

## CEDE 2018 RULES & REGULATIONS constituting, together with "Technical and Fire Safety Regulations in force on the grounds of Poznan International Fair Ltd." the integral part of the order (Appendix 1)

The provisions of these Rules & Regulations apply to participants of the **27<sup>th</sup> Central European Dental Exhibition CEDE 2018** organised on **September 20-22, 2018** by Exactus sp.j. with its registered office in PL-90-418 Łódź, Al. Kościuszki 17, hereinafter referred to as "Organiser".

Exhibition venue:

Międzynarodowe Targi Poznańskie (Poznan International Fair), ul. Głogowska 14, 60-734 Poznań, Poland

Exhibition pavilions: 7, 7A, 8, 8A

Exhibition opening dates and times:

### September 20 – 21, 2018

9:00 – 18:00 - for visitors

8:00 – 19:00 - for exhibitors.

### September 22, 2018

9:00 – 16:00 - for visitors

8:00 – midnight - for exhibitors.

Stand assembly: September 16 –18, 2018 7:00– 24:00

September 19, 2018 8:00 – 20:00

Stand dismantling: September 22, 2018 18:00 – 24:00

September 23, 2018 7:00 – 24:00

September 24, 2018 7:00 – 16:00

The Organiser reserves the right to update assembly/dismantling dates given above due to technical conditions.

Submission of the **Form A "Exhibition Space Application"** before **March 30, 2018** entitles to the early bird rate of the registration fee (see point 1.3 and point 4.1.3).

## 1. EXHIBITION SPACE APPLICATION & EXHIBITION SPACE ORDER

**1.1.** The application for participation in the exhibition and orders for the exhibition space should be submitted by completing the **Form A "Exhibition Space Application"** which is accessible only online at [www.cede.pl](http://www.cede.pl) (tab: Exhibitors) and sending the completed form to the Organiser by clicking the "Save" button.

The orders for further exhibition spaces should be placed by completing a separate **Au Form „Additional Space Order"** for each further required space.

**1.2.** No further registration fee shall be charged in case of submitting orders for further exhibition spaces.

**1.3.** Submission of the "Exhibition Space Application" shall be understood as submission of the offer for participation in the fair. The date on which the application form is received by the Organiser is deemed to be the date of the application for participation.

**1.4.** Any changes in the application forms may be made only through the Exhibitor's on-line account in the Exhibitor Panel at [www.cede.pl](http://www.cede.pl)

**1.5.** The Organiser shall confirm acceptance of participation in a separate e-mail message with the following attachments (PDF files):

- „Exhibition space order", including size, type and location of allotted exhibition space,

- proforma invoice covering the registration fee,

- proforma invoice stating value of the ordered space and terms of payment.

The documents indicated above shall be sent to the email address provided in the A Form and will be available in Exhibitors Panel.

Each „Additional Space Order" shall be confirmed in the same way.

**1.6.** The date on which the Organiser receives the original copy of the "Exhibition Space Order" approved and signed by the Exhibitor is deemed to be the date of conclusion of the agreement.

**1.7.** The Exhibitor's Account in the Exhibitor Panel enables constant access to the status of orders and payments.

**1.8.** The Exhibitor's registration takes place when the Organiser has received the original copy of the "Exhibition Space Application" approved and signed by the Exhibitor and the payments resulting from proforma invoices sent to the Exhibitor.

**1.9.** The Organiser will examine Exhibitor's Application for Participation depending on the exhibition space availability and technical capabilities.

Stands with the area of 50 m<sup>2</sup> and larger ordered **until January 31, 2018** shall enjoy priority as regards their location in the exhibition area.

**1.10.** The Organiser reserves the right to reject the offer for the participation in the fair (e.g. due to the non-compliance of the offer with the thematic scope, shortage of exhibition space, etc.).

**1.11.** Any changes to the space lease agreement as well as to the orders for other services shall be made through the Exhibitor's Account.

## 2. ALLOCATION OF THE EXHIBITION SPACE

**2.1.** The Organiser shall allot the exhibition space taking into consideration the following:

- the Exhibition's location possibilities,

- the Exhibition's arrangement scheme,

- the profile of the Exhibitor's stand,

- the satisfaction level of the Exhibitor relating to the location of his stand in the previous years; nevertheless it is understood that the previous locations are not guaranteed during successive exhibitions.

**2.2.** Exhibitors who, in the opinion of the Organiser, are crucial for the exhibition and accompanying events are entitled to booking of exhibition space in the first instance.

Stands with the area of 50 m<sup>2</sup> and larger applied for **until January 31, 2018** shall enjoy priority as regards their location in the exhibition area.

**2.3.** The minimum required stand area is 9 m<sup>2</sup>.

**2.4.** The ordered exhibition area below 9 m<sup>2</sup> will be accepted conditionally and does not guarantee the exhibitor allotment of the area in the first place. The area will be allotted according to location-technical conditions when the total layout of the exhibition is ready.

**2.5.** The Organiser reserves the right to change the original allotted exhibition space specified in the "Exhibition Space Application" or/and "Additional Space Order" due to changes in space availability. Should this be the case, the Exhibitor may not claim damages from the Organiser.

