

## TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE

### 1. EXHIBITION DATES AND PLACE: 26–29.08.2020

Exhibition & Convention Centre AMBEREXPO 11 Żagłowa Street, 80–560 Gdańsk, Poland

### 2. PARTICIPATION IN THE FAIR

- 2.1. The conditions for providing the exhibition space are as follows:
- Completing and sending, by the deadline of May 29, 2020, an interactive electronic Application Form. Sending the Application Form to GIF is tantamount to placing an offer to participate in the Fair and the acceptance of all the provisions of the Regulations for Fair Participants organized by MTG SA. Space ordered may not be smaller than 6 m<sup>2</sup>.
  - 100 % payment, based on the placed and confirmed by MTG order, must be done in accordance with the conditions set out in section 3. „PAYMENTS”  
 Note: Please quote AMBERIF 2020 and the Exhibitor's company.
- 2.2. The amount due for exhibition space with stand system covers:
- floor space provided for the duration of the Fair, stand setup and dismantling
  - white partition walls, carpeting, electrical wiring (tree spotlights, one electrical socket per each 12 m<sup>2</sup>)
  - gangway cleaning service
  - fascia board with the name of the Exhibitor
  - facility security
  - fire safety
  - 1 invitation to the Exhibitors' meeting
- 2.3. Exhibition space with a stand system is also available in two modules: S-6 and S-9 in two variants of equipment. The construction and equipment of modular stand is not subject to any modifications
- 2.4. The amount due for exhibition space without stand system covers:
- floor space provided for the duration of the Fair
  - gangway cleaning service
  - facility security
  - fire safety
  - 1 invitation to the Exhibitors' meeting
- 2.5. The fee for exhibition space without stand system does not cover the cost of supply and use of electric power (electric supply shall be ordered separately).
- 2.6. Registration fee - amounting to 400,00 PLN is compulsory and covers: promotion of the fair in media, entry into the digital catalogue and fair guide, entry passes within the limit, Trade Visitor cards – per order, until in stock

### 3. PAYMENTS

- After the receipt of Confirmation of Application by MTG, the Exhibitor shall pay 50% of the value of the exhibition space and other services ordered.
- Exhibitors shall be obliged to pay the outstanding 50% of the value of the services ordered by February 18, 2020.
- Exhibitors who submit their application after July 1, 2020 shall be obliged to pay 100% of the gross value of the services ordered.
- The prices for providing exhibition space and for other services are set in Polish Złoty (PLN), to be converted into EUR according to the mid-rate EUR exchange announced by the National Bank of Poland on January 01, 2020 (for the applications submitted by June 30, 2020) and on July 01, 2020 (for the applications submitted after June 30, 2020)
- Due to value-added tax legislation requirements, MTG is unable to issue or re-address invoices for services rendered or to be rendered by MTG to the Exhibitor as its contractual partner to an invoice recipient other than the Exhibitor. MTG can issue invoices only to its contractual partners.

### 4. ENTRY PASSES / DEPOSIT

- Exhibitors are required to have personal entry passes authorizing them to enter the fair. The entry pass must be printed from the system before arrival at the fair.
- For Exhibitor-provided stands: prior to beginning the work, the stand contractor shall be obliged to collect INSTALLATION SERVICE passes from the Hall Manager.
- The stand construction can begin when the payment of a PLN 500.00 deposit has been made and documented (see 4.7. p.e\*)

### 5. DATES AND OPENING HOURS OF THE HALLS AND FAIRGROUNDS

#### 5.1. CONSTRUCTION OF EXHIBITOR-PROVIDED STANDS

Regulatory stand setup time, covered by the regulation fee (see 4.7. d\*):

**August 22, 2020**, 08:00–21:00

**August 23, 2020**, 08:00–21:00

**August 24, 2020**, 08:00–21:00

**August 25, 2020**, 08:00–21:00

The need to extend the assembly time shall be reported at the Trade Fair Office, one day prior to planned alteration, by 15:00 hrs. The fee for extending the setup time is PLN 600.00 + value added tax (VAT) due / 1 hour per one hall (see: p. 4.8\*)

