

Detailed Provisions to the Rules on Participation in Trade Fairs

**Concerning:
International Welding Fair ExpoWELDING**

International Trade Fair of Machine Tools, Tools and Processing Technology TOOLEX

15-17.10.2024

These Detailed Provisions to the Rules on Participation in Trade Fairs apply to all participants, including exhibitors, partners and other entities operating Trade Fairs organised by Polskie Towarzystwo Wspierania Przedsiębiorczości SA.

1. General Information:

1.1. **The Organiser:** Polskie Towarzystwo Wspierania Przedsiębiorczości SA (hereinafter referred to as “PTWP SA” or “the Organiser”), with its registered office in Katowice, Plac Sławika i Antalla 1, 40-163 Katowice, entered into the National Court Register, entry no. 0000316388, REGON 240946381, share capital 618 660,00 PLN (paid in full) and entered into the register of active VAT taxpayers: NIP 954-21-99-882.

1.2. **Dates:** 3-5/10/2023

1.3. **Venue:**

Międzynarodowe Centrum Kongresowe (International Congress Centre)
Plac Sławika i Antalla 1, 40-163 Katowice

1.4. **Contact details:**

- Expo Department Director: Agnieszka Miklas, phone: +48 780 105 957, email: agnieszka.miklas@ptwp.pl
- Project Manager: Wioletta Błońska-Dudek, phone: +48 728 379 558, email: wioletta.blonska@ptwp.pl
- Project Manager: Marta Ostaszewska, phone: +48 780 105 968, email: marta.ostaszewska@ptwp.pl
- Exhibition structures (development) & utilities: Aleksandra Jakóbiak, phone: +48 780 105 969, email: aleksandra.jakobik@ptwp.pl
- Suspensions: +48 726 538 746, email: podwieszenia@mckspodek.pl
- Forwarding: +48 533 096 395; email: mck@rugerepo.pl

1.5. **Deadline for sending submissions:** 13/09/2024

2. Information for Exhibitors

2.1. During trade fairs, the Exhibitors can access the Venue on the following days:

- 15/10/2024 – Tuesday, 8.00–18.00
- 16/10/2024 – Wednesday, 8.00–18.00
- 17/10/2024 – Thursday, 8.00–22.00

2.2. During trade fairs, the Visitors can access the Venue on the following days:

- 15/10/2024 – Tuesday, 9.00–17.00
- 16/10/2024 – Wednesday, 9.00–17.00
- 17/10/2024 – Thursday, 9.00–15.00

2.3. Deadline for unloading bulky exhibits:

- Multi-functional Hall A:
 - 08/10/2024 – Wednesday, 6.00-20.00
- Multifunctional Hall B:
 - 09/10/2024 – Wednesday, 6.00-20.00
- Multi-functional Hall C:
 - 10/10/2024 – Wednesday, 6.00-20.00

2.4. Deadline for stands/booths assembly:

- Multi-functional room A:
 - 09-14/10/2024 – Wednesday-Monday, 6.00-22.00
- Multi-functional room B:
 - 09/10/2024 – Wednesday, 15.00-22.00
 - 10-14/10/2024 – Thursday-Monday. 6.00-22.00
- Multi-functional room C:
 - 10/10/2024 – Thursday, 15.00-22.00
 - 11-14/10/2024 – Friday-Monday, 6.00-22.00
- Upper Hall C:
 - 14/10/2024 – Monday, 6.00-22.00

2.5. **Deadline for stands/booths disassembly:**

➤ Multi-functional room ABC:

- 17/10/2024 – Thursday, 15.00-22.00
- 18-19/10/2024 – Friday-Sunday 6.00-22.00

NOTE:

- Dusty work is forbidden starting from 16.00 on 014/10/2024 (Monday).
- The Exhibitor/Developer/Forwarder must arrange the exact date for the unloading of the exhibits and the assembly of the stand/booth with the Organiser and their Authorised Forwarder. The relevant information should be sent to: mck@rugerexpo.com and aleksandra.jakobik@ptwp.pl

2.6. **Additional Exhibitor's Badge**

The cost of an additional badge is PLN 30.00 + VAT. The badge shall be valid on 15–17/10/2024.

2.7. **Price List of Express Services**

PTWP S. does not guarantee that orders placed 7 days before the commencement of the Trade Fair will be executed. Such orders will be processed depending on the availability of equipment. The price for such orders will be increased by 40%.

3. **Information for Developers**

- 3.1. The handling charge for Developers is PLN 50.00 + VAT per 1 m² of stand/booth area.
- 3.2. Admission shall be granted to holders of the free “ASSEMBLY” badge. After entering the manoeuvring yard these must be collected from the security at the entrance gate.
- 3.3. The charge for not meeting the deadline for stand/booth assembly and disassembly is PLN 600.00 + VAT per each hour after the deadline, whereby the deadline may be exceeded only at the Organiser's consent and upon payment of the charge.
- 3.4. The height of exhibition stands/booths cannot exceed 5 m from the floor.

4. **Rules of Order:**

- 4.1. The Exhibitor shall be obliged to have their stand/booth manned, cleaned and fully equipped on the day of the official commencement of the Trade Fair as well as on each subsequent day of the Trade Fair.
- 4.2. The Exhibitor and the stand/booth staff shall be authorised to enter the external technical car park (known as the “manoeuvring area”) by car for the purposes of assembly on presentation of a temporary assembly entry card received from the PTWP SA upon payment of a specified deposit in cash. The authorisation to enter the interiors of the International Congress Centre in Katowice (Multifunctional Halls “A”, “B”

& “C”, excluding the Upper and Lower Lobby) by car shall be issued by PTWP SA on an individual basis. PTWP SA may refuse such entry without giving reasons.

4.3. Entry to the car park for the purposes of assembly or restocking the stand/booth shall be possible on presentation of the temporary assembly entry card received from the Organiser and upon payment of a **PLN 300.00 gross deposit in cash** to the Venue’s security staff located next to the barrier at the entrance gates to the manoeuvring area (assembly car park); the above shall entitle the card holder to **enter the car park and remain there for 3 hours**. Each subsequent commenced hour without leaving the car park shall be subject to a **surcharge of PLN 100.00 gross**.

4.4. THE ASSEMBLY CARD is not required.

4.5. Entry to the car park (manoeuvring area) for vehicles over 3.5 tonnes shall only be possible with the consent of the Forwarder / Security Officer. During disassembly, entry to the car park (manoeuvring area) for vehicles over 3.5 tonnes will be possible from 17.00 onwards.