

TERMS OF PARTICIPATION

1. PARTICIPANT APPLICATION

- 1.1 PIF accepts participant applications (signed original A1 form) provided that the registration fee and the exhibition space lease deposit (as referred below) are paid.
- 1.2 Companies applying for participation are obliged, according to "Regulation for participants of fair", to pay registration fee and co-exhibitor application fee (as referred below).

2. REGISTRATION FEE

- 2.1 The registration fee includes handling costs connected with exhibitor's registration and exhibition space lease order with packet of all additional services:
 - Exhibitor's cards allowing entry on fairgrounds (within entry card allocation acc. to "Specific Provisions" point 4);
 - Exhibitor's catalogue entry (company name, address and phone/fax data) on "Alphabetical exhibitors' list" – in paper catalogue and/or in internet version
 - Exhibitor's catalogue entry on "Exhibitors' list as per Thematic Scope" (up to 5 product groups) – in paper catalogue and/or in internet version
 - 1 catalogue;
 - 10 invitations for fair guests;
 - participation cost of exhibitor's representative in the branch evening and other fair events
- 2.2 The registration fee is PLN 500 net*.
- 2.3 The registration fee should be paid on the basis of invoice made by PIF after registration of the exhibitor
In case of applying 30 days before construction beginning, the exhibitor is obliged to do registration fee payment within 14 days from the issuance date or within 5 days from the date of receiving the invoice.
In case of applying later than 30 days before construction beginning, the exhibitor is obliged to do registration fee payment within 7 days from the issuance date or within 3 days from the date of receiving the invoice, but not later than on the last workday preceding the construction beginning.
- 2.4 The registration fee for foreign exhibitors will be invoiced at the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the invoice issuance date.
- 2.5 The registration fee shall not be reimbursed if the case when participation would be cancelled or if participation agreement would be rescinded.

3. EXHIBITION SPACE LEASE, TERMS OF PAYMENT

- 3.1 Exhibition space prices related to the participation in the trade fair include the following:
 - space rent for the trade fair period and construction and dismantling period;
 - for space with a booth, additionally standard stand construction and equipment as per PIF's design.
- 3.2 In the calculation of stand area, the space is mathematically rounded off to a full square meter.
- 3.3 EXHIBITION SPACE LEASE DEPOSIT
 - 3.3.1 Deposit in respect of exhibition space lease is required for participant application together with the registration fee.
 - 3.3.2 Deposit rate:
 - 20 % of net* space value for purchasers who submit application and pay the deposit by 30.11.2010
 - 20 % of net* space value for purchasers who submit application and pay the deposit between 30.11.2010 and 18.02.2011
 - 100% of total gross charge space value for purchasers who submit application and pay the deposit after 18.02.2011
 - 3.4 A deposit paid by Orderer will not be invoiced. It will be credited to the space lease payment on the day a contract is concluded (Confirmation of Participant Application). An invoice will be issued within 7 days from the date of contract conclusion.
 - 3.5 Remaining payment required for space lease will be invoiced by PIF not earlier than 30 days before the beginning of stand construction period. The amount due as per a final invoice should be paid within 14 days from the invoice issue date or within 5 days from the receipt of the invoice. Please settle payments free of bank costs.
 - 3.6 All settlements of accounts with foreign fair participants for space rent are carried out at the average EUR exchange rate in force on the day of application deadline, as announced by the National Bank of Poland on the last workday preceding the application deadline.
 - 3.7 By invoicing the space rent VAT will be added.

4. CO-EXHIBITOR APPLICATION FEE

- 4.1 Exhibitors indicate co-exhibitors on the A2 form. PIF shall charge exhibitor the co-exhibitor application fee (as per point 2.3.1 and point 2.3.2 of the Regulations for Trade Fair Participants**).
- 4.2 The co-exhibitor application fee includes handling costs connected with co-exhibitor's registration:
 - a) **packet I:**
 - exhibitor cards allowing entry on fairgrounds (within entry card allocation acc. to "Specific Provisions" point 4);
 - exhibitor's catalogue entry (company name, address and phone/fax data) on "Alphabetical exhibitors' list" – in paper catalogue and/or in internet version
 - co-exhibitor's catalogue entry in "Exhibitor directory as per Thematic Scope" (up to 5 product groups);
 - 1 catalogue;
 - 10 invitations for fair guests;
 - participation's cost of exhibitor's representative in the branch evening and other fair events**Co-exhibitor application fee in packet I is 250 PLN net*** for each co-exhibitor.
 - b) **packet II:**
 - exhibitor cards allowing entry on fairgrounds (within entry card allocation acc. to "Specific Provisions" point 4);

- exhibitor's catalogue entry (company name, address and phone/fax data) on "Alphabetical exhibitors' list" – in paper catalogue and/or in internet version

Co-exhibitor application fee in packet II is 50 PLN net* for each co-exhibitor.

