

## TERMS AND CONDITIONS FOR PROVIDING EXHIBITION SPACE

integral part of the Regulations for Participants in Fairs Organized by MTG SA [hereinafter: "Regulations" – full text available at [www.powerconnect.pl](http://www.powerconnect.pl)]

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### 1. DATE AND PLACE OF THE FAIR: 18-20 MARCH 2026 AMBEREXPO EXHIBITION AND CONVENTION CENTER, UL. ŻAGLOWA 11, 80-560 GDAŃSK.

### 2. PARTICIPATION IN TRADE FAIR

2.1. The precondition for providing the exhibition space is:

- a. Registration for participation in the Fair by 15.02.2026 by completing the interactive electronic Participation Registration Form. Submission of the Participation Registration Form to MTG means placing an offer to participate in the Fair and accepting all provisions of the Regulations for Participants of the Fair organized by MTG. The ordered area must not be less than 12 m<sup>2</sup>.
- b. Payment of the amount due resulting from the Registration made and confirmed by MTG, in accordance with the terms and conditions set forth in paragraph 7 "PAYMENTS" below. **Note:** in the transfer reference, please include the name of the fair, the type of service paid for and the invoice number to which the payment relates.
- c. MTG allocates exhibition space taking into account the Ordering Party's offer of participation, to the extent of its capabilities and technical and organizational conditions. The stand location proposal submitted to the Ordering Party for approval includes the size of the stand area, its dimensions and type.

### 3. INDOOR EXHIBITION SPACE

3.1. **The payment for the ADSYSTEM DEVELOPED AREA available in 12 m<sup>2</sup>, 24 m<sup>2</sup>, 48 m<sup>2</sup> variants includes the following services:**

- a. providing space for the period of the Fair, installing and dismantling the stand,
- b. AdSystem walls in white, blue carpeting, backup area and doors within the stand,
- c. the possibility of using graphic design services for stand wrapping at an additional cost,
- d. electrical installation – no electricity consumption / 3 light points and 1 electrical outlet for every 12 m<sup>2</sup>,
- e. company name and stand number,
- f. furnishing the stand according to the layout,
- g. cleaning service of the passageways and accessible parts of the stand.

3.2. **The following are prohibited within stands featuring system development:**

- a. placing free-standing roll-ups or similar display elements,
- b. hanging any additional decorations, graphics, banners, fabrics, screens, etc. on the development structures unless they are an integral part of the approved stand design,
- c. attaching any stickers, fabrics, promotional materials, or other visual elements to the development structures unless previously approved by the Organizer (via e-mail or the online submission system).

d. The exhibitor is liable for any consequences of violating the above provisions, including the cost of restoring the development to its original condition.

3.3. **The payment for UNDEVELOPED AREA includes:**

- a. providing space for the period of the Fair,
- b. cleaning service for passageways.

3.3.1. **Conditions for installation of stands on undeveloped area** – installation of Exhibitors' own stands on undeveloped area is possible after:

- a. submitting the stand design by **15.02.2026**,
- b. making a documentary reconciliation of the design with MTG. The submitted designs should comply with the Construction Law and other regulations and standards in force in Poland, as well as the technical conditions and fire safety regulations applicable to the MTG halls and grounds.

Elements of the stand should have valid certificates or reports of protection features, confirming the degree of flame retardancy of the materials used, in accordance with Polish fire safety standards. MTG has the right to make binding comments on the submitted designs or the manner in which the development is carried out (including but not limited to stand height, suspension possibilities, utility connection locations, compliance with the type of stand), which should be taken into account by the Participant/Development Contractor. MTG will issue an opinion on the submitted stand design within 10 working days from receiving it. Reconciliation is not to be considered to be design verification and does not relieve the Participant and/or the Development Contractor of responsibility for the adopted solution,

- c. indicating the development company using the form in the online system.
- d. in the case of receiving a location where the above-mentioned elements of technical use and fire are located or directly adjacent to it, the design contractor and the stand contractor must meet all conditions, applicable on the AMBEREXPO premises, which relate to securing access to them for MTG technical services,
- e. taking into account the technical infrastructure elements of the facility,
- f. the back walls of the designed stand – regardless of their height (including below 2.5 m), which are visible from the side of the neighboring companies must have an esthetic finish in white without visible cables, wires, advertising, etc.

