

**REGULATIONS FOR VISITORS**  
**EXHIBITIONS AND OTHER EVENTS ORGANIZED BY MTP**

**§ 1**

**General Provisions**

1. The Regulations apply to the Visitors of the exhibitions and other events organized by Miedzynarodowe Targi Poznanskie sp. z o.o. with its registered office in Poznan, 60-734 Poznan, ul. Glogowska 14, registered in the National Court Register – Regional Court in Poznan – Nowe Miasto and Wilda in Poznan 8th Economic Division of National Court Register under the number KRS 0000202703 with the share capital of PLN 42,310,200.00 and registered as an active VAT payer - NIP number 7770000488, hereinafter referred to as MTP. The Regulations also apply to the Visitors of the exhibitions / events co-organized by MTP and Partners.
2. The Regulations define the rules for the provision of services to the Visitors, in particular the conditions of (individual or group) entry and the order regulations that apply to the Visitors of the exhibitions and other events organized in the area that belongs to the MTP's registered office in Poznań or in other location, hereinafter also referred to as the event venue.
3. The Regulations are available in the MTP's registered office (at ticket offices and in Visitors' Service Centres), as well as on-line at [www.grupamtp.pl](http://www.grupamtp.pl) and on the websites of various exhibitions / events organized by MTP and at [www.mtp24.pl](http://www.mtp24.pl) and [www.bilety.mtp.pl](http://www.bilety.mtp.pl) in the on-line Visitors' Service Centre, in a downloadable and printable form (PDF).
4. Entering the Event venue during the exhibitions and other events constitutes acceptance of the present Regulations by the Visitors as well as a commitment to abide by their provisions.
5. Journalists interested in visiting exhibitions and other events are subject to separate conditions of admission and rules for the provision of services by MTP as defined in the Regulations concerning the accreditation of press, available on-line at [www.grupamtp.pl](http://www.grupamtp.pl) and on the websites of particular exhibitions in the on-line Visitors' Service Centre, in a downloadable and printable form (PDF).

**§ 2**

**Admission Policy**

**Categories of Visitors**

1. Detailed rules for admission to various exhibitions and other events are determined by MTP and the co-organizers of events, and they are published by MTP on the websites of particular exhibitions / events as well as in the ticket offices and Visitors' Service Centres in the event venue.
2. Detailed rules for admission include, among other things, the information on the date and opening hours of the exhibitions and other events for Visitors, opening hours of ticket offices, types of admission documents for various categories of Visitors, criteria entitling to the purchase of particular admission documents (e.g. the age of children), admission documents' prices, the date, opening hours and route determination addressed to organized

groups of Visitors, entitlements resulting from the possession of particular admission documents, deadlines for the registration of Professional Visitors.

3. Admission to the event venue is regulated, and sometimes restricted, depending on the nature of an exhibition / event and its importance, as well as the category of a Visitor, for example through the designation of separate exhibition opening days for Professional Visitors and separate opening days for the general public, the designation of separate exhibition opening days for organized groups of Visitors, restricting a part of the exhibitions for adults only, determining the necessity to fulfil the requirement concerning the compatibility of business or education profile with the theme of an exhibition / event in order to obtain a promotional offer for admission, introducing the requirement of registering groups of visitors (school groups, tours) beforehand. MTP reserve the right to close the sale of the admission documents in such situations as for example when the pool of available admission tickets and/or entry cards to the event venue is sold out, or to temporary stop the sale of admission documents to selected exhibitions / events if there is a risk of overcrowding the event venue in the situation of a very large number of Visitors.

4. Admission to the mass event venue is subject to special regulations and restrictions due to the necessity to ensure the safety of the event participants (including Visitors), and the Visitors need to follow, in addition to these Regulations, the provisions of the mass event regulations. The Regulations of particular mass events organized or co-organized by MTP are available in the MTP's registered office, in the event venue (at ticket offices and in Visitors' Service Centres), as well as on-line at [www.grupamtp.pl](http://www.grupamtp.pl) and on the websites of various exhibitions / events organized by MTP and on the websites of particular exhibitions / events, in the on-line Visitors' Service Centre, in a downloadable and printable form (PDF).

5. Admission to the Event venue is only possible on the basis of an admission document which is subject to inspection by MTP (readers of barcodes on admission documents, entrance gates, turnstiles, monitoring), with the exception of free admission cases (no admission document required) stipulated below.

