

SPECIFIC PROVISIONS

1. Application deadline

14.01.2011

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: 24-26.05.2011
- 2.2. Opening times:
- for exhibitors: 24 – 26.05. 2011 - 8 am – 7 pm
 - for visitors: 24 – 25.05. 2011 - 9 am – 5 pm
 - 26.05.2011 - 9 am – 4 pm

3. Stand assembly and dismantling periods

- 3.1. Assembly: 20.04.2011 – 23.05.2011
- 3.2. Dismantling: 27.05.2011 – 28.05.2011
- 3.3. Pavilions and fairgrounds opening times: 6.30 am to 9.30 pm.
On 23.05.2011 pavilions will be open day and night.

4. Entry cards

4.1. An **exhibitor card** will be required from exhibitors to enter MTP grounds during the trade fair, stand assembly and dismantling periods.

4.2. 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.

4.3. Any additional exhibitor cards over the numbers stated above shall be sold based on a written order (Form WA). Additional cards shall be collected at the Exhibitors' Reception Desk upon payment of amount due, either by cash or credit card.

4.4. **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.

5. Car entry cards and parking cards

5.1. On 20–23.05.2011 (stand assembly period) car entry to the fairgrounds is possible upon the presentation of an exhibitor card, permanent car entry card, car entry card for stand assembly period (valid only with the assembler's entry card) or delivery order.

5.2. On 24-26.05.2011 (trade fair period) only **permanent car entry cards** or **single-use car entry cards** (both valid only with the exhibitor card) allow cars to drive into the fairgrounds and park in designated places.

Permanent car entry cards are sold upon a written order (Form WA). The ordered cards can be collected at the Exhibitors' Reception Desk upon payment of amount due, either by cash or credit card. These cards are available only for exhibitors.

The number of car entry cards to be sold can be limited depending on the exhibition size.

5.3. On the last day of the fair, i.e. on 26.05.2011, for stand dismantling purposes, cars shall be allowed to drive into the fairgrounds after 5 pm.

5.4. On 24-26.05.2011 (trade fair period) MTP's car park near the fairgrounds (ul. Matejki) shall be accessible upon the presentation of **permanent or single-use parking cards**.

Permanent parking cards are sold upon a written order (Form WA). The ordered cards can be collected at the car park in ul. Matejki upon payment of amount due, either by cash or credit card. **Single-use parking cards** are available by drive-in to the MTP car park.

5.5. It is not allowed to leave vehicles on the fairgrounds:

- during the trade fair – after 7 pm,
- in the stand assembly and dismantling periods – after 10 pm.

Vehicles which are left 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. VAT for foreign contractors since 1 January 2011

6.1. MTP shall issue an invoice with the value added tax (VAT) on:

- admission and car entry services (tickets, invitations, entry cards, car entry cards, parking cards, etc.),
- trade fair services provided to the exhibitor/co-exhibitor with a seat or permanent place of business activity in Poland.

6.2. MTP shall issue an invoice without the value added tax (VAT) on trade fair services for clients:

- who have EU VAT ID, if their seat is in the UE Member State,
- 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.

6.3. 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.