POZNAŃ MOTOR SHOW

1. Application deadline: 31.01.2027

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

2. Fair opening dates and hours

2.1. Fair date: **22 – 25.04.2027**

2.2. Fair opening hours:

22.04.2027

- for exhibitors: 8.00 am – 7.00 pm
- for visitors: 9:00 am – 6:00 pm

23-24.04.2027

- for exhibitors: 9.00 am – 7.00 pm
- for visitors: 10:00 am – 6:00 pm

25.04.2027

- for exhibitors: 9:00 am – 12:00 pm
- for visitors: 10:00 am – 6:00 pm

3. Stand set up and dismantling periods

3.1. **ASSEMBLY**:

21 – 22.04.2027 8.00 till 8 .00pm

3.2. Dismantling:

25.04.2027 6.00 pm till 00.00
26.04.2027 8.00 till 8.00 pm

Opening hours of the halls and fairgrounds: **8.00 a.m. – 8.00 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- (www.strefawystawcy.pl/en) 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, 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, 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 demarcation, 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;
- 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. Deposit for the provision of exhibition space.

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.
Deposit rate:

- 30% of the gross* value of the space ordered − for payments made until 31.01.2027,
- 100% of the gross* value of the space ordered − for payments made after 31.01.2027.

The payment of the deposit will not be invoiced. The deposit paid by the entity filing the application form and ordering space will be offset against the fee for the provision of exhibition space on the date of issuing the Confirmation of Application (agreement).

5.4. Along with the Confirmation of Application MTP Poznan Expo will issue an invoice confirming recognising the payment against any amount due for the provision of exhibition space.

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 is 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 package.

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

- STANDARD exhibitor application fee – **PLN 1 617net**** till 31.01.2027 and after that date **2 128 PLN net****,
- PREMIUM exhibitor application fee – **PLN 2 860 net**** till 31.01.2027 and after that date **3 360 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 will pay the exhibitor application fee in the full amount (100% of the gross* value), along with the application for participation and payment of the deposit referred to in paragraph 2. The payment will be confirmed by MTP Poznan 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 package.

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 co-exhibitor application fee – **PLN 770 net**** till 31.01.2027 and after that date **1 456 PLN net****,
- PREMIUM co-exhibitor application fee – **PLN 1100net**** till 31.01.2027 and after that date **1 680 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. 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 14 days from the date of issuing the invoice or 5 days from the date of receipt of the invoice.

8.4. 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 MTP Poznan Expo, the amount of which depends on the power supplied:

Connection power	Net price** [in PLN]
3 kW (1x16A)	**584**
9 kW (3x16A)	**1692**
14 kW (3x25A)	**2438**
18 kW (3x32A)	**3231**
36 kW (3x63A)	**6465**
50 kW (3x80A)	**8890**
70 kW (3x125A)	**12925**
2,3 kW (1x10A) 24 h	**533**
9 kW (3x16A) 24 h	**2075**

9.2. The payment of the use of the power grid 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.

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. Waste disposal fee

10.1. For waste disposal MTP Poznan Expo will charge a fee on **from entities participating in the fair**, the amount of which depends on the surface area of space provided to the exhibitor:

Space provided to exhibitor	Net price** [in PLN]
Up to 150 m2	PLN 44,00 per m2 of space provided to the exhibitor
More than 150 m2	PLN 6 660,00 / lump sum

10.2. The payment for waste disposal 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.

10.3. The settlement with foreign contractors on account of waste disposal 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.

11. Amounts due and bank charges

11.1. 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.

11.2. 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 14, 60-734 Poznań, Powszechna Kasa Oszczędności Bank Polski S.A. in Warsaw / Poznan Branch, account number: 38 10204027000011020424296 2

12. Stand Clearing

12.1. The contractor is responsible for ensuring that a stand is in an orderly condition after stand assembly and dismantling is on the stand constructor, subject to waste removal regulations (see points 7.7, 7.8, and 12.2 of Technical Regulations).

12.2. Cleaning of the stand during the fair is carried out by the exhibitors themselves.

13. Admission cards, invitations to visit

13.1. **Exhibitor cards** entitle fair participants to enter the fairgrounds during the fair, set up and dismantling period.
13.2. 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:

Stand up to 200 m^2 - for each 50 m^2 of space:

- **4 exhibitor cards**
- **1 car entry card**
- **10 invitations to MEDIA DAY**

For each 50 m^2 over 200 m^2 :

- **1 exhibitor card**
- **5 invitations to MEDIA DAY**

13.3. Additional exhibitor cards in addition to numbers stated above are sold at www.strefawystawcy.pl

13.4. **Admission cards for stand constructing teams** are issued by MTP Poznan Expo for the duration of set up and dismantling on the basis of a written order from an exhibitor or constructor. Ordered cards are sent by e-mail.
13.5. In connection with the settlement of the **STANDARD** and **PREMIUM** exhibitor application fee and the STANDARD and PREMIUM co-exhibitor application fee, fair participants (exhibitors, co-exhibitors) will receive 10 invitations for fair guests (STANDARD) or 20 (PREMIUM).
13.6. Fair participants can also purchase from MTP Poznan Expo any number of invitations for their guests. Additional invitations are sold at www.strefawystawcy.pl

14. Entry cards

14.1. **Fair participants** are entitled to enter the fairgrounds:
- **By a passenger car** or delivery truck with extra passenger space − during the fair, set up and dismantling of the stand − on the basis of **entry cards during the whole event**. Entry cards for the whole event are sold at www.strefawystawcy.pl. The cards do not entitle to enter the municipal underground car park at ul. Głogowska 11.
- **By delivery truck** − on the last day of the fair, after the close of the fairgrounds to the public, and during set up and dismantling of the stand − based on **an entry card for the purposes of set up and dismantling of the stand**.

14.2. **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.
14.3. On the last day of the fair, when the fairgrounds are closed to the public, i.e. on 25.04.2027 after 6.00 p.m. **during the dismantling of stands,** in addition to passenger cars, delivery vans and trucks with a capacity of 8 tons and length up to 8 m, without trailers, will be also admitted to the fairgrounds. The entry of **large-size and specialist vehicles** is possible the next day after the end of the fair, i.e. on 26 .04.2027 from 7.00 a.m.
14.4. **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 − will result in placing a wheel lock and imposition of a fine of PLN 200. The fine will not be invoiced.
14.5. Exhibitors can use the municipal underground car park located at ul. Głogowska 11

15. Value Added Tax (VAT)

15.1 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 registered office or place of business activity;
- Other trade fair services − to contractors ordering these services with a seat or permanent place of business in Poland.

15.2. 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 seat or permanent place of business in European Union (EU) Member States,
- To contractors with their registered office 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 registered office or permanent place of business in Poland.**

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

16. Sanitary requirements and special conditions.

Every person present within the MTP Poznan Expo fairgrounds must comply with the orders of MTP Poznan 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)*
The Regulations for Fair Participants are available at https://ttm.mtpl/en
At the Exhibitor's request, the Regulations will be sent by post.