

30 June 2019 – early bird special 5% discount

32nd

POLAND INTERNATIONAL EDUCATION FAIR

Perspektywy 2019

**WARSAW, 12-13 September
and regional fairs, fall 2019**

Perspektywy 2019

- **DECLARATION OF PARTICIPATION**
- **ADDITIONAL EQUIPMENT**
- **ACCOMPANYING EVENTS**

www.perspectives.pl

Exhibitor's stamp



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DECLARATION OF PARTICIPATION

Name of Exhibitor: (for invoicing purposes) _____
Full Address: _____ **TAX ID no:** (obligatory) _____
Phone: _____ **Fax:** _____ **Website:** _____
Contact: (name) _____ **Phone:** _____
E-mail: _____ **Mobile Phone:** _____

● **Exhibitor's signboard** (exhibitor's name and country, please use block or typed letters).

Booth order – specification and rates (euro)

City	Booth options (with standard equipment)				Mark your option
	4 m ² (2m x 2m)	6 m ² (2m x 3m)	8 m ² (2m x 4m)	12 m ² (2x 6m) or (3x 4m)	
● Kraków , 5-6.09, Jagiellonian University	990	1350	1650	1950	
● Olsztyn , 6.09, University of Warmia and Mazury in Olsztyn	880	980	1200	1450	
● Białystok , 9.09, University of Białystok	880	980	1200	1450	
● Gdańsk , 9-10.09, University of Gdansk	930	1150	1400	1650	
● Gliwice , 10.09, Silesian University of Technology	930	1150	1400	1650	
● Katowice , 11.09, University of Silesia in Katowice	930	1150	1400	1650	
● Warszawa, 12-13.09, Warsaw University of Technology*	990	1350	1650	1950	
● Opole , 13.09, Opole University of Technology	880	980	1200	1450	
● Bydgoszcz , 16-17.09, UTP University of Science and Technology	930	1150	1400	1650	
● Wrocław , 17-18.09, Wrocław University of Technology**	990	1350	1650	1950	
● Szczecin , 19-20.09, Szczecin, Szczecin University	930	1150	1400	1650	
● Łódź , 23-24.09, Medical University of Lodz	930	1150	1400	1650	
● Poznań , 23-24.09, Poznan University of Technology**	990	1350	1650	1950	
● Rzeszów , 24-25.09, University of Rzeszow	930	1150	1400	1650	
● Kielce , 25.09, Kielce University of Technology	880	980	1200	1450	
● Lublin , 26-27.09, The John Paul II Catholic University of Lublin	930	1150	1400	1650	

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

80 Euro

Exhibitor's profile is obligatory and is subject to charge – 80 Euro/50 words. Profile will be published in the Exhibitor's e-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**

Total

Conditions

This application when accepted and signed by exhibitor, becomes a contract and is binding both parties on the date written below in accordance with Poland International Education Fair Terms and Conditions. Booth location is determined by the organizer. ***Premium location is extra paid: *+25% in Warsaw and **+15% in Poznań and Wrocław to the standard booth-price** (according to the floorplan at www.perspectives.pl/floorplan).

Bank PEKAO SA, Aleje Jerozolimskie 65/79, 00-693 Warsaw, Poland; IBAN: PL68 1240 6218 1111 0000 4622 3881; BIC/SWIFT: PKOPLPLW

Entry deadline: 30 June, 2019 – early bird special (5% discount)

31 July, 2019 – late registration

Participation in two cities – 5% discount, three and four – 10% discount, five and more – 15% discount

IMPORTANT NOTICE: All prices are subject to VAT.

All payments shall be made by the date set on the pro-forma invoice.

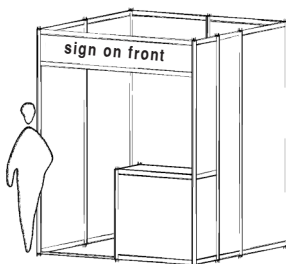
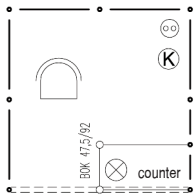
Please complete this form using block or typed letters and return signed to: Perspektywy Press, 31 Nowogrodzka St., 00-511 Warsaw, Poland. Tel: +48 22 628 58 62; +48 22 621 75 26; Fax +48 22 629 16 17
Contact: fair@perspektywy.pl

More information www.perspectives.pl

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Date, signature, company seal

