

**A APPLICATION PROCEDURE**

1. The Exhibitor can participate in the fair on condition that an agreement is made between the parties for the rent of exhibition space or the rent of exhibition space with additional services, (i.e. the Application Form), hereinafter referred to as the Agreement.
  - 1.1 The contract is entered into in the following way and in the following terms:
    - 1.1.1 for all applications received by Kielce Trade Fairs (hereinafter called TK) at least 30 days before the start of the fair:
      - a) applications sent with payment receipt - after sending by the exhibitor a correctly filled in form signed by persons authorized to act on behalf of the exhibitor (TK may request a relevant document confirming their authorization) and a document proving that the payment has been made in accordance with conditions defined in G.2. below - at the date of receipt of the payment to **Kielce Trade Fairs** (hereinafter called **TK**) bank account, unless within 7 days since receiving payment TK declares the contract not conclude; the amount paid will be refunded within three days since TK's declaration;
      - b) applications sent without payment receipt - after sending by the exhibitor a correctly filled in form signed by persons authorized to act on behalf of the exhibitor (TK may request a relevant document confirming their authorization) at the date 30 days before commencement of the fair, unless within 7 days since receiving the application TK declares the contract not concluded.
    - 1.1.2 for all applications received by TK less than 30 days before the start of the fair by submitting to TK a correctly filled in form signed by persons authorized to act on behalf of the Exhibitor (a relevant document confirming their authorization attached) - at the date of issue of the VAT\* invoice by TK.
    - 1.1.3 In the case of companies - exhibitors outside European Union (except companies - representative companies of TK), pro forma invoice will be issued, the agreement is concluded on the date of a receipt of the amount determined by pro forma invoice by Trade Fairs.
    - 1.1.4 TK reserves the right to issue pro forma invoices also in cases other than those specified in the point above, which entails the VAT\* invoice being issued within 7 days of the date of receiving the payment made into TK's bank account.
  - 1.2 Having entered into a contract binds the Exhibitor to comply with these regulations, in particular to make all payments in due time.
  - 1.3 The minimum exhibition space that may be leased is 9 sq.m.
  - 2.1 Provisions of this Regulations for Fair Participants are also applicable to Co-exhibitors.
  - 2.2 If provisions of the Agreement do not state otherwise, services provided by TK to the Exhibitor are calculated as a total value.
  - 2.3 The Fairs Director is authorised to issue the declaration of contract being not concluded.

**B STAND LOCATION**

The exhibition area design plan, and the date of submission of the Registration Form submission as well as the technical and organisational requirements of an event and reasons beyond TK's control determine the location of the Exhibitor's stand. The TK reserves the right to change the allocated exhibition space. In the event of such a change, the Participant has no right to claim any compensation from the TK.

**C INTERNET CATALOGUE ENTRY**

1. The basic catalogue entry for the Exhibitor and Co-exhibitor includes: the company name, its logo, full address and profile of up to 600 characters in Polish and 600 characters in English) is included in the registration fee and thus the Exhibitor and Co-exhibitor are eligible for it.
2. The Exhibitor may also place an additional advertisement in the catalogue. Such advertisements are charged for in accordance with the schedule of prices.
3. It is a condition of publication that all details necessary for the catalogue entry shall be sent to the TK 3 months prior to the commencement of the event.
4. The TK assumes no responsibility from the consequences of errors and omissions in the catalogue.

**D INTERNET ADVERTISEMENTS**

1. The entry relating to the Exhibitor (Co-exhibitor): company name + location and placing it in the Internet portal for a period of 12 months is included in the cost of the Exhibitor's participation in the Fair.
2. Exhibitors (or Co-exhibitors) may place an additional entry (company's name, logo, full address and profile - up to 600 characters in Polish and 600 characters in English) on the permanent website of the Kielce Trade Fairs. The additional entry is charged for and it is kept for 12 months until the next event. The Exhibitor (or Co-exhibitor) may also order an additional full page advertisement of screen size. Such advertisements are charged for at the rates given on the Registration Form (page 9a).

