# TERMS OF PARTICIPATION in the fair BUDMA 2012

## 1. PARTICIPANT APPLICATION

1.1. MTP accepts participant application in the trade fair (original Form A1 or Forms A1 and A0, completed and signed) provided that the exhibition space rental deposit (as referred to in point 2) is paid.
1.2. The entity applied for the participation in the trade fair on A1 form shall pay a registration fee referred to in point 3.
1.3. The entity applied for the participation in the trade fair on A2 form (co-exhibitor application) shall pay a registration fee referred to in point 4.

## 2. SPACE RENTAL, PAYMENT TERMS

2.1. The exhibition space prices related to the participation in the trade fair include the following:
- space rental fee for the trade fair period, construction and dismantling periods,
- for developed space – additionally standard stand construction and furnishings as per MTP's design.

2.2. In the calculation of the space rental fee, MTP mathematically rounds off the space to a full square metre.
2.3. The minimum stand area is 6m$^2$.

### 2.4. SPACE RENTAL DEPOSIT

2.4.1. The party ordering exhibition space (on Application Form A1) shall pay the exhibition space rental deposit, which is a prerequisite for MTP's acceptance of the participant's application.
2.4.2. Deposit rate:

- **20%** of total gross value* of the ordered space – for payments made **by 15 June 2011**
- **50%** of total gross value* of the ordered space – for payments made **between 15 June 2011 and 16 December 2011**
- **100**% of total gross value* of the ordered space – for payments made **after 16 December 2011**

2.5. An invoice shall not be issued for the payment of a deposit. A deposit paid by the party ordering the exhibition space on the day of contract conclusion (Confirmation of Participant Application) shall be credited to the exhibition space rental payment. An invoice for the payment shall be issued by MTP within 7 days from the contract conclusion (i.e. the date on which the Confirmation is issued).
2.6. Should the payment for exhibition space rental be made in the amount lower than 100% of gross* space ordered, the remaining payment will be invoiced by MTP (final invoice) not earlier than 30 days before the space is made available (beginning of stand construction period).

The remaining amount due as per the space rental invoice shall be paid within 14 days from the invoice issuance date or within 5 days after invoice receipt.

2.7. All settlements of accounts with foreign contractors for space rental shall be carried out by MTP according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the application deadline.

## 3. REGISTRATION FEE

3.1. The registration fee covers handling costs related to the exhibitor's registration and space order, as well as the following additional services:
- exhibitor cards for access to the fairgrounds (for entry card rules see the Specific Provisions),
- exhibitor's entry to the Alphabetical Directory of Exhibitors (company name, address and phone/fax data) on the catalogue (on the CD) and/or on the Internet,
- exhibitor's entry to the Exhibitor Directory as per Thematic Scope (up to 5 product groups) on the catalogue (on the CD) and/or on the Internet,
- 1 catalogue (on the CD),
- 10 invitations for fair guests,
- invitations for 2 representatives of an exhibitor to participate in the branch evening and other fair events with free entry.

3.2. The registration fee is PLN 700 net**.
3.3. The Applicant shall pay the registration fee against a relevant invoice issued by MTP.

The Applicant applying for participation at least 30 days prior to the construction commencement shall pay the registration fee within 14 days from the invoice issuance date or 5 days from the date of invoice receipt. Applicants applying for participation later than 30 days from the construction commencement shall pay the registration fee within 7 days from the invoice issuance date or 3 days from the date of invoice receipt, however not later than on the last working day preceding the commencement of construction.

3.4. The registration fee to be paid by foreign contractors will be invoiced by MTP at the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the invoice issuance date.
3.5. The registration fee shall be due and payable and shall not be reimbursed where a participation offer is cancelled or a participation agreement is rescinded by the exhibitor.

