

1. Application deadline: 20.11.2026

After this date, applications will be accepted subject to the availability of exhibition space.

2. Fair opening dates and hours

2.1. Fair date: 6-7.02.2027

2.2. Fair opening hours:

- For exhibitors 06.02.2027: 08:00 - 19:00
- For exhibitors 07.02.2027: 08:00 - 23:00

- For visitors 06.02.2027: 10:00 - 18:00
- For visitors 07.02.2027: 10:00 - 17:00

3. Stand set up and dismantling periods

3.1. Stand assembly: 4-5.02.2027 04.02.2027 from 12:00 – 9:00 PM 05.02.2027 8 AM – 10 PM

3.2. Dismantling: 07.02.2027 from 5 PM to 11 PM and 08.02.2027 8 AM – 11 AM
Opening times of pavilions and fairgrounds: 8.00 a.m. – 7.00 p.m.

4. Application form

4.1. MTP Poznań Expo accepts applications for participation in the fair made electronically (online) via the Exhibitor Zone portal. The procedure for application for participation in the fair for exhibitors and co-exhibitors is described in the Regulations for Fair Participants and the Regulations of the Exhibitor Zone portal (www.strefawystawcy.pl/en).

4.2. MTP Poznan Expo accepts applications for participation in the fair subject to payment of a deposit for the provision of exhibition space (referred to in paragraph 5) along with a fee for waste disposal (referred to in point 10), as well as payment of the exhibitor application fee (referred to in paragraph 6).

4.3. MTP Poznan Expo accepts applications for co-exhibitors subject to payment of the application fee (referred to in paragraph 7).

4.4. The deposit for the provision of exhibition space, waste disposal as well as the exhibitor and co-exhibitor application fees must be paid by the entity applying for participation.

5. Exhibition space, terms of payment

5.1 Exhibition space prices related to the participation in the fair, located in the hall and/or in the open air, include:

- Preparation of exhibition space for the exhibitor (stand guidelines, preparation of infrastructure);
- Providing exhibitors with access to the exhibition space for the duration of the trade fair, set up and dismantling of the stands;
- In the case of exhibition space with structures – in addition – set up and dismantling of the stand and the cost of standard construction and equipment designed by MTP Poznan Expo; The description of the standard development and its equipment is indicated in *the Exhibitor Zone* portal;
- Stand cleaning during the fair,
- Toilet service and cleaning,
- The cost of water consumption,
- Organisational and technical support provided by MTP Poznan Expo Region Coordinator
- The prices of the exhibition space in the hall also include the costs of: heating / air conditioning – general lighting of the hall.

5.2 When calculating the fee for the exhibition space, MTP Poznan Expo rounds the surface to a full m^2 according to mathematical principles.

5.3 The entity applying for participation and ordering exhibition space is required to pay a deposit for the provision of exhibition space. Payment of the deposit is a prerequisite for acceptance by MTP Poznan Expo of the participation application.

5.4 Advance payment amount:
- advance payment of **50%** of the gross value* of the amount due for the ordered space and waste disposal fee - for payments made after 20.11.2026
- advance payment of **100%** of the gross value* of the amount due for the ordered space and waste disposal fee - for payments made after 21.11.2026

An invoice will be issued for the advance payment in accordance with applicable regulations.

5.5 If the deposit paid is less than 100% of the gross* value of the space ordered, MTP Poznan Expo will issue a pro forma document indicating the remaining amount due to be paid within the time limit specified in that document. The payment will be invoiced by MTP Poznan Expo in accordance with applicable regulations.

5.6 Settlements with foreign contractors for the provision of exhibition space are carried out by MTP Poznan Expo according to the average EUR exchange rate announced by the NBP:
- On the business day preceding the date of the invoice or pro forma document – where the fee for the provision of exhibition space due is credited in the bank account of MTP Poznan Expo prior to the application deadline;
- On the last business day preceding the application deadline – where the fee for the provision of exhibition space due for credited in the bank account of MTP Poznan Expo on the day set as the application deadline or after that date.

