

# TERMS OF PARTICIPATION

## 1. PARTICIPANT APPLICATION

PIF accepts participant application (original A1 form, signed) provided that the registration fee and the exhibition space lease deposit (as referred below) are paid.

## 2. REGISTRATION FEE

- 2.1. The registration fee includes:
- handling costs connected with exhibitor's registration and exhibition space lease order;
  - exhibitor cards to allow entry on fairgrounds (for entry card rules see point 4 of the Specific Provisions);
  - exhibitor's catalogue entry (company name, address and phone/fax data);
  - exhibitor's entry in "Exhibitor directory as per Thematic Scope" (up to 10 product groups);
  - invitation for one person (representative of exhibitor) for Branch Evening (invitation 1 pcs)
  - 1 catalogue;
  - 15 invitations for fair guests;
- 2.2. The registration fee is PLN 600 + 22% VAT.
- 2.3. The fee should be paid within 14 days from invoice issuance date or within 5 days after invoice receipt.
- 2.4. The registration fee to be paid by foreign exhibitors will be invoiced at the average EUR exchange rate in force on the invoice issuance date, as announced by the National Bank of Poland on the last workday preceding the invoice issuance date.
- 2.5. The registration fee shall not be reimbursed where a participation offer is cancelled or a participation agreement is rescinded.

## 3. EXHIBITION SPACE LEASE, TERMS OF PAYMENT

- 3.1. Exhibition space prices related to the participation in the trade fair include the following:
- space rent for the trade fair period and construction and dismantling period;
  - for space with a booth, additionally standard stand construction and equipment as per PIF's design.
- 3.2. In the calculation of stand area, the space is mathematically rounded off to a full square meter.

### 3.3. EXHIBITION SPACE LEASE DEPOSIT

- 3.3.1. Deposit in respect of exhibition space lease is required for participant application together with the registration fee.
- 3.3.2. Deposit rate:

- 20% of total gross charge for the space ordered – for payments made by 06.02.2009
- 20% of total gross charge for the space ordered – for payments made between 06.02.2009 – 08.05.2009
- 100% of total gross charge for the space ordered – for payments made after 08.05.2009

- 3.4. A deposit paid by Orderer will not be invoiced. It will be credited to the space lease payment on the day a contract is concluded (Confirmation of Participant Application). An invoice will be issued within 7 days from the date of contract conclusion.
- 3.5. Remaining payment required for space lease will be invoiced by PIF not earlier than 30 days before the beginning of stand construction period. The amount due as per a final invoice should be paid within 14 days from the invoice issue date or within 5 days from the receipt of the invoice. Please settle payments free of bank costs.
- 3.6. All settlements of accounts with foreign fair participants for space rent are carried out at the average EUR exchange rate in force on the day of application deadline, as announced by the National Bank of Poland on the last workday preceding the application deadline.
- 3.7. By invoicing the space rent VAT will be added.

## 4. CO-EXHIBITOR APPLICATION FEE

- 4.1. Exhibitors indicate co-exhibitors on the A2 form. PIF shall charge exhibitor a co-exhibitor application fee (as per point 2.3.1 and point 2.3.2 of the Regulations for Trade Fair Participants\*).
- 4.2. The co-exhibitor application fee includes:
- handling costs connected with co-exhibitor's registration;
  - exhibitor cards to allow entry on fairgrounds (within entry card allocation acc. to "Specific Provisions" point 4);
  - co-exhibitor's catalogue entry (company name, address and phone/fax data);

- co-exhibitor's entry in "Exhibitor directory as per Thematic Scope" (up to 10 product groups);
- invitation for one person (representative of co-exhibitor) for Branch Evening (invitation 1 pcs)
- 1 catalogue;

- 4.3. The co-exhibitor application fee is 300 PLN + 22% VAT for each co-exhibitor.
- 4.4. The fee should be paid within 14 days from invoice issuance date or within 5 days after invoice receipt.
- 4.5. The co-exhibitor application fee paid by foreign exhibitors will be invoiced at the average EUR exchange rate in force on the application deadline, as announced by the National Bank of Poland on the last workday preceding the application deadline.

## 5. TERMS OF PAYMENT FOR THE REMAINING SERVICES

- 5.1. All settlements of accounts with foreign fair participants for the remaining services (catalogue advertisement, advertising structure, invitations, additional entry cards, electrical and water supply installation, furniture and other equipment hire, personnel hire, stand cleaning, etc.) are carried out by PIF at the average EUR exchange rate in force on the first day of the fair, as announced by the National Bank of Poland on the last working day preceding the first day of fair.
- 5.2. PIF shall issue an invoice for the services ordered within 7 days from the fair conclusion date. The invoice shall include VAT.

## 6. ELECTRICITY CHARGE

- 6.1. PIF shall charge exhibitors a flat fee for use of electricity during the fair (as per point 3.9 of the Regulations for Trade Fair Participants\*). The rates depend on the power supplied and are as follows:

Power supply	Net fee for use of electricity (PLN)
3 kW (1x16A)	41,40
9 kW (3x16A)	124,20
14 kW (3x25A)	193,20
18 kW (3x32A)	248,40
36 kW (3x63A)	498,80
2,3 kW (1x10A) 24 h	25,40
9 kW (3x16A) 24 h	99,36

- 6.2. An invoice for use of electricity shall be issued within 7 days from the fair conclusion date. By invoicing VAT will be added.

## 7. WASTE DISPOSAL FEE

- 7.1. PIF shall charge stand constructors a fee for waste disposal (as per point 5.8 of the Regulations for Trade Fair Participants\*). The rates depend on the size of the booth area and are as follows:

Booth area	Net fee for waste disposal (PLN)
up to 30 m <sup>2</sup>	44
31 m <sup>2</sup> - 70 m <sup>2</sup>	132
71 m <sup>2</sup> - 120 m <sup>2</sup>	264
more than 120 m <sup>2</sup>	530

- 7.2. An invoice for waste disposal shall be issued within 7 days from the fair conclusion date. By invoicing VAT will be added.

\* „Regulations for trade fair participants" are available on the website [www.metalforum.mtp.pl](http://www.metalforum.mtp.pl). On Exhibitors' request Regulations will be send by post.