

# Exhibition Regulations

<b>EXHIBITION:</b>	The 10. Warsaw Book Fair and Academic and Science Book Fair ACADEMIA, 2019
<b>DATE:</b>	23 - 26.05. 2019
<b>LOCATION:</b>	PGE National, al. Ks. J. Poniatowskiego 1, 03-901 Warsaw Murator EXPO Sp. z o. o. with registered office in Warsaw at 6 Dęblińska Street, listed in the register of entrepreneurs maintained by the District Court for the capital city of Warsaw, 13 <sup>th</sup> Commercial Division of the National Court Register, under No. KRS 0000090687, NIP 113-21-59-933, share capital of PLN 770,000.00, hereinafter referred to as the 'Organiser'
<b>ORGANISER:</b>	
<b>EXHIBITION OFFICE:</b>	PGE National, al. Ks. J. Poniatowskiego 1, 03-901 Warsaw
<b>PARTICIPANTS:</b>	Exhibitors and Visitors to the Trade Fair

## §1 General Provisions

1. The 10. Warsaw Book Fair and Academic and Science Book Fair ACADEMIA, 2019, hereinafter referred to as the Exhibition, will be held in Warsaw between 23-26 May, 2019 PGE National, al. Ks. J. Poniatowskiego 1, 03-901 Warsaw, hereinafter referred to as the Exhibition Centre.
2. Provisions of these Exhibition Regulations represent an integral part of Exhibition Participation Contract and are applicable to all Participants.
3. The following appendixes are attached to Exhibition Regulations as their integral part:
  - A. 'Specific Provisions' – Appendix 1 to Exhibition Regulations,
  - B. 'Fire Safety Guidelines for Participants' – Appendix 2 to Exhibition Regulations,
  - C. 'Occupational Safety and Health Provisions for Exhibitors' – Appendix 3 to Exhibition Regulations.
4. Exhibitors are defined as all the entities (enterprises) that exhibit their offer during the Exhibition.
5. Each Exhibitor is required to fill in the Application Form available at the website: <https://wtk2019.exposupport.pl> and submit the Application Form to Organiser's address.
6. The Exhibitor warrants and represents that the Exhibitor holds economic copyright as well as necessary licenses and rights to perform the contract concluded with the Organiser. In the event of legitimate third-party claims against the Exhibitor arising from infringement of those rights, the Exhibitor undertakes to satisfy such claims.
7. The Exhibitor warrants and represents that the content and format of advertising materials (announcements, advertisements, commercial spots, promotional banners, stands) used by the Exhibitor in connection with the Exhibition does not violate the law or third-party rights protected by the law; and, under this Contract, undertakes to cover in the full amount all and any damages incurred by the Organiser in this respect.
8. The Organiser reserves the right to suspend the placement (broadcast, publication) of advertising materials (announcements, advertisements, commercial spots, sponsor's logo, promotional banners) which are the object of legitimate third-party claims on the

grounds of non-compliance with the law, in particular: copyright and related rights, trademark rights, personality rights, etc. – with no financial implications resulting from such suspension.

9. Under this Contract, the Organiser reserves the right to **refuse** to place (broadcast, publish) advertising materials (announcements, advertisements, commercial spots, sponsor's logo, promotional banners) with no financial implications resulting from such refusal, if their content should violate: generally accepted social norms, the law, third party rights, third part personality rights, decency, copyright and related rights, trademark rights.

## § 2 Exhibitor Application and Participation Terms and Conditions

1. Application for participation in the Exhibition is defined as completion of the following formalities, effected not later than by **March 25, 2019**:
  - A. Application Form filled in and sent by the Exhibitor or their authorized representatives.
  - B. Payment of 100% gross of the total cost of participation in the Exhibition (terms of payment are set out in detail in paragraph 6 of Exhibition Regulations).  
The exhibitor has the right to modify his application until April 25, 2019.
2. Contract with the Exhibitor is concluded upon properly made Application, in line with the provisions of §1 Section 5 of Exhibition Regulations, provided that the Application is not rejected in accordance with the provisions of §2 Section 3 of Exhibition Regulations.
3. Additionally, for evidentiary purposes, the Application Form, filled in and signed by the authorized representative of the Exhibitor, shall be printed and sent by the Exhibitor to the Organiser's address within fourteen days from Contract conclusion date.
4. The Organiser reserves the right to reject the Application without explanation of the cause, and the Organiser shall notify the Exhibitor to the point immediately after receiving the Application made in accordance with the provisions of §1 Section 5 of Exhibition Regulations, but in any case not later than fourteen business days prior to Exhibition opening date. Under such circumstances, the Contract shall be considered null and void. If, in the meantime, the Exhibitor made the payment, the amount paid will be repaid to the Exhibitor within 30 days, at the Organiser's expense.

