



EXHIBITOR MANUAL

POLAND

KRAKŌ 
2017

NEW DIRECTIONS

9TH EUROPEAN LOTTERIES CONGRESS

Welcome

As Congress Organizer European Lotteries and Totalizator Sportowy have a great pleasure to invite you to exhibit at the 9th European Lotteries Congress, held in Krakow, Poland on June 5-8, 2017.

Take this opportunity to participate by showcasing your company products and services to key sector players from Europe and all over the World. We hope that you will join us at the congress and are looking forward to meeting you in Krakow.

In order to assist you in preparing for this Exhibition, we have designed this Manual to simplify your arrangements, and we strongly recommend a careful study of its contents. Please return Exhibitor Application Form by the due date so that we can ensure your needs are supplied before your arrival.

Should you wish to express your interest in exhibiting at this prestigious event or for more information please read this manual carefully fill in the forms and contact us by March 6, 2017 at: exhibition@el2017.pl

In any unusual query the contact persons are:

Magdalena Najman exhibition@el2017.pl +48 22 536 46 63

Maciej Paluchowski maciej.paluchowski@totalizator.pl



Exhibition venue

ICE Congress Centre was opened officially in October 2014. High standard of the building places it among the most prestigious and exclusive conference venues in Europe.

The exhibition area will be located in the ICE Conference Center foyers on level 0 and 1.

Please choose your preferred location on the floor plan, fill in the application form and send it signed and stamped to exhibition@el2017.pl

Exhibition space will be confirmed on first come first served basis.

ICE KRAKÓW (International Conferences and Entertainment)

