

31 AUGUST -2 SEPTEMBER 2023 (Thursday-Friday-Saturday)**1. NAME OF EXHIBITION**

30. INTERNATIONAL EXHIBITION GREEN IS LIFE also called the FAIR

2. DURATION OF EXHIBITION AND OPENING HOURS

31 August 2023, 9 a.m. - 5 p.m.

1 September 2023, 9 a.m. - 5 p.m.

2 September 2023, 9 a.m. - 4 p.m.

3. LOCATION

Prądyńskiego 12/14 Street, Warszawa (Poland) Expo XXI WARSAW

4. FAIR ORGANISER AND OWNER OF THE FAIR BRAND

Polish Nurserymen Association

Agencja Promocji Zieleni Sp. z o.o.

NIP 951 18 07 033, Stock capital 50 000 PLN

KRS 000029722

Address: Al. Jana Pawła II 80 lok. 71

00-175 Warsaw, Poland

tel./fax (+ 48 22) 435 47 20 (21)

e-mail: info@greenislife.pl

www.greenislife.pl, www.zszp.pl

5. THEMATIC SECTIONS AND SCOPE OF THE EXHIBITION

THE EXHIBITION GREEN IS LIFE is divided into the following sections:

5.1. PLANTS

nursery stock (ornamental and fruit) – trees, shrubs, perennials, climbers, grass; cut flowers and potting plants, bedding plants; bulb plants; seed material; bonsai; X-mas trees.

5.2. TECHNIQUES AND TECHNOLOGY, SALES SUPPORT soils

and substrates; fertilizers and plant protection products; means of nursery production; machinery and equipment for nurseries and green areas; gardening tools and implements; plant packaging and labels, pots and containers for nursery production; greenhouses and plastic tunnels; automatic irrigation systems, watering accessories; technology for nurseries and landscape architecture; services; trade, logistic, finance.

5.3. EQUIPMENT, MATERIALS, DECORATIONS decorative

articles; containers, pots; garden furniture; materials for building surfaces and small architecture; waterpools, materials for its building, accessories; lighting for gardens and landscapes; barbecues and garden chimney; technologies for gardens, gardens on roof and winter gardens; lawns; equipment of playgrounds and leisure areas; garden sculpture.

5.4. LANDSCAPE ARCHITECTURE

design and maintenance services for gardens and green areas.

5.5. PUBLICATIONS

on gardening, nursery and landscape architecture.

5.6. ORGANIZATIONS, ASSOCIATIONS AND INSTITUTIONS**6. REGISTRATION**

6.1. Participation in the Fair is conditional on completing and returning to Organizer the application form – 'Fair Participation Agreement – Application'. On behalf of Exhibitor the Agreement must be signed by the company owner or a person authorized responsible to represent Exhibitor, as per respective register, or a person with a letter of attorney signed by persons registered in the register person.

6.2. Completing and returning of the form is equivalent to acceptance and compliance with the Regulation of Exhibition as well as Regulation of Warsaw Expo Centre XXI. When an application is made by a number of companies as a group, it is necessary to indicate one person who will be

authorized to represent the group and all of the companies and responsible for contacts with the Organizer.

6.3. Confirmation of participation and contract Organizer confirms acceptance of Exhibitor's application in writing, after the Exhibitor has fulfilled the Terms of Participation. The confirmation is equivalent to conclusion of a Contract with Exhibitor.

7. TERMS OF PARTICIPATION

7.1. Exhibitor acquires the right to participate in the Exhibition after fulfilling the following conditions:

- upon submission of the application form - Agreement
- payment for: exhibition space, registration fee and additionally ordered services in accordance with the order specified in the application form and terms.

7.2. Organizer will be entitled to refuse Exhibitor the right to participate in the Fair if respective Fair participation fees referred to in point 8 are not paid.

8. TERMS OF PAYMENT

8.1. All fees regarding space rental, registration fee are listed in application form. The fee due for orders in the application form shall be paid as per dates and amounts in this document. Only if all the payments are made the stand with ordered building structure will be hand over to Exhibitor.

