

**Trade Fairs in Kraków Ltd.**

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KRS 0000192313 Sąd Rejonowy dla Krakowa Śródmieścia w Krakowie  
XI Wydział Gospodarczy Krajowego Rejestru Sądowego  
European VAT: PL 676105090

## 1. Invoice information - Please fill in the form in capital letters and send it by post to Targi w Krakowie Ltd.

Institution / Company: \_\_\_\_\_  
Full address: \_\_\_\_\_  
NIP: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
tel.: \_\_\_\_\_ fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_ www: \_\_\_\_\_

## 2. Registration fee

Special offer until: 30.06.2008 125 Euro +22 VAT/ per person  
Standard offer between: 01.07.2008 and 20.09.2008 195 Euro +22 VAT/ per person

**Registration fee includes Hotel accomodation:** one night 22/23.10.2008, sgl room, 3 stars hotel.

**If you need additional accomodation or you plan to come with accompanying person, please fill in the gap number 3 of this application.**

## 3. Please book for me additional accommodation:

Name	Hotel standard	type of room single/double	Number of rooms	From (arrival)	Until (departure)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

We will quote exact prices on receipt of filled form. **Book through our office and obtain substantial discounts!**

## 4. Category of Publishers

Please mark the category of publishers that you would like to meet on an individual basis:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Literature       | <input type="checkbox"/> History                     | <input type="checkbox"/> Albums                 |
| <input type="checkbox"/> Poetry           | <input type="checkbox"/> Science and academic        | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Religion         | <input type="checkbox"/> Law and economics           | _____   |
| <input type="checkbox"/> Children's Books | <input type="checkbox"/> Natural history and tourism | _____   |

## 5. Payment

**Bank transfer to:**  
Targi w Krakowie Ltd., Centralna Str. 41A, 31-586 Kraków, Poland

BISE Bank Kraków

**IBAN: PL 82 1050 1445 1000 0022 9166 0138 (SWIFT: BISPLPW)**

**Credit card:**

I authorize Targi w Krakowie Ltd. to charge my credit card.

VISA     EUROCARD     MASTERCARD     DINNERS CLUB     JCB

Amount: ..... Expiry date: ...../...../.....

Name of holder (by capital letters): ..... Address of holder: .....

Signature: .....

**Cheques are not accepted.**

**I authorize Targi w Krakowie Ltd. to issue VAT invoices without my signature. Remitter to pay all bank charges.**

## 6. Contact details:

**For details of your participation in the Copyrights Meeting Point or more information on the trade fair, please contact:**

Project Manager:

Katarzyna Popieluch-Kmiecik

e-mail: kmiecik@targi.krakow.pl

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Project Manager Assistant:

Paulina Pietrzykowska

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Trade Fair Office:

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tel. +48 (12) 644 59 32

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# Exhibitor's Regulations

## 1. General statements

1.1 The present regulations form an integral part of the contract.

## 2. Conditions of Participation in Trade Fairs

2.1 The Exhibitor can be any individual or a legal person who presents its offer approved by Targi w Krakowie Sp. z o.o. (hereafter referred to as TwK).

2.2 A participation agreement between the Exhibitor and TwK is considered to be concluded after the Exhibitor has signed and sent by regular mail or faxed the application form(s) issued by TwK to TwK, and after TwK has confirmed the participant's application by mail, fax, or email. The above-mentioned application is confirmed within fifteen (15) days from delivery of the application signed and stamped by the Exhibitor. Depending on its form of incorporation, the Exhibitor must submit a valid extract from the National Court Register or relevant document issued from the entrepreneurs register.

2.3 An agreement for provision of all additional services by TwK is considered to be concluded after the Exhibitor has signed and sent by regular mail or faxed additional forms prepared by TwK and after TwK has confirmed their possible implementation by regular mail, fax, or email. The above-mentioned confirmation is issued within 15 days from receipt of the forms signed and stamped by the Exhibitor.

2.4 The Exhibitor's right to participation in trade fairs can be withdrawn if:

- a) the participation fee is not paid by the deadline stipulated in the application form;
- b) these Regulations are not respected.

In the above-mentioned cases and if TwK wishes to pursue the above-mentioned right, it will issue an agreement termination statement for the Exhibitor without notice and it will have the right to demand payment of any participation fees or damages by the Exhibitor.

2.5 TwK may refuse to confirm an application without providing any reasons. In such cases, it will notify the Applicant about its refusal in writing and within five (5) days of the application's receipt.