**2.6.** The exhibition space let to the Exhibitor may be used only by this Exhibitor.

**2.7.** The Exhibitor may make his exhibition space accessible for other Exhibitor only upon the Organiser's consent given upon the submission of a written request.

**2.8.** The structural elements of the exhibition pavilions may be localized within the allotted stand area. The price calculation is based on the exact measurements of the allotted space.

**2.9.** The exhibition space will be made available on condition that all due payments resulting from the concluded participation agreement were made.

## 3. CO-EXHIBITORS AND REPRESENTED COMPANIES

**3.1.** The exhibitor is required to apply on a separate form **Aw "Co-exhibitor Application"** for participation as co-exhibitors of other entities which will use a part of the exhibitor's stand to promote their own products and/or services and employ their own staff for this purpose. The Co-Exhibitor Application form is available on-line only.

**3.2.** The Organiser shall charge the entity applying for a participation of a co-exhibitor a registration fee specified in "Co-exhibitor Application" **Form Aw** acc.to point 4.2.3 of the Regulations.

**3.3.** Co-exhibitors shall have all privileges and obligations of exhibitors, as specified herein.

**3.4.** Exhibitors/co-exhibitors shall use a **Form B "Obligatory catalogue entry"** to apply for participation, as represented companies, of other entities whose products and/or services will be presented at the exhibitor's stand but without the participation of their staff.

The data of the registered represented companies will be entered into the catalogue as represented companies, with the indication, which exhibitor/co-exhibitor acts as their representative. No additional fee shall be charged on application for participation of represented companies.

## 4. PAYMENT TERMS AND CONDITIONS

### 4.1. Exhibitor's registration fee

**4.1.1.** The entity submitting the application for participation in the exhibition has the obligation to pay the registration fee referred to in the **A Form "Exhibition Space Application"** and in point 4.1.3. of these Rules & Regulations.

**4.1.2.** The Exhibitor's registration fee covers handling costs related to the Exhibitor's registration and ordering the exhibition space, and the following package of additional services:

- basic entry into the exhibition catalogue (printed version and online version at [www.cede.pl](http://www.cede.pl)),

- placement of the company logo in CEDE 2018 exhibition catalogue (printed version and online version at [www.cede.pl](http://www.cede.pl)),

- entry into the CEDE mobile application,

- one permanent car entry pass for accessing the MTP grounds for the entire period of stand assembly, exhibition and dismantling,

- including of the company details and the logo on the interactive map of CEDE 2018 exhibition.

**4.1.3.** The amount of registration fee is included in application **A Form "Exhibition Space Application"**.

Placing the exhibition space order **before March 30, 2018** entitles to the "early bird" rate of the registration fee.

The registration fee should be paid by the date indicated on the respective proforma invoice.

The proforma invoice will be sent to the Exhibitor by email together with the **"Exhibition space Application"**.

**4.1.4.** In case the payment is not made by the date indicated on the respective proforma invoice, the Organiser is entitled to cancel the Exhibitor's order.

**4.1.5.** The registration fee is non-refundable.

#### **4.2. CO-EXHIBITOR'S REGISTRATION FEE**

**4.2.1** The entity applying for participation on **"Co-exhibitor Application" Form Aw** shall pay the registration fee specified in the **Aw** Form.

**4.2.2** The Co-Exhibitor's registration fee covers handling costs related to the Exhibitor's registration, and the following package of additional services:

- basic entry into the exhibition catalogue (printed version and online version at [www.cede.pl](http://www.cede.pl)),
- placement of the company logo in CEDE 2018 exhibition catalogue (printed version and online version at [www.cede.pl](http://www.cede.pl)),
- entry into the CEDE mobile application,
- one permanent car entry pass for accessing the MTP grounds for the entire period of stand assembly, exhibition and dismantling,
- including of the company details and logo on the interactive map of CEDE 2018 exhibition.

**4.2.3.** The amount of registration fee is included in **"Co-exhibitor Application" Form Aw**.

Submission of the Form Aw - **before May 18, 2018** entitles to the "early bird" rate of the co-exhibitor's registration fee.

**4.2.4.** The lack of payment within the dates stipulated on the pro-forma invoice entitles the Organiser to cancel Co-exhibitors application.

**4.2.5.** The co-exhibitor's registration fee is non-refundable.

#### **4.3. EXHIBITION SPACE PAYMENT**

**4.3.1** Raw serial exhibition space rental price is included in application **Form A "Exhibition Space Application"**.

**4.3.2.** Exhibition space of corner, peninsula and island type is subject to the surcharge as per pricelist included **Form A "Exhibition Space Application"**. The surcharge is added to the raw serial exhibition space price.

**4.3.3** Exhibition space rental covers: space rental fee for the period of exhibition, assembly and dismantling, id badges for the staff on the stand in the number of 1 badge per each 3 m<sup>2</sup>.

**4.3.4** Exhibition space rental price does not cover: stand assembly and furnishing costs, costs of stand cleaning during the exhibition, costs of catalogue entries, costs of connecting the stand to power supply network and other services ordered separately by the exhibitor.

