

## PARTICIPATION CONDITIONS

### 1. Organizer

Agencja SOMA, 1 Bronikowskiego St., 02-796 Warsaw, Poland,  
ph: +48 22 649 76 69 / 71,  
e-mail: info@lightfair.pl; www.lightfair.pl

**Co-organizer: Polish Association of Lighting Industry**

**Cooperation: Association of Polish Electrical Engineers, Chamber of Polish Architects, Polish Chamber of Civil Engineers, National Energy Conservation Agency, Energy Conservation Foundation, Intelligent Lighting Systems Cluster, Krajowa Izba Gospodarcza Elektryki, Polish Economic Chamber of Electrotechnics, Association of Energy Auditors.**

### 2. Trade Show location

Warsaw International Expocentre EXPO XXI, 12/14 Prądzyńskiego St.,  
01-222 Warsaw

### 3. Date

March 3<sup>rd</sup> – 5<sup>th</sup>, 2021

Exhibition opening hours:

- Wednesday – Thursday 10 a.m. – 5 p.m.

- Friday 10 a.m. – 4 p.m.

### 4. Participation application

The participation in the Trade Show is open to companies dealing in product lines covered by the subject of the Trade Show exhibition (Form 1). To apply for the participation, interested company is kindly requested to fill in, duly sign and stamp the enclosed Application Form (Form1). Only the company applying may participate in the Trade Show. Trade Show application is equivalent to accepting the Participation Conditions and the Trade Show Regulations. Form 1 shall be examined successively as received and will be accepted until **December 31<sup>st</sup>, 2020** by post or email. Forms supplied after this date shall be considered only upon the condition that the exhibiting rental space is available. Minimum size of renting exhibition space – **6sq.m.**

### 5. Confirmation of participation – signing a contract.

#### Participation cancelling.

Sent filled out Form 1, written out confirmation of participation and booking area is tantamount to concluding a contract between the Organizer and the Exhibitor. Conditions of Participation, Trade Show Regulations are part of the contract. **The confirmation of participation and booking area will be made in writing and refers only to the applying company. The exhibiting company may not transfer rights resulting from the agreed contract to a third party.** The Organizer reserves the right to introduce certain changes in individual stands and in the location of exits or passes after the booking has been confirmed.

**A failure of a payment due to the Trade Show participation until due date as named in the p. 7 entitles the Organizer to refuse an approval to the Exhibitor to exhibit, at the same time not being liable to any claims from the Exhibitor.**

Exhibitor may cancel Trade Show participation by October 15<sup>th</sup>, 2020 at no charge. This deadline is final and cannot be reinstated by the will of the parties.

In case of participation cancellation between October 16<sup>th</sup>, 2020 and November 15<sup>th</sup>, 2020 the Exhibitor shall be obliged to pay the equivalent of 50% of the value of the space and all services ordered together with the full registration fee.

In case of participation cancellation after November 15<sup>th</sup>, 2020 the Exhibitor shall be obliged to pay the equivalent of 100% of the value of the space and all services ordered together with the full registration fee. The exhibitors who declared their participation in the Trade Show after November 15<sup>th</sup>, 2020, meeting the formal conditions specified in point 4 of the Conditions of Participation, in particular by meeting the condition of a written form, have 3 days for cancelling their participation or for changing the ordered services without any costs. The 3-day deadline is final and the concluded agreement is of conditional character. Failure to meet the deadline or to inform the Organizer in writing about the cancellation of the participation (withdrawal from the agreement) results in the obligation to pay 100% of the value of the ordered space and all ordered services. The participation cancellation shall be in writing.

#### 5.1 Reservation of exhibition space

In order to reserve a space the Exhibitor needs to fill in and return Form 1. The location of exhibition space will depend on the goods being displayed. Any requests concerning space allocation will be dealt with by the Organizer as far as it is possible.

**The Organizer pledges to make effort to ensure the Fair's success and carry out the event to the best standards.**

#### 5.2. Exhibitor's panel

In the confirmation of participation and reservation of the exhibition space, the Exhibitor receives a login and an access password to the Exhibitor's Panel at [www.lightfair.pl](http://www.lightfair.pl). The Exhibitor's account will be created by the Organizer based on the Application Form received (Form 1). It is recommended to change the password after the first login from the "MY ACCOUNT" level. Access to the Exhibitor's Panel authorizes to place orders in electronic form. The ordered services from the Exhibitor's Panel do not need to be confirmed by sending traditional forms. The proforma document will be automatically generated for the paid services ordered on the basis of which payment for the services ordered should be made. The history of orders and proforma documents is available in the Exhibitor's Panel. Orders may be placed using paper forms.