**The stand cleaning service during the Fair (additional services form) does not include cleaning after the installation of the stand on undeveloped area.** The rules for cleaning during the installation/dismantling of stands on undeveloped area by the Contractor are indicated in the Regulations\* (item 4.16, 4.9).

- g. The Exhibitor is required to display in a conspicuous place the stand number indicated in the Confirmation of Registration

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document, excluding Exhibitors who have ordered developed area. The stand must be marked with a number visible from the passageways. For corner stands, front stands and island stands, the stand number should be duplicated and placed at all adjacent passageways so that it is visible to Visitors.

3.3.2. The fee for providing undeveloped area does not include the cost of connection and electricity consumption.

3.3.3. Provision of undeveloped area requires paying a fee for auxiliary service to the construction of the exhibition stand, which is not refundable and includes: costs of securing the exhibition facilities, routing the space, operating costs, i.e. heating, lighting, lump-sum costs of electricity and water consumption during the installation and dismantling of stands in the amount of:

- PLN 30.00 plus applicable VAT per 1 m<sup>2</sup> of ground floor stand area,
- PLN 42.00 plus applicable VAT per 1 m<sup>2</sup> of multi-story stand area.

3.3. **Exhibition area in halls A, B, C is available in the following types:**

- terraced:** min. 12 m<sup>2</sup>: open to a single passageway,
- corner:** open to two passageways, available for orders of min. 12 m<sup>2</sup>,
- front:** open to three passageways, available for orders of min. 24 m<sup>2</sup>. In the case of undeveloped area, development is allowed up to 30% of the length of each open side. The development requires written approval from MTG. The submitted design should include a detailed description of the development used – the wall type, graphics, location in relation to passageways,
- island:** open to four passageways, available for orders of min. 48 m<sup>2</sup>. In the case of undeveloped area, development is allowed up to 30% of the length of each open side. The development requires written approval from MTG. The submitted design should include a detailed description of the development used – the wall type, graphics, location in relation to passageways.

## 4. EXHIBITION AREA OUTSIDE THE HALLS

4.1 **The fee for UNDEVELOPED AREA ON OUTDOOR GROUNDS (display of equipment, machinery, facilities, etc.) includes:**

- Providing space for the period of the Fair, Installing/delivering Exhibitors' exhibits on the undeveloped area should be reported by completing the bulky / rolling stock exhibit application form in the online system **by 15.02.2026**. After this date, MTG reserves the right to reject the report.
- Installing**/delivering exhibits can only take place according to the MTG schedule (which takes into account the installation/delivery of exhibits of all exhibitors) on 16.03.2026 between 8:00 AM and 7:00 PM.
- The fee** for providing undeveloped area does not include the cost of connection and electricity consumption. MTG reserves the right not to accept the order of power connection for technical reasons.
- Dismantling**/collecting exhibits is possible on 20.03.2026 between 3:30 PM to 12:00 AM (midnight).

On 21.03.2026 and may only be held in accordance with the schedule indicated by MTG.

## 5. REGISTRATION FEE:

5.1. The registration fee for Exhibitors in the amount of **PLN 1,000 net** plus applicable VAT includes:

- advertising and promotion of the Fair in the media,
- Exhibitor badges, 2 pcs (for every 12 m<sup>2</sup> started),
- parking card (passenger car) – 1 piece,
- codes for Industry Guests entitling them to enter the fair – 20 pcs,
- codes for Industry Guests entitling them to enter the conference – 3 pcs,
- fair directory – 1 piece,
- invitation to the Exhibitors' Meeting – 2 pcs. up to 48 m<sup>2</sup>.

5.2. The registration fee for a Co-exhibitor in the amount of **PLN 2,500.00 net** plus applicable VAT includes:

- advertising and promotion of the Fair in the media,
- directory entry – 1 page,
- exhibitor badges – 2 pieces,
- fair directory – 1 piece,
- invitation to the Exhibitors' Meeting – 1 piece,
- codes for Industry Guests entitling them to enter the fair – 20 pcs,
- codes for Industry Guests entitling them to enter the conference – 3 pcs,
- parking card (passenger car) – 1 piece.

