

MTG SA GDAŃSK INTERNATIONAL FAIR CO. REGULATIONS FOR TRADE FAIR PARTICIPANTS

1. GENERAL PROVISIONS

1.1. The provisions of these Regulations shall bind the Participants (Exhibitors) of trade fairs organised by Międzynarodowe Targi Gdańskie Spółka Akcyjna (the MTG SA Gdańsk International Fair Joint Stock Company, hereunder referred to as "MTG") in Gdańsk, hereunder referred to as the "MTG Regulations".

1.2. The MTG Regulations consist of the following integral parts:

- Terms and Conditions of Providing Exhibition Space;
- List of Product Groups.

1.3. Admission to participate shall be granted to entities which present products/services compliant with the subject matter of a given event, as specified in the List of Product Groups.

2. CONDITIONS OF PARTICIPATION

2.1. Application

2.1.1. MTG sends out Application Forms as an invitation to participate on the terms specified in the MTG Regulations for trade fair participants. The Regulations and Application Forms are available at www.amberexpo.pl as interactive forms or PDF files, if the Terms and Conditions of Providing Exhibition Space include the possibility of applying to participate in a trade fair in the way referred to in 2.1.2 b.

2.1.2. Your trade fair application must be submitted in accordance with the Terms and Conditions of Providing Exhibition Space, which may indicate one or both of the ways listed below for you to use:

- a. fill in an interactive electronic **Application Form**;
- b. send the completed original of the **Application Form** by post to the MTG Registered Office or email a scanned Application Form, duly completed and signed by an authorised person, to the MTG email address. By sending/emailing the Application Form to MTG, **you place an offer of participation in the trade fair and accept all the provisions of these Regulations.**

2.1.3. The documents specified in 2.1.2 are to be submitted by the date stated in the Application Form as the **Application Deadline**.

2.1.4. Application Forms received after the date stated as the Application Deadline shall be considered by MTG subject to the availability of free exhibition space.

2.1.5. The receipt of an **Application Form** by MTG is not tantamount to a confirmation of participation in the trade fair. Prior to making a decision on qualifying an Applicant to participate in a trade fair, MTG reserves the right to request the Applicant to supplement any elements missing from the **Application Form**. MTG will notify the interested entities about the acceptance of their offer of participation in the trade fair and the conclusion of a Participation Agreement by sending a **Confirmation of Application**, in which MTG will specify: the size and type of the space assigned in an exhibition hall or in the open sector (outdoors). The date of the Confirmation of Application issued by MTG shall be construed as the Participation Agreement conclusion date, with the proviso that:

a. for applications via the interactive **electronic Application Form** – **it is the date when MTG emails the Confirmation of Application to the Applicant**;

b. for applications referred to in 2.1.2 b., it is the date when MTG sends the Confirmation of Application by post.

2.1.6. MTG reserves the right not to accept an offer of participation in a trade fair without stating the reasons therefor.

2.1.7. MTG shall assign exhibition space taking into account the Applicant's specifications, as far as possible and subject to the logistics and technical conditions.

2.1.8. MTG will locate the Exhibitors in facilities owned by MTG or ones to which MTG holds legal title; the choice of the facility shall be made by MTG and the Exhibitor shall have no right of claim thereon. MTG also reserves the right to change the type and size of the exhibition space. If the size, location or type of space assigned by MTG in the Confirmation of Application differs from the space ordered, the Participation Agreement shall be concluded on the terms specified in the Confirmation of Application.

Should the Applicant not accept the altered terms proposed by MTG in such a case, the Applicant should make such a statement, in a manner in which the Application Form was submitted, within 3 days of the date of the receipt of the Confirmation of Application.

2.1.9. MTG reserves the right to change the pricing:

- by up to 10% in the case of a justified increase in the costs which have arisen for reasons independent of MTG,

- by the amount which corresponds to changes in the law, including the applicable taxes, duties etc.

2.1.10. MTG reserves the right to change the originally assigned exhibition space specified in the Confirmation of Application. In such a case, the trade fair participant shall not be entitled to compensation from MTG, with the proviso that the refund of the overpayment resulting from the fact of assigning a different type of or smaller space than that originally assigned takes place within 7 days of the alteration.

2.2. Cancellation of participation

2.2.1. The Applicant may cancel its offer of participation or withdraw from the concluded Participation Agreement referred to in 2.1.5 above. The cancellation of an offer of participation or the withdrawal from the Participation Agreement shall require written form under pain of invalidity. Electronic form or a statement sent by fax shall not be considered a written form.

2.2.2. The Applicant's withdrawal from the Participation Agreement **no later than 30 days prior to the commencement of the trade fair** shall create an obligation to pay a handling charge of 10% of the total net value of the exhibition space and services ordered, as specified in the Application Form. The above amount shall be increased by value added tax (VAT) due, as per the applicable laws. The date of the receipt of the letter (containing the statement of withdrawal) by MTG shall be construed as the date of participation cancellation. MTG reserves the right to deduct the handling charge from the advance payment made pursuant to 2.3.2 below.

