

WORLD URBAN FORUM

ELEVENTH SESSION



KATOWICE, POLAND | 26-30 JUNE 2022



EXHIBITOR MANUAL



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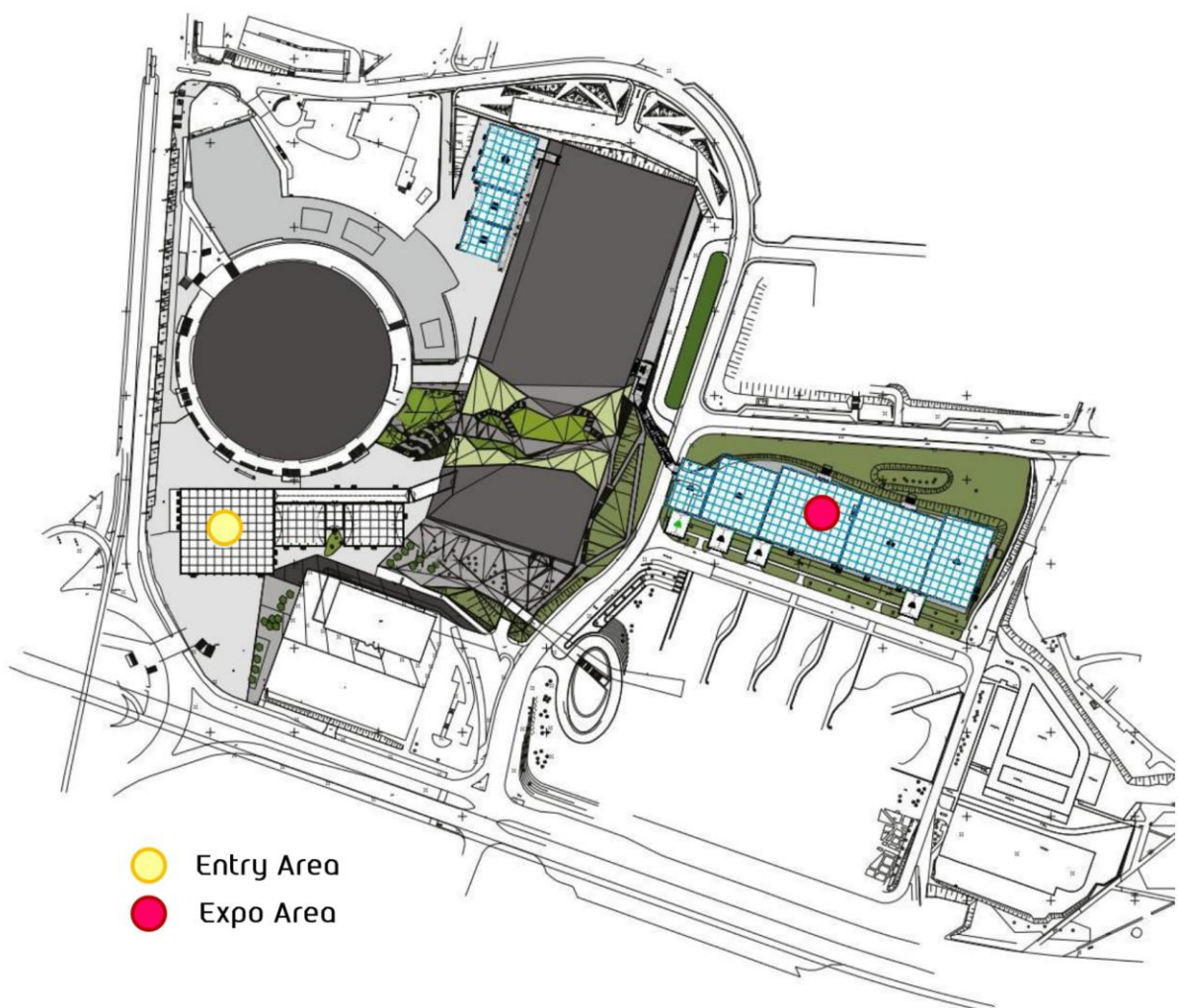
THE VENUE

WUF11 will be held at International Congress Centre (MCK) in Katowice, Poland

VENUE ADDRESS & MAP

International Congress Centre (MCK)
Plac Slawika i Antalla 1
40-163 Katowice, Poland
More information available on www.mckkatowice.pl/en/

Map





EXHIBITION SCHEDULE AND OPERATING HOURS

BUILD UP

	Date	Time	Notes
	20 - 25 June 2022	07:00 - 22:00	Build-up Access for Space Only Stands - Please note that if you require to work through the night please inform the Operations Team onsite.
SHELL SCHEME STAND HANDOVER	24 - 25 June 2022	07:00 - 22:00	All Shell Scheme stands will be ready for exhibitors
	25 June 2022	07:00 - 22:00	Decoration and Cleaning Only All contractors and exhibitors must exit the Halls by 22:30 hrs

Boxes, pallets, packages, waste material, and any other objects that are not decorative items or exhibition products must be removed from the premises by 24 June 2022, 22:00. Failure to comply with this rule may result in the removal and destruction of the material left behind.

Please note that all timings are subject to change.

IMPORTANT

Full details of traffic management will be issued at the later date. For further details, please contact wuf11expo@grupamtp.pl.

All trucks and vehicles must report and present a **WUF11** vehicle access pass to security officers for queueing purpose. All vehicles attempting to access the venue directly will be refused entry.

All Contractors including drivers must register and acquire a Contractor's badge. To acquire this pass, list of all staff along with ID or a copy of each contractor's passport must be brought to the site. Any person not holding a contractor badge will not be permitted entry to the venue. List of contractor's staff requiring badge, must be sent to wuf11expo@grupamtp.pl on 15 June 2022 at the latest.

Please ensure that all the stand construction, fitting and booth setup are completed and ready for the event opening at this time as no hall access will be permitted at any circumstances after security sweep.

Please note that all contractors **MUST** pay the appropriate Performance Bond before build can commence, please see Section 3.

For any late working requests please contact the Operations Team who will be based onsite.



SHOW OPEN DAYS AND TIMINGS

Date	Time	Access Details
26 June 2022, Sunday	07:30 - 19:00	Exhibitors
	08:30 - 18:00	Visitors
27 June 2022, Monday	07:30 - 19:00	Exhibitors
	08:30 - 18:00	Visitors
28 June 2022, Tuesday	07:30 - 19:00	Exhibitors
	08:30 - 18:00	Visitors
29 June 2022, Wednesday	07:30 - 19:00	Exhibitors
	08:30 - 18:00	Visitors
30 June 2022, Thursday	07:30 - 19:00	Exhibitors
	08:30 - 18:00	Visitors

Exhibitors will be given access from 07:30 provided they hold the correct badge for venue access.

Contractors are not permitted to undertake works during show opening hours. Any contractors found to be working will incur a non-compliance fee.

Any contractors wishing to undertake works before or after the event opening hours must get pre-approval from the Operations Team who will be based on-site.

BREAKDOWN

	Date	Time	Notes
	1 July 2022	08:00 - 24:00	Removal of valuable exhibits and hand held goods / material must be done on 1 July 2022
	2 July 2022	00:00 - 18:00	Stand Dismantling All halls must be cleared from any dismantling / exhibits

All Exhibitors / Contractors found working in the halls after 19:00 on 2 July 2022 will incur a non-compliance fee of 500 PLN gross per hour per stand.

Stand fittings and waste materials must be cleared from the halls. A non-compliance fee of 1500 PLN gross will be charged in any rubbish is left behind.