5. The Organiser may prohibit the Exhibitor from participating in the Exhibition if the participation fee was not paid by the Exhibitor within the deadlines set out in § 6 points 1 and 2. Under such circumstances, the Organiser may terminate the Contract immediately and demand payment of a contractual penalty same as in the event of Exhibitor's withdrawal from the Contract, pursuant to the provisions set out in § 7 of Exhibition Regulations.

6. Final deadline for submission of Application Form shall expire on **March 25, 2019** (it is possible to modify the application until April 25, 2019) and the order for advertisement in Exhibition Catalogue until **April 8, 2019**. Exhibitors applying after that date will not be able to take full advantage of the Exhibition offer.

### **§ 3 Co-Exhibitor Application and Participation Terms and Conditions**

1. The Exhibitor participates in the Exhibition only on their own behalf.

2. The Exhibitor may make the exhibition area available, in full or in part, to another entity (Co-Exhibitor), subject to notification to the Organiser and subject to Organiser's authorization.

3. Provisions of these Exhibition Regulations shall apply to the Co-Exhibitor, and all and any provisions herein applicable to the Exhibitor shall also apply to the Co-Exhibitor.

4. The Exhibitor shall pay all the fees on behalf of the Co-Exhibitor and bear all costs related to Co-Exhibitor's participation in the Exhibition. The Exhibitor shall bear full responsibility for the conduct of the Co-Exhibitor same as for their own. The Exhibitor shall bear full responsibility for making statements on behalf of the Co-Exhibitor.

5. Co-Exhibitors are not entitled to any discounts or rebates, even if such rebates are offered to the Exhibitor.

6. If the Organiser should determine that the Exhibitor has made the exhibition area available to another entity without prior registration of that entity as a Co-Exhibitor, the Organiser may request immediate removal of Co-Exhibitor's stand, its symbols, logos and any materials related to the Co-Exhibitor. In the event of non-compliance with this request, the Organiser may have those cleared at Exhibitor's expense and, additionally, may charge the Exhibitor with a contractual penalty in the amount of PLN 5,000.00. Furthermore, the Exhibitor will also lose the right to any discounts and rebates the Exhibitor has been entitled to, and - within 7 days - the Exhibitor shall pay the difference, if any, between the standard price and the rebate price.

7. Placement of advertising, promotional or additional materials related to products or services offered by a company other than the Exhibitor at Exhibitor's stand shall only be allowed subject to Organiser's authorization. An Exhibitor who displays the above-said materials without Organiser's authorization may be charged with a contractual penalty of PLN 5,000.00 and with the cost of removal of the above-said materials.

### **§ 4 Rental of Fitted and Raw Exhibition Area**

1. Exhibition area should be ordered by the Exhibitor online at the following website: <https://wtk2019.exposupport.pl>

### **2. Types and terms of exhibition are set out in the official commercial offer of the Exhibition.**

3. The Organiser shall notify the Exhibitor, not later than four days prior to Exhibition opening date, about the changes in the location of the exhibition area resulting from organizational and technical conditions of the Exhibition Centre.

4. The Organiser reserves the right to make use of the external walls of Exhibitor's stand, potentially.

5. Each Exhibitor may advertise and sell their products or services at the exhibition area purchased (without any additional fee charged by the Organiser), with the reservation that it must not violate applicable laws and the regular course of work of other Participants of the Exhibition. Advertising carried out by the Exhibitor is done at Exhibitor's own risk and responsibility.

6. Any advertising on Exhibition Grounds done outside the stand is payable and requires Organiser's authorization. Specific rules are set out on the following portal: <https://wtk2019.exposupport.pl> and in the official commercial offer of the Exhibition. If the authorization is lacking, advertisements shall be removed at Exhibitor's risk and expense.

7. Electrical services involving installation of electricity connections and their customization to the needs of the exhibition area shall be performed only and exclusively by an electrician authorized by the Organiser.

8. The Organiser shall not be liable for any damage caused due to faulty installations and devices connected to Organiser's electrical installation.

9. Any alterations to the typical layout of exhibition area fittings should be notified to the Organiser not later than fourteen days prior to Exhibition opening date. Such alterations will only be accepted subject to Organiser's technical and organizational capacity, and upon Organiser's authorization. An additional fee shall be charged by the Organiser in respect of the above-said alterations, with fee amount and payment deadline agreed with the Exhibitor.

10. The surface of stand walls, other structural items on the outer edge of the stand with the height exceeding 2.5 meters facing the adjacent stands, and visible back surfaces of the stands, should be fitted neutrally (in white colour).

11. The Exhibitor shall not dismantle the stand and clear the exhibits during the Exhibition, i.e. prior to the official closing of the Exhibition, on pain of contractual penalty in the amount of PLN 3 000.00.