**4.3.5.** Fees for the exhibition space should be made by deadlines set forth in the proforma invoice:

- first instalment in the amount of 10% of the gross value of the ordered space, together with the registration fee
- **by May 21, 2018** – second instalment in the amount of 40% of the gross value of the ordered exhibition space,
- the remaining gross amount should be paid

**by June 20, 2018** – for payment with discount as per. p.4.3.10

**by July 20, 2018** – for payment without discount

In case of failure to make payments by the deadlines indicated the Organiser will be entitled to cancel the order and allot the ordered space to other companies.

**4.3.6.** For the orders placed after July 20, 2018, the full amount should be paid within 3 days from the receipt of the "Exhibition space order" based on the enclosed proforma invoice.

**4.3.7.** In case the company who orders the exhibition space is not the invoice payer / addressee, it should

- include the correct invoicing data in form A
- provide the Organiser with the written consent of the payer and all data required for the issuance of invoice in accordance with Polish tax provisions as well as e-mail address of the payer/addressee.

**4.3.8.** Should the Payer fail to meet its payment obligations, all costs will be charged to the Exhibitor.

**4.3.9.** If several Exhibitors order common exhibition space, the type of the common stand is the only basis for charging fees for the exhibition space for individual Exhibitors.

**4.3.10.** Discounts.

The exhibitor who will place the exhibition space order before **March 30, 2018** and will made the full payment for the ordered exhibition space by

**June 20, 2018** is entitled to a discount in value of the ordered exhibition area price; such discount depends on the size of the exhibition space assigned and confirmed by the Organiser

- Exhibition space of 18-49m<sup>2</sup> – discount of 3 %
- Exhibition space of 50-99m<sup>2</sup> – discount of 5 %
- Exhibition space over 100 m<sup>2</sup> – discount of 7 %

The discount value should be deducted from the last payment to be made by **June 20, 2018**.

#### **4.4. LUMP SUM FEE, WASTE COLLECTION FEE**

**4.4.1.** The entity realising the individual stand construction and for this reason ordering technical services (E Form) should pay the lump sum fee and waste collection fee as per Technical Services order form E

**4.4.2.** The lump sum fee covers the following services:

- electric energy consumption during stand assembly and dismantling,
- water consumption during stand assembly and dismantling,
- operational supervision during the exhibition,
- daily stand cleaning during the exhibition,
- entry cards for the staff dealing with stand assembly and furnishing.

**4.4.3.** The fees mentioned in points 4.4.1. should be transferred to the Organiser's bank account within the deadline mentioned on the proforma invoice.

#### **4.5. STANDARD STAND CONSTRUCTION PAYMENT**

**4.5.1.** The Exhibitor may order from the Organiser the construction of a standard stand. In such case the Ordering Party should complete and send to the Organiser Form C - "Order for stand construction".

**4.5.2.** The Organiser shall commence the works ordered after the Ordering Party has paid the fees listed in the aforementioned Order and other amounts due and resulting from the concluded exhibition participation agreement.

**4.5.3.** The lump sum fee and the waste collection fee is included into the standard stand construction price.

**4.5.4.** The standard stand construction fees should be paid within the deadline mentioned on the proforma invoice.

#### **4.6. ADDITIONAL SERVICES PAYMENT**

**4.6.1.** The Exhibitor may order from the Organiser the additional equipment and/or services by completing and sending to the Organiser the respective order forms.

**4.6.2.** The fees for additional equipment and ordered services should be paid within the deadline mentioned on the proforma invoice.

**4.6.3.** The unit price of the additional equipment ("Additional Equipment Order" D Form) is increased by 30% in relation to prices indicated in this order form if ordered **after July 20, 2018**.

**4.6.4.** The costs of transportation, storage, staff hiring and other services the value of which may be defined only when carried out – including the costs of services and equipment ordered during the exhibition – shall be paid upon the conclusion of the exhibition, within 7 days as from the receipt of the invoice.

#### **4.7. INVOICES**

**4.7.1.** The invoices for the ordered services will be issued in accordance with the provisions of the Goods and Services Tax Act and sent to the Exhibitor by email to the address indicated in the **A** Form.

**4.7.2.** The down payments will be invoiced in accordance with the provisions of the Goods and Services Tax Act. Down payments made by the Ordering Party will be settled in the order adopted by the service provider.

#### **4.8 . PAYMENTS, BANK CHARGES / COMMISSIONS**

**4.8.1.** All payments for participation in the exhibition (registration fee, co-exhibitor application fee, lump sum fee, orders for exhibition space and other fair services) and exhibition services as well as all bank charges and commissions related to the same shall be covered by the payer.

**4.8.2.** All payments relating to participation in the exhibition shall be made to the bank account listed in invoices.

#### **5. VALUE ADDED TAX (VAT)**

**5.1.** The Organiser shall issue **invoices with the value added tax (VAT)** on:

- a) admission and car entry services and connected auxiliary services (tickets and entry cards, invitations, car entry cards, parking cards, etc.), irrespective of where a fair contractor has a seat or permanent place of business activity
- b) other trade fair services provided to the contractors with a seat or permanent place of business activity in Poland.

**5.2.** The Organiser shall issue **invoices without the value added tax (VAT)** on trade fair services other than mentioned in point 4.1.a):

- a) for contractors with a seat or permanent place of business activity in a European Union Member State,

b) for contractors with a seat or permanent place of business activity outside the territory of the European Union, provided that the recipient of the service is not an exhibitor/co-exhibitor who has a seat or permanent place of business activity in Poland.