CONTACT INFORMATION

UN-Habitat World Urban Forum Secretariat

	Name	Contact Number	E-mail
Exhibition Space Application and Booth Allocation	Victor Mgendi	+254 722 322388 +254 207 623397	unhabitat-exhibition@un.org

Operations Team - Grupa MTP

	Name	Contact Number	E-mail
Exhibition Sales, Technical Services, Invoicing	Klaudia Jozwinska	+48 691 022 016	wuf11expo@grupamtp.pl
	Malgorzata Ozog	+48 691 032 010	

Freight Forwarding - Transmeble International

	Name	Contact Number	E-mail
Freight Forwarding	Mateusz Wisniewski	+48 504 461 006	office@transmeble.com.pl

OFFICIAL SERVICE PROVIDERS

Official Contractor

Services:
Stand construction
Furniture
AV
Graphics and signage
Carpet / Floor Covering
Shell Scheme Stand-fitting and Extras
Shell Scheme Electricity
Electricity for Space Only Stands
IT and Telecommunications
Catering
Stand Cleaning

Company:
Grupa MTP

Contact Persons:
Klaudia Jozwinska
Tel. +48 691 022 016

Malgorzata Ozog
Tel. +48 691 032 010

E-mail: wuf11expo@grupamtp.pl

Shipping & Onsite Handling

Company:
Transmeble International

Contact Person:
Mateusz Wiesniewski
Tel. +48 504 461 006

E-mail: mateusz@transmeble.com.pl



ORDER FORMS SUBMISSION CHECKLIST

It is imperative for all exhibitors to submit the forms of the required services on or before each deadline to ensure the availability and provisions of the services. Failure to do so may be a challenge to acquire the services and a surcharge will be applicable.

Please note: Services will be only supplied once the full payment has been received.

Service Order Form	Form No.	Order Deadline	Submit to:	Compulsory
Official Forms				
Exhibition Space Rental	Form 0	13 May 2022	Grupa MTP wuf11expo@grupamtp.pl	All Exhibitors
AV Order Form	Form 1	30 May 2022		
Carpet Order Form	Form 2	30 May 2022		
Furniture Order Form	Form 3	30 May 2022		
Shell Scheme Stand Electrical Order Form	Form 4	30 May 2022		
Shell Scheme Stand-fitting Order Form	Form 5	30 May 2022		
Shell Scheme Fascia Form	Form 6	30 May 2022		For all Shell Scheme Exhibitors
Shell Scheme Graphics Order Form	Form 7	30 May 2022		
Electrical Supply - Space Only	Form 8	30 May 2022		For all Space Only Exhibitors
IT & Telecommunications	Form 9	30 May 2022		
Stand Cleaning	Form 10	30 May 2022		
Stand Catering	Form 11	30 May 2022		
Skip Hire	Form 12	3 June 2022		
External Contractors				
Stand Build and Contractor Details	Form 13	3 June 2022	Grupa MTP wuf11expo@grupamtp.pl	For all Space Only Exhibitors
Freight, Shipping, Onsite Handling				
Freight, Shipping, Onsite Handling	Contact directly: mateusz@transmeble.com.pl			



SECTION 1 – GENERAL INFORMATION

1.01 REGISTRATION

Obligatory registration for exhibitor is available on: <https://wuf11.katowice.eu/>

1.02 EXHIBITION SPACE RENTAL

After exhibitor's registration is approved by the UN-Habitat, each exhibitor is obliged to complete the exhibition rental form (see: Form 0), and send it to wuf11expo@grupamtp.pl.

1.03 BADGES – EXHIBITORS

Each registered exhibitor must collect their exhibitor badges at the venue.

1.04 BADGES – CONTRACTORS

All Contractors including drivers must register and acquire a Contractor's badge. To acquire this pass, ID or passport of each contractor must be brought to the site.

Any person not holding a contractor badge will not be permitted entry to the venue.

1.05 BANNERS / SIGNAGE

Grupa MTP offers a range of signage, branding and graphic options. Exhibitors who wish to acquire these services, please refer to Form 9 for the list of options and the associated charges.

Please note, that no hanging banner or signage is allowed in the halls.

1.06 CHILDREN

There are no children care facilities available at the venue.

1.07 AUDIOVISUAL SERVICES, HYBRID EVENTS

Exhibitors who wish to acquire AV may refer to order Form 1 for the list and rates of the available AV services, equipment and the pricing structure.

Exhibitors hosting events at their stands will have the possibility to organize hybrid meetings at a cost. Pricing for this service will be provided upon receiving enquiry sent to wuf11expo@grupamtp.pl.

1.08 CATERING SERVICES

For stand catering please refer to the order Form 11 of this manual. Should your requirements be more comprehensive however please contact us directly. Such catering services must be ordered and confirmed by 3 June 2022.

Exhibitors cooking on stands for demonstration purposes (e.g. benefits of a specific cooker)



will be required to comply with Food Safety and Hygiene Regulations.

Exhibitors wishing to prepare food on-site must inform the Organizers in writing, giving full details on preparation requirements for venue and Local Authority approval.

1.09 CLEANING SERVICES

During the build-up, Contractors and Exhibitors are responsible for ensuring that all waste materials are clearly identified in order to assist the housekeeping staff. Excess stand fitting materials should be removed outside MCK premises and not allowed to be stored at the marshalling yards. A skip service is available in the case of bulk waste disposal, however paint containers should not be thrown inside the skips and should be removed from MCK premises instead. Please refer to Form 12 to order skips.

General cleaning of halls and gangways is taken care of by the Organiser. Full cleaning of the shell scheme stands acquired from the organizer will take place at midnight prior the event opening and each night after the show closed for business.

Space only stands are fully responsible for cleaning their own stand prior the opening of the event.

During the event days, the daily cleaning arranged by the Organiser will take place after the event closes. The cleaning includes basic cleaning of the stand floor. The cleaning of exhibits is not included and is subject to an additional charges. Stand cleaning will not be provided to space-only exhibitors who appointed stand contractors other than Grupa MTP, unless the service is ordered. Please refer to Form 10 should you require additional cleaning services. The following is not included in daily stand cleaning:

- Cleaning of Exhibits
- Removal of protective plastic covering of the carpet flooring
- Removal of wooden packing cases
- Specialized cleaning
- Waste generated during the operation of an exhibit i.e. products samples

1.10 DELIVERIES - BUILD UP / BREAKDOWN DAYS

Stand fitting, construction materials and exhibits deliveries can only be carried out through the delivery gate located by the WUF11 Expo Zone. Please refer to the exhibition timetable for the dates and timings.

1.11 DELIVERIES - EVENT DAYS

Deliveries of exhibits, promotional materials, leaflets, catalogues etc. during the exhibition days can be done at the designated goods entrance from the marshalling yard. Deliveries can be carried out before the exhibition open and after the exhibition have closed for visitors.

No deliveries will be permitted during the business hours.



Whilst the Organizer providing the general security at the venue, neither the Organizer nor the venue can take responsibility of Exhibitors or Contractors possessions. Valuable items which can be easily removed should not be left unattended at any time. If static security is required to man the stand and valuable items, please contact Customer Services.

1.12 DOCUMENTATION AND RESTRICTED ITEMS

Please refer to Section 2 under Shipping Information.

1.13 EMERGENCY PROCEDURES

Should it become necessary to evacuate the building a public address system announcement will be broadcast (in Polish and English) every 15 seconds. Should you hear this message you should immediately:

Switch off all electrical equipment on your stand and make your way calmly to the nearest available exit

Do not stop or attempt to return to collect your personal items

Ensure you follow the instructions of the venue staff who will direct you to the nearest place of safety

Exhibitors will not be permitted back into the building until clearance is given to the venue Senior Management.

Fire extinguishers of approved pattern and capacity can be found at various locations around the halls. In accordance with the risk involved, instructions will also be supplied. Exhibitors will be given instructions regarding fire, emergency and accident procedures prior to the show opening. Please ensure that all personnel are familiar with the following:

Fire exits and extinguishers must never be blocked.

No paint or paint thinner can be placed near the electrical distribution boxes

Empty cartons/boxes, catalogue boxes, stand materials and combustible waste must be disposed of and not stored behind stands

The venue halls are protected smoke detectors and the area is equipped with portable fire extinguishers and a fire alarm system. Break glass fire alarm points are located at the vehicle loading doors, hall main entrances, main concourse, grandstand and other public areas. All staff should familiarize themselves with the location of the nearest fire alarm point and firefighting equipment.

If you discover a fire:

Break the glass of the nearest fire alarm point.

Contact the nearest security point or call 112, indicating your location and the nature of the danger. Calmly inform the others within the immediate vicinity and only if safe to do so, tackle the fire with an appropriate extinguisher

If you follow this procedure, help will arrive promptly. Keep calm and reassure any visitors within your proximity.

1.14 FIRE & SAFETY REGULATIONS

The International Conference Centre (MCK) is equipped with firefighting equipment throughout its premises such as fire extinguishers with full instructions for usage.