2.2.3. The withdrawal from the Participation Agreement **less than 30 days before the commencement of the trade fair** shall result in an obligation to pay 100% of the total gross value of the exhibition space and services ordered, as specified in the Application Form, and of other services ordered.

2.3. Terms of payment

2.3.1. The prices related to the participation in trade fairs shall be determined individually for each trade fair and specified in the Application Form.

2.3.2. The Applicant shall be obliged to remit the funds in return for the services provided by MTG to the MTG bank account in two instalments:

- 50% of the gross value of the full range of services included in the Application Form (the value of the Participation Agreement) and of other services ordered, within 7 days of the receipt of the Confirmation of Application from MTG,
- the remaining 50% no later than 30 days before the commencement date of the trade fair. The final settlement of accounts for the services performed shall take place upon the conclusion of the trade fair. If the advance payment invoices do not cover the total gross amount due for the services, MTG shall issue a final invoice within 7 days of the conclusion date of the trade fair.

2.3.3. The Payer (the invoice recipient) is the entity which applies for participation in the trade fair – the Principal (i.e. the entity who signs the Application Form). Should the Principal designate a third party (a physical or legal person) as the payer at the point of completing and signing of the Application Form, then the Designated Payer shall provide a written statement that it accepts the Principal's liabilities. The liability of the Designated Payer and the Principal towards MTG shall be joint and several.

2.3.4. When a trade fair participant is a foreign entity which does not have a place of business (branch, plant, office, agency etc.) in Poland, this foreign entity shall be obliged to sign and send to MTG's postal address a statement which is part of the Application Form. Should such a statement not be submitted, MTG shall conclude that the services provided to the foreign entity are taxable within the territory of Poland and shall add the value added tax (VAT) due to the cost of MTG services.

2.3.5. Failure to make any of the payments referred to in 2.3.2 above within the deadlines specified therein shall entitle MTG to withdraw from the concluded Participation Agreement for reasons attributable to the Principal and claim a contractual penalty of 10% of the total net value of the exhibition space and services ordered, as specified in the Application Form. MTG reserves the right to deduct the contractual penalty from the advance payment, if such has been made to MTG.

2.4. Form of participation

2.4.1. It is possible to take part in MTG trade fairs as an individual Exhibitor or as a Co-Exhibitor unless the Terms and Conditions of Providing Exhibition Space for a specific trade fair preclude participation as a Co-Exhibitor.

2.4.2. In accordance with the requirements specified in the Application Form, the Applicants shall provide details concerning the Exhibitor and Co-Exhibitor, as well as details concerning their industry and exhibition portfolio/exhibits (the codes from the List of Product Groups). The company details (name and address, sales portfolio) reported by the Exhibitor, along with the stand's location, will be published by MTG in the Exhibitor Directory.

2.4.3. In the case of individual participation, the entity (Exhibitor) who applies for participation in the trade fair on its own behalf and account, and who orders exhibition space by signing the Application Form, shall be the party to the Participation Agreement with MTG.

2.4.4. In accordance with the terminology used in the exhibition statistics, an individual participant has the status of Exhibitor. An Exhibitor is an entity who participates in a trade fair directly and presents its own products and/or services at its exhibition stand using its own staff.

2.4.5. An Exhibitor shall have the right to enter Co-Exhibitors for participation in the trade fair at an extra charge and shall be liable for their actions as for its own. MTG's permission for the participation of a Co-Exhibitor shall be given to the Applicants according to the terms and conditions specified in the Application Form for Co-Exhibitors. A Co-Exhibitor shall have the rights and obligations of an Exhibitor, in the scope resulting from the registration fee paid, and the right to enter into other agreements related to the participation in the trade fair on the Co-Exhibitor's own behalf and account.

2.4.6. An Exhibitor and the Co-Exhibitor shall have a joint and several liability for all and any obligations towards MTG resulting from the conclusion of the said agreements.

2.4.7. The trade fair participant shall not have the right to give its exhibition stand to other entities for free or paid use without the written consent of MTG.

3. SERVICES

3.1. Exhibitor Directory, promotional/information materials, advertising

3.1.1. MTG publishes:

a. an **Exhibitor Directory** which includes information about the Exhibitors, Co-Exhibitors and their products/services. The list of Exhibitors and Co-Exhibitors is also published at www.amberexpo.pl. Every Exhibitor and Co-Exhibitor is obliged to provide an entry to the Exhibitor Directory with its company name and address, including information up to one hundred words in Polish and the same in English, no later than 36 days prior to the commencement of the trade fair. Failure to provide MTG with the information for the Exhibitor Directory shall not make the Exhibitor or the Co-Exhibitor exempt from the obligation to pay for the entry, which will include the company's name and address based on the details from the Application Form.

or

b. **other materials** for promotion and information, published in accordance with the Application Form and/or the Terms and Conditions of Providing Exhibition Space.

3.1.2. The Exhibitor is entitled to place an additional advertisement in the Directory pursuant to the terms and conditions specified in the Application Form. An order for an additional advertisement in the Directory shall be completed on condition that a ready advertisement design is submitted no later than 36 days prior to the commencement of the trade fair.

