

## Rules of the Fair

### Appendix No. 2 to the Hubertus Arena 07-09.10.2016 r. Fair Participation Agreement in Expo Arena 07-09.10.2016 r., 10.00 – 18.00

#### 1. Submission of Registration Forms

1.1. The deadline for submission of registration forms for participation in the Fair expires 21 days prior to the Fair. Applications will be accepted by the Organizer subject to availability of free exhibition space.

#### 2. Dates of Assembly and Disassembly of Booths

2.1. Assembly of booths: 2 days before the Fair \*

2.2. Disassembly of booths: 2 days after the Fair \*

2.3. Opening hours of exhibition halls for assembly crews: 07:00 – 20:00

2.4. On the date of the assembly and disassembly, from 8 a.m. to 4 p.m. at the Fair reception, the Organizer will distribute entry permits for vehicles, including delivery trucks, to the premises of Expo Mazury in order to assemble and disassemble Exhibitors' booths.

2.5. There is an option for extending assembly and disassembly times (hours) upon prior communication with the facility administration and for an additional fee (the assembly and disassembly time extension form).

2.6. After 2:00 p.m. on the date preceding the Fair, the Exhibitor will be allowed to finish only those works that will not lead to making the exhibition space dirty, in particular, it may complete the display finishing components. After the aforementioned deadlines, any painting, grinding, puttying and performing any other work soiling the surroundings may not be undertaken.

#### 3. Opening Hours of Exhibition Halls.

3.1. Exhibition halls shall be opened for Exhibitors on each day of the Fair: 1 hour prior to the commencement and 2 hours upon completion of the Fair.

3.2. Exhibition halls shall be opened for Clients on each day of the Fair at: **(the Fair opening hours)**

#### 4. Cleaning of Booths

4.1. The Exhibitor shall be responsible for cleaning the booths during their assembly and disassembly and during the Fair.

4.2. Apart from necessary minor activities, the Exhibitor may not clean the booths at a time when exhibition halls are open to Clients.

4.3. The Exhibitor shall be obligated to dispose of the waste generated as a result of assembly and disassembly of a booth to the containers.

4.4. The Exhibitor may purchase an additional cleaning service (the additional services form)

#### 5. Distribution of Admission Cards to Exhibitors

5.1. Distribution of assembly cards shall be held at the Fair reception desk on the assembly dates at 07:00-20:00

5.2. Distribution of the admission cards to the Exhibitor shall be held at the Fair reception desk during the assembly period and on the first day of the Fair at the time agreed in para. 3.1

5.3. The number of distributed admission cards shall depend on the rented exhibition space:

a) 2 cards – a booth up to 6 sq. m.

b) 4 cards – a booth between 6 sq. m. and 20 sq. m.

c) 6 cards – a booth between 21 sq. m. and 50 sq. m.

d) 8 cards – a booth above 50 sq. m.

#### 6. Delivery and Receipt of the Exhibition Space

6.1. The delivery of the exhibition space shall take place at the moment of commencement of the booth assembly.

6.2. The delivery of the exhibition space shall be confirmed by the delivery report, together with the ordered additional equipment.

6.3. The delivery report shall be signed by the authorized representative of the Exhibitor's company.

6.4. In case of the absence of the representative of the Exhibitor's company, the persons involved in the assembly should have written authorization to receive the exhibition space.

6.5. The return acknowledgement of the exhibition space shall take place upon disassembly of a booth and shall be confirmed by the acceptance report.

6.6. The Organizer reserves the right to charge additional costs to the Exhibitor in case the returned exhibition space has traces of durable smudges (e.g. glue or adhesive tape) or damage.

6.7. The Organizer accepts sticking elements to the floor solely by means of "Fair adhesive tape" that does not leave traces of glue when removed.

6.8. The Exhibitor shall be obligated to protect the floor against damage by exhibited artefacts (e.g. oil stains or mechanical damage).

## **7. Parking in the Expo Mazury Premises**

**7.1** The Exhibitors shall be authorized to enter the Expo Mazury premises and free parking of personal vehicles in the number depending on the rented exhibition space for the entire time of the Fair at the time of exhibition halls opening hours for the Exhibitors.

- a)** a booth up to 50 sq. m. – 1 car
- b)** a booth between 50 and 100 sq. m. – 2 cars
- c)** a booth of more than 100 sq. m. – 3 cars

**7.2.** The Exhibitors' cars should be parked in the place as indicated by the Organizer as a parking space for Exhibitors.

**7.3.** Trucks should be removed from the parking space 12 hours before commencement of the Fair.

**7.4.** Parking in fire access roads and in the zones designated for pedestrian traffic and leaving vehicles in the Expo Mazury premises after the Times designated in the aforementioned provisions shall be prohibited. Any violation of the prohibitions specified in the previous sentence may result in having a car towed away at the Exhibitor's expense.

\*Not applicable to *Międzynarodowe Targi Meblowe [International Furniture Fair]*