Throughout the duration of the Exhibition, and at the time when Exhibitor's exposition on the stand is being set up and dismantled, the presence of an authorized representative of the Exhibitor is required. Detailed information concerning the rules governing Exhibitors' presence on Exhibition Grounds before, during, and after the Exhibition will be presented to the Exhibitor in a separate communication. After Exhibition closing, the Exhibitor shall restore their exhibition area to the same condition as on the date of delivery by the Organiser, in line with the dismantling deadline specified above. Depending on its technical and organizational capacity, the Organiser may agree to have the above-mentioned activities completed within a different deadline, subject to additional fee. In the event that the above-said dismantling is not completed within the dismantling deadline or the deadline agreed with the Organiser, the Organiser will have such

dismantling performed at Exhibitor's risk and expense, and the items left by the Exhibitor and not removed before dismantling deadline will be cleared from the exhibition area and disposed of by the Organiser at Exhibitor's risk and expense. The Organiser shall not be liable for the destruction or loss of Exhibitor's property not cleared from Exhibition Grounds.

## § 5 Exhibition Catalogue and Advertising

1. The Exhibitor may order advertising and additional services, listed and priced in detail at the following website: <https://wtk2019.exposupport.pl>
2. If, due to legal, organizational or technical reasons, Exhibitor's entry cannot be presented in the Catalogue, or the advertising and additional services ordered by the Exhibitor cannot be provided by the Organiser, the Exhibitor shall be notified immediately by the Organiser. Under such circumstances, the Organiser shall be exempt from any legal or financial consequences.
3. Advertising, promotion and other modes of presentation of products or services on Exhibition Grounds, outside the stand, as well as advertising, promotion or presentation of products not included in Exhibitor's or Co-Exhibitor's offer, shall be payable and shall require Organiser's authorization. This also applies to distribution of leaflets or the presence of individuals in promotional costumes walking around the exhibition hall. By Organiser's decision, the Exhibitor may be exempted from the fee for the aforementioned advertising and promotion.
4. If the Exhibitor should undertake the activities referred to in Section 2 without Organiser's authorization, it will represent violation of §3 Sections 6 and 7, together with all ensuing implications.

### 5.1 Exhibition Catalogue

1. The Organizer will publish an online Exhibition Catalogue, containing information related to the theme of the Exhibition and Exhibitors' advertisements. The Catalogue will be available online for everyone free of charge.
2. The deadline for delivery of the content to be placed in Exhibition Catalogue is **April 8, 2019**. After that deadline, the Organiser will not accept any content or revisions to Exhibitor's presentation in the Exhibition Catalogue and, additionally, the Organiser may charge contractual penalty payable by the Exhibitor in the amount equivalent to net worth of the advertisement ordered by the Exhibitor for placement in the Exhibition Catalogue.
3. All and any published content, as well as its layout and presentation format, are protected under Organiser's copyright. The Exhibitor grants a license to the Organiser to use content provided by the Exhibitor in connection with publication in the Exhibition Catalogue. Reprinting of the Exhibition Catalogue, in whole or in part, shall only be allowed subject to the written authorization from the Organiser or Organiser's authorized representative. The use of any content from Exhibition Catalogue for the purpose of public dissemination must always be endorsed with the following annotation: 'Source: **Catalog of the 10. Warsaw Book Fair and Science Book Fair ACADEMIA, 2019, Murator EXPO.**
4. The Organiser shall not be liable under the law for the content of the entry provided by the Exhibitor and placed in the Exhibition Catalogue.

5. Exhibition Catalogue entry is not subject to authorization. The Organiser reserves the right to introduce spelling and stylistic corrections and revisions consistent with the convention adopted by the Organiser.

## § 6 Prices, Payment Terms and Deadlines

1. All the prices applicable to the rental of exhibition area, advertising and additional services, and entry in the Exhibition Catalogue, are posted on the website: <https://wtk2019.exposupport.pl>
2. The payment of 100% of gross fee for receivables resulting from the orders placed on the website: <https://wtk2019.exposupport.pl> should be made by the Exhibitor/Advertiser not later than 30 prior to Exhibition opening date. If the Application is made less than 30 days prior to Exhibition opening, the Exhibitor shall pay the entire amount due and shall present the money transfer receipt not later than on the last day prior to Exhibition opening date.
3. The above-said payments should be made by the Exhibitor to Organiser's account, in accordance with the following details:  
**Bank Pekao S.A. Oddział w Warszawie, ul. Grzybowska 53/57,  
Account number: 91 1240 6074 1111 0000 4997 5334**
4. Payment is understood as receipt of the entire amount due to Organiser's account. In the event of payment delay, the Organiser will charge interest for arrears, starting from the required date of payment under the provisions of Section 2 above.
5. The invoice for the entire (100%) amount receivable in respect of participation in the Exhibition opening will be issued on terms prescribed by the law.
6. Billing for additional services and advertising services ordered and accepted by the Organiser in the Exhibition Office during the set-up or Exhibition is based on a cash payment at the Organiser's Cash Desk. The invoice will be issued on terms prescribed by the law.
7. When the Exhibitor is not identical with the payer (invoice recipient), the Exhibitor must inform the Organiser to the point when placing the order, and must enclose written authorization from the payer and invoicing data as required under Polish tax law.