3.1.3. MTG shall not be liable for the content of any advertisements provided for publication in the Exhibitor Directory and on the trade fair website, or for editorial errors. MTG shall not be liable for any damage which might ensue from any errors or omissions in the Exhibitor Directory.

3.1.4. Every Exhibitor and Co-Exhibitor whose entry is included in the List of Exhibitors will receive one copy of the Exhibitor Directory.

3.1.5. An Exhibitor has the right to advertise its products and/or services at its own stand with due regard to the applicable laws and on condition that this does not disturb the work of other trade fair participants.

3.1.6. Advertising outside of the Exhibitor's stand requires MTG's permission and may be done only through MTG upon the payment of an extra fee.

3.1.7. Advertising services (e.g. making and displaying of advertisements, distribution of advertising materials, broadcasting of commercials over the MTG SA system, Digital Signage screening) should be requested in the Application Form.

3.1.8. Without MTG's approval, it is prohibited to hang, stick or mount in any other way any advertisements, banners, decorations etc. on the halls' structure (ceilings, walls, handrails, banisters, glass panes, floors, etc.).

3.2. Other exhibition services

MTG provides the following services at an extra fee:

- organisation of promotional events, including conferences, presentations, training sessions etc.;
- translation and copying of promotional materials;
- rental of extra equipment and furniture;
- suspending and rigging of elements to the hall's structure;
- design and construction of custom (individual) exhibition stands;
- art and graphic design services;
- hostess/interpreter services at the exhibition stand;
- cleaning of exhibition stands;
- internet and telephone access installation.

3.3. CATERING SERVICES

The Food, Beverage and Catering services at the AMBEREXPO Exhibition and Convention Centre are provided exclusively by MMAWW Sp. z o.o. The services are provided at the AMBER-SIDE restaurant & bar to all the trade fair participants, especially the Exhibitors, Co-Exhibitors and the participants in the accompanying conferences and meetings. Orders can be placed by phone +48 501 744 096, e-mail: info@amberside.pl, www.amberside.pl.

4. STAND DESIGN AND CONSTRUCTION

4.1. MTG provides exhibition stand construction and furnishing services, in accordance with the Application Form. An Exhibitor may order exhibition space together with a standard shell scheme (booth) or the so-called modular stand (a package), as specified in the Application Form, or contract the design and construction of a custom (individual) stand out to MTG. The height of standard shell schemes and modular stands is 2.5 m. The Exhibitor's own advertising features and exhibits which exceed 2.5 m in height shall require individual arrangements and MTG's written approval.

4.2. Changes to an individual stand design may be made no later than 36 days prior to the commencement of the trade fair. Any changes made after this deadline shall be implemented in the order of their submission, subject to technical capabilities and at an extra charge.

4.3. A Handover/Return Report signed during the trade fair by a representative of the Exhibitor and MTG shall confirm the completion of the construction and furnishing of the exhibition stand.

4.4. The Exhibitor shall be liable for any missing components or damage to the stand and/or the furnishings and shall be responsible for covering the cost of repairs or purchase of the damaged or missing components of the stand. An assessment of the damage to or loss of property will be performed by a commission appointed by MTG in the presence of a representative of the Exhibitor or the stand contractor.

4.5. **When ordering exhibition space without a shell scheme (booth)**, the Exhibitor may construct and furnish the stand by itself or contract this out to an external company for whose actions the Exhibitor shall be liable as for its own, in particular the Exhibitor shall be obliged to cover the costs/fees related to the operation of these entities pursuant to the provisions hereof (Section 4). Prior to the commencement of the stand setup, the Exhibitor shall be obliged, no later than 30 business days prior to the commencement of the trade fair, unless the Terms and Conditions of Providing Exhibition Space stipulate otherwise, to:

a. submit the details of the shell scheme contractor in writing and provide the stand construction supervisor contact details to MTG – **using the Shell Scheme Contractor Form** (available online at www.amberexpo.pl);

b. notify the shell scheme contractor about these Regulations, including the terms and conditions for carrying out work at MTG halls and premises;

c. receive a written approval from MTG for the designs referred to below. The designs submitted for approval should be legible, compliant with the Construction Law and other regulations and standards applicable in Poland, as well as the technical conditions and fire regulations applicable at MTG halls and premises. Stand components should have valid fireproofing certificates or safety reports to indicate the degree of low flammability of the materials used, in compliance with the Polish fire standards. **The approval is not to be construed as design verification and it shall not release the Exhibitor and/or Shell Scheme Contractor from the liability for the solutions used.**

The following designs should be submitted for approval:

- the shell scheme (horizontal and vertical projection specifying the dimensions and height of the stand, indicating the location of the power distribution board above the utilities duct and indicating the location of the water and sewage service point above the utilities duct);
- the electrical wiring (one-line diagram and power consumption, location of three-phase devices, location of special lines and telecom/IT equipment);
- the water and sewage system;
- design of suspended structures, including the following details: the type of the structure to be rigged, the structure's dimensions and total weight, suspension points designated on the suspended element, quantity of cords required, the element's location relative to the stand, suspension height measured from the floor.

d. arrange the stand setup schedule with MTG, with special attention to the delivery date of large-sized exhibits with one dimension exceeding 2.0 m. The maximum permissible shell scheme height is 2.5 m. Any structural components which exceed 2.5 m in height shall require individual arrangements and MTG's written approval.

