

REGULATIONS FOR THE 26. INTERNATIONAL EXHIBITION 'GREEN IS LIFE'

6-8 SEPTEMBER 2018 (Thursday-Friday-Saturday)

1. NAME OF EXHIBITION

26. INTERNATIONAL EXHIBITION 'GREEN IS LIFE'
also called the FAIR

2. DURATION OF EXHIBITION AND OPENING HOURS

6 September 2018, 9 a.m. - 6 p.m.
7 September 2018, 9 a.m. - 6 p.m.
8 September 2018, 9 a.m. - 4 p.m.

3. LOCATION

Prądzyńskiego 12/14 Street, Warszawa-Wola,
(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 0000029722
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; water plants; bedding plants; bulb plants; seed material; potting plants, bonsai; cutting plants: flowers, 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; water ponds, 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 EXPO XXI WARSAW.

6.3. 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.

6.4 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
- upon payment for: exhibition space, obligatory Registration Fee and services ordered additionally - as per order in the application form and terms of payment.
- upon receiving a written participation confirmation from Organizer

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 head quarters in Poland. To issue the invoice excluding VAT for foreign contractors with head quarters 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 head quarters in Poland.

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

Agencja Promocji Zieleni Sp. z o.o.
BANK ZACHODNI WBK S.A.
PL08150017771217701089730000
SWIFT CODE - WBKPLPP
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.

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. In case of resignation from participation in the Exhibition by 31st June 2018 the Organizer will return Exhibitors previously raised charges in addition to the registration fee, which is non-refundable. If the withdrawal takes place between 31st June and 4th August 2018 Exhibitor will be paid back the second installment, in the amount calculated according to the application form. In case of withdrawal after 4th August 2018 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 and must be delivered by 14.05.2018. 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 by 14.05.2018,
 - b) making the lump-sum payment of 460.00 € and the payment
 - c) receiving from Organizer the written confirmation of Subexhibitor participation.
- 10.4. Subexhibitor shall comply with the Rules of the Exhibition.

11. EXHIBITION SPACE AND STAND SHAPE

- 11.1. The Exhibitor may rent the exhibiting 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 organiser assures: entry in the catalogue, the text is translated and published in Polish, English and Russian languages, logo, company data on the Website, Wi-Fi connection - Internet, exhibitors badges, 10 invitations, registration codes for customers.
- 11.3. **Organizer decides about location and shape of stand. Wishes and suggestions of Exhibitor regarding stand are performed due to technical and organizational reasons. The reservation of locations from last year is valid until February of the following year.**
- 11.4. Due to technical reasons Organizer reserves the right to change the size of the ordered space. Organizer will supply to Exhibitor a map of the Exhibition and the stand location not later than 4 weeks before the opening of Exhibition.
- 11.5. Organizer reserves the right to change stand location after this date where 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 also rent building stand structure in Octanorm or MAXIMA light. The Organizer within the price ensures: white walls, frame with number of stand and shortened name of company, wastebins, infocounter 100 x 50 x 100 cm or table, 2 chairs, separated magazine 1 x 1 m, hanger, gray carpeting, electric socket 230 V, 2 lighting points per each 9 m².
- 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 30.05.2018. In this case Exhibitor must also:
 - deliver the stand design and listing of materials to Organizer's office to 15.07.2018,
 - obtain Organizer's written permission for the construction,
 - pay a license fee of 3.00 € 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,
 - deliver documents, confirming 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 30.07.2018 directly to building company. The payment for additional equipment should be made until 1.08.2018. 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 performers working on behalf of Exhibitor - independent from Organizer - are not party in agreement.

13. RULES OF NURSERY MATERIAL PRESENTATION Concerns Exhibitors from the section "PLANTS"

- 13.1. Exhibitor has the right to exhibit plant material produced in his/her own nursery and horticultural farm, or presented in his/her own outlet.
- 13.2. Sales in the section 'PLANTS' is prohibited. Sales of exhibits is allowed only on the last day of Exhibition (8.09.2018) from 3 p.m. till 4 p.m. Exhibitor is obliged to inform his team in the stand about this rule. Organizer shall not be held responsible for any potential damages incurred by Exhibitor as a result of sales.

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 intention to exhibit objects whose weight exceeds 700 kg per 1 m².
- 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).Exhibitor organizes advertising at his own cost and responsibility.
- 15.2. 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 end of Exhibition, will be destroyed by Renting company on the expense and risk of Exhibitor. The use of balloons for advertising purpose on the area of EXPO XXI needs permission of 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 who decide whether the operation is feasible. The deadline for supplying banners for suspension is 4.09.2018. 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. Advertisements must not collide with the general concept
- 15.5. of the Exhibition, safety and security rules, or be onerous to other Exhibitors and visitors.

