

# INDEX OF DOCUMENTS

Language: ENGLISH



1. **Main exhibitor** application form
  2. **Co-exhibitor** registration form
  3. **Exhibition space** order form
  4. **Additional services** order form
  5. **Catalogue advertisement** order form
  6. **Invitation service** order form
  7. **Construction plan** drawing sheet
  8. **Terms & Conditions**
  9. **Hotel Mercure\*\*\*\*** reservation form
- 
-



The specialized fair  
in Poland

Organized by



Polskie Biuro Numizmatyczne Sp. z o.o.  
- International exhibition department

Friday 27<sup>th</sup> - Saturday 28<sup>th</sup> October 2017, EXPO Center XXI, WARSAW

## APPLICATION FORM

Doc. 01

Hereby we declare our participation in the upcoming edition of the trade fair

Company:
Name for fascia board on booth:
Surname contact person:
Name contact person:
Street:
Post Code:
City:
Country:
Phone (fix):
Phone (mobile):
Fax:
E-mail:
Website:
VAT number (only for EU registered companies):
We are: <input type="checkbox"/> Producer <input type="checkbox"/> Distributor/Wholesaler <input type="checkbox"/> Retailer <input type="checkbox"/> Association <input type="checkbox"/> Other _____
We require official invitation for visa: <input type="checkbox"/> Yes <input type="checkbox"/> No

### Please indicate names for name badges\*:

\*One badge per each 3 m<sup>2</sup> exhibition space included in price.  
Additional badges cost EURO 5,00 net.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Fill-in the form in every part and send it to:

[info@wineexpopoland.pl](mailto:info@wineexpopoland.pl)

Fax: +48 22 66 88 66 9

### Acceptance of General Terms & Condition of Business and Personal data treatment

We, as applicant for exhibition space, declare that we have read, understood and accepted the **General Terms & Conditions of Business**.

We give our consent for our personal data to be stored and processed for business operation purposes of Polskie Biuro Numizmatyczne Sp. z o.o. (**Act 29 August 1997, Journal of Law Dz. U. 2002, N. 101/926 on personal data protection**) and give our consent for offers and informations to be sent by Polskie Biuro Numizmatyczne Sp. z o.o. to the above mentioned e-mail address (**Act 18 July 2002, Journal of Law Dz. U. 2002, N. 144/1204 on provision of services by e-mail**)

Date \_\_ / \_\_ / \_\_\_\_ Signature \_\_\_\_\_

Stamp

--

Friday 27<sup>th</sup> - Saturday 28<sup>th</sup> October 2017, EXPO Center XXI, WARSAW

## CO-EXHIBITORS\* REGISTRATION

Doc. 02

\*Co-exhibitor is a company that is not renting space by sending an application form, but is physically attending the fair and displaying its products or services within the premises of the booth of an exhibitor.

Registration of co-exhibitors shall be sent by main exhibitor only.

A company can be recognized as a co-exhibitor only if the exhibitor declares that a representative of such company will be present in their booth during fair days.

Each co-exhibitor company is entitled to receive:

- One identification badge enabling to freely move within the fair premises
- Entry in the list of official exhibitors
- One copy of fair catalogue
- Name board on their assigned exhibition area

Each co-exhibitor is allowed to purchase additional marketing services from the list of services provided.

Registration of each co-exhibitor is subject to registration fee in the amount of Euro 36,00 net.

Company name (main exhibitor applicant):
Contact person:

**We declare that during the fair days at our booth a representative of the following companies will be attending (all data required):**

Company:	Website:
Name of representative:	Surname of representative:
Address: (street, postal code, city, country)	
Phone:	E-mail:

Company:	Website:
Name of representative:	Surname of representative:
Address: (street, postal code, city, country)	
Phone:	E-mail:

Company:	Website:
Name of representative:	Surname of representative:
Address: (street, postal code, city, country)	
Phone:	E-mail:

Date \_\_ / \_\_ / \_\_\_\_ Signature \_\_\_\_\_ Stamp 

Fill-in the form in every part and send it to: [info@wineexpopoland.pl](mailto:info@wineexpopoland.pl) Fax: +48 22 66 88 66 9