Address: ul. Marii Konopnickiej 17,
Kraków 30-302

Note: Deliveries must NOT be made before move-in day



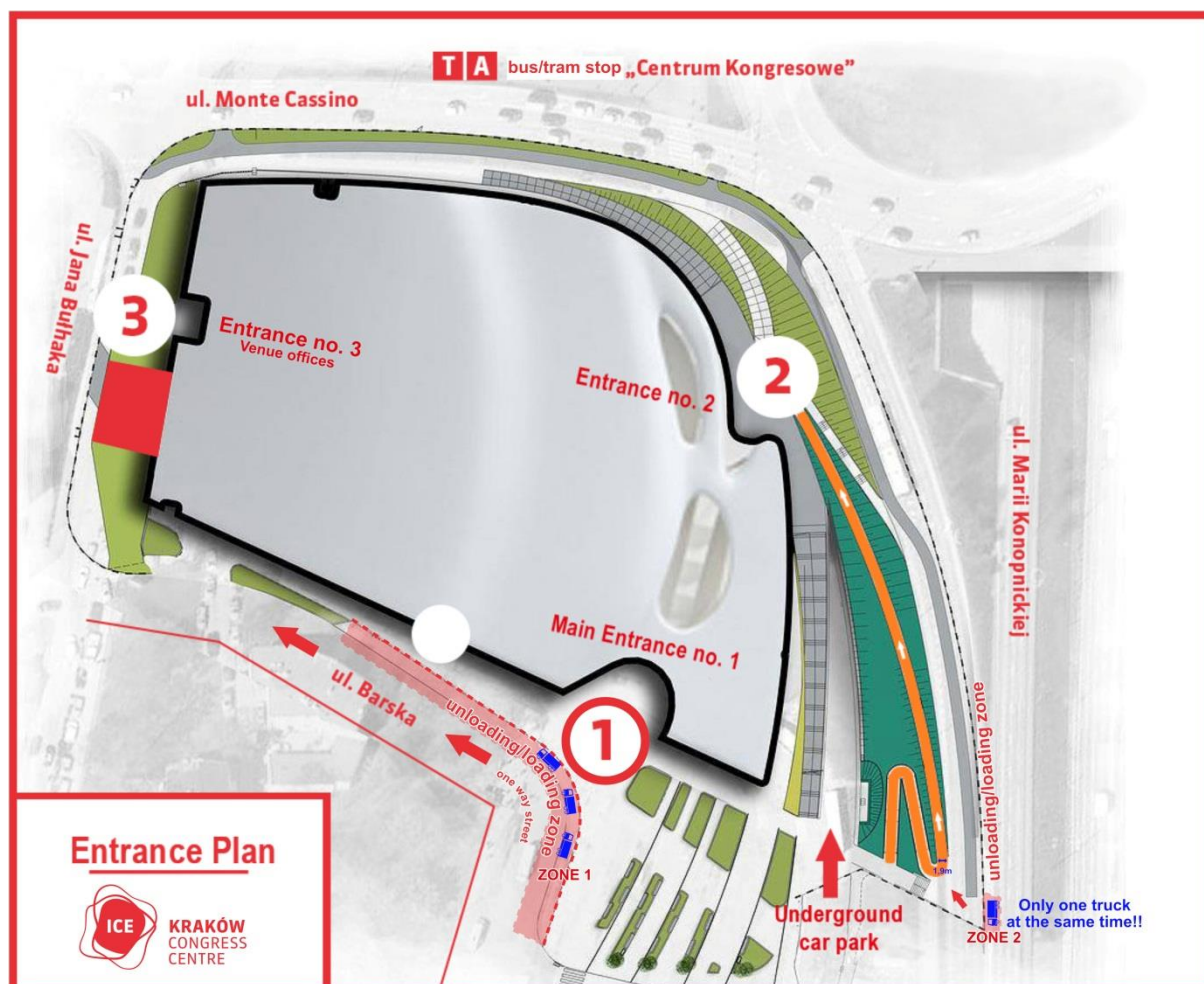
Venue accessibility

ICE Access

All exhibitor can use Entrance 1 or 2 for unloading and loading of build and exhibition equipment. (access to Barska str. from Konopnicka str.)

Exhibitors who booked stands on level 1 can use Entrance 2 (Zone 2) for unloading and loading of build and exhibition equipment. Unloading zone 2 will be prepared in Konopnicka str. **This option is available for exhibitors who bring heavy equipment on pallets and in cases for stands located on level 1.** A forklift service will be provided by organiser.

All exhibitors must confirm unloading and loading time at exhibition@el2017.pl



Fee for exhibition space

Area type	Net price per 1 sqm (+ applicable 23 % VAT)
Basic Stand 6-15 m ² (B Type)	3650 PLN (approximate price in EUR – 830)

Payment Conditions

Prepayment, 100 % of the total amount for space rental, must be sent within 14 days after application for the exhibition space. Bank transfers should be made to the Exhibition Organiser's bank account:

Beneficiary: Mazurkas Travel Biuro Podróży Sp. z o.o.
al. Wojska Polskiego 27
01-515 Warszawa, Poland
NIP/VAT no: PL 522-000-29-95

Bank details: mBank O/Warszawa
SWIFT: BREXPLPWWA1
IBAN: PL 37 1140 1010 0000 4401 5300 1024 – for payments in PLN

Please, fill in the comment field with the text: **EL 2017 Exhibitor + company name**

Note: Payment for stand must be made before 16 May, 2017.
Any cancellation of the exhibition should be notified by a letter to the Exhibition Organiser.
Cancellations are not refundable.

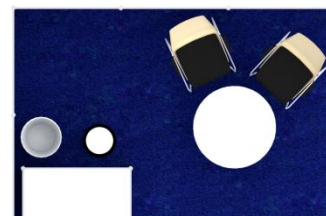
Official Exhibition Contractor

Mazurkas Congress & Conference Management
Al. Wojska Polskiego 27
01-515 Warsaw, Poland
Tel.: +48 22 536 46 63
Fax: +48 22 536 46 10
e-mail: exhibition@el2017.pl

Mazurkas Congress & Conference Management is fully responsible for the supervision and erection of all basic stands build type. Exhibitors who prefer custom design stand should send a request to exhibition@el2017.pl
Mazurkas will also provide a full on-site management and technical service.

Exhibitors who have booked a basic shell scheme stand will receive a stand erected to the specification described on the following pages.

