

1. The following seminar rooms are available during the International Book Fair in Krakow:*

LVIV seminar room – divided into partitions:

LVIV A seminar room → 60 people (theatre arrangement)

LVIV B seminar room → 60 people (theatre arrangement)

LVIV C seminar room → 60 people (theatre arrangement)

VIENNA seminar room – divided into partitions:

Vienna A → 140 people (theatre arrangement) with streaming

Vienna B → 140 people (theatre arrangement)

BUDAPEST seminar room – divided into partitions:

BUDAPEST AB → 80 people (theatre arrangement)

BUDAPEST C → 80 people (theatre arrangement)

PRAGUE seminar room – divided into partitions:

PRAGUE A → 70 people (theatre arrangement)

PRAGUE B → 70 people (theatre arrangement)

for the Children's workshop zone.

2. The Literary Salon, situated in the Wisla Hall, can be booked during the International Book Fair in Krakow. The Literary Salon has a capacity of c. 90 people.*

3. The Mountain Festival Scene, situated in the Dunaj Hall, can be booked during the International Book Fair in Krakow. The Mountain Festival Scene has a capacity of c. 90 people.*

4. A meeting room can be booked during the International Book Fair in Krakow.

5. In order to book a seminar room / the Literary Salon / meeting room, fill out sign and submit form at the Exhibitor's Panel.

6. Seminar rooms, meeting room and The Literary Salon are booked for 50 minutes.

7. Each seminar room is equipped with a sound system, wireless microphone, overhead projector and screen. The room can be automatically dimmed at special request. Screen presentations delivered in seminar rooms should be prepared in 16:10 format. Please note that, as standard practice, all seminar rooms are fitted with HDMI and VGA terminals. The International Book Fair in Krakow does not supply appropriate adapters for computers that use other connectors. Each seminar room has access to wi-fi.

8. The Literary Salon is equipped with a sound system and 3 wireless microphones. Promotional stands can be placed in the Literary Salon for the duration of the event.

9. Each meeting room is equipped with a sound system, overhead projector, and screen. Meeting room can be automatically dimmed at special request.

10. Any additional seminar room/meeting room equipment should be requested using form in the Exhibitor's Panel. Only additional microphones can be requested for the Literary Salon. Requests should also be submitted by form, mentioning that the request concerns the Literary Salon.

11. The Organizer of the International Book Fair in Krakow provide technical support both before and during events held in seminar rooms / the Literary Salon / meeting room. Please note that technical staff is not responsible for the ongoing handling of the equipment or configuring the presentation software (this reservation applies to computers not supplied by the Organizer).

12. Any additional or non-standard equipment in seminar rooms / the Literary Salon / meeting room should first be approved by the Organizer of the International Book Fair in Krakow.

13. Preferred room arrangement (theatre/school) should be specified during reservation. Directly prior to the meeting, the arrangement can be changed only if circumstances allow. Please note that switching from the theatre arrangement to the school arrangement significantly reduces the number of available seats in the room. The Literary Salon can only be used in a theatre arrangement, in a configuration specified by the Organizer of the International Book Fair in Krakow.

14. The client shall stay within the declared meeting time. The Organizer reserves the right to interrupt the event if the time is extended for reasons beyond the influence of the Organizer of the International Book Fair in Krakow.

15. The client is obliged to inform the Organizer, within the deadline indicated by the Organizer, details of the meeting: subject, name of the speaker and invited guests, full name of the meeting Organizer, contact the person responsible for the meeting. The client takes full responsibility for providing accurate data for the information, including possible co-organizers and sponsors. If required, the contracting authority is required to sign the „Consent to Use Trademark”.

16. Invitations sent by the client do not entitle visitors to free admission to the premises of the International Book Fair in Krakow. The client shall inform all participants that they need to purchase an entry ticket. Clients who book a seminar room / the Literary Salon / meeting room can buy invitations.

The invitations will be sent to the company before the start of the International Book Fair in Krakow, so that they can be handed over to the participants. The invitations entitle participants to a single entry to the International Book Fair in Krakow on each of the 4 days of its duration.

17. Fees for seminar rooms / the Literary Salon / meeting room should be paid by the date put on the pro-forma invoice to the bank account of Targi w Krakowie Ltd. based on a received pro-forma invoice:

BANK POLSKIEJ SPOLDZIELCZOSCI S.A. II ODDZIAŁ W KRAKOWIE
IBAN: PL21 1930 1220 2610 0623 1875 0001, SWIFT: POLUPLPR

18. In the event of cancellation after 25th September 2022, the client shall pay the full fee for the seminar room / the Literary Salon / meeting room.

19. Information on events held in seminar rooms / the Literary Salon will be published on the official website of the International Book Fair in Krakow provided that the relevant information is submitted in the Exhibitor's Panel by 25th September 2022. Seminar room / meeting room events will additionally be shown on the agenda in front of the seminar room/meeting room (text). Information about the events held in the Literary Salon will be shown on screens on the outer walls of the Literary Salon (text + graphics).

20. Any other arrangements for renting the seminar rooms must be made in writing and confirmed by TwK.

* The number of people is for reference only. It will be adjusted to the restrictions in force during the Fair.