

# INTERMARE SOUTH BALTIC 2020 TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE

Trade fair dates and venue: 22-24 June 2020, AMBEREXPO Exhibition & Convention Centre, Gdańsk, Żaglowa 11

## 1. PARTICIPATION IN THE TRADE FAIR

- 1.1. To submit your trade fair application, please fill in an interactive electronic Application Form available at <http://intermare-southbaltic.eu/pl> by 30 April 2020.
- 1.2. The size of the exhibition space ordered must not be less than 9m<sup>2</sup>.
  - 1.2.a. Exhibition space will be provided on the following conditions: MTG sends a for-processing Confirmation of Application to the email address of the submitting entity
  - 1.2.b. 100% of the amount due resulting from the Application Form that has been submitted and confirmed by MTG must be paid (as per 2.3\*, 4.7.d\*, 4.8\*). Important: Please quote the name of the trade fair and the type of service you are paying for in the title of payment.
- 1.3. MTG provides exhibition stand construction and furnishing services, in accordance with the Application Form. Exhibitors can order exhibition space with a STANDARD booth (shell scheme).
- 1.4. For STANDARD shell scheme variants, the minimum stand size is 9m<sup>2</sup>.
- 1.5. The amount due for exhibition space with a STANDARD booth (shell scheme) covers:
  - 1.5.a. floor space provided for the duration of the Trade Fair, stand setup and dismantling,
  - 1.5.b. white partition walls, navy blue carpeting, electrical wiring (three spotlights, one electrical socket per each 9 m<sup>2</sup>),
  - 1.5.c. 1m<sup>2</sup> back room, concertina door, coat rack, table, 4 chairs, counter, waste basket,
  - 1.5.d. aisle cleaning service,
  - 1.5.e. fascia board with company name and stand number,
  - 1.5.f. invitations for the Exhibitor's guests to visit the Trade Fair – up to 50 pcs,
  - 1.5.g. venue security,
  - 1.5.h. fire protection.
- 1.6. The registration fee paid by the Exhibitor and/or Co-Exhibitor covers the cost of the following services
  - 1.6.a. advertising and promotion of the Trade Fair in the media
  - 1.6.b. participation of the Exhibitor's representative in the Exhibitors' Meeting (room rental, catering, entertainment)
  - 1.6.c. symposia and presentations (room rental, speakers' fees, refreshments)
  - 1.6.d. publication of the Exhibitor Directory
  - 1.6.e. exhibitor passes and parking passes.

## 2. PAYMENTS

- 2.1. Exhibitors who submit their application by 30 April 2020 are first required to pay 50% of the registration fee, i.e. EUR 300. Payments are to be made in gross amounts (incl. VAT).
- 2.2. The Exhibitors are required to pay the remaining 50% of the registration fee by 24 May 2020.
- 2.3. Exhibitors who submit their application after 30 April 2020 are required to pay 100% of the gross value of the order.
- 2.4. The value of orders placed by 31 December 2019 will be converted as per the National Bank of Poland's EUR or USD exchange mid-rate of 1 July 2011.
- 2.5. The value of orders placed after 1 January 2020 will be converted as per the National Bank of Poland's EUR or USD exchange mid-rate of 2 January 2020.

## 3. EXHIBITOR PASSES

- 3.1. Exhibitors will receive Exhibitor Passes at the Exhibitor Service Office (Biuro Obsługi Wystawców) as an authorisation to enter the fairgrounds.

