

## THEMATIC SCOPE - SALON OF ENTERTAINMENT DEVICES

- Manufacturers and distributors - Internet terminals (slot type), music boxes, billiard, darts, flippers, air hockey, table football, TV video games, arcade games, touch machines, boxers, poker machines, jackpot machines, simulators, computer games, lucky dips, pushers
- Computer games and playstation: manufacturers and distributors, parts and accessories
- Bowling and skittles: production, accessories, design, furnishing, service, construction of objects
- Manufacturers and distributors of parts, accessories and gadgets for: billiard, darts, flippers, table football, video games, air hockey, slot machines, PCB programs, slot machine programming, slot machine capsules etc.
- Automata: vending machines, cash dispensers, alcomates etc.
- Companies dealing with: leasing, holding, renting and converting of AWP machines into entertainment devices
- Manufacturers, designers, constructors and distributors of play grounds and recreation devices
- Kiddie rides
- Toy bicycles, go-carts, toy cars, motorcycles, train sets with various drives
- Recreation and sport devices: manufacturers and distributors (blow-up devices, springboards, bungee etc.), renting, holding and leasing
- Manufacturers, constructors, designers and organizers of entertainment centres and parks, amusement parks and night clubs
  - Equipment and accessories for night clubs (discos)
  - Manufacturers and distributors of electronic, dexterity, polytechnic and 3-d toys
- Companies (advertising agencies) dealing with organization of mass entertainment events
- BTL agencies
- Aquaparks and swimming pools: design, furnishing, construction
- Entertainment centres, gaming-houses and night clubs: skittle-alleys, discos, bowling-alleys, billiard clubs, darts, arcade games, simulators
- Gambling centres, lotteries and bookmakers: casinos, bookmakers and football pools
- Service and maintenance of entertainment devices
- Mobile phone technology
- Unions, clubs, associations and organizers of sports and recreation contests
- Publishers, computer companies and advertising agencies

## REGULATIONS of SUREXPO® 2009

**1. The Regulations stated below shall constitute the integral part of the agreement and they shall be binding on all the participants of the fair organized by Agencja "WIGOR".**

### 2. Organizer

Agencja WIGOR®  
ul. Sokolnicza 34-38, 53-660 Wrocław, Poland

tel./fax: +48 71 359-62-71, e-mail: office@wigor.wroc.pl

**Place:** WARSZAWSKIE CENTRUM EXPO XXI, Hall No. 1  
ul. Prądyńskiego 12/14, 01-222 Warsaw, Poland

### 3. Dates

- 3.1. Duration of the Event: October 15th - 17th 2009
- 3.2. Application deadline: September 30th 2009
- 3.3. Opening hours:
  - 3.3.1. for Exhibitors: 9:00 A.M. - 18:30
  - 3.3.2. for Visitors: 10:00 A.M. - 18.00 (Thursday, Friday)  
10:00 A.M. - 16.00 (Saturday)
- 3.4 Individual stand fitting made by Exhibitor or exterior company: 13th and 14th October 2009, 10.00-22.00.
- 3.5. Construction of stands:  
14th October 2009, 8:00-22.00
- 3.6. Dismantling of stands:  
17th October 2009, 16.00-24.00

### 4. Terms of participation

- 4.1. The Exhibitor shall declare his intention to participate in the fair by completing a written **PARTICIPATION FORM WHICH SHALL CONSTITUTE A CONTRACT TO RENT AN EXHIBITION SPACE** specifying the exact stand measurements required and the person responsible and representing the Exhibitor to the Organizer.
- 4.2. **Please send the completed Application Form to Agencja "WIGOR", ul. Sokolnicza 34-38, 53-660 Wrocław, Poland and fax: +48 71 359 62 71.**
- 4.3. **The time limit of Application Forms and orders acceptance shall expire on 30th September 2009.**
- 4.4. The Organizer reserves the right to refuse fulfilling any orders placed later than 30th September 2009.
- 4.5. The Organizer reserves the right to withdraw from the contract should the Exhibitors fail to fulfil the conditions set forth in paragraph 5 of these regulations.