**5.3.** An invoice without the value added tax (VAT) shall be issued to foreign contractors with a seat or permanent place of business activity in the EU Member State provided that EU VAT ID is given in the exhibition order forms.

**5.4.** An invoice without the value added tax (VAT) shall be issued to foreign contractors from outside the EU provided that the Organiser receives the document confirming that such contractor conducts business activity in the country where its registered seat is.

Legal base: Value Added Tax Law of March 11, 2004 (Consolidated text, 2011 Dz. U. 177/1054, article 28b);

EU Council Regulation no 282/2011 of March 15, 2011.

## **6. CANCELLATION OF PARTICIPATION**

**6.1.** The applicant may withdraw from the concluded agreement. Cancellation of the participation in the exhibition for its validity shall be made in writing.

**6.2.** Withdrawal from a contract does not release from the obligation of payment.

**6.3.** Should the Organiser reject the application for participation all payments made by the applicant shall be refunded; however, the applicant is not entitled to any other claims.

**6.4.** Entities which have cancelled their participation offer or withdrawn from participation agreement shall not be entitled to services covered by the registration fee. Exhibitor's ID badges authorizing entry to the exhibition area and invitations to accompanying events received from the Organiser shall be returned.

## **7. STAND CONSTRUCTION**

### **7.1. STAND ASSEMBLY AND DISMANTLING**

Stand assembly:	September 16 –18, 2018	7:00– 24:00
	September 19, 2018	8:00 – 20:00
Stand dismantling:	September 22, 2018	18:00 – 24:00
	September 23, 2018	7:00 – 24:00
	September 24, 2018	7:00 – 16:00

The Organiser reserves the right to update assembly/dismantling dates given above due to technical conditions.

In case the Exhibitor or the provider of construction services exceeds the pavilions' regular operation time, the additional fee shall be charged for each started working hour according to p.7.2.8 of the Regulations.

**Note:** all „dirty” assembly works should be finished **by 3 p.m. on September 18, 2018.**

**7.1.1.** The stand dismantling before the end of the exhibition is prohibited. It is forbidden to remove exhibits before the end of the exhibition. The exhibits may be removed only when the exhibition has been closed for visitors on the last day of the trade fairs.

**7.1.2.** The stand dismantling may begin at the earliest in 2 hours after the exhibition has been closed for visitors. The Organiser is not liable for objects left in the stands at that time.

**7.1.3.** The exhibits may be fixed to the stand walls and ceilings only by methods accepted by the stand constructor. No object may be screwed in, nailed nor glued to the stand walls.

**7.1.4.** Unpacking and packing may take place only in the presence of the Exhibitor (upon the approval of the Customs Office – where required).

**7.1.5.** Stand components and equipment left behind without notifying the Organiser and not removed within the dismantling period shall be deemed as abandoned property. Such elements/equipment will be removed at the *exhibitor's expense* and liability

**7.1.6.** Electrical, phone, water supply and sewage connections, compressed air connections, computer connections and services related to the attachment of various elements to fix ceilings in exhibition pavilions shall be provided exclusively by the Organiser in cooperation with relevant MTP technical services. The exhibitors may order the services mentioned above by completing the Form E “Technical Services Order”.

### **7.2. INDIVIDUAL STAND CONSTRUCTION**

**7.2.1.** The Exhibitor may handle the stand assembly and furnishing works by his own means or commission the trade fairs stand constructing company.

**7.2.2.** The Exhibitor / stand constructor shall comply with “Technical and Fire Safety Regulations in force on the grounds of Poznan International Fair Ltd.” annexed hereto as Appendix 1.

**7.2.3.** The Exhibitor who assembles his stand by his own means or commissions another company shall pay the lump sum fee as specified in point 4.4. of the Regulations.

**7.2.4.** The Exhibitor/stand constructor shall send to the Organiser, by **July 20, 2018**, the completed and signed **Form Z “Stand Constructor Form”**

**7.2.5.** The Exhibitor / stand constructor shall agree, by **July 20, 2018** with the Organiser and MTP (Technical Coordinator/employee of the Fair Organiser's Office) the development plan of the rented area (in 2 projections, with height description).

**7.2.6.** Every individual stand constructor has the obligation to carry out cleaning works (vacuuming, cleaning, removing protective film, etc.) upon the completion of stand assembly.

**7.2.7.** All works causing dust formation have to be completed **by 15:00 on September 18, 2018** and the stand and its vicinity have to be left clean by Stand Constructor. In case of failure to meet this requirement the Organiser will carry out the cleaning works at the Exhibitor's / stand constructor's cost and risk.

**7.2.8.** The individual stand constructor who carries out construction works after the hours stipulated in the Exhibition's Rules & Regulations shall pay the flat rate per commenced hour of prolonged work and the costs of necessary extra supervision of other stands in the pavilion.

**7.2.9.** The individual stand constructor shall submit the request for the prolongation of assembly works to the Organiser not later than by 15:00 on the day of anticipated prolongation of assembly works.

