



## ORGANIZATIONAL INFORMATION FOR STAND CONSTRUCTORS

Further to the forthcoming KRAKDENT 2023 Fair, you are kindly requested to familiarise yourself with the technical information provided below and to disseminate it to the team participating in the Fair.

Also we remind about obligatory fill STEP11 in EXHIBITORS SYSTEM – BUILDING COMPANY DATA and the company building the stand is required to present its design for acceptance by Technical Organization Department.

The graphic design 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 as binding by Polish legislation as well as regulations for using EXPO objects in Krakow. Additionally, it should contain a simplified diagram of the electrical installation along with a precise indication of the location of media connections.

Please be reminded that the maximum height of stands is:

- Wisła Hall: 6,5m
- Dunaj Hall: 6.5 m, except for D1-D5, D42-D58, D105-D112 where the maximum height is 4.2 m and except for P1-P5 where the maximum height is 3 m.

### TIME SCHEDULE:

|   |                             |
|---|-----------------------------|
| 27.03.2023 (Monday) from 8:00 to 20:00          | Stand's assembly            |
| 28.03.2023 (Tuesday) from 8:00 to 20:00         | Stand's assembly            |
| 29.03.2023 (Wednesday) from 8:00 to 20:00       | Assembly day for Exhibitors |
| 30.03.2023-1.04.2023 (Thursday-Friday-Saturday) | Fairs' days                 |
| 1.04.2023 (Saturday) from 17:00 to 24:00        | Stand's disassembly         |
| 02.04.2023 (Sunday) from 8:00 to 18:00          | Stand's disassembly         |

### LOCATION OF THE FAIR:

EXPO Kraków International Fair and Congress Centre; 31-586 Kraków, ul. Galicyjska 9 (one block from Centralna Street); GPS: N50° 3' 36" E20° 0' 26"

### CONSTRUCTION OF STANDS:

**Free access on assembly days: 27-28.03.2022 (Monday-Tuesday), from 8:00 to 20:00.**

We can provide you with access to the exhibition hall prior to the aforementioned assembly days starting from 24th March 2023 between 8:00 and 18:00. The cost of early assembly is: PLN 1250/day NET. This fee needs to be paid prior to the arrival of the assembly team at the premises of the Expo Kraków (at the latest 20th March 2023). **Assembly companies can make orders on their own account by going to <https://krakdent.exposupport.pl/en-us/login>, then logging in as an exhibitor and using the „orders for stand construction companies” block.**

Please note that the assembly work related to the construction of stands needs to be completed on 28th March 2023 (Tuesday) by 20:00, so therefore you are requested to schedule your trip and the preparatory



work of your team accordingly. 29th March 2023 (Wednesday) is the assembly day for Exhibitors purposed for stand arrangement and exhibit assembly.

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 move about the trade fair premises only by presenting their trade fair IDs, which will be issued on the day of your arrival by Mr Dariusz Partyka, Hall Manager (mob. +48 501-691-231).

#### **URGENT!**

Access to the exhibition hall will be implemented upon approval of the graphic design and technical documentation of the Technical Organization Department. Furthermore, you are also requested to place the stand number in a visible place.

#### **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 (specimen declaration is enclosed and on the KRAKDENT® 2023 trade fair website <https://krakdent.pl/gb/for-exhibitors/krakdent-and-expo-krakow-regulations.html>). 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).



**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:**

**1st April 2023 on Saturday from 17:00 to 24:00 and on Sunday 2nd April 2023 from 8:00 to 18:00.**

Please contact the Technical Organisation Department if you need to dismantle outside the schedule.

Transportation vans and trucks of the companies building up stands will be allowed into the premises of EXPO Kraków on 1st April 2023 (Saturday) not earlier than at 19:00.

Kind regards  
Mateusz Kania  
Head of Technical Department