**CO-EXHIBITORS REGISTRATION (page 2)**

Company:	Website:
Name of representative:	Surname of representative:
Address: (street, postal code, city, country)	
Phone:	E-mail:

Company:	Website:
Name of representative:	Surname of representative:
Address: (street, postal code, city, country)	
Phone:	E-mail:

Company:	Website:
Name of representative:	Surname of representative:
Address: (street, postal code, city, country)	
Phone:	E-mail:

Company:	Website:
Name of representative:	Surname of representative:
Address: (street, postal code, city, country)	
Phone:	E-mail:

Company:	Website:
Name of representative:	Surname of representative:
Address: (street, postal code, city, country)	
Phone:	E-mail:

Company:	Website:
Name of representative:	Surname of representative:
Address: (street, postal code, city, country)	
Phone:	E-mail:

Company:	Website:
Name of representative:	Surname of representative:
Address: (street, postal code, city, country)	
Phone:	E-mail:

Date \_\_ / \_\_ / \_\_\_\_ Signature \_\_\_\_\_ Stamp

Fill-in the form in every part and send it to: [info@wineexpopoland.pl](mailto:info@wineexpopoland.pl) Fax: +48 22 66 88 66 9



Friday 27<sup>th</sup> - Saturday 28<sup>th</sup> October 2017, EXPO Center XXI, WARSAW

## ORDER FORM EXHIBITION SPACE

Doc. 03

Company name:
Contact person:

Hereby we order the following items:

Quantity (m <sup>2</sup> or units)	Items for rent	Rate* (net, EUR) until 30 <sup>th</sup> June 2017	Rate* (net, EUR) from 1 <sup>st</sup> July 2017
1	Registration fee** (obligatory, non-returnable)	108 €	146 €
	Empty area for self constructed booth	69 € / m <sup>2</sup>	90 € / m <sup>2</sup>
	Exhibition space + stand construction (walls, 1 spotlight per each 3m <sup>2</sup> , 1 high showtable per each 3m <sup>2</sup> , 1 chair per each 4m <sup>2</sup> )	81 € / m <sup>2</sup>	104 € / m <sup>2</sup>
	Meeting room / deposit (+4m <sup>2</sup> , folding door, lockable)	257 €	338 €
	Corner booth (surcharge for opening on 2 sides)	143 €	198 €
	Front booth (surcharge for opening on 3 sides - from 20 m <sup>2</sup> )	225 €	288 €
	Island booth (surcharge for opening on 4 sides - from 20 m <sup>2</sup> )	357 €	486 €

Special offer for solutions ready to use (includes area and constructed booth):

	Mini booth (5 m <sup>2</sup> - see image)	471 €	545 €
	Regular booth (8 m <sup>2</sup> - see image)	585 €	690 €
	Premium booth (8 m <sup>2</sup> - see image)	695 €	825 €
	Exclusive booth (12,5 m <sup>2</sup> - see image)	1009 €	1129 €



Mini booth 5 m <sup>2</sup>	Regular booth 8 m <sup>2</sup>	Premium booth 8 m <sup>2</sup>	Exclusive booth 12,5 m <sup>2</sup>
2 x curve podium 1 x chair	2 x high podium 100x100 1 x high podium 100x50 1 x table 70x70 2 x chair 2 x spotlight	1 x high podium curve 100x100 1 x high podium 100x100 1 x table 70x70 2 x chair 1 x high window 2 x spotlight	2 x high podium curve 100x100 1 x high podium 100x50 1 x table 70x70 2 x chair 1 x high window 2 x spotlight 1 x fridge

\*all prices are net VAT 23% - Changes possible without prior notice

\*\* Additional surcharge 238,00 € net applies for applications received after 10<sup>th</sup> September

Date \_\_ / \_\_ / \_\_\_\_ Signature \_\_\_\_\_

Stamp










Fill-in the form in every part and send it to: [info@wineexpopoland.pl](mailto:info@wineexpopoland.pl) Fax: +48 22 66 88 66 9



















**Friday 27<sup>th</sup> - Saturday 28<sup>th</sup> October 2017, EXPO Center XXI, WARSAW**

## ORDER FORM ADDITIONAL SERVICES











Doc. 04
---------

Company name:
Contact person:

