

# APPENDIX TO THE REGULATIONS TWK

- 1) Trade show: **INTERNATIONAL BOOK FAIR IN KRAKOW®**
- 2) Website: **www.ksiazka.krakow.pl**
- 3) Start date: **24<sup>th</sup> October 2024 (10:00 am).**
- 4) End date: **27<sup>th</sup> October 2024 (5 pm).**
- 5) Sign-up confirmation deadline: **7 days from the date on which TwK receives the exhibitor's registration form in the Exhibitor's Panel.**
- 6) Sign-up cancellation deadline: **7 days from the date on which TwK receives the exhibitor's registration form in the Exhibitor's Panel.**
- 7) Booth assembly dates:
  - **22<sup>nd</sup> October 2024 (from 08 am to 6 pm – open space),**
  - **23<sup>rd</sup> October 2024 (from 08 am to 8 pm – occupied space and standard booths).**
- 8) Disassembly dates: **27<sup>th</sup> October 2024 (from 5 pm to 12 am).**
- 9) Payment deadline in accordance with art. 3.3 of the Terms and Conditions: **7 days from the sign-up confirmation date.**
- 10) Payment deadline in accordance with art. 3.4 of the Terms and Conditions:
  - a) **registration fee + 1st instalment:** to the amount of **45%** of the gross fee due for the order placed in the Exhibitor's Panel, payable as a down payment within **7 days from the sign-up confirmation date;**
  - b) **2<sup>nd</sup> instalment:** the remaining amount of the gross fee due for the order placed in the Exhibitor's Panel, payable by:
    - 31.07.2024 at discounted prices,
    - 18.10.2024 at regular prices (15% higher).
- 11) The cancellation deadline mentioned in section 4.1 and 4.2 of the Terms and Conditions: **20<sup>th</sup> September 2024.**
- 12) The e-mail address to which exhibitors should send their notice of cancellation in accordance with section 4.3 of the Terms and Conditions: **ksiazka@targi.krakow.pl**
- 13) The deadline by which exhibitors must notify the organiser of any changes in equipment and media: **20<sup>th</sup> September 2024.**
- 14) The list of terms and conditions to be passed on to booth assembly companies, as specified in section 5.5:
  - Fire safety instructions,
  - Technical, fire safety and OHS standards,
  - EXPO Kraków facility regulations,
  - Paid car parking regulations.
- 15) The list of terms and conditions to be passed on to exhibitors and their partners:
  - Fire safety instructions,
  - Technical, fire safety and OHS standards,
  - EXPO Kraków facility regulations,
  - Paid car parking regulations,
  - Seminar Room Rental and Event Organization Terms and Conditions,
  - Internet Access Regulations.
- 16) Deadline for requesting cranes, jacks, etc., in accordance with section 8.4: **20<sup>th</sup> September 2024.**
- 17) Deadline for introducing a catalogue entry in the Exhibitor's Panel: **20<sup>th</sup> September 2024.**
- 18) Deadline for submitting the names of authors and speakers, in accordance with section 9.13: **20<sup>th</sup> September 2024.** Deadline for submitting the names of guests, in accordance with section 9.13: **18<sup>th</sup> October 2024.**
- 19) Fee for the first and second work hour of the extended assembly day (due for each hour started): **750 PLN net**, for the third and each subsequent hour: **1000 PLN net** + current VAT rate.
- 20) Fee for the first and second started work hour of the extended disassembly day (due for each hour started): **750 PLN net**, for the third and each subsequent hour: **1000 PLN net** + current VAT rate.
- 21) Official trade show freight forwarder: **TRANSMEBLE INTERNATIONAL Sp. z o.o.** Contact person: **Marcin Frontczak, tel. 501 710 984, e-mail: marcin@transmeble.com.pl.**
- 22) At least 75% of the assortment showcased at the trade show should consist of books and gadgets directly related to books.
- 23) In the event of a force majeure, including situations where sanitary or epidemic regulations prohibit the organisation of exhibitions and similar events, exhibitors may choose to have their down payments reimbursed within 30 days from the trade show cancellation date or counted toward the next edition of the trade show. The registration fee is non-reimbursable, but exhibitors who decide to have their down payments counted toward the next edition of the trade show will be exempt from another registration fee. Sections 14.4 and 14.5 will not apply.