#### 5.2. EXHIBITOR OPENING HOURS

**August 26, 2020**, 08:00–19:00

**August 27, 2020**, 09:00–19:00

**August 28, 2020**, 09:00–19:00

**August 29, 2020**, 09:00–22:00

#### 5.3. VISITOR OPENING HOURS

**August 26, 2020**, 10:00–18:00

**August 27, 2020**, 10:00–18:00

**August 28, 2020**, 10:00–18:00

**August 29, 2020**, 10:00–16:00

### 6. DISPLAY ARRANGEMENT / EXHIBIT DELIVERY

- Exhibits and stand furnishings shall be delivered on August 25, 2020 from 8:00 till 21:00 hrs. After this time, it will be impossible to unload the exhibits. Important: on August 25, 2020 only the installation of stand furnishings shall be allowed; no dust-generating work shall be allowed in the halls.
- Any replacement or supplementation of the items on display may be done only after obtaining permission from MTG and should take place prior to the opening or after the closing of the Fair to the visitors.

### 7. FORWARDING / UNLOADING

Forwarding services and assistance with unloading (stackers, etc.) are provided by:

- Netlog Polska Sp. z o.o., Rafał Skrobotan, m. +48 668 890 274, p. +48 22 256 70 55, rafal.skrobotan@netlog.org.pl
- PMST Transmeble International Sp. z o.o., Daniel Piłkuła, m. +48 504 103 563 p. +48 61 865 68 07, daniel@transmeble.com.pl; offi ce@transmeble.com.pl

### 8. REGULATIONS FOR VEHICLE ENTRY INTO THE FAIRGROUNDS AND CAR PARKS

- On August 25, 2020 car entry on the MTG premises (unguarded) is possible only to deliver exhibits to the stand and may not exceed 1.5 hours. The above provision does not apply to the parking area. In case of violation of the conditions referred to in the first sentence, MTG will be entitled to charge a contractual penalty amounting to 300,00 PLN for each violation stated.
- On August 22–25, 2020, the AMBEREXPO carpark shall be available to setup team vehicles on general conditions.
- Parking Cards to the AMBEREXPO car park for August 26–29, 2020 shall be ordered by Exhibitors in the application forms. They can also be purchased at the cash desk on August 25, 2020.
- The AMBEREXPO car park is unguarded.

### 9. CLEANING

- The stand contractor shall be obliged to clean up the stand, once assembled, and the area around it at the contractor's own expense.

### 10. STAND DISMANTLING

10.1. Regulatory dismantling time:

**August 29, 2020**, 16:00–22:00

**August 30, 2020**, 08:00–16:00

Access to the fairgrounds for stand construction firms and vehicles on August 29, 2020 is possible no earlier than at 16:30

- Should the exhibits be removed or the stand dismantled before the fair closes to the Visitors (before 16:00 on August 29), MTG SA has the right to impose on the Exhibitor a penalty amounting to 1 000,00 PLN.

### 11. FOOD & BEVERAGE SERVICES-CATERING-EXCLUSIVE PROVIDER

Food & beverage and catering services at the AMBEREXPO Exhibition & Convention Centre are provided exclusively by AMBER SIDE Sp. z o.o. The services are available at the AMBER SIDE restaurant & bar to all the participants in the fairs, especially the exhibitors, co-exhibitors and the participants in the conferences and meetings which accompany the fairs. Orders accepted by p. +48 501 744 096, info@amberside.pl, www.amberside.pl

