POLECO
INTERNATIONAL TRADE FAIR FOR ENVIRONMENTAL PROTECTION

1. Application deadline: 20.06.2025
After this date, applications will be accepted subject to the availability of exhibition space.

2. Fair opening dates and hours

2.1. Fair date: **14-16.10.2025**
2.2. Fair opening hours:

• For exhibitors	14-15.10.2025	9.00 a.m. – 6.00 p.m.
	16.10.2025	9.00 a.m. – 4.00 p.m.
• For visitors	14-15.10.2025	10.00 a.m. – 5.00 p.m.
	16.10.2025	10.00 a.m. – 4.00 p.m.

3. Stand set up and dismantling periods

3.1. Stand assembly: **10-13.10.2025**
3.2. Dismantling: **17-18.10.2025** (on 18.10 from 4.00 p.m.)
Opening hours of pavilions and fairgrounds (assembly): 7:00 a.m. to 8:00 p.m.
Opening hours of pavilions and fairgrounds (dismantling): 8:00 a.m. to 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. 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:
- **50%** of the gross* value of the space ordered – for payments made **until 20.06.2025**
- **100%** of the gross* value of the space ordered – for payments made **after 20.06.2025**

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 20.06.2025 – 1838 PLN net****
- **STANDARD** application fee - registration of participation **from 20.06.2025 – 2310 PLN net****;

- **PREMIUM** application fee - registration of participation **until 20.06.2025 – 2730 PLN net****
- **PREMIUM** application fee - registration of participation **from 20.06.2025 – 3150 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 20.06.2025 – 945 PLN net****
- **STANDARD** application fee - registration of participation **from 20.06.2025 – 1470 PLN net**;**
- **PREMIUM** application fee - registration of participation **until 20.06.2025 – 1300 PLN net** / 1365 net** after 01.06.2025;**

- **PREMIUM** application fee - registration of participation **from 20.06.2025 – 1785 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 10.10.2025**.

8.4. Making orders for other fair services (advertising announcement, advertising structure, additional invitations, additional exhibitor cards, entry cards, electrical and water connections, rental of furniture and other props, etc.) ordered after the start of set up (from 10.10.2025) 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 MTP Poznan Expo, the amount of which depends on the power supplied:

Connection power	Net price** [in PLN]
3 kW (1x16A)	438
9 kW (3x16A)	1269
14 kW (3x25A)	1829
18 kW (3x32A)	2423
36 kW (3x63A)	4849
50 kW (3x80A)	6668
70 kW (3x125A)	9694
2,3 kW (1x10A) 24 h	400
9 kW (3x16A) 24 h	1556

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 the time specified on the invoice, **no later than the first day of set up (by 10.10.2025).**

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 sqm	**PLN 42,00** per sqm of space provided to the exhibitor
More than 150 sqm	**PLN 6340,00** / lump sum

10.2. The payment for waste disposal will be invoiced by MTP Poznan Expo with the fee for exhibition space.

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 the arrangement of the stand after set up and dismantling, taking into account the principles of waste disposal (see par. 7.7., 7.8. and 12.2. of the Technical Regulations).

12.2. The cleaning of the stand during the fair period is carried out by MTP Poznan Expo every day, except for the last day of the fair, after the fair is closed to visitors and the stand has been left by the fair participant (exhibitor).

12.3. Stand cleaning includes its available space (without closed facilities) and involves emptying refuse bins, cleaning of hard floor surfaces, the carpet (vacuum cleaner) and the surface of the furniture within the stand, but excludes cleaning of exhibits or washing the dishes of the fair participant.

12.4. The cleaning service, included in the price of the exhibition space, does not require ordering from the fair participant.

12.5. The fair participant is obligated to protect their property on the stand (in accordance with par. 6.2. and 6.3. of the Regulations for Fair Participants). In addition, it is recommended that a fair participant takes out insurance covering its property (in accordance with par. 7.4. of the Regulations for Fair Participants).

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:

- **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 m^2.

13.3. Additional exhibitor cards in addition to numbers stated above are sold at www.strefawystawcy.pl/en/, where the price list of additional exhibitor cards is also provided. The fee for additional cards is payable on the terms set out in points 8.3 - 8.5 above.

13.4. **Admission cards for stand constructing crews** 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. Entry cards for the stand construction crews authorize the entry of vehicles whose registration numbers were indicated in the order to the Poznań International Fair.

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 100 invitations for fair guests.

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/en/; where the price list of additional exhibitor cards is also provided. The fee for additional cards is payable on the terms set out in points 8.3 - 8.5 above.

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/en/; 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 16 October 2025 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 17 October 2025 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 – 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.

14.5. Exhibitors can use the municipal underground car park located at ul. Głogowska 11 for 9 PLN per hour (up to PLN 72/1 day). The car park can also be used at night.

15. Competitions: MTP Poznan Expo Gold Medal, Acanthus Aureus

15.1. **MTP Poznan Expo Gold Medal** – for the best product. Competition entries must be made on the portal www.strefawystawcy.pl/en/ or submitted at World Trade Center Sp. z o.o. (WTC), ul. Bukowska 12, 60-810 Poznań. Detailed information: **Agnieszka Polacka** mobile: +48 668 805 018; e-mail: agnieszka.polacka@wtcpoznan.pl

15.2. **Acanthus Aureus** – an award for trade fair exhibitions whose architectural and graphic solutions best reflect the company's marketing strategy. Applications for the competition should be sent to MTP Poznan Expo Corporate

Communication Team no later than 1 week before the fair begins. Detailed information: Anna Smolińska, phone: +48 61 869 2109, e-mail: anna.smolinska@grupamtp.pl

16. Value Added Tax (VAT)

16.1. 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.

16.2. 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.**

16.3. 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.

17. Sanitary requirements and regulations.

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)*

"Regulations for fair participants" are available on the website www.poleco.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 Poznań International Fair sp. z o. o." are available at www.poleco.pl/en