6. If, in connection with the organization of exhibitions / events aimed at the general public, educational, cultural, sports and leisure, etc. objectives are to be accomplished, the admission to some of these events may be free (no admission documents required) for all Visitors, or it may be subject to specific conditions (ticket price lower than usual) for specific groups of Visitors, for example:

a) families with children - on condition that at the MTP ticket office the presence of at least 3 persons related to each other, i.e. one child with their parents or guardians, two children with their parents or guardians is reported,

b) students of specific faculties and universities, the profile of which is associated with the theme of the exhibitions or other events - on presentation of a student card at MTP ticket office.

7. The promotional offer for admission documents to exhibitions and other industry events is addressed to Professional Visitors, and it can be used after registration as stipulated in § 3 of the Regulations.

8. Discount tickets offer for some exhibitions / events is addressed to organized groups of Visitors, and they can be used after the MTP's acceptance of the group registration as stipulated in § 4 of the Regulations.

9. Admission to exhibitions and other events of guests, i.e. the invited persons, is granted on presenting the invitations obtained by such persons. MTP accept the invitations issued (printed) by MTP and the invitations issued (printed) by MTP's partners (co-organizers of exhibitions / events, media, fair participants - exhibitors), but such invitations are subject to prior approval by MTP.

10. The Visitors who purchased the admission documents at the points of sale (ticket offices) in the place of the event may receive the invoice during the exhibition or event at the invoicing points or after the exhibition or event by completing the form and leaving it at the invoicing point, information desk, customer service point during the exhibition or event. The form must be accompanied by the original receipt for the purchase of the documents.

The Visitors who purchased the admission documents on-line at [www.mtp24.pl](http://www.mtp24.pl) or [www.bilety.mtp.pl](http://www.bilety.mtp.pl) may receive an invoice via the service, using the "invoices" tab.

The Visitors who purchased the admission documents at points of direct sale or on-line through the agency of entities which were commissioned by MTP to sell the admission documents to the event, may receive an invoice directly from such an entity (MTP's partner) from which they purchased the documents on conditions stipulated by that entity (at an invoicing point or on-line).

11. MTP shall accept only the tickets sold by authorized partners which were commissioned by MTP to sell the admission documents (the details on the list of recommended partners can be found on the websites of individual exhibitions or events). MTP shall not be liable for the errors of the documents purchased outside the authorized points of sale. Only the purchase of the tickets from authorized distributors shall guarantee the purchase price offered by MTP. The purchase of tickets from other sources poses a risk of buying a fake, inactive, counterfeit, or reworked ticket, making it impossible for the Visitor to participate in the event without the possibility to claim reimbursement of the ticket from MTP.

12. Authorized partners commissioned by MTP to sell admission documents may add operational costs to the admission documents prices specified on the websites by MTP; MTP has no influence on the fact of adding the costs or their amount, as it is an independent activity of MTP partners.

13. For visitors, MTP also offers admission documents with the possibility of car entry (ticket or invitation). The document entitles its holder to enter the fairgrounds located directly next to the exhibition by car subject to the availability of free parking spaces, and in the absence of free parking spaces MTP shall provide a parking space in the car parks in a different location, e.g. in the MTP car park located in the fair area at the Matejko Street (detailed information on alternative car parks is available on the websites of individual exhibitions or events). Due to technical limitations, MTP it is not always able to guarantee to each holder of the document allowing car entry to the fairgrounds that it will be possible to enter the area located directly next to the exhibition.

### **§ 3**

#### **Registration of Professional Visitors**

1. Registration of Professional Visitors is a prerequisite for the use of a promotional offer of admission documents referred to in § 2 Item 7 and defined in the detailed rules of admission stipulated in § 2 Items 1 - 3.

