

**1. APPLICATION FORM**

- 1.1. MTP Poznan Expo accept applications for participation on MEBLE POLSKA ONLINE EDITION platform made electronically (online) via the "Exhibitor Zone" portal.
- 1.2. MTP Poznan Expo accept applications for participation on MEBLE POLSKA ONLINE EDITION platform subject to payment of the application fee specified in Item 2.
- 1.3. The entity making the application for participation is obliged to make the payment of the fee for access to MEBLE POLSKA ONLINE EDITION platform.

**2. ACCESS TO THE PLATFORM, TERMS OF PAYMENT**

- 2.1 The prices of services related to the organization of online meetings on MEBLE POLSKA ONLINE EDITION platform include:
  - technical preparation of the platform;
  - providing access to the platform for the period of completing the participant profile between 20.04.2021 and 23.05.2021;
  - providing access to the platform for the period of business meetings between 24.05.2021 and 28.05.2021;
  - online organisational and technical support provided by MTP Poznan Expo in the period between 20.04.2021 and 23.05.2021.
- 2.2 The entity submitting the application for participation is obliged to pay the fee for access to the platform. The payment is a prerequisite for acceptance by MTP Poznan Expo of the participation application.
- 2.3 Upon receiving access to MEBLE POLSKA ONLINE EDITION platform, the participants, as soon as possible, but no later than by 23.05.2021, are required to complete their company description, company card and all necessary data concerning their company on the platform.
- 2.4 Payment amount:

- **100%** of the gross value\* of the ordered service

- 2.5 The application for participation shall be invoiced in accordance with the applicable regulations. After the payment is credited to MTP Poznan Expo, the participant will be provided with e-mail access to the platform in order to fill in the company profile.
- 2.6 Settlements with foreign contractors for the provision of access to the platform are carried out by MTP Poznan Expo according to the average EUR exchange rate announced by the NBP:
  - a) on the business day preceding the date of the invoice or pro forma document – where the fee for the provision of access to the platform due is credited in the bank account of MTP Poznan Expo prior to the application deadline;
  - b) on the last working day preceding the application submission deadline – if the amount due in respect of the fee for providing access to the platform has been credited to the bank account of MTP Poznan Expo on or after the date being the deadline for submitting applications for participation.
- 2.7 The PLATFORM is available:
  - c) For profile completion on 20.04 – 24.05.2021
  - d) For business meetings on 23.05 – 28.05.2021
  - e) Final closing of the profile shall take place up to 28.06.2021

**3. APPLICATION FEE FOR PARTICIPATION IN THE PLATFORM**

- 3.1 The application fee includes the handling costs related to the preparation by MTP Poznan Expo of the documentation concerning the conclusion of the contract of participation on MEBLE POLSKA ONLINE EDITION platform and providing access to the platform and a package of services to choose from: SILVER, GOLD or PLATINUM package.
- 3.2 The amount of the application fee for participation (to be declared during online application via the "Exhibitor Zone" portal):
  - a) **SILVER PACKAGE** application fee – PLN 4.750 net\*\*
  - b) **GOLD PACKAGE** application fee – PLN 7.000 net\*\*
  - c) **PLATINUM PACKAGE** application fee – PLN 15.000 net\*\*.
- 3.3 Services for PARTNERS covered by the scope of the SILVER, GOLD or PLATINUM packages are specified in the service description of the PARTNER application fee in the "Exhibitor Zone" portal.
- 3.4 The entity applying for participation is obliged to pay the platform participation application fee in the full amount (100% of the gross\* value), along with the application for participation referred to in Item 2.
- 3.5 Making the payment will be confirmed by MTP Poznan Expo through an invoice in accordance with applicable regulations.

