

RULES AND REGULATIONS 11th Warsaw Art Fair

GENERAL INFORMATION

1. These regulations define the organizational basis of the 11th Warsaw Art Fair, to be held on the grounds of the Kubicki Arcade in the Royal Palace in Warsaw by the company Rempex Sp. z o. o.

2. Fair Dates: 11-13 October 2013

- stand assembly by Organizer: 10 October 7.00 – 22.00; 11 October 7.00 – 11.00.
- stand disassembly by Organizer: 13 October after 17.30.

3. Fair Opening Hours:

a/ Exhibitors:

- 11 October 12 – 15.30 - during assembly and disassembly;
- during the Fair: 11 October (Friday): 12.00 – 20.15; 20 October (Saturday): 10.30 – 19.15; 21 October (Sunday): 11.00 – 17.00.

b/ Visitors: 11 October (Friday): 15.30 – 20.00; 12 October (Saturday): 11.00 – 19.00; 13 October (Sunday): 11.00 – 17.00.

Fair Opening : 11 October (Friday) – 16.00

4. Location: the Kubicki Arcade in the Royal Palace in Warsaw.

5. During the Fair, it is forbidden for anyone to remain on the fairgrounds after 20.15 on Friday and after 19.15 on Saturday. Permission to remain beyond these hours requires notification of approval from the Organizer. Security services are authorized to forcibly **remove** anyone in **violation** of this regulation.

ORGANIZER'S SERVICES

1. The price of exhibition space includes:

- rental of exhibition space as well as assembly and disassembly,
- arrangement of walls compatible with a selected stand;
- 1 frieze with company name,
- 2 lighting points,
- the cost of electricity and water usage,
- basic catalog entry (logo and address - attachment 1 to the application),
- identification badges confirming admission eligibility.

2. 23% VAT will be added when invoicing the rental.

3. The Organizer will provide:

- promotion of the Fair,
- sound and lighting systems on the fairgrounds,
- security,
- cleaning maintenance of the fairgrounds.

4. Additional services, available for a fee based on Exhibitor's written order: - additional stand furnishings (attachment 1 to the application).

PARTICIPATION CONDITIONS

1. Applicants will notify of their participation in the Fair by sending a completed "Participation Notification" form along with proof of payment of 100% of the gross rental price of the space reserved. We ask that payment be made without the Organizer incurring any bank costs.

2. The amount paid by Applicants for exhibition space shall be applied to the cost of rental on the day receipt of the "Participation Notification" is confirmed. An invoice will be issued within 7 days of payment confirmation. In the event that Applicant does not qualify for participation in the Fair, this payment shall be refunded.

3. Exhibitor is responsible for notifying Organizer of any companies/co-exhibitors that will also be present at Exhibitor's stand. In the event that such notification is not made, co-exhibitors shall not be eligible for any services provided by Organizer.

4. Exhibitor is not entitled to any claim arising from:

- incomplete usage of rented space,
- Exhibitor's participation only during a portion of the Fair's duration,
- Exhibitor's resignation from any of the services provided by Organizer.

FURNISHING OF EXHIBITION SPACE

1. Stand locations are determined by the Organizer and reflected in the Fairground Map. The Fairground Map will be sent to Exhibitors by 11.10.2012.

2. With the exception of advertisements placed on stands, any and all other forms of advertisement on the fairgrounds require Organizer's approval. In the absence of such approval, advertisements will be taken down at Exhibitor's cost and risk.

3. The manner of furnishing and using stands must be in compliance with all applicable laws, in particular safety and fire rules and regulations, and may not create a danger for people or property, or hinder or make impossible the following:

a/ use of stands by other Exhibitors,

b/ use of access ways and paths designated by Organizer,

c/ Fair personnel from carrying out their duties.

4. During the Fair, without Organizer's consent, it is forbidden to disassemble stands or to remove stand furnishings and displays.

5. Items left by Exhibitor at the stand beyond expiration of the disassembly period may be removed at Exhibitor's cost. Organizer is not liable for any damage that may arise as a result of this removal.

SECURITY, LIABILITY, CLAIMS

1. The fairgrounds, during the period of 11-13 October 2013, will be guarded by the appropriate security services.

2. Exhibitor is responsible, both during the Fair and stand assembly/disassembly, to secure, at his own cost and risk, the exhibit itself as well as any tools and equipment present, against any damage or theft.

2a. Organizer is entitled to demand from Exhibitor the removal of items whose authenticity is being questioned.

3. Organizer recommends that Exhibitor obtain liability and property insurance (for exhibits, equipment, construction elements and stand furnishings, private property, service vehicles, etc.), for the period encompassing the Fair itself as well as the period allotted for stand assembly and disassembly.

3a. The final deadline for submitting applications to the 11th Warsaw Art Fair is 19.08.2013 r.

4. Organizer shall not be held liable for any damages to or loss of Exhibitor's property, in particular as a result of theft or loss, as well as damages caused by Exhibitor.

5. Organizer shall not be liable for damage to Exhibitor's property arising from *forces majeures* such as fire, explosion, lightning strike, storm, flood or break in electricity supply beyond Organizer's control.

6. Should any damages occur, Exhibitor must inform Organizer in writing immediately after the fact.

7. Organizer reserves the right to cancel, shorten or change the dates of the Fair, as well as to limit its scope, without compensation.

8. Exhibitor must make any and all claims during the duration of the Fair. Once the Fair has ended, no claims will be accepted or considered.

VEHICLE USAGE AND PARKING

The parking of Exhibitor's personal vehicle and trucks on the fairgrounds is permitted only during the hours designated by Organizer for assembly and disassembly of exhibition stands.