8.2. Invoice with VAT (23%) will be issued to domestic contractors for fairs services.

8.3. Invoice with VAT excluded for fairs services for purchasers EU VAT ID holders with company headquarters in Poland. To issue the invoice excluding VAT for foreign contractors with headquarters or place of activity in EU country it is necessary to write down EU VAT ID on application form for fair services. Invoice with VAT (23%) will be issue to foreign contractors for:

- service of entry and car entry (tickets, invitations, parking tickets, Exhibitors Evening invitation),
- fair service paid for exhibitors/co-exhibitor with the company headquarters in Poland.

8.4. The payments in Euro shall be made to the following account:

Agencja Promocji Zieleni Sp. z o.o.

SANTANDER BANK POLSKA S.A.

PL08150017771217701089730000

SWIFT CODE - WBKPPLPP

Payment by banking transfer only!

8.5. **Delay in payment** - in case of delay in payment Organizer reserves the right to impose statutory interests and withdraw previously granted discounts.

8.6. The Organizer reserves the right to resign from organizing the Exhibition, if there are circumstances beyond his control, preventing him from running the fair. The Organizer informs the Exhibitor about such a situation in writing. The Exhibitor is entitled to reimbursement of the payments made within 180 days of the notification. The Organizer is not responsible for the costs related to the preparation of the Exhibitor to appear at the fair.

9. CANCELLATION OF PARTICIPATION

Cancellation of participation in the Exhibition is equivalent to renunciation of the contract between the Exhibitor and the Organizer. Cancellation of participation, regardless of the cause and date, can only be made in writing. When the Exhibitor provides information about his resignation from participation in the Exhibition, the Organizer is entitled to freely dispose of the exhibition space that the resignation referred to. In case of resignation from participation in the Exhibition by 30 May 2023 the Organizer will return Exhibitors previously raised charges in addition to the registration fee, which is non-refundable. If the withdrawal takes place between 30 May and 1 July 2023 Exhibitor will be paid back the second installment, in the amount calculated according to the application form. In case of

withdrawal after 1 July 2023 Exhibitor is obliged to pay the full amount of participation in exhibition as documented in the confirmation.

10. FORM OF PARTICIPATION - EXHIBITOR AND SUBEXHIBITOR

- 10.1. Exhibitor participates in the Exhibition in his own name and on his behalf.
- 10.2. Exhibitor is not entitled to sublet or provide free use of a part of his stand without a written consent of Organizer. Subexhibitor's application must be made in writing on the Subexhibitor's application form. The minimum size of stand shared with a Subexhibitor is 15 m². Failure to register a Subexhibitor shall result in a fine for Exhibitor equivalent to 200% of Subexhibitor's participation fee.
- 10.3. Subexhibitor acquires the right to participate in the Exhibition after:
 - a) he is registered by Exhibitor using Subexhibitor application form,
 - b) making the lump-sum payment of **480 €** and the payment for registration fee for the obligatory entry in the Exhibition Catalog (see point 7.1 b).
- 10.4. Subexhibitor shall comply with the Rules of the Exhibition.

11. EXHIBITION SPACE AND STAND SHAPE

- 11.1. The Exhibitor may rent the exhibition area in hall, Organizer ensure within the payment: renting area in exhibition hall; general lighting of hall; general security of exhibition's area; cleaning of communication paths; advertisement of Exhibition in media; information about fairs dedicated to potential customers.
- 11.2. In the Obligatory Registration Fee the organizer assures: information about the company at www.greenislife.pl - contact details, company description in Polish and English, presentation of 3 Exhibitor's products on www.greenislife.pl in the Product Catalog, company advertisement on the Exhibition profile - Facebook and Instagram, Standard Package, exhibitor IDs (minimum 3 items), activities promoting the exhibition and its participants, online invitations to the Exhibition, exhibitor's liability insurance, access to wi-fi at site.
- 11.3. **Organizer decides about location and shape of stand. Wishes and suggestions of Exhibitor regarding stand are performed due to technical and organizational possibilities..**
- 11.4. Due to technical reasons Organizer reserves the right to change the size of the ordered space. Organizer will supply to Exhibitor a plan of the Exhibition and the stand location not later than 4 weeks before the Exhibition starts.
- 11.5. Organizer reserves the right to change the stand location after this time if necessary due to technical and organizational reasons. Exhibitor will be informed about this change immediately.

