MIĘDZYNARODOWE TARGI POZNAŃSKIE sp. z o. o.
POZNAŃ INTERNATIONAL FAIR Ltd.
ul. Głogowska 14, 60-734 Poznań, Poland
tel +48/61 869 2450
e-mail: securex@grupamtp.pl; www.securex.pl
Konto/ Bank account: Powszechna Kasa Oszczędności Bank Polski S.A. w Warszawie o/Poznań
Nr konta: 38 102040270000110204242962
IBAN: PL 46 102040270000140210929075, SWIFT: BPKOPLPW
Podatnik VAT czynny / Active VAT Payer, NIP / Tax ID: 777-00-00-488
Sąd Rejonowy Poznań – Nowe Miasto i Wilda w Poznaniu / Poznan District Court
VIII Wydział Gospodarczy Krajowego Rejestru Sądowego / 8th Division of National Court Register
KRS / Registered number: 0000202703
Kapitał zakładowy / Share capital: 42 310 200,00 PLN

securex® POLAND
Międzynarodowe Targi Zabezpieczeń
International Security Fair

25-27.04.2022

SPECIFIC PROVISIONS

1. Trade fair opening dates and times

1.1. Trade fair dates: **25-27.04.2022**
1.2. Opening times:
- **for exhibitors: 9 am – 6 pm**
- **for visitors: 10 am – 5 pm**

2. Stand assembly and dismantling periods

2.1. **Assembly: 21-24.04.2022**
2.2. **Dismantling: 28-29.04.2022**
2.3. Pavilions and fairgrounds opening times: **7:30** am to **9:30** pm.

3. Stand cleaning

Responsibility for ensuring that a stand is in an orderly condition after stand assembly and dismantling is on the stand contractor, subject to waste removal regulations (see points 7.7, 7.8, and 12.2 of Technical Regulations).
During the fair, stand cleaning services are provided by MTP on a daily basis (with the exception of the last day of the fair). Cleaning is done after the fairgrounds are closed for visitors and once the fair participants (exhibitors) leave their stands, between 5.00 pm and 7.00 pm.The area cleaned is the generally accessible space of a stand, not the locked back area. Cleaning consists in emptying the waste baskets, mopping hard floors, vacuuming the carpeting and cleaning the furniture with which the stand is furnished, but does not include cleaning the exhibits or washing the dishes belonging to the exhibitor.
The cleaning service, included in the rental fee, does not need to be ordered separately.
A fair participant is obliged to secure his property stored at the stand at his own expense and risk (according to items 6.2. and 6.3. of the Regulations for Trade Fair Participants).
It is also recommended that participants insure their property (pursuant to item 7.4. of the Regulations for Trade Fair Participants).

4. Entry cards, invitations for visitors

4.1. An **exhibitor card** will be required from exhibitors to enter MTP grounds during the trade fair, stand construction and dismantling periods.
4.2. Exhibitor cards are provided depending on the size of exhibition space ordered, according to the following rules:
- for a stand of up to **10m²**, 2 cards
- for a stand of up to **20m²**, 4 cards
- for a stand of up to **50m²**, 6 cards
- for a stand of up to **75m²**, 8 cards
- for a stand of up to **100m²**, 10 cards
- for a stand of up to **200m²**, 12 cards
- for each **50m²** over **200m²**, 1 card

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.
4.5. In accordance with the settlement of **STANDARD** and **PREMIUM** application fee for exhibitors and co-exhibitors **30 invitations** (within the Standard application fee) and **100 invitations** (within the Premium application fee) for visitors will be granted.
4.6. Exhibitors can also buy invitations for their visitors in unlimited quantity. Additional invitations are being sold on "Exhibitors' Zone" portal.