**4 BANK CHARGES**

- 4.1 All amounts due for the participation on MEBLE POLSKA ONLINE EDITION platform shall be paid as free of bank charges.
- 4.2 All payments in respect of participation on MEBLE POLSKA ONLINE EDITION platform should be made into the bank account of MTP Poznan Expo: Międzynarodowe Targi Poznańskie Sp. z o.o., ul. Głogowska 14, 60-734 Poznań, Powszechna Kasa Oszczędności Bank Polski S.A. in Warsaw / Poznan Branch  
account number: 38 102040270000110204242962

\* the gross amount (price) includes value added tax (VAT) in accordance with applicable regulations

\*\* the net amount (price) excludes value added tax (VAT)

The "Exhibitor Zone" portal Terms and Conditions are available on the Internet at: [www.strefawystawcy.pl](http://www.strefawystawcy.pl)

## SPECIFIC PROVISIONS MEBLE POLSKA ONLINE EDITION

### 1. DEADLINE FOR SUBMITTING APPLICATIONS FOR PARTICIPATION

**Deadline: 20.04.2021**

After this date, applications will be processed successively.

### 2. DATE AND OPERATING HOURS OF THE BUSINESS MEETINGS PLATFORM FOR PARTNERS

#### 2.1 Business meetings hours on the platform:

24.05 – 28.05.2021 from 8.00 a.m. to 10.00 p.m.

### 3. PERIOD FOR PREPARING COMPANY PROFILE ON THE PLATFORM

**3.1** The completion of the Partner's profile takes place between 20.04 – 23.05.2021

**3.2** After submitting application for participation in the "Exhibitor Zone" platform and receiving access to the platform, the Participant is obliged to individually complete the company's profile and enter its representatives, not later than until 23.05.2021.

### 4. BUSINESS MEETINGS HOURS ON THE PLATFORM

**4.1** Meetings are held on 24.05 – 28.05.2021 between 8.00 a.m. and 10.00 p.m.

**4.2** Meetings are arranged in the online platform by participants by means of sent invitations.

**4.3** The number of active invitations depends on the selected package: SILVER, GOLD, PLATINUM.

**4.4** The meetings must be confirmed by both parties;

**4.5** MTP Poznan Expo shall not be responsible for the number of completed meetings.

**4.6** Each meeting shall last no longer than 30 minutes.

### 5. VALUE ADDED TAX (VAT)

**5.1** MTP Poznan Expo shall issue **invoices including the value added tax (VAT)** for:

a) admission/access to the platform and other trade fair services – to contractors ordering these services with a seat or permanent place of business **in Poland**.

**5.2** MTP Poznan Expo shall issue **invoices without the value added tax (VAT)** for trade fair services other than specified in Item 5.1.a). to contractors ordering services with a seat or permanent place of business in a European Union (EU) country or in a country outside the EU, **provided that the recipient of the service is not an exhibitor/co-exhibitor with a seat or permanent place of business in Poland**.

**5.3** Invoices without the value added tax (VAT) will be issued to foreign contractors with a seat or permanent place of business in the EU Member State **stating the EU VAT ID** in order forms for trade fair services.

### 6. SERVICES SPECIFIED IN THE SELECTED PACKAGE

**6.1** MTP Poznan Expo accepts applications for participation on MEBLE POLSKA ONLINE EDITION platform made electronically (online) via the "Exhibitor Zone" portal. Depending on the selected Package, the followings types of services shall be granted as on the price list below\*\*:

\*\* the net amount (price) excludes value added tax (VAT)  
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	Exhibition package SILVER	Exhibition package GOLD	Exhibition package PLATINUM
<b>PRICE</b>	<b>1055 EUR</b>	<b>1555 EUR</b>	<b>3335 EUR</b>
Company card	✓	✓	✓
Presented products	6	10	25
Company representative / meeting room	5	10	15
Pending meetings	50	100	210
Number of visible leads	500	1500	unlimited
Package of active invitations for visitors (send by exhibitor)	50	100	150
Access to the program on the Main Stage	✓	✓	✓
<b>Promotional activities on the event platform</b>			
Side banner on the home page	✗	✗	✓
TOP of the exhibitors list	✗	✗	✓
Distinction on the list of exhibitors	✗	✓	✗
Program partner (selected session, MAIN scene)	✗	✗	1
Advertising spot (30')	✗	1	2
<b>Promotional activities in GRUPA MTP channels</b>			
Logo on the website of the fair	✗	✓	✓
Post on FB of the fair	✗	1	2
LOGO in e-mailing to visitors	✗	✓	✓
Dedicated e-mailing to the visitor base	✗	✗	1