

SPECIFIC PROVISIONS ART&CRAFT FESTIVAL 2019

1. APPLICATION DEADLINE:

12 SEPTEMBER 2019

After the date mentioned applications shall be considered provided exhibition space still available.

2. FAIR OPENING DATES AND HOURS

2.1. Fair dates: 29.11 - 1.12.2019

2.2. Fair opening hours:

·Friday, 29 November:

- for exhibitors: 7.00 a.m. - 8.00 p.m. (construction till 12.00 a.m.)
- for visitors: 12.00 a.m. - 7.00 p.m.

·Saturday, 30 November:

- for exhibitors: 9.00 a.m. - 8.00 p.m.
- for visitors: 10.00 a.m. - 7.00 p.m.

· Sunday, 1 December:

- for exhibitors: 9.00 a.m. - 10.00 p.m. (dismantling - liquidation of exposures by exhibitors after 6 p.m.)
- for visitors: 10.00 a.m. - 6.00 p.m.

3. STAND CONSTRUCTION AND DISMANTLING PERIODS

- Construction (arranging stands by exhibitors): 28.11.2019

Pavilions and fairgrounds opening hours: 7.00 a.m. - 10.00 p.m.

- Dismantling (liquidation of buildings by IPF): 02.12. 2019

Pavilions and fairgrounds opening hours: 7.00 a.m. - 4.00 p.m.

4. ENTRY CARDS

4.1. An **exhibitor card** will be required from exhibitors to enter PIF grounds during stand construction, fair duration and dismantling periods.

4.2. Exhibitor cards are provided depending on the size of exhibition space:

- 1 exhibitor card - presentation stand 3 sq m
- 2 exhibitors cards - presentation stand 6 sq m

4.3. Any **additional exhibitor cards** over the numbers stated above are being sold on “Exhibitor’s Zone” portal or at the Exhibitor’s Reception Desk from the first day of assembly period and the payment is made by cash or pay card.

4.4. **Entry cards for stand constructing teams** for stand assembly and dismantling periods shall be provided by MTP based on a written order from an exhibitor or stand constructor. The cards can be collected at the Exhibitors’ Reception Desk.

5. CAR ENTRY AND PARKING CARDS

5.1. **Permanent car entry cards** will be assigned to exhibitors and co-exhibitors according to:

- 1 permanent car entry card for each exhibitor
- 1 permanent car entry card for each co-exhibitor

5.2. **Fair participants** are entitled to enter the fairgrounds (or other parking indicated by PIF):

a) **by passenger cars** or delivery cars with additional passenger space - during the fair, stand construction and dismantling periods - upon the **permanent car entry cards**.

b) **by delivery cars** - on the last fair day, when the grounds are closed to the visitors or during stand construction (except last day of stand construction*) and dismantling period - on the basis of **car entry cards for stand constructing teams**.

5.3. Any **additional car entry cards** over the numbers stated above are being sold on “Exhibitor’s Zone” portal or at the Exhibitor’s Reception Desk from the first day of assembly period and the payment is made by cash or pay card.

5.4. **Stand constructors** and **deliverers / recipients** of exhibits are entitled to enter the fairgrounds by car during stand construction and dismantling period, on the basis of assembling/ dismantling car entry cards or delivery / receipt order.

Car entry cards for stand constructing/ dismantling teams are issued on the basis of written order at the Exhibitor’s Reception Desk.

5.5. On the last fair day, i.e. 1.12.2019, after 6.00 p.m., **for stand dismantling purposes** the car entrance will be allowed for passenger cars, trucks with a payload capacity of up to **8 tons** and length up to **8 m, without trailers**.

Large trucks, trucks with trailers, other large-size and special purpose vehicles may enter the fairgrounds the following day, i.e. 2.12.2019.

5.6. It is not allowed to:

- enter the fairgrounds without valid, authorized car entry documents,
- park vehicles at escape routes and walking areas,
- leave vehicles on the fairgrounds during the trade fair - after 7 p.m.,
- leave vehicles on the fairgrounds in the stand construction and dismantling periods - after 10 p.m.

Entering the fairgrounds without valid, authorized car entry documents, parking vehicles at escape routes and walking areas or leaving the vehicle at the fairgrounds after the time specified herein without MTP's permission and at a place other than the designated one will be wheel clamped and a fine of PLN 200 will be imposed. The fine will not be invoiced.

5.7. There is a possibility to use MTP's car park located near the fairgrounds (Matejki Str.).

On 29.11 - 1.12.2019 (trade fair period) **permanent or single-use parking cards** are obligatory.

Permanent parking cards are sold at the car park in Matejki Street 63. **Single-use parking cards** are available by drive-in to the MTP car park. Payment by cash or credit card.

6. SALEDESIGNED AND PRESENTED EXHIBITS

It is allowed to retail trade designed and presented exhibits in presentation module during Festival.

7. VALUE ADDED TAX (VAT)

7.1. MTP shall issue an 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 the fair contractors 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**.

7.2. MTP shall issue an **invoices without the value added tax (VAT)** on trade fair services other than mentioned at p.7.1.a), for contractors ordering those services whose seat or permanent place of business activity is situated in the EU Member State or in the country outside of EU, 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**.

7.3. 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 Application form U.

ART & CRAFT FESTIVAL PROJECT TEAM:

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STANDS PRESENTATION BUILDING AND OTHER EQUIPMENT

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** gross value includes the value added tax (VAT), if applicable*