### 6. Costs of participation

#### Registration fee – 270 € covers:

- entry in the exhibition catalogue
- 1 parking card – validity from March 2<sup>nd</sup> – March 5<sup>th</sup>, 2021
- ID cards for Exhibitors authorizing to enter to the Trade Show premises free of charge. One ID card shall be issued for each started 5 sq.m. of the stand's space rented
- e-invitations for the visitors for free admission
- Internet access on the fairground during the Trade Show – 1Mbps, max. 1500 users concurrently

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- a two-person invitation to the Exhibitors' evening meeting
- Registration fee is obligatory for each Exhibitor.**

**Rental fees for exhibition raw space are as follows:**

- 110 €\* for 1 sq.m. of the covered exhibition space (in the hall)- basic price in the case of sending the application by 31.08.2020.
- 115 €\* for 1 sq.m. of covered exhibition space (in the hall)- basic price in the case of sending the application after 31.08.2020.
- 45 €\* for 1 sq.m. of open exhibition space (in front of the halls).

**Exhibition space:**

- corner (2 sides open) + 10% to the basic fee
- head (3 sides open) + 15% to the basic fee
- insular (4 sides open) + 20% to the basic fee

**The Organizer grants 20% discount from the value of renting exhibition space to the Exhibitors who participated in previous edition of the Fair LIGHT.**

To the space rental cost the fee for connection to the electrical system and energy consumption (power consumption up to 4 kW) at a price of 130 € + VAT and the fee for waste disposal at a price of 8 € / m<sup>2</sup> + VAT are added (the fee is obligatory for each Exhibitor regardless of the amount of waste). The exhibitor has the possibility of increasing the consumption amount of kW in the Form No. 2A. Enumerating the power requirement, please include other equipment in addition to exposure, connected to the electrical system, located at the stand, eg. kettle, coffee machine, refrigerator, water heater, etc.

**Exhibitors can order a Basic Stand built by the Organizer for the price of 48\*€/1 sq.m., Silver Stand for the price of 55\* €/1 sq.m., Silver Plus Stand for the price of 65\* €/1 sq.m. or Comfort Stand for the price of 75\* €/1 sq.m. Detail information is indicated in Form 1A.**

**Renting price of the exhibition space includes**

- rental space
- participation in unfitted display area (total space of the hall reduced by actual stand space)
- cleaning of aisles and gangways (Exhibitors are responsible for cleaning own stands. It is possible to rent the stand hoovering service using Form 4 or Exhibitor's panel)
- security service – as detailed in point 10 of Fair Regulation
- fire protection service during the entire event, from beginning of the assembly to the end of the dismantling process
- overall decoration of exhibition area
- general illumination of halls during the entire event, from beginning of the assembly work to the end of dismantling process
- media coverage and advertising of the Fair

### 7. Terms of payment

Upon receiving official confirmation of booked exhibition space the payment shall be transferred to the Organizer's bank account on the basis of received pro-forma or VAT invoices.

Payment is to be made in two stages:

Stage I- 60% of the gross value of the entire order within the period specified in the proforma or VAT invoice,

Stage II- 40% of the gross value of the entire order within the period specified in the pro forma or VAT invoice.

If the application to participate in the Trade Show is filled after November 15<sup>th</sup>, 2020 the payment shall be made in full on or before the due date specified in the proforma or VAT invoice.

In case of ordering additional furnishing and/or services, the payment shall be transferred before the Fair. Order is realized provided that the amount due is paid on time. After receiving the payment due to pro-forma invoices, the Organizer will promptly produce a VAT invoices. Payment for the furnishing and other additional services ordered during set-up period or during the Fair will be settled in VAT invoices which will be set within 7 days from the day the Fair has been closed. The exhibitor has the option of monitoring his payments in the Exhibitor's Panel from the "MY PAYMENTS" level.

Bank account data of the Organizer:

Agencja SOMA, Bank PEKAO S.A. Warszawa

IBAN: PL 24 1240 6250 1978 0000 4590 5799

SWIFT: PKOPPLPW

**The date of payment is considered the date of crediting the Organizer's account. All bank fees for the payments due to the Organizer's account shall be covered by the Exhibitor.**

### 8. Stand's design and construction

#### 8.1. Stand constructed by the Organizer

The Organizer undertakes to send to the Exhibitor a proposal for the construction of the stand for approval. The stand design includes building elements ordered by the Exhibitor contained in Form 1A. Additional equipment of the stand is being solved by the Exhibitor's Panel or by means of Form 2. If the Exhibitor orders additional equipment, the design proposal for the stand construction will be supplemented with additional equipment elements as per the order. No comments on the submitted proposal within 7 days from the date of its receipt by the Exhibitor, are treated as a design approval. **Only the name or brand of the reporting company may be placed on the stand's fascia. Stand's indication must relate only to applying company. Derogation from this rule will result in the stand being closed by the Organizer.**

The Organizer prepares only one stand arrangement project. The organizer reserves the right to charge the Exhibitor the costs of preparing the project proposal of stand building at 3 € / sq.m. + VAT in case of resignation from the building after preparing the project proposal.

#### 8.1.1. Stand constructed in Basic, Silver, Silver Plus or Comfort build up types

Exhibitor can choose among 4 build up types: basic, silver, silver plus and comfort.