6. Exhibitor application fee

6.1. The application fee for co-exhibitors includes a package of services **to choose from:** STANDARD or PREMIUM.

6.2. The amount of the application fee (to be declared during online application via the Exhibitor Zone portal (www.strefawystawcy.pl/en):

- STANDARD application fee - registration of participation until 20.11.2026. – 751 PLN net**;
- STANDARD application fee - registration of participation from 20.11.2026 – 1108 PLN net**;

- PREMIUM application fee - registration of participation until 20.11.2026 – 1045 PLN net**;
- PREMIUM application fee - registration of participation from 20.11.2026 – 1512 PLN net**;

6.3. Services for exhibitors covered by the scope of the STANDARD and PREMIUM packages are specified in the description of the exhibitor application service fee in the *Exhibitor Zone* portal (www.strefawystawcy.pl/en).

6.4. The entity applying for participation shall pay the full exhibitor application fee (100% of the gross value*), along with the application for participation and the down payment referred to in paragraph 4.2. The payment shall be confirmed by MTP Poznań Expo by issuing an invoice in accordance with applicable regulations.

6.5. In case of the cancellation of the participation offer or withdrawal of an exhibitor form the participation agreement, the registration fee is non-refundable.

7. Co-exhibitor application fee

7.1. The application fee for co-exhibitors includes a package of services to **choose from:** STANDARD or PREMIUM.

7.2. The amount of the application fee for co-exhibitors (to be declared during online application via the *Exhibitor Zone* portal (www.strefawystawcy.pl/en):

- STANDARD application fee - registration of participation until **20.11.2026** – 385 PLN net**;
- STANDARD application fee - registration of participation from **20.11.2026** – 773 PLN net**;

- PREMIUM application fee - registration of participation until **20.11.2026** – 550 PLN net**;
- PREMIUM application fee - registration of participation from **20.11.2026** – 1008 PLN net**;

7.3. Services for co-exhibitors covered by the scope of the STANDARD and PREMIUM packages are specified in the description of the co-exhibitor application service fee in the *Exhibitor Zone* portal (www.strefawystawcy.pl/en).

7.4. The payment of the co-exhibitor application fee will be invoiced by MTP Poznan Expo in accordance with applicable regulations. The payment should be made within 14 days from the date of issuing the invoice or 5 days from the date of receipt of the invoice.

7.5. In the event of cancellation of the participation offer or withdrawal from the participation agreement, the fee for co-exhibitor application are non-refundable.

7.6. The co-exhibitor application fee made by a foreign contractor will be invoiced at the average EUR exchange rate announced by the NBP on the last workday preceding the fair.

8. Orders and terms of payment for other fair services

8.1. MTP Poznań Expo accepts orders for fair-related services made electronically (online) via the *Exhibitor Zone* portal (www.strefawystawcy.pl/en). The procedure for ordering services is described in the Regulations for Fair Participants and the Regulations of the Exhibitor Zone portal.

8.2. Payment terms for the **stand construction and furnishing service** are established in a separate agreement.

8.3. Amounts due for ordering **other trade fair services** (advertisement in the catalogue, advertising structures, additional invitations, additional exhibitor cards, entry cards, electricity and water supply, rental of furniture and other equipment, etc.) will be invoiced by MTP Poznan Expo in accordance with applicable regulations. The payment should be made within the time specified on the invoice, no later than the first day of set up (by 04.02.2027)

8.4. Making orders for other fair services (advertising announcement, advertising structure, additional invitations, additional exhibitor cards, entry cards, rental of furniture and other props, etc.) ordered after the start of set up (from **18.01**) is only possible after payment for these services is made on-site at the Fair Office.

8.5. The settlement with foreign contractors on account of other fair services is made by MTP Poznan Expo according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the application deadline.

