

**TERMS AND CONDITIONS OF PROVIDING EXHIBITION SPACE**

An integral part of the MTG Gdańsk International Fair Co. Regulations for Trade Fair Participants (full text available at [www.amberif.pl](http://www.amberif.pl))

**1. TRADE FAIR DATES AND VENUE: 12-14.03.2025**

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 Organizer. 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:**

- a. your trade fair application must be submitted by **04.02.2025** 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 m<sup>2</sup> with the exception of the Design Gallery and Start-up Zone],
- b. 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,
- c. 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 2025 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:**

- a. floor space provided for the duration of the Trade Fair, stand setup and dismantling,
- b. stand equipped with white or grey partition walls, carpeting, electrical wiring (three spotlights, one electrical socket per each 12 m<sup>2</sup>),
- c. cleaning service in the aisles and accessible parts of the stand during the Trade Fair,
- d. fascia board with company name,
- e. venue security,
- f. 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:**

- a. floor space provided for the duration of the Trade Fair,
- b. aisle cleaning service,
- c. venue security,
- d. fire protection.

**2.6. The fee for exhibition space without a booth (no shell scheme) does not cover:**

- a. a non-refundable payment PLN 25,00/m<sup>2</sup> 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,
- b. the cost of supply and consumption of electric power (electric supply to be ordered separately).

**2.7. The setup of Exhibitors' own stands on MTG SA provided space is conditioned upon the following:**

- a. submitting a stand design by **12.02.2025**,
- b. the submitted design should comply with the construction law and the regulations and standards in force in Poland, and have current certificates confirming the degree of flame retardancy of the materials used, in accordance with Polish fire safety standards and fire safety regulations in force in the MTG halls and premises.
- c. MTG has the right to submit binding comments on the submitted designs or on the method of construction (including the height of the stand, possible suspensions, utilities connection locations, compliance with the type of the stand), which should be taken into account by the Exhibitor /Shell Scheme Contractor/,
- d. indicating a shell scheme contractor through an online form,
- e. if the received stand location includes any of the technical and/or fire protection components listed below, or has any of them directly adjacent to it, the stand designer and the Shell Scheme Contractor must meet all the conditions applicable on the AMBEREXPO premises that relate to securing MTG technical services' access to such components,
- f. taking into account the components of the technical infrastructure of the venue,
- g. the rear walls of the designed stand – regardless of their height (also below 2.5 m) – which are visible from the direction of neighbouring companies, must have a visually pleasing white finish, with no visible cables, leads, advertising, etc

**2.8. The registration fee of PLN 800,00 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.**

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

- Design Gallery – 3 pcs
- Stand 6–12 m<sup>2</sup> – 4 pcs
- Stand 13–20 m<sup>2</sup> – 5 pcs
- Stand 21–30 m<sup>2</sup> – 6 pcs
- Stand over 30 m<sup>2</sup> – 10 pcs

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

**2.10. 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 m<sup>2</sup> – 8 pcs
- Stand 13–20 m<sup>2</sup> – 10 pcs
- Stand 21–30 m<sup>2</sup> – 12 pcs
- Stand over 30 m<sup>2</sup> – 20 pcs

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

- 2.11. 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 Organizer's website.
- 2.12. The Participant has the right to simultaneously register for participation in the two upcoming editions of the Fair, i.e. Amberif Spring 2025 and Amberif Autumn 2025. Registration of the Application for participation in the second edition of the Fair cannot take place later than 31.01.2025.
- 2.13. In connection with registration for the next two editions of the Fair and the Confirmation of Participation by the Organizer (conclusion of Agreements for two editions of the Fair), the Organizer may grant a discount on the price of the rented space.
- 2.14. The discount referred to in point 2.13 above is granted on the price of the area of each edition of the Fair in the proportion of ½ discount. The condition for granting a discount is to make payment for both editions of the Fair in accordance with the provisions of point. 3. below, and in each case, payment of 50% of the gross value of the ordered area and other additional services from the Amberif Autumn 2025 edition must take place no later than 30 days before the Amberif Spring 2025 Fair.
- 2.15. Regardless of other rights provided for in the Regulations, including the Conditions for Providing Space, the Organizer is entitled to demand a refund of the full discount amount (for both editions of the Fair) in the following cases:
  - 2.15.1. no payment was made or the payment was made in violation of the provisions of the Terms and Conditions for Providing Exhibition Space;
  - 2.15.2. there was a resignation from participation in any edition of the Fair covered by the application in accordance with point.