Stand fitting materials use for stand dressing such as textile fabric and other decorative



materials must be fireproofed and conform in all respects to local standards and regulations. Naked flames, flammable gas, pyrotechnics and smoke machines are prohibited at the venue.

1.15 FIRST AID SERVICES

First aid point is located designated spots around the venue. To contact First Aid approach any Security Officer present onsite.

Medically trained staff will be available during the event build-up, event days and breakdown. In the case of emergency that requires ambulance services - please call 112. Please state clearly:

- * The name of the exhibition
- * The location and the number of the nearest stand to the incident
- * Your name
- * Type of accident or emergency e.g. heart, broken limb Stay with the casualty until help arrives.

1.16 FLYER AND BROCHURE DISTRIBUTION WITHIN THE EVENT

To reduce the carbon footprint of the Forum, exhibitors are strongly encouraged to limit the number of printed materials to the bare minimum and disseminate most materials in electronic format only.

1.17 HOTEL BOOKING

See: <https://wuf11hotels.pl/>

1.18 FREIGHT, SHIPPING & ONSITE HANDLING

See Section 2 or contact directly mateusz@transmeble.com.pl.

1.19 FURNITURE HIRE AND ADDITIONAL SHELL SCHEME COMPONENTS

Grupa MTP, the Official Contractor, offers a wide range of furniture and shell scheme stand components that are available for hire for the exhibitors that have booked a shell scheme stand. Please refer to Form 3 & Form 5 for the full list and rates of the available items.

1.20 LIVE ENTERTAINMENT & DEMONSTRATIONS

Exhibitors planning any form of live entertainment such as singers, musicians, fashion show models, dancers, DJs or band players on their stand must obtain an Entertainer's Permit through the Organisers.

Exhibitors who wish to carry out any types of live entertainment demonstrations should contact the Operations Team on wuf11expo@grupamtp.pl.

1.21 LOST PROPERTY

Any lost property should be handed in to any Security Officer or the Security Office located in the venue. In order to claim the item, the owner must present a valid identification ID or any proof of ownership.



Items lost and reported to Security Office will be logged and kept for 6 months. If in case no claimants after this period, the item will then passed on to Polish Police.
If lost item is reported but not received by Security then the personal details will be taken (name mobile no, full description of the lost item), and they will be contacted should the item be handed in.

1.22 MAINTENANCE OF STANDS

Stand maintenance during the event days can only be carried out before the show opens or once it is closed for visitors. Only minor touch up, graphic works and minor electrical works can be permitted. No major construction can be permitted without prior approval from the Organiser.

Late working hours can be requested through the Organiser Office by 15:00 on the day access is required. Late working hour fees must be paid onsite to acquire the late working hour pass. This will then be presented to the security as proof of Organiser's approval.

Please contact wuf11expo@grupamtp.pl more details.

1.23 NOISE LEVELS

Exhibitors are requested to keep noise/volume levels down on music systems, audiovisual displays, amplifiers, videos, display machinery, live demonstrations etc. Volume levels should not interfere with normal conversation on neighbouring stands. Any excessive noise emitted within the venue must not be of a noise level that prevents the visitor from hearing the emergency announcements.

Noise level guideline:

- A maximum of 55dB between 7:00 and 20:00
- A maximum of 45dB between 20:00 and 7:00

1.24 PERSONS WITH DISABILITIES

All exhibition halls, meeting rooms and public areas are accessible by wheelchair. Toilets on the ground floor and above Exhibition Halls have disabled access, whilst all doorways and lifts accommodate standard wheelchairs and have low-level buttons. Visitor wheelchairs are subject to availability and can be borrowed from our emergency medical services by depositing an appropriate identification while entering the venue.

1.25 PHOTOGRAPHY / VIDEOGRAPHY

Taking photographs, filming and making drawings of individual stands and exhibits of other WUF11 participants requires a prior consent of those participants. If these activities will disrupt the organization and schedule of the event, the person in charge will have to suspend them immediately.

1.26 SMOKING POLICY

In accordance with the Polish and the EU laws smoking is prohibited throughout the venue and exhibition halls. The exhibition will implement a smoke free policy during all stages of the exhibition show days. Smoking will only be permitted in designated areas.



1.27 STORAGE

Empty crates and boxes etc. must NOT be stored on Exhibitors' stands or behind stands. It is the Exhibitors' responsibility to ensure that items are quickly disposed of or stored until required for re-shipment at the end of the exhibition. If you require storage during the event, please contact:

Transmeble International
Mr. Mateusz Wisniewski
E-mail: office@transmeble.com.pl
Tel: +48 504 461 006

Storage behind stands is strictly forbidden. Any goods left behind stands will be disposed of immediately.

1.28 TELECOMMUNICATIONS & DATA SERVICES

Please refer to **Form 9** for details and placing the order.

Services Available:

- Wired and Wireless Internet Connections
- PABX lines

Please note that service ordered will not be carried out until the full payment has been received. Space only stands are advised to place their order before the deadline and identify the location within the stand where the facility is required to ensure that the provisions are in place before commencing the construction of the stand. Once the floor covering or platforms are installed, the availability of the services coming from the floor trench cannot be guaranteed.

Please note that surcharges for late and onsite orders are applicable.

1.29 TRANSPORTATION SERVICES

Free public transport including buses, trams within the city of Katowice and trains operating the Katowice-Krakow line will be provided for all WUF11 participants free of charge. All persons travelling with public transport must bear a valid WUF11 badge at all times while using the service.

1.30 TOILET FACILITIES

Ladies, gentlemen and persons with disabilities toilet facilities are available throughout the venue. Please refer to the directional signage on-site and exhibition map for the locations.



SECTION 2 – SHIPPING INFORMATION

2.01 CONTACT DETAILS

1. Team Leader:

Mr Mateusz Wiśniewski

Tel: +48 504 461 006

e-mail: mateusz@transmeble.com.pl

2. Customs Agency and Air Cargo Operations:

Ms Viktoria Łukowska

Tel: +48 730 181 503

e-mail: viktoria@transmeble.com.pl

3. Warehouse:

Location: Aleja W.Korfantego 35, 40-005 Katowice, Poland

(GPS: 50°16'03.4"N 19°01'29.5"E)

Mr Mateusz Wiśniewski

Tel: +48 504 461 006

e-mail: mateusz@transmeble.com.pl

2.02 DOCUMENTATION

INVOICES

Proforma invoices separate for exhibition goods and stand equipment intend to be sent back after exhibition (temporary proforma invoice) and separate for goods intend to be consumed during the exhibition like: stand decoration materials, brochures, samples, office supply, giveaways etc. (permanent proforma invoice) must be prepared according to the sample.

The editable version of the proforma invoices may be obtained upon request by email: viktoria@transmeble.com.pl.

- Must be filled in English with capital letters.
- Must indicate the full details / address of the shipper and consignee.
- Must indicate the name of the event: World Urban Forum 11 - Katowice 2022.
- It must clearly mention the full description of goods, net weight, gross weight, number of unit, HS codes.
- Price of each item, total value, currency (required USD or EUR), origin of each item separately.
- Number of pieces and gross weight on the invoices should tally with the Packing List and the AWB.
- Delivery conditions: **DAP KATOWICE**.
- Must be stamped and signed by the shipper.



PACKING LIST

1. Detailed packing list, package-wise, giving complete details of cargo with model / serial number if any, weight and measurement of each individual case.
2. Details on all documents must tally with each other in terms of consignee name, gross weight, volume weight, cargo details, number of packages etc.
3. Name of Exhibitor / Participant.
4. Name of the event: World Urban Forum 11 - Katowice 2022.
5. Date of the Event: 26 - 30.06.2022.
6. Stand number.
7. Gross weight.
8. Dimension (metric units).
9. All markings must be in English only.
10. Please ensure to remove all previous and old markings before you ship out.
11. No. of each single package within a pallet must be indicated on the proforma invoice and packing list (example 1 of 2; 2 of 2 etc.).
12. For fragile packages, it is the sender's responsibility to use proper packing that fit with handling and transportation conditions and use proper security labels.

ATA CARNETS & TRANSFER (TRANSIT) DOCUMENTS

Authorization for **PMST Transmeble International Sp. z o.o.** (Item B of ATA Carnet cover & volets) and individual for the driver (border clearance). ATA Carnets have to be used according the ATA Convention. Proforma invoices as enclosure to ATA required. ATA carnets for temporary cleared and returning goods only.

