



**ORGANIZER:**



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

## INFORMATION CARD

**1. Exhibition date and opening hours**

- 23.10.2018 from 10:00am to 5:00pm
- 24.10.2018 from 10:00am to 5:00pm
- 25.10.2018 from 10:00am to 4:00pm

**2. Participation terms**

All participants are required to send the correctly filled Application Contract with signature and Technical Card forms to our office until 30.06.2018. Customers whom signed Application Contracts after 30.06.2018 should send Technical Cards no later than 3 days from the date of sending Application Contract.

**3. Standard stand build up by Organizer**

- Standard IBC stand construction will be build 21-22.10.2018 from 7:00am till 10:00pm.
- Standard stand arrangement by customers 22.10.2018 from 3 pm.

**4. Build up by external companies**

Stand construction build up by external companies 21-22.10.2018 from 7:00am till 10:00pm.

**5. Fair office in the hall during build up**

Here all Exhibitors will receive press materials and bagdets.

- 22.10.2018 from 8:00am to 8:00pm
- 23.10.2018 from 7:00am to 9:30pm

**6. Stands' dismantling can take place on:**

- 25.10.2018 from 4:00pm to 12:00am (please take things that are part of the equipment of your own stand)
- and 26.10.2018 from 7:00am to 5:00pm

Leaving any of the things on the stand after the fair should be reported in writing (list) to the hall manager or event organizer. Organizer is not responsible for things not reported in writing. Exhibits can not be taken before 4pm. According to the Rules Organizer may impose a fine of up to 5,000 PLN.

**7. Additional hours for build up and dismantling**

In special cases the extra hours for stands' disassembling can be extended with Organizer's permission. You shall require for the permission in writing. The charge for the extension of working hours in the hall will be priced individually.

**8. Opening hours during exhibition**

- 23.10.2018 from 7:00am to 5:30pm
- 24.10.2018 from 9:00am to 5:30pm
- 25.10.2018 from 9:00am to 4:00pm

**9. Stands are protected by the organizer in days**

- 23.10.2018 between the hours of 5:30pm to 9:00am on 24.10.2018
- 24.10.2018 between the hours of 6:30pm to 9:00am on 25.10.2018

**10. Stands' power supply**

- 23.10.2018 between the hours of 07:00am to 5:30pm
- 24.10.2018 between the hours of 09:00am to 5:30pm
- 25.10.2018 between the hours of 09:00am to 12:00am

*(does not apply to 24h power supply)*

**11. Exhibition area entrance for build up**

- 21-22.10.2018 from 7.00 to 10:00pm  
cars with a weight of 3,5t and above on the basis of the entry card

**ATTENTION: a complete ban on leaving vans (after assembly) in the car park during the Fair. Breaking the ban may result in a fine of PLN 500 net.**

**12. Entrance to the fairground during dismantling**

- 25.10.2018 from 5:30pm to 12:00am  
cars with a weight of 3,5t and above on the basis of the entry card
- 26.10.2018 from 7:00am to 5:00pm  
cars with a weight of 3,5t and above on the basis of the entry card

**13. Entrance to the fairground during the Fair**

- 23.10.2018 from 7.00 to 5.00pm  
entrance and parking only on the basis of car parking tickets
- 24.10.2018 from 9.00 to 5.00pm  
entrance and parking only on the basis of car parking tickets
- 25.10.2018 from 9.00 to 4.00pm  
entrance and parking only on the basis of car parking tickets

### ADDITIONAL INFORMATION

**Tomasz Sanecki**

Project Manager

tel. (+48) 32 728 15 31

mob. (+48) 664 080 288

e-mail: tsanecki@fairexpo.pl

**Marketing**

Katarzyna Szczytowska

PR Manager

mob. (+48) 531 410 310

e-mail: promocja@fairexpo.pl

**Technical Department**

e-mail: techniczny@fairexpo.pl

DATE, AUTHORISED SIGNATURES

STAMP