2.6 Should TwK refuse to accept the application, the Applicant is eligible for the refund of all effected payments. However, the Applicant is not eligible for any claims due to the refusal.

2.7 In the event that the Exhibitor does not effect all payments due for trade fairs organization to TwK before the event is finished, TwK reserves the right to keep the Exhibitor's exhibits and other movables which are located at the Exhibitor's stall and to establish a lien on them until the Exhibitor effects all outstanding payments. The Exhibitor shall renounce any claims arising in connection with the above-mentioned proceedings taken by TwK.

## 3. Deadlines and Terms of Payment

3.1 The level of payment for participation in particular events is defined by TwK. Charges include non-refundable registration fee and fees concerning orders included on the application form and additional forms, and cover the period of event preparation, duration and closing.

3.2 After the agreement has been concluded (par.2.2) full amounts of charges must be paid. The documents sent to TwK should include a copy of payment confirmation. There is also the possibility of payment by installments upon receiving TwK's written approval and according to the following scheme:

- full gross non-refundable registration fee paid together with submitting the application (condition for confirming the participation and having a stall allocated)
- 45 % of the full gross amount paid as an advance payment together with submitting the application;
- the remainder of the gross payment together with the VAT payable prior to occupying the exhibition stall by Exhibitor.

3.3 Occupation of a stall is conditional upon providing proofs of all payments or settling them on immediately at TwK's cashier's office.

## 4. Withdrawal and Resignation from Participation in Trade Fairs

4.1 In the event that the Exhibitor submits a written notification of its resignation in participation no later than 30 days before the event's opening, it will be eligible for refunds of amounts exceeding the amount of advance payment defined in 3.2. Refunds and over-payments will be effected within 30 days after the fair's closing.

4.2 If the resignation takes place within a period shorter than 30 days before the date of the event's opening or in the event that the Applicant does not occupy a stall, the Applicant shall not be entitled to a refund of the amounts paid. TwK has the right to claim the full amount of the participation fee unless it has earlier been paid.

4.3 An Exhibitor who does not occupy a stall or resigns from participation in the trade fair as defined in 4.2 shall pay the full amount of payments resulting from orders placed and cover all documented expenses that TwK has incurred in connection with its application and subsequent resignation from participation in the trade fair or leaving the stall unoccupied.

4.4 Resignation from participation in the trade fair by the Exhibitor should be submitted in writing and either sent by registered post or delivered to TwK's office. For the purposes of 4.2 and 4.3 of the Regulations above the date of resignation is considered to be either the date of the post mark in the case of a registered letter or the date of submission at TwK's registered office.

## 5. Design and Arrangement of the Exhibition Area, Stalls

5.1 In the event that the Exhibitor orders a developed area, TwK provides construction of a stall in a standard octagonal system with equipment described in the application form for a given fair event.

5.2 Any changes to stall equipment and media ordered by the Exhibitor in its application no later than 21 days before the trade fair's date of opening shall be implemented according to their availability and at extra charge. The Exhibitor waives any potential claims if TwK cannot implement the changes applied for.

5.3 An Exhibitor who orders an undeveloped area and commissions development of the stall from a company other than the one indicated by TwK must read the general regulations for stall companies, quote the name of the company developing the area and submit the stall design and a simplified electricity installation plan at the stall for TwK's approval 30 days before the date of the trade fair. In the event TwK does not approve the company, TwK may not let it enter the fair premises.

5.3.1 In the case described in 5.3 the Exhibitor shall be charged with an additional administration fee indicated on the application form if development works at the stall commence earlier than official assembly date for a given trade event.

5.3.2 After assembly and disassembly of the stall works is completed

the Exhibitor must remove all remains (cardboard boxes, foils, wooden shelves, etc). In the event that the Exhibitor leaves the area in a mess TwK shall commission clearance works at the expense of the Exhibitor.

5.3.3. The Exhibitor bears responsibility for the actions of its stall developer as if they were its own including adherence to TwK regulations, fire prevention regulations and occupational health and safety regulations which are valid at the trade fair venue and for damages it may cause to TwK or other participants. If a breach of the above-mentioned regulations is detected, TwK has the right to order the breach be stopped and if it is not stopped TwK has the right to terminate the agreement without notice.

5.4. TwK reserves the right to change the location assigned as a result of development design during a given trade event.

5.5. It is forbidden to display exhibits and advertising materials on the walls of the stall if their display technique damages the walls permanently.

5.6. The Exhibitor bears material responsibility for damages to the walls and equipment. In the event that such damage is detected TwK shall charge the additional cost to the Exhibitor.