ATA Carnet cover and pages

A. HOLDER AND ADDRESS	Name and address of holder
B. REPRESENTED BY:	- PMST Transmeble International Sp. z o.o. - Other authorized person
C. INTENDED USE:	EXHIBITIONS AND SHOWS

Power of Attorney for ATA Carnet:

TO WHOM IT MAY CONCERN

HEREBY WE, (name, address of holder) CONFIRM THAT WE APPOINT INTERNATIONAL FORWARDING COMPANY **PMST Transmeble International Sp. z o.o.** TO BE OUR AGENT FOR THE PURPOSES OF DEALING WITH AND SIGNING **ATA CARNET NO.** ISSUED BY THE (name and address of Chamber of Commerce) AND TO DELIVER TO CUSTOMS ANY DOCUMENTS REQUIRED IN THIS CONNECTION.

Date and place of issuance

Name, given name and signature authorizing person

2.03 TEMPORARY IMPORT / PERMANENT IMPORT / RE-EXPORT

TEMPORARY IMPORT

- Temporary import should to be with ATA Carnet (recommended).
- When ATA Carnets are not applied the goods should be send under TIR Carnet and / or T1.
* No. of Custom Office to T1 (transit) preparation: **PL331040**
- For temporary import, the serial number of the items must be engraved on each item and the same should be mentioned in the invoice too. If there is no serial numbers,



customs authority will not accept temporary import.

- Proforma invoice for TEMPORARY IMPORT must be prepared based on draft of proforma invoice which is attachment No. 1 to this shipping manual.

The editable version of the proforma invoice may be obtained upon request sent by email: viktoria@transmeble.com.pl.

PERMANENT IMPORT

- Proforma invoice for PERMANENT IMPORT must be prepared based on draft of proforma invoice which is attachment No. 2 to this shipping manual.

The editable version of the proforma invoice may be obtained upon request by email: viktoria@transmeble.com.pl.

- According to agreements between Government of the Republic of Poland and UN Habitat goods dedicated to the WUF11 are free of TAX & DUTY.

WARNING: TEMPORARY GOODS and PERMANENT GOODS must be indicated on separate invoices.

RE-EXPORT

All re-exported materials should match exactly the imported materials in serial number, number of packages, net weight, gross weight etc, failure to match any of these requirements will end up impossibility of shipping and additional costs of utilization.

2.04 COURIER SHIPMENTS

All courier shipments must be addressed to:
[name of Exhibitor/Participant](#)

WORLD URBAN FORUM 11 Katowice 2022

c/o Transmeble International Sp zoo

Aleja W. Korfanteo 35

40-005 Katowice, Poland

contact: Mr Mateusz Wiśniewski +48 504 461 006

- **Courier shipments should be delivered to the venue till 21.06.2022.** After this date (because of the security reasons) deliveries will be possible only from 22.00 - 6.00 after passing the pyrotechnic control (X - ray). To arrange delivery within this period, please send information to: mateusz@transmeble.com.pl with all the details (shipment, vehicle, driver), min. 3 days before the scheduled delivery date.
- Our team recommend to use DHL services for courier shipments.

2.05 PRE-ALERTS & LABELS

It is mandatory to use consignment label(s) dedicated for WUF11 which is attachment No. 3 to this shipping manual.

The editable version of the label may be obtained upon request by email: mateusz@transmeble.com.pl.

To ensure no delays or undue inconvenience in shipments deliveries on the venue - please send the pre-alert with details of the shipment to: mateusz@transmeble.com.pl.



2.06 HANDLING & PACKING

1. All shipments dedicated to **World Urban Forum 11** (except EXHIBITION SIDE) should be delivered in mounting period (22.05.22 - 21.06.2022; 8.00-18.00h) and collected in dismantling period 1-9 July 2022; 8.00-18.00).
- On 22-30 June 2022 (because of the security reasons) deliveries will be possible only in 22.00 - 6.00 after passing the pyrotechnic control (X - ray). To arrange delivery within this period, please send information to: mateusz@transmeble.com.pl with all the details (shipment, vehicle, driver), min. 3 days before the scheduled delivery date.
2. All shipments dedicated to **EXHIBITION SITE** should be delivered in build-up days (20-25.06.2022: 8.00-18.00) and collected during breakdown days (1-2.07.2022: 8.00-18.00).
3. The maximum dimensions of single element: 120 x 80 x 160 cm.
4. The maximum weight of single element: 200 kg.
5. Forwarder's responsibility for the delivered goods is finishing after deliver it to the stand.
6. Forwarder can't be responsible for any goods damages occurred inside the packing material (invisible before box / case opening).
7. Certificates for wooden packages according to ISPM 15 standards.

2.07 CONSIGNEMENT INSTRUCTION

AIR TRANSPORT

Port of destination: **Katowice Airport (KTW)** or **Warsaw Airport (WAW)**

Scans of AWB / MAWB and invoices have to be e-mailed to: viktoria@transmeble.com.pl;

Original MAWB consigned to:

CARGO EXPRESS SP. Z O.O.

42-625 Pyrzowice

ul. Centralna 5 pok. 12

Original HAWB consigned to:

WORLD URBAN FORUM 11 Katowice 2022

c/o Transmeble International Sp zoo

ul. M. Konopnickiej 19/2

60-771 Poznań, Poland

Notify: Participant WUF11 Katowice 2022 (name of Exhibitor/Participant)

Deadline for delivery all goods to Katowice Airport or Warsaw Airport is minimum 5 working days before expected time of delivery to consignee.

ROAD TRANSPORT

CMR (or other transport document) consigned to:

name of Exhibitor/Participant

WORLD URBAN FORUM 11 Katowice 2022

c/o Transmeble International Sp zoo

Aleja W. Korfantego 35

40-005 Katowice, Poland



Unloading/loading point: [\(GPS: 50°16'03.4"N 19°01'29.5"E\)](#)

WUF11 Katowice 2022

Aleja W. Korfantego 35

(entry from Olimpijska Street)

40-005 Katowice, Poland

contact: Mr Mateusz Wiśniewski +48 504 461 006

IMPORTANT NOTE !!!

On 22-30 June all shipments before reaching the MCK (inc. warehouse) must pass pyrotechnic control (X - ray). So first it must go to checking point on Jerzego Haralda Street (access via Góreckiego Street from Dobrowolskiego Street).

- the driver must have packing list of transported goods;
 - cabin of the truck will be also checked;
 - any dangerous goods can't be in the truck (fuel canisters, gas cylinders etc.);
 - after checking truck will be escorted by POLICE car to unloading/loading point;
- Please inform transport companies about above NOTE.

Exhibitors will have 1 hr to unload their vehicles and leave the unloading area.

SEA TRANSPORT

B/L consigned to:

[name of Exhibitor/Participant](#)

WORLD URBAN FORUM 11 Katowice 2022

c/o Transmeble International Sp zoo

Aleja W. Korfantego 35

40-005 Katowice, Poland

NOTIFY PART:

Transmeble International Sp zoo

ul. M. Konopnickiej 19/2

60-771 Poznań, Poland

attn: Viktoria Łukowska +48 730 181 503; viktoria@transmeble.com.pl

Deadline for delivery all goods to Gdynia / Gdańsk Seaport is minimum 14 working days before expected time of delivery to consignee.

2.08 RESTRICTED & PROHIBITED GOODS

According to Polish customs regulation the import of alcohols (all kinds), tobacco products, fuel products, food, fresh plants/flowers etc. require special permissions and other documents. The information of such materials must be sent to: viktoria@transmeble.com.pl at least 30 days prior expected time of delivery to consignee.