## § 7 Participation Cancellation Policy

1. Exhibitor's resignation from participation in the Exhibition (cancellation of participation offer as well as withdrawal from the concluded Contract) should be made in writing, by registered mail, on pain of nullity.
2. Within 7 days from the date of Contract conclusion, the Exhibitor may resign from participation in the Exhibition without any costs being incurred.
3. In the event of Exhibitor's resignation from participation in the Exhibition after the lapse of 7 days, but within 14 days from Contract conclusion, the Exhibitor shall pay to the Organiser the amount equivalent to 30% of the amount calculated based on the gross value of services ordered, by way of contractual penalty.
4. In the event of Exhibitor's resignation from participation in the Exhibition after 14 days from Contract conclusion and/or within 30 days prior to Exhibition opening date, the Exhibitor shall pay to the Organiser the amount equivalent to 100% of the gross value of services ordered, by way of contractual penalty.

5. All contractual penalties provided for in these Exhibition Regulations shall be payable on the basis of accounting notes issued by the Organiser, with payment deadline of 7 days from the date of their delivery to the Exhibitor.

6. If payment is made before submitting an effective declaration of resignation from participation in the Exhibition, the payment will be counted towards the contractual penalty due, and any surplus arising in connection with the payment made in a higher amount than the contractual penalty will be repaid to the Exhibitor within 30 days from the date of Organiser's receipt of resignation declaration. Under such circumstances, a relevant adjusting invoice will be issued by the Organiser and sent to the Exhibitor.

### § 8 House Rules

1. On the arrival day, the Exhibitor shall report to the Exhibition Office to register and collect Exhibitor Passes. Exhibitor Pass gives an Exhibitor the right to access Exhibition Grounds within time limits laid down in the 'Specific Provisions', point 1 and points 2 A, B. Passes are distributed in line with the following principle:

- a. a stand up to 4m<sup>2</sup> – 3 Exhibitor Passes
- b. a stand from 5m<sup>2</sup> up to 10m<sup>2</sup> – 5 Exhibitor Passes
- c. a stand from 11m<sup>2</sup> up to 20m<sup>2</sup> – 8 Exhibitor Passes
- d. a stand from 21m<sup>2</sup> up to 60m<sup>2</sup> – 12 Exhibitor Passes
- e. a stand above 61m<sup>2</sup> up to 100m<sup>2</sup> – 20 Exhibitor Passes
- f. a stand above 100m<sup>2</sup> – 30 Exhibitor Passes

2. Each Exhibitor is required to sign the Exhibitor Pass with their name and surname.

3. Individuals hired by the Exhibitor to set up and dismantle the exhibition area must have Technical Passes obtained from the Exhibition Office. The cost of Technical Passes is included in the price of exhibition area rental service. Technical Passes authorize the holders to access Exhibition Grounds only during the set-up and dismantling of the exhibition area, as specified in point 2 of 'Specific Provisions', representing Appendix 1 to Exhibition Regulations. The Organiser may stop the individuals without Passes from entering Exhibition Grounds or may have them removed from Exhibition Grounds.

4. The Exhibitor should set up the exhibition area on the dates laid down in 'Specific Provisions', representing Appendix 1 to Exhibition Regulations.

5. An Exhibitor who rents exhibition area at the Exhibition Centre may decorate the walls of the stand, provided that there is no damage to the walls (i.e., the walls are not soiled, punctured, cut, painted, pasted, etc.).

6. If appropriate, the Organiser may interfere in the decor and furnishing of the exhibition area, e.g. to prevent damage to the fittings, remove objects emitting unpleasant odours, dismantle the devices that disturb the work of other Exhibitors, at Exhibitor's risk and expense.

7. The Exhibitor must observe 'Fire Safety Guidelines', representing Appendix 2 to Exhibition Regulations; 'Health and Safety Regulations', representing Appendix 3 to Exhibition Regulations; and must follow Organiser's instructions.

**8. If the period of set-up and dismantling is exceeded beyond the limits set out in point 3 of 'Specific Provisions', representing Appendix 1 to Exhibition Regulations, the Exhibitor will be charged an additional fee of PLN 1,000 net for each subsequent hour started.**

9. Daily delivery of goods during Visitors' open days must be finalized 15 minutes before the opening of the Exhibition. On the remaining days, as set out in point 2 of 'Specific Provisions'.

10. Exhibition opening hours for Visitors and Exhibitors are set out in the 'Specific Provisions'.

11. Invitations printed by Exhibition participants and third parties do not authorize for access to the Exhibition Centre.

