TERMS AND CONDITIONS OF PARTICIPATION IN THE BUDMA FAIR 2023

1. PARTICIPANT APPLICATION

1.1. MTP accepts participant applications in the trade fair submitted electronically (on-line) via the "Exhibitor's Zone" portal. The activities related to the submission of exhibitor's application for participation in the trade fair, including the order for the exhibition space, and the activities related to co-exhibitor application are described in the Rules for trade participants and in the Rules of the "Exhibitor's Zone" portal.

1.2. MTP accepts participant application in the trade fair provided that a deposit for providing the exhibition space referred to in point 2 and the exhibitor application fee referred to in point 3 are paid.

1.3. MTP accepts co-exhibitor application provided that the co-exhibitor application fee referred to in point 4 is paid.

1.4. The entity applying for participation is obliged to pay the deposit for providing the exhibition space and the exhibitor application fee as well as the co-exhibitor application fee.

2. EXHIBITION SPACE, CONDITIONS OF PAYMENT

2.1 Prices for the exhibition space associated with participation in the trade fair situated inside the hall and/or outdoors cover:

- the preparation of the space for an exhibitor (the marking out of the stand, preparation of infrastructure),
- the handing over of the space to an exhibitor for use during the fair, assembly and disassembly,
- with regard to a developed space, additionally, the assembly and disassembly of the stand and standard construction and furnishings in accordance with the MTP design,
- the cleaning of stands during the fair,
- the service and cleaning of lavatories,
- costs of water consumption,
- organizational and technical services provided by the MTP Area Coordinator,

and prices for the exhibition space inside the hall also include the costs of heating/air-conditioning and general lighting of the hall.

2.2 In calculating the fee for the exhibition space MTP rounds the metric area up to full square metres in accordance with mathematical rules.

2.3 **DEPOSIT FOR PROVIDING EXHIBITION SPACE**

2.3.1 The entity applying for participation and ordering the space is obliged to pay the deposit for providing the exhibition space. The payment of the deposit is a prerequisite for acceptance of the participant application by MTP.

2.3.2 Deposit rates:

- **20%** of the gross value* of the ordered space – for payments made **by 06/10/2022**
- **50%** of the gross value* of the ordered space – for payments made **after 06/10/2022 but by 06/12/2022**
- **100%** of the gross value* of the ordered space – for payments made **after 06/12/2022**

2.4 No invoice is issued for the payment of the deposit. The deposit paid by the entity applying for participation and ordering the space will be credited to the fee for providing the exhibition space on the day of issuing the Participant Application Confirmation.

2.5 Together with the Participant Application Confirmation MTP issues an invoice confirming that the payment is credited to the amount due for providing the exhibition space.

2.6 If the payment is made in an amount lower than 100% of the gross value* of the ordered space, MTP issues a pro forma invoice specifying an outstanding portion of the amount due which is required to be paid within the time limit specified in the pro forma invoice. The payment made will be invoiced by MTP in accordance with applicable regulations.

2.7 Settlements with foreign customers for providing the exhibition space are performed by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland:

a) on the working day preceding the date of issuing the invoice or the pro forma invoice – if the amount due for the exhibition space providing fee was posted in the MTP's bank account prior to the participant application deadline;

b) on the last working day preceding the participant application deadline – if the amount due for the exhibition space providing fee was posted in the MTP's bank account on the day specified as the participant application deadline or following that deadline.

3. EXHIBITOR APPLICATION FEE

3.1. The exhibitor application fee comprises handling costs associated with the preparation by MTP of the documentation associated with conclusion of the trade fair participation agreement and making the exhibition space available, as well as the package of services, **to be selected** between a STANDARD package or a PREMIUM package.

3.2. The level of the exhibitor application fee (**to be declared** while submitting the on-line participant application via the "Exhibitor's Zone" portal) amounts to:

a) **STANDARD** exhibitor application fee – **1 750 PLN net****,

b) **PREMIUM** exhibitor application fee – **2 600 PLN net****.

3.3. Services for the exhibitor included in the STANDARD and PREMIUM packages are specified in detail in the description of the exhibitor application fee on the "Exhibitor's Zone" portal.

3.4. The entity applying for participation is obliged to pay a full exhibitor application fee (100% of the gross value*) upon submitting its participant application and paying the deposit referred to in point 2.

3.5. The payment will be confirmed by MTP through issuing an invoice in accordance with applicable regulations.

3.6. Settlements with foreign customers due to the exhibitor application fee are performed by MTP according to the average EUR rate, analogically to the rules referred to in point 2.7.

3.7. Once paid, the exhibitor participation fee will not be reimbursed in case the participation is withdrawn or the participation agreement is rescinded.

