

REGULATIONS

of the 24th International Food Service Trade Fair
and
the 13th International Hotel Facilities Equipment Trade Fair



Place of the event: Ptak Warsaw Expo, Hall F, Al. Katowicka 62, 05-830 Nadarzyn, Poland

§ 1

General provisions

1. The provisions of these Regulations shall concern any and all participants of **the 24th International Food Service Trade Fair EuroGastro and the 13th WorldHotel International Hotel Facilities Equipment Trade Fair** hereinafter referred to as "Fair", being organized by MT Targi Polska S.A., with its registered office at 04-204 Warsaw, ul. Jordanowska 12, entered into the Commercial Register kept by the District Court for the capital city of Warsaw in Warsaw, 13th Commercial Department of the National Court Register under the number KRS 0000519595, hereinafter referred to as "Organizer", which will be held between 25 and 27 March 2020 at the Ptak Warsaw Expo, Hall F, gate no. 2 Al. Katowicka 62, 05-830 Nadarzyn.
2. These Regulations shall constitute an integral part of the Participation Agreement.
3. The offer presented during the Fair shall comply with the thematic scope of the Fair. Upon consent of the Organizer, the Exhibitors are authorized to present an offer that is different from the thematic scope of the Fair.

§ 2.

Information Clause

1. Your personal data is controlled by MT Targi Polska SA with its registered office in Warsaw, at ul. Jordanowska 12 (hereinafter MT Targi).
2. For any matters related to the processing of your personal data by MT Targi, please contact us by e-mail at: daneosobowe@mttargi.pl or by phone: +48 22 529 39 50.

3. Your personal data is processed by MT Targi:
- To send trade information and direct marketing messages to the e-mail address specified in the contact form or provided in the form of a business card (pursuant to Art. 6(1)(a) GDPR and Art. 10 of the Act of 18 July 2002 on the provision of services by electronic means (Journal of Laws No. 144, item 1204 as amended).
 - To conclude a service provision contract, based on the interest you have shown in our offering (pursuant to Art. 6(1)(b) GDPR).
 - To fulfil contractual obligations or to perform a service (pursuant to Art. 6(1)(b) GDPR).
 - To handle any information you submit to us, which is our legally justified interest (pursuant to Art. 6(1)(b) and (f) GDPR).
 - In MT Targi IT systems, for administration and information purposes related to the organization of fairs and events, which is our legally justified interest (pursuant to Art. 6(1)(b) and (f) GDPR).
 - To contact you in order to handle any report you may submit, which is our legally justified interest (pursuant to Art. 6(1)(f) GDPR).
 - For archiving (evidence-related) purposes, to secure information for situations in which a legal need arises to prove facts before a customer or a business partner, which is our legally justified interest (pursuant to Art. 6(1)(f) GDPR).
 - To potentially determine, seek the satisfaction of or defend against claims, which is our legally justified interest (pursuant to Art. 6(1)(f) GDPR).
 - To manage and operate the <https://mttargionline.pl> website, which is our legally justified interest (pursuant to Art. 6(1)(f) GDPR).
 - For purposes related to ensuring physical security during trade fairs, in particular in the field of internal and external video monitoring, both on the market surface and car parks and around the facility, which is our legitimate interest (the basis of Article 6 paragraph 1 point f) RODO).
 - To promote events organized by MT Targi in the form of photographs and video reports from fairs and accompanying events, which is our legitimate interest (the basis of Article 6 paragraph 1 point f of the RODO and rules of the trade fair)
 - For data processing related to Fair Mobile Application (the basis of Article 6 paragraph 1 point b) RODO, participation agreement and rules of the trade fair).
4. As MT Targi, we protect the confidentiality of your personal data. Due to the need to ensure proper organization, e.g. in terms of IT infrastructure, or to run the daily business of our company, as well as while exercising your rights of customers or of MT Targi's service providers, your personal data may be transferred to the following recipient categories:
- Service providers supplying MT Targi with technical solutions and solutions enabling the operation of IT systems, as well as the management of our organization (in particular providers of IT and hosting services, as well as postal service suppliers).
 - Providers of legal and advisory, as well as administrative and accounting services.
 - Providers of transportation services.

- State institutions, e.g. the Tax Office, Customs Office, Social Security Institution (ZUS).
 - Entities authorized to collect data pursuant to applicable legal regulations, e.g. courts or law enforcement agencies - obviously only when these submit a relevant, legally substantiated request.
 - Subcontractors of our services.
 - Providers of marketing and advertising services.
 - A company dealing with security and property protection.
5. The provision of data, to the extent required to open an account, to fill out a registration form or to sign an agreement and perform services, is mandatory. Otherwise, it is optional. If data required to sign an agreement, to perform services, or data required to fulfil a legal obligation that the controller is bound by, is not provided, you shall not be able to take advantage of those services, or we may refuse to sign an agreement.
6. The processing of your personal data as part of video monitoring is necessary for the implementation of the legitimate interests of the administrator related to ensuring the safety of events and events organized by MT Targi, including the parking area and the area around the facility. The use of data is necessary for the implementation of the above mentioned purpose.
7. Agreement for commercial information to be submitted to the e-mail address you provide is voluntary. You have the right to withdraw your consent at any time, with such a withdrawal exerting no impact on the legality of the processing that has been performed pursuant such a consent, prior to its withdrawal.
8. Where the consent to process data for marketing purposes has not been granted, we shall not be able to send an e-mail to you or call at the number provided, to inform you about new fairs and services.
9. According to the rules of the fair, in the case of an image recorded in photographs and video reports from the fair, they may be placed:
- on the websites www.mttargi.pl and www.eurogastro.com.pl.
 - YouTube and Facebook ([www.facebook.com/ TargiEuroGastro/](http://www.facebook.com/TargiEuroGastro/), [www.facebook.com/ TargiWorldHotel/](http://www.facebook.com/TargiWorldHotel/), www.youtube.com/user/MTTargi)
10. Your data is stored over the period of:
- your data collected in relation to the conclusion of an agreement is processed until the expiry of the period during which potential claims under the said agreement may be filed, in accordance with the recording periods required under fiscal or accounting regulations.
 - until the consent is withdrawn by the Customer. Withdrawal of the consent shall exert no impact on the legality of the processing that has been performed pursuant such a consent, prior to its withdrawal.
 - up to 10 years for photos and video reports from the fair.
11. Due to the processing of your personal data by MT Targi, you are entitled to:
- access the data,
 - correct the data,
 - demand deletion or limited processing thereof,
 - object to the processing of data,
 - transfer the data.

