

TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE*An integral part of the MTG SA Gdańsk International Fair Co. Regulations for Trade Fair Participants (full text available at www.amberif.pl)***1. TRADE FAIR DATES AND VENUE: 22-25 March 2023**

The AMBEREXPO Exhibition & Convention Centre, Żagłowa 11, 80-560 Gdańsk, Poland, or another trade fair/exhibition venue in the Tri-City area of Gdańsk, Gdynia and Sopot, as indicated by the Organiser. If the Fair is held at a venue other than the AMBEREXPO Exhibition & Convention Centre, Exhibitors are also obliged to comply with the regulations and procedures in effect at that venue.

2. PARTICIPATION IN THE TRADE FAIR

- 2.1. Exhibition space will be provided on the following conditions:
- your trade fair application must be submitted by **31 January 2023** by filling in an interactive electronic Application Form. By submitting the Application Form to MTG, you place an offer of participation in the Trade Fair and accept all the provisions of The MTG SA Regulations for Trade Fair Participants. The size of the exhibition space ordered must not be less than 6 m² with the exception of the Design Gallery.
 - the assigned space location must be approved by the applicant within 7 days of the receipt date of the suggested stand location; failure to provide confirmation within this deadline will be equivalent to a cancellation of the suggested location,
 - 100% payment, based on the submitted Application Form, subsequently confirmed by MTG, must be made in accordance with the terms set out in Section 3 PAYMENTS (below). Important: Please quote AMBERIF SPRING 2023 and the Exhibitor's company name in the payment reference.
- 2.2. The amount due for exhibition space with a standard booth (shell scheme) covers:
- floor space provided for the duration of the Trade Fair, stand setup and dismantling,
 - stand equipped with white or grey partition walls, carpeting, electrical wiring (three spotlights, one electrical socket per each 12 m²),
 - cleaning service in the aisles and accessible parts of the stand during the Trade Fair,
 - fascia board with company name,
 - venue security,
 - fire protection.
- 2.3. Exhibition space with a booth (shell scheme) is also available in two modules: S-6 and S-9 in two furnishing variants. The construction and furnishings of modular stands are not subject to any modifications.
- 2.4. Subject to Section 3.5 below, the applicant is obliged to approve the stand layout within 7 days from the date of its being sent by e-mail. Failure to provide confirmation within this deadline will be equivalent to an approval of the stand layout.
- 2.5. The fee for exhibition space without a booth (no shell scheme) covers:
- floor space provided for the duration of the Trade Fair,
 - aisle cleaning service,
 - venue security,
 - fire protection.
- 2.6. The fee for exhibition space without a booth (no shell scheme) does not cover:
- a non-refundable payment PLN 20.00/m² for the stand construction auxiliary services, covering: security of the exhibition facilities, floor space layout, operating costs, i.e. heating, lighting, consumption (flat rate) of electric power and water during stand setup and dismantling,
 - the cost of supply and consumption of electric power (electric supply to be ordered separately).
- The registration fee of PLN 700.00 is compulsory and covers: promotion of the Trade Fair in the media, entry into the digital exhibitor and product directory – available online until the next edition of the Trade Fair, entry into the Trade Fair Guide, entry passes for Exhibitors and invitations/codes for Trade Visitors within the quota.

- 2.7. The Exhibitor is entitled to the following quota of entry passes under the registration fee:

- Design Gallery – 3 pcs
- Stand 6-12 m² – 4 pcs
- Stand 13-20 m² – 5 pcs
- Stand 21-30 m² – 6 pcs
- Stand over 30 m² – 10 pcs

Additional entry passes can be ordered by Exhibitors at a fee while filling in the Trade Fair Application Form.

- 2.8. The Exhibitor is entitled to the following quota of invitations/codes for Trade Visitors under the registration fee:

- Design Gallery – 6 pcs
- Stand 6-12 m² – 8 pcs
- Stand 13-20 m² – 10 pcs
- Stand 21-30 m² – 12 pcs
- Stand over 30 m² – 20 pcs

Additional invitations/codes for Trade Visitors can be ordered by exhibitors at a fee while filling in the Trade Fair Application Form.

- 2.9. In the event of a cancellation of the Trade Fair by MTG for reasons described in Regulations* 15.1, MTG SA will refund to the Participant the value of the participation fee paid, less the gross value of the services provided to date, within 180 days of the cancellation date of the Trade Fair. The cancellation date of the Trade Fair shall be deemed to be the date a statement in this regard is served on the Participant, in documentary form, including by posting such information on the Organiser's website.