4. CO-EXHIBITOR APPLICATION FEE

4.1 The co-exhibitor application fee comprises the package of services, **to be selected** between a STANDARD package or a PREMIUM package .

4.2 The level of the co-exhibitor application fee (**to be declared** while submitting the on-line participant application via the "Exhibitor's Zone" portal):

a) **STANDARD** co-exhibitor application fee – **900 PLN net****,

b) **PREMIUM** co-exhibitor application fee – **1 300 PLN net****.

4.3. Services for the co-exhibitor included in the STANDARD and PREMIUM packages are defined in detail in the description of the co-exhibitor application fee on the "Exhibitor's Zone" portal.

4.4. The co-exhibitor application fee will be invoiced by MTP in accordance with applicable regulations. The payment shall be made within the period indicated in the invoice.

4.5. The co-exhibitor application fee paid by a foreign customer will be invoiced by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

5. CONDITIONS OF PAYMENT FOR OTHER FAIR SERVICES

5.1 MTP accepts orders for fair services placed electronically (on-line) via the "Exhibitor's Zone" portal. The activities related to the submission of orders for services are described in the Rules for trade participants and in the Rules of the "Exhibitor's Zone" portal.

5.2 Terms and conditions of the payment for **the stand construction and furnishings are specified in a separate agreement**.

5.3. Amounts due for ordering **the other fair services** (advertisement in the catalogue, advertising structure, additional invitations and exhibitor cards, electricity and water connections, rental of furniture and other equipment, auxiliary staff, etc.) will be invoiced by MTP in accordance with applicable regulations. The payment shall be made within the period indicated in the invoice.

5.4. Settlements with foreign customers for the other fair services are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

6. CHARGE FOR UTILIZING POWER SUPPLY NETWORK

6.1. Entities ordering electric service lines are required to pay a charge for the utilization of the MTP's power supply network. The charge rates depend on the line power and are as follows:

Line power	Net charge** [in PLN]
3 kW (1x16A)	374
9 kW (3x16A)	1126
14 kW (3x25A)	1610
18 kW (3x32A)	2158
36 kW (3x63A)	4310
50 kW (3x80A)	5900
70 kW (3x125A)	8620
2,3 kW (1x10A) 24 h	342
9 kW (3x16A) 24 h	1382

6.2 An invoice for the utilization of the power supply network will be issued by MTP in accordance with applicable regulations. The payment shall be made within the period indicated in the invoice.

6.3. Settlements with foreign customers for the utilization of the power supply network are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

7. WASTE COLLECTION CHARGE

7.1 MTP charges **space purchaser** for waste collection. The charge rates depend on the size of the space made available to the exhibitors:

Space made available to the exhibitors	Net charge** [in PLN]
up to 150m^2	**37 PLN** for every square metre of space made available to the exhibitors
above 150m^2	flat rate: **5 590 PLN**

*The prices 31 PLN and 4 660 are the last edition prices. It may change.

7.2 The waste collection charge will be invoiced by MTP in accordance with applicable regulations. The payment shall be made within the period indicated in the invoice.

7.3 Settlements with foreign customers in respect of the waste collection charge are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

8. AMOUNTS DUE VS BANK FEES

8.1 All amounts due for participation in the trade fair (exhibitor application fee, co-exhibitor application fee), for ordering the space and other fair services are required to be settled as exclusive of bank fees on PIF side.

8.2 All payments in respect of participation in the fair are required to be made into the following MTP's bank account:
Międzynarodowe Targi Poznańskie Sp. z o.o., ul. Głogowska 14, 60 – 734 Poznań,
Powszechna Kasa Oszczędności Bank Polski S.A. w Warszawie o/Poznań
IBAN: PL 46 1020402700001402109290 75, SWIFT: BPKOPLPW

** Gross value (price) is inclusive of the goods and services tax (VAT) in accordance with applicable regulations.*

*** Net fee (price) is exclusive of the goods and services tax (VAT).*

Rules for trade participants and Rules of the "Exhibitor's Zone" portal are available at www.budma.pl/en

SPECIFIC PROVISIONS

1. Application deadline

Application deadline: 6th October 2022

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: **31 January – 03 February 2023**

2.2. Opening times:

- **for exhibitors: 9 a.m. – 6 p.m.**
- **for visitors: 10 a.m. – 5 p.m (on Friday, 03/02, 10 a.m. – 4 p.m.)**

3. STAND ASSEMBLY AND DISMANTLING PERIODS

2.1. **Assembly:**
25 – 30.01.2023 (Hall 5)
26 – 30.01.2023 (Halls 3, 3A, 6)
27 – 30.01.2023 (Halls 7A, 8,8A)
2.2. **Dismantling:**
04 – 06.02.2023 (Halls 3, 3A, 5 i 6)
04 – 05.02.2023 (Halls 7A, 8, 8A)
2.3. Opening times of halls and fairgrounds: 7.00 a.m. – 9.30 p.m. On Jan 30th 2023 halls remain open till midnight.