9. Fee for the use of the power grid

9.1. Exhibitors ordering electrical connections are required to pay for consumption of electricity supplied by MCK KATOWICE Expo, the amount of which depends on the power supplied:

ELECTRIC POWER 230V (1-phase)	**Net fee [PLN]****
Electrical connection 1-phase up to 3kW/230V	**300**
Extension cable 230 V to 5m	**99**
24h power supply connection up to 2 kW (for refrigerator	**350**

ELECTRIC POWER 400V (3-phase)	**Net fee [PLN]****
Electrical connection up to 3 kW	**390**
Electrical connection 3,1 kW to 6 kW	**450**
Electrical connection 6,1 kW to 9 kW	**530**
Electrical connection 9,1 kW to 14 kW	**660**

Electrical connection 14,1 kW to 19 kW	**790**

RENTAL OF SWITCHBOARDS AND EXTENSION CABLES (PRICE PER ALL FAIR DAYS)	**Net fee [PLN]****
1x16A Plus 6x230V splitter	**450**
1x32A splitter 6x230V splitter	**600**
2X16A splitter	**270**
2X16A Plus splitter 12X230V	**400**
2X32A Plus splitter 12X230V	**850**
6X16A splitter	**350**
Extension cable 400V-16A – 5m	**150**
Extension cable 400V-32A – 5m	**170**
Extension cable 400V-63A – 5m	**300**

9.2. Payments must be settled by the due date specified on the invoice, no later than **18.01.2027**

9.3. The settlement with foreign contractors on account of using the power grid is made by MTP Poznan Expo according to the average EUR exchange rate announced by the National Bank of Poland on the last workday preceding the application deadline.

10. Amounts due and bank charges

10.1. All payments for participation in the fair (fee for the provision of exhibition space, exhibitor application fee, co-exhibitor application fee) and other trade fair services should be paid with no bank charges on the part of MTP Poznan Expo.

10.2. All payments in respect of participation in the fair should be made into the bank account of MTP Poznan Expo: Międzynarodowe Targi Poznańskie Sp. z o.o., ul. Głogowska 10, 60-734 Poznań, Powszechna Kasa Oszczędności Bank Polski S.A. in Warsaw / Poznan Branch, account number: 38 10204027000011020424296 2

11. Stand Cleaning

11.1 The stand contractor is responsible for cleaning and restoring the stand area after both assembly and dismantling, in accordance with the waste disposal regulations (see Sections 7.7, 7.8, and 12.2 of the Technical and Fire Safety Regulations applicable at the International Congress Centre in Katowice).

11.2 The exhibitor is responsible for cleaning the stand during assembly, after assembly, and throughout the trade fair days.

11.3 The trade fair participant is responsible for securing their property at the stand on their own (in accordance with Sections 6.2 and 6.3 of the Trade Fair Participants Regulations). Furthermore, it is recommended that the participant obtains insurance coverage for their property (in accordance with Section 7.4 of the Trade Fair Participants Regulations).

12. Admission cards, invitations to visit

12.1. Exhibitor passes authorize trade fair participants to enter the exhibition grounds during the trade fair, as well as during assembly and dismantling periods. The exhibitor pass does not authorize vehicle entry to the premises of the International Congress Centre in Katowice.

12.2. Exhibitor cards are allocated by MTP Poznan Expo in the number depending on the size of the space ordered by the exhibitor, according to the following rules:

- **2 cards** – stand up to **10 m²**
- **4 cards** – stand up to **20 m²**
- **6 cards** – stand up to **50 m²**

- **8 cards** – stand up to **75 m²**
- **10 cards** – stand up to **100 m²**
- **12 cards** – stand up to **200 m²**
- one card for every 50 m2 of the surface larger than 200 m².

12.3. Additional exhibitor cards, beyond the limit specified above, can be ordered on the Exhibitor Zone portal www.strefawystawcy.pl/en. The fee for additional exhibitor cards is payable in accordance with the terms set out in points 8.3 - 8.5 above.

12.4. MTP Poznan Expo issues assembly/dismantling cards for stand contractors based on a separate order (online form) from the trade fair participant or stand builder. Ordered cards are sent via email.

12.5. After payment for the exhibition space and the exhibitor registration fee:

STANDARD exhibitors receive 20 invitations for Saturday, 06.02.2027, and 10 invitations for Sunday, 07.02.2027.

PREMIUM exhibitors receive 20 invitations for Saturday, 06.02.2027, and 20 invitations for Sunday, 07.02.2027.