3. PAYMENTS

- 3.1. Subject to Section 3.6 below, after the receipt of the Confirmation of Application from MTG, Exhibitors shall pay 50% of the gross value (incl. VAT as applicable) of the exhibition space and other services ordered, within 7 days of the receipt date of the Confirmation of Application.
- 3.2. Exhibitors shall pay the outstanding 50% of the value of the services ordered by 23 February 2023.
- 3.3. Exhibitors who submit their application after 24 February 2023 shall pay 100% of the gross value (incl. VAT as applicable) of the services ordered, within 7 days of the receipt date of the Confirmation of Application but no later than by 21 March 2023.
- 3.4. The prices for providing exhibition space and for other services are set in Polish Zlotys (PLN).
- 3.5. If the Participant introduces any changes to the stand layout within less than 7 days prior to the commencement of the Trade Fair, the price will be increased to include the value of additional services as per the MTG services price list.
- 3.6. At the stage of accepting the Application Form, MTG reserves the right to change the terms of settlement, i.e. through the payment of the entire price related to participation in the Trade Fair within 14 days of the receipt date of the Confirmation of Application.

4. ENTRY PASSES / DEPOSIT

- 4.1. Exhibitors are required to have personal entry passes (badges) authorising them to enter the Trade Fair. The entry passes must be self-printed from the system before arriving at the Trade Fair.
- 4.2. For Exhibitor-provided shell schemes: before the work begins, the shell scheme contractor is required to have personal INSTALLATION SERVICE passes. The entry passes must be self-printed from the system before arriving at the Trade Fair.
- 4.3. The stand construction may begin when the payment of a PLN 500.00 deposit has been made and documented (see Regulations* 4.7.f).

5. DATES AND OPENING HOURS: THE HALLS AND FAIRGROUNDS

- CONSTRUCTION OF EXHIBITOR-PROVIDED STANDS (applies to space without a shell scheme); stand setup time, covered by the regulation fee (see Regulations* 4.7.d): **17-20 March 2023, 08:00-20:00**

- 5.1. EXHIBITOR OPENING HOURS
- **21 March 2023**, 08:00–21:00 (Exhibitor entry day/ exhibit assembly)
 - **22 March 2023**, 08:00–18:30
 - **23 March 2023**, 09:00–18:30
 - **24 March 2023**, 09:00–18:30
 - **25 March 2023**, 09:00–16:00 (dismantling until 22:00)
 - **26 March 2023**, 08:00–16:00 (stand dismantling)
- 5.3. VISITOR OPENING HOURS
- **22 March 2023**, 10:00–18:00
 - **23 March 2023**, 10:00–18:00
 - **24 March 2023**, 10:00–18:00
 - **25 March 2023**, 10:00–16:00

6. DISPLAY ARRANGEMENT / EXHIBIT DELIVERY

- 6.1. Exhibits and stand furnishings must be delivered on 21 March 2023, between 08:00 and 21:00. Important: On 21 March 2023, only the installation of stand furnishings is allowed; no dust-generating work is permitted in the halls.
- 6.2. Any replacement or supplementation of the items on display may be done only after obtaining permission from MTG and should take place prior to the opening or after the closing of the Trade Fair to the visitors.
- 7. FORWARDING / UNLOADING**
- 7.1. Forwarding services and assistance with unloading (stackers, etc.) are provided by:
- **Netlog Polska Sp. z o.o.**,
Rafał Skrobotan, tel. +48 668 890 274, +48 22 256 70 55, rafal.skrobotan@netlog.org.pl
 - **PMST Transmeble International Sp. z o.o.**,
Daniel Piikuła, tel. +48 504 103 563, +48 61 865 68 07, daniel@transmeble.com.pl, office@transmeble.com.pl

8. VEHICLE ENTRY TO THE FAIRGROUNDS AND CAR PARKS

- 8.1. On 17–20 March 2023, vehicle entry and presence on the MTG premises (unguarded) is permitted only to deliver exhibits to the stand and must not exceed 1.5 hours. This provision does not apply to the car park areas. If the provisions referred to in the first sentence are breached, MTG will be entitled to impose a contractual penalty of PLN 300.00 per each identified instance of breach.
- 8.2. On 17–20 March 2023, the car park will be available to setup crew vehicles on general terms.
- 8.3. Parking Cards for 21–25 March 2023 may be ordered by Exhibitors in the Application Form.
- 8.4. The car park areas are unguarded.
- 8.5. The provisions of 8.2–8.4 shall apply respectively to any car park on premises other than those owned by MTG.