12. STAND EQUIPMENT AND SERVICES

- 12.1. The Exhibitor may rent building stand structure choosing one of 3 options: **Standard** (min. 9 m²) – white walls in Octanorm system of 2,4 m height, info counter 1 x 1 x 0,5 m or table, socket 230 V, 2 lighting points per every 9 m², dustbin, 4 chairs, fascia panel with the name of company, grey carpeting, magazine 1 x 1 m with curtain and hanger; **Comfort** (min. 12 m²) – white walls in Octanorm system of 2,4 m height, info counter 1 x 1 x 0,5 m or table, socket 230 V, 4 lighting points per every 12 m², dustbin, 4 chairs, fascia panel of Maxima Light system of 3 m height, with the name and logo of company, green carpeting, magazine 1 x 1 m with curtain and hanger; **Premium** (min. 12 m²) – white walls in Maxima Light system of 3 m height, info counter 1 x 1 x 0,5 m or table, socket 230 V, 4 lighting points per every 12 m², dustbin, 2 laminated chairs, fascia panel with the name of company, green carpeting, magazine 1 x 1 m with doors, hanger and shelf.
- 12.2. Any additional stand arrangement and equipment services are subject to charges and will be provided as per order made directly to builder of standard construction.

- 12.3. Exhibitor who rents an open space in the fair hall and outsources stand construction to a contractor independent from Organizer without a license for construction works in EXPO XXI is obliged to notify Organizer by 30 May 2023. In this case Exhibitor must also:
 - provide the stand design and the list of materials to Organizer's office to 15.07.2023,
 - obtain Organizer's written consent for the construction,
 - pay a license fee of 5.00 € for 1 m² of the stand (in case of stand built by external company),
 - obtain Organizer's written acceptance if the structure is higher than 2,5 m,
 - aesthetic, neutral finishing back sides of the walls of stand, as to not disturb adjacent stands,
 - provide documents, certifying that elements used for construction and equipment of the stand are fire protected. Where no such documents are delivered, the facility's fire services have the right to treat or remove stand elements at Exhibitor's expense.
- 12.4. Orders regarding additional equipment should be sent until 30 July 2023 directly to building company. The payment for additional equipment should be made until 1 August 2023. The payment of 100% is necessary to obtain equipment! Orders made on site of EXPO XXI on the day of montage and during fairs, are charged additionally 100%. All changes regarding additional equipment of stand should be sent directly to builder of stand.
- 12.5. All orders regarding stand must be ordered and paid by Exhibitor. The contractors working on behalf of Exhibitor - independent from Organizer - are not parties to the agreement.

13. RULES OF NURSERY MATERIAL PRESENTATION

- 13.1. Sales is prohibited at the fairgrounds. Sales of exhibits from stand is allowed only on the last day of Exhibition from 3 to 4 p.m. Exhibitor is obliged to inform his team in the stand about this rule. If the Exhibitor and his employees do not comply with this record, the Organizer has the right to charge a fine of 300% of the registration fee.

14. RULES FOR THE PRESENTATION OF EXHIBITS AND SERVICES

- 14.1. Exhibitor is obliged to present products/services compliant with the thematic scope of the Exhibition set out in point 5 of the Regulations.
- 14.2. Exhibitor is obliged to inform the Organizer about the exhibits. weighing more than 700 kg /m² to 30 May.
- 14.3. Organizer has the right to order Exhibitor to remove a display which fails to comply with the thematic scope of the Exhibition.

15. ADVERTISING

- 15.1. Exhibitor has the right to promote his company and its products only within his own stand using:
 - printed materials: leaflets, posters, folders, maps, photos, etc.,
 - audio-visual advertising (computers, audio-video devices, projectors, and monitors).
- 15.2. Exhibitor organizes advertising at his own cost and responsibility. Advertising within the exhibition area outside the stand will be subject to charges and will be effected on the basis of Exhibitor's order. The tariff will be sent on request. All advertising activities outside the stand require Organizer's written permission. Unreconciled ad will result in fine of 300% of payment for advertisement.
- 15.3. All printed advertising materials (banners, flags, stand for advertising, etc.), which will not be picked up within 3 days after the Exhibition, will be disposed by a rented company on the expense and risk of Exhibitor. The use of balloons for advertising purpose on the area of EXPO XXI requires a permit Technical Manager of EXPO XXI.
- 15.4. Advertising in the form of a banner suspended from the hall ceiling above the stand may be installed exclusively by the Exhibition facility's technical services that decide whether the operation is feasible. The deadline for supplying banners for suspension is 31 August 2023. After this date the suspension of a banner is subject to technical conditions. All

suspended elements must be accepted by technical services of the exhibition hall. The final cost of suspending a banner/ structure will be calculated and paid within 30 days after the end of the Exhibition.