**7.2.10.** Should the stand constructor fail to meet its obligations to make the aforementioned payments, all amounts payable due to the prolongation of the stand construction time shall be paid by the Exhibitor who ordered the stand construction.

**7.2.11** No technologies may be used that are likely to cause any damage to the building's structure or the building's elements or systems, nor an open fire be used nor any activities be undertaken that are likely to start a fire

**7.2.12** The exhibition area should be restored to its original state (removed stand construction elements, carpet and adhesive tape from the floor) within 3 days of the official end of the exhibition.

**7.2.13** If the exhibition area has not been cleaned or restored to its original state within 3 days of the official end of the exhibition, the Organiser shall have the right to organise and carry out these tasks at the cost of the exhibitor and the contractor. In such a case, the stand constructor undertakes to cover any and all expenses relating to the disassembly and removal of items and the stand elements, the transport and utilization thereof and the repair of any damage to the building's structure or the building's elements or systems

**7.2.14** Any items or exhibition elements left without the organiser's written approval as well as other equipment and devices which have not been removed within 3 days of the official end of the exhibition shall be deemed abandoned and become the organiser's ownership without any right to compensation.

If the organiser is charged with any expenses relating to the removal, transport and/or utilization thereof, the stand constructor shall be obliged to cover the abovementioned expenses

**7.2.15** The work shall be carried out only by staff or subcontractors in possession of the relevant professional qualifications as well as the licenses and experience necessary to perform the task and who can guarantee that the task will be performed with due care to ensure the safety of third parties.

### **7.3. ORDER FOR STANDARD STAND CONSTRUCTION PLACED WITH THE ORGANISER**

**7.3.1.** The general contractor for the standard stand construction is appointed by the Organiser.

**7.3.2.** The Exhibitor may commission the Organiser to construct the stand; in such case he shall complete and send to the Organiser form C- “Order for Stand Construction”.

**7.3.3.** If the projects sent in by the Exhibitor require more material and/or work than a typical stand, the Organiser shall charge additional costs to the Exhibitor.

**7.3.4.** If the Exhibitor who orders a standard stand construction fails to send the development plan of rented space by **July 20, 2018**, the Organiser will plan it according to a typical stand design.

**7.3.5.** The maximum wall height for standard stand construction is 250 cm.

**7.3.6.** The Organiser provides the walls in colours accepted for the exhibition and a fascia board with a company's name.

**7.3.7.** Any changes in stand equipment may be made only till **July 20, 2018.**

The unit price of additional equipment ordered after **July 20, 2018** is increased by 30% .

### **8. FIRE SAFETY REGULATIONS**

The Exhibitor / stand constructor has to comply with fire safety regulations in force in the exhibition place and specified in “Technical and Fire Safety

Regulations in force on the grounds of Poznan International Fair Ltd." annexed hereto as Appendix 1.

## 9. ELECTRICITY

Any stand electrical installation must be developed in compliance with "Technical and Fire Safety Regulations in force on the grounds of Poznan International Fair Ltd." annexed hereto as Appendix 1, and in Chapter 9 thereof in particular.

## 10. CUSTOMS, TRANSPORT AND FREIGHT FORWARDING

**10.1.** The importation (and exportation) of goods by Exhibitors from the non-EU member states means that the goods are brought into or out of the customs territory of the European Community and imposes obligations defined in customs law provisions unless the international agreements provide otherwise.

The Exhibitor from non-EC member state should make himself familiar with the community law provisions in force (Community Customs Code, Common Customs Tariff, relevant regulations) and with the laws and regulations of the Republic of Poland (Customs Act and executor provisions).

### Customs Office MTP (Poznan international Fair) in Poznan

ul. Głogowska 14, 60-734 Poznań

e-mail: ocmtmp@poz.mofnet.gov.pl

Phone +48 61 86-66-737 ; fax +48 61 86-66-710

**10.2.** The Exhibitor bears the risk and costs of transportation and forwarding the exhibits and other goods.

**10.3.** Freight forwarding services on MTP grounds are provided exclusively by MTP and trade fair forwarders contracted by MTP upon adequate agreements.

**10.4.** MTP provides transportation and reloading services (forklift and operator lease). The orders shall be placed via Organiser on U Form.

**10.5.** Trade fair forwarders, referred to in 10.3., have the status of MTP official forwarders and provide forwarding services (transport, handling, storage of packaging, other) and customs services (customs clearance, statistical registration). The following documents are applicable to the provision and settlement of forwarding and customs services:

- "Rules of Forwarding Services Rendered by Official Forwarders of MTP"
- „Uniform Pricelist for Trade Fair Forwarding Services”.

The Exhibitor sends the order for freight forwarding and customs services to the trade fair forwarder chosen from the list below:

### POZNAN INTERNATIONAL FAIR, TRANSPORT SECTION

ul. Głogowska 14 (pavilion 13), 60-734 Poznań, Poland

phone + 48 61 869 23 33; fax +48 61 869 23 30

e-mail: tech@mtp.pl

### PMST Transmeble International sp. z o.o.

ul. Głogowska 14 (pavilion 13), 60-734 Poznań, Poland

tel. +48 61 865 68 07, fax +48 61 865 68 01

www: <http://www.transmeble.com.pl>; e-mail: office@transmeble.com.pl

### C.HARTWIG GDYNIA S. A.

ul. Głogowska 14 (pavilion 13), 60-734 Poznań, Poland

phone +48 22 886 90 56; fax+48 22 609 19 00

e-mail: expo@chg.pl; www.chg.pl

## 11. INSURANCE - SAFETY

**11.1.** The Organiser bears no liability for accidents, damages or loss in Exhibitors'/Stand contractors property caused on the fairgrounds before, during or after the exhibition.

