**ORGANIZATIONAL INFORMATION FOR STAND CONSTRUCTORS**

Further to the forthcoming SYMAS®/MAINTENANCE Trade Fair, you are kindly requested to familiarize yourself with the technical information provided below. Also we remind about obligation to send by e-mail project of your stand to Technical Organization Department, no later than 4 weeks before the start of the Fair. The project should clearly show the stand’s constructions in two projections, defining its height and containing a necessary description. The presented design should include the assigned area, be consistent with building law and other regulations and norms binding by Polish legislation as well as regulations binding at EXPO Krakow.

Maximum height of stand is 6,5m.

TIME SCHEDULE:

|  |  |
| --- | --- |
| 14.10.2024 [Monday] | Stand’s assembly |
| 15.10.2024 [Tuesday] | Assembly day for Exhibitors |
| 16-17.10.2024 [Wednesday-Thursday] | Fair’s days |
| 17.10.2024 [Thursday] | Stand’s dissasembly |

LOCATION OF THE FAIR:

International Exhibition and Convention Centre EXPO Krakow

31-586 Kraków, ul. Galicyjska 9

CONSTRUCTION OF STANDS:

Free assembly day: 14.10.2024 [Monday] from 8:00 to 20:00.

Please note that the assembly work related to the construction of stands needs to be completed on 14th October 2023 (Monday) by 20:00, so therefore you are requested to schedule your trip and the preparatory work of your team accordingly. 15th October 2024 (Tuesday) is the assembly day for Exhibitors purposed for stand arrangement and exhibit assembly.

We can provide you with access to the exhibition hall prior to the aforementioned assembly day starting from 13th October 2024 between 8:00 and 20:00. The cost of early assembly is: PLN 1250/day NET. This fee needs to be paid prior to the arrival of the assembly team.

If it is necessary to extend the assembly day, we would like to inform you that the cost of the first and second hour is PLN 750 + VAT, and the third and each subsequent hour is PLN 1000 + VAT (prices also apply to earlier stand assembly). The necessary condition for extending the assembly day is contact with the Technical Organization Department.

**ACCESS TO THE EXHIBITION HALL:**

Assembly teams may only move around the EXPO Krakow premises with visible assembly badges, which will be issued on the day of your arrival by the Hall Manager, Dariusz Partyka. (mob. +48 501 691 231).

**NOTES ON ORGANISATION AND RULES:**

In connection with the following regulations in force at the exhibition hall:

* EXPO Kraków technical rules for the stand structure constructor.
* Fire safety instruction.
* Rules of use of the EXPO Kraków facilities.

You are kindly requested to read them and strictly comply with them.

We would like to remind you that the stand constructor is obliged to dismantle the stand after the conclusion of the trade fair and to hand over the stand area tidied up at his own expense and effort (complete removal of all elements of the stand construction, carpeting, remains of adhesive tapes, paints, etc.) to TwK. In the case of failure to carry out the above cleaning work, TwK shall have it carried out at the cost and risk of the stand contractor.

**Segregable waste** generated during stand assembly and dismantling (foil, cardboard, glass) should be disposed of in containers located on the Fairgrounds and marked in accordance with the principle of selective waste collection.

**IMPORTANT!**

**Waste marked with the code "17 09 04"** (mixed waste from construction, repair and dismantling), including stand structural elements and bulky waste, shall be removed by the Stand Contractor at his own expense and outside the Fairgrounds. Otherwise they shall be removed at the expense and responsibility of the Exhibitor/Builder.

The Stand Contractor may commission Targi w Krakowie Sp. z o.o. to transport and dispose of the waste listed above. To this end, a relevant declaration should be submitted to the Hall Manager during assembly. For the realization of this order TwK will charge 1450,00 PLN net per cubic meter of waste (TECHNICAL, FIRE SAFETY AND OCCUPATIONAL HEALTH AND SAFETY REGULATIONS FOR STAND CONTRACTORS APPLICABLE ON EXPO KRAKÓW PREMISES - § 7. Order regulations).

We pay special attention to the need to use special kind of tapes to carpets, enabling them to be easily removed from hall floor. Otherwise, you will be charged with the cost of their removal in the amount of 30 PLN net + VAT for each running meter of the tape left.

At the same time we would like to remind you that in EXPO Krakow exhibition halls there is a total ban on smoking both tobacco products and e-cigarettes!

**DISASSEMBLY OF STANDS AND EXHIBITS:**

17th October 2024 on Thursday from 15:30 to 24:00 after the end of the trade fair.

Kind regards,

Technical Organization Department

CONTACT:

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