4. STAND CLEANING

Responsibility for ensuring that a stand is in an orderly condition after stand assembly and dismantling is on the stand constructor, subject to waste removal regulations (see points 7.7, 7.8, and 12.2 of Technical Regulations). During the fair, stand cleaning services are provided by MTP on a daily basis (with the exception of the last day of the fair). Cleaning is done after the fairgrounds are closed for visitors. The area cleaned is the generally accessible space of a stand, not the locked back area. Cleaning consists in emptying the waste baskets, mopping hard floors, vacuuming the carpeting and cleaning the furniture with which the stand is furnished, but does not include cleaning the exhibits or washing the dishes belonging to the exhibitor. The cleaning service, included in the rental fee, does not need to be ordered separately. A fair participant is obliged to secure his property stored at the stand at his own expense and risk (according to items 6.2. and 6.3. of the Regulations for Trade Fair Participants). It is also recommended that participants insure their property (pursuant to item 7.4. of the Regulations for Trade Fair Participants).

5. ENTRY CARDS

5.1. An **exhibitor card** will be required from exhibitors to enter MTP grounds during the trade fair, stand construction and dismantling periods.
5.2. Exhibitor cards are provided depending on the size of exhibition space ordered, according to the following rules:

STANDARD co-exhibitor application fee:
- for a stand of up to **10m²**, 2 cards
- for a stand of up to **20m²**, 4 cards
- for a stand of up to **50m²**, 6 cards
- for a stand of up to **75m²**, 8 cards
- for a stand of up to **100m²**, 10 cards
- for a stand of up to **200m²**, 12 cards
- for each **50m²** over **200m²**, 1 card

PREMIUM co-exhibitor application fee:
- for a stand of up to **10m²**, 4 cards
- for a stand of up to **20m²**, 8 cards
- for a stand of up to **50m²**, 12 cards
- for a stand of up to **75m²**, 16 cards
- for a stand of up to **100m²**, 20 cards
- for a stand of up to **200m²**, 22 cards
- for each **50m²** over **200m²**, 2 cards

5.3. Any **additional exhibitor cards** over the numbers stated above are being sold on "Exhibitor's Zone" portal.

5.4. **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 will be provided via email.

5.5. In accordance with the settlement of STANDARD and PREMIUM application fee for exhibitors and co-exhibitors 50 invitations within the Standard application fee or 200 invitations within the Premium application fee for visitors will be granted.
5.6. Exhibitors can also buy invitations for their visitors in unlimited quantity. Additional invitations are being sold on "Exhibitors' Zone" portal.

6. CAR ENTRY CARDS

6.1. **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 period – upon the **permanent car entry cards**. Permanent car entry cards for whole event are being sold on "Exhibitor's Zone" portal www.strefawystawcy.pl/en. The number of sold car entry cards may be limited due to the size of the exhibition. Single-use car entry cards are available at the drive-in to the MTP fairground. Payment by cash or credit card.

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**.

6.2. **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 entry cards or delivery / receipt order.
Entry cards for stand constructing/ dismantling teams are issued on the basis of written order by email.

6.3. On the last fair day, **3th February 2023**, **after 4 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 8m, without trailers.
Large trucks, trucks with trailers, other large-size and special purpose vehicles may enter the fairgrounds the following day, on 4th **February 2023** from 7 am.

6.4. **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.

7. MTP GOLD MEDAL AND ACANTHUS AUREUS COMPETITIONS

7.1. **MTP Gold Medal** – competition for the best product. Competition entries should be submitted (on line) via www.strefawystawcy.pl/en or delivered to the World Trade Center Poznań sp. z o.o. (WTC), ul. Bukowska 12, 60-810 by **30/11/2022.**
For detailed information: **Agnieszka Polacka** phone +48 668 805 018; e-mail: agnieszka.polacka@wtcpoznan.pl

7.2**. 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 (on line) via www.strefawystawcy.pl/en or delivered to MTP Corporate Communication Team no later than 1 week before the fair begins.
For detailed information: **Anna Smolińska** phone: +48 61 869 21 09; e-mail: anna.smolinska@grupamtp.pl

8. VALUE ADDED TAX (VAT)

8.1. 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**.

8.2. MTP shall issue an **invoices without the value added tax (VAT)** on trade fair services other than mentioned at p. 8.1.a), for contractors ordering those services whose seat or permanent place of business activity is situated in the EU Member State or in the country outside of EU, 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.**

8.3. 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.

9. ORDER REGULATIONS

9.1. All persons present in the MTP grounds must follow the security staff instructions concerning sanitary regulations and general safety.