

**Dear all,**

We will be very pleased to welcome you to the 15th International Trade Fair For Powder & Bulk Solids Technologies SYMAS® and International Trade Fair for Suppliers of Maintenance Products and Services MAINTENANCE. We sincerely hope that your presence at the event will satisfy your expectations and your stay in Krakow will provide cherished memories. To assist with your participation as an Exhibitor at our trade fair, we have prepared the following general information for you. Please read these information carefully and do not hesitate to contact us, if you have any questions.

See you in Krakow!

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| I. GENERAL INFORMATION |
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| **ORGANIZER** |  |
|  | Targi w Krakowie Ltd.  Galicyjska Str. 9, 31-586 Krakow, Poland  T: +4812 644 59 32  F: +4812 644 61 41  [www.targi.krakow.pl](http://www.targi.krakow.pl) ● [biuro@targi.krakow.pl](mailto:biuro@targi.krakow.pl) |
| **EXHIBITION’S VENUE** |  |
|  | International Exhibition and Convention Centre  EXPO Krakow  Galicyjska Str. 9  31-586 Krakow, Poland  [www.expo.krakow.pl](http://www.expo.krakow.pl) ● [biuro@targi.krakow.pl](mailto:biuro@targi.krakow.pl) |
| **SYMAS®/MAINTENANCE TEAM:** |  |
| Barbara Płuciennik  Team Leader  T: +48 12 651 90 38  [pluciennik@targi.krakow.pl](mailto:pluciennik@targi.krakow.pl)  Karol Miernikiewicz  Project Manager  M: +48 510 271 697  [miernikiewicz@targi.krakow.pl](mailto:miernikiewicz@targi.krakow.pl) | Ewelina Mółka  Marketing Specialist  M: +48 507 044 186  [molka@targi.krakow.pl](file:///\\fileserver.twk.lokal\shares\TwK\Symas\Symas%20wew\Imprezy%202022\SYMAS%2022\WYSTAWCY\molka@targi.krakow.pl)  Aleksandra Gołąb  Event Manager  M: +48 512 110 328  [golab@targi.krakow.pl](mailto:golab@targi.krakow.pl)  Jakub Szatan  Stand Construction Specialist  M: +48 509 157 968  [szatan@targi.krakow.pl](mailto:szatan@targi.krakow.pl) |

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| II. GENERAL CONDITIONS |

**PAYMENT**

Payment of all invoices is required before opening of the trade fair. It is possible to pay in cash or by card in Reception Desk on the trade fairs grounds. **Reception desk will be available for exhibitors from 8:00 a.m. till 8:00 p.m. on 15th October 2024.** In case of payment by bank transfer after 8th Oct 2024 one should send the confirmation of payment by email or present the confirmation during the assembly day.

**WELCOME PACKAGE**

In reception desk it is possible to receive exhibitor ID badges and parking cards. Reception desk will be open on Tuesday, **15th Oct 2024 from 8:00 a.m. to 8:00 p.m.**

* [[FIRE SAFETY INSTRUCTIONS]](https://symas.krakow.pl/storage/file/core_files/2022/11/22/9564e74cfdea04c0d9cd4210e5c6d888/Fire%20Safety%20Instructions.pdf)
* [[REGULATIONS FOR THE USE OF THE EXPO KRAKOW]](https://symas.krakow.pl/storage/file/core_files/2022/11/22/67f00e8e16cd11a75ec8a83e63a0cce7/Using%20Expo%20Krakow%20object%20regulation.pdf)
* [[REGULATIONS FOR THE USE OF PAID PARKING SPACES]](https://symas.krakow.pl/storage/file/core_files/2022/11/22/51d21b6d354081c84503bf3a3e0784b0/Using%20charged%20parking%20spots%20regulations.pdf)

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| III. PRACTICAL INFORMATION - CONSTRUCTION AND DISMANTLING TIME |

**EXTERNAL STAND COMPANIES**

* **14th Oct 2024 (Monday), from 8:00 a.m. till 8:00 p.m.**

For security purpose, a badge **is required** to have access to the halls. The access will be strictly controlled. Access to the halls will be refused to all exhibitors and their suppliers without a badge. The build-up and dismantling passes can be picked up from Mr Dariusz Partyka [M: +48 501 691 231], on Monday 14th Oct 2024.