12. It is prohibited to remove the exhibits and dismantle the stand before Exhibition closing.

13. After Exhibition closing, the Exhibitor must remove the exhibits and restore the occupied exhibition area to the status as of the date of delivery by the Organiser, within the dismantling period set out in the 'Specific Provisions', with an Acceptance and Handover Protocol duly drawn up. In connection with any defects or damages to the exhibition area, the Exhibitor will be charged with the equivalent of the current market price of a lost or damaged item.

14. If the above-said work is not completed according to the deadlines and dismantling periods set out in the 'Specific Provisions', representing Appendix 1 to these Exhibition Regulations, the Organiser will get the work completed at Exhibitor's risk and expense.

15. At the premises of the PGE National, it is strictly prohibited to:

- a. Operate electric heating devices in a way that is non-compliant with their intended purpose and fire regulations,
- b. Use malfunctioning or makeshift electrical installations,
- c. Leave unattended any devices that are not adapted to continuous operation while connected to the mains power supply,
- d. Bring hazardous chemical substances to the premises of PGE National (see 'Fire Safety Guidelines', representing Appendix 2 to Exhibition Regulations),
- e. Block access routes to fire-fighting equipment and emergency paths and exits,
- f. Use fire-fighting equipment in a way that is non-compliant with its intended purpose,
- g. Place the exhibits that are dangerous to Exhibition participants and the audience on the stand. The Organiser reserves the right to refuse to display exhibits that the Organiser deems dangerous.

16. Transport, reloading and unpacking, assembly and disassembly, packaging and loading of exhibits and other materials at the premises of PGE National shall be done by the Exhibitor at their own risk and expense.

17. Organiser's authorization is required for photographing, filming and fixing the image in any other form during the Exhibition; and if individual stands and exhibits are involved, prior authorization of relevant Exhibitors is also required.

18. Presentations of equipment, artistic shows and other promotional activities by the Exhibitor must be pre-agreed with the Organiser and they must not obstruct or disturb operation of other stands or movement of Participants and Visitors.

19. Sound systems or audio-visual equipment used at the stand should be operated in a way that does not interfere with the operation of neighbouring stands.

## **§ 9 Organiser's and Exhibitor's Liability and Security of Exhibition Areas (Fitted and Raw)**

1. The Organiser is not liable for damages to Exhibitors' property caused by third parties or arising from the sole fault of the injured party.
2. The Organiser is not liable for damages to Exhibitors' property resulting from force majeure, i.e. a storm, a flood, a lightning strike, an explosion, a terrorist attack, etc.
3. Any damage should be reported by the Exhibitor to the Exhibition Office in writing, immediately upon identification.
4. It is recommended that **Exhibitors should insure the property located on Exhibition Grounds.**
5. During the set-up and dismantling of the exhibition area as well as during the Exhibition, the Exhibitor is required to secure the exhibits, equipment and devices against any damage or losses, at Exhibitor's own risk and expense.
6. Special safety and security measures undertaken by the Organiser in PGE National, such as a 24-hour internal security service at PGE National, have no impact on Organiser's liability exclusions due to causes referred to in points 1 and 2.

## **§ 10 Complaints**

1. Within 14 days from Exhibition closing date, the Exhibitor has the right to submit written complaints in connection with the services provided by the Organiser. Complaints should be filed in the Organiser's Office. Exhibitor's complaint should be made in writing on pain of nullity.
2. No complaints filed after the aforementioned deadline shall be considered.
3. Each complaint will be resolved within 14 days from the date of its receipt by the Organiser's unit referred to in point 1.
4. The Organiser shall notify the Exhibitor in writing about complaint resolution.

## **§ 11 Final Provisions**

1. In the event that the Exhibition is not held due to reasons within Organiser's control, the Organiser, at its own expense, shall promptly transfer the amounts paid by the Exhibitors to the bank accounts indicated by the Exhibitors.
2. In the event that the Exhibition is not held due to reasons beyond Organiser's control, Exhibitors shall be exempt from payment of a pre-agreed fee, but they may be charged with legitimate expenses incurred by the Organiser in connection with preparation for Exhibitor's participation at the Exhibition. Under such circumstances, the amounts paid by the Exhibitors will be repaid to the Exhibitors at Organiser's expense, after deduction of the expenses referred to in the previous sentence. Exhibitors will receive relevant accounting notes.

3. Any disputes arising between the Organiser and the Exhibitor shall be settled before the commercial division of the common court competent for the Organiser's registered office.

4. By way of effective Application, the Exhibitor undertakes to comply with these Exhibition Regulations as well as the house rules and any other arrangements made between the Exhibitor and the Organiser.

5. In matters not covered by these Exhibition Regulations, the Civil Code shall apply.

## **§ 12 Personal Data**

Basic information regarding the processing of personal data obtained in connection with Order placement.

