



**ORGANISER:**



IBC Investments Sp. z o.o. 01-222 Warsaw, Poland, 12/14 Prądzyńskiego Str.  
District Court Warsaw  
Register No KRS 0000748563, Tax ID PL 5272865308, REGON 381281239,  
Initial Capital 1 332 000 PLN

Contact:

**Tomasz Sanecki**

Project Manager

phone (+48) 32 728 15 31

mob. (+48) 664 080 288

e-mail: [tsanecki@fairexpo.pl](mailto:tsanecki@fairexpo.pl)

[hapes@fairexpo.pl](mailto:hapes@fairexpo.pl)

[www.hapes.fairexpo.pl](http://www.hapes.fairexpo.pl)

## APPLICATION CONTRACT

Exhibitor			
Country		Post Code	City
Address			
Phone		FAX	
Email		TAX ID	

### COMPANY REPRESENTATIVE

Name		Occupation	
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Person in charge			
Phone		Email	

### EXHIBITOR'S ORDER

### ALL PRICES ARE IN PLN

	Price till 30.06.2018	Qty.	Cost
<b>Raw Space (min. 6 sqm)</b> <b>Price includes:</b> space rental and aisle cleaning 1 sqm of multi-storey stands costs 30% of raw space sqm price	<b>440 PLN/m<sup>2</sup></b>	<b>x</b>	<b>=</b>
<b>Stand arrangement</b> <b>Price includes:</b> Octagonal (Octanorm) system, white walls, fascia panel name on booth, 1 socket (230V), carpet, 1 spot light per every full 2 sqm of the stand, hanger, wastepaper basket	<b>100 PLN/m<sup>2</sup></b>	<b>x</b>	<b>=</b>
<b>Obligatory Registration Fee</b> <b>Price includes:</b> fair catalogue entry incl. logo, catalogue in digital form, on-line catalogue entry at the website, directory booklet entry, internet, parking entry, Exhibitors Evening invitation, Exhibitors ID's - quantity according to fair regulations	<b>400 PLN/m<sup>2</sup></b>	<b>x</b>	<b>=</b>
<b>Licence Fee</b> Obligation for stand building Companies and Exhibitors building their own stand	<b>PLEASE FILL OUT THE FORM ON PAGE No 3</b>		

**ORDER NET VALUE IN TOTAL:**

### TERMS OF PAYMENT:

60% of the payment should be made within 7 days from date of invoice proforma, 40% of the payment should be made by 30.04.2018, 40% of payment should be made by 30.04.2018. Contracts signed after 30.04.2018 chargeable 100% of the amount to 7 days from date of invoice proforma. VAT is not included according to the EU reverse charge procedure.

**PAYMENT HAVE TO BE MADE ON ACCOUNT NUMBER GIVEN ON THE INVOICE.**

We hereby confirm our participation in "HaPeS 2018" fair organized by IBC Investments Ltd. and the same we undertake the obligation to pay all costs mentioned above. By signing and returning the form, we acknowledge that the Regulations of participation are binding for our company as integral part of the contract (page 4/4). The contract shall enter into force on the day when fair Organizer receives the signed form by fax, e-mail or post.

DATE, AUTHORISED SIGNATURES

STAMP



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## CO-EXHIBITOR'S APPLICATION CONTRACT

Co-Exhibitor			
Country		Post Code	City
Address			
Phone Email		FAX	
		TAX ID	

### COMPANY REPRESENTATIVE

Name		Occupation	
Person in charge			
Phone		Email	

CO-EXHIBITOR COMPANY NAME	ADDRESS	CONTACT DETAILS	
		PHONE/FAX	
		E-MAIL	
		PHONE/FAX	
		E-MAIL	
		PHONE/FAX	
		E-MAIL	

ORDER	Price		Qty.		Cost
<b>CO-EXHIBITOR FEE</b> Price includes: fair catalogue entry, catalogue in digital form, on-line catalogue entry at the website, the name of the company on facia board, invitation for Exhibitors Evening for 2 persons, Co-exhibitors ID's - quantity according to fair regulations	<b>700 PLN</b>	X		=	

ORDER NET VALUE IN TOTAL:

### TERMS OF PAYMENT:

100% of payment should be made within 7 days from date of invoice proforma. Invoices will be issued in PLN. VAT is not included according to the EU reverse charge procedure.

