



ORGANIZATIONAL INFORMATION FOR EXHIBITORS

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

EXHIBITION DATE:

11-13.04.2024

LOCATION OF THE EXHIBITION:

Targi w Krakowie sp. z o.o.

EXPO Kraków International Fair and Congress Centre

31-586 Kraków, ul. Galicyjska 9

GPS: N50° 3' 36" E20° 0' 26"

CONSTRUCTION OF STANDS – concerning orders of exhibition space (without standard booth):

Free access on assembly days: 8-9.04.2024 (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 6.04.2024 between 8:00 and 20:00. The cost of early assembly is: PLN 1250/day + VAT. This fee needs to be paid prior to the arrival of the assembly team at the premises of the Expo Kraków. Transfer confirmation should be sent to: simon@targi.krakow.pl.

After arriving at the hall, stand construction team should contact Hall Manager – Mr. Dariusz Partyka (tel. +48 501 691 231) in order to get assembly badges. It is forbidden to work on the exhibition hall without a badge.

Please note that the assembly work related to the construction of stands needs to be completed on 9.04.2024 (Tuesday) by 20:00, so therefore you are requested to schedule your trip and the preparatory work of your team accordingly. **Please remember about stand number – it should be fixed in a visible place.**

ASSEMBLY OF EXHIBITS (for exhibitors):

Assembly day: 10.04.2024 (Wednesday) from 8:00 to 20:00

Any and all assembly work needs to be completed on 10.04.2024 (Wednesday) by 20:00. As from 20:00, the security agency takes full control over the exhibition facility. In case of failure to complete the assembly work by 20:00, after Fair Manager confirmation there is an option to extend assembly time. Cost of the first and second extra hour started is 750 PLN + 23%VAT and each additional hour is 1000 PLN +23% VAT.

FAIR DAYS:

Hours when access to the facility is provided to exhibitors during the fair days:

11.04.2024 (Thursday) from 8:00 to 18:00

12.04.2024 (Friday) from 9:00 to 19:00

13.04.2024 (Saturday) from 9:00 to 17:00

Please note that EXPO Krakow is open on Thursday from 8am, and on Friday and Saturday only from 9am!

At least one representative of your company needs to be at the stand from the moment of opening the hall to exhibitors until the moment it is closed (Saturday is an exception – disassembly of stands).

Opening hours for visitors:

11.04.2024 (Thursday) from **10:00 to 17:00**

12.04.2024 (Friday) from **10:00 to 18:00**

13.04.2024 (Saturday) from **10:00 to 17:00**

Please, respect the visitors – **on the last day of the Fair, i.e. 13th April 2024 (Saturday), the Fair will be open until 17:00 and pursuant to the Fair Rules, you are not allowed to leave the stands earlier!**

DISASSEMBLY OF STANDS AND EXHIBITS:

13.04.2024 (Saturday) from 17:00 until 24:00

14.04.2024 (Sunday) from 08:00 until 16:00

In case of complicated disassembly or disassembly beyond the schedule of works, please contact the Manager of the EXPO Krakow Hall - Mr. Dariusz Partyka, tel. +48 501 691 231.

Transportation vans and trucks of the companies building up stands will be allowed into the premises of EXPO Kraków on 13th April 2024 (Saturday) not earlier than at 19:00.

PAYMENT TERMS:

A pre-condition for taking a stand at the Fair is full payment of the fee for participation in the Fair by **2.04.2024 at the latest**. This may be paid in cash or by credit card on site at the reception on the assembly day (10.04.2024) – if you prefer to pay on the spot, **please let us know in advance**.

Pro forma invoice(s) for the outstanding amount to be paid for any orders will be issued and available in your panel and you will receive a system notification by email by 26.03.2024.

If the transfer from your side requires a longer lead time - please contact me by email - we will issue a pro forma invoice at an earlier date.

In case you make the wire transfer after **2.04.2024** or **make the payment from a foreign bank account**, please send a scan of confirmation of the wire transfer by e-mail or present it on site at the reception.

Final invoice: will be available to download in exhibitors panel from 17.04.2024

Additional orders made on the stand takeover date by the Exhibitor (i.e. on one of the two assembly days):

1. for build-up space (exhibition space with a booth):

- orders for extra furniture will be processed only if we have materials available and they are 50% more expensive than in the basic pricelist.

2. for exhibition space:

- orders for extra furniture will be processed only if we have materials available and they are 50% more expensive than in the basic pricelist.
- orders for electricity, water, compressed air will be processed if available and they will be 100% more expensive than in basic pricelist.

Note! Any order submitted during the Fair is payable on site solely by cash or credit card on the spot. It is not possible to make payment by wire transfer during the Fair and after the Fair.

ID BADGES, PARKING PERMITS:

On the assembly day for Exhibitors, you will receive personal ID badges, parking card and confirmed invitations for the banquet **from the reception desk**.

We will send additional organisational information concerning the banquet by e-mail.

Additional badges, will be available for purchase on site at the reception (payable on site by cash or credit card).

Please leave ID badges for persons arriving late at the Fair reception desk in order to prevent any problems with entering the premises of the EXPO.

NOTE! You will receive ID badges and parking card on site, we do not send them by postal service!

