

The trade fair is the accompanying event of
13th European Congress of Small and Medium-Sized Enterprises in Katowice, Poland

25-27 October, 2023

The International Conference Centre in Katowice (Międzynarodowe Centrum Kongresowe)

Biznes Expo Fair
25.10.2023 r. – assembly day
26-27.10.2023 r. – Fair

Contact for Exhibitors:

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The Chamber of Commerce and Industry in Katowice
(Regionalna Izba Gospodarcza w Katowicach)
Opolska 15, 40-084 Katowice
www.rig.katowice.pl || www.ekmsp.eu

APPLICATION

Agreement concerning the participation in Biznes Expo Fair 2023

Invoice data			
Exhibitor (company's full name)			
Postal code		Town	
Country		Street name, street number	
NIP (Taxpayer Identification Number)			
Branch			
Number and place of entry in the court register or the register of business activity			
Contact agent (full name)			
Contact number		E-mail	

**1. Ordering of a ready-made exhibition stand with equipment
(additional equipment to choose is listed on the next pages)**

A. OCTANORM Stand (see visualizations in a separate file)

6 m² Stand

Exhibition area, development of internal **walls in white colour**, straight counter, inscription on the fascia board over the stand (1 running metre), grey carpet flooring within the area of the stand, lightning, electric socket 230 V/ 1 kW

3560 PLN net

I order

Exhibition area, development of internal **walls with graphics/colour***, straight counter with **graphics/colour***, grey carpet flooring within the area of the stand, lightning, electric socket 230 V/1 kW

4800 PLN net

I order

9 m² Stand

Exhibition area, development of internal **walls in white colour**, straight counter, inscription on the fascia board over the stand (1 running metre), grey carpet flooring within the area of the stand, lightning, electric socket 230 V/1 kW

4670 PLN net

I order

Exhibition area, development of internal **walls with graphics/colour***, straight counter with **graphics/colour***, grey carpet flooring within the area of the stand, lightning, electric socket 230 V/1 kW

5710 PLN net

I order

12 m² Stand

Exhibition area, development of internal **walls in white colour**, straight counter, inscription on the fascia board over the stand (1 running metre), grey carpet flooring within the area of the stand, lightning, electric socket 230 V/1 kW, lockable backup facilities

5860 PLN net

I order

Exhibition area, development of internal **walls with graphics/colour***, straight counter with **graphics/colour***, grey carpet flooring within the area of the stand, lightning, electric socket 230 V/1 kW, lockable backup facilities

7860 PLN net

I order

B. BEMATRIX Stand (see visualizations in a separate file)

6 m² Stand: Exhibition area, development of internal walls with graphics/colour* , straight counter with graphics/colour* , grey carpet flooring within the area of the stand, lightning, electric socket 230 V/1 kW	7400 PLN net	I order <input type="checkbox"/>
9 m² Stand: Exhibition area, development of internal walls with graphics/colour* , straight counter with graphics/colour* , grey carpet flooring within the area of the stand, lightning, electric socket 230 V/1 kW	9710 PLN net	I order <input type="checkbox"/>
12 m² Stand: Exhibition area, development of internal walls with graphics/colour* , straight counter with graphics/colour* , grey carpet flooring within the area of the stand, lightning, electric socket 230 V/1 kW, lockable backup facilities	12 460 PLN net	I order <input type="checkbox"/>

*logo or prepared file with the stand's graphic design for printing should be delivered before 30.09.2023. If the files doesn't meet printing requirements or will be sent after this deadline Organizer is allowed not put them on the stand.

Ask for printing requirements: kluksa@rig.katowice.pl

C. Ordering of exhibition area for the stand (without equipment, carpet flooring or electric socket – to be chosen in next points)

	Net price PLN/ 1m ²	Number of m ²	Net value in PLN
Up to 8 m ²	420		
9-10 m ²	370		
12 or more m ²	340		

2. Selected additional elements of furniture and prints

	Unit	Unit price in PLN net	Number	Net value in PLN
Carpet flooring	m ²			
Grey		35		
Red		40		
Green		40		
Navy blue		40		
H 100 cm counter system – 100x50 z with a shelf	pcs.	70		
Foil logo on the counter	m ²	80		
Regular table	pcs.	40		
Bar table	pcs.	70		
Upholstered chair (grey)	pcs.	30		
PEDRALI chair (white)	pcs.	40		
Bar stool	pcs.	40		
Wastebasket	pcs.	20		
TV including assembly (42")	pcs.	500		
Small sofa (white)	pcs.	250		
Fascia board with flat, foil logo	m ²	80		
Total net value:				

3. Add-ins

	Unit	Unit price in PLN net	Number	Net value in PLN
Supply of 230V1/ kW* electricity to the undeveloped area	pcs.	380		
Cleaning of the Stand – vacuum-cleaning, emptying the wastebasket	m ²	35		
Total net value:				

*for laptop, printer, phone charger. Electricity access is available during fair opening hours.