## 6. CLEANUP FEE

- Mandatory cleanup fee for the Fair Participant or the Development Contractor for the removal of garbage generated in connection with installing and dismantling a non-modular (non-reusable) stand. This fee is not refundable. Payment of the cleanup fee should be made before the installation work begins. After payment, MTG will issue an invoice for the cleanup fee.
- The rate of the cleanup fee depends on the size of the occupied undeveloped area and amounts to PLN 30 net/m<sup>2</sup>.

## 7. PAYMENTS:

- The Ordering Party, upon receipt of the Confirmation of Registration from MTG, is required to pay 50% of the gross value of the ordered space and other additional services within 7 days from the date of receiving the Confirmation of Registration document.
- The remaining 50% of the gross value of the ordered space and services are to be paid by the Ordering Party by 15.02.2026.
- The Ordering Parties who apply for participation in the Fair after 31.12.2025 are required to pay 100% of the gross value of the ordered space and other additional services. Payment should be made within 7 days from the date of receiving the Confirmation of Registration document from MTG. Prices for providing exhibition space and services are set in Polish zloty.

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- 7.4 If it is not possible to accept an invoice in Polish zlotys, the invoice and payment may be made in EUR or USD, with the proviso that the value of orders made by January 31, 2026 will be converted according to the average EUR or USD exchange rate in the National Bank of Poland on December 31, 2025,
- 7.5 **Cancellation of participation**
- 7.5.1. For participation in the fair, the applicant may cancel their offer of participation or withdraw from the agreement entered into. Cancellation of the offer of participation or withdrawal from the fair participation agreement must be in writing or in documentary form under pain of nullity. The withdrawal should be submitted by a person authorized to do so or in accordance with the rules of representation.
- 7.5.2. Withdrawal from the fair participation agreement:
- by 31.08.2025** results in the obligation to pay a handling fee of 10% of the total gross value of the ordered area and services, as specified in the Participation Registration Form,
  - from 01.09.2025 to 30.11.2025** results in the obligation to pay a handling fee of 25% of the total gross value of the ordered areas and services, as specified in the Participation Registration Form,
  - from 12.01.2025 to 31.01.2026** results in the obligation to pay a handling fee of 35% of the total gross value of the ordered areas and services, as specified in the Participation Registration Form,
  - from 01.02.2026** results in the obligation to pay 100% of the gross value of the ordered area and services specified in the Participation Registration Form and other ordered services.
- 7.5.3. In the event that MTG cancels the exhibition for the reasons described in point 15.1 of the Regulations\*, if the cancellation is announced up to 90 days prior to the organization of the Fair – MTG will refund the value of 100% of the participation fee paid; less than 90 days prior to the organization of the Fair – MTG will charge a handling fee of 10% of the total net value of the ordered area and services, as specified in the Participation Registration Form. To the above amount will be added the VAT due in accordance with applicable regulations.
- 7.5.4. Regardless of the reasons for non-participation, the provisions of Section 2.2.3 of the Regulations apply\*.
- 8. ID BADGES / DEPOSIT:**
- 8.1. Exhibitors are required to have name ID badges authorizing them to enter the fair. ID badges must be printed independently from the system before arriving at the Fair. Payment for exhibition area includes 2 ID badges for every 12 m<sup>2</sup> of area started. Additional ID badges are chargeable according to the registration form.
- 8.2. In the case of installing their own stands, the Exhibitor and/or the Development Contractor is required to print on their own the **SERVICE/INSTALLATION SERVICE** ID badges from the online registration system before starting the work. ID badges allow entry on the date of installing and dismantling the stand.
- 8.3. In the case of installing their own stands, the Exhibitor and/or the Development Contractor is required to report to MTG (PowerConnect Technical Service) prior to and upon completion of the work, in order to prepare a Handover / Surrender report for the exhibition space. The stand Construction Manager indicated in the development company's registration form is authorized to prepare the Report.
- 8.4 In the case of installing the Exhibitor's own stands, the installation work can commence after documenting the **payment of a deposit in the amount of PLN 1,000.00** (paragraph 4.7(f) of the Regulations\*) as security for the possible damage caused during installation and dismantling, operation of the stand and the cost of cleaning work, as well as to cover imposed penalties.
- 8.5 MTG reserves the right to claim receivables and damages arising to MTG in excess of the value of the reserved deposit. The deposit should be paid in the Auto Pay System by wire transfer or payment card, and for foreign entities – only by payment card before the installation work starts. Payment of the deposit is triggered by the Participant or non-exhibitor who registers the Exhibitors participation in the fair in their profile in the registration system. An automatic message with a payment order in the Auto Pay System will be generated to the e-mail address of the contact person, consistent with the participation report.
- 8.6 The deposit should be paid no later than the first day of the regulatory time for individual stand installation for a given fair, or on the day before the installation date individually agreed with MTG. Failure to pay the deposit authorizes MTG to refuse to provide a stand. The deposit will be refunded within 30 working days on the basis of the "Handover / Surrender report for the exhibition space" in the form of a bank transfer or credit to a payment card via the Auto Pay System, provided that the deposit is not used by MTG in accordance with point 4.7 letter f of the Regulations\*).
- 9. DATES AND OPENING HOURS OF THE HALLS AND FAIRGROUNDS**
- 9.1 INSTALLATION OF EXHIBITORS' OWN STANDS:**
- Regulatory stand installation time in around-the-clock system subject to the regulatory fee (point 4.7 letter d of the Regulations\*):
- Hall: A, B, C:**  
14.03.2026, 08:00 AM – 12:00 AM (midnight) (Saturday)  
15.03.2026, 08:00 AM – 12:00 AM (midnight) (Sunday)  
16.03.2026, 08:00 AM – 12:00 AM (midnight) (Monday)
  - 17.03.2026 (Exhibitors' entry day)** from 08:00 AM – 08:00 PM (Tuesday)  
On this day, only installing stand fixtures and carrying out furnishing and decoration work is allowed, while **all construction work and work that causes dust in the halls is prohibited**. Failure to comply with these requirements will result