- 4.3 The exhibitor should declare chosen co-exhibitor application fee on A2 application form.
- 4.4 The co-exhibitor application fee will be invoiced within 7 days from the fair conclusion date. Exhibitor should make the appropriate payment within 14 days from the issuance date or within 5 days from the invoice receiving day.
- 4.5 All settlements of accounts with foreign fair participants for co-exhibitor participation are carried out by PIF at the average EUR exchange rate in force of the last working day before the fair, as announced by the National Bank of Poland on the last working day preceding the first day of fair.

5. TERMS OF PAYMENT FOR THE REMAINING SERVICES

- 5.1 Payment rules for stand construction services are regulated in separate agreement.
- 5.2 All settlements of accounts with foreign fair participants for the remaining services (catalogue advertisement, advertising structure, invitations, additional entry cards, electrical and water supply installation, furniture and other equipment hire, personnel hire, stand cleaning, etc.) are carried out by PIF at the average EUR exchange rate in force on the first day of the fair, as announced by the National Bank of Poland on the last working day preceding the first day of fair.
- 5.3 All settlements of accounts with foreign fair participants for electricity consumption are carried out by PIF at the average EUR exchange rate in force of the last working day before the fair, as announced by the National Bank of Poland on the last working day preceding the first day of fair.

6. ELECTRICITY CHARGE

- 6.1 PIF shall charge exhibitors a flat fee for electricity consumption during the fair (as per point 3.9 of the Regulations for Trade Fair Participants**). The rates depend on the power supplied and are as follows:

Power supply	Net fee for use of electricity
3 kW (1x16A)	41,40
9 kW (3x16A)	124,20
14 kW (3x25A)	193,20
18 kW (3x32A)	248,40
36 kW (3x63A)	496,80
2,3 kW (1x10A) 24 h	25,40
9 kW (3x16A) 24 h	99,36

- 6.2 An invoice for use of electricity shall be issued within 7 days from the fair conclusion date.
- 6.3 All settlements of accounts with foreign fair participants for electricity consumption are carried out by PIF at the average EUR exchange rate in force of the last working day before the fair, as announced by the National Bank of Poland on the last working day preceding the first day of fair.

7. WASTE DISPOSAL FEE

- 7.1 Obligatory waste disposal fee will be collected by PIF from construction builders. Its amount is dependant on the stand size (required space):
 - a) 3,90 PLN net* for 1m2 of required space till 150m2
 - b) lump sum is carried out in the case of space bigger than 150m2; its amount is 585 PLN net*
- 7.2 An invoice for waste disposal shall be issued within 7 days from the fair conclusion date. By invoicing VAT will be added.
- 7.3 All settlements of accounts with foreign fair participants for electricity consumption are carried out by PIF at the average EUR exchange rate in force of the last working day before the fair, as announced by the National Bank of Poland on the last working day preceding the first day of fair.

8. CHARGES AND BANK CHARGES

- 8.1 All charges for participation in the trade fairs and exhibition services should be paid by payers as free of bank charges.

9. VAT FOR FOREIGN CONTRACTORS AFTER 1.01.2011

- 9.1 Invoice **with VAT included**
 - for service of entry and car entry (tickets, invitations, entry cards, car entry cards, parking fees etc.);
 - for fair services **paid for exhibitor/co-exhibitor with the company headquarters in Poland.**
- 9.2 Invoice **with VAT excluded** for fair services for purchasers:
 - EU VAT ID holders with company headquarters in EU,
 - whose business activity address is located outside EU.In condition that the **service is not provided** for exhibitor/co-exhibitor that has company headquarters in **Poland.**
- 9.3 The condition to issue the invoice with VAT excluded for the foreign contractors is to hold **EU VAT ID** and write it down on forms applied to PIF.

* prices net do not include VAT

** „Regulations for trade fair participants” are available on the website www.epla.pl
On Exhibitors' request Regulations will be send by post.