List of restricted / prohibited goods

SHARP OBJECTS

Knives (Pocket Knives with 6 cm blade or less excluded)
Meat Cleavers
Razor-type Blades
Sabres or Swords

Mace, Tear Gas and Pepper mixes in all forms
Martial Arts Weapons
Night Sticks
Nunchakus
Shocking devices, Stun Gun, Taser
Self Defensive Sprays
Throwing Stars

SPORTING GOODS

Baseball bats
Bows and Arrows
Cricket Bats
Launcher devices (all types)
Spear Guns

EXPLOSIVE MATERIALS

Blasting Caps
Dynamite
Explosives or Explosive devices (any type)
Fireworks
Flares (in any form)
Hand Grenades
Plastic Explosives
Realistic Replicas of Explosives

GUNS AND FIREARMS

Ammunition
BB guns
Compressed Air Guns
Firearms (all types)
Flare Guns
Gun Lighters
Gun Powder
Gun forms/shapes (any item in the form of a hand gun or long gun)
Parts of Guns and Firearms
Pellet Guns
Realistic Replicas of Firearms
Starter Pistols (Used to start races, fires blank cartridges)

FLAMMABLE ITEMS

Fuels, Gasoline in containers
Flammable liquid, gel, or aerosol
Gas Torches
Incendiary device (all types)
Lighter Fluid
Turpentine and Pint Thinner
Realistic Replicas of Incendiaries

MARTIAL ARTS / SELF DEFENSE ITEMS

Billy Clubs
Black Jacks
Brass Knuckles
Clubs (all types)
Batons

DISABLING CHEMICALS AND OTHER DANGEROUS ITEMS

Chlorine for Pools and Spas
Compressed Gas Cylinders
Liquid Bleach
Liquid Gas/propane bottles or cylinders
Spill-able Batteries
Spray Paint
Candles

2.09 INSURANCE, LIABILITIES

Its recommend that you check with your All Risk Insurer if you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions.

We computed our handling charges based on volume and weight with no correlation to the value of exhibits. Therefore, the cost of insurance cover is not included in our charges. Each Exhibitor is responsible to obtain full insurance coverage of goods from origin to the exhibition, and the return of same back to origin at the end of the show, including the period we handle exhibits / goods.



2.10 REMARKS

1. Deadline for delivery all goods to Katowice Airport or Warsaw Airport is minimum 5 working days before expected time of delivery to consignee.
2. Deadline for delivery all goods to Gdynia / Gdańsk Seaport is minimum 14 working days before expected time of delivery to consignee.
3. Any delays or costs due to directly incorrect / improper / missing documents will be billed to the respective Participant and there is also the possibility that in such cases the cargo would not be delivered to WUF11 Katowice 2022 site and would be returned to its origin.
4. Forwarder can't guarantee stand delivery for reasons beyond their control (blocked access road etc.).
5. Please note the warehouse is operational on 22 May-9 July 2022, 8.00-18.00. Other hours of the opening of the warehouse are based on separate arrangements. Please contact:
Mr Mateusz Wiśniewski for assistance mobile +48 504 461 006;
mateusz@transmeble.com.pl.
6. Goods stored in the warehouse will be issued forwarding recipient after payment of any debts (customs, transport, ground handling, etc.).
7. Express Shipment Service Point working hours: 22 May-9 July 2022, 8.00-16.00.

IMPORTANT !!!

Operator is not responsible for any delay in delivery the goods to the WUF11 Katowice 2022 site with a fixed time limit when sender or his agent would not prepare the documents precisely according to provided instruction. If other instructions or information are necessary please do not hesitate to contact our staff.



SECTION 3 – SPACE ONLY STAND CONSTRUCTION BUILD REGULATIONS AND GUIDELINES

Exhibitors seeking to build larger custom stand can reserve a raw space. Custom stands must exceed a minimum of 36 sqm.

The cost of raw space is 500 PLN gross per 1 sq m. This includes the rental of floor space only and it does not include any utilities, services, walls, carpet or furnishings.

Exhibitors will be required to submit stand designs to Grupa MTP for approval and quotations for construction and other services.

Grupa MTP is the official recommended stand contractor for WUF11.

For security reasons, exhibitors cannot occupy areas such as corridors, back parts, emergency exits and storage areas. Each exhibitor will be able to use the general storage for collection of goods only.

The below stand guidelines and rules and regulations are provided by the Organisers to ensure that all venue regulations are adhered to and that every exhibitor has an equal opportunity to display their products and/ or services. Please ensure that your stand design complies with the below guidelines to prevent any onsite changes.

All space only exhibitors must submit stand designs with the accompanying form and the appropriate structural drawings and mandatory supporting documents.

Submit Stand designs & upload all mandatory supporting documentation listed below through:

- Form 13 – Stand Build and Contractor Details – **Deadline: May 27, 2022**
- 3D Visuals / Renders
- Structural Drawings including all dimensions and general arrangement of stand
- Valid Insurance Certificate (Applicable to Stand Contractors / Stand Builders only)
- Risk Assessment Method Statement
- Performance Bond Deposit and Performance Bond Form (Form 14) must be submitted.
- **Deadline: May 27, 2022**

Late submission of stand designs (14 days prior to the first day of build-up) will be subject to a late Submission fee. For further information please contact the Operations Team on wuf11expo@grupamtp.pl.

Please note that we will be unable to review and process your stand design and therefore allow you access to the venue until all of the above information is received. We will notify you in writing once all structural and technical specifications are met and all supporting documentation is received.

The Organiser reserves the right to dismantle or make changes at the Stand builders / Contractor / Exhibitor expense any stands which have not been assessed.

All stands will be subject to an onsite engineering inspection by the Organiser Floor Managers / Venue Health and Safety Department and stands may need to be adjusted at the Stand builder / Contractor / Exhibitor expense. Any stands failing to comply with the venues engineering requirements will be closed.

Performance Bond regulations: Failure to comply with the below regulations will result in a non-compliance fees and any cost incurred from damages to the venue or another stand will be deducted from the performance bond. Please see performance bond.



Maximum stand construction height:

Hall A: 4.0 m	Hall B: 4.0 m	Hall C: 4.0 m	Hall D: 4.0 m	Hall E: 4.0 m
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3.01 AIRES & GANGWAYS

Exhibitors must ensure that all aisles/gangways surrounding the stand are not blocked during **build-up, show days and break-down**. No part of any stand or exhibit, including fascia, signs, lighting, corner posts, floral or other fittings shall protrude into or overhang any aisle/gangway or adjacent stands, obscure any fire or exit signs. Any failure to this may result in a non-compliance fee of 500 PLN gross.

Additionally, any display or other items attached to the stand must not project over the front of space taken by another exhibitor.

3.02 CLEANING

General cleaning of halls and gangways is taken care of by the Organiser. Full cleaning of the shell scheme stands acquired from the organizer will take place at midnight prior the event opening and each night after the show closed for business.

Space only stands are fully responsible for cleaning their own stand prior the opening of the event.

During the event days, the daily cleaning arranged by the Organiser will take place after the event closes. The cleaning includes basic cleaning of the floor space of stand. The cleaning of exhibits is not included and is subject to an additional charges. Please refer to Form 10 should you require additional cleaning services. The following is not included in daily stand cleaning:

- Cleaning of Exhibits
- Removal of protective plastic covering of the carpet flooring
- Removal of wooden packing cases
- Specialized cleaning
- Waste generated during the operation of an exhibit i.e. products samples

3.03 COMPLEX STRUCTURES

A complex structure is any form of construction of any height that would normally be designed by an engineer and has been found to pose significant risk.

Complex stands are classified as the below.

- Any structure regardless of its height which requires structural calculations
- Any part of a stand or exhibits which exceeds the 4m height
- Sound/Lighting towers
- Temporary tiered seating
- Platform and Stages over 0.6m in height and all platforms and stages for public use



Should the stand design classified as complex, the exhibitor or contractor must submit Form 13 - Stand Build and Contractor Detail along with the following requirements for venue review and approval.

- A scaled full set of drawing that includes floor plan, elevations, electrical plan, and section drawings if necessary with all relevant dimensions.
- Perspective or 3D impressions of the stand
- Structural details and calculations for Complex structure
- Risk Assessment
- Method Statement

3.04 CONSTRUCTION MATERIALS

Any materials used in the erection or construction of an exhibition or stand should be suitable for purpose.

Timber - All timber less than 25mm (1") in thickness and plywood, hardboard, blackboard and chipboard less than 18mm (3/4") must be rendered flame resistant by a recognized process to a Class 1 standard when tested in accordance with PN-EN 13501-1. Ply-hard and pulp boards which have been rendered flame resistant in a manner approved shall be branded with a recognized mark.

Plastic - It is recommended to minimize the use of plastics and PVC. It is however allowed to use of plastic tested in accordance with PN-EN 13501-1, whether in stand construction or display arrangements.