### 5. Terms of payment

- 5.1. The Exhibitor, that commissions an exterior company to make stand fitting, **must to pay a LICENCE CHARGE** of 15 EUR/1 sqm **before** the beginning of construction works. Licence charge does not apply to the Exhibitors that commission Fair Organizer to realize an individual stand fitting.
- 5.2. Polish Exhibitors make all payments in Polish zloty.
- 5.3. Net prices for exhibition space and other services connected with participation in the Fair are given in EURO.
- 5.4. Charge in EURO is payable in PLN according to average exchange rate defined by the Polish National Bank, valid in the day of payment.
- 5.5. The payment for the rental of the exhibition space as well as for the additional services as specified in the Application Form shall be made to Agencja "WIGOR" bank account PKO BP No. 50 1020 5558 1111 1271 4100 0083 or at the cashier's desk:
  - 5.5.1. Full amount resulting from filled application form (forms A, B, C, D, E, F) together with VAT should be paid till 15th September 2009 (according to the payment terms in A Form).
  - 5.5.2. **The remaining costs** of the additional services, VAT included, should be paid **before Fairs** i.e. till the day of stand constructing (see point 3.5).
- 5.6. All payments shall be evidenced by a copy of a certified bank transfer or by the cash desk receipt of Agencja "WIGOR".
- 5.7. **If the rental charge is not received in full by the date laid down in the conditions, the Organizer has the right to make an additional charge in the amount of 1% per each day of the delay.**
- 5.8. As a collateral for the amounts receivable for the rental as well as additional services, the Organizer shall be entitled to a legal right of pledge on the Exhibitor's movables brought onto the Fair's premises.
- 5.9. The Organizer shall issue the invoices immediately upon the Exhibitor's payment to the bank account or at the cashier of Agencja "WIGOR".

### 6. VAT

All services offered by the Organizer are subject to 22% VAT tax. All prices given in forms are NET prices.

## 7. Duty

- 7.1. All exhibits, advertisement materials and materials needed to raise and equip stands brought by Exhibitors from abroad are subject to custom clearance. In case of a temporary clearance the ATA carnets are recommended.
- 7.2. In case of a temporary clearance the ATA carnets are recommended.
- 7.3. **Custom clearance of goods in Warsaw exclusively and solely by EXPO-SPED** with the seat in 01-222 Warsaw, ul.Prądyńskiego 12/14.
- 7.4. **All shipping and clearance actions the Organizer recommends to take by the agency of EXPO-SPED** payable according to the tariff of shipping.

## 8. Changes, withdrawal

- 8.1. Any changes regarding the participation in the Fair shall be made in a written form within seven days from signing the agreement.
- 8.2. Should the Exhibitor withdraw from participation in the Fair after seven days from signing the agreement, but before the 1st September 2008, the Exhibitor shall cover 40% of the gross costs of participation as resulting from the order.
- 8.3. Should the Exhibitor withdraw from participation in the Fair after 1st September 2008, the Exhibitor shall cover the full costs of participation as resulting from the order.

## 9. Badges and parking cards

- 9.1. **In the day of arrival to the Fair the Exhibitor is obliged in the first place to report to the Fair Office in order to pick up badges and fair's materials.**
- 9.2. **In the fee for the booth or open space bought included are badges for the Exhibitor in the amount agreed by the Organizer** (see the F form of the Participation Card). In case the Exhibitor buys both kinds of spaces making one stand or a few separate stands the Organizer grants the number of badges in relation to the total amount of the space bought.
- 9.3. The Exhibitor may obtain payment badges - 3,5 EUR/piece.
- 9.4. **The badges are personal and have to be signed by the Exhibitor personally.** It is not allowed to give them to other people. They are valid only in connection with an official document confirming identity. **In case of misuse the badge shall be detained without compensation.**
- 9.5. The parking card entitles to use the car parks on the Fair premises:
  - during the Fair (see point. 3.1. of the Regulations),
  - during assembly and disassembly of the stand (see point.3.4. and 3.5. of the Regulations)**The parking lot is not guarded. It is forbidden to leave vehicles on the Fair premises in time other than the above mentioned periods.**

Parking cards will be issued in the Fair Office on the basis of written order submitted by the Exhibitor in Form F.

## 10. Obligations of the Organizer

The Organizer is obliged to:

- 10.1. Reserve for the Exhibitor a stand of specified type and size. The minimal area of a single stand is 4 sqm.
- 10.2. Mount and furnish the stands according to specifications submitted by Exhibitors and according to own possibilities (see point. 13.2.-13.5. of Regulations).
- 10.3. Provide uniform visual layout of the stands.
- 10.4. Hand over the stand to the Exhibitor at 11.00 hour or later in the day preceding inauguration of the fair.
- 10.5. Provide guard for the exhibition stands during the fair in the period from 30 minutes after closure to 30 minutes before opening of the grounds (see point. 18.5. of the Regulations).