## 4. CO-EXHIBITOR APPLICATION FEE

4.1. The co-exhibitor application fee includes handling costs related to the co-exhibitor's registration and a package of additional services:
- exhibitor cards for access to the fairgrounds (for entry card rules see the Specific Provisions),
- exhibitor's entry to the Alphabetical Directory of Exhibitors (company name, address and phone/fax data) on the catalogue (on the CD) and/or on the Internet,
- exhibitor's entry to the Exhibitor Directory as per Thematic Scope (up to 5 product groups) on the catalogue (on the CD) and/or on the Internet,
- 1 catalogue(on the CD),
- 10 invitations for fair guests,
- invitation for representative of an exhibitor to participate in the branch evening and other fair events with free entry.

4.2. The co-exhibitor application fee (to declare on A2 form): 350 PLN net**.
4.3. The co-exhibitor application fee shall be invoiced by MTP within 7 days from the fair conclusion date.

The payment shall be made within 14 days from invoice issuance date or within 5 days after invoice receipt.

4.4. All settlements of accounts with foreign contractors for the co-exhibitor application fee shall be carried out by MTP according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the fair commencement date.

## 5. TERMS OF PAYMENT FOR REMAINING TRADE FAIR SERVICES

5.1. Payment terms for stand construction and furnishings are regulated in a separate agreement.

Amounts due for ordering other trade fair services (catalogue advertisement, advertising structures, additional invitations and exhibitor cards, electricity and water supply, rental of furniture and other equipment, auxiliary staff, stand cleaning, etc.) shall be invoiced by MTP within 7 days following the fair conclusion date.

5.2. All settlements of accounts with foreign contractors for the remaining trade fair services shall be carried out by MTP according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the fair commencement date.

## 6. ELECTRICITY CHARGE

6.1. MTP shall charge the customers ordering electricity supply for the use of its power network. The rates depend on the power supplied and are as follows:

| Power supply | Net charge** [in PLN] |
|---|---|
| 3 kW (1x16A) | 55 |
| 9 kW (3x16A) | 150 |
| 14 kW (3x25A) | 235 |
| 18 kW (3x32A) | 300 |
| 36 kW (3x63A) | 600 |
| 2.3 kW (1x10A) 24 h | 35 |
| 9 kW (3x16A) 24 h | 115 |

6.2. An invoice for the use of electricity shall be issued within 7 days from the fair conclusion date.
6.3. All settlements of accounts with foreign contractors for the use of electricity shall be carried out by MTP according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the fair commencement date.

## 7. WASTE COLLECTION CHARGE

7.1. MTP shall receive from stand constructors a waste collection charge. The rates depend on the size of the space rented and are as follows:

| Rented space | Net charge** [in PLN] |
|---|---|
| up to 150 m$^2$ | 3.90 per each m$^2$ of rented space |
| over 150 m$^2$ | flat rate: 585.00 |

7.2. The waste collection charge shall be invoiced within 7 days from the fair conclusion date.
7.3. All settlements of accounts with foreign contractors for the waste collection charge shall be carried out by MTP according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the fair commencement date.

## 8. PAYMENTS AND BANK CHARGES / COMMISSIONS

8.1 All payments for participation in the trade fair (registration fee, co-exhibitor registration fee), space rental fees and orders of trade fair services shall be settled by the payers together with any applicable bank charges and commissions.
8.2 All payments in respect of fair participation are required to the bank account:

**Międzynarodowe Targi Poznańskie Sp. z o.o.**
**Poznań International Fair Ltd.**
**ul. Głogowska 14, 60 – 734 Poznań, Poland**
**Bank account: Bank Handlowy w Warszawie SA Oddział w Poznaniu**
**IBAN: PL 66103012470000000055861358**
**SWIFT: CITIPLPX**

* *Gross value is the ordered space multiplied by its unit price and includes the value added tax (VAT), if applicable*

** *Unit price/net fee does not include the value added tax ( VAT)*

*"Regulations for trade fair participants" are available on the website www.budma.pl/en. Regulations will be sent by post on the Exhibitor's request.*