



# INTERNATIONAL CONFERENCE & EXHIBITION

## ● OIL - GAS ● CHEMISTRY 2015

16<sup>th</sup> & 17<sup>th</sup> September 2015, Copernicus Science Centre, 20 Wyrbrzeże Kościuszkowskie st., Warsaw

Organizer: Zarząd Targów Warszawskich S.A., 02-566 Warsaw, 12a, Puławska Str., Poland; tel.: (48 22) 849 60 06; fax: (48 22) 849 35 84; e-mail: naftaigaz@ztw.pl; www.naftaigaz.ztw.pl

**We order the following services – to be sent till 31st August 2015**

### I. PARTICIPATION IN THE CONFERENCE

OIL&GAS 2015, 16<sup>TH</sup> AND 17<sup>TH</sup> SEPTEMBER 2015

CHEMISTRY 2015, 16<sup>TH</sup> SEPTEMBER 2015

Mr / Mrs / Ms: ..... Job title: .....

Mr / Mrs / Ms: ..... Job title: .....

Mr / Mrs / Ms: ..... Job title: .....

Company / Organization: .....

Address: .....

Country: ..... Postal Code: .....

Tel.: ..... Fax: .....

E-mail: ..... VAT No.: .....

### PARTICIPANT FEE

• Participant fee OIL&GAS 2015, 16th and 17th September 2015  EUR 650 x .....EUR .....

• Participant fee CHEMISTRY 2015, 16th September 2015  EUR 325 x .....EUR .....

### Delegate registration includes

Participation in selected conference with lunch and coffee breaks

Gala Dinner

Copy of the conference proceedings

### II. STAND 16th and 17th September 2015

• indoor exhibition space .....sq.m x 120 EUR/sq.m = EUR .....

• standard stand construction (min. 4 sq.m). .....sq.m x 33 EUR/sq.m = EUR .....

### III. ADVERTISING RATES IN CONFERENCE PROCEEDINGS

• One full page  Colour EUR 600 .....EUR .....

• Cover – II, III  Colour EUR 1000 .....EUR .....

• Cover – IV  Colour EUR 1250 .....EUR .....

**TOTAL: .....EUR .....**

### IV. OTHER FORMS OF PARTICIPATION

Company Presentation up to 10 minutes .....EUR 1225 .....EUR .....

Speaker .....EUR 875 .....EUR .....

• Above costs are exclusive of VAT - VAT will be added to prices if applicable

### V. We are interested in other form of promotion YES NO

Please contact me to discuss the detailed offer

### PAYMENT PROCEDURE

INVOICE Please invoice me/my company/organization

Bank Transfer: Zarząd Targów Warszawskich S.A., Bank PEKAO SA; SWIFT: PKOPPLPH No: 15124062181978000046183619

### CANCELLATION

If you are unable to attend you can send a colleague in your place by contacting the organizers. The application is non-cancelable by the applicant. Applicant further acknowledges that the Organizers, having incurred expenses as a result of the contract, are not required to refund any of the fee and that Organizers are also entitled to any unpaid amounts that may be owing by the Applicant.

I/we hereby confirm our participation at the Conference/Exhibition Oil - Gas - Chemistry 2015 on 16<sup>th</sup> & 17<sup>th</sup> September 2015 in Copernicus Science Centre, 20 Wyrbrzeże Kościuszkowskie st., Warsaw

I/we confirm that I/we have read and accept organizer's cancellation policy and condition of participation. Payment must be received before the event till August 31<sup>st</sup> 2015.

I agree to the processing of personal data for promotional and marketing purposes of Zarząd Targów Warszawskich SA and entities cooperating with it in accordance with the Personal Data Protection Act of 29th August 1997.

I agree to receive - to my e-mail account mentioned above - any commercial information sent by Zarząd Targów Warszawskich SA and cooperating entities in accordance with Act of 18th July 2002

Personal Data Administrator is Zarząd Targów Warszawskich SA with its registered office in Warsaw 02-566, ul. Puławska 12a/3. Personal data are submitted voluntarily for purposes related to the mails sent with information on the events organized by Zarząd Targów Warszawskich SA and may, with the prior consent, be used to carry out the marketing of products and services of cooperating entities. Personal data can be made available to entities authorized by law. We inform you about your right of access to the content of the personal data transferred and the possibility of correcting them.

I AGREE TO THE BOOKING CONDITIONS ..... AUTHORISED SIGNATURE: .....