5. Car entry cards

5.1. **Fair participants** are entitled to enter the fairgrounds:
a) **by passenger cars** or delivery cars with additional passenger space – during the fair, stand construction (except last day of stand construction*) and dismantling period – upon the **permanent car entry cards**.
b) **by delivery cars** – on the last fair day, when the grounds are closed to the visitirs or during stand construction (except last day of stand construction*) and dismantling period – on the basis of **car entry cards for stand constructing teams**.
Permanent car entry cards for whole event 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.
5.2. **Stand constructors** and **deliverers / recipients** of exhibits are entitled to enter the fairgrounds by car during stand construction (except last day of 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.
* on the last day of stand construction the car entrance is limited and possible only upon the deposit car entry card, mentioned in point 6.5.
5.3. On the last fair day, **27.04.2022**, **after 5 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 8m, without trailers. **Large trucks, trucks with trailers**, other large-size and special purpose vehicles may enter the fairgrounds the following day, on **28.04.2022** from 7:30 a.m.
5.4. **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.

6. Sanitary and order regulations

6.1. Trade fair participants' body temperature will be measured before their entry to the MTP grounds and they may be asked to fill epidemic questionnaire and sign statement on not being infected with COVID-19 neither have been contacting COVID-19 infected person.
6.2. Trade fair participants (exhibitors) who submitted epidemic questionnaire beforehand, along with participation application are obliged to inform MTP about any negative health condition change or contact with COVID-19 infected person. They are also obliged to inform proper institution about their health condition.
6.3. All persons present in the MTP grounds must:
a) cover their nose and mouth with a face mask or face visor,
b) wear safety gloves during set up and dismantling periods as well as selling and buying goods,
c) keep minimum 2 m distance from other people in all public areas,
d) washing their hands and using sanitizers before entering the MTP grounds as well as in all sanitary facilities and food courts located in the MTP grounds.
6.4. It is advised not to distribute any handouts and giveaways during the trade fair.
6.5. All food courts visitors (bars, restaurants and open-air food courts) must observe the following sanitary regulations:
a) sanitize their hands before entering the food court,
b) keep their nose and mouth covered with a face mask or face visor while waiting to be served and after a meal,
c) keep minimum – 2 m distance from other people and follow signs on the floor while standing in a line,
d) not to pay with cash (banknotes, coins) if possible. Use of the electronic payment methods – payment card or mobile applications – is advised.
e) occupy 1 table by 2 persons only and keep the safe distance.
6.6. All persons present in the MTP grounds must follow the security staff instructions concerning sanitary regulations and general safety.

7. Sanitary protection introduced by the MTP

7.1. All entry passes will be verified touchless.
7.2. Hands washing and sanitizing instructions can be found around the MTP grounds. Single use face masks can be purchased in dedicated sales points in the MTP grounds.
7.3. Paramedics will be present in the MTP grounds for the whole duration of the trade fair and isolation rooms will be set up for persons possibly infected with COVID-19.
7.4. Disinfection in the public areas (e.g. food courts, toilets) but also touch points (e.g. door handles, handrails, tables, points of sale) will be carried out frequently.
7.5. Drinks and snacks offered in the food courts will be sold in single use packaging.

8. ACANTHUS AUREUS competition

Acanthus Aureus – competition aiming to award the trade fair exposition, which architectural and graphical solutions mostly reflect company's marketing strategy. Competition entries should be submitted (on line) via www.strefawystawcy.pl/en or delivered to MTP Corporate Communication Team no later than 1 week before the fair begins. For detailed information, contact, Anna Smolińska phone: +48/61 869 2109, e-mail: anna.smolinska@mtp.pl

9. Value Added Tax (VAT)

9.1. 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.
9.2. 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.**
9.3. 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 forms for ordering trade fair services.

Terms and Conditions of Participation in the Fair: SECUREX 2022 for on-line applicants

1. PARTICIPANT APPLICATION

1.1. MTP accepts participant applications in the trade fair submitted electronically (on-line) via the "Exhibitor's Zone" portal. The activities related to the submission of exhibitor's application for participation in the trade fair, including the order for the exhibition space, and the activities related to co-exhibitor application are described in the Rules for trade participants and in the Rules of the "Exhibitor's Zone" portal

1.2. MTP accepts participant application in the trade fair provided that a deposit for providing the exhibition space referred to in point 2 and the exhibitor application fee referred to in point 3 are paid.

