

14 – 16.03.2012

SPECIFIC PROVISIONS

1. Application deadline

19.10.2011

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: 14 – 16.03.2012
2.2. Opening times:
- for exhibitors: 8.00 a.m. – 7.00 p.m.
- for visitors: 9.00 a.m. – 5.00 p.m.

3. Stand assembly and dismantling periods

- 3.1. Assembly: 11 – 13.03.2012
3.2. Dismantling: 17 – 18.03.2012
3.3. Pavilions and fairgrounds opening times: 7.00 am to 9.30 pm.

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. A **permanent car entry cards** will be required from fair participants to enter MTP grounds during the trade fair, stand assembly and dismantling periods.

Additional 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.

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

5.2. Stand construction teams and exhibit suppliers are allowed to enter MTP grounds during stand assembly and dismantling periods on the base of assembling/dismantling permanent car entry cards or delivery order.

5.3. On the last day of the fair, i.e. on 16.03.2012, for stand dismantling purposes, cars shall be allowed to drive into the fairgrounds after 5 pm.

5.4. It is not allowed to:

- enter the fairgrounds without valid, authorized car entry documents,
- park vehicles at escape routes and walking areas,
- leave vehicles on the fairgrounds during the trade fair – after 7 pm,
- leave vehicles on the fairgrounds in the stand assembly and dismantling periods – after 10 pm.

Entry to the fairgrounds without valid, authorized car entry documents, parking vehicles at escape routes and walking areas or leaving the vehicle 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.

5.5. There is a possibility to use MTP's car park located near the fairgrounds (ul. Matejki). On 14 – 16.03.2012 (trade fair period) **permanent or single-use parking cards** are obligatory.

Single-use parking cards are available by drive-in to the MTP car park.

6. MTP GOLD MEDAL and ACANTHUS AUREUS competitions

6.1. **MTP Gold Medal – Gold Aesculapius** – competition for the best product. Competition entries should be submitted to the BIT – Business - Innovation - Technologies Ltd. For detailed information, call: (phone) +48 61 869 22 06, e-mail: j.kanikowska@binte.pl or (fax) +48 61 866 66 50.

6.2. **Acanthus Aureus** – competition aiming to award the trade fair exposition, which architectural and graphical solutions mostly reflect company's marketing strategy. Competition entries should be submitted to MTP Corporate Communication Team no later than 1 week before the fair begins. For detailed information, contact, Anna Smolińska phone: +48/61 869 2109, e-mail: anna.smolinska@mtp.pl.

7. Value Added Tax (VAT)

7.1. MTP shall issue an invoices with the value added tax (VAT) on:

a) admission and car entry services and connected auxiliary services (tickets and entry cards, invitations, car entry cards, parking cards, etc.), irrespective of where the fair contractors has a seat or permanent place of business activity;

b) other trade fair services provided to the contractors with a seat or permanent place of business activity **in Poland**.

7.2. MTP shall issue an **invoices without the value added tax (VAT)** on trade fair services other than mentioned at p.7.1.a):

a) for contractors who have EU VAT ID, if their seat is in the UE Member State,

b) 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**.

7.3. 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.