

SPACE LEASE APPLICATION

Exhibitor's Name:

(Name in the official catalogue - up to 20 characters)

Broad category of products to be exhibited:

Billing Information:

Full Company Name:

EU VAT number:

Street and number:

Company registration number:

City/Country:

Postcode:

Contact Person:

Full Name:

Position:

E-mail:

Phone:

„I hereby agree for my personal data, included in the Space Lease Application, to be processed in accordance with the Polish law and order in line with the needs of: accountancy, to contact the Exhibitor within the proper implementation of the provisions of the Space Lease Agreement or Additional Services Agreement, other necessary activities related to the Agreement execution. I hereby declare that I agree for the data, included in the Space Lease Application, to be transferred to the third party being in permanent trade relations with the Organizer on the basis of separate agreements, for the proper organization of trade show. I have the right to access, to correct the data and the right to revoke the declaration of consent.”

STAND TYPES	Area in m ²	Price for 1m ²	PRICES
Indoor space only Includes: space, general aisle cleaning and security of pavilion, electricity and licence fee are not included.	m ²	x 230 EUR	= EUR
Indoor equipped stand Includes in addition to above mentioned indoor space only : rear and side walls, fascia panel with the company name (up to 20 characters) on each opened stand site, carpet, infocounter with shelf 100x50, 1 table (for every 6 m ²), 2 chairs (for every 6 m ²), 1 coat rack, 1 wastebasket, power connection up to 2kW + 1 double socket 230V, 1 spotlight for every 3 m ² of stand space, stand vacuuming.	m ²	x 290 EUR	= EUR

Premium stand location				
Corner Opening onto 2 alleys Add 10% on base	Peninsular Opening onto 3 alleys Add 15% on base	Island Opening onto 4 alleys Add 20% on base	Split level Add 15% on base	= EUR

Color advertising in the official catalogue (printing layout must be supplied according to organizer's technical requirements at least 30 days before exhibition)			
Full page (500EUR)	Half Page (350 EUR)	=	EUR

REGISTRATION AND ADMINISTRATION FEE			
<input checked="" type="checkbox"/> Includes: registration system, listing of the company in the official catalogue up to 400 characters of description for each exhibitor, one copy of the official catalogue, badges for exhibitors, invitation for 2 persons to the Exhibitors' Banquet, 1 parking pass for 3 days, Wi-Fi Internet access per one device.		+	500 EUR
<input type="checkbox"/> Co-Exhibitor Fee Co-Exhibitor's names (comma separated):	number of co-exhibitors	x 500 EUR	+ EUR

PAYMENT SCHEDULE	PAYMENT DETAILS	TOTAL COST
Application before 10 of January 2018: • 50% stand price + 100% registration and administration fee (to be made within 7 days from the issue of pro forma invoice) • 50% stand price (to be made by 10 of January 2018)	Bank Zachodni WBK S.A. 55/73 Marszałkowska st. 00-676 Warszawa SWIF: WBKPPLPP IBAN: PL 24 1090 1883 0000 0001 1853 4622 Acc: Lentewenc Sp. z o.o.	= EUR THE CONTRACT WILL BE CHARGED BY FULL POLISH VAT AT 23% FOR EU COMPANIES THAT HAVE NOT POINTED VALID EU NUMBER
Application after 10 of January 2018: • Full price (to be made within 7 days from the issue of pro forma invoice)		

„Acting for the Exhibitor I (we) declare that I am (we are) authorized to incur liabilities on the Exhibitor's behalf, and I (we) confirm the Exhibitor's participation in the trade show organized by the Organizer. I (we) further confirm that the Exhibitor has received, read and accepted the provisions contained in the Rules and Regulations and the Technical Rules and Regulations of the trade show. By sending (at least in electronic form) a properly completed Space Lease Application bearing a legible signature of an authorized person to the Organizer, and by receiving an acknowledgment of its receipt from the Organizer, the Exhibitor enters into a legally binding Space Lease Agreement and becomes obliged to pay the Organizer all amounts due under the Space Lease Agreement. The Exhibitor acknowledges that the Organizer incurs expenses as a result of its organizational activities, and therefore the Exhibitor declares that it will not claim the repayment of any amounts due under the Space Lease Agreement. The Exhibitor shall pay the Organizer any outstanding balance under the Space Lease Agreement.”