Service	Description	Photo	Price*	Quantity
<b>Polish hostess for translation and help at the booth</b> <small>(Polish-English speaker)</small>	<b>Friday - 8h</b>		11,90 € / h	
	<b>Saturday- 8h</b>			
<b>Wine tasting room</b>	Room with tables, chairs, 30 glasses (rent for 50 min.)		150,00 €	x 50 min.
<b>Glass rental</b>	Rental and washing (during two event days)		3,80 €/pc.	
<b>Wine cooling</b>	Bottle cooling in special fridges		1,20 € (1 bottle)	
<b>Ice delivery</b>	Delivery of ice cubes (and collection of water)		0,95 €/kg	
<b>Ice bucket</b>	Rental of empty ice bucket		14,28 €	
<b>Invitation VIP</b>	Free entrance invitation for two people during one fair day		5,95 €	

Description	Size (WxDxH)	Photo	Price*	Quantity
<b>Counter with shelf</b>	100x50x100h cm	 back  front	38,00 €	
	50x50x100h cm		36,00 €	
<b>Glass-case with 3 glass shelves</b>	100x50x240h cm		85,00 €	
	50x50x240h cm		71,00 €	
	151x50cm (arc)		145,00 €	
<b>Glass display case</b>	100x50x100h cm		70,00 €	
	50x50x100h cm		45,00 €	
	151x50x100h cm (arc)		105,00 €	
<b>High showtable</b>	100x100x98h cm		23,80 €	
	50x100x98h cm			
<b>Sliding door cabinet</b>	70x50x100h cm		45,00 €	
<b>Shelf</b>	100x28 cm		6,50 €	
<b>Beech table</b>	70x70x70 cm		15,00 €	
<b>Upholstered chair</b>	45x50x65 cm		10,00 €	
<b>Soft chair</b>	70x60x60h cm		15,95 €	
<b>Sofa</b>	180x90x90h cm		65,00 €	
<b>Bar stool</b>	40x90h cm		15,50 €	
<b>Bar table</b>	60x110h cm		17,85 €	



Service	Description	Photo	Price*	Quantity
<b>Fridge</b>	48x46x84h cm (on duty during fair opening hours)		99,00 €	
<b>Wine Cooler</b>	Perfect cooling up to 18 bottles (on duty during fair opening hours)		150,00 €	
<b>Parking</b>	Carnet 3 days (thu-fri-sat)		21,00 €	
<b>Electric socket</b>	220 V (on duty during fair opening hours)		29,85 €	
	220 V (on duty during 24 hours)		75,00 €	
<b>Internet connection</b>	Wi-fi password for single-user device		21,90 €	
<b>Advertising material at information booth</b>	6xA4 (display and refill included)		48,00 €	
<b>Additional spotlight</b>	150 W		13,80 €	
<b>Floor carpeting</b>	1 m <sup>2</sup>		5,95 €	
<b>Graphic personalization of elements</b>	1 m <sup>2</sup> Personalized prints applied to construction elements following your instructions		40,50 €	
<b>Ceiling banner (hanging above your booth)</b>	150 x 400 cm image .jpg 150x400cm @ 100 dpi Cutting margin 10 cm.		396,00 €	

\*all prices are net VAT 23%.

Changes possible without prior notice. Image may be different from real element.

Date \_\_/\_\_/\_\_\_\_ Signature \_\_\_\_\_ Stamp

Fill-in the form in every part and send it to: [info@wineexpopoland.pl](mailto:info@wineexpopoland.pl) Fax: +48 22 66 88 66 9



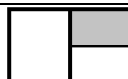


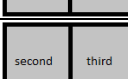

**Friday 27<sup>th</sup> - Saturday 28<sup>th</sup> October 2017, EXPO Center XXI, WARSAW**

## ORDER FORM CATALOGUE ADVERTISEMENT

Doc. 05

Company name:
Contact person:

**We order the following advertising space in the fair catalogue:**

Service	Description	Photo	Price net PLN*	Quantity
<b>Advertisement in the fair catalogue</b>	½ A5 page		63 €	
	1 full A5 page		123 €	
	2xA5 full pages		241 €	
	Second or third cover		391 €	
	Back cover		493 €	

Resolution: 300 dpi CMYK  
 Format: JPG or PDF, executive file ready for print.  
 Trim: 3mm each side (8 mm “safety area” each side including trim)  
 Dimension full page: DIN A5

**File shall be sent in electronic format within and not later than 30 days before the fair opens.**

After late entry of the material, organizer do not guarantee its placement in the fair catalogue.  
 Organizer is not responsible for mistakes caused by sending wrong material, which does not comply with instructions given. In any case, amounts paid or still due cannot be claimed back.