Basic stand construction is made on the basis of OCTANORMA system (walls) and MAXIMA system (front of the stand with fascia).

In case Exhibitor orders Silver stand construction, he has two options to choose: Silver stand or Silver Plus stand with grate ceiling to hanging chandeliers above whole area of the stand.

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In case the Exhibitor orders Comfort stand construction, he has the possibility to choose walls' colour from the following: white (010), navy blue (518), grey (074), black (070), cream (023), red (030). Colours may be chosen from the Oracal's KOLOR OE C AN template. Additionally the Exhibitor may choose floor finish's colour from the following: black – 1257, graphite – 1668, beige – 1125, navy blue – 1365, grey – 1209 or red - 1718. The color of the walls and carpet needs to be specified in the Exhibitor's Panel when placing the order or in Form 1 A.

**Changes and modifications to the stand project made by the Exhibitor after 7 days after receiving the project by the Exhibitor will be made within the available technical and organizational limits, as per the individually discussed prices.**

### 8.1.2. The individual stand:

The Organizer can construct the stand according to the individual project presented by the Exhibitor or construct it according to a special order. The Organizer will present the Exhibitor with a cost calculation of the services to be provided for confirmation.

**8.1.3.** The Organizer will charge the Exhibitor additional costs, if the Exhibitor decides to give up any additional furnishing ordered, also in case of damages of the stand caused by the Exhibitor.

### 8.2. Stand built by the Exhibitor

**8.2.1.** Exhibitor carrying the stand development or outsourced to third party is required to prepare the stand's project and built exclusively within the reserved area. No elements of the construction of stands and exhibits must not be outside the reserved area.

**8.2.2.** The Exhibitor, during the process of stand designing, should consider the locations where carrying water, electric power, internet, etc., is possible. The connections should be design near appropriate locations which are set into the floor. When ceiling construction hanging is needed, Exhibitor is strictly obliged to consult with Organizer, if the hanging is possible to made in the appropriate stand location. **Media channels and ceiling beams on which hanging can be made are marked on the plans on which the Exhibitor receives the location of his exhibition space.**

**8.2.3.** The Exhibitor is obliged to submit measured stand design to be confirmed by the Organizer no later than January 15<sup>th</sup>, 2021 or upload it to the Exhibitor's Panel by the aforementioned date.

The Exhibitor is obliged to have all the technical documentation complying with the conditions of the Trade Show Regulations (p. 2.2.2) during the build up and exhibition period. Detailed guidelines concerning the build up and break down are specified in the Trade Show Regulations (p. 2.2.).

**8.2.4 Stand's indication must relate only to name or brand of applying company. Derogation from this rule will result in the stand being closed by the Organizer.**

### 9. Exhibition catalogue.

**9.1.** Entry to the Trade Fair Catalog includes contact details, hall and stand numbers as well as product categories marked in the Application Form (Form 1). If you wish to place other contact details than those provided in the Application Form, the Exhibitor should select in the

Exhibitor's Panel in the 'Catalog' section the service 'Placing other contact details in the Trade Fair Catalog'. These data should be sent to the Organizer or saved in the Exhibitor's Panel by January 15, 2021 at the latest.

**9.2.** The Exhibitor's name will be listed in the Exhibitors' list by exhibition halls. Full data will be inserted into product sections according to product categories mentioned by Exhibitor in form 1 (maximum 4 categories should be chosen).

**9.3.** In addition, the Exhibitor has the option of placing a logotype and advertisement for a fee in the Fair Catalog and materials in the NOVELTY section at the Fair website and / or Fair Magazine. Orders of the logotype and advertising in the Fair Catalog and materials in the NOVELTY section can be made in the Exhibitor's Panel or by sending Form 3.

**9.4.** The Exhibitor is fully responsible for all the entry and advertising content provided for the exhibition catalogue. Any claims can not be made against the Organizer.

### 10. Reservations

The regulations and laws of the host country shall have precedence at all times. If the event is to cancel because of unforeseen circumstances the Organizer shall not be liable for any resulting losses or damages incurred by the Exhibitor for that reason. If the Exhibitor fails to complete any formality or keep due dates, the Organizer shall not be liable for any organizational problems resulting that reason. The Exhibitor shall respect the regulations and laws of European Union and Republic of Poland.

### 11. Final provisions

**11.1.** Any claims concerning the stand construction or additional services shall be submitted to the Organizer in writing during the Trade Show for the Organizer's consideration. Any other Exhibitor's claims against the Organizer shall be submitted within 14 days from the day the Fair has been closed. After this period has expired no claims will be examined. Any litigation which might result from the present contract will either be settled amicably or by the Organizer's own lawyers.

**11.2.** Exhibitor declares agreement on receiving Organizer's information electronically, as defined by Polish Act of July 18<sup>th</sup>, 2002 on service delivery. At any time Exhibitor has the right to cancel above consent.

Agencja SOMA Sp. J.

Warsaw, March 6<sup>th</sup>, 2020

**\*Note: All the prices do not include VAT tax.**