2. Persons representing or appearing in any other way on behalf of legal persons or organizational units and natural persons conducting business activity, whether it is gainful employment or professional career, are authorized to register as Professional Visitors. Persons acting privately, without the relation to business activity, whether it is gainful employment or professional career, are not entitled to register.
3. Professional Visitors representing the industries associated with the theme of the exhibition / event are the only Visitors allowed to register for a particular exhibition or other event.
4. Registration can be done on-line at [www.mtp24.pl](http://www.mtp24.pl) or on other websites specified by MTP on the sites of specific exhibitions or events (24 hours a day, in the period of approx. 3 months prior to the beginning of an exhibition/event until the last day of an exhibition/event), or at the Visitors' Service Centre in the place of the event (during an exhibition or event).
5. Users of the Visitors' Service Centre at [mtp24.pl](http://mtp24.pl) or [bilety.mtp.pl](http://bilety.mtp.pl) are required, prior to the registration on-line, to accept the Regulations of the service.
6. Registration in the Visitors' Service Centre in the Event venue is made by submitting a company's business card or stamp and completing a registration form, in which the data identifying the person registering as a Professional Visitor need to be provided (i.e., in accordance with Item 2, the so-called professional, and not the private data).
7. In order to use the promotional offer addressed to Professional Visitors, Professional Visitors should consent to the processing of their personal data by MTP for marketing and statistical purposes, to the provision of commercial information by e-mail and direct telemarketing activities.
8. The consent referred to in Item 7 is voluntary; however, in the absence of such a consent, MTP shall have the right to refuse the sale of admission documents according to the promotional offer referred to in Paragraph 1. In such a case, Professional Visitors may purchase the admission document at a standard price, according to the rules specified on the websites of specific exhibitions or events.
9. The registration form includes the following elements:
  - a) name and surname,
  - b) position, function, occupation,
  - c) name (company) of the entity / employer / business,
  - d) address of the registered office or place of conducting business activity (country, code and town/city, street),
  - e) contact data: fixed or mobile telephone number, email address, website address (if available),
  - f) tax identification number (NIP) or registration number in the proper register of business activity - in order to confirm the identification,
  - g) type of business (manufacturing, trade, services, etc.),
  - h) sectors of activity,
  - i) size of the entity / business (number of employees, size of the farm, etc.).

The registration form of a Professional Visitor requires the signature of the person filling in the form.

10. The data to be provided in the registration form should be truthful and consistent with the current state of facts, since only such data guarantee the due performance of the service provider's obligations by MTP. Professional Visitors may apply to MTP to amend or supplement the previously provided data. The request to remove the data reported to MTP in the Visitors' Service Centre before the provision of the service (the sales of admission documents) by MTP is understood as a withdrawal from the agreement by a Professional Visitor and it shall result in the termination of the service by MTP.

11. If MTP find out that the data provided in the registration form is inaccurate or inconsistent with the facts, MTP have the right to refuse to sell admission documents according to the promotional offer referred to in Item 1

#### **§ 4**

##### **Registration of Organized Groups of Visitors**

1. The registration of organized groups of Visitors (employees' tours, school groups) is a condition of using the offer for the purchase of an exhibition / event admission documents prepared for such groups as defined in § 2 Item 7 and stipulated in the detailed admission rules referred to in § 2 Items 1 - 4.

2. The group registration form is available on the websites of particular exhibitions / events. Registration of a group tour includes the application of a person representing the tour organizer (e.g. industry chamber) and a list of tour participants including the name and contact details (e.g. e-mail address, phone) of an entity whose employees are the participants of the tour. The minimum number of group members is 10 persons, including the person who is the representative of the group, unless the detailed admission rules stipulated in Section 2 Items 1-4 state otherwise.

3. The school group registration form is available on the websites of a particular exhibition or event. Registration of a school group comprises an application of the school's headmaster or university dean, number of pupils or students, and contact details of the person registering a school group. The minimum number of a school group members is 10 persons, including the group's Guardian, unless the detailed admission rules stipulated in Article 2 Paragraphs 1-4 state otherwise. In the case of a large school group, for every 20 pupils or students there should be one Guardian of age.

4. MTP accepts registration forms from schools / colleges whose educational / scientific profile is associated with the industries which fall within the theme of a particular exhibition / event. The applications, regardless of the profile of the school / college, may be accepted by MTP only with relation to some events aimed at the general public if the detailed admission rules provide for such a possibility due to the educational, cultural, recreational and sports, etc. objectives to be accomplished during such events.

5. Organized groups should be first registered using the registration form available on the website of a specific exhibition or event in order to obtain MTP's approval. Having obtained the approval, the original registration form needs to be provided to MTP no later than on the day of visiting the exhibition or event, directly at the entrance to the event venue. The original application form is the basis for the application of the offer for admission documents to an exhibition or event referred to in Article 2 Paragraph 8 (discount tickets). The detailed method and date of

delivery of the registration forms is determined by the detailed admission rules published on the Internet and agreed for particular exhibitions or events, and by the arrangements made with MTP.

