

**TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE  
BALT-MILITARY EXPO 2016**

**THE DATES and place of Exhibition: 20- 22 JUNE 2016, AMBEREXPO Exhibition and Congress Centre , Gdańsk, Żaglowa 11**

**1. PARTICIPATION IN THE FAIR**

- 1.1. The application to take part in the Fair shall take place by means of completing an interactive Application Form available at [www.baltmilitary.pl](http://www.baltmilitary.pl)
- 1.2. Before the exhibition space is provided, the following conditions must be met:
  - a. the original of the Application Form must be sent to MTG's registered office by post **by April 30, 2016**. The size of the exhibition space ordered must not be smaller than 9 m<sup>2</sup>.
  - b. 100% of the amount due resulting from the Application Form that has been submitted and confirmed by MTG must be paid (see 2.3\*, 4.7, 4.8.\*). Important: please quote the name of the fair and the type of service you are paying for in the title of payment.
- 1.3. The amount due for exhibition space with a standard booth (shell scheme) covers:
  - a. floor space provided for the duration of the Fair, stand setup and dismantling
  - b. white partition walls, carpeting, electrical wiring (three spotlights, one electrical socket per each 9 m<sup>2</sup>)
  - c. storage 1 sq.m, folding doors, hanger, waste basket
  - d. gangway cleaning service
  - e. fascia board including graphics
  - f. invitations for the Exhibitor's guests to visit the Fair – up to 50 pcs.
  - g. facility security
  - h. fire safety
- 1.4. The amount due for exhibition space without a booth (shell scheme) covers:
  - a. floor space provided for the duration of the Fair
  - b. gangway cleaning service
  - c. facility security
  - d. fire safety
  - e. invitations for the Exhibitor's guests to visit the Fair – up to 50 pcs.
- 1.5. The fact that an Exhibitor-provided shell scheme shall be constructed must be reported by completing the relevant form contained in the Application Form.
- 1.6. **The amount due for floor space with or without shell scheme does not include the cost of connection and use of electric power.**
- 1.7. The registration fee paid by the Exhibitor and/or Co-Exhibitor covers the following services:
  - a. advertising and promotion of the Fair in the media
  - b. participation of the Exhibitor's representative in the Exhibitors' Meeting (room rental, catering, entertainment)
  - c. Symposia and presentations (room rental, speakers' fees, refreshments)
  - d. the publication of the Exhibitor Catalogue
  - e. wireless-Wi-Fi
  - e. exhibitor/service passes and car park passes.
- 1.8. The Exhibitor registration fee is PLN 570.00 net.
- 1.9. The Co-Exhibitor registration fee is PLN 800.00 net.

**2. PAYMENTS**

- 2.1. Exhibitors who submit their application **by April 30, 2016** shall pay the registration fee and 50% of the value of the exhibition space and other services ordered. The amounts to be paid shall be the gross amounts.
- 2.2. Exhibitors shall be obliged to pay the outstanding 50% of the value of the services ordered **by May 24, 2016**.
- 2.3. Exhibitors who submit their application **after April 30, 2016** shall be obliged to pay 100% of the gross value of the services ordered.
- 2.4. The prices for providing exhibition space and for other services are set in Polish Zlotys (PLN).
- 2.5. If a PLN invoice cannot be accepted, invoices can be issued in EUR or USD:
  - a. the value of orders placed by December 31, 2015 shall be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on July 01, 2015.
  - b. the value of orders placed after January 1, 2016 shall be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on January 2, 2016.

**3. ENTRY PASSES / DEPOSIT**

- 3.1. For Exhibitor-provided shell schemes: prior to beginning the work, the shell scheme contractor shall be obliged to collect SERWIS (service) passes from the Hall Manager (Janusz Marszałek, tel. +48 697 057 302).
- 3.2. The shell scheme construction can begin when the payment of a PLN 500.00 deposit has been made and documented (see 4.7.\*).
- 3.3. Exhibitors shall receive personal Exhibitor Passes with the bearer's name, to be collected at the Exhibitor Service Office:
  - a. 3 passes per a stand up to 20 m<sup>2</sup>, 1 pass per each extra 10 m<sup>2</sup> on top of the 20 m<sup>2</sup> of floor space

**4. DATES AND OPENING HOURS: THE HALLS AND FAIRGROUNDS**

- 4.1. CONSTRUCTION OF EXHIBITOR-PROVIDED SHELL SCHEMES Regulation stand setup time, covered by the regulation fee (see 4.7. d\*):

June 17, 2016	08:00 - 18:00 hrs
June 18, 2016	08:00 - 20:00 hrs
June 19, 2016	08:00 - 20:00 hrs

- 4.2. 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 4.8.\*).