12. Your data originate from the following sources: participation agreement, fair registration form, mttargionline.pl website, or newsletter from the fair's website, or have been purchased from Mediaten Sp. z o.o., or from other commonly accessible sources.
13. In order to exercise any of the rights referred to above - you shall contact MT Targi by phone, via its website, by e-mail or in person, at the MT Targi headquarters.
14. Please be informed that you are also entitled to lodge a complaint with an authority supervising the compliance with data protection regulations.
15. Your personal data shall not be processed automatically, through so-called profiling.
16. According to the regulations of the fair, in the case of an image recorded in photographs and video accounts, they can be placed on YouTube and Facebook, whose servers can be found in a third country outside the European economic area.

§ 3

Registration and terms and conditions of the Exhibitor's participation in the Fair

1. The Exhibitor registers his participation in the Fair by e-mailing a scan of the participation agreement and then by sending two original copies by ordinary post, thus booking the exhibition space, utility connections and advertising services.
2. Detailed information concerning rental of the exhibition space and ordering of exhibition services is stipulated in the Participation Agreement and Appendices that constitute an integral part of the Participation Agreement.
3. The Organizer will confirm his acceptance of registration for the Fair by e-mailing back a copy of the Participation Agreement signed by a person authorized to conclude agreements or will indicate errors in the Agreement to the Exhibitor, giving him a deadline for removing them. The Participation Agreement shall be considered to have been concluded the moment the Organizer provides the Exhibitor with acceptance of their willingness to participate in the Fair.
4. **In case the Organizer accepts the Exhibitor's registration for the Fair, the Exhibitor will immediately send the Participation Agreement in written form to the Organizer (original copy plus appendices) in 2 (two) counterparts, under the pain of the Exhibitor not being admitted to participate in the Fair.**
5. A copy of the Agreement intended for the Exhibitor, signed by the Organizer, is sent to the Exhibitor together with the invoice.
6. The Participation Agreement, together with all appendices, should be signed by a person authorized to represent the Exhibitor and by a person authorized to represent the Payer should the Payer be a different entity than the Exhibitor.
7. The Exhibitor registers himself for the Fair in the manner stipulated in this section not later than 60 days before the start of the Fair. The Organizer may allow the Exhibitor to register himself at a later date. Exhibitors who register themselves for the Fair fewer than 60 days before the start thereof might not be able to include an entry and an advertisement in the Fair Mobile Application being published on the occasion of the Fair, to

order other services being offered by the Organizer and may be subject to other restrictions stipulated in these Regulations.

8. The Organizer may issue a statement confirming an entity's participation in the Fair, which is necessary to issue a visa, only if the original of the Participation Agreement is sent and 100 per cent of the amount due for the Fair is covered. The original statement is sent by ordinary post or by courier at the Exhibitor's expense. From the moment of issuing a statement needed for the Exhibitor to obtain a visa, the Organizer will not refund the costs of participating in the Fair, even if the Exhibitor does not obtain a visa.
9. The Organizer reserves the right to decline a declaration without stating the reasons. The Organizer shall notify the Exhibitor about such a refusal immediately after the Exhibitor submits the Participation Agreement, but no later than 14 days from the date of receiving it.
10. The Organizer is entitled to decline the Exhibitor's request for participating in the Fair if the said Exhibitor fails to pay on time relevant fees for their participation in the Fair or violates the provisions of these Regulations. Failure to admit the Exhibitor to participate in the Fair does not release the Exhibitor from the obligation to affect all payments for services ordered in the Participation Agreement.
11. Any and all amendments to the Participation Agreement and Appendices, including the exhibition area and services ordered by the Exhibitor, must be in writing under the pain of invalidity.

§ 4

Registration and terms and conditions of the Sub-exhibitor's participation in the Fair

1. The Exhibitor participates in the Fair on his own behalf and is not authorized to sub-rent or let the entire or part of the exhibition space (stand) free of charge, subject to provisions of par. 2 and subsequent ones.
2. The Exhibitor is authorized to let the entire or part of the exhibition space (stand) to another Exhibitor (Sub-exhibitor) only upon the Organizer's consent.
3. The Exhibitor is obliged to register the Sub-exhibitor by attaching appendix P to the Participation Agreement.
4. The Sub-exhibitor shall be bound by the provisions of these Regulations, whereas any and all provisions concerning the Exhibitor shall also apply with regard to their Sub-exhibitor.
5. The Exhibitor is obliged to cover on behalf of the Sub-exhibitor any and all charges and costs associated with the participation of the Sub-exhibitor in the Fair. The Exhibitor shall be fully liable for any actions of the Sub-exhibitor as if they were made by the Exhibitor himself.
6. The Exhibitor declares that they shall sign up for the Fair on behalf of the Sub-exhibitor upon the consent of that Sub-exhibitor. If it comes to light that the Exhibitor acted without knowledge or consent of the Sub-exhibitor, the Exhibitor shall be fully liable for signing up for the Fair on behalf of the Sub-exhibitor without the knowledge or consent of the latter.