Authorised Signature

Company Stamp

Name

Date

RULES AND REGULATIONS OF TRADE SHOW

1. General Provisions

1.1. The provisions of these rules and regulations (hereinafter referred to as the "Trade Show Regulations") shall be binding for all participants of trade fairs, exhibitions and displays (hereinafter referred to as "trade shows") organized by Lentewenc Sp. z o.o. with its registered office in Warsaw (01-015), at ul. Skwer Wyszyńskiego 5/37, entered into the National Court Register under No 0000415363, hereinafter referred to as the "Organiser".

1.2. The sending by the Exhibitor to the Organiser of a properly filled-in Space Lease Application with legible signatures of the authorised persons (at least via e-mail), against confirmation of receipt by the Organiser, shall constitute the conclusion of a legally binding Space Lease Agreement, and the Exhibitor is thereby obliged to pay the Organiser any dues specified in the Space Lease Agreement.

1.3. The provisions hereof constitute an integral part of the form entitled SPACE LEASE APPLICATION (hereinafter referred to as the "Application"). The provisions hereof shall apply to the Space Lease Agreement and to the agreements on the provision of additional services concluded by and between the Organiser and the trade show participants.

2. Eligibility for Participation in Trade Show

2.1. An Exhibitor (hereinafter referred to as the "Exhibitor" or "participant") may be a legal person, a natural person or an organisational unit with legal capacity provided for by the legislator, who under the Space Lease Agreement presents at the said trade show its business offer approved by the Organiser and compliant with the thematic scope of the trade show.

2.2. Conclusion of a legally binding Space Lease Agreement or agreement on the provision of additional services by and between the Organiser and the Exhibitor shall be effected upon sending by the Exhibitor to the Organiser of a properly filled-in Space Lease Application with legible signatures of the authorised persons (at least via e-mail), against confirmation of receipt and acceptance of application by the Organiser (at least via e-mail). The confirmation of the application acceptance by the Organiser, referred to in the preceding sentence, shall be made within 7 working days of the date of delivery to the address indicated by the Organiser of a properly filled-in and sealed Application with signatures of persons authorised on behalf of the Exhibitor, and the payment of the dues specified in the Application based on a pro forma invoice issued by the Organiser. Irrespective of sending the documents referred to in the preceding sentences to the Organiser via e-mail, the Exhibitor shall send to the Organiser any documentation, including any agreement or agreements, as well as any forms, also in traditional hard copies with legible signatures of the persons authorized to represent the Exhibitor and assume obligations on behalf of the Exhibitor.

2.3. The terms and conditions specified in the preceding clause hereof shall be valid also for the conclusion of the agreement on the provision of additional services with the use of Additional Services Order Form (hereinafter referred to as the "Service Form"). The Space Lease Agreement and the agreement on the provision of additional services shall be hereinafter referred to individually as the "agreement" and collectively as the "agreements".

2.4. Conclusion of the agreement by and between the Exhibitor and the Organiser shall obligate the Exhibitor to:

a) effect any payments due to the agreements concluded in accordance with the provisions and within the time limits specified therein;

b) deliver to the address indicated by the Organiser any and all documents related to the participation of the Exhibitor in the trade shows, required by the Organiser.

2.5. Should the Organiser receive the Application after the lapse of the time limit specified in the Application, and also in specifically justified cases, the Organiser reserves the right to refuse the acceptance of the Application, and he shall notify the Exhibitor about such refusal in writing within up to 7 working days counting from the date of the Application receipt.