4.6. Before the work begins and after it is completed, the Exhibitor and/or Shell Scheme Contractor shall report to MTG (the Technical Department) in order to draw up the Exhibition Space Handover/Return Report.

4.7. The following conditions must be met before the shell scheme construction may begin:

a. the amounts due for participation in the trade fair must be paid by the Exhibitor, including the amounts due referred to in 4.7 d. and e. below (by the Exhibitor or Shell Scheme Contractor).

b. designs of the shell scheme, electrical wiring, water and sewage system and suspended structures referred to above, approved of by MTG, must be presented.

c. a liability statement covering the shell scheme, electrical wiring, water and sewage system and the suspended structure must be submitted, in compliance with the applicable laws (specimen of the statement is available online at www.amberexpo.pl).

d. **the stand construction auxiliary service charge of PLN 18.00 + value added tax (VAT) due, per 1 m² of floor space, must be paid to the MTG bank account, unless a specific event's Terms and Conditions of Providing Exhibition Space state otherwise. This amount due is non-refundable and covers:** security of the exhibition facilities, floor space layout, operating costs, i.e. heating, lighting, flat rate consumption of electric power and water during stand setup and dismantling and the removal of waste from the designated outdoor containers.

e. **a deposit of PLN 500.00 per stand** must be paid to cover any possible damage caused during stand setup and dismantling and the cost of maintenance work, as well as to cover the fines applicable hereunder, referred to in 4.12 and 4.24. The deposit should be paid by wire transfer to the MTG bank account or at the MTG cash desk before the setup begins.

4.8. The availability of the MTG facilities to the Exhibitor and/or Shell Scheme Contractor shall be regulated in accordance with the schedule contained in the Terms and Conditions of Providing Exhibition Space for each trade fair. In justified cases, the working hours may be changed but only upon prior notification (minimum 1 day in advance) and with MTG's consent. **Upon the extension of the working hours, the Exhibitor**

and/or Shell Scheme Contractor will be charged PLN 600.00 + value added tax (VAT) due, as per the applicable laws, per one hall, per each commenced hour.

4.9. The Exhibitor and/or Shell Scheme Contractor shall return the exhibition space clean and tidy. The deadline for returning the clean and tidy exhibition space is 16:00 hrs on the day following the conclusion of the trade fair, unless the Terms and Conditions of Providing Exhibition Space for a given trade fair stipulate otherwise. The Exhibition Space Handover/Return Report shall be drawn up by an employee of the MTG Technical Department in the presence of a representative of the Exhibitor and/or Shell Scheme Contractor. Failure to return the exhibition space by the Exhibitor and/or Shell Scheme Contractor shall be tantamount to the acceptance of any remarks included in the report by MTG. **A clean and tidy space is construed to be:** clean space with no visible mechanical damage, with no traces of adhesive tape, with technological waste and other setup or dismantling waste removed. The Exhibitor and/or Shell Scheme Contractor shall dispose of the waste and empty packaging left after the setup and dismantling.

4.10. The deposit will be refunded on the basis of an Exhibition Space Handover/Return Report (specimen of the report is available online at www.amberexpo.pl), by means of a wire transfer or at the MTG cash desk. Should any damage be found or should the space be left untidy after stand setup or dismantling, within the stand's footprint and/or beyond (neighbouring stands, aisles), MTG reserves the right to deduct the amounts due for the damage incurred, for the cleaning service and/or for the fines referred to in 4.12 and 4.24, from the deposit. Should the value of the damage exceed the amount of the deposit, MTG shall charge the Exhibitor and/or Shell Scheme Contractor up to the amount of the damage incurred. MTG reserves the right to claim compensation.

4.11. Any materials used in the construction, equipping and/or furnishing of the stands must have the relevant non-combustibility approvals and certificates. The Exhibitor must follow the generally applicable construction and assembly regulations, including occupational health & safety and fire regulations. Should the Exhibitor fail to meet these requirements, MTG shall have the right to stop the construction of the stand.

4.12. Dust generating work must be performed using dust removing equipment and be completed no later than two days prior to the commencement of the trade fair, by the exact time specified in the Terms and Conditions of Providing Exhibition Space. Should the shell scheme include components made of plasterboard, fibreboard or chipboard, the work on these components should be performed outside of the MTG premises. Only properly pre-fabricated, ready-to-assemble components should be delivered to the MTG halls and premises. During work at height, related for example to rigging suspended elements, people are forbidden access to the affected area for safety reasons. **Failure to comply with these requirements will cause the setup to be stopped and a fine of PLN 300,00 to be imposed.**

4.13. It is prohibited to dispose of waste which is hazardous to health and/or the environment (oils, emulsions, acids, fats, varnishes etc.) along with other waste or to discharge such waste into the sewage system. Such waste must be properly disposed of at the Exhibitor's and/or Shell Scheme Contractor's expense.