Textile fabric and other decorative material - used for stand dressing must be flame proofed and comply with D-s1, d2. Any fabric, unless incombustible, may not be used for partitioning stands, forming offices or the back or sides of stands, except that treated fabric may be permitted as a ceiling for stands, where not exposed to the risk of fire from lighted articles dropped from above.

Paints - All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site. This must be carried out off site.

Paint Spraying - will be permitted subject to the following conditions:

- Advance notification in writing is provided to the Operations Department.
- Only water based paints are used.
- Adequate arrangements are made by the operator to ensure that no paint is spilt on the hall floors or sprayed or splashed on the walls, columns or other parts of the building structure or equipment.
- The operation of the sprayer shall not cause a nuisance to other persons in the vicinity of the operation.
- Any paint deposited on the building structure, floors, or equipment, in the course of decorating or by spillage or any other means, will be removed by Grupa MTP at the expense of the Exhibitors



Carpets - and other textile floor-coverings must comply with D-s1, d2 and shall be secured and maintained so as not to cause a hazard. Only the following tapes are recommended for use to secure carpet on the venue exhibition flooring.

- Eurotape
- Eurocel
- Advance Tape

3.05 EXHIBITION FLOOR PLAN MANAGEMENT

The exhibition floor plan is subject to constant update at the discretion of the Organiser.

If an alteration of floor plan affects the stand positioning of an exhibitor, they will be notified accordingly.

Please contact the Organisers to obtain the most updated version of the exhibition floor plan.

3.06 FIRE REGULATIONS

- All materials used for stand construction must be fire retardant.
- All existing venue fire exits and firefighting equipment and installations must be considered into the design.
- All main aisles leading to the fire exits must be kept clear of obstructions at all times. Any item found obstructing the fire exits will be deemed rubbish and will be disposed without notice.
- Fire Exits and signs must not be blocked by any exhibitor / contractor material or equipment at any time. A one metre clear gap must be maintained between the stand and venue wall. Access to wall mounted fire hoses, extinguishers and manual call points must always be kept clear. Storage of boxes, materials, ladders, paints and general waste is not permitted at any time behind the stands.
- Firefighting equipment and installations must be visible, accessible and unobstructed at all times.
- Empty cartons/boxes, stand fitting materials and combustible waste must be taken out of the halls and not stored behind the stand.
- Pyrotechnics and smoke machines are subject to approval as this impacts the Fire Alarm systems. Please contact the Organiser no later than 14 days prior to the first day of build-up with any proposed use of Pyrotechnics and Smoke machines.
- All 4-side-walled stands must be equipped with the EU certified smoke detectors.

3.07 FLOOR LOADING CAPACITY

Maximum floor load in all halls is restricted to no greater than 250 kg/m².

3.08 ELECTRICITY SUPPLY

Electrical mains power supply requirement must be ordered through the **Form 8**, Electrical Supply - Space Only. Your stand builder or contractor must have their own distribution board or order one through the official Form. It is prohibited to take electrical supply from sockets located in the exhibition hall walls during build-up, show open and breakdown.



3.09 HEALTH & SAFETY GUIDELINES

MCK is strictly implementing the following health and safety guidelines. These guidelines must be adhered at all times while working within MCK during the build-up and breakdown where the venue work site is considered a high-risk work place.

- **No PPE, No Work Permitted** - All personnel are required to wear the minimum PPE requirement to obtain access to MCK. Minimum requirements are High Vis jacket, Steel Toe Safety Shoes, Gloves and Hard Hat.
- **Working at Height** - Ladders, Scaffolding and Mobile Equipment Working Platform must be maintained and assembled in good condition. Any unsafe equipment will not be permitted and will be removed from site.
- **Correct Wiring** - Electrical works must be carried out by a competent person only and installations must be as per the MCK Regulations. Any unsafe electrical works and installations will be removed and the Contractor issued noncompliance fines.
Sanding or Grinding - No manual Dusting, Sanding and Grinding work to be carried out within the Venue halls. Stand fittings must be pre- fabricated to minimize these activity. If required, a designated area outside the hall can be provided with coordination to the Organiser. All machinery must be equipped with built in suction to extract dust immediately.
- **Supervised Vehicle Movement** - There will be considerable vehicle movement at the loading bays during the build-up and breakdown of the event. Vehicle drivers are encouraged to cooperate with the traffic personnel and must not exceed the speed limits in place.
- **No Blockages** - Emergency Exits, Gangway and Fire hose cabinet must not be blocked and must be kept clear and accessible at all times.
- **Hot Work Permit** - Any hot work on site requires a hot work permit issued by the Operations Team.

3.10 HEAVY & LARGE EXHIBITS

Exhibitors with heavy and large exhibits to be displayed in their stand must liaise with the Organiser in advance for scheduling and planning of the delivery. These type of exhibits must be positioned inside the hall at the earliest possible on the first day of build-up.

The Organisers accepts no responsibility for any vehicle which is damaged when being brought in or out of the halls or once in its final position. The Organiser will also not clean any vehicles, this is the responsibility of the Exhibitor. Any damage caused to the venue as a result of vehicle movement will be charged back to the exhibitor as part of the dilapidation costs.

3.11 INSURANCE

It is mandatory for all exhibitors to carry Commercial General Liability Insurance that covers protection for exhibits, property and personnel against all risks. Equipment should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site.

Insurance cover should include:

- Personal injury
- Third party claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition



- Medical expenses and baggage cover
- Value of the stand, including the fittings

3.12 LABOUR LAW (POLAND)

In adherence to the Polish labour law, it is the responsibility of the Exhibitor/Contractor to ensure that their personnel working onsite carry their proper documentation as a proof of their identity and legal employment.

3.13 LIFTING EQUIPMENT AND LIFTING OPERATIONS

No cranes or forklifts will be allowed inside the halls.

3.14 DEPOSIT

Deposit in the amount 10% of the rented exhibition space cost is obligatory for all exhibitors. The deposit will be returned to the exhibitor if they will abide all regulation referring to stand construction and will not make any damage to exhibition halls or other parts of the exhibition site during build-up days, exhibition and breakdown days.

3.15 PLATFORMS AND STAGES

Platforms and stages that exceeded the height of 60cm are treated as complex structure. This will be subject for further review from the venue structural engineer prior commencing the build. Please refer to Form 10 for complex structure submission guidelines. All corners of raised platform must be rounded off, splayed or otherwise provided with corner guards.

3.16 RIGGING & BANNER HANGING

No rigging or banner hanging is permitted inside the halls.

3.17 SPACE ONLY STANDS

Exhibitors with a space only stand booking are responsible for build of their stand. Space only sites are not carpeted. It is encouraged to use a raised platform for cable management to avoid unsightly cabling that may pose hazard. Any stands with raised floor must be equipped with wheelchair ramp.

3.18 STAND DESIGN SUBMISSION GUIDELINES

It is mandatory that all stand design must be reviewed before the build commences. The exhibitors / contractors are advised to complete and submit the Form 13 along with the full details and information of the stand design to obtain build permission. The following requirement must be included on submitting the stand design.

- A scaled full set of drawing that includes floor plan, elevations, electrical plan, and section drawings if necessary with all relevant dimensions.
- Perspective or 3D impressions of the stand design
- Structural details and calculations for Complex structure
- Rigging and Hanging Structure plan (if present in the design)



- Materials Specifications
- Detailed risk assessment (signed, stamped and on company letterhead)
- Detailed method statement (signed, stamped and on company letterhead)
- Contractors all risk insurance with public liability cover

Please note that the Organiser have the right to reject a stand design that they deem to be:

- Structurally unsafe
- Considered to be too complex to be completed in the build-up schedule
- Does not conform to the specifications listed in the manual
- Likely to unreasonably affect nearby exhibitor's sites in any way

No design alterations and structural modifications will be permitted to the stand once permission to build has been given. If in any case that the stand has to be altered, a new set of requirements has to be submitted for review and permission process. Any alterations may result in a noncompliance fee.

3.19 WATER, WASTE & COMPRESSED AIR

No water or compressed air connections will be available at the exhibition halls.

3.20 WALLING

Perimeter walls should not exceed more than 30% of its length, on any open side of the stand; i.e. facing into an aisle or any open area/space of the show hall. This includes front, back and side perimeter walls.

Where perimeter walls cannot be avoided, walls must be set back by 0.5m from the perimeter of the stand, solid walls must be relieved by graphics, the use of clear glazing throughout for meeting rooms must be taken in consideration Island stand must have access from all 4 sides to the stand.

