

# SEMINAR ROOM RENTAL AND EVENT ORGANISATION TERMS AND CONDITIONS

1. Events/book signings will be held in seminar rooms in author zones and on stages. The following seminar rooms are available at the International Book Fair in Krakow®:

**LVIV** seminar room – divided into three partitions:

LVIV A → 60 people (theatre layout)

LVIV B → 60 people (theatre layout)

LVIV C → 60 people (theatre layout)

**VIENNA** seminar room – divided into two partitions:

Vienna A → 140 people (theatre layout)

Vienna B → 140 people (theatre layout)

**BUDAPEST** seminar room – divided into two partitions:

Budapest A → 40 people (theatre layout)

Budapest B → 40 people (theatre layout)

**PRAGUE** seminar room – divided into two partitions:

Prague A → 70 people (theatre layout)

Prague B → 70 people (theatre layout)

2. International Book Fair in Krakow® also has stages: Stage located in the Vistula hall, with seating capacity for c. 90 people and stage located in the Danube hall, with seating capacity for c. 90 people.

3. International Book Fair in Krakow® also offers access to meeting rooms: S02 for 30 people and S04, S03, S06 for 20 people (theatre layout).

4. International Book Fair in Krakow® also offers 5 author zones for book signings: Vistula 1, Vistula 2, Danube 1, Danube 2, Danube 3.

5. To book a seminar room/author zone meeting room/stage, place an order in the Exhibitor's Panel.

6. Seminar rooms, author zone, meeting rooms and the stage are rented out for 50-minute time slots.

7. Each seminar room is equipped with a sound system, 2 wireless microphones, an overhead projector and a screen. At the request of the renter, they may also be automatically dimmed out. To be shown on seminar room screens, presentations must be prepared in a 16:9 format. Please note: as per standard, the rooms are fitted with HDMI and VGA hookups. The organiser of the International Book Fair in Krakow® does not provide adapters for other connector types. There is a free wi-fi network in all seminar rooms.

8. The stage is equipped with a sound system and 2 wireless microphones. Renters may place promotional display stands around the stage for the duration of the meeting.

9. Each meeting room is equipped with a screen and an overhead projector. At the request of the renter, they may also be automatically dimmed out. Renters may arrange the room in accordance with their preferences.

10. Any other seminar room/meeting room equipment must be ordered via an order form in the Exhibitor's Panel.

11. The organiser provides technical support before, after, and during any events held in seminar rooms/meeting rooms or on the stage. Please note: the technical support team does not provide ongoing assistance with equipment issues or presentation software set-up (for computers not supplied by the organiser).

12. Any non-standard seminar room/meeting room/author zone equipment must be agreed on with the Organiser by 22 September 2023.

13. Seminar room/meeting room/stage renters must respect their assigned time slot. The organiser of the International Book Fair in Krakow® reserves the right to interrupt a meeting if it lasts longer for reasons beyond the organiser's control.

14. Seminar room/meeting room/stage/author zone renters must provide the organiser with detailed information about their meeting, including its theme, the speakers' first and last names, the approximate audience size, the full name of the organiser, and relevant contact details, within a deadline specified in the Annex.

15. Any invites sent out by seminar room/meeting room/stage/author zone renters do not allow free admission to the International Book Fair in Krakow®. Renters are required to inform their guests that they still need to purchase a book fair admission ticket.

16. All payments for seminar room/meeting room/stage/author zone rental must be made within the deadline specified in the organiser's pro forma invoice to the following account:

**Bank Polskiej Spółdzielczości S.A. II Oddział w Krakowie**  
**Account no.: 21 1930 1220 2610 0623 1875 0001.**

17. To cancel their booking before 22 September 2023, seminar room/meeting room/stage/author zone renters must (under pain of nullity) submit a written declaration and send it to the organiser to the following e-mail address: [ksiazka@targi.krakow.pl](mailto:ksiazka@targi.krakow.pl). The cancellation is not final until it is confirmed by the organiser by e-mail. For cancellations made after 22 September 2023, no prior payment fees will be reimbursed.

18. Information about events held in seminar rooms/meeting rooms/author zone/on the stage will be published on the website of the organiser, provided that the exhibitor fills out the Side Events Form in the Exhibitor's Panel by 22 September 2023. Information about events held in seminar rooms/meeting rooms will also be displayed on the agenda screen in front of the relevant seminar room/meeting room/author zone (text). Information about events held on the stage will also be shown in the agenda placed in front of the Stage (text + visuals).

19. Meetings/events/book signings organised by exhibitors in their own booths must not disrupt events at, or limit access to, other booths, or block any passageways. In the event that these conditions are not met, the organiser reserves the right to move the event from the exhibitor's booth to a seminar room or another venue, or, if that is not possible, to restrict the size of the audience.

20. In order to ensure the safety and smooth flow of the event, exhibitors may request the organiser to hire law enforcement officers or agree to hold the meeting/event/book signing after hours.

21. Any other arrangements must be made in writing in agreement with the Organiser.