

**Międzynarodowe Targi Gdańskie SA**

Zagłowa 11 St., 80-560 Gdańsk,  
Poland VAT No. PL 5840253705,  
KRS 0000038362 REGON 001363012,  
share capital PLN 45.044.600,00

2<sup>ND</sup> EDUCATION CAREERS FAIR

EDUOFFSHOREWIND

5-6.03.2024

**application deadline: 5 February 2024****TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE***An integral part of the Regulations for the EDU OFFSHORE WIND Education Career Fair Participants***1. TRADE FAIR DATES AND VENUE: 5-6 March 2024**

The AMBEREXPO Exhibition & Convention Centre, Zagłowa 11, 80-560 Gdańsk, Poland, or another trade fair/exhibition venue in the Tri-City area of Gdańsk, Gdynia and Sopot, as indicated by the Organisers. If the Trade Fair is held at a venue other than the AMBEREXPO Exhibition & Convention Centre, Exhibitors are also obliged to comply with the regulations and procedures in effect at that venue.

**2. PARTICIPATION IN THE TRADE FAIR**

2.1. Exhibition space will be provided on the following conditions:

- a. your trade fair application must be submitted by **5 February 2024** by filling in an interactive electronic Application Form. By submitting the Application Form to MTG, you place an offer of participation in the Trade Fair and accept all the provisions of The MTG SA Regulations for Trade Fair Participants.
- b. the assigned space location must be approved by the applicant within 7 days of the receipt date of the suggested stand location; failure to provide confirmation within this deadline will be equivalent to a cancellation of the suggested location,
- c. 100% payment, based on the submitted Application Form, subsequently confirmed by MTG, must be made in accordance with the terms set out in Section 3 PAYMENTS (below). Important: Please quote EDU OFFSHORE WIND 2024 and the Exhibitor's company name in the payment reference.
- 2.2. Exhibition space with a booth (shell scheme) is also available in modules and as standard, as per the packages. The construction and furnishings of modular stands are not subject to any modifications.
- 2.3. The amount due for exhibition space with a standard booth (shell scheme) or module covers:
  - a. floor space provided for the duration of the Trade Fair, stand setup and dismantling,
  - b. stand equipped with white partition walls, carpeting, electrical wiring (three spotlights, one electrical socket per each 12 m<sup>2</sup>),
  - c. cleaning service in the aisles and accessible parts of the stand during the Trade Fair,
  - d. fascia board with company name,
  - e. entry passes,
  - f. trade visitor codes – 20 pcs,
  - g. Exhibitor Meeting invitation (booth 9 and 12 m<sup>2</sup> 1 pcs, booth 15 and 24 m<sup>2</sup> – 2 pcs),
  - h. parking card,
  - i. venue security,
  - j. fire protection.
- 2.4. Subject to Section 3.5 below, the applicant is obliged to approve the stand layout within 7 days from the date of its being emailed. Failure to provide confirmation within this deadline will be equivalent to an approval of the stand layout.
- 2.5. The fee for exhibition space without a booth (no shell scheme) covers:
  - a. floor space provided for the duration of the Trade Fair,
  - b. entry Passes
  - c. trade visitor codes – 20 pcs,
  - d. Exhibitor Meeting invitation (1 pcs per up to 20 m<sup>2</sup> of space ordered, 2 pcs per 20 m<sup>2</sup> or more of space ordered),
  - e. parking card,
  - f. aisle cleaning service,
  - g. venue security,
  - h. fire protection.
- 2.6. The fee for exhibition space without a booth (no shell scheme) does not cover:

- a. a non-refundable payment PLN 20.00/m<sup>2</sup> for the stand construction auxiliary services, covering: security of the exhibition facilities, floor space layout, operating costs, i.e. heating, lighting, consumption (flat rate) of electric power and water during stand setup and dismantling,
  - b. the cost of supply and consumption of electric power (electric supply to be ordered separately),
  - c. pay the maintenance fee for the removal of waste generated due to the setup and dismantling of a non-modular stand
- 2.7. In the event of a cancellation of the Trade Fair by MTG for reasons including those described in Regulations 15.1, MTG will refund to the Participant the value of the participation fee paid, less the gross value of the services provided to date. The cancellation date of the Trade Fair shall be deemed to be the date a statement in this regard is served on the participant, in documentary form, including by posting such information on the Organiser's website.

**3. PAYMENTS**

- Subject to Section 3.6 below, after the receipt of the Confirmation of Application from MTG, Exhibitors shall pay 70% of the gross value (incl. VAT as applicable) of the exhibition space and other services ordered, within 7 days of the receipt date of the Confirmation of Application.
- 3.2. Exhibitors shall pay the outstanding 30% of the value of the services ordered by 5 February 2024.
  - 3.3. Exhibitors who submit their application after 5 February 2024 shall pay 100% of the gross value (incl. VAT as applicable) of the services ordered, within 7 days of the receipt date of the Confirmation of Application but no later than by 26 February 2024.
  - 3.4. The prices for providing exhibition space and for other services are set in Polish Zlotys (PLN).
  - 3.5. If the Participant introduces any changes to the stand layout within less than 7 days prior to the commencement of the Trade Fair, the price will be increased to include the value of additional services as per the MTG services price list.
  - 3.6. At the stage of accepting the Application Form, MTG reserves the right to change the terms of settlement, i.e. through the payment of the entire price related to participation in the Trade Fair within 14 days of the receipt date of the Confirmation of Application.
  - 3.7. The prices for providing exhibition space and services are set in Polish Zlotys (PLN).
  - 3.8. If a PLN invoice is not acceptable, invoices can be issued and payments can be made in EUR or USD, with the proviso that:
    - a. the value of orders placed by 31 December 2023 will be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on 03 July 2023,
    - b. the value of orders placed after 31 December 2023 will be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on 02 January 2024.