**Data Controller:** MURATOR EXPO sp. z o.o. with its registered office in Warsaw, 04-187 ul. Dęblińska 6.

**Purpose of data processing:** contract conclusion and performance, direct marketing

**Legal basis for data processing:** sale/service contract, legitimate interest, authorization

**Data recipients:** entities that process the data on behalf of 'Murator EXPO'

**Data processing rights:** the right to object to the processing of data for marketing purposes, the right of access to data, other rights referred to in the detailed information on data processing.

**Detailed information** on data processing is available from the following website: <https://wtk2019.exposupport.pl/processing-of-personal-data>

**Contents of the regulations are available at the website: [www.targi-ksiazki.waw.pl](http://www.targi-ksiazki.waw.pl) and, at Exhibitor's request, it may be provided to the Exhibitor by electronic means.**

## **Appendix 1**

**To Exhibition Regulations governing the 10. Warsaw Book Fair and Academic and Science Book Fair ACADEMIA, 2019, organised by Murator EXPO Sp. z o.o.**

**Specific Provisions for Exhibition Regulations governing the 10. Warsaw Book Fair and Academic and Science Book Fair ACADEMIA, 2019**

1. Exhibition Office, located at the premises of PGE National, is open during the Exhibition and during the set-up and dismantling of the stands at the hours specified in point 2 A, B.

2. Exhibition dates and opening hours:

a. Opening hours for Visitors:

- 23<sup>th</sup> of May 2019 between 10:00 a.m. and 6:00 p.m.

- 24<sup>th</sup> of May 2019 between 10:00 a.m. and 7:00 p.m.

- 25<sup>th</sup> of May 2019 between 10:00 a.m. and 7:00 p.m.

- 26<sup>th</sup> of May 2019 between 10:00 a.m. and 5:00 p.m.

b. Opening hours for Exhibitors:

- 23<sup>th</sup> of May 2019 between 8:30 a.m. and 6:30 p.m.

- 24<sup>th</sup> of May 2019 between 9:30 a.m. and 7:30 p.m.

- 25<sup>th</sup> of May 2019 between 9:30 a.m. and 7:30 p.m.

- 26<sup>th</sup> of May 2019 between 9:30 a.m. and 10:00 p.m.

During those hours, the Exhibitor is required to be present at the exhibition area purchased by the Exhibitor. Between 6:30 p.m. and

10:30 a.m. on the following day, only the individuals authorized by the Organiser can access Exhibition Grounds.

**3. Set-up and dismantling of stands on Exhibition Grounds.**  
The hours of set-up and dismantling of stands will be specified in the 'Letter to Exhibitors' seven days prior to the Exhibition.

**3.1. If the period of set-up and dismantling is exceeded beyond the limits set out in point 3 of Appendix 1 to Exhibition Regulations, the Exhibitor will be charged an additional fee of PLN 1,000 net for each subsequent hour started.**

4. Exhibition Grounds include PGE National and the surrounding area administered by Exhibition Organiser.

5. Exhibitor Passes:

- a. With an Exhibitor Pass, one can access Exhibition Grounds on Exhibition dates between 9.30 a.m. and 6:30 p.m.
- b. Those Passes are free of charge and they will be available from the Exhibition Office in line with the principles specified in § 8, point 1. Passes exceeding the limit specified as above will be available based on Exhibitor's written order.

#### 5. MANDATORY IDENTIFICATION BAND, EXHIBITION PASS

1. Between the 23<sup>th</sup> and the 26<sup>th</sup> of May, 2019, a mandatory Exhibition Pass will be required to access Exhibition facility. Exhibition Passes can be collected from the Exhibition Office during the set-up on 22 May 2019.

Passes are distributed in line with the following principles:

- a. a stand up to 4m<sup>2</sup> – 3 Exhibitor Passes
  - b. a stand from 5m<sup>2</sup> up to 10m<sup>2</sup> – 5 Exhibitor Passes
  - c. a stand from 11m<sup>2</sup> up to 20m<sup>2</sup> – 8 Exhibitor Passes
  - d. a stand from 21m<sup>2</sup> up to 60m<sup>2</sup> – 12 Exhibitor Passes
  - e. a stand above 61m<sup>2</sup> up to 100m<sup>2</sup> – 20 Exhibitor Passes
  - f. a stand above 100m<sup>2</sup> – 30 Exhibitor Passes
3. For each day of the event (23 - 26, 2019), the Organizer provides a different color for the identification band.
4. The identification band entitles you to enter the fair facility
6. Technical Passes:
- a. Technical Pass grants access to the Exhibition grounds at the time of set-up and dismantling, as specified in point 3.
  - b. Passes are free of charge; they will be distributed at the Exhibition Office.
  - c. Technical Passes do not grant access to Exhibition Grounds during the Exhibition between the 23<sup>th</sup> - 26<sup>th</sup> of May 2019.

7. Parking cards

The parking card entitles you to park at the fairground in places designated for the duration of the fair. Parking is unguarded. Parking cards are valid from 23<sup>th</sup> to 26<sup>th</sup> May, 2019.

