



Poznań, 5-6.09.2020

SPECIFIC PROVISIONS

1. Application deadline

26.06.2020r.

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: **5-6.09.2020r.**

2.2. Opening times:

5.09.2020

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

6.09.2020

- 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:** 4.09.2020

3.2. **Dismantling:** 5.09.2020

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

On 4.09.2020 pavilions will be open till 11.00 p.m.

Dismantling on 6.09 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 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 are being sold on "Exhibitor's Zone" portal or at the Exhibitor's Reception Desk from the first day of assembly period and the payment is made by cash or pay card.

4.4. **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 can be collected at the Exhibitors' Reception Desk.

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 or at the Exhibitor's Reception Desk from the first day of assembly period and the payment is made by cash or pay card.

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.

Car entry cards for stand constructing/ dismantling teams are issued on the basis of written order at the Exhibitor's Reception Desk.

5.3. On the last fair day, **5.09.2020, 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 **5.09.2020** 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.

5.5. There is a possibility to use MTP's car park located near the fairgrounds (Matejki Str.).

On 5 – 6.09.2020 (trade fair period) **permanent or single-use parking cards** are obligatory.

Permanent parking cards are sold at the car park in ul. Matejki, payment by cash or credit card.

Single-use parking cards are available by drive-in to the MTP car park.

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

10.1. *Trade fair participants' body temperature will be measured before their entry to the MTP grounds and they may be asked to fill epidemic questionnaire and sign statement on not being infected with COVID-19 neither have been contacting COVID-19 infected person.*

10.2. *Trade fair participants (exhibitors) who submitted epidemic questionnaire beforehand, along with participation application are obliged to inform MTP about any negative health condition change or contact with COVID-19 infected person. They are also obliged to inform proper institution about their health condition.*

10.3. *All persons present in the MTP grounds must:*

- a) *cover their nose and mouth with a face mask or face visor,*
 - b) *wear safety gloves during set up and dismantling periods as well as selling and buying goods,*
 - c) *keep 1,5 m – 2 m distance from other people in all public areas,*
 - d) *washing their hands and using sanitizers before entering the MTP grounds as well as in all sanitary facilities and food courts located in the MTP grounds.*
- 10.4. *It is advised not to distribute any handouts and giveaways during the trade fair.*
- 10.5. *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 your meal,*
 - c) *keep 1,5 m – 2 m distance from other people and follow signs on the floor while standing in a line,*
 - d) *not to pay with cash (banknotes, coins) if possible. Use of the electronic payment methods – payment card or mobile applications – is advised.*
 - e) *occupy 1 table by 2 persons only and keep the safe distance.*

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

11. Sanitary protection introduced by the MTP

11.1. All entry passes will be verified touchless.

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

11.3. 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.

11.4. 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.

11.5. Drinks and snacks offered in the food courts will be sold in single use packaging.