2.6. In the event of a refusal to confirm the acceptance of the Application by the Organiser, the Exhibitor shall be entitled to the reimbursement of all the amounts that he has already paid to the Organiser, however he shall not be entitled to any other claims due to the Organiser's statement referred to above.

2.7. Minimum exhibition space rented is (do not apply to joint stand):

6 square metres for Indoor Space Only;

12 square metres for Corner Stand;

24 square metres for Peninsular Stand;

40 square metres for Island Stand.

3. Terms and Conditions of Payment

3.1. The fee for participation in single trade show shall be each time specified by the Organiser. The dues defined in the agreements constitute the Organiser's remuneration for the preparation, operation and finalisation of the trade show.

3.2. Upon the conclusion of the Space Lease Agreement, the Exhibitor shall pay to the Organiser's bank account 50% of the fee for the space and advertising (gross) and the full amount of the registration and administration fee within the time limit specified in the pro forma invoice issued by the Organiser. The remaining part of the dues together with VAT shall be paid no later than 90 days before the date of trade show opening. Each time upon the payment effected by the Exhibitor, the Organiser shall issue an advance VAT invoice.

3.3. Full payment for additional services ordered on the Service Form should be effected in the time limit specified in the pro forma invoice issued by the Organiser. The Exhibitor should deliver to the Organiser the confirmation of the payment made.

3.4. VAT invoices shall be issued in the currency in which prices are expressed.

3.5. In the event of any changes in the Application submitted, referred to in clause 2.2, made no later than 20 days before the date of the trade show opening, an additional amounts shall be paid within the time limit specified in the invoice.

3.6. In the event of late payment, the Exhibitor shall pay interest of 0.5% of the amount specified in the pro forma invoice per each day of delay, however no more than 30% of the full performances specified in the Application.

3.7. The condition for rendering the exhibition space available along with any additional performances specified in the form sent is the payment of all fees related to the Exhibitor's participation in the trade show. In the event of the failure to pay the dues or the lack of relevant payment confirmations, the Organiser shall have the right to make a declaration of intent to terminate the agreements and to refuse the access of the Exhibitor to the trade show area.

4. Resignation from Participation in Trade Show

4.1. The Exhibitor shall have the right to resign from the participation in the trade show under the condition of notifying the Organiser in writing no later than 90 days before the date of trade show opening, under pain of invalidity. In such case the Organiser may collect a handling fee in the amount of 100% of the registration and administration fee and 50% of the remaining fees resulting from the Space Lease Application and the Additional Services Order Form. The date of the letter submittal shall be deemed the date of the letter submittal to the registered office of the Organiser.

4.2. In the event when the Exhibitor resigns from the participation in the trade show within the time limit shorter than 90 days before the date of the trade show opening, the Exhibitor shall not be entitled to the reimbursement of any amounts paid and any documented costs incurred by the Organiser in connection with the Exhibitor's application and his subsequent resignation.

4.3. The Exhibitor shall have the right to amend the scope of the order included in the Service Form under the condition that the amendment shall be presented to the Organiser in writing no later than 20 days before the date of the trade show opening. In such case the Organiser shall accept the amended order and pay out to the

Exhibitor the difference in price no later than within 30 days of the date of the trade show closure. If the value of the new order is higher than the value of the previous one, the Exhibitor shall pay the difference in price within the time limit specified in the pro forma invoice issued.

4.4. Should the order included in the Service Form be cancelled within less than 20 days before the date of the trade show opening, the Exhibitor shall pay the full amount specified in the Service Form.

4.3. The Exhibitor's failure to appear on the day of the trade show opening shall be also deemed resignation. Such situation shall not release the Exhibitor from the obligation to pay all fees in full.

5. Design and Development of Exhibition Space and Stand

5.1. In the event when the Exhibitor orders a developed space, the Organiser shall provide the construction of a standard stand with fittings described in detail in the Additional Services Order Form and in the appendices filled in and provided by the Exhibitor in accordance with the procedure set out in clause 2.2 hereof.

