

# SEMINAR ROOM RESERVATION TERMS & CONDITIONS

1. **In order to book a seminar room**, send a completed booking form via the online booking system before 30.11.2025.

2. **The date is booked** once the Organizer has confirmed the request.

3. **All matters concerning seminar rooms** are agreed upon between the Organizer and the booking party via e-mail. Information conveyed over the phone shall not be considered binding.

4. **Rooms** can be booked for periods of 45 minutes.

5. **The fee for medium and large rooms includes:** the sound system (including 1 wireless microphone), a screen, a projector, a laser pointer, table(s), chairs, heating/air-conditioning and the publication of the training in our distribution channels (item 10).

6. **The fee for workshop rooms includes:** a screen, projector, laser pointer, table(s), chairs, heating/air-conditioning and the publication of the training in our distribution channels (item 10). No sound system is available due to the small size of the room.

7. **Detailed information about the lecture should be sent to:** [wojton@targi.krakow.pl](mailto:wojton@targi.krakow.pl) by 15.01.2026; otherwise, we cannot guarantee the publication of the training/presentation in the printed organizer materials.

**Obligatory information:** training title, first and last name of the facilitator, academic title, name of company-organizer, information on signing up/fees, contact details. The Renter takes full responsibility for the correctness of submitted data, including the data of potential co-organizers and sponsors. If a logotype needs to be used, the Renter shall sign the "Trademark Permission" document.

8. The preferred **arrangement of the room (amphitheatre/schoolroom)** should be specified while booking. Changing the room setting a week before the date of the training is possible only if the staff has sufficient time and equipment and involves an additional charge of 500 PLN net per/room added to the order.

PLEASE NOTE: changing from the amphitheatre to the schoolroom arrangement will cause a significant reduction in the number of available seats (by c. 50%).

9. **Additional, non-standard equipment and catering:** to be discussed with the Organizer before the event.

10. **Publishing information on lectures and trainings:** on the website of the organizer under the "Company trainings and lectures" tab, in the agenda of the trade fair, on information boards and in the printed organizer materials.

11. **Technical requirements:**

- all files and presentations should be saved in a 16:9 format.
- the seminar rooms are fitted with HDMI and VGA inputs. For computers with other connection types, please provide appropriate adapters.

12. **Technical support staff:** is available throughout the day to address any problems arising with AV equipment in the seminar rooms. Please note: technical staff does not run the equipment or configure presentation software (applies to computers not provided by the organizer)

13. **Badges for lecturers and parking cards:** the rental service includes badges for all lecturers and 2 extra badges for the company-organizer. Additional badges may be ordered through the online booking system. The number of parking cards depends on the size of the Renter's stand (up to 50 m<sup>2</sup> – 1 card, up to 100 m<sup>2</sup> – 2 cards, up to 150 m<sup>2</sup> – 3 cards). Companies not exhibiting at the trade show are entitled to 1 parking card.

14. **Consecutive/simultaneous interpreting:** it is up to the renter to hire and cover the costs of interpreting services. Simultaneous interpreting is possible only provided that the room is booked for a whole day. The need for interpreting services must be notified to the Organizer beforehand.

15. **The Client is obliged to stay within the stated lecture time.** An extra fee equal to 50% of the 45-minute fee is charged if the lecture is extended by 10 minutes without prior approval from the organizer. If the lecture is extended by 20 minutes without prior approval from the organizer, an extra fee equal to 100% of the 45-minute fee is charged. The client is obliged to pay the extra fee on the same day that the lecture is extended. Organizer is not responsible for things left in the seminar room after the booking time is over.

16. **If the lecture charges an admission fee, the client should:**

- notify the Organizer of this fact by 15.01.2026.
- inform his participants that they still need to online register or purchase an entry ticket to the fair (PLN 40 gross/day). The admission fee charged by the client does not exempt participants from purchasing an entry ticket.

17. **Payment for rooms and extra equipment:**

- 50% advance payment by 3 days from the date online application
- the remaining amount by 08.04.2026

Payment should be made to the bank account of Targi w Krakowie Sp. z o.o. upon receipt of the pro-forma invoice:

**Alior Bank S.A.**

**91 2490 0005 0000 4530 0045 9582**

18. **In the event of cancellation** after 15.01.2026, the advance payment is forfeited.

19. **Any other arrangements** considering seminar room booking are to be made in written and has to be confirmed by Organizer.