

SPECIFIC PROVISIONS

1. Application deadline

10.12.2010 r.

After the date mentioned applications shall be considered provided exhibition space still available.

2. Fair opening dates and hours

- 2.1. Fair dates: **12-15.04.2011**
- 2.2. Fair opening hours:
- **for exhibitors:** 8.00 a.m - 6.00 p.m 12.04.2011
9.00 a.m - 6.00 p.m 13.-15.04.2011
 - **for visitors:** 10.00 a.m - 5.00 p.m 12-14.04.2011
10.00 a.m - 4.00 p.m 15.04.2011

3. Stand construction and dismantling periods

- Construction: **06-11.04. 2011**
- Dismantling: **16-18.04. 2011**
- Pavilions and fairgrounds opening hours:
06-10.04 and 16-18.04.2011 6.30 a.m. - 9.30 p.m.
- **11.04.2011 6.30 a.m. - 12.00 p.m.**

4. Entry cards

4.1. An **exhibitor card** will be required from exhibitors to enter PIF grounds during stand construction, fair duration and dismantling periods.

4.2. Exhibitor cards are provided depending on the size of exhibition space ordered, as per 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 will be sold based on a written order (WA form). Additional cards will be collected at the Exhibitors' Reception Desk on payment of amount due, either by cash or credit card.

4.4. **Entry cards for stand constructing teams** for stand construction and dismantling time will be provided by MTP based on a written order from an exhibitor or constructor. The cards will be collected at the Exhibitors' Reception Desk.

5. Car entry cards and parking cards

5.1. On 12-15 April 2011 (trade fair period) only **permanent car entry cards or single-use car entry cards** (both valid only with the exhibitor card) allow cars to drive into the fairgrounds and park in designated places.

Permanent car entry cards are sold upon a written order (Form WA). The ordered cards can be collected at the Exhibitors' Reception Desk upon payment of amount due, either by cash or credit card. These cards are available only for exhibitors.

The number of car entry cards to be sold can be limited depending on the exhibition size.

5.2. On 6 – 11 April 2011 (stand assembly period) car entry to the fairgrounds is possible upon the presentation of an exhibitor card, permanent car entry card, car entry card for stand assembly period (valid only with the assembler's entry card) or delivery order.

5.3. On the last day of the fair, i.e. on 15 April 2011, for stand dismantling purposes, cars shall be allowed to drive into the fairgrounds after 4 pm.

5.4. It is not allowed to leave vehicles on the fairgrounds:

- during the trade fair – after 6 pm,
- in the stand assembly and dismantling periods – after 10 pm.

Vehicles which are left 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. On 12-15 April 2011 (trade fair period) MTP's car park near the fairgrounds (ul. Matejki) shall be accessible upon the presentation of **permanent or single-use parking cards**.

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. PIF GOLD MEDAL and ACANTHUS AUREUS competitions

6.1. **PIF Gold Medal** – competition for the best product. Competition entries should be submitted to the BIT – Business - Innovation - Technologies Ltd., 2 weeks before the fair begins at the latest. 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 PIF Corporate Communication Team no later than 1 week before the fair begins. For detailed information, contact Anna Smolińska, phone: +48/61 869 21 09, e-mail: anna.smolinska@mtp.pl.

7. VAT for foreign contractors since 1 January 2011

7.1. MTP shall issue an invoice with the value added tax (VAT) on:

- admission and car entry services (tickets, invitations, entry cards, car entry cards, parking cards, etc.),

- trade fair services provided to the exhibitor/co-exhibitor with a seat or permanent place of business activity in Poland.

7.2. MTP shall issue an invoice without the value added tax (VAT) on trade fair services for clients:

- who have EU VAT ID, if their seat is in the UE Member State,
- 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.