

## BUSINESS EXPO TRADE FAIR 2017, FEATURING SERVICES AND PRODUCTS FOR SMALL AND MEDIUM-SIZED ENTERPRISES

**BUSINESS EXPO FAIR date:** October 18th-20th, 2017

**Venue:** The International Conference Centre in Katowice

The trade fair is the accompanying event of  
the European Congress of Small and Medium-Sized Enterprises in Katowice

[www.ekmsp.eu/en](http://www.ekmsp.eu/en)

### Organizer



**The Regional Chamber of  
Commerce and Industry  
in Katowice**  
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rig@rig.katowice.pl  
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### Strategic partner of the Fair



*Eurobusiness - Haller*

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### Partner of the Fair



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### STEP 1:

#### APPLICATION - AGREEMENT CONCERNING THE PARTICIPATION IN BUSINESS EXPO FAIR 2017

Exhibitor (company's full name)			
Branch*			
Contact agent (full name)			
Function		Phone number	
Contact number		E-mail:	

\* see the list of branches - choose the appropriate one

INVOICING PARTICULARS			
Company's full name			
Postal code		Town	
Country		Street name, street number	
NIP [Taxpayer Identification Number]			
Number and place of entry in the court register or the register of business activity			
Landline phone number		Mobile	
Fax		E-mail	

## STEP 2:

### OPTION 1: Ordering of a ready-made stand with equipment

ORDERING OF A READY-MADE EXHIBITION STAND WITH EQUIPMENT*		
EQUIPMENT	NET PRICE	I ORDER (insert x)
6 m <sup>2</sup> - exhibition area, development of internal walls in white colour, straight counter, a table, 2 chairs, a wastebasket, inscription on the fascia board over the stand (1 running metre), grey carpet flooring within the area of the stand, lighting(150W) 1piece/3 m <sup>2</sup> , electric socket 230V/1 kW, cleaning	3030 PLN	
9 m <sup>2</sup> - exhibition area, development of internal walls in white colour, straight counter, a table, 2 chairs, a wastebasket, inscription on the fascia board over the stand (1 running metre), grey carpet flooring within the area of the stand, lighting(150W) 1piece/3 m <sup>2</sup> , electric socket 230V/1 kW, cleaning	4410 PLN	
12 m <sup>2</sup> - exhibition area, development of internal walls in white colour, straight counter, a table, 2 chairs, a wastebasket, inscription on the fascia board over the stand (1 running metre), grey carpet flooring within the area of the stand, lockable backup facilities, lighting(150W) 1piece/3 m <sup>2</sup> , electric socket 230V/1 kW, cleaning	5985 PLN	

\* See visualization of a ready-made stand.

## OPTION 2: Ordering of a non-standard stand

### A. ORDERING OF EXHIBITION AREA FOR THE STAND

TYPE OF AREA	net PRICE in PLN/1m <sup>2</sup>	NUMBER of m <sup>2</sup>	width x depth (m)	net VALUE in PLN
Purchase of undeveloped exhibition area	350 PLN			

Notice! The price of the area does not include the stand, the equipment and the connection utilities.

### B. ORDERING OF EXHIBITION STAND

Possible after ordering of exhibition area

TYPE	Net PRICE PLN/1m <sup>2</sup>	NUMBER of m <sup>2</sup>	net VALUE in PLN
<b>STANDARD OCTAGONAL FRAME DEVELOPMENT INCLUDES:</b> <ul style="list-style-type: none"> <li>internal walls in white colour,</li> <li>grey carpet flooring within the area of the stand,</li> <li>Lighting (150 W) 1 piece/3m<sup>2</sup></li> <li>electric socket 1 piece - 230V/1 kW,</li> <li>Inscription on the fascia board without graphics (1 running metre)</li> </ul>	90 PLN		
NON-STANDARD DEVELOPMENT in accordance with individual settlements	INDIVIDUAL QUOTATION		

### C. SELECTED, ADDITIONAL ELEMENTS OF OCTA-DEVELOPMENT AND FURNITURE

NAME OF AN ELEMENT	UNIT	UNIT PRICE in PLN	NUMBER	net VALUE in PLN
Carpet flooring (additional)	m <sup>2</sup>	35		
Partition wall / backup facility (100x250 cm)	pcs.	45		
Folding door system/full	pcs.	100		
Curtain - width of 1 running metre	pcs.	35		
100 x 25 cm shelving system in the backup facility	pcs.	35		

