



TERMS OF PARTICIPATION

19.09.2018

1. DECLARATION OF PARTICIPATION

Declaration of Participation in Warsaw Comic Con (**hereinafter: Fair**) takes place by sending to the Organizer by the Exhibitor of the Declaration of Participation (hereinafter referred to as: Application), which is completed and signed by a person authorized by the Exhibitor.

Conclusion of the agreement for participation in the Fair occurs when the Organizer confirms the acceptance of the Application for implementation by e-mail to the Exhibitor's address provided in the Application together with a pro-forma invoice.

In case of necessity to place additional orders, the Exhibitor is obliged to complete and send the templates of additional orders No. 2, 2a, 2b, 3,

3a, 4, 5, 6, 7. 7a - constituting attachments to the Application. Additional orders will be carried out subject to acceptance of the additional order form filled in and signed by an authorised person by Ptak Warsaw Expo sp. z o.o., as well as to payment of the relevant fee within the deadlines indicated below.

Payment of the registration fee and 50% of the amount resulting from the Application and additional orders should take place within 7 days of confirmation by Ptak Warsaw Expo Sp. z.o.o. of acceptance of the Application.

The payment of the remaining amount resulting from the Application and additional orders (ordered up to 30 days before the first assembly day of the Fair) should take place within the deadline based on the invoice, however not later than 14 days before the first assembly day of the Fair, i.e. until 24.10.2018

If the application is placed less than 30 days before the first assembly day of the Fair, the participant is obliged to pay the registration fee and 100% of the amount resulting from the Application, including additional services, to the Organizer's bank account within 7 days of confirmation by Ptak Warsaw Expo sp. z o.o. of acceptance of the Application for implementation; no later however than on the day preceding the first assembly day of the Fair.

The condition for the Exhibitor's receipt of the stand is payment of the full amount due from the entirety of the Application, i.e. the registration fee, the space fee and fees for additional services, documented by proof of payment or settlement of the above-mentioned receivables on the spot. If the Exhibitor fails to pay the full amount indicated in the entirety of orders made, Ptak Warsaw Expo sp. z o.o. shall accept no responsibility or liability whatsoever with regard to failure to hand over the stand to the Exhibitor.

2. WITHDRAWAL AND RESIGNATION FROM PARTICIPATION IN THE FAIR

The Exhibitor has the right to resign from participation in the Fair provided that the Organizer is notified in writing not later than within 14 days from the date of receipt from the Organizer of the confirmation of acceptance of the *Application*. The Organizer then charges only the handling fee in the amount of the registration fee. Withdrawal by the Exhibitor of their application and failure to notify of resignation after a period of 14 days from the date of receipt from the Organizer of confirmation of acceptance of the *Application* does not release the Exhibitor from the obligation to pay all the fees resulting from the *Application*.

Application documents are available for download at:

<https://warsawcomiccon.pl/en/regulations/>

3. REGISTRATION FEE

As part of the registration fee (46eu net which is increased by VAT rate in accordance with applicable regulations), the Exhibitor is entitled to the following services from the Organizer:

- entry into the Exhibitors' catalogue in two language versions: Polish and English; (Note: the Exhibitor provides the Organizer with a ready-made text in two language versions: information about the company - name, contact details, logo and information text in Polish and an analogous version in English)
- guaranteed place on the dedicated parking lot for Exhibitors on all days of the Fair, the amount depends on the size of the stand.
- Exhibitor cards for stand service (entitling to enter the Fair) - the amount depends on the size of the stand:



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- 6-8sqm: 2 exhibitor's pass and 1 parking card
 - 9-11sqm: 3 exhibitor's passes and 2 parking cards
 - 12-18sqm: 4 exhibitor's passes and 2 parking cards
 - 19-30sqm: 5 exhibitor's passes and 3 parking cards

Additional passes and parking cards can be bought from fair department (see – contact section).

4. PROVIDING OF EXHIBITION SPACE

The fee for providing the exhibition space includes:

- Exhibitor's use of the exhibition space during the Fair period,
- use of a shared space,
- keeping the hall passages and corridors clean,
- security of the hall by security and fire protection services,
- advertising and promotion of the Fair.

5. TERMS OF PAYMENT

A. When submitting the Application for participation in the fair, the Exhibitor is obliged to pay the registration fee and 50% of the amount resulting from the Application to the Organizer's bank account within 7 days of the Organizer confirming the acceptance of the Application. The Exhibitor is obliged to pay the remaining due amount resulting from orders no later than 14 days prior to taking up the trade fair stand, i.e. until 12.10.2018. In the case of filing an application after 12.10.2018, the participant is obliged to pay 100% of the amount resulting from the Application to the Organizer's bank account within 7 days of the Organizer confirming the acceptance of the Application, however no later than until the day preceding the first day of the Fair.

B. In the event of the Exhibitor's delay with the payment of any part of the remuneration, the Organizer shall be entitled to additional interest for delay in the amount resulting from the Act on payment dates in commercial transactions.

C. Failure to pay the entire amount due for participation in the Fair authorizes the Organizer to refuse the Exhibitor's participation in the Fair and deprives the Exhibitor of the right to pursue claims in this respect, including the return of paid amounts due.

6. SAFETY

The Organizer is not liable for accidents of persons or damage to exhibits located on the fairgrounds before, after and during the Fair.

The Exhibitor is obliged to secure their own exhibits during the exposure time against any damage, and before closing the exhibition, secure them in a way that prevents damage.

The Organizer is not responsible for interruptions in power or water supply and for damage caused by force majeure, such as strikes, riots, fire, lightning, hurricane, flood, hail or rain. This also applies to the period after the end of the Fair, when the exhibits and equipment remain at the fairgrounds.

7. COMPLAINTS AND CLAIMS

All complaints and claims resulting from participation in the Fair should be submitted in writing, at the latest on the last day of the Fair. After this deadline, no complaints or claims will be accepted. All agreements between the Exhibitor and the Organizer, as well as all decisions resulting from them, must be made in writing under pain of nullity.

8. CONTACT DETAILS

All inquiries and "**Declaration of Participation**" and necessary attachments should be sent to the e-mail address: comiccon@warsawexpo.eu

Requests for non-standard terms of participation should be directed to:

- Artur Galecki – a.galecki@warsawexpo.eu

or to the following address: PTAK WARSAW EXPO

Al. Katowicka 62, 05-830 Nadarzyn

with the note "**Warsaw Comic Con**".