**E SPECIFIC PROVISIONS**

1. Participation is open to enterprises whose activities are consistent with the theme and profile of the Fair.
2. The display of exhibits not consistent with the theme of an event, potentially dangerous to the public or requires the prior consent of the TK and the Exhibitor must ensure that the appropriate safety measures are taken., comply with the relevant laws.
3. The time of assembly and disassembly of stands shall be defined by a separate Regulation put in force before each event - see: [www.mspo.pl](http://www.mspo.pl) in „Information for Exhibitors”.
4. Various types of arms or their components may only be exhibited in locked showcases that have been appropriately secured against theft. Larger quantities of arms and ammunition must be constantly guarded, at the expense of an Exhibitor, throughout the Fair duration incl. nights and holidays. It is prohibited to display explosive materials, poisons, fuses, inflammable materials and substances harmful or posing a danger to health. Only imitations or dummies may be displayed.
5. A stand should be constructed and ready for exposition at least 12 hours before the opening of the fair. If the Exhibitor does not arrive one day before the fair starts or does not arrange his stand it will be understood that he has resigned from participation in the fair, with all the consequences referred to in Clause H. 2 of the present Regulations.
6. Exhibits and machinery whose size is larger than 2.5m x 2.5m x 1.5m shall be assembled and in place not later than three days before an event starts.
7. Exhibits cannot be removed from the stands during an exhibition. The dismantling of the exhibition can only take place after the official closing of the Fair and the Participant is obliged to return his exhibition area to its original condition.
8. Exhibits shall be removed from the area not later than the deadline for removal defined

in E. 3 of the Regulations. Should the exhibits remain in the exhibition area after this date, the TK shall charge a fee for each square meter of the rented area for each day of delay. What is more, the TK shall have the right to remove the exhibits to the TK's warehouse at the Participant's cost and risk. The TK shall not be responsible for any damage to the exhibits and equipment incurred during storage.

9. TK closes the hall 2 hours after the conclusion of the fair and opens it 2 hours before the commencement of the fair. In justified cases this periods may be changed.
10. Advertising third companies at the Exhibitors' stands and by the Exhibitor is allowed only upon prior consent of TK.
11. Advertisements may be placed outside the stand area only with the TK's permission and payment of appropriate charges. Outside of halls advertisements and boards may be placed only by technicians employed by TK.
12. It is not permitted for an exhibitor to occupy during the fair an area beyond the limits of the stand that has been ordered and designated. In the event of an exhibitor not observing the above rule he is obliged to remove those elements extending beyond the designated stand and to pay for the additional area occupied at the rate of: area in m<sup>2</sup> x (price per m<sup>2</sup> of stand + 100%).
13. In the event exhibitors' / co-exhibitors' rights are violated during the expo by other expo participants, Targi Kielce does not bear any legal responsibility for infringement of the rights resulting from the legal protection of the invention, utility model, industrial design, geographical indication, integrated circuits topography or trademarks as well as copyrights, rights under contracts licensing, assignment of rights, know-how, etc.
14. In the case the Exhibitor or the third party acting on behalf of the Exhibitor plays back artistic works, the Exhibitor is obliged to conclude the appropriate contract with the copyright protection association and to make the due payment. The copy of the contract and payment should be produced upon request of the Hall Manager or control bodies.
15. All multimedia and audiovisual presentations run at stands should be organized and realized in such a way they do not disturb conducting business talks by the other Exhibitors.
16. TK does not guarantee realization of orders lodged later than 3 days before commencement of the fair. The orders will be realized as it is possible; charges for realization of such orders are by 50 % higher and payable in cash or by card at TK's cash desk on lodging the order.

**F PARTICIPATION FEE**

1. Total fair fees comprise:
  - 1.1 A registration fee:
    - a) EXHIBITOR'S - of USD 915 + VAT\* (including administrative costs, catalogue entry, 1 parking pass, 1 VIP Exhibitor pass, Exhibitor passes (see clause K5), 2 invitations to the banquet and 2 invitations to the Barbecue),
    - b) CO-EXHIBITOR'S - of USD 680 + VAT\* (including catalogue entry, 1 parking pass, 2 Exhibitor passes, 1 invitation to the banquet and 1 invitation to the Barbecue).
  - 1.2 A fee for the lease of an exhibition area, for which TK undertakes to provide:
    - use of an exhibition area of types W, Z or S
    - use of the common area (the hall area less the area occupied by stands),
    - cleaning of passageways in the Hall,
    - protection of the fair ground and facilities by the Security Service and the fire protection,
    - general interior and exterior decoration,
    - advertising and promotion of an event,
    - a copy of the Fair catalogue,
    - identification cards - in accordance with Clause K of the present Regulations.
  - 1.3 A fee for construction and equipment - in the event that a stand development has been ordered - for which, in addition to the services in F 1.2., TK provides:
    - assembly and disassembly of the stand,
    - external walls of the stand,
    - stand equipment - according to the completed TK Registration Form,
    - cleaning the stands in the open part (ie vacuum or floor cleaning and rubbish disposal).
  - 1.4. Infrastructure fee during assembly and disassembly see page 2a of an application form for details, it covers (for constructed area) among others:
    - use of media (electrics, water),
    - security and monitoring,
    - toilets facilities.