**4. ENTRY PASSES / DEPOSIT**

- 4.1. Exhibitors are required to have personal entry passes (badges) authorising them to enter the Trade Fair. The entry passes must be self-printed from the system before arriving at the Trade Fair.
- 4.2. For Exhibitor-provided shell schemes: before the work begins, the shell scheme contractor is required to have personal INSTALLATION SERVICE passes. The entry passes must be self-printed from the system before arriving at the Trade Fair.
- 4.3. The stand construction may begin when the payment of a PLN 500.00 deposit has been made and documented (see Regulations\* 4.7.f).

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**TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE***An integral part of the Regulations for the EDU OFFSHORE WIND Education Career Fair Participants***5. DATES AND OPENING HOURS: THE HALLS AND FAIRGROUNDS**

- 5.1. CONSTRUCTION OF EXHIBITOR-PROVIDED STANDS (applies to space without a shell scheme); stand setup time, covered by the regulation fee (see Regulations\* 4.7.d):
- **1-04 March 2024**, 08:00-18:00
- 5.2. EXHIBITOR OPENING HOURS
- **4 March 2024**, 08:00-20:00 (Exhibitor entry day/ exhibit assembly)
  - **5 March 2024**, 08:00-16:30
  - **6 March 2024**, 08:00-15:30 (dismantling until 22:00)
- 5.3. VISITOR OPENING HOURS
- **5 March 2024**, 09:00-16:00
  - **6 March 2024**, 09:00-15:00

**6. DISPLAY ARRANGEMENT / EXHIBIT DELIVERY**

- 6.1. Exhibits and stand furnishings must be delivered on 4 March 2024, between 08:00 and 20:00. Important: On 4 March 2024, only the installation of stand furnishings is allowed; no dust-generating work is permitted in the halls.
- 6.2. Any replacement or supplementation of the items on display may be done only after obtaining permission from MTG and should take place prior to the opening or after the Trade Fair to the visitors.

**7. FORWARDING / UNLOADING**

- 7.1. Forwarding services and assistance with unloading (stackers, etc.) are provided by:
- **Netlog Polska Sp. z o.o.**  
Rafał Skrobotan, tel. +48 668 890 274, +48 22 256 70 55, rafal.skrobotan@netlog.org.pl
  - **PMST Transmeble International Sp. z o.o.**  
Daniel Pikuła, tel. +48 504 103 563, +48 61 865 68 07, daniel@transmeble.com.pl, office@transmeble.com.pl

**8. VEHICLE ENTRY TO THE FAIRGROUNDS AND CAR PARKS**

- 8.1. On 1-4 March 2024, vehicle entry and presence on the MTG premises (unguarded) is permitted only to deliver exhibits to the stand and must not exceed 1.5 hours. This provision does not apply to the car park areas. If the provisions referred to in the first sentence are breached, MTG will be entitled to impose a contractual penalty of PLN 300.00 per each identified instance of breach.
- 8.2. On 1-4 March 2024, the car park will be available to setup crew vehicles on general terms.
- 8.3. Parking Cards for 4-6 March 2024 may be ordered by Exhibitors in the Application Form.
- 8.4. The car park areas are unguarded.
- 8.5. The provisions of 8.2-8.4 shall apply respectively to any car park on premises other than those owned by MTG.

**9. CLEANING**

- 9.1. The shell scheme contractor is obliged to clean up the stand, the area around it and the aisles, during and after the setup, at the contractor's own expense.

**10. STAND DISMANTLING**

- 10.1. REGULATORY DISMANTLING TIME:
- 6 March 2024, 15:30-22:00
- a. On 6 March 2024, access to the cargo gates for stand dismantling firms and delivery vehicles is available no earlier than at 15:30.
- b. Should the exhibits be removed or the stand dismantled before the Trade Fair closes to the Visitors (i.e. before 15:30 on 6 March 2024), MTG SA has the right to impose a penalty of PLN 1,000.00 on the Exhibitor.

**11. MAINTENANCE FEE**

The Exhibitor or the Shell Scheme Contractor shall pay the maintenance fee for the removal of waste generated due to the setup and dismantling of a non-modular stand (not subject to multiple use). The amount of the maintenance fee depends on the size of the occupied space provided without a shell scheme (booth) and is PLN 10/m<sup>2</sup>. The fee will be added to the Exhibitor's or Shell Scheme Contractor's order value. The payment of the maintenance fee must be made prior to the commencement of the stand setup work.

**12. FOOD & BEVERAGE SERVICES—CATERING**

The Food, Beverage and Catering services at AMBEREXPO are provided **EXCLUSIVELY** by Amber Side Sp. z o.o. The services are provided by the AmberSide restaurant & bar to all Trade Fair participants, especially the Exhibitors, Co-Exhibitors and the participants in the accompanying conferences and meetings. Orders can be placed by e-mail: info@amberside.pl, www.amberside.pl