**11.2.** The Organiser bears no liability for damages and loss in Exhibitors'/Stand contractor property caused by:

- Act of God, i.e. nature forces, civil disturbances, acts of government and due to other reasons beyond the Organiser's control i.e. temporary power, gas, compressed air or water supply failure.

- action, failure or negligence of third party incl. other Exhibitors, Poznan International Fair employees, exhibition visitors or stand contractors.

**11.3.** No increased security measures taken in respect of the trade fair grounds shall affect the Organiser's exemption from liability for the aforementioned damages.

**11.4.** The Exhibitor/Stand constructor bears liability for any damages to MTP property (damage, destruction, loss) caused by action or failure of his employees. Such liability relates also to stand construction companies. The damages are appraised by MTP authorities in the presence of the Organiser, representative of the Exhibitor or stand constructor and recorded in a relevant report.

**11.5.** All Exhibitors/Stand contractors shall have a third party insurance policy and shall insure all of their property located on fair grounds (exhibits, equipment and hardware on the stand, stand structural elements and furnishing, private belongings, company cars etc.), both during the fair and

during stand assembly and dismantling period. The insurance certificate shall be presented to the Organiser upon request.

**11.6** Liability insurance covering damage incurred as a result of activities connected with the assembly of the ordered exhibition stand should meet the following requirements:

1) The aggregate limit shall not be less than EUR 125,000.

2) The insurance period shall cover the performance of the work and the occurrence of any negative consequences (damages), including the assembly of the stand, the period of the exhibition and the disassembly of the stand.

3) The insurance shall cover damage sustained in the territory of the Republic of Poland.

4) The insurance shall cover personal injuries and damage to property as well as the financial consequences thereof, including liability for:

a) damage resulting from the improper performance of tasks, activities or services caused by events covered by the insurance and occurring after the said tasks, activities or services have been performed for the customer;

b) damage caused by employees and subcontractors; and

c) financial losses (damage not resulting from personal injury or damage to property) up to an amount of no less than EUR 2,000.

5) The insurance shall not exclude any damage connected with starting a fire or any damage to electronic or medical devices.

6) The insurer shall not pay any amount lower than EUR 500 or 5% of the damage incurred.

7) The insurance includes the following rule of liability:

a) trigger loss occurrence; or

b) trigger act committed.

**11.7.** The Exhibitor/Stand Contractor shall report forthwith in writing to the Organiser and the police station the damage as soon as it has been noticed.

**11.8.** Each Exhibitor / Stand Contractor / visitor should carry the adequate ID badge displayed in a visible place throughout the entire duration of the Exhibition.

## 12. SECURITY

**12.1.** Fair grounds are guarded by MTP security service personnel.

**12.2.** The exhibitor shall secure at his own expense and risk exhibits and equipment against possible damage or losses, both during the trade fair and in the stand assembly and dismantling periods.

**12.3.** Stand guarding services may be obtained for the stand assembly and dismantling periods or the entire term of the fairs provided that the interested party (exhibitor, stand construction contractor, etc.) informs the Organiser about this intention sufficiently in advance.

Stand guarding personnel may be hired following the submission of the U Form.

**12.4.** For the duration of the fair pavilions are opened, closed and sealed in the presence of a commission.

Exhibitors are entitled to delegate their own representatives to such commission. Exhibitor's staff must be present at the stand during exhibition opening hours.

**12.5.** Exhibitors shall make all of the exhibition space available to the commission for the purpose of fire safety checks.

## 13. INVITATIONS

**13.1.** The Organiser sends the e-mail invitations to competent organisations and persons from Poland and from abroad. The invitations printed by the Exhibitors do not authorise the entry to the exhibition grounds.

**13.2.** To raise the importance and prestige of the Conference and Exhibition the Organiser invites the persons of renown in the industry; the costs relating to the above are shared by all participants of the Exhibition & the Congress.

## 14. DOCUMENTS AUTHORISING ENTRY TO MTP GROUNDS DURING ASSEMBLY AND DISMANTLING PERIODS AND DURING CEDE 2018.

**14.1.** Entry to MTP grounds during the exhibition, stand assembly and dismantling is granted upon presentation of Exhibitor identification badges (admission cards).

**14.2.** The Exhibitor ID badges (admission cards) are issued by the Organiser based on a space ordered by the Exhibitor, in amount of 1 badge per each 3 square meters of the ordered space. Should the Exhibitor order badges in number exceeding the above limit the pricelist specified in ID Order Form applies.

The Co-Exhibitor's ID badges are ordered by Exhibitor.

**14.3.** Admission cards for stand construction teams are issued by MTP for the period of stand assembly and dismantling based on a written order placed in Z Form – Registration of Stand Constructor; such admission cards are to be collected on site at the Exhibitors' Reception Desk in Śniadeckich Street.