After payment of the co-exhibitor registration fee:

STANDARD trade fair participants (exhibitors and co-exhibitors) receive 10 invitations for Saturday, 06.02.2027, and 5 invitations for Sunday, 07.02.2027.

Participants who paid the **PREMIUM** co-exhibitor registration fee receive 10 invitations for Saturday, 06.02.2027, and 10 invitations for Sunday, 07.02.2027.

12.6. Additional invitations can be ordered on the Exhibitor Zone portal www.strefawystawcy.pl/en. Payment for additional invitations is made in accordance with the terms set out in points 8.3 - 8.5 above.

13. Car entry cards

13.1. Trade fair participants are entitled to enter the exhibition grounds by passenger car or commercial vehicle with additional passenger space – during the trade fair, assembly, and dismantling periods – upon presentation of an event vehicle access pass. One event vehicle access pass is included in the registration fee (Standard and Premium packages).

13.2. **Stand contractors** and **suppliers/recipients** of exhibits are entitled to enter the fair premises during the period for set up and dismantling, based on entry cards for set up/dismantling purposes or supply/receipt orders.

13.3. On the last day of the trade fair, after it closes to the public, i.e. on 07.02.2027 after 5:00 PM, the exhibition grounds will be accessible for stand dismantling not only to passenger cars, but also to delivery vehicles and trucks with a payload of up to 8 tonnes and a maximum length of 8 metres (maximum height of 4.3 metres), without trailers.

Entry for oversized and specialized vehicles will be permitted on the day following the trade fair, i.e. from 8:00 AM on 08.02.2027.

13.4. **It is not permitted**:
- To enter the fairgrounds without valid documents entitling to entry;
- To park vehicles on fire road and in the area designated for pedestrians;
- To leave vehicles on the fairgrounds during the fair – after 6.00 p.m.;
- To leave vehicles on the fairgrounds during set up and dismantling – after 10.00 p.m.

Entrance to the fairgrounds without valid documents, parking vehicles on fire roads or in a designated area for pedestrians, and leaving the vehicle at the fairgrounds after the above specified hours without the consent of MTP Poznan Expo, and in the case of obtaining the consent of MTP Poznan Expo – outside the designated place – is paid. The fine is PLN 200.00 gross* and is payable by the entity submitting the notification based on the invoice, within 14 days from the date of receipt of the invoice. The details of the entity liable for payment are determined based on the vehicle registration number.

13.5. Exhibitors can use the underground car park located at ul. Głogowska 12.
Detailed information and the current price list can be found at: https://parkingpwk.pl/en

14. Value Added Tax (VAT)

14.1. MTP Poznan Expo issues **invoices including the value added tax (VAT)** for:
- Admission and entry and related auxiliary services (tickets and admission cards, invitations, entry cards etc.) – to fair contractors, regardless of their headquarters or place of business activity;
- Other trade fair services – to contractors ordering these services with a seat or permanent place of business in Poland.

14.2. MTP Poznan Expo issues **invoices without value added tax (VAT**) for trade fair services other than those mentioned in p. 16.1.a):
- To contractors with a headquarters or permanent place of business in European Union (EU) Member States,
- To contractors with their headquarters or permanent place of business in a country outside the EU, **provided that the recipient of the service is not an exhibitor/co-exhibitor with a headquarters or permanent place of business in Poland.**

14.3. Invoices without the value added tax (VAT) will be issued to foreign contractors with a headquarters or permanent place of business in the EU Member State **stating the EU VAT ID** in order forms for trade fair services.

15. Sanitary requirements and regulations.
Every person present within the MCK EXPO fairgrounds must comply with the orders of MCK Expo security services regarding the observance of sanitary rules and procedures in situations of security risk (e.g. the obligation to evacuate, isolate).

** The gross amount (price) includes value added tax (VAT) in accordance with applicable regulations*
*** The net amount (price) excludes value added tax (VAT)*

"Regulations for fair participants" are available on the website https://rybomania.com.pl/en/ At the Exhibitor's request, the Regulations will be sent to the indicated e-mail address.
"Technical and fire safety regulations applicable on the premises of the MCK Katowice." are available at https://www.mckkatowice.pl/en/regulamin/70/