**PAYMENT SHOULD BE MADE ON ACCOUNT NUMBER GIVEN ON THE INVOICE.**

We hereby confirm our participation in "HaPeS 2018" fair organized by IBC Investments Ltd. and the same we undertake the obligation to pay all costs mentioned above. By signing and returning the form, we acknowledge that the Regulations of participation are binding for our company as integral part of the contract (page 4/4). The contract shall enter into force on the day when fair Organizer receives the signed form by fax, e-mail or post.

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ORGANISER:



IBC Investments Sp. z o.o. 01-222 Warsaw, Poland, 12/14 Prądyńskiego Str.  
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## LICENSE FEE FORM

Exhibitor			
Country		Post Code	City
Address			
Phone		FAX	
Email		TAX ID	

### COMPANY REPRESENTATIVE

Name		Occupation	
------	--	------------	--

Person in charge			
Phone		Email	

### LICENCE FEE

### ALL PRICES IN PLN

		Qty.		Cost
Licence Fee obligatory for stand building companies	20 PLN/m <sup>2</sup>	x	=	

ORDER NET VALUE IN TOTAL:

### RULES OBTAIN DURING INSTALLATION AND DISMANTLING OF STANDS

1. The carpet should be fastened to the floor of the building with non-staining tapes.
2. The carpet should have a certificate confirming fire inhibiting impregnation.
3. Tools without dust catches are prohibited.
4. Welding is prohibited.
5. Hanging to the construction of the pavilion is allowed only for TARGET SOUND by separate agreements.
6. Drilling holes in the floor and walls of the pavilion is prohibited.
7. Do not store inflammable materials on the stands, do not block emergency exits and access to the media channels.
8. Painting or other works without adequate protection of the floor in the pavilion is prohibited.
9. Do not leave any components of the stand after its dismantling.

**FAILURE OF THE FOLLOWING RULES BY EXHIBITORS ARE PUNISHABLE BY FINES OF 3000 PLN**

### TERMS OF PAYMENT:

100% of the payment should be made within 7 days from date of invoice proforma. VAT is not included according to the EU reverse charge procedure.

PAYMENT SHOULD BE MADE ON ACCOUNT NUMBER GIVEN ON THE INVOICE.

**I UNDERTAKE TO SEND BOOTH PROJECTS WITH ELECTRICITY CONNECTIONS AND WATER-DRAINAGE MARKING, TILL 31.08.2018. I GUARANTEE ALSO TO SEND THE DECLARATION, THAT TECHNICAL PROJECT AND ELECTRICITY INSTALLATION PROJECT WERE PREPARED IN ACCORDANCE WITH BINDING RULES.**

