

REGULATIONS

Business Expo and the use of exhibition space during
14th European Congress of Small and Medium sized Enterprises
organized by Chamber of Commerce in Katowice in days 29-30.10.2024

I.GENERAL PROVISIONS

1.Definitions:

- Organizer –Chamber of Commerce and Industry in Katowice
- Object – International Congress Center in Katowice
- Exhibition –Exhibition of Business Expo and exhibition spaces during the 14th edition of EKMSp
- Exhibitor - the entity to which the Organizer provides the exhibition space for the stand,
- Participant – a person who visits the Exhibition
- Congress – 14th European Congress of Small and Medium sized Enterprises

2. Exhibitors and co-exhibitors ,in the continuation called Exhibitors in general are obligated to comply with the conditions presented in these Regulations

3.Provisions of Regulations of Participation in Exhibition are an integral part of application - contract and jointly including the Regulations constitute a contract for renting space and is filling the provision of additional services concluded between the parties

4 Condition for Participation in Exhibition Participation contract by the Exhibitor, signed by an authorized person to represent the company and sending it to the application Organizer

5.Signing the Application Contract for renting the indicated space between the Exhibitor and the Organizer obligates the Exhibitor to make a payment for the entire order. Payments must be made to the account : 89 1240 1330 1111 0010 7010 3442, Chamber of Commerce and Industry in Katowice, Opolska street 15, 40-084 Katowice.

6.Exhibitor's representatives staying at the stand are obligated to sign in on the website :<https://ekmsp.eu/register> before the event and collecting the nametags in the register point in the first day of the event.

II.RIGHTS AND OBLIGATIONS OF THE EXHIBITOR

1.The exhibitor is obligated to take the stand in the term indicated by the Organizer and use a nametag given by them on the event area.

2. Exhibitor obligate themselves to ensure presence of the company representative at the stand on 29.10.2024 in an hour. 9.00-17.50 and 30.10.2024 in one hour. 9:00-15:50.

3. Unloading and loading of equipment, goods, exhibits etc. should be taking place during the hours agreed with the Organizer,

without hindering the normal functioning of the Facility

4. Exhibitors are not allowed to remove the stand in duration of the Exhibition due to the safety of other participants

5. Exhibitor is obligated to apply to health and safety rules and fire regulations, facility regulations, orders and recommendations of relevant services – especially, police, fire brigade and medical emergency service.

6. Every person entering premises of the Facility can be subjected to control activities. Any persons whose appearance or behavior arouses suspicion that they are under influence of alcohol or intoxicants endanger safety and will not be allowed to enter the premises of the Facility.

7. The rights of the Exhibitor regarding the lease of space cannot be transferred to any other company or person without Organizer's consent. Exhibitor takes responsibility for all actions of co-exhibitors.

8. Exhibitor's preferences related to location of their stand will be taken into consideration as far as possible, but those are not conditions of participation or a base for making any claims against Organizer.

9. Considering limited time of the Exhibition, only complains made in duration of the Exhibition will be considered.

10. Exhibitor has a right to display their products only at the place of their stand and in a way that do not covers other stands. Stand arrangements should interfere with walls and the frame of building elements and equipment of the Organizer. Any illuminated or audio advertising is allowed only with consent and awareness of Organizer.

11. Exhibitor is not allowed to use the exhibition area in a way incompatible with its properties and purpose and a way that is clearly not normal.

12. Informative and commercial materials used by exhibitor during the exhibition must not contain any offensive, provocative or racist content, and also must not violate the personal rights, religious feelings and dignity of others.

13. Every participant should behave in according to cultural principals and social norms way, and their behavior must not hinder the Exhibition.

14. On the premises of the Facility it is forbidden to:

- run a business without Organizer's consent, distribution of leaflets and commercial materials conducting agitation and fundraises.
- leave exhibits which are tools of devices in a condition that enables unauthorized persons to use them

- leave substances that can cause auto-ignition without any protection
- bring alcohol, intoxicants, weapons and other dangerous objects on the premises of the facility
- bring animals
- smoke tobacco in places that are not meant for this activity
- litter the Facility area

15. Exhibitor obligates to giving access to used exhibition area at any request of authorized entities to conduct control activities.

16. Exhibitor cannot use visualization of the facility or its trademark in commercial purposes without Organizer's consent especially take actions or omissions in information, promotion, advertising or similar, by which client could create the impression that they are an official partner, sponsor, deliverer or are in any other way related to the facility.

17. Organizer gives consent for free of charge usage of footages, audio recordings and videos containing presentation of the Exhibitor's exhibitions presented on the event, by Exhibitor for informative and commercial purposes. Consent especially shall cover fields of exploitation such as commercial folders, leaflets, websites. Exhibitor ensures that created with the use of the footages or videos mentioned before will be created in professional and aesthetic manner and will contain relevant description, which indicates the name of the Exhibition.

18. Using trademarks of Organizer (especially: logotypes of: Organizer, European Congress of Small and Medium Sized Enterprises) in materials mentioned in 16th point. Requires separate written consent given by the Organizer and confirmation from Organizer of the graphic project or video file where the trademark was used.

19. Informative and commercial materials mentioned in 16th point must not contain offensive provocative, racist content, violate the personal rights, religious feelings and dignity of others and also cause any harm to the company image and brand of Organizer, Facility, Congress and Exhibition.

20. Exhibitor obligates themselves to independently acquiring consent for free of charge usage of captured image of participants and other Exhibitors on desired by Exhibitor fields of exploitation in a form of footage or video file.

21. In case of any third entities making claims against the Organizer or imposing sanctions on the Organizer or entities related to Organizer referring to points 16th – 20th. If the Organizer will make such a decision then the Exhibitor will be obligated to pay a specified monetary amount to cover the claims, sanctions and costs related to them or other damage impacting the Organizer or to take other actions in purpose of removing negative consequences for the Organizer including directly for the entities bringing the claim or demand imposing sanctions.