\*all prices are net VAT 23%  
 Changes possible without prior notice.

Date \_\_\_ / \_\_\_ / \_\_\_\_\_ Signature \_\_\_\_\_ Stamp

Fill-in the form in every part and send it to: [info@wineexpopoland.pl](mailto:info@wineexpopoland.pl) Fax: +48 22 66 88 66 9

**Friday 27<sup>th</sup> - Saturday 28<sup>th</sup> October 2017, EXPO Center XXI, WARSAW**

## **ORDER FORM INVITATION SERVICE**

Doc. 06

The organizer of the fair is constantly promoting the event among professional actors in the business area to grant the wider success of the event on both side of exhibitors and visitors. Moreover, to grant the maximum visibility for exhibitors and to grant their success in the participation to the event, the organizer gives them opportunity to invite directly potential customers from specific business areas.

Ordering one or more „Invitation service pack“, the organizer will in name of the exhibitor:

- design
- print
- send by registered letter

one special invitation to visit exhibitor's booth addressing it to selected people active in the business area chosen by the exhibitor.

**When sending a personal invitation, the chance of transforming a contact into business relation is much higher, therefore organizer strongly recommends the use of this service in the marketing activity of each exhibitor before the fair.**

Invitation are sent randomly to the organizer's database of selected contacts inside companies active in the specific business branch.

Each invitation is valid for two people during one fair day.

Company name:
Contact person:

**We order the delivery of invitation letters to the following business categories:**  
(minimum order 30 invitations)

Category	Unit Price* (per each invitation sent)	Quantity
<b>“Importers”</b>	8,10 €	_____ x 10 invitations
<b>“Hotels”</b>	5,95 €	_____ x 10 invitations
<b>“Restaurants”</b>	5,95 €	_____ x 20 invitations

“Wine Bar & Cafeteria”	5,95 €	_____ x 20 invitations
“Specialised shops”	8,10 €	_____ x 10 invitations
“Markets, Supermarkets, Hypermarkets”	15,50 €	_____ x 5 invitations (max 4)
“Corporates”	6,90 €	_____ x 10 invitations
“Disco & Clubs”	7,65 €	_____ x 5 invitations (max 4)
“Catering”	6,90 €	_____ x 10 invitations

\*all prices are net VAT 23%  
Changes possible without prior notice



Date \_\_/\_\_/\_\_\_\_ Signature \_\_\_\_\_ Stamp

Fill-in the form in every part and send it to: [info@wineexpoland.pl](mailto:info@wineexpoland.pl) Fax: +48 22 66 88 66 9



# TERMS & CONDITIONS

Doc. 08

## 1. General provisions

1.1. The contents of this Terms and Conditions shall apply to all Exhibitors and Co-exhibitors to the fair.

## 2. Terms of participation

2.1. The Exhibitor can be each natural or legal person, who has applied by means of an application form to be a participant in the fair and is approved by Polskie Biuro Numizmatyczne Sp. z o.o. (hereafter referred to as "Organizer").

2.2. The Organizer issues all necessary application forms to be filled-in by applicant and sent to the Organizer by e-mail, fax or regular mail. An agreement between the Organizer and the Exhibitors comes into force once the application form has been accepted by the Organizer and the fee paid by the Exhibitor.

2.3. The Organizer is entitled to refuse an application at its own discretion and inform immediately the applicant in writings.

2.4. In case that payments are effected before the application has been accepted by the Organizer, and should the Organizer refuse the application, the applicant is eligible for refund within 60 days of the transferred amount effectively received by the Organizer.

2.5. The Organizer reserves the right to change the initially assigned exhibition space, without the Exhibitor being entitled to any compensation.