4.14. No screwdriving, nailing, sticking or fixing of any components to shell schemes or the hall structure (ceilings, walls, handrails, banisters, glass panes etc.) or using mounting elements (carpet tape etc.) which would leave permanent traces on the MTG infrastructure is allowed on the AMBEREXPO premises.

4.15. The Exhibitor and/or Shell Scheme Contractor shall be obliged to remove waste left over from the setup and furnishing of the exhibition stand, every day, from the aisles adjacent to the stand's footprint.

4.16. Should the Exhibitor and/or Shell Scheme Contractor cause mechanical or chemical damage to the floor inside a hall, to the paving bricks, granite slabs, facades, gates, roller shutters, doors, walls and/or

other permanent features, the Exhibitor and/or Shell Scheme Contractor shall be charged the repair costs increased by 100%.

4.17. MTG reserves the right to any possible use of the external walls of the Exhibitor's stand.

4.18. Electrical, water and sewage, computer network connections to the stand, as well as services related to the suspending of elements to the permanent structure of the hall ceilings are to be performed exclusively by MTG. Any arbitrary wiring to and from the MTG electrical system is prohibited.

4.19. At MTG halls and premises, MTG has exclusivity to perform the services of suspending and rigging elements to the halls' permanent ceiling structure; the exclusivity covers the attaching of cords, used to suspend such elements, to the hall's structural elements. MTG reserves the right to refuse to perform the rigging service without stating the reason therefor. Elements may be rigged only if the following conditions have been met:

- the requirements of the Permissible Loading Map available at www.amberepo.pl are complied with;
- the structure to be suspended is to be attached only to the MTG steel cords and only by means of certified assemblies;
- it is prohibited to leave the structure on the hoisting elements;
- The Exhibitor and/or Shell Scheme Contractor shall be fully liable for the suspension points to be prepared properly, for the assembly work and for the suspended structure itself.

The Exhibitor and/or Shell Scheme Contractor must not arbitrarily connect or disconnect load components (appliances) to or from the MTG electrical wiring. All and any service points are to be provided only by the employees of the MTG Technical Department or by an authorised subcontractor of MTG.

4.20. All and any power devices must have valid technical tests (certificates, measurements etc.) in accordance with the applicable laws.

4.21. Technical requirements for on-stand systems:

a. The electrical wiring:

- the stands and exhibits on the MTG premises are powered from a TN-S 230/400V, 50Hz electric network, with a power socket at the stand, as per the wattage ordered. Shock protection is provided by an auto power shutdown system coupled with local supplementary equipotential bonding in compliance with PN-IEC-30364;
- the electric wiring on the stand is to be protected with 30mA Residual Current Devices and equipped with a Main Circuit Breaker;
- all and any electrical wiring performed on the MTG premises shall be subject to MTG technical inspection;
- it is prohibited to make any alterations to the electric wiring (to dismantle distribution board doors or lighting fixtures, to modify the wiring etc.);
- for safety reasons, the power supply must be switched off every time before leaving the stand, except the 24/7 circuits as applied for;
- any irregularities in the operation of electrical wiring must be reported immediately to the MTG Technical Department.

b. The water and sewage system

- The Exhibitor and/or Co-Exhibitor or shell scheme contractors are obliged to close the flow valves located on the stand, every time before leaving the stand.

4.22. The maximum noise levels at the stand must not exceed 70 dB. Should this requirement not be met, MTG reserves the right to respond, even to the extent of switching off the electricity supply to the stand. If the Exhibitor intends to exceed the level of 70 dB during the event, the Exhibitor is obliged to obtain the approval of the conditions and scope of protection against excessive noise.

4.23. Shell scheme elements – fascia boards, banners, awnings, stand and exhibit descriptions, company and trademark signs – must not

protrude beyond the allocated exhibition space, block any passages and/or aisles or exceed the approved height of the shell scheme.

4.24. Stand construction must be completed no later than two days prior to the commencement of the trade fair, by the exact time specified in the Terms and Conditions of Providing Exhibition Space. **The day which precedes the event is dedicated to display arrangement. It is strictly prohibited to carry out any dust generating work on the day which precedes the opening of the trade fair. Failure to observe the ban will cause the work to be stopped and a fine of PLN 300,00 to be imposed.**

Stand furnishing and display arrangement should be completed by 20:00 hrs, unless the Terms and Conditions of Providing Exhibition Space stipulate otherwise.

4.25. All the Exhibitor's and/or Shell Scheme Contractor's staff must hold valid Occupational Health and Safety training certificates.

4.26. Any works, operations and/or stand furnishings that go beyond standard and are not included herein shall require individual arrangements with MTG.

4.27. The Exhibitor and/or Shell Scheme Contractor must deliver the exhibits and display materials through the cargo gates only and remove them after the event is concluded.