9. CLEANING

- 9.1. The shell scheme contractor is obliged to clean up the stand, the area around it and the aisles, during and after the setup, at the contractor's own expense.

10. STAND DISMANTLING

- 10.1. REGULATORY DISMANTLING TIME:
- **25 March 2023**, 16:00–22:00
 - **26 March 2023**, 08:00–16:00
- a. On 25 March 2023, access to the fairgrounds for stand dismantling firms and delivery vehicles is available no earlier than at 16:00.
- b. Should the exhibits be removed or the stand dismantled before the Trade Fair closes to the Visitors (i.e. before 16:00 on 25 March 2023), MTG SA has the right to impose a penalty of PLN 1,000.00 on the Exhibitor.

11. MAINTENANCE FEE

The Exhibitor or the Shell Scheme Contractor shall pay the maintenance fee for the removal of waste generated due to the setup and dismantling of a non-modular stand (not subject to multiple use). The amount of the maintenance fee depends on the size of the occupied space provided without a shell scheme (booth) and is PLN 10/m². The fee will be added to the Exhibitor's or Shell Scheme Contractor's order value. The payment of the maintenance fee must be made prior to the commencement of the stand setup work.

12. FOOD & BEVERAGE SERVICES / EXCLUSIVE CATERING PROVIDER

Food & beverage and catering services at the AMBEREXPO Exhibition & Convention Centre are provided exclusively by AMBER SIDE Sp. z o.o. The services are available at the AMBER SIDE restaurant & bar to all the participants, especially the Exhibitors, Co-Exhibitors and the Participants in the accompanying conferences and meetings.

Orders can be placed at:
+48 501 744 096, info@amberside.pl, www.amberside.pl.

13. SPECIAL PROVISIONS

- 13.1. At AMBERIF SPRING 2023, there is a complete ban on exhibiting, offering and/or selling:
- a. amber surrogates and/or imitations (products made of plastics mixed with amber, plastics),
 - b. contemporary subfossil resins, copal and/or counterfeit Baltic amber (fakes),
 - c. amber completely covered with a homogeneous coat (lacquered).
- 13.2. Pressed amber may be exhibited at AMBERIF only on condition that it is clearly labelled as such. The label should contain a description in Polish "bursztyn prasowany" and in English "pressed amber."
- 13.3. Amber other than Baltic amber must be clearly labelled. The label should contain the amber's name and place of origin in Polish and English.
- 13.4. Exhibitors who offer and/or sell precious stones, gemstones, as well as objects and jewellery which include precious stones and/or gemstones, are obliged to use the terminology and descriptions in accordance with the CIBJO (World Jewellery Confederation) Blue Books.
- 13.5. MTG will appoint an Amber and Gemstone Commission, hereunder the Commission, to supervise the Exhibitors' compliance with the AMBERIF SPRING 2023 Regulations by:
- a. carrying out inspections directly at the Exhibitor's stand or another AMBERIF SPRING 2023 location where the Exhibitor offers and/or sells products specified in 13.1. above, including collecting and/or purchasing samples of finished products and/or raw materials,
 - b. testing and evaluating the samples/products collected and/or purchased in the locations referred to in 13.5.a above and/or AMBERIF SPRING 2023 Exhibitor-supplied samples/products provided by AMBERIF SPRING 2023 customers and/or samples/products purchased during and on the premises of AMBERIF SPRING 2023. In order to enable the Commission to exercise its powers referred to above, an Exhibitor is obliged to make available and/or sell any samples, finished products and/or raw material.
- 13.6. Should the Commission find an Exhibitor in breach of this Section, the Commission will draw up a Report stating the type of breach and submit it to the MTG SA Board, which may impose one or all sanctions listed below:
- a. terminate the Agreement with immediate effect due to reasons attributable to the Exhibitor, resulting in an immediate closing of the Exhibitor's stand; in such a case, the Exhibitor shall not be entitled to any refund of the fees incurred for participation in the event,
 - b. refuse the Exhibitor's application to subsequent editions of AMBERIF,
 - c. impose a contractual penalty on the Exhibitor in the amount of three times the gross value (incl. VAT as applicable) of the purchased sample, finished product and/or raw material as to which a breach has been identified.

The remaining detailed regulations can be found in:

* The MTG SA Gdańsk International Fair Co. Regulations for Trade Fair Participants, published at www.amberif.pl.