

30 December 2017 – special 5% discount  
30 January 2018 – late registration

# 29<sup>th</sup> Poland INTERNATIONAL EDUCATION FAIR

## Perspektywy 2018

Warsaw, 23-24 February, 2018

POLAND INTERNATIONAL  
EDUCATION FAIR  
Perspektywy 2018

- DECLARATION OF PARTICIPATION
  - ADDITIONAL EQUIPMENT
  - ACCOMPANYING EVENTS
    - TERMS & CONDITIONS

[www.perspectives.pl](http://www.perspectives.pl)

Exhibitor's stamp



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## Perspektywy 2018

Warsaw, 23-24 February 2018

### DECLARATION OF PARTICIPATION

Name of Exhibitor: \_\_\_\_\_

Name for invoicing purposes only: \_\_\_\_\_ TAX ID no: \_\_\_\_\_

Full Address: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Contact: (name) \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

- **Exhibitor's signboard** (exhibitor's name and country, exposed in unified manner at fascia panel).

### Booth order – specification and rates

- **Model A – 4 m<sup>2</sup>** (2m x 2m)  1250 Euro  
1 company signboard (company name and country), 1 counter, 1 chair, 2 bookshelves, 1 spotlight, 1 electric socket, panel walls, 1 waste-paper-basket, 3 Exhibitor's Catalogues
- **Model B – 6 m<sup>2</sup>** (2m x 3m)  1550 Euro  
1 company signboard (company name and country), 1 counter, 1 table, 2 chairs, 4 bookshelves, 2 spotlights, 1 electric socket, panel walls, 1 waste-paper-basket, 4 Exhibitor's Catalogues
- **Model C – 8 m<sup>2</sup>** (2m x 4m)  1900 Euro  
1 company signboard (company name and country), 1 counter, 1 table, 4 chairs, 6 bookshelves, 2 spotlights, 1 electric socket, panel walls, 1 waste-paper-basket, 5 Exhibitor's Catalogues
- **Model D – 12 m<sup>2</sup>** (3m x 4m)  2500 Euro  
1 company signboard (company name and country), 1 counter, 1 table, 5 chairs, 8 bookshelves, 4 spotlights, 1 electric socket, panel walls, 1 waste-paper-basket, 5 Exhibitor's Catalogues
- **Model E – 16 m<sup>2</sup>** (4m x 4m)  3200 Euro  
1 company signboard (company name and country), 2 counters, 2 tables, 6 chairs, 8 bookshelves, 4 spotlights, 2 electric sockets, panel walls, 1 waste-paper-basket, 6 Exhibitor's Catalogues
- **Premium booth location** (+35% extra paid to the above standard price) booth number   
according to floor plan at [www.perspectives.pl/floorplan](http://www.perspectives.pl/floorplan)

**Exhibitor's profile – 50 words/80 Euro** (obligatory)  80 Euro

Exhibitor profile is obligatory and is subject to charge – 80 Euro/50 words. Profile will be published in the Exhibitors' Catalogue, which will include exhibitor name, booth number, address, phone, fax, website and brief description. Description exceeding 50 words will be subject to extra charge, 70 Euro/each additional 50 words started. The organizer shall not be held liable for content or errors in the catalogue, resulting from illegibly filled forms. **Profile should be send by e-mail to: [fair@perspektywy.pl](mailto:fair@perspektywy.pl)**

Total .....

### Conditions

This application in accordance with Poland International Education Fair Terms and Conditions when accepted and signed by exhibitor, becomes a contract binding both parties as of the date written below. Booth location is determined by the organizer, except Premium location. **Premium location is extra paid: +35% to the standard booth-price** (according to the floorplan at [www.perspectives.pl/floorplan](http://www.perspectives.pl/floorplan)).

Bank PEKAO SA, 50 Nowogrodzka Street, 00-693 Warsaw, Poland; IBAN: PL68 1240 6218 1111 0000 4622 3881, BIC: PKOPPLPW

Entry deadline: **30 December, 2017 – special (5% discount)**; 30 January, 2018 – late registration

IMPORTANT NOTICE: All prices are subject to VAT. All payments shall be made by the date set on the pro-forma invoice.

Please complete this form using block or typed letters and return signed to Perspektywy Press.