6. MTP reserve the right to refuse the approval of a school group application due to: the failure to state reasons for the necessity of visiting the exhibitions / events in the case of non-compliance of the profile of a school / college to the theme of the exhibition / event, failure to respect the date of submitting the applications determined by MTP, organizational possibilities (e.g. the lack of discount entrance tickets, limited access for school groups on the exhibitors' request). For similar reasons MTP may not accept the application of a group tour.

7. MTP shall confirm the receipt of the application in a manner specified on the website of a specific exhibition or event, in which they shall accept the date and time of entering the exhibition or event suggested by a school, university or group organizer, or they may suggest another date or time of entering the exhibition or event.

8. The application of an organized group of Visitors accepted by MTP entitles the group members to purchase discount tickets in the number corresponding to the number of the group members. In the case of a school group, the fee for the ticket for the Chaperone is the same as for the pupil / student.

9. For the time of visiting certain exhibitions / events, an organized group, for every 20 persons, may be assigned a Guide by MTP, as well as have a visiting route determined. If groups of fewer than 20 participants are registered, MTP reserve the right to combine various groups, and in the case of a group with more than 20 members - to divide groups and to combine them with other groups. In the case of assigning a Guide to a group by MTP and determining a visiting route for them, the group is required to visit the exhibition following the designated route with the Guide. Assigning a Guide by MTP does not exempt the group Chaperones from their obligations concerning care and taking educative measures etc. in respect of the group members.

10. School / college headmaster/ other organiser registering a group is required to make the pupils / students or others participants and their Chaperone acquainted with the present Regulations. Group Chaperone is responsible for ensuring that the group members follow the regulations stipulated in the further part of the Regulations, and to follow the instructions of the Guide assigned by MTP.

In the case of non-compliance with these Regulations by the Chaperone and members of the group, including the failure to respect the detailed admission rules referred to above in § 2 Item 1-4, failure to comply with order regulations, non-compliance with the instructions of the group Guide, MTP may stop the exhibition / other event visiting tour of all members of the group, without the possibility of its continuation. In such case, the cost of the tickets is non-refundable.

## **§ 5**

### **Invitations**

1. The admission to the exhibitions / events may take place on the basis of invitations issued (printed) by MTP or the invitations issued (printed) by MTP's partners (co-organizers of exhibitions / events, media, fair participants - exhibitors), but such invitations are subject to prior approval by MTP.

2. The invitation entitles its holder or a person invited by name to enter the event venue during the exhibitions or other events, as indicated in the invitation.

3. The invitations distributed by MTP and their partners entitle the visitors to enter the area after their presentation at the entrance to an exhibition / event, or they require the so-called activation, stipulated in detail in Item 6 below. The activation is to confirm that the invited person shall come to the exhibition / event; it is used in order to calculate the number of the invitations used and forms the basis for issuing a VAT invoice by MTP for the sale of the invitations to the partners (e.g. exhibitors).
4. Activation may be done online at [www.mtp24.pl](http://www.mtp24.pl) or at one of the Visitor's Service Centres in the place of the event (e.g. in the entrance halls) during the exhibitions or other events. Activation online is free of charge, while the activation of invitations at one of the Visitor's Service Centres may be subject to a fee, and the rules of the payment shall be determined each time by specific rules for admission to individual exhibitions or other events referred to in Article 2 Paragraphs 1-2.
5. Users of the Visitors' Service Centre at [mtp24.pl](http://mtp24.pl) or [bilety.mtp.pl](http://bilety.mtp.pl) are required, prior to the registration on-line, to accept the Regulations of the service.
6. Activation of the invitation consists in providing the number of the invitation and completing the registration form in the same way as detailed for the Professional Visitors in § 3 Item 6.

## **§ 6**

### **Processing of Visitors' Personal Data**

1. The personal data collector is Międzynarodowe Targi Poznańskie sp. z o.o., Kancelaria, ul. Głogowska 10, 60-734 Poznań. MTP obtains Visitors' personal data directly from them, from persons registering groups of Visitors in accordance with the Regulations, from exhibitors or from MTP's Partners. When obtaining personal data indirectly from the Visitors, MTP may only process a Visitor's name, position, function or profession, name (company) of the represented entity or employer, type of business activity, address of registered office or place of business (country, postal code and city, street), contact details: fixed line number or mobile phone number, email address, website address (if any), Tax Identification Number (NIP), type of activity (e.g. production, trade, services, etc.), sectors of activity, size of the entity/activity (number of employees, size of the farm, etc.).
2. The Data Protection Supervisor appointed at MTP can be contacted by e-mail at: [iod@mtp.pl](mailto:iod@mtp.pl).
3. Visitors' personal data shall be processed for the purpose and to the extent related to the organization, conduct and settlement of the exhibitions or events in accordance with the Regulations, agreement concluded with Visitors or general legal provisions. Providing personal data is voluntary, but the failure to provide the data shall make it impossible for the Visitors to participate in an exhibition or event organized by MTP.
4. Visitors' personal data shall be processed in accordance with the conditions set out in the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (OJ L 119, 4.5.2016, p. 1–88, GDPR), Polish regulations adopted to enable the implementation of GDPR, other applicable laws, and these Regulations.
5. MTP may disclose Visitors' personal data to MTP Partners, as well as to the entities providing legal, IT, maintenance, administration, security, accounting, advertising, postal or courier services for MTP.