Under a term „a stand” we understand all forms of an arrangement of exhibition space which includes wall construction, a platform or flooring covered by any kind of hard surface, placement of furniture (tables, cupboards, counters etc.) assembly of lightening systems, sound and visual systems at the stand.

In case of not marking constructed stand's size (see page 2a) the Exhibitor will be charged in full for open area indoors.

- 1.5 A fee for additional services - according to the completed TK Registration Form.
2. Exhibitors are responsible for covering the costs of any commissions and bank charges (including foreign intermediary banks) without the right to deduct it of the Kielce Trade Fairs fee.

*In order to prevent the exhibitor from paying fees for correspondent banks which charge the exhibitor, foreign transfers should be effected in the SEPA system. In the event of the SEPA system being unavailable, the option "our" should be selected in making foreign transfers.*

3. Should the Exhibitor fail to comply with the terms and conditions arising from the promotional offer, they shall be obligated to make a full payment for participation in a given fair.

**G PAYMENT CONDITIONS**

1. A VAT\* invoice for trade participation will be issued to an exhibitor shown in the application form.
2. Upon submission of the Application Form, the Exhibitor should simultaneously execute payment of 50% of the amount due to the TK in accordance with the completed TK Application Form (all the fees as well as the registration fee) + VAT\*. Evidence of remittance should be enclosed with the Application Form.
3. The amount resulting from the completed Application Form which at the date of invoice issuing is still outstanding should be paid in the time specified on the invoice.

4. In the event of changes being made to the submitted Application Form, referred to in point 2, not less than 3 days before the start of the fair, the additional fees arising should be settled within the period set out in the relevant invoice.
5. In the event of changes being made to the submitted Application Form, referred to in point 2, less than 3 days before the start of the fair, the additional fees arising should be settled when making the booking.
6. Admittance of the Exhibitor to the exhibition area is conditional on providing evidence of payment of the fees specified in clauses 2, 3, 4 and 5, by presenting a copy of the money transfer certified by the bank and annotated with the name of the fair, as well as settlement of outstanding liabilities from participation in previous events.  
Account number of Kielce Trade Fairs (Targi Kielce S.A.): BNP Paribas Bank Polska S.A. PL22 1750 1110 0000 0000 0568 3537  
Swift code: PPABPLPKXXX
7. Fees shall be paid in:
  - PLN - Polish Exhibitors,
  - PLN, EUR or USD - foreign Exhibitors, in case of payment in PLN or USD the amount due in EUR will be converted according to the average PLN or USD exchange rates announced by the National Bank of Poland on the last working day preceding the date of the invoice.
8. Should you wish to pay in EUR please transfer the amount on the following account: PL 51 1750 1110 0000 0000 0657 5609 Swift: PPABPLPKXXX
9. Should you wish to pay in USD please transfer the amount on the following account: PL 38 1750 1110 0000 0000 0657 5552 Swift: PPABPLPKXXX

## **H CANCELLATION OF PARTICIPATION**

1. The Exhibitor shall have the right to withdraw from participation in the fair on condition that the TK receives a written notification (fax) at least 21 days before the fair starts. In this case, the TK charges an administration fee amounting to the registration fee plus 10% of the fees due in accordance with the completed Registration Form. The date of cancellation shall be the date of receipt of the written cancellation by TK (mail, e-mail or fax).
2. If the cancellation is made after the date referred to in Clause H.1 of the *Regulations*, the Exhibitor shall pay the full amount of fees due.
3. If the payment defined in Clause G.2 of the present *Regulations* is not made at least eight days before the event starts, it shall be taken to mean that the Exhibitor has resigned from participation in the fair with all the consequences referred to in Clause H.2.