Contact: Julia Lysik, e-mail: [j.lysik@perspektywy.pl](mailto:j.lysik@perspektywy.pl), [fair@perspektywy.pl](mailto:fair@perspektywy.pl)

31 Nowogrodzka St., 00-511 Warsaw, Poland. Tel: +48 22 628 58 62; +48 22 621 75 26; Fax: +48 22 629 16 17

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Date, signature, company seal

Exhibitor's stamp



# 29<sup>th</sup> Poland INTERNATIONAL EDUCATION FAIR

## Perspektywy 2017

Warsaw, 23-24 February 2018

### ADDITIONAL EQUIPMENT - PRICE LIST

Entry deadline: **30 December, 2017 – early bird special (5% discount)**  
**30 January, 2018 – late registration**

No.	Equipment and furnishing	Measure unit	Price EURO	Number ordered	Total
1	Vacant exhibition area (min. 8 sq meter)	1 m <sup>2</sup>	190		
2	Storage area (panel walls + door)	1 item	80		
	(panel walls + curtain)	1 item	65		
3	Carpet	1 m <sup>2</sup>	20		
4	Table, round/square	1 item	25		
5	Bar table	1 item	35		
6	Bar stool	1 item	30		
7	Chair, folding	1 item	20		
8	Chair, upholstered	1 item	15		
9	Bookshelf, straight/diagonal (100x25)	1 item	15		
10	Counter with a table-top (90x100x50)	1 item	50		
11	Showcase, glazed (90x100x50)	1 item	50		
12	Bookstand (220x100x50)	1 item	55		
13	Bookstand with glazed shelves (220x100x50)	1 item	65		
14	Panel wall (100x250)	1 item	30		
15	Podium (50x100x700)	1 item	35		
	(50x100x100)	1 item	45		
	(100x100x70)	1 item	55		
	(100x100x100)	1 item	65		
16	Electric socket	1 item	23		
17	Extra light (spotlight)	1 item	22		
18	Coat rack	1 item	20		
19	Waste-paper-basket	1 item	10		
20	Superiority of the stand	1m high	150		
21	Logo on the signboard	1 item	85		
22	Individually designed exhibitor's fascia panel	1 item	90		
23	Logo in the Exhibitors' catalogue		80		
24	Sub-Exhibitor's entry in the catalogue (up to 50 words) obligatory		70		
25	Each additional 50 words started		70		
26	TV 42'	1 day	80		
27	Internet connection	2 days	150		
28	Laptop	1 day	70		
29	Multimedia projector	1 day	80		
30	Projection screen	1 day	65		
31	Conference room 80 seats	30 min.	150		
	80 seats	1 h.	250		
32	Hostess translator (to assist your stand)	1 day	150		
33	Hostess – leaflets distribution	1 day	130		
34	Banner – preparation (1 m x 2 m)	1 item	220		
35	Banner – exposition next to the entrance	2 days	600		
36	Banner – exposition on the fair ground	2 days	300		
37	Graphics – 1 sq meter (on panel walls, counter, podium)	1 m <sup>2</sup>	70		

**IMPORTANT NOTICE:** Conference room standard equipment: sound, 1 microphone, conference table, seats.

All prices are subject to VAT. All payments shall be made by the date set on the pro-forma invoice.

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 Date, signature, company seal

Exhibitor's stamp



# 29<sup>th</sup> Poland INTERNATIONAL EDUCATION FAIR

## Perspektywy 2018

Warsaw, 23-24 February 2018

### ACCOMPANYING EVENTS' APPLICATION FORM

Entry deadline: 30 January 2018

Please complete this form (in English) using block or typed letters and deliver to the Organizer by e-mail to the following address: fair@perspektywy.pl

Organizer \_\_\_\_\_

1. Type of the event \_\_\_\_\_

Description of the event (for the Accompanying Events' Calendar) \_\_\_\_\_

Date \_\_\_\_\_

Hour \_\_\_\_\_ Duration \_\_\_\_\_

Conference room \_\_\_\_\_

Other location \_\_\_\_\_

Additional requests (equipment, etc.) \_\_\_\_\_

Contact person (position, name, tel., fax, e-mail) \_\_\_\_\_

2. Type of the event \_\_\_\_\_

Description of the event (for the Accompanying Events' Calendar) \_\_\_\_\_

Date \_\_\_\_\_

Hour \_\_\_\_\_ Duration \_\_\_\_\_

Conference room \_\_\_\_\_

Other location \_\_\_\_\_

Additional requests (equipment, etc.) \_\_\_\_\_

Contact person (position, name, tel., fax, e-mail) \_\_\_\_\_

The seminar program will be widely promoted through the media, university publications, magazines for higher education, newsletters and posters distributed at high schools, universities and other educational institutions. However, the organizer is not responsible for the number of listeners.