§ 5

Order and terms and conditions of renting the exhibition space

4. The Exhibitor shall order exhibition area by specifying the size and type of area in the Participation Agreement.
5. The Exhibitor may choose the following types of exhibition spaces:

- a. space at the exhibition building (i.e. building in which the Fair is being organized),
 - b. outdoor space (outside of the exhibition building).
6. It is the Organizer who decides about the allotment and location of exhibition area (stand). The Organizer shall allot exhibition area on the basis of the order of applications, the size of area ordered, affiliation with a given branch, the location conditions of the Fair, and – to the possible extent – the Exhibitor's special requests. The Organizer shall notify the Exhibitor about the arrangement of the exhibition area (stand) and its location.
7. The Organizer reserves the right to change the location of the exhibition space (stand) due to the Fair's organizational and technical conditions. In this case the participant in the Fair is not entitled to compensation from the Organizer.
8. The fee for the rent of the exhibition space in the exhibition building varies depending on the type of the stand (row or open stands) and covers:
 - a. rent for the lease of area in the Fair Building, without electrical connection,
 - b. the allotment of Exhibitor's cards that authorize to enter the Fair Area,
 - c. the costs of general heating and lighting of the Fair Building,
 - d. cleaning the shared areas of the Fair within the course of the Fair,
 - e. the development of internal and external information system,
 - f. advertising and promotional activities associated with the Fair, both in Poland and abroad, undertaken by the Organizer,
 - g. assembling a sound system in the Fair Building.
9. The fee for the rental of the outdoor exhibition space (outside of the exhibition building) covers:
 - a. rental of the space designated by the Organizer, without electrical connection,
 - b. cleaning the shared areas of the Fair within the course of the Fair,
 - c. the development of internal and external information system,
 - d. advertising and promotional activities associated with the Fair, both in Poland and abroad, undertaken by the Organizer,
10. The Exhibitor shall order power supply to the stand separately.
11. All electrical and other work involving electrical connection and installation at the developed stands, carried out by the Organizer or the General Development Contractor, is performed solely by persons authorized by the Organizer and the General Development Contractor.
12. The Exhibitor who does not purchase the development from the Organizer is obliged to pay a service fee of net PLN 35.00/m² of the exhibition space ordered.

§ 6

Fair Mobile Application

1. On the occasion of the Fair the Organizer publishes a Fair Mobile Application containing, among other things, information about the Exhibitors, Sub-exhibitors and products and services presented by them and advertisement banners. Detailed terms and conditions of rendering of the services by the Organizer associated with the entry, of the price in particular, technical requirements of the contents being supplied by

the Exhibitors and Sub-exhibitors, are stipulated on page "O" pt. "O 2" of the Participation Agreement – "Entry in the mobile application"

2. The Exhibitor and the Sub-exhibitor are obliged to put the contact details and the business offer in the Mobile Application for a charge, on terms and conditions stipulated on page "O" pt. "O 2" of the Participation Agreement – "Entry in the mobile Application". The obligatory entry in the Fair Mobile Application entitles the Exhibitor and the Sub-exhibitor to receive a free of charge application access and the option of creating an account allowing contacting other application users.
3. The Exhibitor and the Sub-exhibitor are obliged to provide materials which are supposed to be placed in the Fair Mobile Application by the deadline indicated on page "O" pt. "O 2" of the Participation Agreement - "Entry in the mobile application". After the lapse of this time frame, the Organizer shall not accept any materials or make any changes as regards the presentation of the Exhibitor and Sub-exhibitor in the Fair Mobile Application. Should the materials not be provided by the aforementioned deadline, the Organizer is authorized to place the Exhibitor's and the Sub-exhibitor's obligatory contact data in the Fair Mobile Application as provided by the Exhibitor in the Participation Agreement on page Z-1.
4. Any materials published in the Fair Mobile Application, as well as their layout and method of presentation are protected by copyrights, to which the Organizer is solely entitled. The entire or parts of the Fair Mobile Application may be copied solely after the Organizer expresses his consent in writing.
5. Advertisement banners are not subject to authorization. The Organizer reserves the right to make changes compliant with the banner advertising form adopted by him.
6. The Organizer ensures publishing and distribution of the Fair Mobile Application during the course of the Fair.
7. The Organizer bears no legal liability for the contents of the entry, ads and advertisements placed in the Fair Mobile Application by the Exhibitor and the Sub-exhibitor nor for any materials provided by the Exhibitor and the Sub-exhibitor for the purpose of them being placed in the Fair Mobile Application. In particular, the Organizer bears no legal liability ensuing from the breach by the contents of the entry, ad or advertisement or materials provided by the Exhibitor and Sub-exhibitor, for the purpose of them being placed in the Fair Mobile Application, of the copyrights, related rights, industrial property rights, personal rights or other rights of third parties. The Exhibitor and the Sub-exhibitor bear full liability for the above and are obliged to release the Organizer from any liability and to cover the Organizer's potential losses and costs arisen from the fact of such claims being lodged against the Organizer by third parties.
8. In a situation where the Organizer, due to the legal defects noticed by the Organizer or for organizational or technical reasons, is unable to place the entry, ads or advertisements or other materials provided by the Exhibitor and Sub-exhibitor in the Fair Mobile Application, he will immediately inform the Exhibitor and the Sub-exhibitor about this fact. In such a case, the Organizer shall not be liable for non-performance of the service. If the above obstacle to the publication of an entry, announcements, advertisements or other materials submitted by the Exhibitor and Sub-exhibitor in the Fair Mobile Application is attributable to the Exhibitor and Sub-exhibitor, the Exhibitor and Sub-exhibitor shall pay for the services ordered that were not provided due to their fault.