## **I PRINCIPLES OF OCCUPYING THE STAND**

1. Exhibition stands with development may be occupied after the Exhibitor has fulfilled the following:
  - a) he has executed payment of the participation fees in accordance with Clauses G.2, 3, 4 and 5 of the *Regulations for Fair Participants*,
  - b) he has collected the „EXHIBITOR” identification cards according to Clause K.7 of this *Regulations*,
  - c) he has reported to the Hall Manager who will register the company and show the stand location.

## **J PRINCIPLES GOVERNING STAND DEVELOPMENT**

1. The Exhibitor who ordered exhibition space without stand construction is obligated to provide in writing no later than 7 days prior to the commencement of the work the following data: company name, address, VAT number, list of employees authorised to enter the premises of TK - indicating the person responsible for contacts with TK - hereinafter referred to as STAND DEVELOPER - which will implement the stand construction.
2. Stand Developer (Exhibitor or a contractor) is obliged to do the following:
  - a) to agree the development timetable and schedule with the TK,
  - b) submit and arrange with the Stand Design Team no later than 14 days prior to the commencement of the fair:
    - a design for the stand development,
    - a design for the wiring system,
    - a design for the water supply, sewerage and compressed air systems,
  - submit a declaration of responsibility for the implementation of stand construction as well as the electrical and water supply connections in accordance with relevant regulations as shown with the specimen (specimen of the declaration is available on the Internet website of TK).
3. Technical specification for carrying out the installation at the stand:
  - a) Wiring
    - power is supplied to the stands and exhibits located on the premises of TK by means of the power network TN-S 230/400V, 50 Hz, with the socket 230V 10/16A 3P, 400V 16A 5P, 400V 32A 5P being fitted at the stand according to the ordered level of power. As a protection against electric shocks a quick electric circuit breaking system is applied together with local equalization connections in accordance with the standard PN-IEC-30364;
    - safety of the electrical connections at the stand have to be ensured by means of the 30mA safety switches and the installation has to be equipped with the master switch;
    - all the electrical connections carried out on the premises of TK are subject to the technical supervision of TK;
    - no alterations to the electrical installation of TK are allowed (disassembly of the switchgear door, electric light fittings, remaking of the installation, etc.);
    - for safety reasons, fair participants are obligated to switch off the power supply at all times before leaving the stand;
    - the technical services have to be immediately informed of any faults identified in the operation of the electrical installation;
    - 3-phase power connection over 100 kW requires prior consultation with TK Chief Power Engineer (charge is EUR 4,5 + VAT per 1 kW of ordered power).
  - b) Water supply and sewerage system and compressed-air supply system - stand developer and fair participants are obligated to close the main valves located at the stand at all times before they leave the stand.