It is possible to provide 4-side walling, this requires however installation of the EU certified smoke detectors.

Back and side walls must be built where there are adjoining / neighbouring stands, except in case of an island or free standing stand.

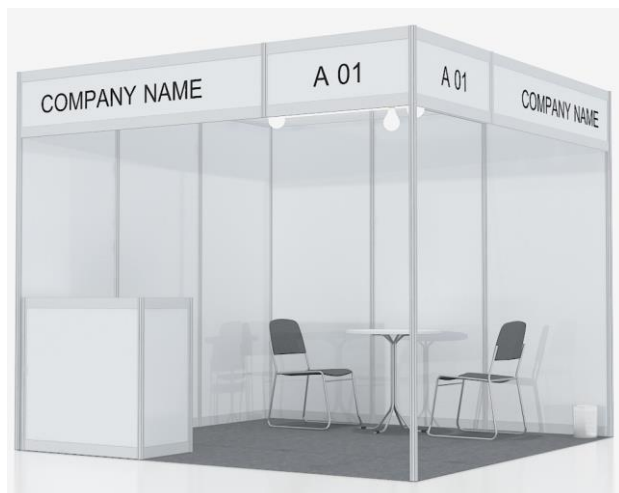
Exhibitors with stand walls that exceeds the height of an adjacent / neighbouring stand must dress & paint the rear surface of their wall white.

Sightlines: all exhibitors are equal, regardless of booth size and should be given equal opportunity, within reason, to present their product in the most effective manner to the audience. Therefore, all exhibitors must ensure their stand and that of their neighbours has equal visibility from the aisle, and vice versa.

Maximum stand construction height:

Hall A:	Hall B:	Hall C:	Hall D:	Hall E:
4.0 m	4.0 m	4.0 m	4.0 m	4.0 m

SECTION 4 – SHELL SCHEME STAND



Sample 9 sqm Shell Scheme Stand

4.01 SHELL SCHEME STAND

Exhibitors who have booked the Shell Scheme Stand will be provided with floor covering, electricity, lights; furniture; and brandings as per your contract. If any additional components are required to dress up your Shell Scheme, please refer to **Form 5** for a list of additional items

Please note this technical drawing is an example of a corner stand. The stand that you have booked maybe a corner, terrace or island stand which may look different to this sample. Please check with the Organiser if you wish to confirm exact specifications.

Please note that it is not permitted to use nail, tacks or to drill a hole on shell scheme panels. Exhibitors may affix lightweight posters and materials to the shell scheme walls with good quality double-sided adhesive tape, Velcro or similar, however such material needs to be removed without damage to the wall panels. Any damage made to the panels will be charged back to the Exhibitor. Direct adhesion of sticker graphics on shell scheme panel is not allowed. Hooks, brackets and flat shelving are also available for rental. Please see **Form 5**.

Exhibitors must ensure that all internal stand fitting and displays are contained within the boundary of their shell scheme stand and does not exceed 2.4 m in height.

No display materials may be fixed to the shell scheme fascia / name panel.

If there's any specific requirements or adjustment on the stand, please liaise with the Organiser in advance to see if your request can be accommodated.

Structure

The stand structure is constructed at a height of 2.5 m using aluminium metal framework of poles and beams with white shell scheme panels. Each panel is divided with an aluminium pole. The number of panels is dependent on the size of the stand and its location on the show floor.



If exhibitors wish to brand the shell scheme panels, please contact Grupa MTP. Stand structure and shell scheme panel walls must not go above 2.5 m in height.

Floor Covering:

All Shell Scheme stands will have standard exhibition carpet flooring, which is grey colour as part of the stand package. If exhibitors would prefer different colour, please refer to **Form 2** to place the order.

Fascia Board and Graphics:

Fascia will include a cut-out sticker of Exhibitor Name and Stand number using a generic font. Please complete and submit **Form 6** with the intended company name to appear on the fascia on or before.

Electrical Package:

European socket (-s) and spotlights will be supplied as part of your stand package, should you require additional electrics to what is included please refer to **Form 4** for options and costs.

POWER will be turned off 30 minutes after the show closes.

Standard 230V power supply on shell scheme stand.

Stand Package:

Please see below table.

Stand Size	Chair	Table	Counter	Spot light	Waste bin	Socket
9 - 17 sqm	2	1	1	3	1	1
18 - 26 sqm	4	2	2	6	2	2
27 - 36 sqm	6	3	3	9	3	3
36 sqm above	8	4	4	12	4	4

Shell scheme price is **479,70 PLN gross per 1 sq m**.

The shell scheme price is exclusive of exhibition space rental rate which is **500 PLN gross per 1 sq m**.

The deposit for any damages in rented exhibition space is 10% of the amount paid for space rental.

All prices are inclusive of 23% VAT.

Sample cost calculation for 9 sq m shell scheme stand:

- Exhibition space rental: 9 sq m x 500 PLN = 4,500 PLN
- Shell scheme: 9 sq m x 479,70 PLN = 4,317.30 PLN
- **TOTAL: 8,817.30 PLN**



SECTION 5 – CANCELLATION POLICY

5.01 CANCELLATION POLICY

- Confirmed Exhibitors cancelling or withdrawing from participation in WUF11 before 23 May 2022 will not be charged with any costs.
- The Organizer reserves the right to cancel as a result of force majeure such as the pandemic, escalation of armed conflicts, natural disasters etc. which will not cause any charges for confirmed exhibitors.
- Exhibitors who will cancel or withdraw from participation in WUF 11 after 30 May 2022, will be charged with 100% costs of all technical services and other items ordered by this date, including shell scheme stand.
- Exhibitors who will cancel or withdraw from participation in WUF 11 by 17 June 2022, will be charged with 50% costs of exhibition space rental.
- Exhibitors who will cancel or withdraw from participation in WUF 11 after 17 June 2022, will be charged with 100% costs of exhibition space rental.

Exhibitors who decide to cancel or withdraw from participation in WUF11 shall provide official resignation on exhibitor's letterhead signed by its proxy. The resignation shall be sent to wuf11expo@grupamtp.pl.

SECTION 6 – VALUE ADDED TAX

6.01 VALUE ADDED TAX

Pursuant to Art. 28e of the VAT Act, services related to premises, including the rental of exhibition space, will be taxed at the standard rate (23%).

[Art. 28e Place of supply of real estate services, including services provided by appraisers, real estate agents, accommodation services in hotels or facilities with a similar function, such as holiday centers or places intended for use as camping, use and use of real estate and services for the preparation and coordination of construction work, such as architectural and construction supervision services, is the location of the property.]

In the case of other services, for which invoices will be issued by MTP (Międzynarodowe Targi Poznańskie sp.z o.o.), the place of taxation will be the country of the service buyer, provided that the fact of having a registered office outside Poland and having the VAT taxpayer status (EU VAT in the EU). If the above is not documented, the services will be taxed at the standard rate (23%).

[Art. 28 sec. 1 and 28c of paragraph 1. 1 of the VAT Act, the place where services are provided:

- *in the case of their provision to the taxpayer, the place where the taxpayer who is the recipient of the service has his registered office, subject to paragraph 2-4 and*
- *several specific provisions;*

in the case of providing them to non-taxable entities is the place where the service provider has his registered office, subject to paragraph 2 and 3 and some special provisions.]



Special exemptions

The preferential 0% rate has been provided for by the ordinance of the Minister of Finance * for VAT-taxable transactions performed as part of diplomatic and consular relations. The 0% VAT rate applies to the supply of goods or services provided to: • diplomatic missions and consular posts represented in the territory of an EU Member State other than the territory of the country **, • members of the staff of the above-mentioned diplomatic missions and consular offices on the basis of international laws, agreements or customs **.

The 0% preferential rate will only be applied if the contracting entity for the service to which the 0% VAT rate has been applied has provided a tax exemption certificate *** certified by the competent authorities of the country in which the entity contracting the service is established ****.