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Date, signature, company seal

# TERMS AND CONDITIONS 29<sup>th</sup> POLAND INTERNATIONAL EDUCATION FAIR

## Perspektywy 2018

### TERMS AND CONDITIONS

I. Written and signed Declaration of Participation of the Poland International Education Fair PERSPEKTYWY is equivalent with entering into an agreement by and between Organizer – PERSPEKTYWY PRESS and Exhibitor, under Terms and Conditions as defined in this document.

### II. GENERAL INFORMATION

#### NAME:

PERSPEKTYWY Poland International Education Fair  
WINTER: 2018

#### LOCATION:

Palace of Culture and Science  
1 Defilad Square, 00-901 Warsaw, Poland  
www.pkin.pl

#### ORGANIZER:

PERSPEKTYWY PRESS  
31 Nowogrodzka St., 00-511 Warsaw, Poland  
Tel.: +48 22 628 58 62; 621 75 26  
Fax: +48 22 629 16 17  
E-mail: fair@perspektywy.pl  
Website: www.perspectives.pl

#### TIME SCHEDULE:

23-24 February, 2018

#### OPENING HOURS:

9:00 am to 3:00 pm

#### ASSEMBLY OF STANDS:

22 February 2018 – 5:00 pm to 7:00 pm

#### DISASSEMBLY OF STANDS:

24 February 2018 – 3:00 pm to 6:00 pm

#### EXHIBITORS:

Institutions, which present offer adequate for the theme of the event and those accepted by the Organizer, are allowed to participate in the Fair.

#### PROGRAMME:

During the term of the Fair, accompanying events shall be organized which require being applied for with a separate form. Applications for such events should be delivered to the Organizer by no later than 30 January 2018

### III. RULES OF PARTICIPATION

1. The condition for taking part in the Fair is to deliver on the Organizer's address, a legible filled (using block or typed letters) Declaration of Participation by no later than 30 January 2018.

Applications submitted past this date shall be considered on a conditional basis, according to the sequence of receipt, and conditional upon the exhibiting area being available upon receipt of such application.

2. Participation of the Fair shall be confirmed by means of a pro-forma invoice.

3. Each Exhibitor and Sub-Exhibitor shall submit company information, in order to fulfil the obligatory entry in the Exhibitors' Catalogue. The Catalogue Entry is payable. The Organizer shall not be held responsible for the content of the entry made.

4. Concerning the additional orders, the Exhibitor shall bear separate payments, according to the binding price list.

5. The Organizer may terminate the Agreement without indicating the reason for such termination. Exhibitors, who did not fulfil their commitments to the Organizer, may meet with a refusal to participate in the Fair.

### IV. STAND ARRANGEMENT, LOCATION

1. The Exhibitor receives the pro forma invoice one week from the registration as the order confirmation. The original invoice will be send by post.

2. The stand shall not be made available in whole or in part to a third party without Organizer's prior consent.

3. One week before beginning of the Fair, the Organizer shall inform the Exhibitor regarding assigned location and the number of the stand.

4. Assembly of the stand shall take place on 22 February, 2018 from 5:00pm till 7:00pm.

a. Exhibits shall not be placed in passages to the stand.

b. The Exhibitor's equipment displays, artistic performances and other promotional activities shall be agreed with the Organizer upon previous notice and shall not obstruct or prevent operation of other stands and the movement of public and performers.

c. Any sound- provision or audio- visual equipment held at the stand should be used in a manner not disturbing the operation of neighbouring stands.

5. Disassembly of stands shall take place on 24 February, 2017 from 3:00pm till 6:00pm. The Organizer shall not bear responsibility for any belongings left on stands past the set date and time.

6. Stands shall not be cleared before the official ending date of the Fair, i. e. before 23 February 2018 at 5:00pm. Any attempts to clear the stands before that date shall be regarded as a breach of the terms of participation.

7. The Exhibitor shall not introduce any modifications to the standard stand design and shall not introduce additional decorative features as graphic, panels, ornaments or decorations which exceed standard dimensions without the Organizer's explicit consent.

8. The Exhibitor shall be allowed to display advertisements and promotional materials outside the assigned stand at additional fee.

9. The Exhibitor shall bear the sole financial responsibility for the stand equipment and furnishing delivered by the Organizer. The cost of any damage and losses resulting from inadequate stand use shall be borne by the Exhibitor.

10. Any electric works within the stand may be performed solely and exclusively by people authorised by the Organizer.

11. The Exhibitor may put forward issues related to the stand equipment, by no later than 23<sup>th</sup> February, till 9 a.m.