DATE, AUTHORISED SIGNATURES

STAMP



## TRADE FAIR PARTICIPATION TERMS AND CONDITIONS

- A. The provisions of these Trade Fair Participation Terms and Conditions are an integral part of the Participation Submission Agreement and apply to all fair participants and exhibitors (hereinafter referred to as "Exhibitor") organised by IBC Investments Sp. z o.o. with the seat in Warsaw (01-222), Poland, 12/14 Prądyńskiego Str., entered to the Register of Entrepreneurs by the District Court for the Capital City of Warsaw in Warsaw, 12th Business Department of the National Court register with the following number: KRS 0000748563, VAT ID: 5272865308, REGON: 381281239, amount of equity capital: PLN 1.332.000,00 (hereinafter referred to as the Organiser). Any changes to the Participation Submission Agreement and the Terms and Conditions must be made in writing and signed by an authorised representative of the Organiser, as well as people authorised to represent the Exhibitor.
- B. A precondition for participation in the Trade Fair is concluding a Participation Submission Agreement between the Exhibitor and Organiser, as well as payment of the remuneration resulting from the Participation Submission Agreement. People signing the Participation Submission Agreement declare that they have been authorised to represent the Exhibitor, based on an entry to the appropriate register or based on a power of attorney. The signed hard copy of the Participation Submission Agreement shall be sent to the Organiser immediately, by post.
- C. Along with concluding the Participation Submission Agreement, the Exhibitor grants their consent for the Organiser to use the Exhibitor's logo, without remuneration, in order to publish it on the Trade Fair website, in social media on profiles of the Trade Fair and in all materials regarding the Trade Fair (including in electronic and hard copy format). The Exhibitor is obliged to provide the logo design to the Organiser within a period indicated by the latter. The Organiser may not change or modify the Exhibitor's logo.
- D. The Organiser is obliged to display the Building Terms and Fire Regulations in a visible place. The Exhibitors are obliged to acknowledge and respect the provisions and principles contained in them.
- E. The Exhibitor's rights and specifically the right to lease space may not be transferred by the Exhibitor onto any other entity without consent of the Organiser and making the applicable payments. The Exhibitor shall be responsible for any actions of Joint Exhibitors, including in particular respecting the above provisions applicable during the event.
- F. Companies and Exhibitors performing the stand development on the premises of the MCK may provide development services only after obtaining a license. The net license cost is PLN 20/m<sup>2</sup>. The required license applies to stands with special arrangement and standard arrangement.
- G. The Exhibitor has the right to expose and advertise their products only on the leased stand on conditions that the items do not cover the adjacent exhibits or disrupt normal course of work of other exhibitors. It is prohibited to use sound-emitting devices, additional light, etc., which may disrupt normal course of work of other exhibitors.
- H. The Exhibitor may not organise any promotional campaigns beyond their stand without consent of the Organiser. Placing advertisement beyond the leased stand is charge extra. The Exhibitor may not advertise, promote, expose companies on its stand, which did not pay the net amount of PLN 700 for joint participation in the Trade Fair. An Exhibitor that does not submit a joint exhibitor's application to the Organiser is subject to a fine in the net amount of PLN 2,000.
- I. The Exhibitor is obliged to stay on the premises of the stand during the exhibit opening hours and to use IDs issued by the Organiser when accessing and leaving the exhibit premises. A free ID is issued for each 6m<sup>2</sup> of space.
- J. The Exhibitor is not allowed to disassembly the stand and remove any items in the course of the exhibit, i.e. prior to its official ending. In the case of earlier disassembly or leaving the stand, the Organiser may apply a fine in the net amount of PLN 5,000. An authorised representative of the Exhibitor will be present throughout the entire exhibit duration and when assembling/disassembling a given exposition. Detailed information regarding the principles of Exhibitors. Staying on the premises of the Exhibit prior to its start, within its course or after its end, will be provided to the Exhibitor separately.
- K. The Organiser and its Representatives will not be responsible for any accidents or injuries, or any loss, theft or damage of property of the Exhibitors and Guests caused due to any reason, except for loss generated due to reasons attributable to the Organiser. The Organiser ensures security of the Exhibitor's property when the exhibit hall is closed. The Exhibitor is reminded about proper securing of its items, other equipment for which it is responsible as well as personal belongings. The Exhibitor shall immediately notify the Organiser about any noticed threats, accidents or loss. The Exhibitor is obliged to respect the recommendations regarding safety issued by the Organiser and its Representatives. All complaints regarding the incurred loss shall be submitted by the Exhibitor to the Organiser in writing and during the course of the Fair. The Exhibitor shall cover the cost of loss generated in the Organiser's property or in the property of the owner of the exhibit premises, resulting from improper use of the stand.
- L. The Organiser and its employees will not be responsible for any errors or omissions relating to address data, informational and bank details which will be published in materials prepared and sent to it by the Exhibitor or Advertiser.
