



GENERAL RULES FOR THE EXHIBITORS

- The exhibition will be located ground floor of the Conference building (C-13) of **Wroclaw University of Technology** (wybrzeze St. Wyspianskiego St. 23-25, building C-13, Localization: lat. N51.107446 lon. E17.0599008).
- The technical exhibition will be held from 9 AM on Tuesday, September 6, 2016, to 5 PM on Thursday, September 8, 2016.
- The stand is at the disposal of the Exhibitor from the day prior to the opening of the exhibition (from 14 AM. to 8 PM.), to the day after the close of the exhibition (from 8 AM. to 6 PM.).
- Exhibitors are offered standard stands with a surface of 4 m² (2 m wide, 2 m long) for 1000€ and large booth with a surface of 9 m² (3 m wide, 3 m long) for 2250€. A double and triple stand as well as an additional half of the standard stand may be reserved. The stands are equipped with fascia board with exhibitor logo and name, exhibition tables, a small table, two chairs, lights and have a 220 V, 50 Hz electricity supply at the disposal of the Exhibitor (**Universal Euro Plug-in required**). Organizers provide each exhibitor with 20 minutes company presentation during dedicated session – Industrial Forum. For exhibitors with standard booth the rental charge includes lunches, coffee breaks as well as invitation to cocktail and banquet for a single person. For exhibitors with double-standard booth and large booth the rental charge includes: lunches, coffee breaks as well as invitation to cocktail and banquet for a two person.
- The fee for a standard stand for three day exhibition (September 6, 2016 morning till September 8, 2016 afternoon) is EURO 700 (22% VAT included). **Bank transfer should be made in 7 days period after sending the Exhibitors Application Form.**
- This rental charge includes cleaning and 24 hour security with the limitation of point 14.
- The following additional items are available to the Exhibitor for an additional charge quoted:

a display cabinet	EURO	35
a table	EURO	30
a chair	EURO	15
an armchair	EURO	35
additional lighting	EURO	10
a ventilating fan	EURO	20
a refrigerator (big)	EURO	120
a refrigerator (small)	EURO	80
a coat-stand	EURO	10
a waste-paper basket	EURO	5

- The delivery address for exhibitors forwarding their exhibits and auxiliary materials is:

WROCLAW UNIVERSITY OF TECHNOLOGY
Faculty of Electronics, Department of Telecommunications and Teleinformatics
EMC Laboratory (building C-15)
Janiszewskiego St. 9, 50-372 WROCLAW, POLAND

Warning for Exhibitors from non European Union countries !!!

If you plan to send your exhibits and auxiliary materials with the forwarder (cargo freight agency) **you shall not use the above address as a destination address in the custom documents**. The address you send your exhibits should be the address of forwarder operating in Poland. You have to attach ATA card to the exhibits. **So, to deliver exhibits in a proper time on the exhibition you can:**

- send them with your exhibition personnel (ATA card recommended),
- send them via world wide express (e.g. DHL) to the delivery address,
- send them with the forwarder (ATA card recommended). In this case do not use in custom documents the delivery address of the Wroclaw University of Technology - use address of the forwarder operating in Poland. We recommend to cooperate with PROSPED CARGO (phone: +48 22 606-67-52) for help in case you want to avoid serious custom problems (see 14).

Besides the address of Wroclaw University of Technology, on the each item the name of the event (**EMC EUROPE 2016**) should appear. The items should arrive no later than the day prior to the exhibition and be forwarded on the day after the exhibition. The information about date of forwarding and name of forwarding agent (no. of freight) should be sent to:

EMC EUROPE 2016
WROCLAW UNIVERSITY OF TECHNOLOGY
Faculty of Electronics, Department of Telecommunications and Teleinformatics
Wybrzeze Wyspianskiego 27, 50-370 Wroclaw, POLAND

It will help organizer to avoid delay, which may be caused by customs formalities.

