

Detailed Provisions to the Rules on Participation in Trade Fairs

Concerning:

International Welding Trade Fair ExpoWELDING

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

Date:

13-15 October 2026

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 S.A.

1. General Information:

1.1. **Organiser:** Polskie Towarzystwo Wspierania Przedsiębiorczości S.A. (hereinafter referred to as “**PTWP S.A**” 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 PLN 803,455.00 PLN (paid in full) and entered into the register of active VAT taxpayers: Tax Identification Number 954-21-99-882.

1.2. **Date:** 13-15/10/2026

1.3. Location:

Międzynarodowe Centrum Kongresowe (International Congress Centre)

Plac Sławika i Antalla 1, 40-163 Katowice

1.4. Contact details:

- Strategic Account Director: Agnieszka Miklas; mob. +48 780 105 957; e-mail: agnieszka.miklas@ptwp.pl
- Strategic Account Manager: Wioletta Błońska-Dudek; mob. +48 728 379 558; e-mail: wioletta.blonska@ptwp.pl
- Development and Utilities Connection: Aleksandra Jakóbik mob. +48 780 105 969, email: aleksandra.jakobik@ptwp.pl
- Rigging: +48 453 030 005, email: podwieszenia@mckspodek.pl
- Freight forwarding: +48 533 096 395, e-mail: mck@rugerexpo.pl

1.5. **Deadline for sending submissions:** 18/09/2026

2. Information for Exhibitors

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

- 13/10/2026 – Tuesday, 8:00 a.m. - 6:00 p.m.

- 14/10/2026 – Wednesday, 8:00 a.m. - 6:00 p.m.
- 15/10/2026 – Thursday, 8:00 a.m. - 10:00 p.m.

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

- 13/10/2026 – Tuesday, 9:00 a.m. - 5:00 p.m.
- 14/10/2026 – Wednesday, 9:00 a.m. - 5:00 p.m.
- 15/10/2026 – Thursday, 9:00 a.m. - 3:00 p.m.

2.3. Deadline for unloading bulky exhibits:

- Multifunctional Rooms A and HGA:
 - 07/10/2026 – Wednesday, 6:00 a.m. - 8:00 p.m.
- Multifunctional Rooms B and HGB:
 - 07/10/2026 – Wednesday, 6:00 a.m. - 8:00 p.m.
- Multifunctional Rooms C and HGC:
 - 08/10/2026 – Thursday, 6:00 a.m. - 8:00 p.m.

2.4. Deadline for stands assembly:

- Multifunctional Rooms A and HGA:
 - 08- 12/10/2026 – Thursday-Monday, 6:00 a.m. - 10:00 p.m.
- Multifunctional Rooms B and HGB:
 - 07/10/2026 – Wednesday, 3:00 p.m. - 10:00 p.m.
 - 08- 12/10/2026 – Thursday-Monday, 6:00 a.m. - 10:00 p.m.
- Multifunctional Rooms C and HGC:
 - 08/10/2026 – Thursday, 3:00 p.m. - 10:00 p.m.
 - 09-12/10/2026 – Friday-Monday, 6:00 a.m. - 10:00 p.m.

2.5. Deadline for stands disassembly:

- Multifunctional Rooms A, B, C, HGA, HGB, and HGC:
 - 15/10/2026 – Thursday, 3:00 p.m. - 10:00 p.m.
 - 16-17/10/2026 – Friday-Saturday, 6:00 a.m. - 12:00 a.m.

ATTENTION:

- No dust-generation works are allowed starting 12/10/2026 (Monday) at 4:00 p.m.
- The Exhibitor/Stand Builder/Freight Forwarder is required to arrange the exact schedule for unloading exhibits and assembling the stand with the Organizer and their Authorized Freight Forwarder. This information must 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 is valid on 13-15/10/2026.

2.7. Price List of Express Services

PTWP S.A. does not guarantee that orders placed 7 days or less 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 the duration of assembly and disassembly is PLN 50.00 + VAT per 1m² of stand area.
- 3.2. Free "ASSEMBLY" wristbands entitle holders to entry during the assembly days. Upon entering the manoeuvring area, the wristbands must be collected from the security staff at the entrance gates.
- 3.3. The charge for not meeting the deadline for stand assembly and disassembly is PLN 600.00 + VAT per each hour after the deadline. The deadline be exceeded only at the Organiser's consent and upon payment of the charge.
- 3.4. The height of exhibition stands may not exceed 5 m measured from the floor.

4. Rules of Order:

- 4.1. The Exhibitor shall be obliged to have their stand manned, cleaned and fully equipped on the day of the official commencement of the Trade Fair as well as on each day of the Trade Fair.
- 4.2. To enter the external technical parking lot, known as the "manoeuvring area", for assembly and disassembly, the Exhibitor and stand staff must hold a temporary (3-hour) assembly parking pass, provided via email by PTWP following the payment of a deposit in cash. Cards allowing to enter the interiors of the International Congress Centre (multifunctional rooms "A", "B", "C", excluding the upper and lower foyers) are issued by PTWP on an individual basis. Entry may be denied at the discretion of PTWP.
- 4.3. Entry to the parking lot for assembly or in order to restock the stand is permitted only upon presenting the temporary assembly parking pass received from the Organizer. Due to the technical parameters of the manoeuvring area, the Organizer reserves the right to charge a gross deposit of 300 PLN. This deposit is payable in **cash** to the facility security at the barrier prior to entering the manoeuvring area (assembly parking) and enables the payer a **3-hour stay on the parking premises**. After the 3 hours the price for each commenced hour of using the car park is **PLN 100.00 gross**.

- 4.4. Leaving the car park (manoeuvring area) in order to dismantle the stall is free of charge and no car park entry card is needed for this purpose.
- 4.5. Entry to the parking lot (manoeuvring area) for vehicles over 3.5 tonnes is permitted exclusively with the consent of the Freight Forwarder/Security. During disassembly, entry to the parking lot (manoeuvring area) for vehicles over 3.5 tonnes is permitted from 5:00 p.m. onwards.