1.3. MTP accepts co-exhibitor application provided that the co-exhibitor application fee referred to in point 4 is paid.

1.4. The entity applying for participation is obliged to pay the deposit for providing the exhibition space and the exhibitor application fee as well as the co-exhibitor application fee.

2. EXHIBITION SPACE, CONDITIONS OF PAYMENT

2.1 Prices for the exhibition space associated with participation in the trade fair situated inside the hall and/or outdoors cover:

- the preparation of the space for an exhibitor (the marking out of the stand, preparation of infrastructure),
- the handing over of the space to an exhibitor for use during the fair, assembly and disassembly,
- with regard to a developed space, additionally, the assembly and disassembly of the stand and standard construction and furnishings in accordance with the MTP design,
- the cleaning of stands during the fair,
- the service and cleaning of lavatories and costs of water consumption,
- organizational and technical services provided by the MTP Area Coordinator,

and prices for the exhibition space inside the hall also include the costs of:
- heating/air-conditioning,
- general lighting of the hall.

2.2 In calculating the fee for the exhibition space MTP rounds the metric area up to full square metres in accordance with mathematical rules.

2.3 **DEPOSIT FOR PROVIDING EXHIBITION SPACE**

2.3.1 The entity applying for participation and ordering the space is obliged to pay the deposit for providing the exhibition space. The payment of the deposit is a prerequisite for acceptance of the participant application by MTP.

2.3.2 Deposit rates:

- **20%** of the gross value* of the ordered space – for payments made **by 29.10.2021.**
- **50%** of the gross value* of the ordered space – for payments made **after 30.10.2021 but by 31.01.2022**
- **100%** of the gross value* of the ordered space – for payments made **after 31.01.2022.**

2.4 No invoice is issued for the payment of the deposit. The deposit paid by the entity applying for participation and ordering the space will be credited to the fee for providing the exhibition space on the day of issuing the Participant Application Confirmation.

2.5 Together with the Participant Application Confirmation MTP issues an invoice confirming that the payment is credited to the amount due for providing the exhibition space.

2.6 If the payment is made in an amount lower than 100% of the gross value* of the ordered space, MTP issues a pro forma invoice specifying an outstanding portion of the amount due which is required to be paid within the time limit specified in the pro forma invoice. The payment made will be invoiced by MTP in accordance with applicable regulations.

2.7 Settlements with foreign customers for providing the exhibition space are performed by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland:

a) on the working day preceding the date of issuing the invoice or the pro forma invoice – if the amount due for the exhibition space providing fee was posted in the MTP's bank account prior to the participant application deadline;

b) on the last working day preceding the participant application deadline – if the amount due for the exhibition space providing fee was posted in the MTP's bank account on the day specified as the participant application deadline or following that deadline.

3. EXHIBITOR APPLICATION FEE

3.1. The exhibitor application fee comprises handling costs associated with the preparation by MTP of the documentation associated with conclusion of the trade fair participation agreement and making the exhibition space available, as well as the package of services, **to be selected** between a STANDARD package or a PREMIUM package.

3.2. The level of the exhibitor application fee (**to be declared** while submitting the on-line participant application via the "Exhibitor's Zone" portal):
amounts to:

a) **STANDARD** exhibitor application fee – **PLN 1435 net****,

b) **PREMIUM** exhibitor application fee – **PLN 2165 net****.

3.3. Services for the exhibitor included in the STANDARD and PREMIUM packages are specified in detail in the description of the exhibitor application fee on the "Exhibitor's Zone" portal.

3.4. The entity applying for participation is obliged to pay a full exhibitor application fee (100% of the gross value*) upon submitting its participant application and paying the deposit referred to in point 2.

The payment will be confirmed by MTP through issuing an invoice in accordance with applicable regulations

3.5 Settlements with foreign customers due to the co-exhibitor application fee are performed by MTP according to the average EUR rate, analogically to the rules referred to in point 2.7.

3.6 Once paid, the exhibitor participation fee will not be reimbursed in case the participation is withdrawn or the participation agreement is rescinded.

4. CO-EXHIBITOR APPLICATION FEE

4.1 The co-exhibitor application fee comprises the package of services, **to be selected** between a STANDARD package or a PREMIUM package .

