

**TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE**

an integral part of the REGULATIONS FOR THE PARTICIPANTS IN FAIRS ORGANISED BY THE GDAŃSK INTERNATIONAL FAIR CO. (MTG SA)

**1. EXHIBITION DATES:** 10-11.10.2020

AmberExpo, ul. Żaglowa 11, 80-560 Gdańsk

**2. PARTICIPATION IN THE FAIR**

- 2.1. Exhibition Space shall be provided on the following conditions:
- by filling in an interactive electronic Application Form by September 10th 2020. 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 4 m<sup>2</sup>.
  - The amount due resulting from the submitted Application Form that has been confirmed by MTG must be paid (as per 3 Payments and , 4.7.d\*, 4.8\*). Important: please quote the name of the fair and the type of service you are paying for in the title of payment: URODA 2020
- 2.2. The amount due for exhibition space with stand system covers:
- floor space provided for the duration of the Fair, stand setup and dismantling
  - white partition walls, carpeting, electrical wiring (two spotlights, one electrical socket per each 6 m<sup>2</sup>)
  - gangway and accessible areas of stands cleaning service
  - fascia board
  - facility security
  - fire safety
- 2.3. The amount due for exhibition space without stand system covers:
- floor space provided for the duration of the Fair
  - gangway cleaning service
  - facility security
  - fire safety
- 2.4. The fee for exhibition space without stand system does not cover the cost of supply and use of electric power.
- 2.5. The registration fee of PLN 350 net paid by the covers the following services:
- advertising and promotion of the Fair in the media
  - address data in the information folder
  - exhibitor passes: 2 pc per each 6 m<sup>2</sup>, parking pass – 1 pc
  - Participation in the exhibitor's meeting – for 2 persons
- 2.6. The registration fee of PLN 350,00 net paid by the Co-Exhibitor covers the following services:
- address data in the information folder
  - 2 exhibitor passes, 1 parking pass

**3. PAYMENTS**

- 3.1. After the receipt of Confirmation of Application by MTG, the Exhibitor shall pay 50% of the value of the exhibition space and other services ordered, within 7 days of the receipt of the Confirmation of Application from MTG.
- 3.2. Exhibitors shall be obliged to pay the outstanding 50% of the value of the services ordered by 11.09.2020.
- 3.3. Exhibitors who submit their application after 10.09.2020 shall be obliged to pay 100% of the gross value of the services ordered.
- 3.4. The prices for providing exhibition space and for other services are set in Polish Zlotys (PLN).
- 3.5. If a PLN invoice cannot be accepted, invoices can be issued in EUR or USD:
- the value of orders placed by 30.06.2020 shall be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on 02.01.2020.
  - the value of orders placed after 30.06.2020 shall be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on 01.07.2020

**4. ENTRY PASSES / DEPOSIT**

- 4.1. For Exhibitor-provided stands prior to beginning the work, the stand contractor shall be obliged to collect SERVICE passes from the Hall Manager.
- 4.2. **The stand construction can begin when the payment of a PLN 500.00 deposit has been made and documented (see 4.7.\* lit.e\*)**
- 4.3. Exhibitors are required to have personal entry passes authorizing them to enter the fair. The entry pass must be printed from the system before arrival at the fair.

**5. DATES AND OPENING HOURS: THE HALLS AND FAIRGROUNDS CONSTRUCTION OF EXHIBITOR-PROVIDED STANDS**

- 5.1. Regulation stand setup time, covered by the regulation fee (see 4.8. d\*):
- October 7, 2020 12:00 - 24:00  
October 8, 2020 08:00 - 20:00  
October 9, 2020 08:00 - 21:00
- 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.\* )

**5.2. EXHIBITOR OPENING HOURS**

October 10, 2020 08:00 - 18:30  
October 11, 2020 09:00 - 21:00

**5.3. VISITOR OPENING HOURS**

October 10, 2020 10:00 - 18:00  
October 11, 2020 10:00 - 17:00

**6. DISPLAY ARRANGEMENT / EXHIBIT DELIVERY**

6.1. Should large-sized exhibits (weight-wise, with size over 2.5 m in height) and/or exhibits which protrude beyond the stand's footprint need to be mounted at the stand, they shall require their specification to be provided, individual arrangements to be made with MTG and MTG's written approval to be obtained in this regard.

6.2. Please provide the information on large-sized exhibits by September 25, 2020, to the MTG Technical Department. Robert Leszczynski, tel. 58 554 91 70, 532 788 172, e-mail: robert.leszczynski@mtgsa.com.pl.

Important: on **October 9, 2020** only the installation of stand furnishings shall be allowed; no dust-generating work shall be allowed in the halls.