## 11. Obligations of the Exhibitor

- 11.1. A standard entry in the fair catalogue is obligatory.
- 11.2. The Exhibitor should present to the Organizer the proposal of functional layout of the stand, its furnishing and visual layout.

- 11.3. Changes in the proposed furnishing and layout of the stand, made by the Exhibitor, require a written information submitted at least one week before the fair inauguration. Any refurbishing is additionally payable.
- 11.4. Exhibitors shall be obliged to be present at the stand during the event opening hours for visitors (see point. 3.3.2. of the Regulations).
- 11.5. The Exhibitor shall receive and return the stand together with the equipment and fittings on the basis of the acceptance and take-over protocol.
- 11.6. After the end of the fairs the stand should be turned over.
- 11.7. The Exhibitor must not promote during the fair any goods that are legally banned. In case of violation of above-mentioned regulation the Organizer is entitled to remove the Exhibitor from the fair grounds without reimbursement of costs.
- 11.8. It is forbidden to place any advertisements outside the stand and/or spreading of advertisement materials of companies not participating in the fair without the Organizer's consent.
- 11.9. Underlies of the stand or any part of it to other person or company is possible only by the Organizer's written consent.

## 12. Subexhibitor

- 12.1. The reserved stand is intended for the Exhibitor only. Use of the space or stand by third party (further called the Subexhibitor) is possible only with the Organizer's consent on the basis of a written application submitted by the Exhibitor.
- 12.2. Assignment of the Subexhibitor brings about an obligation to make a payment in zlotys equal to 200 EURO (net price) for each of the assigned Subexhibitors.
- 12.3. Subexhibitors are subject to the same Terms of Participation as the Exhibitor, but they are not bound by a contract with the Organizer of the Fair.
- 12.4. Admission of a Subexhibitor by the Exhibitor without the required consent entitles the Organizer to remove the stand at the Exhibitor's expense.
- 12.5. Subexhibitor's name, logo, brochures and other advertisement materials can be placed in the Exhibitor's stand on condition that the Exhibitor pays the required charge (see point. 12.2. of the Regulations).
- 12.6. The Subexhibitor may place their entry in the fair catalogue on condition that the Exhibitor pays the charge (see point. 12.2. of the Regulations), a proper form is submitted in due time and the payment for the entry is made according to the going rate (see Form H - Fair Catalogue).
- 12.7. The Exhibitor bears full responsibility towards the Organizer of the Fair for any action of the Subexhibitor.

## 13. The stand

- 13.1. The reserved exhibition space can be used solely by the Exhibitor.
- 13.2. Acceptation of the order to a definite size stand is dependant on the sequence of placing orders, space availability and a general exhibition concept.
- 13.3. Location of the stand results from the agreement reached jointly by the Exhibitor and the Organizer, and from the overall exhibition layout as well as from technical and organizational conditions prevailing on the premises.
- 13.4. The Organizer reserves the right to change the location of the stand and exhibition space ordered by the Exhibitor.
- 13.5. The Organizer shall make all the effort to inform the Exhibitor about any changes at the earliest possible stage.
- 13.6. At the Exhibitor's request, the Organizer shall send a layout of the stands arrangement to the Exhibitor, no earlier however than seven days before the Fair commencement.
- 13.7. If the stand is furnished with Exhibitor's own materials, the Exhibitor must possess all necessary fire resistance certificates.
- 13.8. Repair of damages or refurbishing of the stand during the fair can be done after closure of the event and upon agreement of the Organizer.