5. EXHIBITS

5.1. The Exhibitor must deliver the exhibits and advertising materials to MTG's premises no later than on the day preceding the commencement of the trade fair by 20:00 hrs, unless the Terms and Conditions of Providing Exhibition Space stipulate otherwise. The Exhibitor must label the exhibits.

5.2. MTG reserves the right to refuse to display exhibits, without any liability thereupon, should MTG deem such exhibits hazardous or should MTG consider them – due to their content or appearance – as violating the law, principles of social coexistence, public morality or the nature of the trade fair.

5.3. Exhibits must not be placed in the passageways adjacent to the exhibition stand, while equipment demonstrations, art and entertainment shows or the Exhibitor's other promotional activities must not hinder or prevent the provision of services to other stands or the safe passage of Exhibitors and the public.

5.4. It is prohibited to exhibit and/or display products and/or services which are not compliant with the scope of the trade fair. At MTG's request, the trade fair participant should discontinue presenting such products and/or services and remove the exhibits from the stand at the participant's own expense. Should the above fail to be performed, MTG will contract out the removal of the exhibits from the stand or will close the stand down at the participant's risk and expense.

5.5. Should the exhibits require special conditions for their display (temperature, humidity, etc.), the Exhibitor must obtain a written confirmation from MTG that these requirements can be met.

5.6. Transport, handling and unpacking, assembly and dismantling, packing and loading of the exhibits and other exhibition materials shall be performed by the Exhibitor at its expense and risk. MTG does not provide storage services.

5.7. The transport of especially heavy and large-sized materials to the exhibition halls requires advance notification to MTG. Failure to notify MTG about such objects may result in their being excluded from display during the trade fair. Moreover, such objects require original incombustibility certificates, while their location at the trade fair must be approved of by MTG.

5.8. Exhibits must not be removed from the stand during the trade fair.

5.9. MTG's permission and written approval are required to display:

- moving equipment;
- gas-filled balloons.

6. CUSTOMS AND FORWARDING

6.1. Exhibits and other products shall be transported and forwarded at the Exhibitor's risk and expense.

6.2. Forwarding, handling (rental of a forklift truck with operator), storage of packaging and other related services on the fairgrounds are provided exclusively by the forwarding companies specified in the Terms and Conditions of Providing Exhibition Space.

6.3. At the Exhibitor's request, MTG may give permission for the use of the Exhibitor's own handling equipment (forklift trucks, stacking machines, hoisting cranes) on the fairgrounds.

6.4. All and any exhibits, advertising materials, foodstuffs for receptions and/or promotional meetings, and materials for stand construction brought by non-EU foreign Exhibitors shall be subject to customs clearance.

7. PEDESTRIAN AND VEHICLE ENTRY

7.1. Entry to the fairgrounds

7.1.1. The Exhibitor is entitled to Exhibitor passes (badges) in the quantity and on terms and conditions determined separately for each trade fair and specified in the Terms and Conditions of Providing Exhibition Space.

7.1.2. Exhibitor passes must not be transferred to third parties.

7.1.3. To receive Exhibitor passes which authorise entry to the fairgrounds, all the fees ensuing from the Participation Agreement must be paid within the deadline specified in the MTG Regulations. The passes will be available for collection at the Exhibitor Support Office on the day prior to the commencement of the trade fair.

7.1.4. The Exhibitor may purchase additional passes and invitations for its guests from MTG. Orders for invitations should be submitted no later than 30 days prior to the commencement of the trade fair.

7.1.5. Setup crews are entitled to free service passes valid only during the setup and dismantling of the exhibition stand.

7.1.6. The Exhibitor is entitled to one invitation to the Exhibitors Meeting per exhibition space of up to 20m², and two invitations per exhibition space of over 20 m². Should other provisions regarding the quantity of allocated invitations be specified in the Terms and Conditions of Providing Exhibition Space, the provisions of the Terms and Conditions of Providing Exhibition Space shall prevail.

7.1.7. MTG is solely authorised to issue invitations to trade fairs and/or exhibitor meetings.

7.2. Vehicle entry to the fairgrounds and car parks

7.2.1. The principles of vehicle entry and parking on the MTG premises are specified in the Terms and Conditions of Providing Exhibition Space, determined separately for each trade fair.

7.2.2. MTG reserves the right to introduce vehicle entry and parking restrictions on the fairgrounds.

7.2.3. MTG permits the use of unguarded parking spaces on the premises owned by MTG, with the reservation that regardless of whether a parking space is paid or free of charge MTG shall not be liable for vehicles or any property left therein.

7.2.4. It is forbidden to leave vehicles in fire escape routes or in places which block access to entrance gates, fire hydrants, electricity distribution boards etc. under pain of vehicle removal at its owner's expense and risk. For the duration of the event, parking on the MTG premises will only be possible on the terms determined separately for each event, as stipulated in the Terms and Conditions of Providing Exhibition Space.