9. In the unpacking and packing the exhibits, the Exhibitor may take advantage of assistance offered by the organizer.
10. The address to which fully completed application form and other correspondence should be sent is:

EMC EUROPE 2010
WROCLAW UNIVERSITY OF TECHNOLOGY
(Politechnika Wroclawska)
Faculty of Electronics, Department of Telecommunications and Teleinformatics
(Wydział Elektroniki, Katedra Telekomunikacji i Teleinformatyki)
Wybrzeze Wyspianskiego 27, 50-370 Wroclaw, POLAND

Exhibitors Application Form should be sent not later than July 16, 2016.

For information please contact

Ms. Beata Andrasz,	phone: + 48 71 3204582
	e-mail: beata.andrasz@pwr.edu.pl
Mr. Artur Florek,	phone: +48 71 3204296
	e-mail: artur.florek@pwr.edu.pl
Mr. Tomasz Utkowski,	phone: +48 71 3204296
	e-mail: tomasz.utkowski@pwr.edu.pl

11. The Exhibitor will receive the confirmation of his stand reservation.
12. The rental charges in EURO resulting from the application should be remitted by bank transfer into following account:

Wroclaw University of Technology
address: Wybrzeze Wyspianskiego 27, PL50-370 Wroclaw, Poland
VAT-ID: PL8960005851
account no PL71 1090 2402 0000 0001 3165 2373
bank's name: Bank Zachodni WBK S.A.
bank's address: ul. Gen. Sikorskiego 2-8, 53-659 Wroclaw, POLAND
bank's branch number: 10902402
SWIFT/BIC Code: WBKPPLPP
Please add code: „EMC EUROPE 2016 – Exhibition”

Payment for additional services should be remitted by bank transfer.

Payment can be done as well in Polish Zloty (PLN). Please use current Euro/PLN rate of Polish National Bank (www.nbp.pl) to calculate fees in PLN and transfer to the following account:

Politechnika Wroclawska
adres (address): Wybrzeze Wyspianskiego 27, 50-370 Wroclaw
nr konta (account no): 23 1090 2402 0000 0001 3165 2364
NIP (VAT-ID) : 896-000-58-51
nazwa banku (bank's name): Bank Zachodni WBK S.A.
adres banku (bank's address): ul. Gen. Sikorskiego 2-8, 53-659 Wroclaw, POLAND
dotatkowe informacje (please add code): „EMC EUROPE 2016 – Exhibition”

13. The application should be cancelled more than two months before the date of the opening of the exhibition, the payment will be returned in full. However, if notice of cancellation is received after this period, the payment will not be returned.
14. Customs formalities and documentation (including delivery) should be arranged by the Exhibitors themselves (the ATA card is recommended for exhibitors outside EU). **The organizer does not take any responsibility for custom formalities.** If you need help, we recommend you to call to Customs and Forwarding Broker PROSPED CARGO, phone: +48 22 6066752, +48 22 606 6751, fax: +48 22 6066756, e-mail: agencja.celna@prosped.com.pl (Address: 02-153 Warsaw, ul. Wirazowa 35,

Organizers:
Wroclaw University of Technology

EMC Europe 2016
Wroclaw University of Technology, Faculty of Electronics
Department of Telecommunications and Teleinformatics
Wyb. Wyspiańskiego 27, 50-370 Wroclaw, POLAND
Phone: +48 71 3204352 Phone/Fax: +48 71 3223473

<http://www.prosped.com.pl>). Prosped Cargo cooperates with 500 agencies all over the world and can arrange door to door delivery.

15. The organizer takes no responsibility for the loss or damage of the exhibits, irrespective of circumstances, when the exhibition is open to the public and the stand is served by the exhibitor.
16. Any misunderstandings arising from the organization of the individual exhibit will be resolved by mediation without appeal to judicial decision. In case of arbitration procedure both parties will appoint their arbiters who will agree upon a mutual umpire for the case. If one of the parties involved does not appoint its arbiter to represent it within 14 days from the date that the plaintiff appoints the arbiters or if the arbiters fail to find an umpire within 30 days from their appointment, then the arbiters and the umpire will be appointed by the President of the Polish Chamber of Foreign Trade. The arbitration will take place at the place of business of the defendant party.