Parking cards will be issued at the Fair Office, based on the Exhibitor's order on the website

#### 7. Evening Gala

- a. The Evening Gala for the Exhibitors will be held on May 23 at 8pm.
- b. Gala invitation grants access to the Banquet for one person.
- c. Exhibitors who pay "Obligatory Registration Fees" and purchase exhibition space at the Fair are entitled to the following number of invitations:
  - stand up to 20m<sup>2</sup> - 2 single-entry invitations,
  - stand from 21m<sup>2</sup> up to 40m<sup>2</sup> – 4 single-entry invitations
  - stand above 40m<sup>2</sup> - 6 single-entry invitations
- d. Each additional invitation to the Evening Gala is payable. The cost is PLN 125 + VAT per 1 invitation (access for one person).

## Appendix 2

**To Exhibition Regulations governing the 10. Warsaw Book Fair and Academic and Science Book Fair ACADEMIA, 2019, organised by Murator EXPO Sp. z o.o.**

**Fire Safety Guidelines for Participants of the 10. Warsaw Book Fair and Academic and Science Book Fair ACADEMIA, 2019, organised by Murator EXPO Sp. z o.o.**

Based on the Fire Safety Act of 24 August 1991 (Journal of Laws of 1997, No. 81, item 351, as amended) and the Regulation of the MINISTER OF INTERIOR of November 3, 1992 on fire safety in buildings, other structures and areas (Journal of Laws of 1992, No. 92, item 460, amendments: Journal of Laws of 1995, No. 102, item 507), it is forbidden on the premises of the Exhibition Centre and adjacent areas to perform actions that may result in a fire, fire-spread, obstruction of rescue operations or evacuation.

### I. Exhibitor's obligations

1. The Exhibitor is required to keep the allocated area safe from fire.
  - a. Materials used for the construction of stands and permanent elements of the decor should be non-combustible or protected with fire retardants according to the norms EN 13501-1 to ensure low flammability (walls separating the stands from the rest of the exhibition space, floor coverings, wall cladding, etc.).
  - b. The Exhibitor should provide the Organiser with an appropriate certificate confirming the degree of flammability of the materials used.
  - c. Suspended ceilings or ceiling linings should not be made with flammable material, material that drips or flakes under the influence of fire.
  - d. It is forbidden to store fire-hazardous materials in exhibition facilities, i.e.:
    - flammable liquids with a flash point below 55°C,
    - flammable gases,
    - solids emitting flammable gases when in contact with water or steam,
    - solids igniting spontaneously in the air,
    - explosives and pyrotechnics,
    - oxidizable combustible solids with a decomposition temperature below 21°C,
    - homogeneous solids with a spontaneous combustion temperature below 200°C,
    - materials prone to spontaneous combustion.
2. Furthermore, it is forbidden to:
  - a. store and use propane butane gas cylinders in exhibition facilities,
  - b. store combustible materials on common communication routes serving the purpose of emergency evacuation,
  - c. lock emergency evacuation doors in a way that prevents their immediate use,
  - d. prevent or restrict access to emergency exits, electricity switches and switchboards,
  - e. set up any objects in the gangways, thus obstructing the evacuation of people and property,
  - f. use open fire,
  - g. smoke tobacco outside the designated places,
  - h. in exhibition facilities, park motor vehicles, machines and equipment with internal combustion drive, if the fuel tank is not emptied and battery power is not permanently disconnected;
  - i. store combustible materials at a distance of less than 0.5 m from equipment and installations whose external surfaces may be heated to a temperature exceeding 100°C,
  - j. use electric heating devices placed directly on a flammable

surface, with the exception of equipment operated as per manufacturer's instruction.

## II. Technical installations and equipment.

1. Technical installations and equipment should be used and maintained in accordance with technical conditions and requirements specified by the manufacturer. It is forbidden to operate equipment and installations whose technical condition may result in a fire, explosion or fire-spread.
2. Electric heating devices or other heat sources should be placed on a non-flammable surface, with the exception of equipment operated as per manufacturer's instruction.
3. Use non-flammable or low flammability materials to shield lighting points, if they are placed at least 0.05 m away from the bulb.
4. Avoid using temporary power supply connections.
5. Any additional electrical installations or connections should be provided by subject-matter experts, in consultation with Exhibition Organiser.
6. Comply with the ban on installing makeshift, improperly made installations and on suspending electric wires on hooks, nails, shielding light bulbs or lamps with paper or combustible fabric.
7. Do not use faulty electrical devices, make sure to report any defects to Exhibition Organiser.
8. Make sure not to plug too many devices to one power point so as not to overload it.
9. Make sure to turn off from power all the devices and lighting at the stand once the exposition is over.