- c) Electrical equipment, teletechnical equipment, water and sewerage equipment is connected by the technical services of TK upon prior order placed by the Exhibitor.
4. The DEVELOPER is obliged, prior to the commencement of his work, to report to the Hall Manager who will register the company and show the stand location.
5. The stand development work shall not commence until the following have been fulfilled:
  - a) the Exhibitor has executed payment according to Clauses G. 2, 3, 4 and 5 of the *Regulations for Fair Participants*,
  - b) the Exhibitor has presented designs as stated in Clause J.2.b and submitted his declaration that the development of the stand as well as wiring, water, compressed air and sewerage systems shall be carried out in accordance with the appropriate regulations,
  - c) the Hall Manager has issued a permit to proceed with the development work,
  - d) payment of an infrastructure fee (see page 2a of this application form).
  - e) In the event that stand construction or dismantling are carried out at a date different to that specified in the directive of the President of the Targi Kielce company, a relevant permission of the Director or Deputy Director of the Administrative and Technical Department and a payment of an additional charge of PLN 150 / hour + VAT\* - an indoor stand, PLN 100 / hour + VAT\* - an outdoor exhibition stand is required (besides infrastructure fee) - cash or credit / debit card at the Kielce Trade Fairs' cash desk.
  - f) „SERVICE” identification cards according to Clause K. 2 of this *Regulations* have been collected.
6. During the exhibition stand assembly and disassembly times the Exhibitor's personnel / employees or the subcontracted companies which perform the assembly works are obliged to wear ID tags as to allow clear identification of the people carrying out works at the premises of TK.
7. People who carry out work at the TK premises are obliged to use tools and appliances which are in working order and safe; in compliance with the tool / appliance manual, observing the Health and Safety regulations and the worker's licence of competences.
8. Assembly work shall be confined to the Exhibitor's stand.
9. All work involving dusting should be carried out with the application of dust-extraction equipment and completed no later than 24 hours prior to the commencement of the fair, while the stand and the surrounding area should be cleaned at the expense of the stand developer. Failure to comply with the above requirement shall result in the termination of the construction work.
- 10.1. Companies performing the stand assembly and disassembly work are obliged to clean and tidy the occupied area subject to paragraph 10.2.1, 10.2.2, 10.2.3, 10.2.4. In the event of such work not being carried out, the TK shall order the work to be carried out by another company at the cost and risk of the DEVELOPER.  
Causing mechanical or chemical damage to the flooring in the hall, pavement blocks, facade, gate, blinds, doors, wall shall involve the incurrance of the repair costs increased by 100%.  
Non-compliance of the regulations relating to industrial safety, fire protection and other provisions of the Regulations may result that the Hall Manager ordering to terminate the work by the time irregularities are removed or imposing a penalty fee of PLN 300 as well as enforcing the completion of work according to the regulations.
- 10.2.1. Contractors which render exhibition stands constructions at the events organized by the TK are obliged to remove all materials used to build the expo stands no later than on the last disassembly day.
- 10.2.2. This is the contractor's sole responsibility to remove the above described materials outside the area where the TK event was organised. The materials are removed at the contractor's expense and responsibility.
- 10.2.3. Contractors which render expo stands constructions may commission TK to remove the above-mentioned materials. Contractors are then requests to fill in the waste material removal order and file the request in before assembly works commences. (specimen of the declaration is available on the Internet website of TK). For the order execution TK charges the following fee:
  - single-story construction - PLN 200 net / sq m
  - multiple-story construction - PLN 200 net / sq m
- 10.2.4. In the case materials referred to in paragraph 10.2.1 are left in TK premises or on the premises where TK organised the event (this includes placing materials in TK containers) after the expo stands disassembly times, and whenever the Contractor fails to file in the waste material removal order, TK will charge the fee in the amount of:
  - single-story construction - PLN 400 net / sq m
  - multiple-story construction - PLN 800 net / sq m
11. Any elements of the stand development and equipment, which have not been removed at the time of disassembly shall be deemed to have been abandoned and as such shall become the property of the TK without any compensation.
12. All works carried out on the exhibition grounds during the assembly and disassembly periods and during the period of event shall be co-ordinated by the Hall Manager.
13. The stand development must allow easy access to any technical equipment on the exhibition grounds. In the event of obstructing access to electrical fittings the stand will be disassembled (to the extent necessary to obtain access to these fittings) at the cost of the exhibitor.
14. Companies which cover the shell schemes are responsible for damages caused by people performing the job to the third entities.

## **K SERVICE CARDS, EXHIBITOR PASSES, CAR PARK CARDS, ENTRANCE PASSES**

1. At the time of assembly and disassembly of stands, entry to the exhibition grounds is dependent on production of „SERVICE” identification cards.
2. The „SERVICE” identification cards shall be issued by the TK's Staff and Administration Department at the following rates:
  - free of charge for the Exhibitors carrying out the stand development work themselves,
  - 10 PLN per card for DEVELOPERS hired by the Exhibitor. The DEVELOPER may purchase any number of the „SERVICE” identification cards after an earlier payment of an infrastructure fee in accordance with item F.1.4. of this *Regulations*.