6.4. Exhibits and stand furnishings shall be delivered by October 9, 2020, by 21:00 hrs. After this time, it will be impossible to unload the exhibits.

6.5. On the Exhibitor entry day, i.e. the day which precedes the opening of the trade fair, vehicle entry to and stopping at the MTG premises will be allowed only to deliver exhibits to the stands and must not exceed **1.5 hours**. This provision does not apply to the parking area. If the provisions referred to in the first sentence are breached, MTG shall be entitled to impose a contractual penalty of PLN 300.00 per each established instance of breach (as per 7.2.5\*).

6.6. It is forbidden to enter and stop on the MTG premises with vehicles without a valid proof of mandatory technical inspection (shown in the vehicle registration document) and valid TPL insurance (third-party liability insurance for owners of motor vehicles). If no such documents are available, MTG shall be entitled to refuse entry to the MTG premises without incurring any liability for damages.

6.7. 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.

**7. FORWARDING / UNLOADING**

- 7.1. Forwarding services and assistance with unloading (stackers, etc.) are provided by:
- NETLOG Polska Sp z o.o., Andrzej Szczes, : 784 022 612, e-mail: [andrzej.szczes@netlog.org.pl](mailto:andrzej.szczes@netlog.org.pl)
  - TRANSMEBLE INT., Mr. Daniel Pikuła, mobile: +48 504 103 563 tel. +48 61 865 68 07, +48 61 865 68 13, e-mail: [daniel@transmeble.com.pl](mailto:daniel@transmeble.com.pl), [office@transmeble.com.pl](mailto:office@transmeble.com.pl)

**8. REGULATIONS FOR VEHICLE ENTRY INTO THE FAIRGROUNDS AND CAR PARKS**

8.1. On October 10 - October 11, 2020 the car park on the MTG premises shall be available to setup team vehicles free of charge and shall be unguarded.

8.2. Parking cards for the duration of the Fair can be ordered in Application Form

8.3. The car parks on the MTG premises are unguarded.

**9. CLEANING**

9.1. 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.

**10. STAND DISMANTLING**

10.1. Regulation dismantling time:

October 11, 2020 17:00 - 21:00  
October 12, 2020 08:00 - 16:00

**11. FOOD & BEVERAGE SERVICES-CATERING-EXCLUSIVE PROVIDER**

Food & beverage and catering services at the AMBEREXPO Exhibition & Convention Centre are provided EXCLUSIVELY by Amber Side Sp. z o.o. The services are available at the AMBER SIDE restaurant & bar to all the participants in the fairs, especially the exhibitors, co-exhibitors and the participants in the conferences and meetings which accompany the fairs. Orders accepted by phone +48 501 744 096, e-mail: [info@amberside.pl](mailto:info@amberside.pl), [www.amberside.pl](http://www.amberside.pl)

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## URODA 2020 COSMETICS AND HAIRDRESSING FAIR

Gdańsk, Poland, 10-11.10.2020

application deadline: 10.09.2020

### 12. SAFETY PRINCIPLES

**12.1.** When at the fairgrounds, everyone must comply with the generally applicable laws, as well as the guidelines and recommendations on preventing the spread of the SARS-COV-2 virus.

**12.2.** Anyone who enters the fairgrounds may be required to have their body temperature checked. Any person present at the fairgrounds is obliged to undergo a temperature check again if it is found that the person's health needs to be re-examined. Anyone who refuses to undergo a body temperature check or who has a body temperature elevated above 38°C will not be admitted to the fairgrounds or will be asked to leave/ be removed.

**12.3.** Anyone who has been confirmed to have symptoms of COVID-19 (in particular a body temperature of at least 38°C or above, persistent cough, difficulty breathing or other flu-like symptoms) or who is suspected of having COVID-19 will not be admitted to the fairgrounds or will be asked to leave/ be removed.

**12.4.** Everyone needs to maintain physical distance throughout the entire fairgrounds in accordance with applicable laws and/or the guidelines and recommendations of the relevant authorities. Everyone entering or staying at the fairgrounds is required to cover their mouth and nose in accordance with applicable laws and/or the guidelines and recommendations of the relevant authorities. Anyone who fails to comply with these requirements will not be admitted to the fairgrounds or will be asked to leave/ be removed.

**12.5.** It is recommended that any exhibitor promotional material is available online only.

**12.6.** Exhibitors are required to provide the appropriate personal protection equipment for their staff and disinfectants at their stands.

**The remaining details of the formal regulations can be found in:**

\* Regulations for the Participants in Fairs Organise ([www.uodatargi.pl](http://www.uodatargi.pl))