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Regulations of the "Smart City Expo Poland"

Appendix 2 to the agreement for participation in the "Smart City Expo Poland" fair

18 – 19 October 2023

1. Submission of applications

1.1 The deadline for submitting applications for participation in the fair is September 30, 2022. Applications will be accepted by the Organizer depending on the availability of free exhibition space.

2. Deadlines for assembly and disassembly of stands

2.1. Stand assembly: from October 16, 2023.

2.2. Dismantling of stands: from October 19, 2023 – after 5 p.m.

2.3. Opening hours of exhibition halls for assembly teams: 08:00 – 21:00.

2.4. The Organizer, during assembly and disassembly, from 8.00 to 16.00 at the Fair Reception, issues permits to enter the area by cars, including vans, in order to assemble / dismantle the Exhibitors' stands.

2.5. It is possible to extend the hours of assembly and disassembly after prior contact with the facility administrator and for an additional fee.

2.6. After 2.00 p.m. on the day preceding the fair, the Exhibitor will be able to carry out only such works that will not involve contamination of the exhibition space. First of all, it is forbidden to paint, grind, putty and perform other work that pollutes the environment.

3. Opening hours of exhibition halls

3.1. The exhibition halls are open to Exhibitors every day of the Fair: one hour before the start and two hours after the end of the fair.

3.2. The exhibition halls are open to Visitors every day of the Fair from 09:00 to 17:00.

4. Stand cleaning

4.1. The Exhibitor is responsible for cleaning the stands during their assembly and dismantling and during the Fair.

4.2. The Exhibitor, apart from necessary, minor activities, may not clean the stands while the exhibition halls are open to Customers.

4.3. The Exhibitor is obliged to remove waste generated as a result of assembly and disassembly of the stand into containers.

4.4. The Exhibitor may purchase an additional cleaning service (additional services form).

5. Issuing entry cards for Exhibitors

5.1. Assembly cards are issued at the Reception of the Fair on assembly days from 08:00 to 17:00

5.2. Issuing the Exhibitor's entry cards takes place at the Fair Reception during the assembly period and on the first day of the fair at the hours set out in point 3.1

5.3. Entry cards are issued in the amount depending on the size of the rented exhibition space:

- a) 2 cards – stand - 9m²,
- b) 3 cards – stand from 10 to 25 m²,
- c) 5 cards – stand over 25m².

6. Transfer and acceptance of exhibition space

6.1. The exhibition space is handed over at the moment of commencement of the stand assembly.

6.2. The transfer of exhibition space shall be confirmed by a transfer protocol.

6.3. The transfer protocol shall be signed by an authorized representative of the Exhibitor.

6.4. In the absence of the Exhibitor's representative, persons participating in the assembly should have a written authorization to accept the exhibition space.

6.5. Acceptance of the exhibition space takes place after the dismantling of the stand is completed and is confirmed by the acceptance protocol.

6.6. The Organizer reserves the right to charge the Exhibitor with additional costs in the event of handing over the exhibition space bearing traces of permanent dirt (e.g. glue or tape) or damage.

6.7. The Organizer allows gluing elements to the floor only with the use of "fair tape" that does not leave traces of glue after breaking.

6.8. The Exhibitor is obliged to protect the floor against damage by the exhibits (e.g. oil stains, mechanical damage)

7. Parking na terenie Expo Łódź

7.1 Exhibitors are entitled to enter the Expo Łódź area and leave passenger vehicles free of charge in the amount depending on the rented exhibition space for the duration of the Fair during the opening hours of the exhibition halls for Exhibitors.

- a) stand up to 25 m² – 1 car,
- b) stand above 25 m² - 2 cars

7.2. Exhibitors' cars should be parked in a place indicated by the Organizer as a parking lot for Exhibitors

7.3. Trucks should be removed from the parking lot 12 hours before the start of the fair.

7.4. It is forbidden to park vehicles on fire roads and in zones designated for pedestrian traffic and leave vehicles on the Expo Łódź area after the hours specified in the above provisions. Violation of the prohibitions listed in the previous sentence may result in towing the car at the expense of the Exhibitor.