5.2. The Exhibitor who ordered the stand development from the Organiser shall: a) organise and prepare the stand for display within the time limits specified in the appendix to the Additional Services Order Form;

b) return the stand in its original state, and in the event of damages, cover 100% of the costs of repair or new purchase in accordance with the documents presented by the Organiser.

5.3. The Exhibitor who rents undeveloped space and orders the stand construction from a third party other than that indicated by the Organiser, is obliged to: a) notify the Organiser in writing of the following data: business name, contact and address data, as well as NIP [Taxpayer Identification Number] of the company to develop the stand, as well as contact data to the person responsible for the development (Appendix 2 to Additional Services Order Form);

b) agree with the Organiser and present him for approval, 30 days before the date of the trade show opening at the latest, the designs of: the development of the space rented, electric system, water supply and sewerage system. The Organiser reserves the right to refuse to express his consent for the development and to refuse access to the trade show area in the event when the entity which renders development services fails to meet the obligations specified in this clause, or when the design submitted violates the provisions of the Trade Show Regulations, the Trade Show Technical Regulations or the Rules and Regulations of Centrum Wystawiennicze EXPO XXI;

c) submit a written declaration of liability for the construction of the development, the electric system, as well as the water supply and sewerage system, in accordance with the regulations in force.

5.4. The Exhibitor shall be held liable for the acts and omissions of the contractor who provides the development services ordered as for his own acts and omissions, including liability for the observance by the contractor of fire and OSH regulations binding in the trade show area, as well as for the damages caused by the contractor. Should any violations of the above provisions be detected, the Organiser shall have the right to demand the violations to be ceased, and should it prove ineffective – to terminate the agreement or agreements without the notice period, and to refuse the Exhibitor's access to the trade show area.

5.5. Disassembly of the display and the removal of exhibits during the trade show is prohibited.

5.6. The Exhibitor shall remove any remains left after the construction and disassembly (cardboard boxes, foil, boards, etc.) directly after the assembly and disassembly works have been finished, and he shall return the exhibition space rented to the original state, until the date set out by the Organiser at the latest. In the event when the space is left untidy, the Organiser shall have the cleaning works performed at the Exhibitor's expense.

5.7. The Organiser shall allocate the exhibition space to the Exhibitors according to the order of applications received, the design of the exhibition space development and the organisational and technical conditions of the trade show. The Organiser reserves the right to change the location of the exhibition space allocated due to the design and technical as well as organisational reasons. In such case the Exhibitor shall not have the right to demand compensation from the Organiser.

6. Co-exhibitors

6.1. A co-exhibitor is an entity which does not rent an autonomous space directly from the Organiser, but is physically present in the Exhibitor's stand and offers his products or services there.

6.2. The Exhibitor shall be obliged to notify of his Co-exhibitors on the SPACE LEASE APPLICATION, which constitutes an appendix to Additional Services Order Form, and to pay a relevant registration fee per each Co exhibitor using the Exhibitor's stand.

6.3. The Co-exhibitor has the same rights as the Exhibitor, and he is obliged to observe the Trade Show Regulations, and the Exhibitor shall be held liable for the acts and omissions of the Co-exhibitor as for his own acts and omissions.

6.4. The Exhibitor shall not sub-rent the stand nor transfer it in any form to other entities without a written consent of the Organiser.

7. Exhibits

7.1. The Exhibitor shall be obliged to mark his movable property situated within the space rented (hereinafter referred to as the "exhibits") in a distinctive way.

7.2. The exhibits can neither be placed in communication routes nor they can hinder or render impossible the safe flow of participants and visitors in the area of the trade show.

7.3. Hanging any exhibits or other elements of the stand fittings or advertising on or sticking them to the hall structure without obtaining the previous written consent of the trade show Organiser is prohibited.