6. MTP may disclose the image of Visitors to the administrators of social networking sites, especially YouTube LLC based in the United States, Facebook Inc. based in the United States, and Facebook Limited based in Ireland, Twitter, Inc. based in the United States and Twitter International Company based in Ireland, LinkedIn Ireland Unlimited Company based in Ireland and LinkedIn Corporations based in the United States – only when Visitors consented to the publication of their image on such social networking sites under the terms of Paragraph 15 below.

7. The basis for the processing of the Visitors' personal data is Article 6.1 b) GDPR – performance of contract concluded with a Visitor (Regulations), and Article 6.1 c) GDPR – compliance with a legal obligation of MTP e.g. resulting from the tax or accounting regulations, regulations on guarantees and warranties, or regulations on the protection of mass events.

8. MTP may also process Visitors' personal data in order to conduct direct marketing, which is MTP's legitimate interest in accordance with Article 6.1 f) GDPR.

9. MTP may also process Visitors' personal data in order to conduct statistical research concerning e.g. the number of Visitors, which is MTP's legitimate interest in accordance with Article 6.1 f) GDPR.

10. MTP may also process Visitors' personal data in order to establish, claim or secure damages, which is MTP's legitimate interest in accordance with Article 6.1 f) GDPR.

11. MTP may also process Visitors' personal data in order to ensure the safety of persons and property during an exhibition or event organized by MTP, in particular MTP reserves the right to identify, on the basis of an identity document, Professional Visitors receiving the admission tickets ordered online at the MTP ticket office or service centre, as well as the right to verify, on the basis of an appropriate document, the rights of Visitors (students, pupils) to use the promotional offer referred to in Article 2.6 b) of the Regulations. MTP shall also use video surveillance systems to ensure the safety of persons and property during an exhibition or event organized by MTP, which may involve the processing of the Visitors' image.

12. Visitors' personal data shall be kept for the period necessary for the purposes set out in Paragraphs 7-11, in particular during the exhibitions or events organized by MTP, their settlement in accordance with applicable law, complaint procedure associated with exhibitions or events organized by MTP, and then in the period of determining, investigating or securing the claims arising in connection with the implementation of exhibitions or events.

13. Within the limits of the law, the Visitors are entitled to:

- a) access their personal data processed by MTP,
- b) rectify their personal data processed by MTP,
- c) remove their personal data processed by MTP in cases specified in Article 17 GDPR,
- d) limit the processing of their personal data processed by MTP in cases specified in Article 18 GDPR,
- e) transfer their personal data processed by MTP in a structured, commonly used computer format suitable for machine reading. Visitors may transfer the data to another controller or request MTP to send them to another controller. However, MTP shall do this only if such a transfer is technically feasible. The right to

transfer their personal data may be used by the Visitors only for the data that MTP processes on the basis of an agreement with a Visitor or on the basis of a Visitor's consent;

- f) object to the processing of their personal data by MTP in order to fulfil MTP's legitimate interests, in particular for the purpose of direct marketing.

The exercise of the rights referred to above can be done by providing a written request sent to the MTP address or by e-mail to: [iod@mtp.pl](mailto:iod@mtp.pl).