- 13.9. The outside walls of the stand remain at the Organizer's disposal.
- 13.10. The Organizer has the right to place within the stand elements of general information system and infrastructure.
- 13.11. It is forbidden to place exhibits or display materials on walls of the stand in a way that causes their permanent damage (e.g. drilling holes, driving nails). If such damages occur, the Organizer will charge the Exhibitor with additional costs.
- 13.12. In case of total damage or loss of elements of the stand furnishing the Exhibitor will pay to the Organizer a double worth of those items. In case of other damages the Organizer may claim compensation to the value of incurred loss.
- 14. The stand - own furnishing**
- 14.1. In case the Exhibitor commissions somebody to make a stand fitting, **the Exhibitor is obliged** to pay a LICENCE CHARGE prior to beginning the assembly works (see point 5.1 of the Regulations). Moreover, **the Exhibitor is obliged to submit to the Organizer of the Fair by 30 September 2009 the following documents:**
- filled **Participation Application Form**
  - **full name and teleaddress data of an exterior company** realizing the furnishing as well as of its representative responsible for cooperation with the Organizer of the Fair (Form C - Stand Layout)
  - design of furnishing of the hired space
  - design of the wiring system
  - design of the water supply/sewage installation
  - timetable of the assembly works
- 14.2. **Full payment** of all the charges connected with participation of the Exhibitor in the Fair and submission to the Organizer of documents listed in point 14.1. is **the precondition for beginning of any works related to furnishing of the stand.**
- 14.3. Submitted designs mentioned in point 14.1. should conform to the building law and to other regulations and norms binding in Poland as well as to technical and fire-protection regulations binding on the premises of EXPO XXI.
- 14.4. **Design drawings should be made on a scale of 1:100.**
- 14.5. Finished furnishing of the stand must be in accordance with the design approved by the Organizer of the Fair as well as with building and fire-protection requirements.
- 14.6. Height of the furnishing cannot exceed 250 cm.
- 14.7. Any constructions higher than 250 cm are possible only on condition that construction drawings and structural analysis are submitted to the Organizer of the Fair.
- 14.8. In case of multi-storey construction height of rooms on both storeys must not be smaller than 250 cm. Area of the upper storey construction cannot exceed 60% of the area of the ground level construction. The minimum floor load of the upper storey must be equal to 2.5kN/m<sup>2</sup>. Stairs or descents must have the minimum width of 1m.
- 14.9. Elements of the construction must not exceed the limits of assigned exhibition space.
- 14.10. It is forbidden to support any constructions or elements of furnishing on adjacent stands as well as on walls and construction elements of the exhibition hall.
- 14.11. Walls and other construction elements on the boundary of the stand, higher than 2.5m, facing the adjacent stands, should be finished neutrally.
- 14.12. All elements of the furnishing of the stand should have the certificate of inflammability written in Polish, authorized by a Polish scientific research facility. Certificates should be presented to the Organizer of the Fair.
- 14.13. All machines, tools, engines and other devices should conform to the binding industrial safety regulations.
- 14.14. Glass elements of the stand must have a solid base made of a non-breakable material, with a minimum height of 30 cm above the floor. Exposed edges of glass panes must be polished in order to eliminate the risk of injury.
- 14.15. It is forbidden to disturb the construction of floors and ceilings as well as to make other changes within the exhibition halls (i.e. painting of walls) without a written consent of the Organizer of the Fair.
- 14.16. It is forbidden to install any permanent or temporary constructions, advertisements or displays in the communication and escape routes within the exhibition halls.
- 14.17. The Organizer of the Fair has the right to suspend the construction of the stand and to remove the furnishing at the Exhibitor's expense when the construction of the stand does not meet the above mentioned conditions.
- 14.18. **The Exhibitor is obliged to hand over the cleaned up exhibition space not later than the end of disassembly time** (i.e. must remove completely the construction of the stand, carpeting, **remains of adhesive tapes**, paint etc.). In case the above mentioned works are not made in appointed time, **the Organizer of the Fair will commission them at the Exhibitor's expense.**
- 14.19. All damages of EXPO XXI property caused by the Exhibitor or their Subexhibitors must be repaired at the Exhibitor's expense.
- 15. Wiring system**
- 15.1. The Organizer provides overall lighting of the exhibition halls.
- 15.2. The stands and exhibits on the Fair premises are powered from power network TN-C-S 230V/400V, 50Hz. In case of devices requiring power sources of other parameters, appropriate converters should be used, provided by the Exhibitor.
- 15.3. For power output greater than 3kW a three-phase current supply is required. Three-phase supply system in the exhibition stand will be equipped with sockets 16A, 32A or 64A, type CEE 3P+N+PE.
- 15.4. One-phase system will be equipped in the exhibition stand with a socket 16A, 2P+N+PE.
- 15.5. Wiring system in the exhibition stand must be equipped with a master switch.
- 15.6. As an additional anti-shock protection a quick-acting automatic cutout should be used, activated when safe value of touch voltage is exceeded, with use of local strapping (according to PN/E-05009).
- 15.7. All devices and installations on the premises of EXPO XXI must comply with the requirements of the Polish Norm PN/E-05009 and should be made and operated in accordance with currently binding Electromagnetic Devices Building and Operating Regulations.
- 15.8. **Connections to the power source can be made only by appointed employees of the Organizer of the Fair.**
- 15.9. In case of stands with Exhibitor's own furnishing the Exhibitor is responsible for the internal wiring system, whereas the Organizer of the Fair is responsible only for the wiring system outside the boundaries of the stand.
- 15.10. Wiring within the stands can be installed also by other companies having appropriate qualifications. The Exhibitor is responsible for any damages caused by improperly working wiring system installed by company chosen by themselves.
- 15.11. The Organizer of the Fair is not responsible for any damages or losses caused by energy disruptions.
- 15.12. All wiring systems must be approved by the Organizer of the Fair.
- 15.13. **Power system is switched off every day after closing of the exhibition halls for visitors.** When a 24-hour power supply is necessary for some devices, the Exhibitor should order an appropriate 24-hour connection.
- 15.14. Within the fair grounds it is forbidden to:
- smoke cigarettes and use open fire beyond specially marked areas,
  - expose electric devices in distance closer than 60 cm

