

EXHIBITION ORDER FORM AND CONTRACT

Please complete all details and send signed scanned copy to:

Agnieszka Ziemiańska

Tel: 0048 12 651 90 14

E-mail: febs2019@targi.krakow.pl

I agree to receive electronic invoice _____

CONTACT NAME: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____

POST / ZIP CODE: _____ COUNTRY: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____ WEBSITE: _____

VAT NUMBER: _____

Corporation or enterprise that manages production or delivers services in more than one country or is a branch (representative office) of a foreign company.

I would like to book the following Items for participation at the 44th FEBS Congress:

List of items	Price per item*	PCS	Total price*
EQUIPPED SPACE – 4 sqm	3000 PLN		
EQUIPPED SPACE – 6 sqm	5000 PLN		
EQUIPPED SPACE – 8 sqm	7000 PLN		
EQUIPPED BOOTH – 4 sqm	4000 PLN		
EQUIPPED BOOTH – 6 sqm	6500 PLN		
EQUIPPED BOOTH – 8 sqm	8000 PLN		
RAW SPACE – 1 sqm	800 PLN		
EQUIPPED SPACE – 1 sqm	1000 PLN		
EQUIPPED BOOTH – 1 sqm	1200 pln		

* All indicated prices are exclusive of VAT 23% (subject to changes). Companies registered in the EU (except Poland) with a valid VAT number will be charged without VAT.



! I hereby express consent for the processing of my personal data by Targi w Krakowie Sp. z o.o. with its registered office in Krakow, ul. Galicyjska 9, for the purpose of execution of the contract and to the extent necessary to perform services and their further statistical processing. I declare that I have submitted personal data voluntarily and I have been informed about the right to access my data and demand their supplementation, update, correction and temporary and/or permanent suspension of their processing or their removal (Act on the Protection of Personal Data of 29.08.1997 – Journal of Law of 2016, item 922 as amended).

Targi w Krakowie Sp. z o.o. with its registered office in Krakow, ul. Galicyjska 9, postal code: 31-586, NIP (tax ID no.): 6761050090, registered in the District Court for Krakow-Śródmieście in Krakow, 11th Division of the National Court Register under KRS No. 0000192313 is the controller of the personal data. All personal data submitted during registration are stored with all appropriate precautions in order to protect them against unauthorized access by third parties. When personal data are processed, adequate technical and organizational measures are applied to ensure security of the data. The data controller hereby states that it does not disclose or sell collected personal data to any third party without a customer's permission.

TwK, which manages your orders, takes your privacy very seriously. You can view our Privacy Policy [here](#). Feel free to contact TwK with any questions in regards to the Privacy Policy, Data Protection and GDPR in general by an [email](#).

DATE: _____ SIGNATURE AND COMPANY STAMP: _____

CONTRACT

- Provisional Booking – The item will be released if not confirmed within 14 days.
- Please send me a contract and first deposit invoice

TERMS OF PAYMENT

- 60% upon receipt of first invoice
- 40% by January 7th, 2019 (6 months before the congress)

All payments must be received before the start date of the Congress. Should the Supporter fail to complete payments prior to the commencement of the Congress, the Organiser will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

Reservations made less than 6 months before the Congress will be subject to 100% payment upon reservations.

Companies registered in the EU (except Poland) with a valid VAT number will be charged without VAT. Polish Companies need to pay price including vat (23 %).

PAYMENT METHODS

- Option 1: Payment by Bank Transfer. Please make drafts payable to: FEBS 2019. Bank account and other details for this payment will be stated on the Proforma Invoice. Bank charges are the responsibility of the payer.
- Option 2: Payment by credit card (please note this option in the order form and Credit Card Payment Form will be sent to you).

CANCELLATION / MODIFICATION POLICY

Cancellation / modification of items must be made in writing to the Sponsorship and Exhibition Manager: Agnieszka Ziemiańska; E-mail: febs2019@targi.krakow.pl

The organisers shall retain:

- 10% of the agreed package amount if the cancellation/ modification is made before January 7th, 2019, inclusive;
- 50% of the agreed package amount if the cancellation/ modification is made between January 7th, 2019 and May 7th, 2019, inclusive;
- 100% of the agreed package amount if the cancellation/ modification is made after May 7th, 2019.

We accept the contract terms and conditions (listed below) and agree to abide by the Guidelines for Industry Participation for the Congress.

I am authorised to sign this form on behalf of the applicant/Company.

DATE: _____ SIGNATURE AND COMPANY STAMP: _____

Exhibitor's regulations

1. General statements

1.1. These Regulations constitute an integral part of the of the order for services related to 44th FEBS Congress accompanying exhibition held in ICE Kraków Congress Centre, 6-11 July 2019.

1.1.1. Dates of build-up and dismantling will be announced in June 2019 the latest.

1.1.2. Actual time of Exhibitors access for build-up, exhibition and dismantling will presented on the website: <https://2019.febscongress.org/>

1.2. The terms used in the Regulations shall have the following meaning:

1.2.1. Event – 44th FEBS Congress,

1.2.2. Exhibition - accompanying exhibition of the 44th FEBS Congress,

1.2.3. TwK – Targi w Krakowie” Sp. z o.o., PCO of the 44th FEBS Congress,

1.2.4. ICE Kraków – ICE Kraków Congress Centre at Marii Konopnickiej 17 Street in Kraków, venue where the 44th FEBS Congress will be held.

