



ORGANIZER



proMotion sp. z o.o. with its seat in Warsaw (01-222) at 12/14 Prądzińskiego Str., entered into the register of entrepreneurs kept by the District Court for the Capital City Warsaw in Warsaw, XII Commercial Department of National Court Register, under the KRS number 0000690708, NIP: 5272817522, share capital: 5000 PLN.

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INFORMATION CARD

- Exhibition date and opening hours**
04.03.2025 from 9:00am to 5:00pm
05.03.2025 from 9:00am to 5:00pm
- Participation terms**
All participants are required to send the correctly filled-up and signed both Application Contract and Technical Card forms until 31.01.2025. Customers who had signed Application Contracts after 31.01.2025 have to send Technical Cards upto 7 days from the date of sending Application Contract.
- Terms of payment**
30% of the payment should be made within 7 days from the date of proforma invoice, remaining 70% of the payment should be made by 31.01.2025. Contracts signed after 31.01.2025 payment 100% of the amount to 7 days from the date of proforma invoice. VAT will be included to the invoice according to the current rate. Payment should be made on account number given on the invoice.
- Construction and reception of booths in standard arrangement**
Construction of booths in standard arrangement takes place on 02.03.2025 from 8:00am to 8:00pm.
Exhibitors' reception of booths in standard arrangement takes place on 03.03.2025 from 3:00pm.
- Booths construction by external companies**
Booths construction by external companies takes place on 02-03.03.2025 from 8:00am to 8:00pm.
- Reception of materials** (badges, fair catalogs, press releases)
Please report to the Main Office of the Fair in the hall on 03.03.2025 from 8:00am to 8:00pm.
- Booths dismantling**
Booths dismantling can take place on 05.03.2025 from 5:00pm to 11:00pm (please take all the items included in the equipment of your own stand).
In case of leaving any items at the stand after the end of the fair, this fact must be reported in writing (list) to the hall manager or event organizer. The organizer is not responsible for things not reported in writing. Exhibits can not be picked up before 4:00pm on 05.03.2025. In case of earlier booth dismantling or leaving the stand, in accordance with the Regulations, the Organizer can impose a penalty of up to **5.000 PLN net**.
- Additional construction / dismantling hours**
In special cases, the hours of preparation of the stands in the hall may be extended with permission of the Organizer and after prior written notification of such need. The notification must contain a formal declaration of the Exhibitor to pay an appropriate fee for extending working hours. The cost for the extension of working hours in the hall will be priced individually.
- Hall opening hours during the exhibition**
04.03.2025 from 7:00am to 5:30pm
05.03.2025 from 8:30am to 5:00pm
- General security of the hall**
From 04.03.2025 5.30pm to 05.03.2025 8:30am
- Power supply of booths ***
04.03.2025 from od 7:00am to 5:30pm
05.03.2025 from od 8:30am to 5:00pm
* does not apply to 24h circuits and individual arrangements.
- Entrance into exhibition area during construction**
2-03.03.2025 from 8:00am to 8:00pm - cars with a weight of 3,5t and above on the basis of the entry card.
ATTENTION: total ban on leaving delivery vehicles (after construction) in the parking lot during the fair. Breaking the ban will impose a fine of 500 PLN net.
- Entrance into exhibition area during dismantling**
05.03.2025 from 5:00pm to 11:00pm - cars with a weight of 3,5t and above on the basis of the entry card.
- Entrance into exhibition area during the fair**
04.03.2025 from 7:00am to 5:00pm - entry and parking only on the basis of parking passes
05.03.2025 from 9:00am to 5:00pm - entry and parking only on the basis of parking passes
- Charges for orders delays**
Services ordered after given date will be charged an additional fee of **400 PLN net**.
Services ordered during assembly will be charged an additional fee of **700 PLN net**.
The organizer reserves the exclusive right to not accept orders made after the deadline.

DATE, AUTHORISED SIGNATURES

STAMP