**14.4.** Car entry cards / passes

Each registered exhibitor receives 1 car entry pass authorising the entry to MTP grounds during the exhibition, stand assembly and dismantling by car only. Additional car entry cards may be ordered in Form U or purchased on site at entry gate at the Western Entrance to MTP grounds from Śniadeckich Street.

The ID badges and car entry cards ordered and paid by deadlines specified in respective Forms shall be available for each Exhibitor on **September 19, 2018** in Exhibition Reception desk in Pavilion 7.

Changes in ID badges after 10<sup>th</sup> September 2018 will be invoiced according to the prices listed in form ID.

#### **15. CATALOGUE & MOBILE APPLICATION**

**15.1.** The exhibition catalogue is free of charge for each exhibition visitor and Congress participant. The catalogue including the program of workshops held during the exhibition in the place of exhibition, companies' data, and the alphabetical list of exhibitors, list of exhibitors as per product groups, floor plan and the list of companies having their representatives in Poland is an important and actual information source for all visitors during the exhibition and after it has been closed.

**15.2.** The entry into the catalogue is obligatory for all Exhibitors/Co-exhibitors.

**15.3.** The exhibitor's data will be published in the printed catalogue, online catalogue at [www.cede.pl](http://www.cede.pl), in the CEDE mobile application and on the onsite interactive map of exhibition, subject to the completion of the **B Form - „Obligatory catalogue entry”**.

**15.4.** The Organiser warrants that the Exhibitor's/Co-exhibitor's data will be entered into the printed version of the catalogue if the Exhibitor completes the **B Form by June 11, 2018**.

**15.5.** Exhibitors and Co-exhibitors have the right to order, through appropriate forms, additional entries and advertisements in the catalogue in the framework of services offered by the Organiser.

**15.6.** The Organiser is not liable for contents of the trade fair offers and advertisements forwarded to be entered into the catalogue, as well as for consequences of editorial errors and omissions in the catalogue.

**15.7.** The Organiser does not warrant the entering into the catalogue advertisements ordered after the deadline for order placement.

**15.8.** The contents of the catalogue entry as well as of the advertisements placed in the exhibition catalogue shall conform to the Polish Pharmaceutical Law currently in force (Dz.U. 92 of 30.04.2004 as amended).

**15.9.** Should the contents of the advertisement be considered unlawful, the Service Provider (Organiser) will be entitled to claim from the Ordering Party the reimbursement of all costs borne in connection with the above.

#### **16. ADVERTISING, DISTRIBUTION OF LITERATURE AND ADVERTISING MATERIALS, PROMOTION CAMPAIGNS**

**16.1.** Advertising materials may be distributed by Exhibitors within their own stands provided that it does not disturb the normal workflow of the other participants.

**16.2.** Advertising outside the Exhibitor's own stand requires written permission from the Organiser and may be performed only through the Organiser. Unauthorized advertisements shall be removed at the expense and risk of the Exhibitor. In such a case the Exhibitor will be charged with the price of using advertisement space.

**16.3.** Distribution of any advertising materials outside the stand through the Exhibitor's staff or/and hired personnel is prohibited.

**16.4.** No company is allowed to carry out any advertising or commercial activity on MTP grounds or in their direct neighbourhood unless it is the Exhibitor of CEDE 2018.

**16.5.** The maximum noise level at the stand resulting from equipment presentation, advertising techniques employed, broadcasting pre-recorded and live music, etc., may not exceed 70 dB. Loudspeaker columns shall not be directed towards passageways and the neighbouring stands.

At the Organiser's request, a Exhibitors should reduce noise to the required level and properly position his stand display equipment or amplification system, failing which the Organiser shall discontinue power or compressed air supply to the stand or close the stand at the fair Exhibitors risk and expense.

Stand closure by the Organiser in cases described may be temporary in nature and continue until such time as the Organiser's instruction is complied with, or it may be permanent, i.e. it shall continue till the end of the exhibition.

Permanent stand closure shall be treated as a sanction for exhibitor's failure to perform under the participation agreement. In such a case, the exhibitor shall not be entitled to refund of his registration fee or exhibition space lease and stand construction. Moreover, the exhibitor concerned shall not be entitled to any compensation, with stand closure being a sanction for his default.

#### **17. SPEAKERS' CORNERS FOR CEDE 2018 EXHIBITORS**

**17.1.** Three speakers' corners areas for Exhibitors will be available in the following exhibition pavilions:

Pavilion 7 – Dental Club

Pavilion 8 – Business Dental Forum

Pavilion 8a – Digital Forum – Dentistry 3.0

**17.2.** Lecture time of 30 min. rental is payable and available for registered CEDE 2018 exhibitors only. The speakers' corner may be used by the exhibitor who placed the rental order and made the payment. The lecture allocated lecture/presentation time may not be misused or shared with the third parties by the tenant.

**17.3.** Rental order must be placed on application form S available on-line through Exhibitor's Panel at [www.cede.pl](http://www.cede.pl) (see: For Exhibitors).