2. Deadlines and terms of payment

2.1. The net price is a guaranteed price, but the gross price is set forth by adding VAT at the effective rate. The 60% of the payment must be paid upon receipt of the first proforma invoice. Next 40% of the payment must be paid by January 7th, 2019 (6 months before the Event). All payments must be received before the start date of the Event. Should the Exhibitor fail to complete payments prior to the commencement of the Event, TwK will be entitled to cancel the reservation while cancellation will be subject to cancellation fees stated in the Exhibition Order Form. Reservations made less than 6 months before the Event will be subject to 100% payment upon reservations.

2.2. Occupation of a stand is conditional upon providing proofs of all payments or settling them immediately at TwK's cashier's office.

2.3. All costs of bank wire transfers and foreign exchange differences shall be incurred by the Exhibitor.

2.4. TwK issues invoices exclusive of value added tax (VAT) for services related to the organization of the exhibition basing on 'reverse charge' procedure to international counterparties provided the company having its registered office or permanent place of business in Poland is not the client for such services. Provision of the EU VAT ID in the order forms for TwK services is a precondition for issuing an invoice exclusive of value added tax (VAT) for international counterparties, and in the event of a counterparty from outside of the EU, submission of a document confirming performance of business operations in a given country to TwK.

2.5. Exhibitors who agree to receive an electronic invoice, will receive the invoice in pdf format sent to the email address provided in the Order Form. Participants who do not agree to receive an electronic invoice during the registration process will get an original paper invoice during the Event. At the participant's request, the original paper invoice can be sent by regular post.

2.6. All down payments that arrive in TwK's account on the last working day of the month will be invoiced at the earliest on the first working day of the following month.

2.7. If the invoice confirming that the down payment has been made coincides with the full amount due to TwK it will issue the final settlement invoice after the service has been provided, individually at the exhibitor's request, provided that the request is received by TwK by the time which enables the company to issue the invoice in the legally stipulated timeframe (up to the 15th day of the month following the day of the service provision).

3. Design and furnishing of the exhibition area, stands

3.1. Any changes to the stand equipment and the ordered utilities reported by the Exhibitor less than 21 days before the exhibition will be implemented, if feasible, and at an extra charge. The Exhibitor waives any potential claims on TwK if TwK is incapable of implementing the changes reported in less than 21 days before the event.

3.2. The Exhibitor who orders an undeveloped space and commissions construction of the stand by a company other than TwK must read the general rules for stand companies:

- a) hazards in ICE Kraków
- b) Fire Safety Instruction in ICE Kraków,
- c) Regulations for the Use of the ICE Krakow Congress Centre Facility

and provide the name of the company to perform such development and submit the stand design plan. Above Documents can be found on the website: <https://2019.febscongress.org>.

3.2.1. It is possible to start works related to preparation of the exhibition stand earlier than on the official assembly hours, upon prior consultation with TwK and payment of an additional fee. If you are interested, please contact by email to: febs2019@targi.krakow.pl

3.2.2. Upon completion of any and all assembly and disassembly work related to the stand, the Exhibitor must remove all leftover building materials (cardboard boxes, foils, wooden planks, etc.).

3.3. The Exhibitor shall be held responsible for any acts and commissions performed by it or any third parties it uses in relation to its participation in the event, including compliance with these Terms and Conditions, Hazards in ICE Kraków, Fire Safety Instruction in ICE Kraków, Regulations for the Use of the ICE Krakow Congress Centre Facility applicable to the premises of the event and for any loss inflicted on TwK or any third parties. If a breach of the above-mentioned provisions is detected, TwK has the right to demand that the breach should be discontinued, and if it is not discontinued, TwK shall have the right to terminate the agreement with the Exhibitor without any notice.

3.4. It is forbidden to display exhibits and advertising materials on the walls of the stand by means of a display technology that causes or may cause permanent damage to the stand walls. In the event any damage is found, the TwK will charge the Exhibitor with additional costs related to the repair of any such damage. The Exhibitor bears material responsibility for damages to the furnishings and equipment. In the event that such damage is detected TwK shall charge the additional cost to the Exhibitor.

3.5. Electrical, water, sewage, compressed air and internet connections may be made only by the persons authorized by TwK and following a prior order according to the TwK application forms.

3.6. Any electrical, water, compressed air installations can be turn on after the technical acceptance and approval for use by the person authorized by TwK.

3.7. Any ordered utilities are available at the stand when the hall is open for Exhibitors. Necessity for the provision of 24-hour access to the ordered utilities should be reported on the respective TwK forms.

3.8. Any defects in the supply of utilities must be notified immediately to the event reception desk. TwK shall not be responsible for any damage caused by any irregularities on the Exhibitor's side. In case of not reporting a defect immediately, TwK has the right to charge the Exhibitor with the costs of its elimination and the costs of the repair of the resulting damage.