STANDS SCHEME WITH STANDARD EQUIPMENT

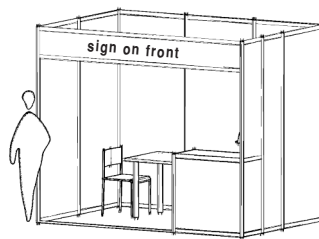
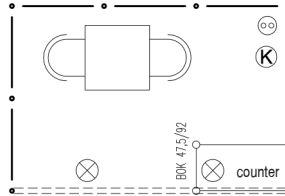
4 sq meter stand
(2m wide x 2m deep)



Equipment (included):

- counter • 1 chair • sign on front
- 1 light point • 1 electric socket • waste basket

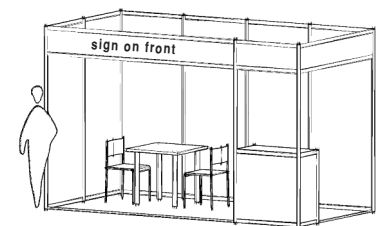
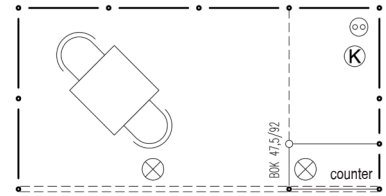
6 sq meter stand
(3m wide x 2m deep)



Equipment (included):

- counter • 2 chairs • sign on front • 1 table
- 1 light point • 1 electric socket • waste basket

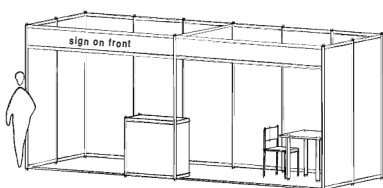
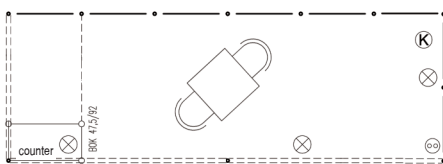
8 sq meter stand
(4m wide x 2m deep)



Equipment (included):

- counter • 2 chairs • sign on front • 1 table
- 2 light points • 1 electric socket • waste basket

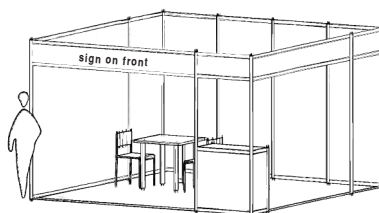
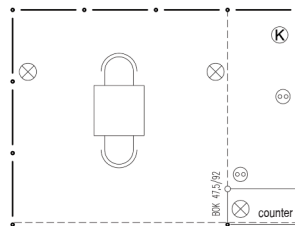
12 sq meter stand
(6m wide x 2m deep)



Equipment (included):

- counter • 2 chairs • sign on front • 1 table
- 3 light points • 2 electric sockets • waste basket

12 sq meter stand
(4m wide x 3 m deep)



Equipment (included):

- counter • 2 chairs • sign on front • 1 table
- 3 light points • 2 electric sockets • waste basket

Notice

Additional equipment you can order with an another document-price list.

We would like to inform all the exhibitors that the stands are located in the main halls of the Universities. The Organizer reserves the right to the stands' location, except Premium location in Warsaw and Poznań and Wrocław.

Exhibitors are not allowed to put stickers on the walls or damage the stand back walls, fixing decorations with nails, screws etc.

The Organizer shall not be responsible for the transport of materials.

Exhibitor's stamp



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WARSAW, 12-13 September
and regional fairs, fall 2019

ADDITIONAL EQUIPMENT – PRICE LIST

Entry deadline: **30 June, 2019 – early bird special (5% discount)**

31 July, 2019 – late registration

City: (should equipment differ in each city, please fill in a separate form)