MR / MRS / MS: ..... DATE: .....

Application to be sent to Zarząd Targów Warszawskich SA till 31st August 2015



# INTERNATIONAL CONFERENCE & EXHIBITION

## ● OIL - GAS ● CHEMISTRY 2015

16 & 17 September 2015, Copernicus Science Centre, 20 Wybrzeże Kościuszkowskie st., Warsaw

Zarząd Targów Warszawskich S.A., 02-566 Warsaw, 12a, Puławska Str., Poland, tel.: (48 22) 849 60 06; fax: (48 22) 849 35 84; e-mail: ztw@ztw.pl, www.naftaigaz.ztw.pl

We order the following services – to be sent till 31st August 2015

**COPY B**

Company name: .....

Contact person: m/f .....

Street: ..... City: ..... Country: .....

Telephone: ..... Fax: .....

E-mail: ..... Website: .....

VAT No: .....

The above confirms to participate in OIL - GAS - CHEMISTRY 2015 - Poland, Warsaw between **16th and 17th September 2015**

### Electric power supply :

0,1 – 3,0 kW 1 x 16 A 130 EUR

3,1 – 9,0 kW 3 x 16 A 195 EUR

9,1 – 14 kW 3 x 25 A 235 EUR

Over 14 kW price to be negotiated

### ADDITIONAL SERVICES

Items	Unit price in EUR	Amount	Items	Unit price in EUR	Amount
Table	15		Folding door	30	
Soft chair	6		Shelves (1 piece)	8	
Armchair	10		Telephone installation	28	
Kitchen cupboard	17		Internet installation	270	
Cupboard	24		Water installation	295	
Refrigerator	60		Sink installation	50	
Podiums for exhibit: P50 100 x 100 x 50 cm	25		Designing and making advertisement billboard per (1 sq.m)	150	
P50a 100 x 50 x 50 cm	25		Area for billboard (out of rented stand) (1 sq.m)	90	
P70 100 x 100 x 70 cm	25		Floor covering (1 sq.m)	15	
P70a 100 x 50 x 70 cm	25		Additional spotlight (for shell scheme only)	6	
P100a 100 x 50 x 100 cm	34		Additional socket (for shell scheme only)	2	
Small showcase: G100 100 x 100 x 100 cm	85		1 trade mark in color on the fascia board (Corel Draw 8, 9 format PC or TIFF, JPG, AI in format PC please forward by e-mail to wierzba@ztw.pl)	60	
G100a 100 x 50 x 100 cm	85		Interpreter (min. 3 hours) (1 hour)	32	
Tall showcase W250 100 x 100 x 250 cm	125		Hostess (1 hour)	8	
W250a 100 x 50 x 250 cm	125				
Information desk: L100 100 x 50 x 100 cm	31				
Curved information desk	30				

### VALUE OF THE ORDER (EURO):

### TERMS OF PAYMENT:

We accept the following terms of payment:

1. The total contract value paid within 7 days of making out the order.
2. Payment should be made in accordance with pro-forma invoices issued by Zarząd Targów Warszawskich S.A.
3. VAT invoice will be issued by Zarząd Targów Warszawskich S.A. within 7 days from crediting the account
4. The exhibitor shall pay the costs of bank transfer.

Other terms of payment, in case of canceling our order, we accept according to the enclosed conditions of participation.

VAT to be added to prices if applicable.

We order a/m mentioned services and accept the conditions of offer/conditions of participation of Zarząd Targów Warszawskich S.A.

Bank PEKAO; SA SWIFT: PKOPPLPW; IBAN: PL15124062181978000046183619

I agree to the processing of personal data for promotional and marketing purposes of Zarząd Targów Warszawskich S.A. and entities cooperating with it in accordance with the Personal Data Protection Act of 29th August 1997.

I agree to receive - to my e-mail account mentioned above - any commercial information sent by Zarząd Targów Warszawskich S.A. and cooperating entities in accordance with Act of 18th July 2002

Personal Data Administrator is Zarząd Targów Warszawskich S.A. with its registered office in Warsaw 02-566, ul. Puławska 12a/3. Personal data are submitted voluntarily for purposes related to the mails sent with information on the events organized by Zarząd Targów Warszawskich S.A. and may, with the prior consent, be used to carry out the marketing of products and services of cooperating entities. Personal data can be made available to entities authorized by law. We inform you about your right of access to the content of the personal data transferred and the possibility of correcting them.