## 4. DATES AND OPENING HOURS: THE HALLS AND FAIRGROUNDS

- 4.1. EXHIBITOR OPENING HOURS:
  - 22 June 2020 from 08:00 to 18:00
  - 23 June 2020 from 09:00 to 18:00
  - 24 June 2020 from 09:00 to 20:00

## 4.2. VISITOR OPENING HOURS:

- 22 June 2020 from 10:00 to 17:00
- 23 June 2020 from 10:00 to 17:00
- 24 June 2020 from 10:00 to 16:00

## 5. DISPLAY ARRANGEMENT / EXHIBIT DELIVERY

- 5.1. Should large-sized exhibits (weight-wise, size over 2m in height) and/or exhibits which protrude beyond the stand's footprint need to be mounted at the stand, they will require individual arrangements with MTG and MTG's written approval in this regard.
- 5.2. Please submit the information about large-sized exhibits by completing the large-sized exhibit form in the online system by 24 May 2020.
- 5.3. Important: On 21 June 2020, only the installation of stand furnishings is allowed; no dust-generating work is permitted in the halls. Failure to comply with this requirement will cause the stand setup to be halted and a fine of PLN 500.00 to be imposed.
- 5.4. Exhibits and stand furnishings must be delivered by 21 September 2020, by 20:00. After that time, it will not be possible to unload any exhibits.
- 5.5. Any replacement or supplementation of the items on display may be done only after obtaining permission from MTG and should take place prior to the opening or after the closing of the Trade Fair to the visitors.

## 6. FORWARDING / UNLOADING

Forwarding services and assistance with unloading are provided by: C.HARTWIG Gdynia SA, Katarzyna Pawlicka, email: [expo@chg.pl](mailto:expo@chg.pl) tel. +48 502 012 835, +48 22 609 18 85, fax +48 22 609 19 00 PMST TRANSMEBLE INTERNATIONAL Sp. z o.o., Daniel Piłkuła, tel. +48 504 103 563, tel. +48 61 865 68 07, +48 61 865 68 13 email: [daniel@transmeble.com.pl](mailto:daniel@transmeble.com.pl), [office@transmeble.com.pl](mailto:office@transmeble.com.pl) NETLOG POLSKA Sp. z o.o., Rafał Skrobotan, tel. +48 22 256 70 55 +48 668 890 274, email: [rafal.skrobotan@netlog.org.pl](mailto:rafal.skrobotan@netlog.org.pl)

## 7. VEHICLE ENTRY TO THE FAIRGROUNDS AND CAR PARKS

- 7.1. On 19-21 June 2020, it is possible to park assembly crew vehicles at an unguarded car park on general terms (paid).
- 7.2. On 21-24 June 2020, Exhibitors are entitled to one free-of-charge parking pass valid at a car park indicated by MTG.
- 7.3. Exhibitors may purchase extra parking passes on prior order.
- 7.4. On 21 June 2020, the entry of vehicles and leaving them stationary (unguarded) on the MTG premises is permitted only in order to deliver exhibits to the stand and must not exceed 1.5 hrs. This provision does not apply to the car park areas. If the provisions referred to in the first sentence are breached, MTG will be entitled to impose a contractual penalty of PLN 300.00 per each established instance of breach.
- 7.5. The car parks are unguarded.

## 8. CLEANING

The shell scheme contractor is obliged to clean up the stand, once assembled, and the area around it at the contractor's own expense.

## 9. STAND DISMANTLING

- 9.1. Regulation dismantling time:
  - 24 June 2020 from 16:00 to 20:00
  - 25 June 2020 from 08:00 to 16:00

## 10. FOOD & BEVERAGE SERVICES—CATERING—EXCLUSIVE PROVIDER

Food & beverage and catering services at the AMBEREXPO Exhibition and Convention Centre are provided EXCLUSIVELY by the AMBER SIDE company. The services are available at the AMBER SIDE restaurant & bar to all the participants, especially the Exhibitors, Co-Exhibitors and the participants in the accompanying conferences and meetings. Orders can be placed by phone +48 501 744 096 or email: [info@amberside.pl](mailto:info@amberside.pl), [www.amberside.pl](http://www.amberside.pl).

The remaining details of the formal regulations can be found in:

\* The MTG SA Gdańsk International Fair Co. Regulations for Trade Fair Participants.