## III. In case of fire or other emergency situations

1. Keep calm and, without raising panic, alarm immediately:
  - a. Individuals in the vicinity of the fire, exposed to fire hazard
  - b. State Fire Service **telephone number 998**
  - c. Call emergency number **112**
  - d. Exhibition Organiser
2. When talking to the fire service on the telephone, state clearly:
  - what is on fire – specific address of the building/object and its name,
  - what is burning,
  - whether human lives are at risk, whether there are flammable or explosive materials in the area under fire or in its vicinity, etc.,
  - the telephone number you are using, your own name and surname.

### IMPORTANT NOTE

Once the telephone operator has confirmed receipt of the report, hang up the phone and wait for a call back verifying that the report was not a fake.

If required, please alarm:

- Medical Rescue Services – **999**
- The Police – **997**
- Electricity Services Rescue Team – **991**
- Gas Services Rescue Team – **992**

Until the arrival of fire brigade units, Exhibition Organiser is responsible for emergency rescue.

## Obligations of Exhibition Participants in case of emergency evacuation or fire.

1. Immediately abort your ongoing activities.
2. Disconnect electrical devices at the stand from power supply.
3. Leave the premises following the directions of evacuation leader or as shown on information boards - to the exit.
4. Keep quiet and calm during emergency evacuation.
5. Move quickly without running or overtaking other people.
6. Do not stop or move in the direction opposite to emergency evacuation direction.

## IV. Securing the site of the fire

1. Exhibition Director or his/her Deputy is responsible for:
  - a. securing the site of the fire and appointing site guard to prevent secondary fire,
  - b. cleaning the site of the fire upon completion of the tasks of the expert panel appointed to determine the circumstances and causes of the fire.

### Appendix 3

**To Exhibition Regulations governing the 10. Warsaw Book Fair and Academic and Science Book Fair ACADEMIA, 2019, organised by Murator EXPO Sp. z o.o.**

**Occupational Safety and Health Provisions for the Exhibitors of the 10. Warsaw Book Fair and Academic and Science Book Fair ACADEMIA, 2019, organised by Murator EXPO Sp. z o.o.**

1. The Exhibitor bears full responsibility for the application of and adherence to occupational safety and health provisions and rules on the exhibition area occupied by the Exhibitor (fitted and raw) - during the work related to: transport, assembly, operation and dismantling of the exhibition.
2. Before the work is started, the Exhibitor is required to conduct a 'Workplace-Related Occupational Safety and Health Training' for their employees, including the issuance of a relevant certificate.
3. During the Exhibition, exhibition area manager supervises the employees (exhibition presenters) on a continuous basis in terms of organizational, technical, physical, and occupational health and safety aspects.
4. The layout of individual stands in PGE National and adjacent areas, including the established layout of internal communication routes, must not be altered by Exhibitors in an unauthorized way.
5. Exhibition of machinery and technological devices installed at the exhibition area should be supported with all required certificates and security measures set out in the operation and maintenance manual, along with ongoing supervision by an authorized employee.
6. All the devices and exhibits at the exhibition area should be:
  - a. properly (statically) mounted and secured against moving, overturning or falling,
  - b. marked, in appropriate cases, with relevant information and warning inscriptions.

7. Ramps or stairs constructed as part of the stand should be equipped with the necessary protective barriers.

8. In designated passages and gangways of the internal communication system of the area occupied by the exhibition, it is forbidden to store: materials, objects or devices obstructing free and uninterrupted flow of people visiting the Exhibition Centre.

9. Exhibitors are prohibited from making any unauthorized alterations to electricity supply installation set up by Exhibition Organiser. At the stand constructed by the Exhibitor, electrical installation design is subject to approval by a qualified electrician authorized by Exhibition Organiser.

10. Exhibitors are prohibited from making unauthorized alterations to lighting and ventilation installation set up by Exhibition Organiser, as well as the signs and markings for:

- a. information and warning messages,
- b. vehicle parking spaces,
- c. emergency exits.

11. In justified cases provided for in applicable regulations, Exhibitors' employees hired at the Exhibition are required to use work gear, protective clothes and personal protective equipment with the required CIOP certificates in accordance with Polish Standards.

12. Exhibitors' employees are required to use sanitary facilities installed for that purpose by Exhibition Organiser in designated places.

13. Employee accidents at work should be reported in writing to the office of Exhibition Organiser, with the Exhibitor subsequently following the relevant procedure.

14. In case of emergency need for pre-medical first aid for Exhibitors' employees and Exhibitor participants, such aid is available from 'First Aid' point arranged by Exhibitor Organiser in a designated location, with a qualified nurse or physician on duty.

The foregoing OCCUPATIONAL SAFETY AND HEALTH PROVISIONS are based on the following laws and regulations applicable on a mandatory basis:

- a. The Act of 26 June 1974: The Labour Code (consolidated text: Journal of Laws of 1998 No. 21, item 94, as amended),
- b. Regulation of the Minister of Labour and Social Policy of 26 September 1997 concerning general provisions governing occupational safety and health (Journal of Laws No. 129, item 844).