



Poznań, 6-7.11.2021

## SPECIFIC PROVISIONS

### 1. Application deadline

**16.08.2021r.**

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: **6-7.11.2021r.**

2.2. Opening times:

**6.11.2021**

- for exhibitors: 7:00 am – 7.00 pm
- for visitors: 10:00 am – 6.00 pm

**7.11.2021**

- for exhibitors: 9:00 am – 11.00 pm
- for visitors: 10:00 am – 5.00 pm

### 3. Stand assembly and dismantling periods

3.1. **Assembly:** 6.09.2021

3.2. **Dismantling:** 7.09.2021

3.3. Pavilions and fairgrounds opening times: 7.00 a.m. to 9.30 p.m.

**On 7.09.2021 pavilions will be open till 11.00 p.m.**

**Dismantling on 7.09 is possible from 5.15 p.m.**

### 4. Entry cards, invitations for visitors

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

4.2. Exhibitor cards are provided depending on the size of exhibition space ordered, according to the following rules:

- for a stand of up to 10 m<sup>2</sup>, 2 cards
- for a stand of up to 20 m<sup>2</sup>, 4 cards
- for a stand of up to 50 m<sup>2</sup>, 6 cards
- for a stand of up to 75 m<sup>2</sup>, 8 cards
- for a stand of up to 100 m<sup>2</sup>, 10 cards
- for a stand of up to 200 m<sup>2</sup>, 12 cards
- for each 50 m<sup>2</sup> over 200 m<sup>2</sup>, 1 card.

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

4.5. In connection with the payment of the fee for registering the STANDARD and PREMIUM exhibitors, and the fee for reporting co-exhibitors STANDARD and PREMIUM, participants of the fair (exhibitors, co-exhibitors) receive invitations to trade fair guests (10 items to be picked up in the Exhibitor's Zone).

4.6. Exhibitors can also buy invitations for their visitors in unlimited quantity. Additional invitations are being sold on "Exhibitors' Zone" portal.

### 5. Car entry cards

5.1. **Fair participants** are entitled to enter the fairgrounds:

a) **by passenger cars** or delivery cars with additional passenger space – during the fair, stand construction (except last day of stand construction\*) and dismantling period – upon the **permanent car entry cards**.

b) **by delivery cars** – on the last fair day, when the grounds are closed to the visitors or during stand construction (except last day of stand construction\*) and dismantling period – on the basis of **car entry cards for stand constructing teams**.

Permanent car entry cards for whole event are being sold on "Exhibitor's Zone" portal.

5.2. **Stand constructors and deliverers / recipients** of exhibits are entitled to enter the fairgrounds by car during stand construction (except last day of stand construction\*) and dismantling period, on the basis of assembling/ dismantling car entry cards or delivery / receipt order.

5.3. On the last fair day, **7.11.2021, after 5 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 after closing the fairs, on **7.11.2021** from 5 p.m.

5.4. **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.

### 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 issues invoices without value-added tax (VAT) for market services other than mentioned in p 7.1

a) contractors having their registered office or permanent place of business in a European Union (EU) country,

b) contractors having their registered office or permanent place of business in a country outside the EU, **provided that the recipient of the service is not an exhibitor / co-exhibitor with a registered office or permanent place of business 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.

### 7. SALES

7.1 During the trade retail sale is allowed at the exhibition space. Retail sale isn't allowed at the show space.

### 8. Sanitary and order regulations

8.1. All events participants' body temperature will be measured upon their arrival to the MTP grounds, they will be asked to fill in an obligatory epidemic questionnaire and sign statement on not being infected with COVID-19 neither have been contacting COVID-19 infected person.

8.2. All persons present in the MTP grounds must:

- a) cover their nose and mouth with a face mask or face visor,
- b) keep proper distance from other people in all public areas,
- c) use sanitizers.

8.3. It is advised not to distribute any handouts and giveaways during the trade fair. It is advised to prepare promotional materials available online.

8.4. All food courts visitors (bars, restaurants and open-air food courts) must observe the following sanitary regulations:

- a) sanitize their hands before entering the food court,
- b) keep their nose and mouth covered with a face mask or face visor while waiting to be served and after a meal,
- c) not to pay with cash (banknotes, coins) if possible. Use of the electronic payment methods – payment card or mobile applications – is advised.
- d) occupy 1 table by 2 persons only and keep the safe distance.

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

### 9. Sanitary protection introduced by the MTP

9.1 All events participants' body temperature will be measured upon their arrival to the MTP grounds.

9.1. All entry passes will be verified touchless.

9.2. Single use face masks can be purchased in dedicated sales points in the MTP grounds. Hands washing and sanitizing instructions can be found around the MTP grounds.

9.3. Paramedics will be present in the MTP grounds for the whole duration of the trade fair and isolation rooms will be set up for persons possibly infected with COVID-19.

9.4. Disinfection in the public areas (e.g. food courts, toilets) but also touch points (e.g. door handles, handrails, tables, points of sale) will be carried out frequently.