§ 7

Advertising and promotion

1. The Exhibitor may order additional advertising services. The form and the price list of basic advertising services and detailed information can be obtained from the Organizer (Appendix R to the Participation Agreement).
2. Each Exhibitor has the right to advertise and present their products or services within the reach of their own stand, however this must be without prejudice to applicable legal provisions and during normal business hours of other Exhibitors and the persons visiting the Fair. The advertisement carried by the Exhibitor on their own stand shall be at the risk and responsibility of that Exhibitor.
3. An advertisement, promotion, or other type of presentation of products or services by the Exhibitors in the Fair Building, except for the stand, shall be chargeable and calls for consent of the Organizer.
4. Should the Exhibitor undertake the activities specified in sec. 3 without the said consent of the Organizer, the advertisements shall be removed at the cost and risk of the Exhibitor.
5. Advertisement boards, banners, and other carriers shall be arranged solely by the Organizer.
6. It shall be prohibited to photograph or film the premises or record them in any other form during the Fair unless the Organizer has granted its consent, and if single stands and exhibit items are involved, this also calls for the consent of relevant Exhibitors.
7. If the Organizer cannot provide the services ordered by the Exhibitor due to legal, organizational or technical reasons, the Exhibitor shall be immediately notified. In such a case, the Organizer shall not be liable for non-performance of the service. If the inability in question is attributable to the Exhibitor, the Exhibitor shall pay for the services ordered that were not provided due to their fault.

§ 8

Fees

1. The prices for the rent of the exhibition space, the obligatory registration fee (payable by the Exhibitor and Sub-exhibitors) and the entry (of the Exhibitor and Sub-exhibitors) in the Mobile Application are indicated in the Participation Agreement and Appendices.
2. The Exhibitor shall pay for their participation at the Fair in the following manner:
 - a. 45% of the amount calculated on the basis of the Participation Agreement shall be transferred by the Exhibitor to the bank account of the Organizer within 14 days from the conclusion of the said Participation Agreement.
 - b. the remaining part (55%) shall be transferred by the Exhibitor to the bank account of the Organizer no later than 30 days before the commencement of the Fair; in case of special offers, the possibility of using special offers depends on whether the Exhibitor covers any and all of their liabilities within the time frame concerning discount prices. Should the promotional prices not be paid within the specified deadline, the Exhibitor undertakes to pay the dues for his participation in the Fair at regular prices (higher than promotional prices) indicated in the price list attached to the Participation Agreement within up to 30 days before the start of the Fair.

3. In case of orders arising from Appendices O, P, R, W-0, W-1, W-2, W-3, W-4 the Exhibitor shall be obliged to settle 100% of the due amount within 7 days of receipt of the proforma invoice issued by the Organizer, but no later than 30 days before the fair. Should the payment not be made within the indicated time frame, the orders shall not be completed.
4. Failure to pay the amounts due within the indicated time frame shall give rise to statutory interests.
5. The Exhibitor shall transfer the amounts referred to above to the bank account specified by the Organizer (Participation Agreement). The Exhibitor is obliged to cover the costs of bank transfers.
6. The Parties resolve that the day of payment is the day the funds are credited in the Organizer's bank account.
7. A VAT invoice will be issued by the Organizer within 7 days of the day on which the funds are credited in the Organizer's bank account.
8. If the Exhibitor is not the Payer (the addressee of the VAT invoice), the Organizer shall be notified of this fact as part of order placement, in which case the Exhibitor shall provide a written consent of the Payer and data that allows for the VAT invoice to be issued in compliance with Polish tax law.
9. In the cases defined in the Participation Agreement, the Organizer may provide particular Exhibitors or the categories of Exhibitors with discounts on certain services that are provided for in the Agreement.
10. The Organizer is entitled to decline the Exhibitor's request for participating in the Fair if the said Exhibitor fails to pay on time relevant fees for services ordered in the Appendices or violates the provisions of these Regulations. Failure to admit the Exhibitor to participate in the Fair does not release the Exhibitor from the obligation to affect all payments for services ordered in the Participation Agreement or Appendices.

§ 9

Resignation of the Exhibitor from participation in the Fair

1. The Exhibitor's resignation from participation in the Fair or services ordered, in particular, cancellation of participation or withdrawal from the agreement, should be made in writing under pain of invalidity.
2. In the event of resignation from participation in the Fair or reduction of the exhibition space, within a period longer than 60 days before the start of the Fair, the Exhibitor is obliged to pay the Organizer an amount equal to 45 per cent of the amount calculated on the value of all services ordered, as a handling fee in connection with the costs borne by the Organizer related to the Exhibitor's registration for the Fair. Any potential overpayment arisen in connection with the payment will be refunded to the Exhibitor within 30 days of the Organizer's receipt of the resignation.
3. In the event of resignation from participation in the Fair within a period shorter than 60 days before the start of the Fair, the Exhibitor is obliged to pay the Organizer an amount equal to 100 per cent of the amount calculated on the value of all services ordered, as a handling fee in connection with the costs borne by the Organizer related to the Exhibitor's registration for the Fair.
4. The Exhibitor's resignation from participation in the Fair occurs the moment a written statement of resignation is delivered to the Organizer.