No.	Equipment and furnishing	Measure unit	Price EURO	Number ordered	Total
1	Vacant exhibition area (min. 4m ²)	1 m ²	220		
2	Storage area (panel walls + door)	1 item	85		
	(panel walls + curtain)	1 item	65		
3	Carpet	1 m ²	15		
4	Table	1 item	25		
5	Bar table	1 item	35		
6	Bar stool	1 item	29		
7	Chair	1 item	18		
8	Bookshelf, straight/diagonal (100x25)	1 item	16		
9	Counter with a table-top (90x100x50)	1 item	40		
10	Showcase, glazed (90x100x50)	1 item	50		
11	Bookstand (220x100x50)	1 item	55		
12	Bookstand with glazed shelves (220x100x50)	1 item	65		
13	Panel wall (100x250)	1 item	30		
14	Podium (50x100x700)	1 item	40		
	(50x100x100)	1 item	45		
	(100x100x70)	1 item	55		
	(100x100x100)	1 item	65		
15	Electric socket	1 item	23		
16	Extra light (spotlight)	1 item	25		
17	Coat rack	1 item	20		
18	Waste-paper-basket	1 item	10		
19	Superiority of the stand (without the graphics)	1m high	130		
20	Company signboard	1 item	55		
21	Logo on the signboard	1 item	75		
22	Logo in the Exhibitors' catalogue	1 item	50		
23	Entry in Exhibitors' Catalogue (up to 50 words) obligatory (1 for each city)		80		
24	Sub-Exhibitor's entry in the catalogue (up to 50 words) obligatory		70		
25	Each additional 50 words started		70		
26	Fixing TV to the wall panel	1/2 item	80		
27	TV min. 42"cal	1 day	90		
28	Multimedia projector	1 day	70		
29	Projection screen	1 day	65		
30	Laptop	1 day	50		
31	Conference room 60-100 seats	30 min./ 1 hour	150/250		
32	Hostess translator (to assist your stand)	1 day	140		
33	Hostess – leaflets distribution (1 person)	1 day	115		
34	Roll'up– preparation (1 m x 2 m)	1 item	220		
35	Banner – exposition next to the entrance	1 days	250		
36	Graphics	1 sqm	70		

IMPORTANT NOTICE:

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



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ACCOMPANYING EVENTS' APPLICATION FORM

Entry deadline: 30 July, 2019

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 _____

Title _____

Description of the event (for the Accompanying Events' Calendar) _____

Date _____

Hour _____ Duration (150 Euro – 30 min, 250 Euro – 60 min.) _____

Conference room with standard equipment (laptop, multimedia projector, projector screen, microphone) _____

Additional requests (additional 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

POLAND INTERNATIONAL EDUCATION FAIR **Perspektywy 2019**

TERMS AND CONDITIONS

I. Written and signed Declaration of Participation at 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
FALL 2019

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
Internet: www.perspectives.pl

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 July, 2019**.

FAIR IN WARSAW:

VENUE:

Warsaw University of Technology
Politechnika Warszawska
Pl. Politechniki 1, 00-661 Warsaw, Poland

TIME SCHEDULE:

12-13 September, 2019

OPENING HOURS:

9:00 am to 3:00 pm

ASSEMBLY OF STANDS:

11 September 2019 – 5:00 pm to 7:00 pm

DISASSEMBLY OF STANDS:

13 September 2019 – 3:00 pm to 6:00 pm

REGIONAL FAIRS: see www.perspectives.pl/regionalfairs

III. RULES OF PARTICIPATION

1. The conditions 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 July, 2019**.

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 in the Fair shall be confirmed by means of a pro-forma doc. or 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, which did not fulfil their commitments to the Organizer, may meet with a refusal to participate in the Fair.

IV. STAND ARRANGEMENT, LOCATION

1. Exhibitor has the possibility to select and reserve the location of the stand. Perspektywy reserves the right to change booth assignment at any time as deemed necessary. The Exhibitor receives the pro forma invoice one week from the registration as the order confirmation. The original invoice will be sent 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 stand number.

4. Assembly of the stand shall take place on **11 September, 2019 from 5:00 pm till 7:00 pm** applies to Warsaw. For other fairs see: www.perspectives.pl/regionalfairs

a. Exhibits shall not be placed in passages adjacent 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 **13 September, 2019 from 3:00 pm till 6:00 pm** applies to Warsaw. For other fairs see: www.perspectives.pl/regionalfairs. 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 opening date of the Fair.

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 shall be eligible to put forward claims concerning issues related to the stand equipment, by no later than the first hour of duration of the fair.**

12. The entire Fair area is 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 security 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 by the date set on the pro-forma doc. or 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

Oddzia w Warszawie

Bank address: ul. Aleje Jerozolimskie 64/79, 00-693 Warsaw, Poland

IBAN (International Bank Account Number):

PL 68 1240 6218 1111 0000 4622 3881

BIC/SWIFT: PKOPPLPW

Please indicate: Fall 2019 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 doc. or 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 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 30 June 2019. Exhibitors who submit notes of cancellation no doc. or later than by 31 July 2019 shall cover 50% of the value of the pro-forma invoices confirming Exhibitor's orders. Exhibitors who submit notes of cancellation past 31 July 2019 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 these „Terms and conditions of participation“. It shall be a civilian court with respect to the Fair Organizer's seat.