15.5. Advertisements must not collide with the general concept of the Exhibition, safety and security rules, or be onerous to other Exhibitors and visitors.

15.6. The Organizer publishes information about the Exhibitors and their products on website www.greenislife.pl and on the Exhibition profiles on Facebook and Instagram. Information is provided by the Exhibitor to the Organizer on the Application Form or by e-mail no later than 15 June 2023. They are not subject to authorization prior to publication.

15.7. The Organizer is not responsible for errors in the content of the above-mentioned information prepared by the Exhibitor.

15.8. Advertising of companies renting stand equipment to Exhibitor may take form of business cards displayed only in Exhibitor's stand.

16. ORGANIZATIONAL RULES

16.1. Exhibitor is obliged to register at the Organizer's Office immediately after arrival to the Exhibition area. Exhibitor will receive name badges, ordered parking cards, and the allocated stand will be devolved to him. Only persons with badges provided by Organizer may be present in the Exhibition area.

16.2. Badges may only be used by authorized persons.

16.3. The exhibitor employing workers for technical works is obliged to inform them about existing Organizational Rules and oblige them to obey it.

16.4. Exhibitor's technical staff must use special, temporary badges supplied by Organizer. The badges are valid exclusively during stand installation and breakdown.

16.5. Organizer has the right to refuse entrance to or remove from the Exhibition area any person without the name badge.

16.6. Parking card holders are entitled to park in demarcated parking lots during the fair. Parking cards are subject to a fee and will be distributed in the Organizer's Office on the basis of a written order made in the Application Form. Cards are activated on entry to the Exhibition area not earlier than on the day of installation. During the fair 31 August - 2 September 2023, parking of lorries above 3.5 tons at parking lots adjacent to Exhibition Halls is prohibited. Parking in the prohibited area is subject to a fine of 260 €, cars left in restricted areas will be removed at the cost of Exhibitor.

16.7. **The installation of exhibits is allowed on 30 August 2023 from 8 a.m. until 10 p.m., the large-sized objects only until 4 p.m.** Prolonged installation is conditional on Organizer's permission and payment of 230 € for each additional started hour (up to 2 hours) and 950 € per each subsequent one.

16.8. **Stand breakdown - exhibits and equipment - may start only after the end of the Exhibition - 2 September 2023 at 4 p.m. Dismantling before this date and time is prohibited! Breakdown should be finished by 10 p.m. on 2 September 2023, and in the open space by 12 a.m. on 3 September 2023.**

16.10. The installation of advertisements or other elements to the site infrastructure by unauthorized persons is entirely prohibited.

16.11. Exhibitor who constructs the stand on his own, or through a company which doesn't possess license on the EXPO XXI area may install the stand only insofar as the process involves retouching the finishing works and does not involve basic carpentry, painting, polishing, welding and other works that caused dusting.

16.12. Exhibitor is not allowed to connect or disconnect electricity receivers to the exhibition facility's mains.

16.13. Exhibitor is responsible for the closing and breakdown of his stand, and removal of equipment and exhibits, removal of exhibits, elements of building structure, removing floor covering with tapes and removing own ads as well as any additional materials such as bark, gravel, sand at his own cost within the time limit stipulated in point 16.9. of this Regulation. Failure to comply with this obligation shall result

in charging the cost of removal of the above-mentioned elements on the Exhibitor. Equipment rented from Organizer shall be left intact.

16.14. Within area of EXPO XXI the forwarding, loading and unloading services using forklift may be performed only by companies licensed to operate in EXPO XXI facility. The pricelist is available on request at the Organizer's office.

16.15. Restocking or replacement of exhibits during the Exhibition is possible daily from 8 to 9 a.m.

16.16. Exhibitor is obliged to keep his stand tidy at his own expense.

17. EXHIBITS

17.1. Motor vehicles and other equipment with internal combustion engines can be exhibited in Warsaw Expo Centre XXI only under the conditions specified in the rules of fire.