§ 10

Organizational and order regulations

1. The Fair participants, including the Exhibitors, are obliged to observe the general safety and fire regulations. The Exhibitor, at his stand as well as throughout the entire fair grounds, is obliged to abide by the sanitary, fire, safety, administrative and internal regulations in effect on the premises of the Ptak Warsaw Expo.
2. The Fair participants, in particular, the Exhibitors and the Sub-exhibitors, are serviced by the Fair Office and the Exhibitor Technical Service Desk. The Fair Office and the Exhibitor Technical Service Desk are located the premises of the Ptak Warsaw Expo. The Trade Fair Office is open during the Fair hours and on the Exhibitor registration day, i.e. one day before the start of the Fair (between 2 PM and 9 PM). During the period of assembly and disassembly of the stands being built by external companies, the participants are serviced by the Exhibitor Technical Service Desk. Persons authorized by the Organizer to maintain contact with the Exhibitors and persons running the Exhibitor Technical Service Desk and the Fair Office possess Identification Cards of the Organizer.
3. The Exhibitor is obliged to absolutely remain at the stand and to maintain full stand furnishings during the Fair opening hours for the Visitors. Should it come to light that the Exhibitor or any of their representatives are absent or in the event of incomplete stock of the stand within the said period, the Organizer shall impose a contractual penalty on that Exhibitor in the amount of **PLN 3,000 + VAT**.
4. The Exhibitor and persons employed by the Exhibitor in the process of assembling and disassembling the exhibition space (stand) are authorized to remain on the fair grounds during the period of assembling and disassembling the stands in accordance with the information contained in the Technical Instructions (Manual). If the Exhibitor wishes to remain in the Fair Building on any other times during the assembly and disassembly of the stands, this must be arranged in each case with the Organizer. The Exhibitor may be burdened with the costs resulting from this, such as the costs of extra security as well as business and technical services.
5. Prior to commencing work, the Development Contractor is obliged to submit to the Organizer, at the Exhibitor Technical Service Desk, a properly filled out authorization for the Development Contractor, a Declaration of the Development Contractor and to pick up Technical ID Badges.
6. The Technical ID Badges, permitting entrance to the fairgrounds during the period of assembling and disassembling the stands, will be issued by the Organizer at the Exhibitor Technical Service Desk on the basis of a list containing the names of the stand assemblers and the company's written statement of commencement of development.
7. The service fee covers the costs of securing the fairgrounds, the costs of marking out the spaces, the running costs (heating, lighting, fixed water supply costs, garbage disposal) during the assembly and disassembly.
8. During the time intended for the assembly and disassembly, within the boundaries of his own stand, the Exhibitor has the right to perform only the necessary assembly work and final touch-ups. However, the Exhibitor shall be prohibited from conducting fundamental works (e.g. carpentry or painting) associated with the preparation of stands or exhibit items. In particular, it shall be prohibited to weld or sand wood or gypsum or conduct any other works that give rise to dust.

9. In case of developing a fiberboard, particle board or a drywall stand, the works related to processing those materials generate dust. Therefore, using power tools with dust containers is obligatory. Dust generating work should be completed no later than 24 hours before the start of the fair, and the stand area as well as the adjacent area should be cleaned by the Contractor. Failure to comply with this requirement may constitute the basis for suspending the stand works and charging the development contractor with cleaning costs.
10. The Exhibitors and stand contractors are forbidden to damage the structure of floors, walls, ceilings and implement other changes in the pavilions of Ptak Warsaw EXPO, for instance, painting walls, laying carpet linings in passageways, driving nails and plugs, or fitting dowels.
11. The pillars within the confines of the stand may be utilized to build structures of any height around them, provided that they are not damaged. However, in case the technical equipment of Ptak Warsaw EXPO (e.g. electrical switchboards, water valves, cable terminations, fire equipment, etc.) is attached to the pillar, the access should be made available.
12. It is forbidden to perform welding works and use cartridge tools and spray painting in the pavilions.
13. In case of the Exhibitor leaving film, advertisement materials or tape on the walls or floor, the Exhibitor shall be charged with the amount of PLN 200 per the removal of a square meter of the film or advertisement materials. In case of leaving tape, the Exhibitor shall be charged with PLN 30 per removal of each running meter of the tape.
14. The Exhibitor and/or Development Contractor are obliged to clean traffic routes on a daily basis and within their own stands during the assembly and disassembly period and their exhibition stand during the Fair. In the event of non-performance of the above works, they shall be outsourced by the Organizer at the cost and risk of the Exhibitor.
15. The exhibition stands, together with the installations, exhibits and advertising media, should be assembled in such a manner so that they do not pose a hazard to public safety and order, and, in particular, to the lives and health of the persons working at and visiting Ptak Warsaw Expo.
16. The Exhibitor developing the stand on his own or through an external company during the assembly period, not later than on the day preceding the day on which the Fair is opened, is obliged to report to the Exhibitor Technical Service Desk to officially take over the exhibition space from the Organizer. The Organizer reserves the right to set a specific deadline by which the exhibition space is to be taken over. Only an authorized representative of the Exhibitor may take over the exhibition space. An authorized person means a person which signed the Participation Agreement or which appears in the Participation Agreement as the contact person. In order to be able to take over the stand, all other persons should have a written authorization from the Exhibitor (person signing the Participation Agreement).
17. On the day preceding the day on which the Fair is opened, between 2 PM and 9 PM, the Exhibitor is obliged to report to the Fair Office to register himself and to pick up the Exhibitor's Cards and other exhibitor materials. Only an authorized representative of the Exhibitor may pick up the Exhibitor's Cards and materials and get registered. An authorized person means a person which signed the Participation Agreement or which appears in the Participation Agreement as the contact person. Any other persons should have a written authorization of the Exhibitor (the persons executing the Participation Agreement).