12. The entire Fair area is a non smoking zone, with the exception of especially designed marked places.

### V. TRANSPORTATION

1. The Exhibitor is obliged to transport the exhibits on his own cost. The Organizer shall not be responsible for the transportation, therefore he is not responsible for the possible losses irrespective of cause.

### VI. ORDER REGULATIONS

1. Before the opening of the Fair, the Exhibitor is obliged to meet the Organizer at the Organizer's Office in order to register, receive badges and accept the stand.

2. The Exhibitor is obliged to follow sanitary and fire regulations as well as all internal rules.

3. The Exhibitor is obliged to maintain order within his stand. The Organizer provide cleaning service, however does not interfere in rented by Exhibitor area.

4. Exhibition materials should not block passages evacuation exits and fire equipment.

### VII. TERMS OF PAYMENT

1. The amount of fees due for lease of the stand and services are quoted in the price-list of the PERSPEKTYWY Poland International Education Fair.

2. All payments in EURO shall be made by the Exhibitor no later than the date set on the pro-forma invoice.

Any banking fees shall be borne by the Exhibitor.

The Exhibitor shall receive an invoice after making a full payment for the stand.

3. Payments shall be made to the following account:

**PERSPEKTYWY PRESS**

**ul. Nowogrodzka 31, 00-511 Warsaw, Poland**

**Bank name: Bank PEKAO SA**

**Oddział w Warszawie**

**Bank address: ul. Nowogrodzka 50, 00-693 Warsaw, Poland**

**IBAN (International Bank Account Number):**

**PL 68 1240 6218 1111 0000 4622 3881**

**BIC/SWIFT: PKOPLPW**

**Please indicate: WINTER 2018 and Exhibitor name.**

**Please send a copy of the bank transfer to:**

**PERSPEKTYWY PRESS, fax: +48 22 629 16 17**

4. The Organizer shall have the right to cancel the Exhibitor's entry request without the right of compensation if the fee for stand lease is not transferred to the Organizer's bank account by the date set on the pro-forma invoice.

### VIII. SECURITY AND INSURANCE

1. The Organizer shall be responsible for stand security outside fair opening hours. The Organizer does not bear any responsibility for the Exhibitors' and Visitors' property, accidents and damages to the property irrespective of the cause, except for damages effected through Organizer's fault, which is evident or stated by a binding adjudication.

2. The Organizer shall not be liable for losses resulting from theft, fire, hurricane, lightning strike, explosion, flooding, power failures and other causes which remain beyond Organizer's control.

3. The Organizer shall not be held liable for changes in the date of the Fair, cancellation or disruption of the Fair, changes in organizational and financial terms resulting from higher forces or a decision of national authorities.

4. The Exhibitor is advised to provide itself with an additional insurance resulting from the participation in the Fair as well as the insurance of the exhibits displayed.

5. The Exhibitor shall secure valuable objects at his own discretion. The Exhibitor is advised to leave all valuable objects in accessible on the Fair area security deposit.

### IX. CANCELLATION OF PARTICIPATION

1. Cancellation of the Fair due to the unambiguous causes on the Organizer's part results in the duty of reimburses the Exhibitor for the fees collected by the Organizer.

2. Cancellations of the Fair due to causes for which the Organizer is not responsible, does not constitute the basis for the reimbursement of the fees collected from the Exhibitor.

3. The absence of the Exhibitor does not exempt for payment of participation fee.

4. The Exhibitor shall cancel participation in the PERSPEKTYWY Poland International Education Fair in writing (fax followed by the original notice) under pain of nullity. The date of cancellation shall be the date on which the Organizer receives the note of cancellation. Participation costs shall be refunded in full for notes of cancellation submitted by 31 December 2017. Exhibitors who submit notes of cancellation no later than by 30 January 2018 shall cover 50% of the value of the pro-forma invoices confirming Exhibitor's orders. Exhibitors who submit notes of cancellation past 30 January 2018 shall cover 100% of the value of the pro-forma invoices confirming Exhibitor's orders, as a contractual penalty under the agreement concluded by PERSPEKTYWY PRESS and the Exhibitor.

### X. FINAL PROVISIONS

1. Any claims must be delivered in writing. Any disputes, after exhausting a possibility of an amicable solution, should be referred to the court being competent for resolving any possible disputes as may appear in the context of implementation of the provisions of the „Terms and conditions of participation“. It shall be a civilian court with respect to the Fair Organizer's seat.