### 12. SPECIAL PROVISIONS

- At AMBERIF, there is a complete ban on exhibiting, offering and/or selling:
  - amber surrogates and/or imitations (products made of plastics mixed with amber, plastics)
  - contemporary subfossil resins, copal and/or counterfeit Baltic amber (fakes), amber completely covered by homogeneous coat (lacquered)
- Pressed amber may be exhibited at AMBERIF only on condition that it is clearly labelled as such. The label should contain a description in Polish "bursztyn prasowany" and in English "pressed amber"
- Amber other than Baltic amber must be clearly labelled. The label should contain the amber's name and place of origin in Polish and English.
- Exhibitors who offer and/or sell precious stones, gemstones, as well as objects and jewellery which include precious stones and/or gemstones, are obliged to use the terminology and descriptions in accordance with the CIBJO (World Jewellery Confederation) Blue Book.
- MTG shall appoint an Amber Commission to supervise the Exhibitors' compliance with the AMBERIF Regulations by:
  - inspecting merchandise directly at the Exhibitor's stand or another AMBERIF 2020 location where the Exhibitor offers or sells products specified in Clause 12.1., including collecting or purchasing samples of finished products and/or raw materials
  - testing and evaluating the collected or purchased in the locations referred to in p. a above and/or supplied by AMBERIF 2020 customers samples/products purchased during and at premises of AMBERIF 2020 from the AMBERIF 2020 Exhibitors. In order to enable the Commission to exercise its powers referred to above, an Exhibitor is obliged to make available or sell any samples, finished products and/or raw material.
- Should the Commission find an Exhibitor in breach of this Section, the Commission will draw up a Report stating the type of breach and submit it to the MTG SA Board, which may impose one or all sanctions listed below:
  - terminate the contract with immediate effect due to reasons attributable to the Exhibitor, resulting in an immediate closing of the Exhibitor's stand; in such a case, the Exhibitor shall not be entitled to any refund of the fees born for participation in the event
  - refuse the Exhibitor's application to subsequent editions of AMBERIF and AMBERMART
  - impose a contractual penalty on the Exhibitor in the amount of three times the gross value of the purchased sample, finished product and/or material as to which a breach has been found

### 13. SAFETY PRINCIPLES

- When at the fairgrounds, everyone must comply with the generally applicable laws, as well as the guidelines and recommendations on preventing the spread of the SARS-COV-2 virus.
- Anyone who enters the fairgrounds may be required to have their body temperature checked. Any person present at the fairgrounds is obliged to undergo a temperature check again if it is found that the person's health needs to be re-examined. Anyone who refuses to undergo a body temperature check or who has a body temperature elevated above 38°C will not be admitted to the fairgrounds or will be asked to leave/ be removed.
- Anyone who has been confirmed to have symptoms of COVID-19 (in particular a body temperature of at least 38°C or above, persistent cough, difficulty breathing or other flu-like symptoms) or who is suspected of having COVID-19 will not be admitted to the fairgrounds or will be asked to leave/ be removed.
- Everyone needs to maintain physical distance throughout the entire fairgrounds

in accordance with applicable laws and/or the guidelines and recommendations of the relevant authorities. Everyone entering or staying at the fairgrounds is required to cover their mouth and nose in accordance with applicable laws and/or the guidelines and recommendations of the relevant authorities. Anyone who fails to comply with these requirements will not be admitted to the fairgrounds or will be asked to leave/ be removed.

**13.5.** It is recommended that any exhibitor promotional material is available online only.

**13.6.** Exhibitors are required to provide the appropriate personal protection equipment for their staff and disinfectants at their stands.

**13.7.** Everyone is obliged to fill in an epidemic statement, as per the applicable template. If any of the circumstances precluding the possibility of participating in the event should occur, the person concerned must immediately notify MTG SA, in particular in order for the person's access pass (badge) to be blocked. Anyone who refuses to sign an epidemic statement will not be admitted to the fairgrounds or will be asked to leave/ be removed.

**The remaining details of the formal regulations can be found in:**

\* Regulations for the Participants in Fairs Organise ([www.amberif.pl](http://www.amberif.pl))