18. Exhibitor Cards authorize the holder to access and remain in the Fair Area free of charge during the period of the Fair. The Exhibitor's Cards are issued, depending on the exhibition space (stand) booked, on the following terms: up to 9 m² – 3 Exhibitor's Cards and for every subsequent 5 m² – 1 Exhibitor's Card. The cost of the Exhibitor's Cards is included in the price for the exhibition space (stand). Additional Exhibitor's Cards may be issued by the Organizer on the basis of a written application of the Exhibitor after registering additional persons on-line. The Organizer reserves the right to possibly charge the Exhibitor with the costs of issuing additional Cards.
19. The Organizer has the right not to let in or remove persons not having identification cards from the fair grounds.
20. The Exhibitor is obliged to prepare the exhibition space within the assembly deadline specified above. As far as it is technically and organizationally feasible, the Organizer may give his consent to develop the exhibition space at a time different from the assembly time. However, the Organizer will charge an extra fee in the amount agreed on with the Exhibitor.
21. Each wall bordering directly with another stand and being higher than 2.5 m must be nicely finished in white, neutral or must be transparent on the other stand's side.
22. Only technical connection of electricity for the purposes of feeding tools and general hall lighting is available during the stand assembly and disassembly hours.
23. In justified cases the Organizer may interfere in the decoration and furnishing of the exhibition space (stand), in particular, he may remove articles that pose a hazard or emit unpleasant smells, disassemble devices which interfere in the work of other Exhibitors at the Exhibitor's own expense and risk.
24. Demonstrations of equipment, entertainment shows and other promotional activities being performed by the Exhibitor must be agreed on with the Organizer beforehand and cannot interfere in or hinder the process of servicing the stands and the free movement of participants and visitors.
25. The audio or video equipment used at the stand should be used in a manner which does not disturb other stands.
26. Exhibit items must not be placed in passageways, and it shall be prohibited to perform displays at stands that could give rise to overcrowd or an obstacle for the movement of visitors. Passageways must remain unblocked at all times.
27. In the Fair Area, it shall be strictly prohibited to screw, nail, stick, or lean any items to walls and other fixed structures of the building.
28. The Exhibitor has the right to exhibit and advertise their merchandise only at their respective stand, on condition that such items do not obstruct adjacent exhibitions and interfere with standard work of other Exhibitors. It shall be prohibited to use sound devices, additional lighting equipment, etc. that may disturb the standard work of other Exhibitors.
29. The machines and equipment can be connected on condition that they have been provided with any and all regulatory protective elements, in particular covers and barriers which prevent unauthorized access. It shall be prohibited to launch any machines or equipment that does not comply with security requirements or allow

for their use by unauthorized staff. While demonstrating the machines and equipment in movement, it is necessary to designate and secure an appropriate area in this respect.

30. Delivery of products and exhibits, assembly and furnishing of stands must be completed on the day preceding the day on which the Fair is opened, between 2 PM and 9 PM. As far as it is technically and organizationally feasible, the Organizer may give his consent for the products and exhibits to be delivered at a different time.
31. The Exhibitor shall not disassemble the stand or remove any exhibit items within the course of the Fair, i.e. before it is officially concluded. The Exhibitor's representative will be present at the Exhibitor's stand during the entire course of the Fair and while assembling and disassembling the stand. Details concerning the rules governing the Exhibitors' presence on the fair grounds before the Fair is opened, during the course of the Fair and after it is closed, will be communicated to the Exhibitor in the Technical Instructions (Manual). After the Fair is over, the Exhibitor is obliged to remove the exhibits, advertising signs, banners and other media and to reinstate the exhibition space (stand) to a condition from before the date on which it was handed over by the Organizer, within the disassembly deadline specified in the Technical Instructions (Manual). As far as it is technically and organizationally feasible, the Organizer may give his consent to perform the above activities within a disassembly deadline different from the deadline specified in the Technical Instructions (Manual). However, the Organizer will charge an extra fee in the amount agreed on with the Exhibitor. In the event of failure to conduct the above activities within the course of disassembly or the time frame arranged with the Organizer, the Organizer shall conduct them on its own or entrust them to third parties at the cost and risk of the Exhibitor, whereas any constituents and equipment of the stand, including exhibit items, advertising boards, banners, and other carriers not removed during the disassembly period shall be removed from the Fair Area at the cost and risk of the Exhibitor. The Organizer shall not assume any liability whatsoever for any property of the Exhibitor that has been destroyed or lost as a result of the Exhibitor's failure to remove it on time.
32. Any deficiencies or damage caused in the Exhibition Area shall be reimbursed by the Exhibitor as an equivalent of the present market price of the lost or damaged item, as applicable. The Exhibitor shall assume liability also for any deficiency of or damage to devices, rooms or items remaining in the Fair Area and used by the Exhibitor, its employees or persons employed by the same.
33. **It shall be prohibited to transport any exhibit items or disassemble the stand before the end of the Fair.**
34. The Exhibitor shall transport, load, pack, unpack, assemble, and disassemble at its cost and risk any and all items and other materials in the Fair Area.
35. **Transport of particularly heavy and large-sized materials to the exhibition hall must be reported in advance. Failure to report this type of items to the Organizer may lead to the exclusion of those items from being exhibited during the course of the Fair. Additionally, such items require that original certificate of non-flammability be presented, and location thereof during the course of the Fair must be approved by the Organizer.**
36. The Exhibitor shall transport, unload, unpack, assemble, disassemble, pack, and load at its cost and risk their exhibit items and other materials displayed at the Fair. Moreover:

- a. any vehicles involved in unloading shall be in impeccable technical condition (no leakage, standard exhaust emission, etc.),
 - b. unloading shall take place through receiving docks located in the F hall,
 - c. unloading should be performed as quickly and efficiently as possible (maximum parking time at the unloading ramp – 2 hours),
 - d. after unloading, all vehicles must leave the Ptak Warsaw Expo premises immediately,
 - e. Exhibitors who leave their vehicles after the unloading process is finished will be charged a parking fee as per the Ptak Warsaw Expo price list,
 - f. The Organizer reserves the right to remove vehicles which do not comply with the aforementioned conditions at the expense of the owner.
37. For security and organizational reasons, unloading, loading and transport of products as well as assembly and disassembly of structures on the Centre's fair grounds using motor-driven equipment operated by an operator, such as cranes, fork-lift trucks, scissor lifters, tail lifts, etc. may be performed only by the official fair forwarder. Forwarder contact details have been listed on the fair web <http://eurogastro.com.pl/en/exhibitors/logistics/>
38. Ptak Warsaw Expo parking lot operation:
- a. The fair Organizer does not provide free parking spaces. The Ptak Warsaw Expo ground parking lot is unguarded;
 - b. parking at the lot is possible after obtaining a parking ticket at the entrance, unless the exhibitors have parking passes which should be presented at the entrance;
 - c. the parking fee should be paid at the entrance to the parking lot staff of Ptak Warsaw Expo;
39. In the Fair Area, it shall be strictly prohibited to:
- a. use any electrical system that is provisional or was damaged or use any electrical heating equipment in non-compliance with the purpose for which they are intended and fire regulations, and to leave any plugged electrical devices that are not adjusted to continuous operation,
 - b. obstruct entries and driveways to fire equipment and block passageways and evacuation routes, hallways, hall, and staircases, and to use fire equipment for what it was intended,
 - c. place at the stand any items that dangerous for the participants of the Fair and the visitors. The Organizer reserves the right to remove and refuse entry to any exhibit items that it considers dangerous,
 - d. smoking in the exhibition buildings as well as outside, unless the Organizer designates and marks such areas,
 - e. parking delivery trucks having a load capacity of over 3.5 tons and trailers on the Ptak Warsaw Expo grounds. The aforementioned vehicles may be parked only on days and during the hours when the stands are being assembled and disassembled.
40. Invitations printed for the Exhibitors and third parties do not authorize such persons to enter the Fair.
41. **The Exhibitor is obliged to abide by the "Fair grounds regulations" constituting Appendix no. 1 to the Regulations (the Regulations and Appendix no. 1 are available on the fair website at www.eurogastro.com.pl in the Exhibitors tab) and the Organizer's internal by-laws.**

42. The design project of the electrical installation at the stand being erected by the Exhibitor or an external company must be approved by the Organizer. The design project should be prepared by a person holding an appropriate license and should be presented to the Organizer for approval not later than 45 days before the start of the Fair. The electrical installation should be made by a person holding an appropriate license and should be officially approved by an authorized representative of the Organizer. Failure to present the design project of the electrical installation within the aforementioned deadline gives the Organizer a right to refuse to give consent to hook up the power source, which does not release the Exhibitor from the obligation to cover the costs of hooking up power to the stand.
43. The Exhibitor developing the exhibition space on his own or through an external company is obliged to give the Organizer a stand development project in two projection views, with an indication of the connection points for: water and sewer installations, electrical connection, Internet connection and other documents required to carry out the development work (including a specification of materials used, together with certificates indicating the degree of flammability) not later than 40 days before the start of the Fair and to obtain the Organizer's consent to carry out the project.
44. At the stand being constructed by the Exhibitor on his own or through an external company, the Exhibitor is responsible for proper performance and operation of the internal electrical installation and development of the stand, while the Organizer is responsible for proper installation of the service wire and for providing appropriate wattage rating as per the order.
45. The Exhibitor is obliged to install a floor lining within the boundaries of his exhibition space or protect the floor within the boundaries of his stand in a different manner (accepted by the Organizer).
46. If, for legal, organizational or technical reasons, the Organizer is unable to perform the services ordered by the Exhibitors, he will immediately notify the Exhibitor about this fact. In this case the Organizer is not liable for not performing the service. If the above inability ensues from reasons attributable to the Exhibitor, the Exhibitor is obliged to pay for services ordered but not performed due to his fault.

§ 11

Liability of the Fair participants and protection of the exhibition spaces (stands)

1. The Organizer shall not be liable for any damage to the property of Exhibitors caused by third parties or attributable to the injured person. During the assembly and disassembly of exhibition area (stand) and within the course of the Fair, the Exhibitor shall secure at their own cost and risk any and all exhibit items, equipment, devices, and other items carried to the fair against possible damage or deficiencies.
2. The Organizer shall not be liable for accidents or results of accidents or damage to materials at exhibition stands, whether before, during, and after the event.
3. The Organizer is not liable for damage to the Exhibitors' property arisen as a result of force majeure, in particular, as a result of fire, storm, flooding, lightning strike, explosion, strike, demonstration, terrorist attack.
4. The Organizer shall not be liable for any damage to exhibit items resulting from suspension in providing power, water supply, etc. The risk associated with the exposure of machines and equipment that call for a smooth power or water (and other) supply shall be borne by the Participant only.

