

SPECIFIC PROVISIONS

1. Application deadline

6.09.2011

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

2. Fair opening dates and hours

2.1. Fair dates:	8-10.11.2011	
2.2. Fair opening hours:		
- for exhibitors	8.11.2011	7.00-18.00
	9.11.2011	9.00-18.00
	10.11.2011	9.00-21.30
- for visitors	8-9.11.2011	10.00-17.00
	10.11.2011	10.00-15.00

3. Stand construction and dismantling periods

- Construction: 6-7.11.2011
- Dismantling: 11.11.2011

Pavilions and fairgrounds opening hours: 6.30 a.m. - 9.30 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. **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 and parking cards

5.1. On 7.11.2011 (stand construction period) car entry to the fairgrounds is possible provided that an exhibitor card, car **entry cards for whole event** or delivery order is presented.

5.2. Through 8-10.11.2011 (fair duration) only car **entry cards for whole event** allow cars to drive into the fairgrounds and park in designated places.

Car entry cards for whole event are sold upon a written order (WA form). The ordered cards are to be collected at the Exhibitors' Reception Desk on payment of amount due, either by cash or credit card.

5.3. On the last day of the fair, i.e. on 10.11.2011 for stands dismantling purposes, cars shall be allowed to drive into the fairgrounds after 15.00.

5.4. Through 8-10.11.2011 (fair duration) MTP's parking site nearby the fairgrounds (in Matejki Str.) is accessible upon **permanent and single-use parking cards**.

Permanent parking cards are sold upon a written order (WA form). The ordered cards are to be collected at the parking site in Matejki Str. on payment of amount due, either by cash or credit card. **Single-use parking cards** are available by drive-in to the parking site in Matejki Str.

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

- after 7.00 p.m. through the fair duration,
- after 10.00 p.m. through stand construction and dismantling periods.

Vehicles which are left at the fairgrounds after the time specified herein without PIF's permission or 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.

6. Value Added Tax (VAT)

6.1. 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**.

6.2. 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**.

6.3. 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.

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