- 15.6. Organizer publishes Exhibition Catalogue. Catalogue entry with Exhibitors details and information about his offer is **obligatory**, and not subject to authorization. Catalogue entries will be published in Polish, English and Russian. The data will also be published at www.greenislife.pl, tab: Catalogue of Exhibitors. Catalogue entries shall be delivered to the Organizer in writing on application form or by e-mail at the latest by **15.06.2018**. Failure to send the data does not release Exhibitor from the obligatory fee for the entry; in this case entries will be drawn up on the basis of details in the application form.
- 15.7. Exhibitor may place an advertisement, subject to charge, in the advertising part of the catalogue. Materials for the preparation of the advertisement must be sent by **15.06.2018**. Ready-for-print materials must comply with Technical Conditions set out by Organizer in application form part B.
- 15.8. Organizer will not be held responsible for errors in contents of entries and advertisements prepared by Exhibitor. Advertising of companies renting stand equipment to
- 15.9. 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.
- 16.2. Only persons with name badges provided by Organizer may be present in the Exhibition area. The number of **name badges** issued by Organizer depends on the area rented by Exhibitor (3 name badges per 12 m², one additional name badge per every additional 10 m²). Name badges are included in the fee for the exhibition service; Exhibitor must pay for all additional name badges (part A of application form).
- 16.3. Name badges may only be used by authorised persons.
- 16.4. The exhibitor employing workers for technical works is obliged to inform them about existing Organizational Rules and oblige them to obey it.
- 16.5. Exhibitor's technical staff must use special, temporary name badges supplied by Organizer. The badges are valid exclusively during stand installation and breakdown.
- 16.6. Organizer has the right to refuse entrance to, or remove from the Exhibition area any person without the name badge.
- 16.7. 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 (part A). Cards are activated on entry to the Exhibition area not earlier than on the day of installation (5.09.2018). During the fair, i.e. 6-8.09.2018, 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 240,00 €, cars left in restricted areas will be removed at the cost of Exhibitor.
- 16.8. **The installation of exhibits** is allowed on **5.09.2018 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 215,00 € for each additional started hour (up to 2 hours) and 930,00 € per each next hour.
- 16.9. **Stand breakdown - exhibits and equipment - may start only after the end of the Exhibition - 8.09.2018 at 4 p.m. Breakdown before this date and time is prohibited! Breakdown should be finished by 10 p.m. on 8.09.2018, and in the open space by 12 a.m. on 9.09.2018.**
- 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 licence on the EXPO XXI area may install the stand only in so far as the process involves retouching the finishing works and does not involve basic carpentry, painting, polishing, welding and other works that cause 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 abovementioned 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 at Organizer's office.
- 16.15. Restocking or replacement of exhibits during the Exhibition is possible daily from 8 till 9 a.m.
- 16.16. Exhibitor is obliged to keep his stand tidy at his own expense.
- 17. EKSPONATES**
- 17.1. Motor vehicles and other equipment with internal combustion engines can be exhibited in EXPO XXI Warsaw International Expocentre 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 hazard 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 :
- Moving equipment,
 - Fixed and controlled by gas-filled balloons,
 - 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 for a fee.

- 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

- 29.1. Exhibitors bear full responsibility for the safety and hygiene of their staff working at the Exhibition area during installation and breakdown and during the Exhibition.
- 19.2. 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.
- 19.3. 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 area at the time.
- 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 and during the Exhibition, as well as during installation and breakdown.
- 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 ensures 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.
- 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 All additional recommendations not included in the Regulations presented to Exhibitor by Organizer in writing are in force.
- 23.2 Organizer is not liable for the legal status and the quality of exhibits presented by Exhibitors.
- 23.3. 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.
- 23.4. The organizer has the right to remove illegal expositions and expositions of Exhibitors who fail to 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 – 5250 m² usable area width 42 m, length 125 m,
Hall 2 – 1050 m² Main Hall,
Hall 3 – 3600 m² usable area width 48 m, length 75 m,
Hall 4 – 3600 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,
Parking under Hall 1: 2.2 m.
- 24.3. 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 - 3000 kg.
- 24.5. Passenger lift in Hall 2 to underground parking.
dimensions: width 1.1 m, depth 2.3 m, height 2.0 m,
capacity 1250 kg.
- 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 / 1 m²,
Hall 2 – 500 kg / 1 m²,
Hall 3 – 3000 kg / 1 m²,
Hall 4 – 6000 kg / 1 m².
- 24.8. Halls 1.3 and 4 have chain of channels for distributing media: electrical installation, installation, plumbing installation, telephone-web.
- 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).