- from inflammable materials and 30 cm from slow-burning materials or devices separated from combustible base,
- use damaged or provisional wiring,
  - leave devices designed for constant operation unguarded once they are connected to a power source,
  - bring into exposition grounds combustible chemical substances,
  - block access and driveways to fire protection devices and emergency exits,
  - use fire protection equipment for other purposes.

#### **16. Cleaning**

The Organizer of the Fair provides cleaning of the Fair grounds, stands, halls and passages.

#### **17. Transport and forwarding**

Transportation, unloading and unpacking, assembling, dismantling, packing and loading of the exhibits as well as of other materials shall be carried out by the Exhibitor at his own cost and risk.

#### **18. Insurance and security**

- 18.1. The Exhibitor insures exhibits at own charge and risk.
- 18.2. The Organizer is not in any way responsible for personal accidents and damages of exhibits occurring before, after or during the event.
- 18.3. The Organizer is not responsible for any losses caused by the force majeure.
- 18.4. The Exhibitor is obliged to immediately report to the Organizer any incurred damage.
- 18.5. The Organizer provides guard of the exhibition grounds in the period from 30 minutes after closure to 30 minutes before opening of the grounds. The security company does not supervise stands during Fares opening hours (see point 3.3.2. of the Regulations), nor at the time of furnishing and disassembling them by Exhibitors (see point 3.4. and 3.5. of the Regulations).
- 18.6. Individual security of the stand is available for an additional fare.

#### **19. Other regulations**

- 19.1. Exhibits must not be placed within traffic routes adjacent to the stand. Presentations must not impede or hinder safe movements of Exhibitors and the public.
- 19.2. Dangerous (combustible) exhibits may be presented only upon written agreement of the Organizer.
- 19.3. The Exhibitor is obliged to deliver all exhibits and display materials to the fair grounds not later than by 4 P.M. in the day preceding inauguration of the fair. Exhibitors presenting exhibits of greater dimensions and weight, the installation of which may require partial dismantling and further reassembling of the stand are requested to arrive with appropriate advance.
- 19.4. The display cannot be dismantled before the fair is closed on its final day, but not later than 12 A.M.
- 19.5. **During the assembly/disassembly of a stand there is a possibility to extend working time for an additional fare.**

#### **20. Complaints and claims**

- 20.1. The Exhibitors shall make their complaints to the Organizer in a written form:
  - 20.1.1. complaints regarding the technical state and location at the moment of stand take-over
  - 20.1.2. other complaints - within 7 days from the event closing.
- 20.2. Complaints submitted after the expiration of the specified time limit shall not be accepted.

- 20.3. All verbal agreements between participants of the fair and representatives of the Organizer as well as all the decisions and statements shall require a prompt written certification.

#### **21. Final remarks**

##### **21.1. THE SUBMISSION CARD IS TREATED AS AN AGREEMENT CONCLUDED BETWEEN THE ORGANIZER OF THE FAIRS AND THE EXHIBITOR.**

- 21.2. All cases not included in the above regulations will be settled on the grounds of the civil law code by the court appropriate to the location of the Organizer's registered office.
- 21.3. The Organizer reserves the right to change quoted prices of exhibition space in case of justified increase of organization costs.
- 21.4. The Organizer is entitled to transfer the fair to a later or earlier date or to cancel it in case of circumstances beyond the Organizer's control, without having to bear the financial consequences.

**An integral part of this contract constitute the Regulations of the Warsaw Centre EXPO XXI (available on Web page [www.wigor-targi.com](http://www.wigor-targi.com) or sent on request of the Exhibitor).**

ORGANIZER