14. The Visitors are also entitled to lodge a complaint to the President of the Office for Personal Data Protection when they consider that the processing of their personal data by MTP violates the provisions of GDPR. The Visitors may consent to the processing of their personal data for the purpose specified each time in the consent clause, e.g. in order to receive from MTP or their Partners commercial information in the form of a newsletter, e-mail, SMS and MMS, or by phone, as well as in order to have the Visitors' image used on the MTP website or social network. The provision of the aforementioned consents is voluntary and the consents may be withdrawn free of charge at any time. MTP shall process personal data for the purpose referred to in Paragraph 13 until the Visitors' consent to the processing of their personal data for this purpose is withdrawn, without prejudice to the lawfulness of the processing which was based on the consent before its withdrawal. Consent to the processing of personal data for the above purposes shall not be required in order to enter the area of an exhibition or event, but it can be a precondition to use the promotional offer specified Article 3.1 of the Regulations. The consent to the use of the Visitor's image shall not be required if the Visitor's image is only a part of a larger whole (landscape, assemblies, mass events).

15. MTP may transfer Visitors' personal data to the United States on the basis of the European Commission Implementing Decision (EU) 2016/1250 of 12 July 2016 pursuant to Directive 95/46/EC of the European Parliament and of the Council on the adequacy of the protection provided by the EU-US Privacy Shield, only when Visitors consent to the publication of their image on the Facebook, Twitter or LinkedIn social networking site. The Decision states that it is allowed to transfer data to entities in the United States that have adopted a set of Privacy Principles - EU-US Privacy Shield Frameworks, including additional principles, by way of self-certification, by including them in the list of entities that have carried out self-certification as part of the EU-US Privacy Shield. YouTube LLC (formally, the entry has been made by Google LLC – the parent company of YouTube LLC, and the entry also includes YouTube LLC), Facebook Inc., Twitter Inc. and LinkedIn Corporation are the entities included in the list of entities that have carried out self-certification as part of the EU-US Privacy Shield. The list of entities and information about the principles of the processing of personal data in accordance with the EU-US Privacy Shield and the security measures applied are available at: [www.privacyshield.gov](http://www.privacyshield.gov).

## **§ 7**

### **Other Services and Benefits for Visitors**

1. The catalogue of exhibitors participating in the exhibition, Visitor's Handbook, guide or handbook of the exhibition / event may be sold or issued (if their price is included in the price of the admission document to the

exhibition) in the MTP ticket offices, Visitors' Service Centres, Exhibition Office, and by the hostesses in the event venue. Precise information is provided by MTP on the websites of particular exhibitions / events.

2. Professional Visitors or guests invited by the exhibitors may receive, along with the admission document, a set of additional services (e.g. access to the VIP area), set out in the offer relating to a particular exhibition / event and presented on the websites of particular exhibitions / events.

3. During trade exhibitions and special events MTP enables the Visitors to obtain information on the protection of industrial property, copyright and combating unfair competition. To do this, a consulting point is arranged in the event venue in which information can be obtained from patent attorneys.

4. In order to facilitate visiting the exhibition and other events, MTP mark the stands of exhibitors in an uniform way, and the plans of the stands location are presented in the halls and in the outdoor areas. At some exhibitions / events MTP make up routes for guided tours for organized groups of visitors.

5. Getting around the event venue is facilitated by a clear, graphic labelling system of the halls and other facilities, as well as making the maps of the Event venue available to the visitors.

6. MTP provide the following payable services for Visitors:

- a) food and drink (MTPCafe, etc.),
- b) Xerox services (Fair Office int).

7. During the exhibitions and other events MTP offer the Visitors a cloakroom in the entrance halls, in which, apart from clothing, Visitors may also store their hand or other luggage.

## **§ 8**

### **Order Regulations**

1. Visitors may stay in the event venue only on the dates and hours of exhibitions / events.

2. Certain pavilions, stands or other exhibitions and the passages in the halls and the entrance door to halls may be temporarily closed due to organizational or safety reasons, and at that time they may not be available to Visitors.

3. Taking photographs, filming and making drawings of particular stands and exhibits for commercial purposes requires the prior consent of the stand user, i.e. a participant (exhibitor) of the exhibition or other event. If the activities mentioned above may cause disturbance in the organization and course of the exhibition or other event, MTP shall order to stop such activities.

4. It is forbidden for the Visitors to carry out any commercial, canvassing, advertising, promotion, and agitation activities or cash collections not agreed with MTP, as well as the activities that are in breach of applicable laws.