5.7. During trade fairs, damage repair and change of stall arrangement can only be conducted while visitors are not present at the trade fair.

5.8 TwK reserves the exclusive right to develop the outer walls of the stall.

5.9. Electrical, water, sewage and internet connections may be made only by the persons authorized by TwK and following a prior order according to TwK application forms.

5.10. Any electrical, water and air pressure installation may be switched on only after they have been accepted and approved for use by the authorized staff indicated by TwK.

5.11 Any defects in media supply must be notified immediately to the trade fair management. TwK shall not bear responsibility for damages caused by such defects. In the event that the defect is not notified immediately, TwK has the right to charge the Exhibitor with the cost of repair.

## 6. Co-Exhibitors

6.1. The Exhibitor must notify TwK about any Co-exhibitors and must receive the approval of the trade fair Project Manager for their participation.

6.2. The Co-exhibitor must observe the regulations. The Exhibitor is responsible for the Co-exhibitor's actions as if they were its own.

6.3. Co-exhibitors are companies which do not rent an individual area, but are present at and display their products at an Exhibitor's stall.

6.4 A Co-Exhibitor has the rights of an Exhibitor provided that an obligatory and non-refundable registration fee is paid.

6.5 The Exhibitor is not entitled to further sub-renting of the stall or transferring it in any form to other entities.

## 7. Exhibits

7.1 The Exhibitor shall label its exhibits.

7.2 Exhibits must not be placed in traffic aisles, and equipment demonstrations should not obstruct or prevent the free and safe traffic of visitors and participants or disturb them. Suspending any exhibits or any other stall equipment from the hall roof structure is prohibited.

7.3 The Organizer reserves the right to refuse permission for the display of exhibits it considers dangerous or inconvenience-causing as well as those which were not specified on the exhibits list and requiring to fulfill certain requirements without bearing any responsibility for it.

7.4. Displaying exhibits that require special safety precautions or technical conditions can only be made upon receipt of the trade fair Project Manager's written consent.

7.5 If exhibits require the provision of specific conditions the Exhibitor must receive written consent concerning the provision of such conditions.

7.6. Exhibits should fulfill fire prevention standards and should be labeled according to the demands of National Labour Inspectorate.

7.7. The Exhibitor bears exclusive responsibility for exhibits, in particular for any damages they may cause, as well as for assuring that they are well-secured, also when they are left on trade premises after visiting hours, and that they comply with any required standards and hold requisite certificates and attestations.

## 8. Transport

8.1. If TwK is indicated as receiver of exhibits, the Exhibitor shall waive any claims to TwK due to their damage, inaccurate transport or storage.

8.2. The Exhibitor must perform all requisite customs clearances, which permit exhibits to be displayed at trade fairs at its own cost and responsibility.

8.3. Requests for cranes and fork lift trucks, etc. must be notified to the Project Manager up to 60 days before the event. Bulky or heavy exhibits, which need to be installed prior to the arrangement of the stall, are subject to notification to the Project Manager before the stall is allocated. TwK reserves the right to change the stall location due to technical parameters of exhibits.

## 9. Catalogue, advertising, accompanying events

9.1 Every Exhibitor must make an entry in the event catalogue.

9.2 During the exhibition any demonstrations, advertising actions, or entertainment events may take place subject to the prior consent of TwK. They may not in any way disturb other Exhibitors and interfere with the general order of the fair.

9.3 Without the consent of the interested parties, it is prohibited to take photographs or film exhibits displayed at their stall.

9.4 TwK reserves the right to film and take photographs of exhibition stalls and to use that material for its own purposes, with no obligation to Exhibitors or to any third party.

9.5 The maximum audio/PA volume at an individual stall must not exceed 75 dB.

9.6 In the event that the Exhibitor wishes to play music or other audio-visual content, it must pay any royalties as may be due for public performance and other regulations according to the Copyrights and Related Rights Act.

9.7. Any advertisement outside the stall can be performed only in a form approved by the Project Manager and after effecting due payment. An advertisement displayed without the consent of the Project Manager shall be removed at the cost and responsibility of Exhibitor.

## 10. Trade Organization and Order Regulations

10.1. The Exhibitor must comply with construction and fire prevention regulations at trade premises.

10.2. The Exhibitor must make all stall premises available to the fire inspection committee in order to check fire prevention facilities.

10.3. The Exhibitor must occupy its stall, develop it and vacate it during the time defined by TwK for exhibition arrangement (until the end of assembly day).

10.4. In cases justified by force majeure, with the consent of the Project Manager and after effecting due payments per every hour of extending assembly day and after covering the costs of individual protection of the stall during that time, assembly extension is permitted.

