

Poznań, 24 - 27 October 2012

SPECIFIC PROVISIONS

1. Application deadline

25 May 2012

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 – 27.10.2012
2.2. Opening times:	
- for exhibitors:	9 a.m. – 7 p.m.
- for visitors:	
- 24 – 26.10.2012	10 a.m. – 6 p.m.
- 27.10.2012	10 a.m. – 5 p.m.

3. Stand assembly and dismantling periods

3.1. Stand construction:	21 – 23.10.2012
3.2. Dismantling:	27 – 29.10.2012
3.3. Opening times of pavilions and fairgrounds:	7 1 a.m. do 9.30 p.m.

4. Entry cards

4.1. An **exhibitor card** will be required from exhibitors to enter MTP grounds during the trade fair, stand construction 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. **Fair participants** are entitled to enter the fairgrounds:

a) **by passenger cars** or delivery cars with additional passenger space – during the fair, stand construction and dismantling periods – upon the **permanent car entry cards**.

b) **by delivery cars** – on the last fair day, when the grounds are closed to the visitors or during stand construction and dismantling period – on the basis of **car entry cards for stand constructing teams**.

Permanent car entry cards for whole event will be sold upon the written order made on the WA form. The cards shall be collected at the Exhibitor's Reception Desk upon payment of amount due, either by cash or credit card. The number of car entry cards may be limited depending on the exposition size.

5.2. **Stand constructors and deliverers / recipients** of exhibits are entitled to enter the fairgrounds by car during stand construction and dismantling period, on the basis of assembling/ dismantling car entry cards or delivery / receipt order.

Car entry cards for stand constructing/ dismantling teams are issued on the basis of written order at the Exhibitor's Reception Desk.

5.3. On the last fair day, i.e. 27.10.2012, after 5 p.m., **for stand dismantling purposes** the car entrance will be allowed for passenger cars, trucks with a payload capacity of up to **8 tons** and length up to **8 m, without trailers**.

Large trucks, trucks with trailers, other large-size and special purpose vehicles may enter the fairgrounds the following day, i.e. 28.10.2012 from 6 a.m.

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 p.m.,
- leave vehicles on the fairgrounds in the stand construction and dismantling periods – after 10 p.m.

Entering 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 (Matejki Str.). On 24 – 27.10.2012 r (trade fair period) **permanent or single-use parking cards** are obligatory.

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.

6. MTP GOLD MEDAL and ACANTHUS AUREUS competitions

6.1. **MTP Gold Medal** – competition for the best product. Competition entries should be submitted to the BIT – Business - Innovation - Technologies Ltd. **not later than 24th of August 2012**. For detailed information, call: (phone) +48 61 869 24 06 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.