Place: ..... Date: .....

Company stamp: ..... Signature of a person responsible for representing an exhibitor: .....

**APPLICATION TO BE SENT to: Zarząd Targów Warszawskich S.A. till 31<sup>st</sup> August, 2015**

## GENERAL TERMS OF PARTICIPATION

### Organizer:

Zarząd Targów Warszawskich S.A.  
12A/3 Puławska Str., 02-566 Warsaw, Poland  
Phone: (48 22) 849 60 06  
Fax: (48 22) 849 35 84  
Chairman of the Board: Grażyna Ewa Karłowska  
Regional Court for the capital city of Warsaw, KRS 126894;  
NIP 526 021 17 13  
Stock Capital 500.000 PLN

### Location

Copernicus Science Centre,  
20 Wyrbrzeże Kościuszkowskie st., Warsaw

### Date and opening hours

September 16th & 17th 2015

Opening hours:

from 9.30 a.m. to 4 p.m.

### Services:

- Indoor exhibition area - (see copy A). The price does not cover any building or technical services
- Construction of standard stand in Octanorm (see copy A).
  - white walls 250 cm high
  - fascia board with exhibitor's name in black
  - power supply up to 3 kW
  - 1 electrical socket per each 15 sq m
  - 1 spot light per each 5 sq m
  - 1 round table, 4 chairs, 1 information desk
  - floor covering
- Construction of individual shell according to specific design stand unit - price to be negotiated.
- The following services are offered to all exhibitors with no extra charge:
  - marketing services, mailing invitation cards to large groups of firms and institutions from the sector
  - public relations, creation of a good atmosphere for trade industrial activity, contacting representatives of various media
  - daily cleaning of the stand.
- At the exhibitors' special request (additional payment)
  - interpreter and hostess services
  - exhibition furniture rental
  - additional electrical installation
  - additional graphic works
  - refrigerator rental
  - telephone installation
  - water installation
  - additional technical works and equipment
  - floor covering rental
  - electric power over 3 KW

## GENERAL TERMS OF PARTICIPATION

### § 1. STAND

- The exhibitor's stand is situated according to construction design of the exhibition area, the organisational/technical conditions governing the site of the exhibition, and exhibitor's possible wishes which Zarząd Targów Warszawskich S.A. will strive to accommodate when possible.
- Zarząd Targów Warszawskich S.A. reserves itself the right to modify the location and/or exhibition area ordered by the exhibitor, when organisational and technical/designing considerations hamper the fulfillment of exhibitor's wishes excluding the rights of compensation.
- Exhibitors will receive in due time detailed information, including the division of exhibition area.

### § 2. DISPLAYED EXHIBITS

- The exhibitors are obliged to deliver exhibits and auxiliary materials to the site of the event and to take them back after the termination of the event at the time agreed upon with Zarząd Targów Warszawskich S.A.
- At exhibitor's request the speeditor may hire auxiliary and technical staff for the unpacking and packing of exhibits and other exhibition materials.

### § 3. TRANSPORT AND FORWARDING

- Transportation, unloading, unpacking, assembling, dismantling, packing and loading of exhibits and other exhibition materials (loco stand) is carried out by the exhibitor at his own risk.
- Zarząd Targów Warszawskich S.A. is not enforced to settle any matters connected with forwarding.

The official exhibitor forwarders are:

- C.Hartwig Gdynia S.A. - Branch Warsaw  
Expo Services Team  
Al. Jerozolimskie 212a  
02-486 Warszawa  
tel.: (4822) 609 18 95, (4822) 609 18 86,  
(4822) 886 90 57  
fax: (4822) 609 19 00  
e-mail: expo@chg.pl
- Zarząd Targów Warszawskich S.A. does not offer storage services.

### § 4. COMPLETION OF THE ORDER

- Sending an order (copy A and B) is equivalent to signing a contract on taking part in the exhibition and on additional services, on the terms specified in the present offer. Orders may be sent by e-mail (scan of an order) or by fax.
- Zarząd Targów Warszawskich S.A. reserves the right to withdraw from the contract for important reasons, including economic ones, no later than 4 weeks before the exhibition's starting date, in which case the exhibitor will not be entitled to claim for any damages.