The stand construction work should be completed by 8:00 p.m. on Monday 15th Oct 2024. Please plan the arrival and work of your team accordingly to the given times.

Questions regarding technical issues on stand assembly or utilities should be sent to Mr. Jakub Szatan, [M: +48 509 157 968, e-mail: [szatan@targi.krakow.pl](mailto:szatan@targi.krakow.pl)]. It is possi­ble to start works related to preparation of the exhibition stand earlier than on the official assembly day (13th Oct) upon consultation with Mr. Jakub Szatan the least till 22 September 2024 and payment of an additional fee.

**ASSEMBLY FOR EXHIBITORS**

* **15th Oct 2024 (Tuesday) from 8:00 a.m. till 8:00 p.m.**

The official construction time for all Exhibitors starts on Tuesday, 14th Oct 2024 at 8:00 a.m. and it should be completed the same day. Vehicles must be removed by this time in order to ensure the cleaning of the halls.

All assembly and arrangements should be done before 8:00 p.m., 15th Oct 2024, as later the exhibition center will be under control of security agency.

*Attention: Please order early any additional equipment and utilities for your booth. Orders placed on assembly days will cost 50 percent more [furniture], 100 percent more [utilities] and will only be delivered while warehouse supplies last.*

**DISMANTLING FOR EXHIBITORS**

The dismantling of your stand can be started on Thursday, 17th Oct 2024 from 3:30 p.m. - after the show has ended. It must be completed by Thursday, 17th Oct 2024 to 12:00 p.m.

*NOTE: The organizers do not allow the dismantling of the exhibition before 3:30 p.m. on Thursday, 17th October 2024.*

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| IV. DELIVERY OF HEAVY MACHINERY |

Delivery schedule should be arranged directly with the official trade fair shippers **TRANSMEBLE INTERNATIONAL LTD.,** who accepts orders for unloading services. The person who is responsible for this services is: Ms. Dominika Kubera, M: +48 504 461 044, [www.transmeble.com.pl](http://www.transmeble.com.pl) [dominika@transmeble.com.pl](mailto:dominika@transmeble.com.pl)

*Attention: Failure to deliver exhibits on agreed time may cause delay in unloading, higher service cost, or render placement of machines in the Exhibition Halls impossible.*

**LOADING OF MACHINES**

After the end of the trade fair (17th Oct 2024, 3:30 p.m.) please disconnect all the machines and exhibits form all utilities and prepare them for transportation. All machines and exhibits must be removed from the hall before 12.00 p.m. of 17th Oct 2024.  
  
The exact date of loading of machines and exhibits should be agreed with the official shipper of the fair -TRANSMEBLE INTERNATIONAL Ltd.

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| V. STAND SECURITY |

During the trade fairs, a general security will be provided within the exhibition halls. Please note that this security is not responsible for the security of each stand in particular.

Please take care of your belongings especially during the construction times. Do not store valuable materials in your cabin.

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| VI. STAY WITHIN THE FAIR GROUNDS |

For the duration of the trade fair **Exhibitors with valid exhibitor ID badges** are allowed to be on the fairground during following hours:

* Wednesday, 16th Oct 2024, from 08:00 a.m. to 05:30 p.m.
* Thursday, 17th Oct 2024, from 08:30 a.m. to 12:00 p.m.

**Visitors can enter the fairground during following hours:**

* Wednesday, 16th Oct 2024, from 09:30 a.m. to 04:30 p.m.
* Thursday, 17th Oct 2024, from 09:30 a.m. to 03:30 p.m.

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| VII. SHOW MANAGEMENT OF SYMAS ®/MAINTENANCE |

The SYMAS® / MAINTENANCE team will be available to assist you with the trade show:

* Monday 14th Oct, 2024, from 8:00 a.m. to 16:00 p.m. in the office, ground floor
* Tuesday 15th Oct, 2024, from 8:00 a.m. to 8:00 p.m. at reception desk
* Wednesday 16th Oct, 2024, from 8:00 a.m. to 5:30 p.m. at reception desk
* Thursday 17th Oct, 2024, from 8:30 a.m. to 5:30 p.m. at reception desk

*SYMAS® /MAINTENANCE Team*