7.4. The Organiser reserves the right to refuse expressing consent to the installation of the exhibits he deems hazardous or bothersome, as well as those requiring specific conditions.

7.5. Exhibits which require specific technical conditions or protection may be displayed only upon obtaining a written permission from the Organiser.

7.6. The Exhibitor is exclusively liable for the exhibits, and in particular for the damages caused by them, their proper protection (also after the trade show closure), as well as for their compliance with any standards required by the law, and for obtaining relevant certificates and approvals for the exhibits.

8. Transportation, Customs and Forwarding

8.1. Imports/exports of goods by the trade show participants from the non-EU states means bringing the goods into/out of the customs area of the European Union and it creates certain obligations envisaged in the provisions of the customs law, unless the international agreements provided otherwise. Trade show participant from the non-EU state should acquaint himself with the community law provisions in force (Community Customs Code, Common Customs Tariff, applicable regulations) and national legislation of the Republic of Poland (Act – the Customs Law of 19 march 2004 and the Executive provisions).

8.2. Transportation, forwarding and customs clearance of the exhibits and auxiliary materials shall occur at the Exhibitor's expense.

8.3. In the event of denoting the Organiser as the recipient of the exhibits displayed, the Organiser shall not be held liable for any irregularities in their transportation or storage, as well as for possible damage to the goods and exhibits.

8.4. No later than 30 days before the date of commencement of the fair, the Exhibitor shall submit to the Organiser a written notice of the type and number of excise goods imported for exhibition, produced outside the country and are exempt from the obligation to mark with excise marks. Otherwise, the Organiser will charge the Exhibitor with all the expenses that the Organiser incurred in connection with the imposition of criminal sanctions on the Organiser.

9. Organisation and Regulations of Trade Show

9.1. The Exhibitor shall observe the construction law provisions and fire Regulations binding in the trade show area.

9.2. Dates and hours of the trade show opening and closure, as well as time limits for assembly and disassembly of stands, and opening hours of the exhibition halls and trade show area are specified in the "Important Dates and Deadlines" constituting an appendix to Additional Services Order Form.

9.3. In the trade show opening hours, the stands should be available to visitors.

Temporary closure of the stand requires a previous consent of the Organiser.

9.4. Displaying and presenting at the stands of the offer (goods and services), as well as the retail sales noncompliant with the thematic scope of the trade show, is not allowed. At the Organiser's request, the Exhibitor shall cease presenting such offer and to remove the exhibits from the stand at his own expense. In the event of a failure to do so, the Organiser shall have the exhibits removed from the stand or close the stand at the cost and risk of the Exhibitor.

9.5. Extension of the time limits for the assembly is allowed in the situations justified by the acts of God, with the Organiser's consent, upon the payment of an additional fee per each started hour of the assembly day extension and after the payment for individual security services at the stand for that time (Form A).

9.6. During the trade show, the Exhibitor and his representatives are obliged to wear ID cards received from the Organiser.

9.7. The following items entitle a person to enter the trade show area: entrance tickets, passes and invitations prepared and issued by the Organiser, after completion of the required formalities at the Visitors Registration.

9.8. Without the Organiser's consent, the Exhibitor shall not bring any persons other than the stand staff in the trade show area.

9.9. Cleaning of the stands should be performed outside the opening hours of the trade show for the visitors.

9.10. Property left by the Exhibitor in the trade show area shall be deemed abandoned and the Organiser shall come into the ownership of such property without any compensation.

10. Security – Insurance

10.1. The Organiser shall provide the security services for the facility during the trade show (both during the opening hours for the visitors, as well as afterwards).

10.2. The Exhibitors shall insure their property on their own account and at their own expense.

10.3. The Organiser shall not be held liable for any damages caused to the Exhibitors or entities performing works ordered by the Exhibitors, arising in the facilities and in the trade show area before, during and after the trade show, unless they result from the intentional guilt of the Organiser. Also, the Organiser shall also not be held liable for any damages caused by burglary or theft, force majeure (stroke of lightning, gale, flood, fire or explosion) or a break in the supply of water, electricity or other additional services specified in Additional Services Order Form, not attributable to the Organiser.