10.5. During the fair, the Exhibitor and its representatives (persons representing Exhibitor at the fair) are required to carry an identification badge provided by TwK.

10.6. The Exhibitor is not authorized to allow persons who are not stall occupants to enter fair premises without Project Manager consent.

10.7 During fair opening hours the stalls shall be accessible to visitors. Any temporary closure of the stall requires the prior consent of TwK.

10.8. During fair days, persons are allowed to stay within the fair premises not longer than one hour outside the time allocated for visiting.

10.9. The Exhibitor must remove empty packaging from the stall before the fair's start.

10.10 Cleaning up the stall - unless commissioned to TwK - should not interfere with the exhibition visiting hours.

10.11. Facilities connected to the Exhibitor's stall cannot exceed the power applied for. In the event that the Exhibitor breaches this rule, it will be charged with all costs connected with electricity damage and compensation.

## 11. Security, Insurance

11.1 TwK assumes no responsibility for accidents to people or damage to exhibits on the fair premises, before, after, and during the event.

11.2 TwK assumes no responsibility for vehicles or other movables left on the fair premises.

11.3 TwK assumes no responsibility for any damages arising from burglary at stalls or storage areas; damage caused due to the Exhibitor's fault; for power or water supply failure; for damages resulting from force majeure events such as fire, lightning, hurricane, flood, hail, or rainfall. This reservation also applies to the period after the event termination in the event that exhibits, equipment housing, and other goods stay on the fair premises.

11.4 This exclusion of responsibility is not limited, notwithstanding any precautions taken by TwK.

11.5 The Exhibitor must obtain third party liability insurance resulting from participation in the event, and must insure its exhibits. Certificates of the required insurances should be submitted to TwK upon request.

## 12. Fair Premises Security

12.1. The fair premises are secured by TwK staff or by the owners of the fair premises.

12.2. For the duration of the exhibition Exhibitor must protect, at its own expense, all exhibits, equipment, and devices against possible damage and before the exhibition is closed they must be protected so as to prevent damage.

## 13. Disassembly

13.1. Disassembly of the exhibition and removing exhibits before the official fair closure is prohibited.

13.2. The Exhibitor must disassemble the exhibition, remove the exhibits, and restore the exhibition area to its previous state by the deadline fixed by TwK at the latest. In the event that the Exhibitor leaves the area in a mess TwK shall commission clearance works at the expense of the Exhibitor.

13.3. The Exhibitor is allowed to leave the stall and the fair only after submitting an appropriate stall clearance acknowledgement. Such acknowledgement must be signed by TwK.

13.4. In the event that the exhibition space is not released by the deadline, TwK has the right to move remaining goods and exhibits to another location at the Exhibitor's expense and risk, even if such displacement should not meet requirements resulting from the exhibit's properties.

13.5. Exhibition components left without TwK's consent and other equipment not removed by the Exhibitor during the disassembly period are considered as abandoned property and become the property of TwK without compensation.

## 14. Complaints and Claims

14.1. Any complaints and claims arising from participation in the fair should be submitted in writing not later than on the last fair day. After this deadline expires no complaints or claims shall be considered.

14.2. Any agreements between Exhibitors and TwK, and any decisions and declarations resulting from them must be made in writing, otherwise they are not valid.

## 15. Final Statements

15.1 Exhibitors participating in fairs organized by TwK must respect the pertaining rules and these Regulations, additional regulations for particular events and regulations pertaining to fair premises. Exhibitors who do not adhere to these conditions shall be responsible for any damage suffered by TwK or third parties.

15.2 In the event of circumstances beyond its control, TwK reserves the right to cancel, shorten the duration of, postpone, or partly close an event.

15.3. In the case specified in 15.2, except for cancellation of an event due to TwK's fault, Exhibitors are not entitled to any damages payment or reduction of the fair participation fees.

15.4. In the case of event cancellation due to TwK's fault, the Exhibitor is eligible for the refund of all payments effected without interest.

15.5. Any disputes that may result from participation in fairs organized by TwK, as well as from works, supplies, and services commissioned by the Exhibitors to TwK shall be subject to the jurisdiction of the court relevant to TwK's location.

15.6. Acceptance of the above-mentioned regulations and rules takes place when the Exhibitor submits its application for participation in a fair.

15.7. Targi w Krakowie reserves the right to introduce additional regulations and other changes stipulated in an annex to the Exhibitor Agreement.

15.8. These regulations come into force from 15th March 2008.

Valid from 11th January 2008.