17.2. The exhibitor is obliged to provide the Organizer information on technical parameters and other exhibits that may be even a potential danger to people or property and get permission of EXPO XXI Technical Director for their introduction into the Warsaw Expo Centre XXI.

17.3. Exhibiting the following appliances needs permission of Organizer and written consent of the Technical Director of EXPO XXI :

- devices in motion,
- fixed and controlled by balloons gas-filled,
- other equipment and installations which carry a risk to people and property.

18. FIRE FIGHTING RULES

18.1. In the Exhibition area, except for designated places, smoking, and using open fire is prohibited; it is also prohibited to carry out activities that may cause fire or spreading thereof.

18.2. Stands and exhibits must be installed in a way that does not cause danger for other Exhibitors and Visitors.

18.3. Blocking or covering of fire controls (fire-extinguisher, signal buttons, detectors, and hydrants), distribution boards, general-access telephones, evacuation doors and fire ways is prohibited.

18.4. Designated roads and evacuation routes must be always kept clear. It is prohibited to park vehicles or storage of goods. Vehicles and goods left will be removed at the Exhibitor's expense.

18.5. After spotting a fire or other danger one should:

- immediately inform persons in the risk area, Fire Department Unit (tel. 998, 112 or use the alarm button), facility's fire brigade and Organizer,
- remain calm and prevent panic,
- fulfill orders of the rescue operation commander.

19. SAFETY AND HYGIENE AT WORK RULES

19.1. Exhibitors bear full responsibility for the safety and hygiene of their staff working at the Exhibition area during installation and dismantling and during the Exhibition.

19.2. In the event of a situation where the Chief Sanitary Inspectorate orders the need to disinfect the exhibits and the stand, the Exhibitor is obliged to perform these activities at his own expense.

19.3. Machinery, engines and appliances may be started, provided that they are equipped with all necessary protective elements and covers preventing access of unauthorized persons, and after obtaining a permission from the on-duty fire control officer. Persons operating the equipment must be duly licensed.

19.4. Safety and hygiene matters not regulated in these Regulations shall be subject to Polish general safety and hygiene at work rules.

20. INSURANCE AND DISCLAIMER

20.1. It is the obligation of Exhibitor to ensure security and safety of exhibits during the installation and breakdown, and during the opening hours of the Exhibition.

- 20.2. One may be present in the area of Exhibition after the opening hours only in justified cases with a written permission of Organizer and of the representative of a security agency responsible for the safety of the site area.
- 20.3. Organizer will not be held responsible for loss or damage of exhibits and objects left at the stand, and accidents occurring in the Exhibition area during the fair, as well as during installation and dismantling.
- 20.4. Organizer will not be held responsible for damages and losses suffered by Exhibitor as a result of: theft, fire, flood, windstorm, explosion, power shortage, as well as force majeure. Exhibitor is obliged to insure exhibits at his own cost of dismantling.
- 20.5. Valuable exhibits remaining in the Exhibition area upon its closing will be reported by Exhibitor to Organizer in writing. Organizer provides security of the Exhibition area after opening hours. Exhibitor is obliged to inform Organizer in writing about the damage that has occurred immediately.

21. COMPLAINTS

- 21.1. The Exhibitor has the right to register a written complaint regarding exhibition services provided by Organizer within 14 days after the end of the Exhibition.
- 21.2. Complaints should be sent to Organizer's office to the following address:
 Agencja Promocji Zieleni Sp. z o.o.
 Al. Jana Pawła II 80 lok. 71, 00-175 Warsaw, Poland
- 21.3. Complaints will be examined within 30 days from the date of receipt. Exhibitor will obtain a written answer to his complaint.
- 21.4. Complaints made after the above mentioned date will not be examined.

22. DATA PROTECTION

- 22.1. Exhibitor permits Organizer to process his personal data for the purpose of fulfilling this agreement and organizing following editions of the Exhibition.
- 22.2. The exhibitor has the right to review his/her personal data, make corrections and request its removal, by:
 - sending e-mail on info@greenislife.pl,
 - calling Organizers office: + 48 22 435 47 20,
 - submission of the statement in person at the Organizer's office.
- 22.3. The Organizer has the right to record sounds and images from Exhibition shows and events through the use of recording equipment, as well as related events, for advertising and promotion purposes. The Organizer can use such recordings or parts thereto, including the image of an Exhibitor or other person attending the Exhibition, without time or territorial restrictions, without having to pay compensation for use of the image in all fields of use, including in fields defined in the art. 50 of the Law on copyrights and related rights, in particular through fixation, reproduction, sales and distribution.