22. In duration of the Exhibition, Organizer or Owner or Operator of the Facility can make a photoshoot and record a video. Participation in Exhibition means giving consent to use followings in promotive and commercial materials:

- a) image of each Exhibitor and participant (in the case of participation on behalf of the Exhibitor or a Participant of third parties — employees, co-workers, accompanying persons, he is obliged to obtain such consent from these persons and in the case of making claims, to take Organizer's place Owner or Facility Operator and the transfer of any responsibility.
- b) Trademarks or industrial design presented on the stand.

23. Exhibitor has the right to revoke their participation 50 days before start of the event.

Resignation results in loss of the amount paid. Cancelling participation later than 50 days before beginning of the event results in the need to pay all costs resulting from the Application-contract.

III. MATERIAL LIABILITY AND SAFETY OF THE EXHIBITOR

1. Exhibitor takes full responsibility for damage coming from functioning of his devices and work of their employees in the process of preparation, duration and liquidation of the display.

2. Exhibitor bears the costs and delivery risk of, transport, handling, dismantling of the exhibits and other materials presented as a part of the Exhibition.

3. Exhibitor takes the responsibility for the condition of the equipment, and in case of damage or losing element of installation or equipment return the cost in the amount specified by the Organizer.

4. It is forbidden to make permanent changes in the arrangement of the stand (tiling walls, installation of elements damaging the building) without consent from the Organizer.

5. After the end of the event exhibitor is obligated to remove all their elements of installation and equipment of the stand including carpeting and fixing bands, in the case of failure to comply with the Regulations, Exhibitor will be charging the costs of its removing

6. All temporary buildings and electrical infrastructure, they should be designed and manufactured in accordance with applicable law in particular, fire and evacuation, by persons with the relevant qualifications and certificates required by law.

7. All elements of scenography/equipment used by the Exhibitor they must have current certificates classifying the fire resistance of the materials used, at least to a degree difficult to inflame. Certificates must be issued by research institutes located in Poland or in the European Union. It is permissible to use materials that have been subjected to fire protection, what is documented by a protocol defining the mentioned degree of fire resistance.

8. It is forbidden to use elements of scenography from materials, whose thermal decomposition products are highly toxic or intensely fuming, even if fire protection (impregnation) is to be used.

9. It is forbidden to hang fabrics or other materials under the ceiling due to the effectiveness of the installed sprinkler system and detection elements of fire protection system.

10. Elements of scenography and temporary buildings must not obscure road markings and emergency exits as well as hinder access to fire-fighting equipment (hydrants, fire extinguisher) located in the foyer and manual fire notification buttons.

11. Setting the scenography as well as technical support devices must not cause a reduction it must not reduce the patency of escape routes.

12. All electrical wires used for the installation of additional lighting must be protected so that they do not pose a threat, and temporary electrical installations must be done by qualified employees.

13. Using any flammable materials or pyrotechnics, etc. requires the consent of the Organizer. These materials must have a valid certificate (polish or EU) about the conditions and approved for use in enclosed spaces.

14. In case using cars as a decoration, motorcycles or other equipment having fuel tanks (in particular having at the same time, electrical installations) must obtain a separate consent of the Organizer.

15. The Exhibitor is obligated to notify the Organizer of the intention to display heavy and high-size exhibits.

16. The Exhibitor will hold a full financial liability, on any damage or damage caused during the Exhibition, including during the assembly and disassembly of stands.

17. In case of damage or claims of third parties as a result of the issuer's failure to comply with the provisions points 6-16 from this Regulations, the Exhibitor takes full responsibility and undertakes to cover the costs of claims and damages

18. It is recommended that the Exhibitor buys (OC insurance for the duration of participation in the Exhibition)

IV. RIGHTS AND OBLIGATIONS OF THE ORGANIZER

1. The Organizer reserves the right not to give consent to the exhibition of exhibits, which it considers dangerous, without the right to compensation for the Exhibitor.

2. Display elements of construction or equipment of the stand left unknowingly or without the knowledge of Organizer, not removed by the Exhibitor, it is considered abandoned property for which the Organizer does not take responsibility.

3. The organizer is not responsible for any losses related to the cancellation or postponement of the date of the Exhibition caused by reasons beyond its control

4. The organizer is not responsible for theft, damage or destruction of property of Exhibitor during the Exhibition and the assembly or disassembly of stands. The Organizer provides protection during the closing hours of Facility, in which the Exhibition takes place. Exhibitors are advised to insure property.

5. The organizer is not responsible for delays independent of him and related to the activities of force majeure or the initiative of state or local authorities.

6. Organizer is not responsible for accidents, losses, theft or damage to property Exhibitors created for any reason

7. The Organizer reserves the right to cancel the Exhibition. In this case, the Organizer returns the amounts paid by the Exhibitor. The Organizer also reserves the right to postpone the date of the Exhibition for reasons beyond his control.

8. The Organizer reserves the right to immediately intervene or interrupt the Exhibition if it finds that fire regulations or other regulations concerning safety have been infringed.

9. The organizer is not responsible for any errors or omissions regarding contact or information data that are in the Exhibition's folder other materials ceased by the Exhibitor.

V. FINAL PROVISIONS

1. In matters not covered by these Regulations, the provisions of the Code shall apply accordingly

2. Acceptance of the Regulations constitutes simultaneous consent with the privacy policy of Chamber of Commerce and Industry in Katowice.

3. Organizer reserves the right to change this Regulations and simultaneously obligates themselves to immediately publish the changes on the website www.ekmsp.eu

4. These Regulations come into force on 10.07.2024