### § 5. PAYMENT TERMS

- Exhibitors are obliged to pay a deposit as security for Zarząd Targów Warszawskich S.A. claims, in the amount of 45% of the contract

value, within 7 days of making out the order, and to deliver proof of payment.

- The deposit specified in section 1 will be counted as part of the fees during the final settlement.
- The remainder of the amount due, i.e. 55% of the contract value, is payable not later than 30 days before the exhibition's starting date.
- Payment should be made in accordance with pro-forma invoices issued by Zarząd Targów Warszawskich S.A.
- VAT invoice will be issued by Zarząd Targów Warszawskich S.A. within 7 days from crediting the account.
- The costs of additional services ordered by the exhibitor during the event are payable upon placing the order.
- Claims of any kind do not exempt the exhibitor from prompt payment. Zarząd Targów Warszawskich S.A. reserves the right to adjust prices upon a complete analysis of the costs of subcontractors, in which case exhibitors have the right to withdraw from the contract within 3 days of receiving information on the price adjustment.

### § 6. CANCELLATION OF PARTICIPATION

#### - WITHDRAWAL FROM THE CONTRACT

- If an exhibitor withdraws from the contract before the time specified in § 17 i.e. before 31.08.2015, that exhibitor has the right to complete (100%) reimbursement of the amount paid to the account of Zarząd Targów Warszawskich S.A.
- If an exhibitor who has paid a deposit withdraws from the contract after the time specified in § 17, i.e. after 31.08.2015, the deposit is non-returnable.
- If an exhibitor withdraws from the contract no later than 2 weeks before the exhibition starts i.e. 31.08.2015, that exhibitor is obliged to pay Zarząd Targów Warszawskich S.A. 50% of the order value, including the deposit already paid.
- If an exhibitor withdraws from the contract after the time specified in section 3, that exhibitor is obliged to pay Zarząd Targów Warszawskich S.A. 100% of the order value, including the deposit already paid.
- If an exhibitor withdraws from the contract signed after the time specified in § 17 i.e. after 17.08.2015, that exhibitor is obliged to pay Zarząd Targów Warszawskich S.A. amount according to section 3 and 4 of § 6
- Sections 3, 4, do not apply if Zarząd Targów Warszawskich S.A. sells the ordered exhibition space to a new exhibitor. In such cases, the original exhibitor is obliged to pay 25% of the value of the order related to participation (without extra fittings), as compensation for costs already incurred.
- Participation can only be cancelled in writing (registered letter), upon pain of nullity.

### § 7. INSURANCE

- The exhibitor agrees to insure exhibits at his own cost and risk.
- Zarząd Targów Warszawskich S.A. is not responsible for any loss, theft, damage or destruction of exhibits before, during, or after the event, irrespective of circumstances.
- The exhibitor agrees to adhere to the regulations valid in the place of event.
- Any practice contrary to regulations valid in Poland and incompatible with the principles contained in General Terms, allows Zarząd Targów Warszawskich S.A. to terminate the agreement and the exhibitor has no right to claim damages.
- The exhibitor is responsible for damages done to buildings, furnishing, installations and persons employed directly or indirectly by him.

### § 8. SITE LEASING

- Sites are let strictly to the exhibitor or to his representative previously agreed by Zarząd Targów Warszawskich S.A.
- The exhibitor may render his site accessible to another co-exhibitor only if Zarząd Targów Warszawskich S.A. accepts their applications.
- In this case each co-exhibitor will be charged 25% of the payment for the ordered stand.

### § 9. STANDS AND EXHIBITS

- Zarząd Targów Warszawskich S.A. is a general contractor for all exhibitors. Zarząd Targów Warszawskich S.A. may accept other contractors after all their designs are approved by Zarząd Targów Warszawskich S.A.
- Exhibits to be shown in motion must receive the written approval of Zarząd Targów Warszawskich S.A. and safety measures must be taken for the protection of the public. No exhibit or working demonstration which in the opinion of Zarząd Targów Warszawskich S.A. involves substances of dangerous, explosive or objectionable nature may be brought into the halls or the service areas without prior written consent. The use of portable lamps, explosive gases, compressed air, liquids or solids under compression, bottled gas and radioactive substances are subject to special regulations or request.
- Zarząd Targów Warszawskich S.A. reserves the right to refuse exhibits which are likely to be dangerous or cause damage, or are in any other way unsuitable.
- All exhibition stands must be controlled by an authorised representative of the exhibitor throughout the opening hours.
- The fixing of exhibits to the walls and ceilings of the stand can be performed only by methods approved by the stand contractor. Nothing can be screwed, nailed or glued to the panels.
- During the time dedicated for the mantling of stands in the whole exhibition area the exhibitor has the right only to carry out indispensable assembly works and final improvements of stands and exhibits. The exhibitor cannot carry out basic works (woodwork, painting, etc.).
- The screwing, nailing, glueing or supporting any objects to stand walls or any other permanent elements of the building is strictly prohibited within the exhibition premises.
- Repairs or alterations by removal or addition of materials can be carried out when the premises are closed to the public and in agreement with Zarząd Targów Warszawskich S.A.
- No property may be removed from the exhibition on the final day before the time set by Zarząd Targów Warszawskich S.A.
- Gangways must be maintained unobstructed at all times and