10.4. When damage occurs, the Exhibitor shall promptly notify the Organiser, the Hall Manager or the Security Guards of this fact.

10.5. The Exhibitor shall have a third party liability insurance resulting from the participation in the trade show. The Exhibitor shall be held fully liable for the damages caused to third parties or the Organiser before, during and directly after the trade show closure.

11. Catalogue, Advertising, Accompanying Events

11.1. The Organiser shall not be held liable for the editing errors and omissions in the catalogue.

11.2. During the trade show, presentations, advertising activities, promotions, competitions or entertainment programmes may be held in accordance with the law and upon obtaining the previous written consent from the Organiser, whereby they cannot disturb other Exhibitors in any way or disrupt the general order of the trade show.

11.3. Filming or photographing exhibits presented at the stand without the Exhibitor's consent is prohibited.

11.4. The Organiser reserves the right to photograph and film the stands and to use these materials for his own promotional purposes, without any obligations towards the Exhibitors and any third parties, and the Exhibitor consents to the same.

11.5. In the event of performing music or other audiovisual materials, the Exhibitor shall settle any dues resulting from the copyrights and public performance in accordance with the Polish Copyright and Neighbouring Rights Act. The Organiser shall not be held liable for any third party claims related thereto. The Exhibitor shall satisfy from his own funds all author's rights related to the use of the intellectual property items during the participation in the trade show (inventions, industrial designs, copyrights to music and audiovisual materials performed publicly). The Organiser shall not be held liable for any third party claims related thereto.

11.6. Any advertising outside the Exhibitor's stand may be used only upon obtaining a written consent from the Organiser and after payment of a relevant fee. Any advertisements placed without the Organiser's consent shall be removed at the Exhibitor's expense.

12. Complaints and Claims

12.1. Any complaints and claims related to the participation in the trade show should be lodged in writing directly with the Organiser, under pain of invalidity, until the last day of the trade show at the latest. Upon the lapse of this term no complaints or claims shall be considered.

12.2. Each complaint shall be considered within 30 days of the date of its receipt by the Organiser.

12.3. The Organiser shall notify the Exhibitor in writing of the mode of the complaint handling.

12.4. Any additional arrangements between the Organiser and the Exhibitor shall be made in writing, otherwise being null and void.

13. Final Provisions

13.1. Provisions of these regulations shall apply also to the entities acting under agreements concluded with the Exhibitors, including those rendering the development services to the Exhibitors.

13.2. The Organiser shall not be held liable for any unavoidable events of accidental or natural (elemental) nature, i.e. events out of control of either Party such as, in particular: floods, hurricanes, earthquakes, storms, blizzards, acts of legislative and executive authorities, administrative decisions.

13.3. The Organiser reserves the right to cancel, partially close, shorten or change the dates of the trade show, when the circumstances not attributable to the Organiser occur. In such cases the Exhibitor shall not be entitled to compensation or decrease of fees for the exhibition space rental.

13.4. In the event of the trade show cancellation due to the Organiser's fault, the Exhibitor shall be entitled to the reimbursement of the fees paid, without the right to any interest or compensation.

13.5. The Organiser reserves the right to introduce amendments or additional provisions set out in a relevant annex to the agreement or agreements.

13.6. These Regulations were drawn up in two language versions. In the event of any discrepancies between the Polish and English version, the Polish version shall prevail.

13.7. Any disputes resulting from the participation in the trade shows organised by Lentewenc Sp. z o.o. and the provision of services ordered by the trade show participants shall be resolved by a common court in Warsaw having material jurisdiction.

13.8. To matters not regulated herein, the provisions of the laws of the Republic of Poland shall apply.

Authorised Signature

Company Stamp

Name

Date