* I Regulation of 23 December 2013 on goods and services for which the VAT rate is lowered, and the conditions for applying reduced rates (i.e. Dz.U. z 2017, poz. 839, as amended) pursuant to Art. 89 paragraph. 2 of the Act of March 11, 2004 on tax on goods and services (i.e. Dz.U. z 2017, poz. 1221, as amended);

** I §8 clause 1 point 4 of the Regulation of 23 December 2013 on goods and services for which the VAT rate is lowered, and the conditions for applying the reduced rates (i.e. Dz.U. z 2017, poz. 839, as amended);

*** I Annex II to the Implementing Regulation of the Council of the European Union No. 282/2011 of 15 March 2011 laying down implementing measures to Directive 2006/112 / EC on the common system of value added tax (Dz.U. EU L 77 of 23.03.2011, page 1, as amended)

**** I §8 clause 2 of the Regulation of 23 December 2013 on goods and services for which the VAT rate is lowered, and the conditions for applying the reduced rates (i.e. Journal of Laws of 2017, item 839, as amended)

SECTION 7 - DATA PROTECTION REGULATION

7.01 DATA PROTECTION REGULATION

The controller of your personal data is Międzynarodowe Targi Poznańskie sp. z o.o. ("MTP"). Your personal data will be processed based on your voluntary consent, which you can withdraw at any time, free of charge. You have the right to access your data, rectify your data, object to the processing of your data, delete the data after the periods indicated or limit the processing of your data, transfer the data, as well as appeal to the supervisory authority competent for personal data protection.

Where are we located?

Our head office is located in Poznań at ul. Głogowska 14, 60-734 Poznań, Poland, NIP (Tax Identification No.): 777-00-00-488. Our registration files are kept by the District Court in Poznań, Nowe Miasto i Wilda in Poznań, 8th Commercial Division of the National Court Register under KRS No. 0000202703, share capital: PLN 352,666,000.00.

How can you contact us?

By post: ul. Głogowska 14, 60-734 Poznań, by e-mail: wuf11expo@grupamtp.pl.



Who advises us on the processing of personal data in accordance with the law?
We have appointed a Data Protection Officer (DPO) whom you can contact on any matters concerning the processing of personal data: iod@grupamtp.pl.

Why do we need your data, or what is the purpose of its processing?

Essentially for your processing you order but also for marketing purpose, such as sending you newsletters, analysing whether you become familiar with their content, and which of them you read most willingly, which constitutes a legitimate interest pursued by MTP. MTP may also carry out marketing activities in the form of traditional (paper) mail sent to your address. MTP, based on your consent, may also carry out direct marketing activities by phone.

What is the legal basis of our processing your data?

Sending newsletters to you is based on your voluntary consent. We send the newsletter to you pursuant to Article 10 of the Act on Electronic Provision of Services and Article 172 of the Telecommunications Act in conjunction with Article 6, 7, 8 of the GDPR. In addition, we process your personal data pursuant to Article 6.1 of the GDPR. Our legitimate interest is to analyse whether you read our newsletters and which of the information they contain is the most willingly read by you. Based on your voluntary consent, MTP may also process your telephone number in case of conducting direct marketing activities by telephone. Our legitimate interest may also be to send you traditional (paper) mail for the purpose of direct marketing of our own services and the services of our partners. However, at any time you can object to the processing of your personal data for this purpose - if such an objection is raised, MTP will cease to send traditional (paper) mail to you.

Which personal data is processed and where we receive it from?

In order to send you the newsletter, we process the e-mail address provided by you. In order to carry out marketing activities by telephone, we process the telephone number provided by you. In order to send traditional (paper) mail, we process the mailing address provided by you. Your e-mail address, telephone number or mailing address could also be obtained from our partners, i.e. the entities of MTP Capital Group - Nowy Adres S.A., Targi Lublin S.A., World Trade Center Poznań sp. z o.o., MTP contractors, MTP customers or co-organizers of the events organized by MTP. Your personal data could also be obtained by MTP from publicly available sources, e.g. CEIDG (Central Registration and Information on Business).

To whom can we pass on your personal data?

If you give your consent, we may disclose your personal data to our partners, which include the entities of MTP Capital Group - Nowy Adres S.A., Targi Lublin S.A., World Trade Center Poznań sp. z o.o., MTP contractors, MTP customers or co-organizers of the events organized by MTP, as well as service providers.

Do we intend to transfer your personal data outside the European Economic Area?

Your personal data will not be transferred outside the EEA in connection with sending newsletters, telephone marketing or traditional (paper) correspondence, and we will process your personal data within the European Union.

How long will we process your personal data?

MTP will process your data in the above-mentioned purposes for the duration of MTP's marketing activities or until you object to further data processing for marketing purposes or revoke your consent to receive a newsletter/telephone marketing provided to your e-mail address. Your revocation of your consent to receive newsletters/telephone marketing does not affect the lawfulness of the processing carried out prior to your revocation of consent.



What are your rights in relation to the processing of your personal data?

In connection with the processing of your personal data, you have certain rights associated with the processing. The possibility to use the following rights depends on the legal basis of the processing of personal data.

The right to withdraw your consent

You may revoke your consent to receive newsletters/telephone marketing free of charge at any time, without prejudice to the lawfulness of receiving newsletters/telephone marketing conducted prior to revoking your consent. In the case of the withdrawal of your consent, MTP will immediately stop sending the newsletter/conduct telephone marketing activities.

Right to access data

You are entitled to obtain confirmation from MTP that your personal data is processed. If this happens, you are entitled to access your personal data and additional information (e.g. targets, categories, customers, retention period, your rights, source). Upon receipt of such a request, MTP will provide you with a copy of your personal data subject to processing. If such a request is submitted in electronic form, and if MTP does not receive other request, MTP will provide the requested information also in electronic form.

Right to rectify data

You have the right to request MTP to immediately rectify your personal data that is incorrect. With regard to the purposes of processing, you have the right to request the supplementation of incomplete personal data, including by submitting an additional declaration.

Right to be forgotten

You have the right to request MTP to immediately delete your personal data. MTP will delete your personal data without undue delay if one of the following circumstances occurs:

- a. the consent to the processing of personal data has been withdrawn and there is no other basis for processing, e.g. withdrawal of consent to receive newsletters/telephone marketing,
- b. an effective objection against the processing has been raised, e.g. processing of your personal data for the purpose of marketing activities in the form of traditional (paper) correspondence,
- c. your personal data was processed illegally,
- d. your personal data must be deleted in order for MTP to fulfil its legal obligation,
- e. your data was collected in connection with the provision of information society services.

Right to limit the processing You have the right to request MTP to restrict the processing of your personal data in the following cases:

- a. you question the accuracy of your personal data - restricting the processing to a period sufficient for MTP to verify the accuracy of the data;
- b. the processing is unlawful, and you object to the deletion of your personal data, requesting instead the restriction of its use;
- c. MTP needs your personal data for the purpose of processing, but you need it to establish, enforce or defend your claims;
- d. you have filed an objection to the processing under Article 21.1 of the GDPR - until it has been determined whether MTP's legitimate interest is superior to the grounds for your objection.

Right to object

At any time to object, you have the right to object - on the grounds relating to your particular circumstances - to the processing of your personal data based on Article 6.1(f) (legitimate interest of MTP), including profiling. In such case, MTP is no longer allowed to process your



personal data, unless MTP demonstrates that there are valid legitimate grounds for processing, superior to your interests, rights and freedoms, or grounds for establishing, pursuing or defending claims. However, if you object to the processing of your personal data by MTP for the purposes of direct marketing, you do not need to justify such an objection, and MTP is no longer allowed to process your personal data for such purposes.

Right to transfer your data

You have the right to transfer your personal data in a structured, commonly used computer format suitable for machine reading. You may transfer the data to another data controller or request MTP to send it to another controller. However, MTP will do this only if such a transfer is technically feasible. The right to transfer your personal data may be used by you only for the data that MTP processes on the basis of the agreement with you or on the basis of your consent.

Right not to be profiled

MTP may create your profile on the basis of the data provided by you and information derived from your behaviour or reaction to marketing information or other content received from MTP. MTP may create your profiles based on its legitimate interest in order to improve communication, select the right offer, content of your interest, marketing of relevant services and products. MTP makes automated decisions only in relation to the distribution of newsletter, e.g. to orientate the offer, promote it on the basis of sex, age and interests. You always have the right to lodge a complaint/objection to such a decision.

What can you do when you consider that we process your personal data in violation of the law?

At any time, you can lodge a complaint to the supervisory authority, which in Poland is the President of the Office for Personal Data Protection.