100 x 50 cm frame shelf with load capacity of up to 20 kg		pcs.	45		
H 40; 60; 80 Platform or 100 cm	50 x 50 cm	pcs.	55		
	50 x 150 cm	pcs.	65		
H 100 cm counter system - 100x50 with a shelf		pcs.	80		
Curved counter system		pcs.	100		
Glass showcase 50 x 100 cm	With 2 shelves	pcs.	195		
	With 3 shelves	pcs.	205		
Furniture	regular table	pcs.	45		
	bar table	pcs.	55		
	upholstered chair	pcs.	35		
	PEDRALI chair	pcs.	45		
	bar stool	pcs.	45		
	Wastebasket & clothes hanger	full set	25		
TV including assembly		pcs.	550		
TV- assembly of the customer's equipment		pcs.	350		
Lighting - halogen lights 150W		pcs.	40		
Electric sockets - 230 V		pcs.	40		
Graphic Design including assembly	Fascia board with flat, foil logo	running metres	90		
	Foil inscriptions	running metres	50		
	Large-format printout including assembly	m <sup>2</sup>	70		
	Colour foiling of walls	m <sup>2</sup>	40		
<b>TOTAL NET VALUE:</b>					

D. ADD-INS			
Supply of 230V/1 kW electricity to the undeveloped area		300	
Supply of 400V/16A electric socket to the undeveloped area		500	
Cleaning of the stand - everyday vacuum-cleaning, emptying the wastebasket	m <sup>2</sup>	20	
<b>TOTAL NET VALUE:</b>			

**Notice:** All prices are provided in net value. 23% of VAT shall be added to the above mentioned prices.

E. ADDITIONAL INFORMATION	
List of all electrical equipment used in the stand	

### STEP 3:

INSCRIPTION ON THE FASCIA BOARD

### STEP 4:

EXHIBITOR PARTICULARS TO BE INCLUDED IN THE ENTRY	
Company's name	
Contact details	
One sentence concerning the subject of performed business activity	

**STEP 5:**

**EXHIBITOR'S REGISTRATION FEE**

starting 1st July 2017	400 PLN
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1. Upon submission of Application for participation in Business Expo Fair, 50% of the amount resulting from application should be paid. The remaining part of commitments shall be paid until 18th September 2017. The above prices are represented in net values, to which 23% of VAT should be added.
2. In the event of making corrections in the Application form, each change should be submitted in writing, on a relevant ordering form.
3. The condition of providing an exhibition stand for the Exhibitor during the Fair is the submission of all filled-in Application form and making 100% payment of commitments arising from the ordering form.
4. Account number, to which payments shall be made: 87 1240 1330 1111 0010 7010 3963, the Regional Chamber of Commerce and Industry in Katowice (Regionalna Izba Gospodarcza w Katowicach), ul. Opolska 15, 40-084 Katowice, labelled BUSINESS EXPO FAIR (Targi Biznes Expo).
5. The Exhibitor is obliged to submit detailed technical data concerning the stand, until 18th September 2017.

**STEP 6:**

**CO-EXHIBITOR'S REGISTRATION FEE**

**CO-EXHIBITOR**

starting 1st July 2017: 400 PLN x ..... (number of companies) = .....PLN

CO-EXHIBITOR  
(company's full name/country)

**STEP 7:**

**SUMMARY**

OPTION 1: Ordering of a ready-made stand with equipment	
OPTION 2: A. Ordering of exhibition area for the stand	
B. Ordering of exhibition stand-development	
C. Selected, additional elements of octa-development and furniture	
D. Add-ins	
Exhibitor's registration fee	
Co-exhibitor's registration fee	
Net VALUE of the order	



x 23% VAT		
<b>Total amount payable</b>		
<p>We hereby authorize the Regional Chamber of Commerce and Industry in Katowice to issue a VAT invoice, without our signature.</p> <p>I undertake to pay the amounts due, by a bank transfer to the account no: 87 1240 1330 1111 0010 7010 3963,</p> <p>The Regional Chamber of Commerce and Industry in Katowice, ul. Opolska 15, 40-084 Katowice, labelled BUSINESS EXPO FAIR.</p> <p>until: I instalment - 50% of the gross value payable on registration of participation, II instalment - the remaining part of the gross value payable until 18th September 2017.</p> <p>The prices of development and elements of equipment may be increased for orders executed: * after 18th September 2017 by 50% of the value * during mounting and during the Fair by 100% of the value</p> <p>I hereby represent that I have read the Terms and Regulations for participation in the Business Expo Fair 2017 and I accept its conditions.</p>		
DATE	COMPANY SEAL	LEGIBLE SIGNATURE OF AN AUTHORIZED PERSON