4.2 The level of the co-exhibitor application fee (**to be declared** while submitting the on-line participant application via the "Exhibitor's Zone" portal):

a) **STANDARD** co-exhibitor application fee – **PLN 734 net****,

b) **PREMIUM** co-exhibitor application fee – **PLN 1610 net****.

4.3. Services for the co-exhibitor included in the STANDARD and PREMIUM packages are defined in detail in the description of the co-exhibitor application fee on the "Exhibitor's Zone" portal.

4.4. The co-exhibitor application fee will be invoiced by MTP in accordance with applicable regulations.

The fee should be paid within 14 days from the invoice issuance date or within 5 days following the invoice receipt.

4.5. The co-exhibitor application fee paid by a foreign customer will be invoiced by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

5. CONDITIONS OF PAYMENT FOR OTHER FAIR SERVICES

5.1 MTP accepts orders for fair services placed electronically (on-line) via the "Exhibitor's Zone" portal. The activities related to the submission of orders for services are described in the Rules for trade participants and in the Rules of the "Exhibitor's Zone" portal.

5.2 Terms and conditions of the payment for **the stand construction and furnishings are specified in a separate agreement**.

5.3. Amounts due for ordering **the other fair services** (advertisement in the catalogue, advertising structure, additional invitations and exhibitor cards, electricity and water connections, rental of furniture and other equipment, auxiliary staff, etc.) will be invoiced by MTP in accordance with applicable regulations. The payment shall be made within 14 days after the invoice issue date or within 5 days after the invoice receipt date.

5.4. Settlements with foreign customers for the other fair services are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

6. CHARGE FOR UTILIZING POWER SUPPLY NETWORK

6.1. Entities ordering electric service lines are required to pay a charge for the utilization of the MTP's power supply network. The charge rates depend on the line power and are as follows:

Line power	Net charge** [in PLN]
3kW (1x16A)	166
9kW (3x16A)	424
14kW (3x25A)	630
18kW (3x32A)	805
36kW (3x63A)	1610
50kW (3x80A)	2240
70kW (3x125A)	3220
2.3kW (1x10A) 24h	132
9kW (3x16A) 24h	520

6.2 An invoice for the utilization of the power supply network will be issued by MTP in accordance with applicable regulations. The payment shall be made within 14 days after the invoice issue date or within 5 days after the invoice receipt date.

6.3. Settlements with foreign customers for the utilization of the power supply network are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

7. WASTE COLLECTION CHARGE

7.1 MTP charges **stand constructors** for waste collection. The charge rates depend on the size of the space made available to the exhibitors:

Space made available to the exhibitors	Net charge** [in PLN]
up to 150m^2	**19 PLN** for every square metre of space made available to the exhibitors
above 150m^2	flat rate: **2 860 PLN**

7.2 The waste collection charge will be invoiced by MTP in accordance with applicable regulations. The payment shall be made within 14 days after the invoice issue date or within 5 days after the invoice receipt date.

7.3 Settlements with foreign customers in respect of the waste collection charge are carried out by MTP in accordance with an average euro exchange rate quoted by the National Bank of Poland on the last working day preceding the fair commencement date.

8. AMOUNTS DUE VS BANK FEES

8.1 All amounts due for participation in the trade fair (exhibitor application fee, co-exhibitor application fee), for ordering the space and other fair services are required to be settled as exclusive of bank fees.

8.2 All payments in respect of participation in the fair are required to be made into the following MTP's bank account:
Międzynarodowe Targi Poznańskie Sp. z o.o., ul. Głogowska 14, 60 – 734 Poznań,
Powszechna Kasa Oszczędności Bank Polski S.A. w Warszawie o/Poznań
IBAN: PL 46 102040270000140210929075, SWIFT: BPKOPLPW

* *Gross value (price) is inclusive of the goods and services tax (VAT) in accordance with applicable regulations.*

** *Net fee (price) is exclusive of the goods and services tax (VAT).*

Rules for trade participants and Rules of the "Exhibitor's Zone" portal *are available at www.securex.pl/en*