2.6. In case that payment are not provided from the Exhibitor before the end of the event, the Organizer claims the right to dispose of the movable items which are in the Exhibitor's area. In case payment is not provided by Exhibitor within the term of 30 days after notification, the Organizer reserves the right to alienate the items, renouncing the Exhibitor to claim any right of property on them.

2.7. Transfer or sub-rent of the rented surface and elements by the Exhibitor to third parties is forbidden.

2.8. The Exhibitor might apply for other entities (Co-exhibitors), displaying their products or services in the Exhibitor's stand.

## 3. Co-Exhibitors

3.1. Co-exhibitors can be each natural or legal person that takes part to the event displaying products without applying for an individual area, but using an area provided by an Exhibitor.

3.2. Application for Co-exhibitors shall be sent to the Organizer by the Exhibitor; the Co-exhibitor shall be entitled to the same obligations and rights of the Exhibitor.

3.3. Co-exhibitors shall be entitled to the conclusion of further agreements (order of additional services) in relation of their participation in the fair on their own behalf.

3.4. The Exhibitor bears joint liabilities for actions performed by Co-Exhibitor.

## 4. Resignation from participation and participation cancellation

4.1. In case of resignation from participation in the fair sent from the Exhibitor to the Organizer within the term of 60 or more days prior the fair dates, all transferred amount shall be paid back to the Exhibitor, with the exception of the registration fee.

4.2. In case of resignation from participation in the fair sent from the Exhibitor to the Organizer less than 60 days prior the fair dates, the Exhibitor shall pay the full amount of the ordered items and services. The same provision applies in case the Exhibitor does not take possession of the exhibition area.

4.3. Resignation from participation shall be sent by the Exhibitor to the Organizer via registered letter with confirmation of receipt.

4.4. The Organizer may withdraw from seeking claims in case that the exhibition space could be re-allocated.

4.5. The Organizer is entitled to deny an Exhibitor the right to participate to the fair if payments have not been settled before the fair dates, or in case the provisions of this regulation are not respected.

## 5. Prices and terms of payment

5.1. The prices and the terms of payment for the exhibition space and additional services are specified by the Organizer in the application form(s).

5.2. The registration fee applied to Exhibitors and Co-exhibitors is non-returnable.

5.3. Prices settled by the Organizer are net; invoice will be settled applying actual VAT rate.

5.4. Exhibitors shall cover the costs of any commission and bank charges (including foreign exchange differences), without the right to deduct them from the total amount to be paid for the participation in the fair (payment shall be net to the beneficiary).

## 6. Stand construction and dismantling

6.1. The Organizer shall provide construction of a stand using a standard octagonal system or equivalent construction system, with equipment described in the application forms for the Exhibitor who orders a furnished area.

6.2. The Exhibitor is obliged to report any changes in the ordered equipment of the stand within and not later than 30 days before the first fair-day. Changes ordered by the Exhibitor might require the payment of additional fees. The Organizer shall not be responsible if unable to realize the changes requested.

6.3. The Exhibitor contracting an undeveloped area and commissions the stand construction to a company other than the one indicated by the Organizer, is obliged to:

a. inform the construction company about the rules contained in this document and further updated information published by the Organizer,

b. provide the name of the contracted company,

c. submit for the Organizer's approval 30 days prior to the date of the Fair the plan of stand design and its simplified electric system diagram,

d. pay a fee for using the infrastructure of the fair building.

6.4. Stand structure and display elements should be certified as fire retardant, and the relevant documentation shall be available for inspection upon request.

6.5. If the project referred to in section 6.3.c. it is not accepted, the Organizer has the right to refuse admission to the fairground the company contracted by the Exhibitor and the Exhibitor renounce any potential claims against the Organizer in this respect.

6.6. Connections to the electric power, water supply and sewage, telecommunication installations, shall be performed only by the authorized personnel of the fairground. The Exhibitor shall close main valve in the booth before leaving the premises.

6.7. The Exhibitor is responsible for the acts and omissions of all employees and other contracting or accompanying persons in connection to the observance of these rules, the compliance with health & safety regulations and any damage they may cause. The Organizer is entitled to ask to discontinue the infringement of the rules and repair the damages. The Organizer has the right to terminate the contract with the Exhibitor without prior notice if these provisions are not respected.

