

## ENERGETAB 2020 - Important deadlines

<b>29.04.2020</b>	<b>Deadline for sending the Application – Agreement Form</b>
21 days	Exhibitor shall make the payment of 50% of the gross price for the total rented space - within 21 days after receiving the “Confirmation Order”
8.05.2020	The last day on which the 10% discount of the gross price for the total rented space is available
from 9.05.2020 to 30.05.2020	Term of the 5% discount of the gross price for the total rented space is available
30.06.2020	If cancellation notice has been received after this date the advance payments shall not be reimbursed
19.06.2020	Deadline for the catalogue entry submission
30.06.2020	By this day the Exhibitors may change their mind and decide to set up the booth on their own instead of using the Organizers’ set-up
31.07.2020	After this date orders for additional set-up / fixtures and technical equipment (power supply, water and Internet hookups) shall be carried out only when possible. Orders received after this date shall be carried out only when possible
31.07.2020	Deadline for sending the booth layout with the location of power, water, sewer, and Internet hookups and any additional fixtures when the standard booth set-up is made by the Organizer
31.07.2020	If the Exhibitor wishes to construct a temporary structure on the outdoor rental space (as defined in the construction law) he/she must submit respective documentation and obtain the approval of the Fair Office by this date
31.07.2020	By this day Exhibitors or their duly authorized Set-up Sub-Contractors shall submit: a) for the booths within the standard height of 2,5m – booth layout with specifying the location of technical equipment and specifications of the materials used, b) for the booths exceeding the standard height of 2,5m – booth design: horizontal projection with electric switchboard location, location of water installation (if applicable) and vertical projection showing the height of every element plus basic description and specifications of the materials used, copies of their certificates of conformity with the Polish fire protection requirements, c) 2-storey booths – booth design, and additionally the design should include static calculations and clearly identify the location of all load-bearing structural components. All the documentation should be approved by a licensed construction specialist
7.08.2020	Deadline for the catalogue advertisement submission
7.08.2020	Deadline for making the 2 <sup>nd</sup> payment (the remaining portion of the fee)
7.08.2020	If cancellation is made after this date, Exhibitor shall pay a full fee for fair participation and any services ordered, as calculated on page 7 of the “Application – Agreement” form.
20.08.2020	Deadline for reporting persons serving the booth
11.09.2020	Heavy or out-size equipment must be brought onto the fair grounds by this date
14.09.2020 <b>till 9 a.m.</b>	All the booth set-up work must be completed 24 hours prior to the opening of the Fair at the latest
14-17.09.2020	Organizers shall arrange security for the entire fair grounds outside visiting hours, i.e. from 8 p.m. on September 14, 2020, to 8 p.m. on September 17, 2020
18.09.2020	Booths should be dismantled and exhibits removed within 24 hours of closing the Fair
19.09.2020	In the event the booth is not set up by Organizers, it should be dismantled <b>within 48 hours</b> after closing the Fair.