3. Duplicate „SERVICE” identification cards will not be issued.
4. The EXHIBITOR identification card and VIP EXHIBITOR identification card authorise the bearer to unlimited access to the fair site for the duration of the fair. It applies from 2 hours before the start of the fair to 2 hours after its conclusion. This period may be curtailed where there are good reasons for doing so.
5. The Exhibitor is entitled to receive entrance passes depending on the size of the rented area: up to 10 sq. m - 2 entrance passes, up to 20 sq. m - 3 entrance passes, up to 50 sq. m - 4 entrance passes, up to 75 sq. m - 6 entrance passes, up to 100 sq. m - 8 entrance passes, up to 150 sq. m - 10 entrance passes, more than 150 sq. m - 12 entrance passes.  
Each Co-Exhibitor receives two „EXHIBITOR” identification cards.
6. The Exhibitor may also purchase extra „EXHIBITOR” identification cards, „VIP EXHIBITOR” identification cards and invitations to the fair (form no 4a).
7. Identification card „EXHIBITOR” and „VIP EXHIBITOR” are issued on the basis of the list of stand personnel provided by the Exhibitor and upon presentation of a proof of relevant payments as specified in points G 2., 3., 4 and 5.
8. The „EXHIBITOR”, „VIP EXHIBITOR” and „SERVICE” identification cards state company name and they may not be resold or given to the third parties.
9. Cars are admitted to the exhibition grounds upon presentation of a parking card, which should be clearly displayed behind the windscreen.
10. Cars may enter the fair area during an event upon presentation of a payable car park card. Each Exhibitor receives one car park card free of charge. Extra cards may be purchased (form no 4a).
11. The car park card authorises a vehicle to be left in the TK car parks. It applies from 2 hours before the start of the fair to 2 hours after its conclusion.
12. Car parks which are made available to Exhibitors are unguarded. TK assumes no responsibility for any damages to vehicles and property left therein.
13. Apart from the „EXHIBITOR” and „VIP EXHIBITOR” identification cards, the following documents entitle their bearers to enter the exhibition grounds:
  - admission tickets,
  - invitation cards issued by the TK,
  - VIP cards.
14. Bearers of invitation cards issued by fair participants or third parties are not entitled to enter the exhibition grounds.
15. Exhibits and elements of the stand development may be removed from the exhibition grounds after the fairs only upon presentation of a pass issued by the Exhibitors Service Bureau.
16. The exhibition hall is locked and sealed by the guards in the presence of the Hall Manager or Security Manager according to Clause E. 9. of the *Regulations for Fair Participants* after the exhibitors and cleaning personnel have left the building.
17. The people under the age of 18 are not permitted to enter the fair (It concerns visitors and exhibitors as well).

#### **L TECHNICAL CONDITIONS**

1. It is forbidden to place structures of a permanent or temporary nature, or exhibits, on pathways and emergency exit routes.
2. The putting up of billboards, banners or equipment on columns, walls, ceilings or floors requires the written consent of the TK Technical Manager of the exhibition hall and may be carried out only by technicians employed by TK after the extra charge has been paid.
3. The Exhibitor shall return any property of TK, or of a company contracted by TK to undertake construction, in its original condition or make good any damage or to meet all costs of the damage.
4. In the case of constructions exceeding 2.5 metres in height, before the commencement of the work the designs shall be submitted to the Stand Construction Team together with a declaration of the above mentioned constructions being designed and implemented in compliance with the Polish Building Law as shown with the specimen (specimen of the declaration is available on the website of TK). The Exhibitor assumes responsibility for any damage inflicted on TK and on third persons as a result of incorrect implementation or a technical defect in the construction. Failure to submit the above documents shall result in the prevention of the commencement of stand construction work.
5. Glass walls, windows and showcases should have a pedestal of min. 50 cm.
6. The main elements of the stand construction made from gypsum cardboards, fiberboards, chipboards should be transported to the premises of TK in the form of ready-to-use elements.
7. The Exhibitor is obligated to provide employees of TK with access to technical infrastructure.
8. In the event of not adhering to the above regulations, TK personnel may, at the expense of the exhibitor, bring the stand up to the standards required by the relevant regulations.
10. The maximum sound level intensity mustn't exceed 70 dB. In the case of not complying with the above regulations Kielce Trade Fairs reserves a right to intervene, including a disconnection of electric power supply. In that case exhibitors are not entitled to any compensation. The exhibitor who plans to exceed the allowed volume intensity of 70 dB during the events is obliged to discuss the conditions and the scope of protection from the excessive noise with Kielce Trade Fairs beforehand.

#### **M FIRE PROTECTION REGULATIONS**

1. Materials used for stand construction should be non-flammable, slow-burning or protected against fire. Relevant certificates and documents confirming the above should be made available at the stand for inspection. In the case of the lack of the certificates the Exhibitor is obligated to provide a relevant declaration relating thereto as shown with the specimen (specimen is available on the website of TK).  
Special precaution should be taken when flammable or explosive liquids are used for cleaning purposes.
2. Special precaution should be taken when flammable or explosive liquids are used for cleaning purposes.
3. Fire fighting facilities, fire hoses, extinguishers, emergency *exits*, passageways, and electric notice boards may not be obstructed or covered.
4. Any flammable, toxic and explosive materials or technical gases used on the stands or as exhibits must be declared to the Hall Manager, who have the right to forbid carrying them within the area of the Fair.
5. The Exhibitors are obliged to read, understand and comply with the detailed Fire Safety

Regulations, which are displayed in the exhibition hall.