6.8. The Organizer establishes the time for the operation of assembly and disassembly of the stands. No one person out of those contracted by the Organizer for the construction and dismantling works shall access the Hall in these hours. The Organizer bears no responsibility should something occur to people entering the fairground out of the allowed hours.

6.9. Construction and disassembly of the stands and their exhibits must take place only after the fair is officially closed for the visitors, otherwise a contractual penalty of PLN 600 shall be charged.

6.10. The Exhibitor shall remove all material used for the preparation of the stand, and leave the stand as it was delivered by the Organizer. Stand equipment and other materials left on-site without giving prior notification to the Organizer, which are not removed by the Exhibitor for the duration of disassembly shall be considered abandoned, and the cost associated to their removal shall be charged to the Exhibitor.

6.11. Deposit of a caution may be required by the organizer as warranty for movable items delivered to the exhibitor. The caution will be returned when all items are given back to the Organizer. No return is given to exhibitors leaving the fair before the official closing time.

6.12. Damages committed by the Exhibitor or companies building stands shall imply a need to restore the destroyed or damaged elements to their primary condition at the cost of the Exhibitor.

## 7. Exhibition of goods and display of materials

7.1. Exhibition and use of goods and materials shall not interfere with the safety and fire regulation and shall not be placed in area out of the designated area of the stand. Any other display of material shall be agreed with the Organizer.

7.2. All material used during the fair shall comply the actual safety regulation and law. No responsibility is bear from the Organizer for goods and material used or displayed by the Exhibitor.

7.3. Goods shall be labelled by the Exhibitor.

7.4. The Organizer is not responsible for any kind of activity performed by the Exhibitor during its presence on the fairground. This provision applies also in relation to the use, display and disposal of goods and other materials introduced on the fairground by the Exhibitor, for which the Exhibitor bears complete responsibility.

## 8. Catalogue entry, advertisements and frame events

8.1. The Organizer prepares and publishes the fair catalogue, where Exhibitors and Co-exhibitors are listed; they can also decide to place an additional order of space in the catalogue, accordingly the pricelist published by the Organizer. All material necessary for the catalogue entry shall be sent within and not later than 30 days before the fair opens. No responsibility and liability for any damages is taken by the Organizer for incomplete or mistaken material, or for non-publishing because of late reception of the material. In this case, the applicant has no right to claim any compensation from the Organizer.

8.2. The Exhibitor shall have the right to advertise their products or services in their own stand. Advertisement outside the stand shall be agreed in advance with the Organizer and shall not interfere with presentation of other participants in the fair. If not approved, advertisements shall be removed at the sole cost and risk of the Exhibitor.

8.3. Exhibits shall not be positioned on walking routes, and equipment demonstration shall not hide or block safety escape lanes for both participants and guests.

8.4. The Organizer has the right to take photos and video during the fair, and to publish them for its own purposes with no obligation to any third party.

8.5. It is generally prohibited to take and publish photos and video in the fairground without prior consent of the Organizer.

## 9. Customs and forwarding

9.1. Goods to be displayed during the fair, if sent from a non-EU member country, are subject to the provisions of the customs law. The Exhibitor is responsible and shall take care to fulfill all obligations and costs born in connection with the forwarding of the goods and material.

9.2. Transport and forwarding of exhibits, goods or other materials shall take place at the cost and risk of the Exhibitor.

9.3. The importation of foodstuff and alcoholic beverages shall comply with the provisions of the national law where the goods are imported.

9.4. Unloading and loading of exhibits, goods and auxiliary materials may be executed only by licensed forwarders of the Organizer.

## 10. Trade organization and order regulations

10.1. During fair opening hours, stands shall never be left unattended by the Exhibitor. Any temporary closure of the stand shall be authorized by the Organizer.

10.2. For the duration of the fair, including days for construction and dismantling, it is prohibited the staying and leaving of vehicles in fairground facilities longer than one hour following the scheduled fair visiting time.

10.3. Construction and dismantling operations shall be conducted by the Exhibitors accordingly to the hours provided by the Organizer.