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- in terminating the installation work and a fine of **PLN 2,000.00** net.
- ATTENTION:** In justified cases, the working hours may be changed, but with prior notification (at least one day in advance until 3:00 PM) and with the written consent of MTG.
- c. Extension of working hours entails payment by the Exhibitor and/or Development Contractor of a fee of PLN 600.00 net plus applicable VAT per hall, for each hour started.
- 9.2 FAIR OPENING HOURS FOR EXHIBITORS:**
- 17.03.2026, 8:00 AM – 8:00 PM (exhibitors' entrance)
  - 18.03.2026, 8:00 AM – 6:00 PM
  - 19.03.2026, 9:00 AM – 6:00 PM
  - 20.03.2026, 8:00 AM – 12:00 AM (midnight)
  - 21.03.2026, 8:00 AM – 4:00 PM
- ATTENTION:** Entrance to the halls at the indicated times is only possible for holders of the "Exhibitor" ID badge. Holders of "Installation Service" ID badges will be allowed into the halls as stipulated in paragraph 8.2.
- 9.3. Exhibitors are required to have a minimum of one representative at the exhibition stand during the hours the fair is open to the public. If there is no representative, the exhibitor will be charged an additional fee of PLN 1,000 net + applicable VAT for each day.
- 9.4 FAIR OPENING HOURS FOR VISITORS:**
- 18.03.2026, 09:00 AM – 5:00 PM (Wednesday)
  - 19.03.2026, 09:00 AM – 5:00 PM (Thursday)
  - 20.03.2026, 09:00 AM – 3:00 PM (Friday)
- 10. DISPLAY/DELIVERY OF EXHIBITS**
- 10.1. **Exhibits and stand furniture for the exhibition halls must be delivered by 17.03.2026 by 7:00 PM.**  
After this time, it will be impossible to unload the exhibits.
- 10.2. Any replacement of or addition to the exhibition is only possible after obtaining written permission from MTG, and should take place before the Fair opens or after it closes to visitors.
- 10.3. Exhibitors' particularly heavy and large-sized exhibits and their transportation must be reported by 15.02.2026 and can only be carried out according to the MTG schedule (which takes into account the installation/delivery of exhibits of all Exhibitors) on 17.03.2026 between 8:00 AM and 7:00 PM.
- 10.4. Failure to notify MTG of the transport of such items may preclude them from being exhibited at the Fair. In addition, such items require original certificates of non-flammability, and their location at the Fair must be approved by MTG.
- 10.5. Exhibits must not be placed in passageways adjacent to the stand, and equipment demonstrations, events and other promotional activities must not impede or prevent the operation of other stands and the safe movement of Exhibitors and the public.
- 10.6. Other conditions relating to exhibits are indicated in point 5 of the Regulations.
- 11. RULES FOR ENTRY TO FAIRGROUNDS AND PARKING LOTS**
- 11.1. Exhibitors during the Fair (18–20.03.2026) are entitled to one parking pass (included in the registration fee), entitling them to enter the parking lot designated by MTG.
- 11.2. Exhibitors may purchase additional parking passes, if possible, through electronic ordering. The number of parking places is limited. Detailed rules for entry and parking are indicated in point 7.2 of the Regulations\*.
- 12. STAND DISMANTLING DATES**
- 20.03.2026, 3:30 PM – 12:00 AM (midnight)