**4.3. EXHIBITOR OPENING HOURS:**

June 20, 2016	08:00 - 18:00 hrs
June 21, 2016	09:00 - 18:00 hrs
June 22, 2016	09:00 - 20:00 hrs

**4.4. VISITOR OPENING HOURS:**

June 20, 2016	10:00 - 17:00 hrs
June 21, 2016	10:00 - 17:00 hrs
June 22, 2016	10:00 - 16:00 hrs

**5. DISPLAY ARRANGEMENT / EXHIBIT DELIVERY**

- 5.1. Should large-sized exhibits (weight-wise, with size over 2 m in height) and/or exhibits which protrude beyond the stand's footprint need to be mounted at the stand, they shall require individual arrangements with MTG SA and MTG SA's written approval in this regard
- 5.2. Please provide the information on large-sized exhibits by May 24, 2016, to the MTG SA Technical Department tel.+48 58 554 93 46, +48 605 575 713, email: [techniczny@mtgsa.com.pl](mailto:techniczny@mtgsa.com.pl)
- 5.3. Important: On June 19, 2016 from 14:00 to 20:00 hrs only the installation of stand furnishings shall be allowed; not dust-generating work shall be allowed in the halls.
- 5.4. Exhibits and stand furnishings shall be delivered by June 19, 2016, by 20:00 hrs. After this time, it will be impossible to unload the exhibits.
- 5.5. 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.
- 5.6. Weapons or their parts can only be displayed in locked display cases or in other devices with burglary protection.
- 5.7. Firearms and ammunition must be secured at the Exhibitor's expense without interruption for the entire duration of the Fair (including night-time).

**6. FORWARDING/UNLOADING**

- 6.1. Forwarding services and assistance with unloading (stackers, etc.) are provided by:  
C.HARTWIG, Ms Jolanta Kołacz, e-mail: [j.kolacz@chg.pl](mailto:j.kolacz@chg.pl)  
tel. +48 48 502 012 829, +48 22 609 19 00  
TRANSMEBLE INTERNATIONAL, Mr Daniel Pikuła,  
tel. +48 504 103 563, e-mail: [daniel@transmeble.com.pl](mailto:daniel@transmeble.com.pl)  
NETLOG POLSKA Sp. z o.o. Tomasz Urbański, tel. +48 668 890 263,  
e-mail: [tomasz.urbanski@netlog.org.pl](mailto:tomasz.urbanski@netlog.org.pl)

**7. REGULATIONS FOR VEHICLE ENTRY INTO THE FAIRGROUNDS AND CAR PARKS**

- 7.1. On June 17-19, 2016 the car park on the MTG SA premises shall be available to setup team vehicles free of charge and shall be unguarded.
- 7.2. Exhibitors shall be entitled to one car park pass free of charge, which authorises them to enter the MTG premises throughout the duration of the Fair (June 19-22, 2016).
- 7.7. The Exhibitor may purchase extra car park passes upon completing application form on [www.baltmilitary.pl](http://www.baltmilitary.pl)
- 7.8. Car Park are not secured.

**8. CLEANING**

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

**9. STAND DISMANTLING**

- 9.1. Regulation dismantling time:

June 22, 2016	16:00 - 20:00 hrs
June 23, 2016	08:00 - 16:00 hrs

**10. CATERING**

- 10.1. The exclusive rights for the catering services in Amber Expo MTG's Exhibition and Convention Centre belongs to company: MMAWW Sp. z o.o. All catering services for participants of the fairs and conferences, exhibitors, co exhibitors are provided by: restaurant & bar AMBER SIDE. **To order please contact: tel. + 48 501 744 096, e-mail: [info@amberside.pl](mailto:info@amberside.pl), [www.amberside.pl](http://www.amberside.pl).**

The remaining details of the formal regulations can be found in:  
Regulations for the Participants in Fairs Organised by Międzynarodowe Targi  
Gdańskie SA ([www.mtggsa.pl](http://www.mtggsa.pl))

\*\* Terms and Conditions for the Exhibitor's and/or Shell Scheme Contractor's Works on MTG SA Gdańsk International Fair Co. Premises and in its Exhibition Halls ([www.mtggsa.pl](http://www.mtggsa.pl))