exhibits shall not be placed in the gangways, nor may demonstrations be given on stands which cause congestion or interfere with the free passage of visitors.

- Stands may be constructed only by companies which have signed an Agreement on Co-operation with Zarząd Targów Warszawskich S.A.

### § 10. FIRE PROTECTION REGULATIONS

Fire fighting regulations must be strictly followed.

### § 11. DISTRIBUTION OF LITERATURE AND ADVERTISING

- Literature may be distributed by exhibitors on their own stands, only.
- The exhibitor is allowed to advertise at his stand.
- Advertising outside the stand will be charged extra and depends on Zarząd Targów Warszawskich S.A. permission.

### § 12. ELECTRICITY INSTALLATION

- In the case of ordering space only, the exhibitor carries out all electrical installation work on his own. Zarząd Targów Warszawskich S.A. carries out the technical acceptance of the electrical installations after the exhibitor presents the neutral protocol of this installation. In the case of a lack of such a protocol, Zarząd Targów Warszawskich S.A. will carry out the grounding measurement on its own and at the cost of the exhibitor.
- All electrical installations must be accepted by Zarząd Targów Warszawskich S.A.
- The supply of electric current will be: 2 phase, 50 cycles, 220 volts or 380 volts.
- In case of the order for the construction of a typical stand, each 5 sq. m stand is provided with 1 spotlights. Each 15 sq. m stand has one socket. Additional lights, sockets and other electric fittings can be provided if ordered through Zarząd Targów Warszawskich S.A.
- In case the exhibitor orders exhibition space only, Zarząd Targów Warszawskich S.A. confirms the electrical installation after the neutral grounding protocol for this installation is presented.
- Electric power exceeding 3 kW will be charged according to the orders and payment will be collected according to official prices for electric power.

### § 13. DESIGNING

- If special plan is not received from the exhibitor arranging ordered space till 31.08.2015, Zarząd Targów Warszawskich S.A. divides space according to a standard semi-opened shell scheme.
- If designs sent by the exhibitor require more materials and/or labour than typical shell stand, Zarząd Targów Warszawskich S.A. supplies the exhibitor with extra quotation.
- Maximum height of stands walls - 250 cm. Exceptionally Zarząd Targów Warszawskich S.A. approves higher stands upon written confirmation.
- Zarząd Targów Warszawskich S.A. supplies walls painted according to exhibition's graphic design and fascia board with name of the company. Special requirements in this respect are to be included in the application form.
- All reductions in the ordered space and changes concerning the equipping of the stand can be carried out 8 weeks before the start of the event.
- The exhibitor building a stand on his own is obliged to provide Zarząd Targów Warszawskich S.A. with an architectural plan of the stand one month before the start of the exhibition at the latest.

### § 14. ENTRY CARDS AND INVITATIONS

- The exhibitors receive exhibitor cards free of charge in the organizer's office at fair premises.
- Zarząd Targów Warszawskich S.A. mails invitations to competent organisations and persons both in Poland and other countries. If the exhibitor intends to mail invitations of his own, previous notice must be given to Zarząd Targów Warszawskich S.A. with sample copies of invitations.

### § 15. THE ENTRY TO THE CATALOGUE IS OBLIGATORY FOR ALL EXHIBITORS (copy A).

### § 16. PROVISIONS OF THE CIVIL CODE OF THE REPUBLIC OF POLAND APPLY TO ALL ISSUES NOT COVERED BY THESE GENERAL TERMS

### § 17. WHEN THE OFFER BECOMES BINDING - DEADLINE FOR SENDING ORDERS 31st August 2015