

Trade Fair Regulations

1. General provisions

1. The VITREL International Glass, Ceramics, Kitchenware & Home Decor Trade Fair – SPRING 2020, hereinafter referred to as the Trade Fair, will be held in MCC Mazurkas Conference Centre & Hotel, Poznańska 177 Str.; 05-850 Ożarów Maz. on the following days: 12–15 May 2020 – for the exhibitors and 13–14 May 2020 – for the attendees and visitors.
2. The Trade Fair is organized by the VITREL Fairs, Publishing and Advertising company with its registered seat in Warsaw, ul. Grochowska 341/3; 03-822 Warszawa, hereinafter referred to as the Organizer.

2. Application for participation

1. The Application for Participation can be submitted only on the enclosed application form, in accordance with the participation terms specified therein, and by submitting the Application the Exhibitor agrees to those terms and acknowledges that they constitute the provisions of the agreement between the Organizer and the Exhibitor.
2. The Application for Participation, after the application form has been correctly completed and signed by persons legally authorised to act on behalf of the Exhibitor, shall be submitted to the Organizer by 30 January 2020. It is permissible to deliver the completed application form by fax or e-mail and such a document shall be legally binding for the Organizer.

3. Confirmation of participation

1. Submission of the Application for Participation is binding for both parties and signifies that the Exhibitor has accepted the Organizer's offer and has familiarized themselves with the Regulations.
2. Applications for Participation are accepted at the sole discretion of the Organizer. Within 14 days of the receipt of the Application the Organizer can renounce the agreement and deny participation to the Exhibitor without giving reasons. It does not entitle the companies concerned to any claims for damages or a legal action against the Organizer.

4. Allocation of exhibition stands

1. The Organizer is entitled to allocate an exhibition stand to the Exhibitor and its shape and size shall be determined by the existing environment and conditions. The allocation of the stand is binding for the Exhibitor. Whenever the circumstances render it necessary, even after the agreement has been entered into, the Organizer may deny the allocated space to the Exhibitor, allocate a space elsewhere or introduce minor changes to the amount of the floor area of the allocated stand.
2. The Exhibitor can make representations about the allocated stand location within 10 days. If the Exhibitor fails to occupy the stand on 12 May 2020, the stand shall be put at the sole disposal of the Organizer and the Exhibitor is not eligible to make claim or sue for damages by virtue thereof.

5. Renouncement of the agreement

1. The Exhibitor has a right to withdraw their Application for Participation by 1 March 2020 without bearing any costs.
2. Withdrawal of the Application for Participation after 1 March 2020 and before 1 April 2020 puts the Exhibitor under an obligation to pay 50% of the value of the ordered exhibition stand whereas withdrawal. After 1 April 2020 obligates the Exhibitor to pay an amount being the total value of the ordered exhibition stand.
3. All cancellations of the participation must be made in writing, by fax or letter, and signed by a duly authorised person.

6. Fees.

1. The price for a basic exhibition stand – a single modular unit of approx. 5 m² – amounts to: 460,00 EUR for the companies ordering accommodation and meals in the hotel through the Organizer, or 675,00 EUR for the companies which order from the Organizer only an exhibition stand.
2. The price of the exhibition stand includes: the rental charge for the exhibition area, design of the exhibition stand, the exhibition stand set-up based on the Octanorma white shell scheme system (varnished walls, 2.5 m² display plinths, 6 shelves, 2 light fixtures, a board with the company name and the stand number, a table + 4 chairs). Larger stands are constructed by multiplying the elements and equipment of the basic exhibition stand and the price is a multiplied price of a single modular unit. In the event of an order for a three-module or larger stand, we design the exhibition stand on an individual basis.
3. Resignation from any of the aforementioned elements of the stand set-up does not constitute a valid reason for a decrease in the price. All additional services concerning the layout and the equipment of the exhibition stand (a logo, non-standard colours, optional lighting) should be ordered from the Organizer in writing and are subject to an additional fee (see the price list under "Optional stand elements and accessories").

7. Payment terms

1. After receipt of the Application for Participation from the Exhibitor, the Organizer will send the Confirmation of Participation, which amounts to the formation of the agreement between the Exhibitor and the Organizer.
2. By 01 April 2020 at the latest the Organizer shall issue the main invoice covering the costs of the exhibition stand, the optional stand equipment and accessories, accommodation and meals ordered by the Exhibitor. The payment due date for the invoice shall be the 15 April 2020.
3. Making the payment by the due date specified in the invoice is a prerequisite for participation in the Trade Fair. No complaints can discharge the Exhibitor from their obligation to meet the payment deadline.