### **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 up 30 days before the Fair.
- 3.3. Exhibitors who submit their application less than 30 days before the Fair shall pay 100% of the gross value (incl. VAT as applicable) of the services ordered.
- 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 14 days prior to the commencement of the Trade Fair and structural changes to the stand during the exhibition assembly day 11.03.2025, the price will be increased to the value of additional services as per the MTG services price list / fee for changes to the construction of the stand out of the statutory period/.
- 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) authorizing 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 for the set up time. 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**

- 5.1. 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):
  - **8-10.03.2025** / 08:00–20:00
- 5.2. EXHIBITOR OPENING HOURS
  - **11.03.2025** / 08:00–21:00 [Exhibitor entry day/ exhibit assembly]
  - **12.03.2025** / 08:00–19:00
  - **13.03.2025** / 09:00–19:00
  - **14.03.2025** / 09:00–18:00 [dismantling time 18:00 - 22:00]
- 5.3. VISITOR OPENING HOURS
  - **12.03.2025** / 10:00–18:00
  - **13.03.2025** / 10:00–18:00
  - **14.03.2025** / 10:00–18:00

### **6. DISPLAY ARRANGEMENT / EXHIBIT DELIVERY**

- 6.1. Exhibits and stand furnishings must be delivered on 11.03.2025, between 08:00 and 21:00.  
**Important:** On 11.03.2025, 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:
  - **Ferrari Group PLC**, tel. +49 175 1127 184; amberif@ferrarigroup.net
  - **Netlog Polska**, Rafal Skrobotan, tel. +48 668 890 274, +48 22 256 70 55, rafal.skrobotan@netlog.org.pl
  - **PMST Transmeble International**, Daniel Piłkuła, tel. +48 504 103 563, +48 61 865 68 07, daniel@transmeble.com.pl

### **8. VEHICLE ENTRY TO THE FAIRGROUNDS AND CAR PARKS**

- 8.1. On 8-10.03.2025, 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 8-10.03.2025, the car park will be available to setup crew vehicles on general terms.
- 8.3. Parking Cards for 11-14.03.2025 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:**

- **14.03.2025** / 18:00–22:00
- **15.03.2025** / 08:00–16:00

10.2. On 14.03.2025 access to the fairgrounds for stand dismantling firms and delivery vehicles is available no earlier than at 18:00.

10.3. Should the exhibits be removed or the stand dismantled before the Trade Fair closes to the Visitors (i.e. before 18:00 on 14.03.2025), MTG SA has the right to impose a penalty of PLN 1,000.00 on the Exhibitor.

## **11. MAINTENANCE FEE**

In the case the exhibition space without a booth is ordered, the Exhibitor is obliged to pay a mandatory cleaning fee for the removal of waste generated during the setup and disassembly of the stand. This fee is non-refundable. The cleaning fee rate depends on the size of the undeveloped area occupied and amounts to PLN 15/m<sup>2</sup>. The fee is added to the value of the Exhibitor's order.

## **12. FOOD & BEVERAGE SERVICES / EXCLUSIVE CATERING PROVIDER**

12.1. Food & beverage and catering services at the AMBEREXPO Exhibition & Convention Centre are provided exclusively by AMBER SIDE. 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: phone: +48 501 744 096, info@amberside.pl, www.amberside.pl.

## **13. POSTANOWIENIA SPECJALNE**

13.1. At AMBERIF SPRING 2025, 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 SPRING 2025 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 2024 Regulations by:

- a. carrying out inspections directly at the Exhibitor's stand or another AMBERIF SPRING 2025 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 2025 Exhibitor-supplied samples/products provided by AMBERIF SPRING 2025 customers and/or samples/products purchased during and on the premises of AMBERIF SPRING 2025. 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 MTG SA, Gdańsk International Fair Co. Regulations for Trade Fair Participants, published at [www.amberif.pl](http://www.amberif.pl)