5. The following prohibitions apply in the Event venue:

- a) carrying and using weapons, ammunition and pyrotechnics, harmful chemicals, as well as an open fire, which may bring the risk of fire, property damage and a danger to the health and life of people;
- b) carrying and drinking alcohol, except for consuming alcoholic beverages purchased or served in places designated by MTP or co-organizer (Partner), which, additionally in time and in the area of events of

mass events, is subject to limitations resulting from Art. 8a of the Act of March 20, 2009 on Security of Mass Events (Journal of Laws of 2018, item 1870, as amended);

- c) distributing and using narcotic drugs;
- d) use of unmanned aerial vehicles (e.g. drones) without the consent of MTP;
- e) disturbing public order (e.g. loud, aggressive behavior);
- f) bringing in animals, as well as bicycles, skateboards, etc., unless it is permitted by MTP during some events due to their character (e.g. participation in a dog competition, show biking) or when the animal is a guide dog or assistant dog of a disabled person, provided that the Visitor submits a certificate confirming the status of an assistance dog and a certificate of the required veterinary vaccination; assistance dogs must be equipped with a harness. Dog's owners shall be liable for the damages caused by the dog;
- g) smoking of tobacco products in the exhibition halls, conference rooms and other facilities, with the exception of dedicated and specially marked places (cabins for smokers);
- h) polluting the pavilions and outdoor areas with self-generated waste (drink and food containers, cigarette butts, chewing gum, etc.);
- i) destroying infrastructure (e.g. blanketing the walls, floors with advertising posters) and vegetation that belongs to MTP;
- j) leaning against the elements of the stands, advertising constructions and other elements of interior design.

6. Persons in a state of considerable intoxication or drug intoxication, or trying to bring in alcohol, narcotic drugs or dangerous items shall not be allowed to enter the event venue.

7. In the event of non-compliance with the prohibitions referred to in Item 5 Points, MTP reserves the right to immediately lead Visitors out of the event venue and prevent their re-entry, and, when appropriate, to call the police.

8. It is forbidden to leave any items, including luggage or other property, unattended.

9. Items and substances referred to in Paragraph 5(a) and items left unattended in the area of MTP or elsewhere in the area of the event specified in Paragraph 8 for be security reasons may be removed or destroyed by MTP or specialist services at the expense of the person leaving the items or substances unattended, unless it is impossible to determine to whom they belong. MTP shall not be responsible for this. If it is required to evacuate people from the exhibition halls or fairgrounds or the area of other event, the cost of such evacuation shall be borne by those who left such items unattended.

10. Visitors are required to:

- a) respect the marking of the zones excluded from traffic that are subject to fire protection;
- b) follow the instructions provided by the MTP services for organizational reasons or due to the need to protect property and ensure the safety of persons present in the event venue;
- c) comply with traffic regulations that apply in the traffic area of the event venue;

- d) dispose of self-generated waste and throw it to the containers located at the entrances to the halls, marked in accordance with the principle of selective waste collection.

11. Children up to the age of 13 may stay in the event venue only under the supervision of adults (parents, guardians).

## **§ 9**

### **Liability and insurance**

1. MTP reserves the right to cancel, shorten or reschedule the exhibitions or other events, and undertakes to inform about such changes on the websites of exhibitions / events sufficiently in advance of their start dates.

In the case of a sudden cancellation, shortening and rescheduling the exhibitions / events for reasons beyond the control of MTP, the Visitor who did not manage to use the purchased admission document, is not entitled to compensation, but only to a refund in the amount of the gross price of such a document. The repayment shall be made according to the principles stipulated in § 10 hereinafter.

If the purchased admission document valid for a particular day of the exhibition / event is not used for reasons attributable to a Visitor, its exchange to a document valid for another day is not possible, and MTP shall not provide a refund for such a document.

2. MTP is not liable for damage to Visitors caused by third parties or through the fault of the aggrieved party.

3. MTP shall not be liable for any damage to property of the Visitors caused by force majeure (such as fire, explosion, lightning, gale, flooding) or by third parties, or through the fault of the aggrieved party, with the exception of the liability for items left for safekeeping in the MTP cloakroom, referred to below .

4. MTP is responsible for the items provided to them for safekeeping in the cloakroom (clothing, hand luggage). MTP do not accept valuables to the cloakroom (jewellery, photographic equipment, etc.). Clothing and other belongings of the Visitors that are not collected from the MTP's cloakroom within 14 days or left outside the cloakroom are considered to be abandoned property.

5. MTP is not liable for the items (e.g. luggage) left unattended at the place of event. Visitors are not entitled to any claims for the removal or destruction of items left unattended carried out by MTP for security reasons (real or suspected threat to the safety of persons and property).

6. MTP is not liable for any damages suffered by Visitors being the result of non-compliance with the instructions issued by the MTP's services in the case of a danger to persons and property, e.g. in connection with the management of the evacuation of persons from an exhibition hall.