4. Exhibitor's registration fee (obligatory non-refundable fee for every exhibitor)

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

5. Exhibitor particulars to be published on the fair's website and on the fair plan*

Company's name	
Contact details	
One sentence concerning the subject of performed business activity (max. 450 signs)	
Company's logo**	Please send your logo as an attachment together with the Application form. Please note that we will not print the logo into the catalogue if its quality is not suitable.
Inscription on the fascia board (if applies)	

*Files should be sent before 30.09.2023.

**Please note that if the exhibitor joined the fair after 30.09.2023 or sent the information after 30.09.2023 it may not be printed due to time needed to prepare printed materials.

Exhibitor is obliged to deliver the particulars in the suitable form and in the given term. Organizer is allowed to make changes in the information sent by the exhibitor without any further notice if they are prepared regardless to the instruction.

6. Summary

	Total value
Option 1: ordering of a ready-made stand	
Option 2: Ordering of exhibition area for the stand	
Selected additional elements	
Adds-in (electricity access, cleaning up)	
Exhibitor's registration fee	500 PLN
Total net value:	
x 23% VAT	
To pay in total:	

1. Upon the submission of Application for participation in Biznes Expo Fair, 50% of the amount resulting from application should be paid.
2. The remaining part of the commitments should be paid until 30.09.2023. The above prices are represented in net values to which 23% of VAT should be added.
3. In the event of making corrections in the Application form, each change should be submitted in writing, on a relevant ordering form.
4. 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.
5. Account number to which payments shall be made:
IBAN PL 89 1240 1330 1111 0010 7010 3442, BIC PKOPPLPW,
Regionalna Izba Gospodarcza w Katowicach, ul. Opolska 15, 40-084 Katowice.
6. The Exhibitor is obliged to submit detailed technical data concerning the stand until 30th September 2023.
7. All additional stand equipment, not listed in the Application form (furniture, stands, leaflets, decoration) shall be provided by the Exhibitor.
8. Map of the fair will be delivered to the Exhibitors no later than on 12th October 2023.
9. All additional technical information (i.e. concerning parking, identifiers, stand's assembly) will be given by an e-mail sent to the address given in the Application (contact person) no later than 14 days before the Fair.

We hereby authorize the Chamber of Commerce and Industry in Katowice (Regionalna Izba Gospodarcza w Katowicach) to issue a VAT invoice, without our signature.

I undertake to pay the amounts due, by a bank transfer to the account no:

IBAN PL 89 1240 1330 1111 0010 7010 3442, BIC PKOPPLPW,
Regionalna Izba Gospodarcza w Katowicach, ul. Opolska 15, 40-084 Katowice.

The prices of the development and elements of equipment may be increased for orders executed:

*after 30.09.2023 by 50 % of the value;

* during the mounting and during the fair by 100% of the value.

I hereby represent that I have read the Terms and Regulations for the participation in the Biznes Expo Fair 2023 and I accept the conditions and in particular:

1. The Exhibitor is obliged to ensure the presence of a representative of the company at the stand on 26.10.2023 from 9.00 to 17.30 and 27.10.2023 from 9.00 to 15.30.
2. The Exhibitor holds the right to cancel the participation in the fair only 30 days before the

commencement of the event. Resignation causes the forfeiture of the paid-up advanced payment. Cancellation of participation less than 30 days before the commencement - results in the necessity to pay 100% dues resulting from the order, being the consequence of costs incurred by the Organizer. The resignation date is the date of receipt of a written resignation.

3. All Exhibitors and Participants are obliged to register on the website of the Congress www.ekmsp.eu, the accompanying event of which is the Fair, and to collect the identifiers in the registration point on the first day of the Fair.
4. Without Organizer's permission any permanent changes (ex. assembly of the prints or any other elements that may destroy the stand) in the exhibition stand are not allowed.

I declare that I am authorized to represent the Exhibitor.

Date	Company seal	Legible signature of an authorized person

The Administrator of Personal Data is Regionalna Izba Gospodarcza w Katowicach, ul. Opolska 15, 40-084 Katowice. Full information on processing your personal data is available [here](#)