6. Using open fire is prohibited within the premises of TK both in the halls and at outdoor exhibition stands.
7. Motor vehicles and other types of equipment with a combustible engine may be displayed in the halls only with the engine being out of operation. The fuel tank may contain only the quantity of fuel necessary for leaving the hall. The fuel tank has to be closed.
8. Exhibitors are obligated to follow instructions of the technical services of TK as well as fire protection instructions as specified in this paragraph.
9. In the event of a fire occurring within the premises of TK, the State Fire Brigade (tel. 998, 112), the Exhibitor Service Office or a security employee have to be immediately notified thereof. Until the arrival of the State Fire Brigade, instructions of the Security Manager have to be strictly followed, and after the arrival of the Fire Brigade - the instructions of the rescue and fire fighting team.

#### **N DAMAGES**

1. Exhibitors take out a property insurance individually and at their cost.
2. TK assumes no responsibility for damages incurred by Exhibitors and their contractors without the agency of TK which occur in the facilities and on the premises of TK before, during and after the fair as a result of force majeure, including a thunderbolt, storm, flooding, fire, explosion as well as water supply, power and compressed air failures beyond TK's control, unless a damage has been intentionally caused by a TK employee
3. The Exhibitor is obliged to report all damage immediately to the Hall Manager, to the Exhibitor Service Office or to the Security Manager.
4. The Exhibitor assumes full responsibility for damages caused by him to third parties and to TK during, before or after the fair event.

#### **O TRANSPORT, CUSTOM DUTIES AND FORWARDING**

1. Exhibits and all additional materials are transported and forwarded at the Participant's cost.
2. The importation to Poland by foreign Exhibitors of exhibits, advertising materials, foodstuffs etc, must comply with the relevant Polish laws.
3. In case of temporary clearance of exhibits and materials for construction and equipment of stands it is advisable to use ATA cards.
4. Unloading and loading of exhibits, auxiliary materials and other goods may be executed only by licensed forwarders of TK or by TK

#### **P FINAL PROVISIONS**

1. Provisions of the Regulations for Fair Participants are also applicable to entities carrying out work on the basis of agreements concluded with Exhibitors, including stand construction services rendered for them.
2. TK reserves the right, in the event of circumstances beyond its control, to cancel, shorten, postpone or partly close the fair. In such cases the Exhibitor is not entitled to compensation.
3. The right to place a complaint shall be effective only for complaints placed within 14 days of the fair closure.
4. Any Exhibitor's claims resulting from the implementation of the agreement do not entitle the Exhibitor to delay payment in whole or in part.
5. To be valid, all arrangements shall be made in writing.
6. The provisions of the *Regulations for Fair Participants* are an integral part of the contract. (Clause A 1).
7. Any disputes arising from this agreement shall be resolved by a competent court in Kielce.
8. An Exhibitor agrees for inserting pictures and descriptions of His trade exposition to be taken by Kielce Trade Fairs during an exhibition into informative and advertising materials.
9. Targi Kielce reserves the right to introduce the expo grounds entry restrictions during the expo stand assembly and dismantling times by introducing deposit entry pass (cash deposit of PLN 200). The maximum parking time at TK premises is 1 hour. In the case the time limit is exceeded, the deposit will not be refunded.
10. It is forbidden to leave vehicles or trailers on the fair site after the end of the event without the agreement of the Security Manager. In the event of a vehicle being left TK may impose a fee of PLN 150 net per day and immobilise the vehicle until the fee is paid.
11. In the event of vehicles being parked in prohibited places (entrances, access routes, emergency exits etc.) or a vehicle being left without prior permission TK may remove the vehicle from the fair site to a secure car park within the limits of the city at the expense of the vehicle owner.
12. No animals may be brought to the TK grounds unless such animals are part of an exhibition that is consistent with a thematic scope for a given fair or exhibition.
13. Use of drones and other remotely controlled flying devices possible only with the exhibition organizer's consent; subject to conditions and limitations specified by the exhibition organiser.
14. Targi Kielce reserve the right to change prices.
15. The rights and responsibilities of the parties are governed solely by Polish law and the judiciary of Poland.
16. The legally binding version of the *Regulations* is the Polish language version.