10.4. To access the fairground, all persons registered by the Exhibitor shall carry a personal identification card provided by the Organizer.

10.5. The Exhibitor shall keep his area clean and disposal of empty packaging in common areas is not permitted.

10.6. The Exhibitor must act in respect with the provisions of the Act of 26 October 1982 on upbringing in sobriety and counteracting alcoholism (Journal of Laws of 2002 No. 147, item 1231).

10.7. Sales and cession of alcoholic products from the Exhibitor to third parties is not allowed. The Organizer has the right to held alcoholic products carried by parties other than exhibitor which is owner of the documents of origin and transport.

10.8. All fair participants shall be obliged to adhere to the regulation reported in this document.

## 11. Security - Insurance

11.1. The organizer shall not be held liable for any damages or losses to the property of Fair participants, incurred by any third party or at the fault of the injured.

11.2. The organizer shall not be held liable for any damages or losses to the property of Fair participants, caused by an instance of force majeure, such as fire, explosion, lightning, gale, flooding, earthquake, power supply blackout etc.

11.3. The Exhibitor shall bear full liability for damages resulting from operation of their devices and the work of their employees, or external companies contracted by them in the preparation, disassembly and during all duration of the exhibition.

11.4. No responsibility is taken by the Organizer for any goods, item, vehicle, or any other material introduced to the fairground.

## 12. Complaints

12.1. All complaints arising from Fair participants shall be filled in and submitted to the Organizer in writing.

12.2. Complaints originating from Exhibitor in connection with the construction of stands or their location shall be submitted not later than the last day of the fair. Other complaints shall be placed within and not later than 14 days from the fair closure. After these terms, complaints shall not be accepted.

## 13. Final provisions

13.1. The provisions of this document (Terms and Conditions) are an integral part of the contract.

13.2. The Organizer reserves the right, in the event of circumstances beyond its control, to shorten, postpone, partially close or cancel the fair. The Exhibitor is in such cases not entitled to compensation, refund or damages payment.

13.3. In case the cancellation is due to Organizer's fault, the Exhibitor will be refund maximum until the concurrence of the amount paid, without interest, and without the participation fees.

13.4. Possible disputes which might arise and which are not resolved friendly shall be settled by a law court with material and local jurisdiction of the Organizer.

13.5. By signing an application form, the Exhibitor accepts in full these regulations.

13.6. These regulations are written in several languages. In case of discrepancies, the English version shall prevail.

13.7. These regulations shall enter into force from 1<sup>st</sup> December 2016.

# HOTEL RESERVATION FORM 2017

## SPECIAL PRICE

Doc. 09

**Block Nr. 879724** (hotel use)

Please send the form directly to:


**Mercure Warszawa Grand \*\*\*\***

Fax +48 22 583 21 21

e-mail: [h3384-re@accor.com](mailto:h3384-re@accor.com)

Please make the following hotel reservation:

Name and Surname:	
Company:	
Arrival date:	
Departure date:	
Telephone:	
Fax:	
E-mail:	

Credit Card type*:	
Credit Card number*:	
Cardholder name*:	
Expiry date*:	
Owner's signature:	-----  -----

\*Optional: you can supply this information by calling the reservation center at +48 22 583 21 00

Check-in time:	15:00
Check-out time:	12:00
Cancellation terms:	Guaranteed reservations may be cancelled 5 days before the day of arrival. A charge, equal to the cost of all reservation, will apply in the event of non-arrival.

Room type:	Standard Single	Standard Double	Standard Twin
Room rate: (per room, per night, with breakfast)	PLN 460 mon-thu PLN 260 fri-sun	PLN 490 mon-thu PLN 290 fri-sun	PLN 490 mon-thu PLN 290 fri-sun
Quantity (non-smoking):			
Additional requests:			

The form shall be sent **within and not later than 10.10.2017**. After this date, the reservations will be confirmed upon availability. **Special rates are valid from day 24 until day 31 October 2017.** Rooms and category of room will be confirmed upon availability.

Mercure Warszawa Grand  
ul. Krucza, 28  
00-522 Warsaw, Poland  
Tel: +48 22 583 21 00  
Fax: +48 22 583 21 21