23. FINAL PROVISIONS

- 23.1. The Exhibitor and Sub-Exhibitor is obliged to comply with the provisions of Polish law and EU Community law, in particular, with the scope of intellectual property rights, as well as copyrights and related rights. The exhibitor is obliged to have all copyrights, necessary licenses and rights to products and advertising materials located at the exhibition stand and provided during the cooperation. If:
 a) in the event of legitimate claims filed by third parties against the Exhibitor resulting from the violation of these rights, the Exhibitor undertakes to calm them,
 b) in the event that the Organizer has doubts as to the breach by the Exhibitor of the copyrights regarding the displayed

products, the Contractor, at the Organizer's request, is obliged to remove such products from the exhibition area, and in the event of the Exhibitor's failure to comply with the Organizer's call, the Organizer has the right to remove it himself products from the exhibition area or closing the Exhibitor's exhibition stand at the Exhibitor's expense.

- 23.2. All additional recommendations not included in the Regulations presented to Exhibitor by Organizer in writing are in force.
- 23.3. Organizer is not liable for the legal status and the quality of exhibits presented by Exhibitors.
- 23.4. Legal relations between Exhibitor and Organizer shall be governed by the civil code, and possible disputes shall be settled by the competent commercial court of law.
- 23.5. The organizer has the right to remove illegal exposures and Exhibitors who do not comply with the Rules of Exhibition Regulations and fail to follow Organizer's reminders.

24. MAIN TECHNICAL DATA ABOUT EXPO XXI

- 24.1. Usable gross area for exhibiting:
 Hall 1 – 5 250 m² usable area width 42 m, length 125 m,
 Hall 2 – 1 050 m² main hall,
 Hall 3 – 3 600 m² usable area width 48 m, length 75 m,
 Hall 4 – 3 600 m² usable area width 38.5 m, length 93.5 m.
- 24.2. Height of halls:
 Hall 1 – total 10 m, usable 8 m,
 Hall 2 – total 4 m, usable 3.7 m,
 Hall 3 – total 10 m, usable 8 m,
 Hall 4 – total 12 m, usable 10 m.
- 24.3. Parking under Hall 1: 2.2 m.
 Dimensions of cargo door:
 - Height – 4.3 m, width – 4,6 m,
 - Additional special gate in hall 4 – dimensions 4.6 m width x 5 m height.
- 24.4. Hoist in Hall 1 to level of magazine and halls:
 - dimensions of door: width 2.0 m, height 2.1 m,
 - dimensions of chamber: width 2.7 m, depth 3.6 m, height 2.3 m, capacity 3 000 kg.
- 24.5. Passenger lift in Hall 2 to underground parking dimensions: width 1.1 m, depth 2.3 m, height 2.0 m.
- 24.6. Passenger lifts in hall 4 in additional rooms:
 dimensions of doors: width 0.9 m, height 2.00 m,
 dimensions of chamber: width 1.1 m, depth 1.4 m, height 2.1 m.
- 24.7. The following maximum usable capacity is allowed:
 Hall 1 – 800 kg /m²,
 Hall 2 – 500 kg /m²,
 Hall 3 – 3 000 kg /m²,
 Hall 4 – 6 000 kg /m².
- 24.8. Halls 1, 3 and 4 have chain of channels for distributing media: electrical installation, plumbing installation, telephone-web installation.
- 24.9. In Hall 2 connections for installation are located in cavity walls and some structural columns.
- 24.10. Electrical characteristics:
 - 5-wire installation,
 - protection against electric shock by variable-current transformers,
 - connection to mains EXPO XXI after installation in accordance with the design of electrical and terminated in electrical boxes, separate circuits-clock 230 V.
- 24.11. Connecting the water inlet and outlet:
 - inlet diameter – 15 mm,
 - outlet diameter – 50 mm.
- 24.12. All exhibition - conference rooms are equipped with fire protection system (detectors of smoke and temperature).