DISTRIBUTION DURING THE FAIR

Note: The exhibitor may distribute advertising leaflets outside of their stand solely upon an additional fee of PLN 500 + VAT (you can also order hostesses only by email). Order by email.

Companies that have ordered distribution of leaflets among the Krakdent-edu participants (circulation: 1000 pieces) and/or Dental Spaghetti Congress (circulation: 300 pieces) should submit the leaflets no later than by **5.04.2024** to the address of the office of Targi w Krakowie (TwK). Please, provide the name of the company and write:

DYSTRYBUCJA ULOTEK KRAKIDENT-EDU and/or DENTAL SPAGHETTI.

Address: Targi w Krakowie Sp. z o.o.

Beata Simon

Galiczyńska 9 Street

31-586 Kraków, Poland

SEMINAR ROOMS

The seminar rooms ordered by the companies are available only during the established hours. There are 15-minute breaks between lectures and this is the time to prepare the room for the next training session. **Standard Wiedeń room, Budapest room and Lwów room equipment:** audio equipment, a wireless microphone (1 piece), a projector and a screen. Let us remind you that orders for additional equipment in rooms assembled during the Fair will be executed if possible.

Visitors need to purchase an admission ticket to the Fair or to have an registration voucher to the Fair in order to gain access to a seminar room for any paid training sessions that you will organise; please be reminded that you as organiser of a training session are obliged to notify the participants about the ticket/registration requirement.

Companies who rent a seminar room only during the Fair receive 2 free-of-charge ID badges authorising them to move around the Fair on all days and also badge for speaker and 1 parking card.

Additional badges must be ordered by email. It is not possible to purchase additional parking passes. If you arrive only on trade show days, please approach the Reception Desk in the EXPO lobby for instructions on how to pick up trade show materials.

If you have any questions concerning your rented seminar room, please contact Ms Magdalena Wojtoń: wojton@targi.krakow.pl.

PA SYSTEM AT STANDS

The maximum noise level at the stand must not exceed 55dB. Speaker columns should not be aimed towards passageways and neighbouring stands. If a participant expects that noise intensity may exceed the level of 55dB, they should build or have a building contractor built a sealed stand enclosure made of sound absorbing materials. TwK will measure the noise level intensity in passageways next to the controlled stand. If the allowed noise level is found to have been exceeded, TwK reserves the right to interrupt the presentation, which includes cutting power to the stand. In such case, the participant has no right to claim damages from TwK for the losses incurred or to demand reduced rent for the exhibition space and the power connection provided.

FACILITY SECURITY:

10/11.04.2024 (Wednesday/Thursday) from 20:00 to 08:00

11/12.04.2024 (Thursday/Friday) from 18:00 to 09:00

12/13.04.2024 (Friday/Saturday) from 19:00 to 09:00

At least 1 Exhibitor's representative must be present from the opening of the exhibition hall for Exhibitors until the closing of the hall. Exhibition hall security is provided only during the above hours. During the remaining hours, the Exhibitor is responsible for the items left at the booth. At the same time, we would like to inform you that according to the regulations, insurance of the exhibits at the stand is the responsibility of the Exhibitor. There is an option to order additional, individual security for the stand on the assembly days and the Fair days - cost: PLN 400 / for 4 hours / person + VAT. Order by email only.

COURIERS AND SHIPMENTS

Companies sending their materials to the stand by courier or postal services are obliged to **collect these materials in person**. Please, mark the company name that it is related to, the stand number at the Fair and contact person number on the shipment. **A representative of a given company needs to be present on the stand at the moment of arrival of the courier in order to collect the materials** (TwK employees do not collect shipments).

On 11-13.04.2024, during the hours the facility is available to Exhibitors, delivery of goods and courier shipments to the stand will be possible only through the Unloading Area.

UNLOADING-LOADING SERVICES, DEPOSITING, STORAGE OF EMPTY PACKAGINGS:

TRANSMEBLE INTERNATIONAL Sp. z o.o. is the official forwarder of the KRAKDENT Fair; they accept orders for air, road and sea forwarding services, customs handling, unloading services, loading services and storage of empty packaging during the Fair.

PLEASE NOTE! Please, arrange the unloading time directly with TRANSMEBLE. Exceeding the negotiated time of the delivery of exhibits may result in a longer waiting time for unloading and higher costs for the service, sometimes making it impossible to bring some exhibits into the showroom.

Contact person: Dominika Kubera, email: dominika@transmeble.com.pl,
mobile: (+48) 504 461 044

Restaurants and bistro at the venue:

- Galicja Restaurant at the 1st floor in the lobby
- Dento Café in Wisła Hall and in Dunaj Hall

WIFI: free WIFI available only in the lobby, network name: TWK_LOBBY, password: TargiKrakow

ATM: ATM available next to main EXPO entrance

OTHER COMMENTS:

Smoking is strictly prohibited within the EXPO Kraków facility.

There is low temperature in the halls on the assembly days.

For your information: online invitations for free registration for your customers have been sent to you via email - take advantage of this promotional opportunity.

We look forward to seeing you at the Fair.

Sincere regards,



Beata Simon
Project Manager