8. Development of exhibition stands

1. The exhibition stands are developed exclusively by the Organizer using the Octanorma shell scheme system. Due to the specifics of the Trade Fair venues no other systems can be applied to the development of the exhibition stand set-up and the Exhibitor shall be barred from constructing the stand on their own. The standard height of the exhibition stand construction measured from the floor level is 2.5 m. It is acceptable to equip the stand with the Exhibitor's own furniture.
2. Placing the furniture and the exhibits beyond the determined exhibition stand area (in the passages) is forbidden.
3. Placing additional elements (advertisements, posters, banners) requires a prior consent from the Organizer.
4. No elements of the exhibition stand can be dismantled and the stand construction cannot be altered without the Organizer's consent.

9. Technical conditions and forwarding

1. The Exhibitor is obligated to deliver the exhibits to the Trade Fair area on 12 May 2020 between 2 p.m. and 10 p.m. and remove them from the Trade Fair area on 14 May 2020 between 4 p.m. and 10 p.m. It is forbidden to start dismantling the stand and removing the exhibits before the official completion of the Trade Fair.
2. The Exhibitor takes responsibility and incurs any expenses for all activities involved in transportation and packing of the exhibits, arrangement of the exhibits at the exhibition stand and removing them from the stand.
3. In the event that the exhibition stand has not been emptied before the deadline stated by the Organizer, the Organizer has a right to move the remaining goods and exhibits to another location at the Exhibitor's expense and risk.
4. The exhibits and/or decorative elements should be attached to the walls in a manner that will not result in any damage thereto and the Organizer must receive a prior notification of any such act.
5. No exhibits, equipment or electrical appliances can be plugged into the stand's power supply connection unless the Organizer has been notified of it beforehand.
6. The Organizer assumes no liability for any interruptions or failures in the operation of utilities, services or devices for reasons beyond the Organizer's control. The Organizer will not consider any ensuing service discontinuities to constitute an encroachment on the Exhibitor's rights.

10. The catalogue of the exhibitors

1. On the occasion of the Trade Fair the Organizer publishes the catalogue of the exhibitors, in which a standard entry is obligatory and free of charge and includes the company name and address, the description of its profile in up to 200 signs and the exhibition stand number. The Exhibitor is responsible for the wording of the entry and the Organizer shall not be liable whatsoever for any consequential harm or loss.
2. For an additional charge, a logo (25,00 EUR) or a colour advertisement (a full page – 125,00 EUR; half a page – 75,00 EUR) can be added to the entry by the Exhibitor.

11. Trade Fair insurance and liability exclusion

The Organizer is under no obligation to provide care of the exhibits and equipment at the exhibition stand. The Organizer will also be under no liability for any loss thereof, damage thereto or destruction thereof, including those instances which may have been caused by the visitors and the Trade Fair personnel. The Exhibitor is obligated to insure the displayed goods and exhibits and incurs all the related costs. The Organizer shall not be liable for any damage resulting from: fire, burglary, theft, flooding and/or occurrences in the process of transportation to and from the Trade Fair. The Exhibitor should take out insurance to cover such events at their own expense. The Exhibitor is liable for any harm caused to the Organizer and/or third parties in addition to any possible damage to the Trade Fair venue, the exhibition stand and its equipment and/or the installation caused by the Exhibitor or any person directly or indirectly employed by the Exhibitor.

12. Security and cleaning

1. In the course of arranging and removing the exhibition and for the duration of the Trade Fair, the Exhibitor shall be responsible for servicing and supervising the exhibition stand. It is the duty of the Organizer to provide overall security for the Trade Fair venue and thus the Organizer is entitled to undertake any security measures and checks to ensure the above. The provision of overall security by the Organizer does not entail the Organizer's liability for material damage and personal harm that might occur during the Trade Fair.
2. The Organizer provides cleaning services in the Trade Fair area, rooms and passages.

13. Banquet

A banquet is organised during the Trade Fair. Invitations to the banquet for companies ordering meals and accommodation in the hotel through the Organizer are included in the prices of the ordered rooms. Exhibitors ordering only a stand can order the invitations for an additional charge (50,00 EUR inclusive of taxes – for an invitation for 1 person).

14. Final provisions

The agreement between the parties and any matters not regulated therein shall be governed by and construed in accordance with the provisions of the Polish Civil Code and other prevailing statutes. Any disputes arising from the concluded agreement shall be resolved by a competent court in Warsaw on account of the Organizer's registered seat.