**17.4.** Rental pricelist and regulations will be available in Exhibitor's Panel as from 15 January, 2018.

#### **18. COMPLAINTS AND CLAIMS**

**18.1.** Any complaints from Exhibitors and other fair participants relating to the Organiser should be submitted in writing.

**18.2.** The Exhibitor's complaints regarding the stand construction performed by the Organiser, stand location (place of presentation) and dimensions of the actual space shall be considered by the Organiser provided they are placed by the last day of the Exhibition at the latest (before the stand dismantling).

**18.3.** The Exhibitor's other complaints may be submitted no later than within two weeks as from the closing day of the exhibition.

**18.4.** Upon the expiry of the aforementioned deadlines the complaints shall not be considered.

**18.5.** Any verbal agreement concluded between the Exhibitor and the Organiser's representatives and any decision resulting therefrom are null and void unless made in writing.

**18.6.** No complaint shall exempt the Exhibitor from his obligation to timely payment.

#### **19. LEGAL PROTECTION AND SAFETY STANDARDS REGARDING EXHIBITS**

**19.1.** Products presented at the exhibition (including, but not limited to, machinery and equipment) should have conformity certificates as required by law, including in particular those relating to safety standards. If a product presented at the exhibition has not undergone conformity assessment as required by law, relevant information must be visible at a stand where any such product is displayed.

**19.2.** Exhibits may not be positioned in passageways running along the stand and equipment presentations should not hamper or prevent the safe movement of participants and visitors.

**19.3.** It is recommended that, prior to their presentation at fairs, any new products (goods, solutions, trademarks, etc.) which are to be afforded legal protection be earlier filed with a patent office so that they are not subject to a risk of earlier public disclosure or lack of novelty. In accordance with international legal conventions, patent offices do not allow applications for products (solutions) which are earlier displayed at fairs, except for official or officially recognised exhibitions falling into the scope of the so called Paris conventions.

**19.4.** In case of public presentation or public broadcasting of musical compositions or compositions involving lyrics and music, fair participants must obtain permission of the collective rights management organisations and pay royalties to such organisations. Exhibition participants shall respect the EU community law provisions as well as regulations of the Republic of Poland relating to copyright and related rights protection.

**19.5.** The Organiser shall not be liable for any violation of rights of exhibitors and other exhibition participants obtained by such exhibitors or participants in respect of inventions, utility models, industrial designs, geographical indications, integrated circuit topographies or trademarks, and any copyright, rights under license agreements or assignments, know-how, etc.

#### **20. ORDER REGULATIONS**

**20.1.** The Exhibitor shall comply with order regulations issued by the Organiser.

**20.2.** The CEDE 2018 Exhibitor's badge does not authorise the participation in the Congress lectures.

**20.3.** The vehicles may not be left on the trade fair grounds:

- during the exhibition period –1 hour after closing of the exhibition.

- during the assembly and dismantling period – after midnight.

**20.4.** Leaving a vehicle on MTP grounds beyond the aforesaid time limits shall result in wheel clamping and a penalty. A penalty for breach of order shall not be invoiced.

**20.5.** Traffic regulations apply to MTP grounds. The speed limit for vehicles is 20 km/hour.

**20.6.** The Exhibitor shall deliver the exhibits and exhibition materials at the exhibition grounds **by 20:00 on September 19, 2018** at the latest, and remove them upon the closing of the exhibition, **by midnight of September 22, 2018**.

**20.7.** Photographing, filming and sketching individual stands and exhibits requires the prior consent of the fair participant concerned. Should the above mentioned actions interfere with the organisation and proceeding of the trade fair, they should require the Organiser's consent.

Aforementioned restriction does not concern photo or film documentation of the exhibition prepared on Organiser's request.

**20.8.** No guns, ammunition, explosives, or any other weapons which may endanger safety of persons in the exhibition area may be brought into the exhibition area.

**20.9.** Animals may not be brought (introduced) into the exhibition area.

**20.10.** Smoking in exhibition pavilions is prohibited. In these matters the provisions of Act on Protection of Health Against the Effects of Use of Tobacco and Tobacco Products of 10.04.2010 (81/529 Dz. U. Of 2010, as amended) apply.

## **21. FINAL PROVISIONS**

**21.1.** All Exhibitors, Co-exhibitors, stand contractors and other exhibition participants shall comply with laws and regulations currently in force, including the rules and regulations specified herein as well as "Technical and Fire Safety Regulations in Force on the Grounds of Poznań International Fair Ltd" attached as Appendix 1 hereto. Those guilty of neglect or abuse of the above bear full liability for any damage or loss suffered by the Organiser or the third parties.

**21.2.** The Exhibitor should comply with the law provisions of the European Union (European Community) and the Republic of Poland currently in force.

**21.3.** The Organiser reserves the right to cancel, shorten or change the date of the exhibition in the event of circumstances beyond the Organiser's control. In such case the Exhibitor is not entitled to any damages, compensation, or reduction of payments for the participation.

**21.4.** Any and all disputes which may arise from the participation in the exhibition or from works, deliveries and services rendered from the Organiser by the Exhibitors shall be settled by the District Court in Łódź.

**21.5.** For the purposes of dispute settlement the Polish language text of these Rules and Regulations shall prevail. The interpretation of the provisions hereof shall be governed by the Polish law.