- M. Conclusion of the Agreement and its submitting to IBC Investments Sp. z o.o. is equal to the Exhibitor agreeing that it will not be authorised to request any refunds of payments made and that IBC Investments Sp. z o.o. incurred costs as a result of concluding the Agreement, and are authorised to request payment of all amounts resulting from concluding the Agreement. *The Exhibitor has the right to resign from participating in the Trade Fair at least 2 months prior to its start. In the case of resignation from participating in the Trade Fair at least 2 months prior to its start, the Exhibitor shall be charged with manipulation costs in the amount of 30% of the remuneration due to the Organiser, resulting from the Participation Submission Agreement. Resignation from participation in the Fair after the above period shall result in charging the Exhibitor with the full amount of remuneration due to the Organiser, under the Participation Submission Agreement. The resignation shall be submitted in writing by people authorised to represent the Exhibitor, otherwise being invalid. The date of delivering the written termination of the Exhibitor to the Organiser shall be equal to the date of resignation.*
- N. The Organiser and its employees shall not be responsible for loss, damage or delays caused by force majeure, civil tumult, actions of state and local authorities, strikes or other circumstances which make it impossible or cause the Organiser to withdraw from organising the Exhibit in the intended time and place, and which are beyond control of the Organiser. The Organiser reserves the right to change the date/place of the Exhibit if circumstances beyond its control occur, for which the Organiser shall not be responsible. The Organiser shall notify the Exhibitor about such changes and their reasons. Furthermore, the Organiser shall not be responsible and shall be protected against claims in the case of any conflicts or disputes with local authorities, on the premises of which the Exhibit is organised, or any other entities in relation to any aspects of the Exhibit, which may have a negative impact on the Exhibitors. The Exhibitor confirms that the Organiser has also incurred a loss or damage as a result of the above, and hence resigns from any claims for compensation due to such loss. Amounts paid to the Organiser as fees or any other amounts paid in connection to the Exhibit shall remain the property of the Organiser.
- O. The Organiser is not obliged to help the Exhibitor in obtaining documents required for entry to Poland. The fact that the Exhibitor does not obtain such documents, may not be the basis for terminating or withdrawing from the Agreement and for requesting a refund of the paid amounts. The Exhibitor may present another party or company as a replacement, which will meet the conditions required for entering the country in which the Exhibit will take place. Such a change shall be made upon sole responsibility of the Exhibitor who signed the Agreement.
- P. The Organiser shall not be responsible for loss, damage or delays caused by shipping (transport, moving and customs clearance) from and to the country in which the Exhibit takes place. The Exhibitors are reminded about the need for insuring all shipments.
- Q. The Exhibitor clearly confirms that there were no statements made, explicitly or allegedly, with reference to contract possibilities (business size) which may be achieved during the Exhibit, the success of a business or that the Organiser or any affiliates, employees or other legal persons associated with them did not provide any guarantees or assurances regarding the Exhibit. The Exhibitor shall also confirm that this document constitutes all principles covering the cooperation between the parties and that the Exhibitor did not receive any changes or modifications.
- R. The Agreement is subject to the laws of Poland and interpreted in line with such laws. Any disputes between the parties resulting from this Agreement shall be subjected to a court with jurisdiction over the seat of the Organiser.

### ORGANISER'S INFORMATION

1. The Organiser is the Administrator of personal data specified in connection to concluding the Participation Submission Agreement. Contact by email: [ibckat@fairexpo.pl](mailto:ibckat@fairexpo.pl)
2. The Participation Submission Agreement is the basis for processing personal data. The data will be processed for the purpose of the above Agreement and for executing the legally-justified business of the Organiser by means of marketing of the Organiser's services. Specifying any personal data is voluntary but required for concluding the Agreement.
3. If necessary, your data will be disclosed to the Organiser's subcontractors for purposes required to organise the Trade Fair (e.g. graphic designers, printing houses).
4. Personal data will be processed for a period required for executing this Agreement and after this period, until claims become outdated. Personal data will be processed for the purpose of executing the legally-justified business of the Organiser by means of marketing of the Organiser's services, and will be processed until you submit an objection.
5. You are entitled to accessing your personal data, requesting its clarification, removal, limiting its processing, the right to submit an objection with regard to processing your data, transfer your data and to submit a complaint to a supervisory authority.
6. Based on your personal data, the Organiser shall not make any automated decisions, including decisions resulting from profiling.

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**DATE, AUTHORISED SIGNATURES**

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**STAMP**