3.9 Exhibition Manager (employee of the PCO) has the final decision on acceptability of the booths/display stands.

3.10 The Exhibitor must comply with EFPIA and IFMPA codes of practice on the promotion of medicines.

4. Exhibits

4.1. Exhibits must not be placed in traffic aisles and equipment demonstrations should not obstruct or prevent the free and safe traffic of visitors and participants or disturb them. Suspending any exhibits or any other stand equipment from the hall roof structure is prohibited.

4.2. TwK reserves the right to refuse permission for the display of exhibits they consider dangerous or inconvenience-causing as well as those which were not specified on the exhibits list and required to fulfil certain requirements without bearing any responsibility for it.

4.3. Displaying exhibits that require special safety precautions or technical conditions can only be made upon receipt of the TwK representative written consent.

4.4. If exhibits require the provision of specific conditions the Exhibitor must receive written consent concerning the provision of such conditions.

4.5. The exhibits should meet the safety standards and fire safety regulations.

4.6. The Exhibitor shall be exclusively responsible for the exhibits, in particular for any damage they may cause, as well as for assuring that they are properly secured, (including when left in the facilities after the visiting hours), and that they comply with any and all legal regulations, standards as well as have all required certificates and attestations.

5. Exhibition organization and order regulations

5.1 The Exhibitor must comply with Terms and Conditions, Hazards in ICE Kraków, Fire Safety Instruction in ICE Kraków, Regulations for the Use of the ICE Krakow Congress Centre Facility. Those Documents can be found on the Congress website: <https://2019.febscongress.org>.

5.2 The Exhibitor must make all stand premises available to the fire inspection committee in order to check fire prevention facilities.

5.3 The Exhibitor must take over their stand, adapt it and vacate it until the end of assembly day.

5.4 During the event, the Exhibitor and his representatives (persons representing the Exhibitor at the event) are required to carry an identification badge.

5.5 The Exhibitor is not authorized to allow persons who are not stand occupants to enter event grounds.

5.6 During the event days, persons are allowed to stay within the event grounds not longer than one hour outside the time allocated for visiting.

5.7 Cleaning up the stand - unless commissioned by TwK – should not interfere with the exhibition visiting hours.

5.8 Facilities connected to the Exhibitor's stand cannot exceed the power applied for. In the event that the Exhibitor breaches this rule, they will be charged with all costs connected with electricity damage and compensation.

5.9 The Exhibitor must comply with the provisions of the Act of 26 October 1982 on upbringing in sobriety and counteracting alcoholism (uniform text: Journal of Laws of 2002 No. 147, item 1231).

6. Security - Insurance

6.1 TwK assumes no responsibility for accidents to people or damage to exhibits on the event grounds before, after and during the event.

6.2 TwK assumes no responsibility for vehicles or other movables left in the ICE Kraków grounds.

6.3 TwK assumes no responsibility for any damages arising from burglary at stands or storage areas; damage caused due to the Exhibitor's fault; for power or water supply failure; for damages resulting from force majeure events such as strikes, riots, fire, lightning, hurricane, flood, hail, or rainfall. This reservation also applies to the period after the event termination in the event that exhibits, equipment housing, and other goods stay on the ICE Kraków grounds.

6.4 This exclusion of responsibility is not limited, not with standing any precautions taken by TwK.

6.5 The Exhibitor must obtain third party liability insurance resulting from participation in the event, and must insure their exhibits. Certificates of the required insurances should be submitted to TwK upon request.

6.6 The Exhibitor should have insurance coverage.

6.7 On the ICE Kraków grounds it is not allowed to carry arms, any explosive materials or objects that may be harmful to the people participating in the event.

7. Removal of the exhibition

7.1 Disassembly of the exhibition and removing exhibits before the official event closure is prohibited.

7.2 The Exhibitor must disassemble the exhibition, remove the exhibits, and restore the exhibition area to its previous state by the end at last dismantling day. In the event that the Exhibitor leaves the area in a mess TwK shall commission clearance works at the expense of the Exhibitor.

7.3 In case of unforeseen events, with the consent of the TwK, and after the payment of 500 PLN + VAT for each commenced hour of an additional disassembly day, removal of the display may be extended.

7.4 Exhibition components left without TwK's consent and other equipment not removed by the Exhibitor during the disassembly period are considered as abandoned property and become the property of TwK without compensation.

8. Complaints and claims

8.1 Any complaints and claims arising from participation in the event should be submitted in writing not later than the last event day. After this deadline expires no complaints or claims shall be considered.

8.2 Any agreements between Exhibitors and TwK and any decisions and declarations resulting from them must be made in writing (contact to: febs2019@targi.krakow.pl), otherwise they are not valid.

9. Final statements

9.1. Exhibitors participating in the exhibition organized in the ICE Kraków must respect the pertaining rules and these Regulations and regulations pertaining to exhibition grounds. Exhibitors who do not adhere to these conditions shall be responsible for any damage suffered by TwK or third parties.