

TERMS AND CONDITIONS OF PARTICIPATION in the fair: ITM POLAND 2016

1. PARTICIPANT APPLICATION

- 1.1. MTP accepts participant application in the trade fair (original A1 form or A1 and A0 forms, completed and signed) provided that a deposit for providing the exhibition space referred to in point 2 and the registration fee referred to in point 3 are paid.
- 1.2. The entity applying for participation with the use of the A1 form is obliged to pay the deposit for providing the exhibition space and the registration fee.
- 1.3. The entity applying for co-exhibitor participation with the use of the A2 form is obliged to pay the relevant fee referred to in point 4.

2. EXHIBITION SPACE, CONDITIONS OF PAYMENT

- 2.1. Prices for the exhibition space connected with participation in the trade fair situated inside the hall or outdoors as indicated in the A1 form 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.
- 2.2. 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
- 2.3.1. The entity applying for participation and ordering the space with the use of the A1 form is obliged to pay the deposit for providing the exhibition space. The payment of the deposit is a condition necessary for MTP accepting the participant application.
- 2.3.2. Deposit rates:

- 20% of the gross value* of the ordered space – for payments made by 01.02.2016.
- 50% of the gross value* of the ordered space – for payments made after 01.02.2016 but by 30.04.2016.
- 100% of the gross value* of the ordered space – for payments made after 30.04.2016.

- 2.4. No invoice is issued for the payment of the deposit. The deposit paid by the entity applying for participation and ordering the space with the use of the A1 form will be credited to the fee for providing the exhibition space on the day of issuing the Participant Application Confirmation.
- 2.5. 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.
- 2.6. 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.
- 2.7. 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:
 - a) 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;
 - b) 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. REGISTRATION FEE (EXHIBITOR APPLICATION FEE)

- 3.1. The registration fee covers handling costs of registering the participant's application and space order, and additional services in the STANDARD or PREMIUM package.
- 3.2. The registration fee (to be declared in Form A1) amounts to:
 - a) STANDARD registration fee – PLN 960 net**,
 - b) PREMIUM registration fee – PLN 1790 net**.
- 3.3. Services for the exhibitor included in the STANDARD and PREMIUM packages have been specified in detail in the Appendix to Form A1.
- 3.4. The entity applying for participation with the use of the A1 form is obliged to pay a full registration fee (100% of the gross value*) upon submitting its participant application and paying the deposit referred to in point 2. The payment will be evidenced by MTP issuing an invoice in accordance with applicable regulations.
- 3.5. Once paid, the registration fee will not be reimbursed when participation is withdrawn or the participation agreement is rescinded.

4. CO-EXHIBITOR APPLICATION FEE

- 4.1. The co-exhibitor application fee includes handling costs of registering a co-exhibitor and additional services in the STANDARD or PREMIUM package.
- 4.2. The co-exhibitor application fee (to be declared in Form A2) amounts to:
 - a) STANDARD application fee – PLN 480 net**,
 - b) PREMIUM application fee – PLN 1310 net**.
- 4.3. Services for the co-exhibitor included in the STANDARD and PREMIUM packages have been specified in detail in the Appendix to Form A2.
- 4.4. The co-exhibitor application fee will be invoiced by MTP in accordance with applicable regulations. The payment is required to be made within 14 days from the invoice issuance date or within 5 days following the invoice receipt.
- 4.5. 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

- 5.1. Terms and conditions of the payment for the stand construction and furnishings are specified in a separate agreement.
- 5.2. 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.
- 5.3. 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

- 6.1. 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)	70
9kW (3x16A)	170
14kW (3x25A)	265
18kW (3x32A)	330
36kW (3x63A)	670
50kW (3x80A)	910
70kW (3x125A)	1340
2.3kW (1x10A) 24h	55
9kW (3x16A) 24h	130

- 6.2. 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.
- 6.3. 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

- 7.1. MTP charges stand constructors for waste collection. The charge rates depend on the size of the space made available to the exhibitors and are as follows:

Space made available to the exhibitors	Net charge** [in PLN]
up to 150 sq m	11.00 for every square metre of space made available to the exhibitors
above 150 sq m	flat rate: 1640.00

- 7.2. 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.
- 7.3. 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

- 8.1. All amounts due for participation in the trade fair (registration fee, co-exhibitor application fee), for ordering the space and other fair services are required to be settled as exclusive of bank fees.
- 8.2. 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 Fair Participants" are available at www.machtool.mtp.pl/en
They will be sent by post upon Exhibitor's request.