5. The Organizer recommends the Exhibitors to insure their property located at the Fair and purchase civil liability insurance associated with their participation at the Fair. The Exhibitor is liable for the protection of the property during the day as well as the night. The Organizer is not liable for any potential theft of exhibits and furnishings pertaining to the stand, regardless of the circumstances of the theft.
6. The Exhibitor is obliged to immediately inform the Organizer about noticed hazards, accidents or damage.
7. Exclusion of the Organizer's liability for reasons stipulated in items 1, 3 and 5 is not affected by fair grounds protection measures undertaken by the Organizer, such as: 24-hour security organized by the Organizer, opening and closing of the fair grounds at the start and end of each exhibition day.
8. The Exhibitor shall be liable for any damage caused by their employees and other persons employed by the same and other Sub-exhibitors.
9. The Organizer shall not be liable for any breakdown in the area of power supply provided to the stands of the Exhibitors using their own development or a structure performed by a company other than the Organizer. The Organizer shall only be liable for channeling power to the stand, i.e. from the switchboard of the facility to the distribution board of the Exhibitor. In the event of breakdown referred to in this item, the Exhibitor shall be disconnected from power supply by the Organizer until the breakdown in question is removed by the Exhibitor at the cost and risk of the Exhibitor.
10. The Organizer shall not be liable for any activities of the Exhibitors and Fair participants that may involve consents and licenses from any collective management organizations. Should it be necessary, the Exhibitor or Fair Participant shall obtain any consents and licenses required by law at their own extent and cost.
11. The Organizer shall not be liable for the protection of trademarks, patents, certificates, etc. of any exhibit items presented at the Fair.
12. The Organizer shall not be liable for changing the time frames of organization of the Fair, including their cancellation or suspension and changes in the organizational and financial terms and conditions caused by Force Majeure or any order issued by the state or local government.

§ 12

Complaints

1. The Exhibitor shall have the right to lodge complaints in connection with the services provided by the Organizer. Complaints shall be submitted to the Organizer in writing, otherwise being null and void.
2. The Exhibitor shall make a complaint once they notice any irregularities or defects so that the Organizer may see whether it is valid, **but no later than the end of the Fair.**
3. Any complaints submitted after the end of the Fair shall not be processed. This also concerns any complaints lodged within the time frame that does not allow the Organizer to determine whether they are valid.
4. Complaints shall be processed immediately, but no later than 30 days from the date on which they are delivered to the Organizer. The Organizer shall inform the Exhibitor about the outcome of a given complaint.

§ 13

Photo and video reports

1. MT Targi Polska S.A reserves the right to take photographs, create relations, photo journalies and video reports of events which it organizes.
2. MT Targi Polska S.A. may use the image of fair participants, both exhibitors and visitors only for the promotion and marketing of fairs or accompanying events organized by them.
3. Photos and video reports containing the image of participants and exhibitors can be placed on YouTube and Facebook sites:
www.facebook.com/TargiEuroGastro/
www.facebook.com/TargiEuroWorldHotel/
www.youtube.com/user/MTTargi
4. MT Targi Polska S.A. reserves the right to use photographs and video materials made during the fair for the purpose of marketing and promotion of fairs and to place these materials on the websites www.mttargi.pl and www.targieurogastro.com.pl.
5. MT Targi Polska S.A. may store photographs and video reports made during trade fairs and accompanying events up to 10 years from the date of the end of the fair.
6. MT Targi Polska S.A. reserves the right to use photographs and video materials made during the fair and accompanying events, which, pursuant to art. 81 par. 2 of the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2018, item 1191) do not require consent for more than 10 years.
7. The organizer is not responsible for photos and films made during trade fairs and accompanying events by third parties without the organizer's knowledge.
8. Photographs and video materials made during trade fairs and accompanying events may be published as press materials within the meaning of the Act of 26 January 1984 - Press Law (Journal of Laws item 24, as amended), as well as for statements as part of literary or artistic activity.

§ 14

Final Provisions

1. The Organizer reserves the right to cancel, shorten, postpone or partially close the Fair in the event of circumstances not attributable to the Organizer, including the effects of Force Majeure, in particular fire, gale, flooding, lightning, explosion, strike, manifestation, terrorist attack.
2. If the Fair cannot take place due to the reasons attributable to the Organizer, the Organizer shall immediately reimburse the Exhibitors for the fees that have already been paid and transfer the said amounts back to the bank accounts specified by them.
3. Should the Fair not take place for reasons for which the Organizer is liable, the Organizer will immediately, at his own expense, refund the payments made by the Exhibitors to the bank accounts indicated by them. The Organizer will burden every Exhibitor with the costs referred to in the preceding sentence proportionally to the value of the services ordered by each Exhibitor, associated with the participation in the Fair.

4. In a situation where the Organizer is forced to shorten, postpone or partially close the Fair, the Exhibitors are not entitled to claim refund of the payments made by them.
5. In the cases defined in sections 1 to 4 above, the Exhibitors shall not be entitled to request any compensation from the Organizer.
6. Any and all disputes between the Organizer and the Exhibitor shall be settled by the court having jurisdiction over the registered office of the Organizer.
7. The Organizer reserves the right to add or remove specific services from the offer presented in the Participation Agreement.
8. Correspondence between the Parties under the Participation Agreement will be sent to the Parties' addresses indicated in the Participation Agreements. During the course of the Fair correspondence may be delivered, against confirmation of receipt by an authorized person, also on the fair grounds, as regards the Organizer, at the Fair Office, and as regards the Exhibitor, at the exhibition space (stand). In case of a doubt as to the determination of the time of performance of the action stipulated in the Agreement, including in these Regulations, the time of performance of the action means, as regards actions performed by the Organizer, the day the correspondence is sent by registered or courier mail or delivered against confirmation of receipt, and as regards actions performed by the Exhibitor, the day the correspondence is delivered to the Organizer.
9. By placing his signature on the Participation Agreement, the Exhibitor undertakes to abide by these Regulations, the order regulations and all other decisions taken between the Exhibitor and the Organizer.
10. In matters not regulated in the Participation Agreement, Order Forms, and these Regulations, relevant provisions of the Facility Regulations, the Manual for the Use of the Facility, generally applicable provisions of the Polish law, and the Civil Code shall apply.
11. Any disputes shall be resolved on the basis of the applicable Regulations in Polish language version. The interpretation of the Regulations shall be subject to the Polish law.