant with the Octanorm MAXIMA LIGHT standard,
 - c. white partition walls,
 - d. navy blue carpet flooring with carpet protection film,
 - e. information counter, 1m x 2m storage room with doors, a litter bin, clothes rack,
 - f. one spotlight (halogen, 150W) per each full 3m² of floor space,
 - g. one 230V electric socket in the storage room, (the STANDARD fee does not include the cost of connection and use of electric power),
- 1.7. The fact that an Exhibitor-provided shell scheme shall be constructed must be reported by completing the relevant form contained in the Application Form.
- 1.8. The amount due for floor space with or without shell scheme does not include the cost of connection and use of electric power.
- 1.9. The registration fee paid by the Exhibitor and/or Co-Exhibitor covers the following services:
 - a. advertising and promotion of the Fair in the media
 - b. participation of the Exhibitor's representative in the Cocktail and Gala Dinner (room rental, catering, entertainment)
 - c. the publication of the Exhibitor Catalogue
 - d. exhibitor/service passes and one car park pass.
- 1.10. The Exhibitor registration fee is EUR 340.00 net.
- 1.11. The Co-Exhibitor registration fee is EUR 400.00 net.

2. PAYMENTS

- 2.1. Exhibitors who submit their application **by November 30, 2017** shall pay the registration fee and 50% of the value of the exhibition space and other services ordered within 7 days after the receipt of Confirmation of Application by MTG. The amounts to be paid shall be the gross amounts.
- 2.2. Exhibitors shall be obliged to pay the outstanding 50% of the value of the services ordered **by January 10, 2018.**
- 2.3. Exhibitors who submit their application **after November 30, 2017** shall be obliged to pay 100% of the gross value of the services ordered.
- 2.4. The prices for providing exhibition space and for other services are set in Euro (EUR).
- 2.5. If a EUR invoice cannot be accepted, invoices can be issued in PLN:
 - a. the value of orders placed by December 31, 2017 shall be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on July 01, 2017.
 - b. the value of orders placed after January 1, 2018 shall be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on January 01, 2018.

3. ENTRY PASSES / DEPOSIT

- 3.1. For Exhibitor-provided shell schemes: prior to beginning the work, the shell scheme contractor shall be obliged to collect SERWIS (service) passes from the Hall Manager (tel. +48 697 057 302).

- 3.2. The shell scheme construction can begin when the payment of a PLN 500.00 deposit has been made and documented (see 4.7.*).
- 3.3. Exhibitors receive at the Exhibitor Service Office named badges to enter to the halls, prepared due to the electronic application form. Passes are only allowed for exhibitor and it's employee.
- 3.4. Exhibitors shall receive personal Exhibitor Passes with the bearer's name: 3 passes per a stand up to 20 m², 1 pass per each extra 10 m² on top of the 20 m² of floor space.

4. DATES AND OPENING HOURS: THE HALLS AND FAIRGROUNDS

- 4.1. CONSTRUCTION OF EXHIBITOR-PROVIDED SHELL SCHEMES Regulation stand setup time, covered by the regulation fee (see 4.7. d*):

| | |
|-------------------|-------------------|
| February 16, 2018 | 08:00 - 16:00 hrs |
| February 17, 2018 | 08:00 - 20:00 hrs |
| February 18, 2018 | 08:00 - 20:00 hrs |
| February 19, 2018 | 08:00 - 20:00 hrs |
- 4.2. The need to extend the assembly time shall be reported at the Trade Fair Office, one day prior to planned alteration, by 15:00 hrs. The fee for extending the setup time is PLN 600.00 + value added tax (VAT) due/1 hour per one hall (see 4.8.*).
- 4.3. EXHIBITOR OPENING HOURS:

| | |
|-------------------|-------------------|
| February 20, 2018 | 08:00 - 19:30 hrs |
| February 21, 2018 | 08:00 - 19:30 hrs |
| February 22, 2018 | 08:00 - 19:30 hrs |
| February 23, 2018 | 08:00 - 20:00 hrs |
- 4.4. VISITOR OPENING HOURS:

| | |
|-------------------|-------------------|
| February 20, 2018 | 08:30 - 18:30 hrs |
| February 21, 2018 | 08:30 - 18:30 hrs |
| February 22, 2018 | 08:30 - 18:30 hrs |
| February 23, 2018 | 08:30 - 13:00 hrs |

5. DISPLAY ARRANGEMENT / EXHIBIT DELIVERY

- 5.1. Should large-sized exhibits (weight-wise, with size over 2 m in height) and/or exhibits which protrude beyond the stand's footprint need to be mounted at the stand, they shall require individual arrangements with MTG SA and MTG SA's written approval in this regard.
- 5.2. Please provide the information on large-sized exhibits by January 20, 2018, to the MTG SA Technical Department tel.+48 58 554 93 46, +48 605 575 713, email: techniczny@mtgsa.com.pl
- 5.3. Important: On February 19, 2018 from 14:00 to 20:00 hrs only the installation of stand furnishings shall be allowed; not dust-generating work shall be allowed in the halls.
- 5.4. Exhibits and stand furnishings shall be delivered by February 19, 2017, by 20:00 hrs. After this time, it will be impossible to unload the exhibits.
- 5.5. Any replacement or supplementation of the items on display may be done only after obtaining permission from MTG and should take place prior to the opening or after the closing of the Fair to the visitors.

6. FORWARDING/UNLOADING

- 6.1. Forwarding services and assistance with unloading (stackers, etc.) are provided by:
 - C.HARTWIG, Mrs. Małgorzata Wypych, e-mail: expo@chg.pl tel. +48 502 012 834, +48 22/609 18 85
 - TRANSMEBLE INTERNATIONAL, Mr. Daniel Pikuła, tel. +48 504 103 563, tel. +48 61 865 68 07, +48 61 865 68 13 e-mail: daniel@transmeble.com.pl, office@transmeble.com.pl
 - NETLOG POLSKA Sp. z o.o. Mr. Rafał Skrobotan, tel. +48 668 890 274, e-mail: rafal.skrobotan@netlog.org.pl

7. REGULATIONS FOR VEHICLE ENTRY INTO THE FAIRGROUNDS AND CAR PARKS

- 7.1. On February 17-19, 2018 the car park on the MTG SA premises shall be available to setup team vehicles free of charge and shall be unguarded.
- 7.2. Exhibitors shall be entitled to one car park pass free of charge, which authorises them to enter the MTG premises throughout the duration of the Fair (February 20-23, 2018).
- 7.3. The Exhibitor may purchase extra car park passes by placing an on-line order at: <http://aipcrgdansk2018.org/exhibitors/applicationform>
- 7.4. Car Parks are not secured.

8. CLEANING

- 8.1. The shell scheme contractor shall be obliged to clean up the stand, once assembled, and the area around it at the contractor's own expense.

9. STAND DISMANTLING

- 9.1. Regulation dismantling time:

| | |
|-------------------|-------------------|
| February 23, 2018 | 14:00 - 20:00 hrs |
| February 24, 2018 | 08:00 - 20:00 hrs |

10. CATERING

- 10.1. The exclusive rights for the catering services in Amber Expo MTG's Exhibition and Convention Centre belongs to company: MMAWW Sp. z o.o. All catering services for participants of the fairs and conferences, exhibitors, co-exhibitors are provided by: restaurant & bar AMBER SIDE. **To order please contact: tel. + 48 501 744 096, e-mail: info@amberside.pl, www.amberside.pl.**