



GREEN AREA SHOW

WARSAW Sluzewiec Racecourse, 03 – 05.09.2020

SPECIFIC PROVISIONS

1. APPLICATION DEADLINE

31.07.2020

After this date, applications will be accepted subject to the availability of exhibition space.

2. FAIR OPENING HOURS

2.1. Fair date: **03 – 05.09.2020**

2.2. Fair opening hours:

	EXHIBITORS	VISITORS
03.09.2020	8.00 – 18.00	09.00 – 17.00
04.09.2020	8.00 – 18.00	09.00 – 17.00
05.09.2020	8.00 – 18.00	09.00 – 16.00

3. STAND INSTALLATION AND REMOVAL PERIODS

3.1. **Installation: 01 – 02.09.2020**

Opening hours of the halls and fairgrounds: **7.00-17.00.**

On **02.09.2020** (the last day for installation), the halls can remain open until 22:00.

3.2. **Removal: 05.09.2020 7.00 – 17.00**
06.09.2020 7.00 – 17.00

4. ACCESS CARDS, INVITATIONS TO VISIT

4.1. The participants are required to hold **exhibitor cards** to enter the fairgrounds during the fair, installation and removal.

4.2. Exhibitor cards are provided by MTP Poznan Expo in the number depending on the size of the space ordered by the exhibitor, according to the following rules:

- **2 cards** – stand up to **10m²**
- **4 cards** – stand up to **20m²**
- **6 cards** – stand up to **50m²**
- **8 cards** – stand up to **75m²**
- **10 cards** – stand up to **100m²**
- **12 cards** – stand up to **200m²**
- and one card for every 50m² over 200m².

4.3. Additional exhibitor cards over the numbers stated above are sold at www.strefawystawcy.pl

4.4. **Admission cards for stand constructing teams** are issued by MTP Poznan Expo for the duration of installation and removal on the basis of a written order from an exhibitor or constructor. Pick up of cards will be fixed individually.

4.5. In connection with the settlement of the **STANDARD** and **PREMIUM** exhibitor application fee and **STANDARD** and **PREMIUM** co-exhibitor application fee, fair participants will receive:

- **50 STANDARD invitations** for fair guests (exhibitors and co-exhibitors)
- **100 PREMIUM invitations** for fair guests (exhibitors and co-exhibitors)

4.6. Fair participants can also purchase from MTP Poznan Expo any number of invitations for their guests. Additional invitations are sold at www.strefawystawcy.pl

Entry cards for the whole event are sold at www.strefawystawcy.pl

5. ENTRY CARDS

5.1. Fair participants are entitled to enter the parking areas:

a) **by a passenger car** or delivery truck with extra passenger space – during the fair, installation and removal – on the basis of **entry cards for the whole event**;
b) **by delivery truck** – on the last day of the fair, after the close of the fairgrounds to the public, and during installation and removal – based on an **entry card for the purposes of installation/removal**.

5.2. **Stand contractors** and **suppliers**/recipients of exhibits are entitled to enter the unloading and loading zone during installation and removal, based on entry cards for installation/removal or supply/receipt orders. Entry cards for installation/removal are issued on the basis of a written order.

5.3. On the last day of the fair, when the fairgrounds are closed to the public, i.e. on **05.09.2020** after 17:00 **during the removal of stands**, in addition to passenger cars, delivery vans and trucks with a capacity of 8 tons and length up to 8m, without trailers, will be also admitted to the fairgrounds.

5.4. **It is not permitted:**

- to enter the fairgrounds without valid documents entitling to entry,
- to park vehicles on fire road and in the area designated for pedestrians,
- to leave vehicles on the fairgrounds during the fair – after 19.00,
- to leave vehicles on the fairgrounds during installation and removal – after 22.00.

Entrance to the fairgrounds without valid documents, parking vehicles on fire roads or in a designated area for pedestrians, and leaving the vehicle at the fairgrounds after the above specified hours without the consent of MTP Poznan Expo, and in the case of obtaining the consent of MTP Poznan Expo – outside the designated place – will result in placing a wheel lock and imposition of a **fine of PLN 200**. The fine will not be invoiced.

6. COMPETITIONS: MTP POZNAŃ EXPO GOLD MEDAL

MTP Poznan Expo Gold Medal – for the best product. Competition entries must be made on the portal www.strefawystawcy.pl or submitted at World Trade Center sp. z o.o. (WTC), ul. Bukowska 12, 60-810 Poznan until 31.07.2020. For more information: phone 668 805 018, fax 61 866 61 34; e-mail: agnieszka.polacka@wtcpoznan.pl

7. VALUE ADDED TAX (VAT)

7.1. MTP Poznan Expo issues **invoices including the value added tax (VAT)** for:

- a) admission and entry and related auxiliary services (tickets and access cards, invitations, entry cards, parking cards, etc.) – to fair contractors, regardless of their registered office or place of business activity;
- b) other trade fair services – to contractors ordering these services with a seat or permanent place of business in **Poland**.

7.2. MTP Poznan Expo issues **invoices without value added tax (VAT)** for trade fair services other than those mentioned in p. 7.1.a):

- a) to contractors with a seat or permanent place of business in European Union (EU) Member States,
- b) to contractors with a seat or permanent place of business outside European Union (EU) Member States,
provided that the recipient of the service is not an exhibitor/co-exhibitor with a seat or permanent place of business in Poland.

7.3. Invoices without the value added tax (VAT) will be issued to foreign contractors with a seat or permanent place of business in the EU Member State **stating the EU VAT ID** in order forms for trade fair services. designated place – will result in placing a wheel lock and imposition of a **fine of PLN 200**. The fine will not be invoiced.

8. SANITARY AND ORDER REGULATIONS

8.1. All events participants' body temperature will be measured upon their arrival to the MTP grounds, they will be asked to fill in an obligatory epidemic questionnaire and sign statement on not being infected with COVID-19 neither have been contacting COVID-19 infected person.

8.2. All persons present in the MTP grounds must:

- a) cover their nose and mouth with a face mask or face visor,
- b) keep proper distance from other people in all public areas,
- c) use sanitizers.

8.3. It is advised not to distribute any handouts and giveaways during the trade fair. It is advised to prepare promotional materials available online.

8.4. 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) not to pay with cash (banknotes, coins) if possible. Use of the electronic payment methods – payment card or mobile applications – is advised.
- d) occupy 1 table by 2 persons only and keep the safe distance.

8.5. All persons present in the MTP grounds must follow the security staff instructions concerning sanitary regulations and general safety.

9. SANITARY PROTECTION INTRODUCED BY THE MTP

9.1 All events participants' body temperature will be measured upon their arrival to the MTP grounds.

9.2. All entry passes will be verified touchless.

9.3. Single use face masks can be purchased in dedicated sales points in the MTP grounds. Hands washing and sanitizing instructions can be found around the MTP grounds.

9.4. 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.

9.5. 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.