7. The security measures taken to protect the place of event (technical protection, security services, monitoring) have no influence on the exclusion from liability of MTP for the above mentioned reasons.

8. Visitors are required to secure their property brought to the place of event against possible damage or loss, at their own expense and on their own risk (e.g. keys, documents, hand luggage, laptops, cameras, mobile phones). They should also insure their valuable things on their own.

9. Visitors are responsible for causing or inflicting damage at the place of event (e.g. damage to MTP property). Damage assessment is performed by MTP, if possible in the presence of a Visitor or the Visitor's representative, which shall be confirmed in an appropriate protocol.
10. The occurrence of any damage to property or to the Visitor needs to be reported to MTP and Police immediately after such a damage is noticed, which shall be confirmed in an appropriate protocol.
11. Visitors shall purchase an individual liability insurance and shall insure their property.
12. Parents or adult guardians are responsible for the safety of children below 13 years old that are present in the event venue.
13. Visitors making the registration are fully responsible for the veracity and accuracy of the data provided by them, including the consequences of providing incomplete or wrong information, especially e-mail address or NIP number.

## **§ 10**

### **Return of Unused Admission Tickets**

1. The buyers who did not use the purchased admission tickets to exhibitions or other events due to a sudden cancellation, shortening or postponement of the date of an exhibition / event for reasons beyond the control of MTP, have the right to obtain a refund from MTP, on the following conditions:
2. The refund for an unused ticket purchased directly at the ticket office of MTP shall be made at the ticket office during its opening hours during the exhibition / event, no later than on the last day of the exhibition / event, subject to reimbursement of the ticket and fiscal receipt (VAT invoice) intact; the refund shall be made immediately, in cash, into the hands of the person concerned;
3. The refund for an unused ticket purchased on-line at [www.mtp24.pl](http://www.mtp24.pl) or [www.bilety.mtp.pl](http://www.bilety.mtp.pl) shall be made on the basis of an e-mail sent by the person concerned to [reklamacje@mtp.pl](mailto:reklamacje@mtp.pl) or via [mtp24.pl](http://mtp24.pl) or via [www.bilety.mtp.pl](http://www.bilety.mtp.pl) no later than on the last day of selling on-line tickets, announced by MTP on the website of the particular exhibition / event; the repayment shall be made by a bank transfer to the bank account specified in the e-mail by the person concerned, within 14 days of receipt of the email by MTP;
4. The return of the ticket purchased in retail outlets or in on-line services owned by subjects to which MTP commissioned the sales of ticket for events aimed at the general public, shall be made by the subjects in the manner and under the conditions established by the subjects.

## **§ 11**

### **Complaint-Handling Procedure**

1. Each Visitor has the right to lodge a complaint related to the performance of the services specified in the present Regulations by MTP.
2. Visitors' complaints shall be made in writing and submitted during the exhibition / event in one of Visitors' Service Centres in the event venue (e.g. in the MTP entrance halls) and later, but up to 7 days after the end of the

exhibition / event - by e-mail sent to reklamacje@mtp.pl or by mail sent to the address: Międzynarodowe Targi Poznańskie sp. z o.o., Kancelaria, ul. Głogowska 10, 60-734 Poznań, with the note "Complaint".

3. The complaint shall be investigated within 14 days from the date of submission / receipt by MTP.

4. MTP reserve the right to extend the period specified in Item 3 if the investigation of the complaint requires further clarification. MTP shall make every effort to ensure that complaints are investigated as soon as possible after their receipt.

5. The response to the complaint shall be sent by e-mail or by mail to the appropriate address provided by the Visitor.

## **§ 12**

### **Final Provisions**

1. The Regulations are in force since August 27, 2018.

2. MTP undertake to inform of any changes to the Regulations and to publish them in a consolidated form on the Internet at [www.grupamtp.pl](http://www.grupamtp.pl) and on the websites of particular exhibitions / events sufficiently in advance of the date of the beginning of the exhibitions / events.

3. In matters not covered by the Regulations, legal provisions in force shall apply, in particular the Civil Code.

4. Any disputes arising between the Visitors and MTP, the amicable solution of which is not possible, shall be settled by a competent court of general jurisdiction.

5. For the settlement of disputes with foreign partners, the Polish version of the Regulations shall prevail. The law applicable to the interpretation of the provisions of the Regulations is the law of the Polish Republic.