  - 21.03.2026, 12:00 AM (midnight) – 4:00 PM
- 12.1. Detailed information on how the work will be carried out and procedures for storing and disposing of construction waste after dismantling will be provided at a later date.
- 12.2. **Stand dismantling begins on 20.03.2026 at 3:30 PM. It is not allowed to begin dismantling earlier.** Failure to comply with the deadline for beginning dismantling will result in an additional fee of PLN 2,000 net plus applicable VAT for the exhibitor.
- ATTENTION:** In justified cases, the hours of installation work may be changed, but with prior written notification (at least one day in advance by 3:00 PM) and with the approval of MTG. Extension of working hours entails payment by the Exhibitor and/or Development Contractor of a fee of PLN 600.00 net plus applicable VAT per hall, for each hour started.
- 13. FOOD SERVICES – CATERING**
- 13.1. AMBEREXPO center works **EXCLUSIVELY** with Amber Side Sp. z o.o. with respect to food and catering services. Service for participants in the Fair, in particular Exhibitors, Co-exhibitors and participants in conferences or meetings accompanying the Fair is provided by AmberSide Restaurant & Bar.
- 13.2. Orders are accepted via e-mail: [info@amberside.pl](mailto:info@amberside.pl); [www.amberside.pl](http://www.amberside.pl)
- 13.3. In the event of violation of this point of the regulations, the Exhibitor will be charged an additional fee in accordance with the Regulations for Participants of Fairs organized by the Gdańsk International Fair, AMBEREXPO.
- 14. FORWARDING / UNLOADING**
- 14.1. Forwarding services and unloading assistance are provided by:
- a. **Netlog Polska Sp. z o.o.**  
Rafał Skrobotan, tel. 668 890 274, 22 256 70 55, [rafal.skrobotan@netlog.org.pl](mailto:rafal.skrobotan@netlog.org.pl)
  - b. **Transmeble International Sp. z o.o.**

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**15. OTHER:**

- 15.1. \*Regulations mean the Regulations for Participants in Fairs organized by MTG SA, available at: [www.amberexpo.pl](http://www.amberexpo.pl)

**16. IMPORTANT DEADLINES**

- 16.1. **Acceptance of stand graphics – until 13.02.2025.**  
Graphics are subject to technical verification and may be sent back for improvement if they do not meet the quality requirements. Changes in graphics after this date will involve a significant (50%) increase in printing and wrapping costs.
- 16.2. **Completion of data and materials for the catalog – until 13.02.2025.**  
Company information and logos should be entered into the BCS exhibitor support system.  
If this data is not in the system by this date, the company's data will not be included in the catalog.

**Registration of participation in the evening meeting of exhibitors – until 27.02.2025**

Confirmation of attendance of individuals representing the company at the Connecting Evening Gala or PowerConnect After Hours networking event.

The event will be open only to registered persons with proper confirmation.

16.4. **Submission of advertisements to Job Wall – until 09.03.2025**

Submission of job, internship or apprenticeship advertisements to be placed during the Education, Career and Labor Day. If this data is not in the system by this date, the advertisements will not be posted.