7.2.5. On the Exhibitor entry day, i.e. the day which precedes the opening of the trade fair, vehicle entry to and stopping at the MTG premises will be allowed only to deliver exhibits to the stands and must not exceed 1.5 hours. This provision does not apply to the parking area. If the provisions referred to in the first sentence are breached, MTG shall be entitled to impose a contractual penalty of **PLN 300.00** per each established instance of breach.

7.2.6 It is forbidden to enter and stop on the MTG premises with vehicles without a valid proof of mandatory technical inspection (shown in the vehicle registration document) and valid TPL insurance (third-party

liability insurance for owners of motor vehicles). If no such documents are available, MTG shall be entitled to refuse entry to the MTG premises without incurring any liability for damages.

8. INSURANCE

8.1. MTG shall not be liable for damage to or loss of the property of the trade fair participants, or the property of entities authorised by the participants (including shell scheme contractors), caused by third parties or caused by the injured party (during the setup and/or dismantling of the exhibition stand, or during the trade fair). MTG's indemnity shall not be limited in any way despite the introduction of special measures for the security and safety of the fairgrounds.

8.2. MTG shall not be liable for damage to the property of the trade fair participants, or the property of entities authorised by the participants (including shell scheme contractors), caused by Force Majeure e.g. fire, explosion, lightning, gale, flooding, or by power or water outages beyond MTG's control. MTG's indemnity shall not be limited in any way despite the introduction of special measures for the security and safety of the fairgrounds.

8.3. The trade fair participant shall be obliged to inform MTG and the Police in writing about the occurrence of any damage immediately after its discovery.

8.4. The trade fair participants should take out civil liability insurance and insure their property at the fairgrounds (exhibits, equipment and devices at the stand, structural components and furnishing of the stand, private property, company vehicles etc.) on their own both during the trade fair and during the setup and dismantling of the exhibition stands.

8.5. The Exhibitor shall be fully liable for any damage caused by itself or by entities for whose actions the Exhibitor is liable – during or after the trade fair.

8.6. MTG shall not be liable for vehicles left on the fairgrounds both during the trade fair and during the setup and dismantling of the exhibition stands. MTG's indemnity shall not be limited in any way despite the introduction of special measures for the security and safety of the fairgrounds.

8.7. The Exhibitor and/or Shell Scheme Contractor shall be fully liable for their staff's occupational health and safety on the MTG premises and shall be liable for all and any accidents resulting from the lack of supervision or negligence in following safety requirements and standards during the setup, use and dismantling of the stand.

9. FAIRGROUNDS SECURITY

9.1. The fairgrounds are protected by security services and MTG's safety devices.

10. ORGANISATION OF WORK AT THE EXHIBITION STAND

10.1. The Exhibitor and Visitor opening hours are specified in the Terms and Conditions of Providing Exhibition Space, determined separately for each trade fair.

10.2. The exhibition stands should be available to the visitors during the opening hours of the trade fair. The temporary closing of a stand requires the prior permission of MTG. The Exhibitor shall be obliged to secure its property on its own, at its own expense and risk, for the period when the stand is closed. In justified cases (such as the protection of a utility model from competitors) and with MTG's consent, the Exhibitor may restrict the general public's access to a part of its stand and allow entry only to persons who hold the relevant invitations. However, the Exhibitor should ensure that relevant information is provided to other visitors at the stand.

10.3. Should the Exhibitor, or other entities acting on the Exhibitor's behalf, distribute art pieces, the Exhibitor shall be obliged to conclude an applicable agreement with the relevant associations which protect artists' copyrights, to pay the relevant fees and submit a copy of the agreement and proof of payment to MTG.

10.4. Any replacement or supplementation of the items on display may be done only after obtaining permission from MTG and should take place prior to the opening or after the closing of the trade fair to the visitors.

10.5. The cleaning of the stands can be performed only prior to the opening or after the closing of the trade fair to the visitors.

11. DISMANTLING OF THE EXHIBITION STAND

11.1. It is prohibited to remove the exhibits and/or dismantle the stand prior to the conclusion of the trade fair. The removal of the stand may begin only after the closing of the trade fair to the visitors and should be concluded no later than by 16:00 hrs the following day, unless the Terms and Conditions of Providing Exhibition Space stipulate otherwise. In justified cases and with MTG's permission, it is possible to extend the stand dismantling time.

11.2. After the conclusion of the trade fair, the Exhibitor shall remove the exhibits, dismantle the stand and return the exhibition space to its original condition, no later than by the final day of stand dismantling. Waste and rubbish should be disposed of in the containers located in front of the entrances to the exhibition halls. In the event of the failure to tidy up the occupied exhibition space, MTG shall contract the cleaning services out at the Exhibitor's expense and risk.

11.3. All and any decorative elements should be removed from MTG's shell schemes without any damage to the walls.

11.4. Any shell scheme components, stand equipment and/or furnishings left during the dismantling without notice to MTG shall be deemed abandoned property.

11.5. MTG shall not be liable for any damage to or loss of the Exhibitor's property which has not been removed by the Exhibitor after stand dismantling within the specified deadline.

12. VENUE REGULATIONS

12.1. Services for trade fair participants, especially for Exhibitors and Co-Exhibitors, will be provided by the Trade Fair Office located on the fairgrounds. The Trade Fair Office will be open during the trade fair within the hours specified in the Terms and Conditions of Providing Exhibition Space, determined separately for each trade fair.

12.2. The opening dates and hours of the trade fair, as well as the exhibition stand setup and dismantling times and the opening hours of the halls and fairgrounds, are specified in the Terms and Conditions of Providing Exhibition Space, determined separately for each trade fair.

12.3. The stand should be arranged and prepared for display no later than 12 hours prior to the opening of the trade fair. Should the Exhibitor fail to arrive or should the stand not be made up within that time, this shall be treated as withdrawal from the participation in the trade fair with the effect specified in 2.2.3 above.

12.4. The Exhibitor is obliged to follow the venue regulations issued by MTG.

12.5. The Exhibitors are not allowed to stay or leave vehicles on the fairgrounds longer than one hour after the closing of the trade fair to the visitors, subject to 11.1 above.

12.6. Smoking, the use of open fire and the use of electric heating devices are prohibited in the exhibition halls. It is prohibited to bring in firearms, ammunition, explosives, fuses, poisons and/or chemical substances which constitute a fire hazard.

12.7. It is prohibited to block human and/or vehicle access to fire-fighting equipment, as well as to block aisles and/or emergency exits.

12.8. The Exhibitor shall make all the sections of its stand available to the MTG commission for fire inspection.

12.9. Photographing, video-recording or drawing of the stands and/or exhibits are allowed only with the Exhibitor's consent.

12.10. The Exhibitor shall provide MTG staff with access to technical infrastructure.

12.11. In the case of assembling Event/Show infrastructure, the Exhibitor and/or Shell Scheme Contractor agree to follow the Regulation of Poland's Minister of Culture and National Heritage of 15 September 2010 concerning occupational health and safety in organising and realising public entertainment events.

13. COMPLAINTS

13.1. Any complaints from the Exhibitors and trade fair participants addressed to MTG must be submitted in written form, no later than on the last day of the trade fair prior to the dismantling of the exhibition stand.

13.2. No complaints will be considered following the deadlines specified above.

14. DATA PROTECTION

14.1. The data of Exhibitors supplied to MTG in the process of registration / application for Trade Fairs make up a database controlled by MTG.

14.2. These data will be secured and processed in accordance with the Polish Personal Data Protection Law of 25 May 2018 and in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR) for the purposes of the performance of an entered-into contract, compliance with legal obligations, including taxation and bookkeeping, any possible establishment, exercise or defence of legal claims between MTG and the Exhibitor, for archiving (evidence) purposes and for the purposes indicated in freely given consent.

14.3. An Exhibitor's personal data may be disclosed to: IT service providers, entities which provide services covering AMBEREXPO venue security, consultancy, legal services and/or bookkeeping, entities authorised by law, including the police, tax authorities, courts of law, prosecutor's office, customs authorities, and MTG's subcontractors.

14.4. MTG informs you that the personal data of Exhibitors in the form of their image recorded by the AMBEREXPO venue CCTV system will be processed for the purpose of ensuring the safety and security of people on the AMBEREXPO premises and safeguarding property based on GDPR Article 6.1.f). Your presence on the AMBEREXPO premises is equivalent to your consent to providing your personal data in the scope described in this section. If you refuse to make these data available, your presence on the AMBEREXPO premises will not be authorised.

14.5. The provision of personal data by Exhibitors is voluntary—but necessary, in the scope in which MTG processes such data in order to enter into and perform orders, Trade Fair participation contracts, to organise and account for exhibition events, conferences and side events—while failure to provide such data may result in a refusal to enter into a contract.

15. FINAL PROVISIONS

15.1. In the event of circumstances beyond its control (especially: Force Majeure, government decisions), MTG reserves the right to cancel, partially close, shorten or postpone the dates of the trade fair. In such cases, the Exhibitor shall not be entitled to damages or a reduction in the amounts due to be paid under the Participation Agreement.

15.2. The trade fair participant should respect the provisions of the Community Law of the European Union (European Community regulations) and the laws of the Republic of Poland.

15.3. Any disputes which may ensue from participation in trade fairs organised by MTG and/or from the services provided by MTG shall be settled by the materially competent common court in Gdańsk, Poland.

15.4. For other occupational health and safety and fire safety matters not included herein, general rules of law shall apply.

15.5. The Polish version of these Regulations shall prevail in the settlement of any disputes. The interpretation of the provisions hereof shall be governed by the Polish law.

15.6. MTG shall not be liable for the operation of the internet network via which the Exhibitors apply to participate in a trade fair, especially for any disruption in the operation of ICT links, servers etc.

15.7. The Exhibitor agrees to MTG taking photographs and making video recordings during trade fairs (also including the Exhibitor's logo) and to them being publicised in the MTG advertising materials (including on the Internet).

15.8. The provisions of these Regulations are effective as of 4 September 2018.