Exhibition Stand – Type 1 (3x2 m) 6 m²



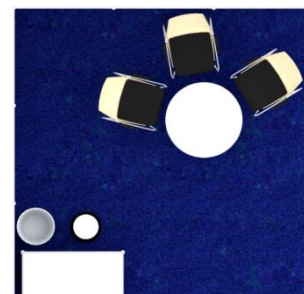
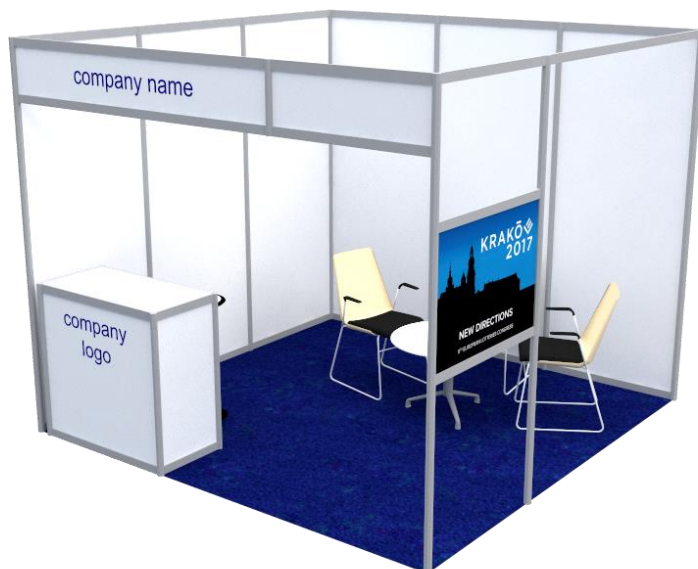
- Construction:** Panels with modular aluminium extrusions in system construct (2000mm x 3000mm, 2500mmH)
- Fascia:** 1 no. standard fascia with inkjet print
- Floor Cover** 6 m² carpet (navy blue)
- Includes:** 1 nos. info counter w company logo (500mmW x 1000mmL x 1000mmH)
1 nos. bar stool
1 nos. round table
1 nos. wastepaper basket
2 nos. arm chairs
- Lighting:** 3 nos. fluorescent lights
- Electrical Sockets:** 2 nos. 3kW power point voltage: 230V 50Hz
- Wifi access**

PRICE: 2700 PLN (+ 23% VAT)
(approximate price in EUR 600,-)

Additional Equipment (at extra costs)

Regarding the rental of extra equipment, such as special carpets/wooden floor, furniture, decoration, signage, audio visual equipment, extra internet lines, lighting, etc, please contact us at exhibition@el2017.pl when your registration is confirmed.

Exhibition Stand – Type 2 (3x3 m) 9 m²



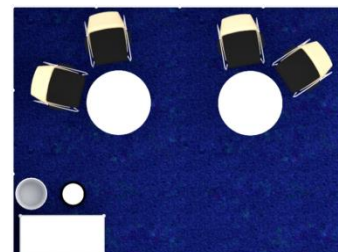
- Construction:** Panels with modular aluminium extrusions in system construct (3000mm x 3000mm, 2500mmH)
- Fascia:** 1 no. standard fascia with inkjet print
- Floor Cover:** 9 m² carpet (navy blue)
- Includes:** 1 nos. info counter w company logo (500mmW x 1000mmL x 1000mmH)
1 nos. bar stool
1 nos. round table
1 nos. wastepaper basket
3 nos. arm chairs
- Lighting:** 3 nos. fluorescent lights
- Electrical Sockets:** 2 nos. 3kW power point voltage: 230V 50Hz
- Wifi access**

PRICE: 3400 PLN (+ 23% VAT)
(approximate price in EUR 750,-)

Additional Equipment (at extra costs)

Regarding the rental of extra equipment, such as special carpets/wooden floor, furniture, decoration, signage, audio visual equipment, extra internet lines, lighting, etc, please contact us at exhibition@el2017.pl when your registration is confirmed.

Exhibition Stand – Type 3A (3x4 m) 12 m²



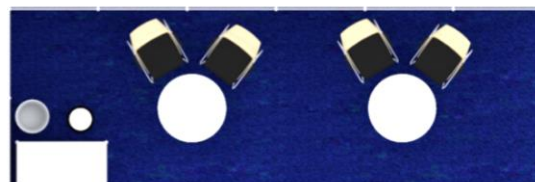
- Construction:** Panels with modular aluminium extrusions in system construct (3000mm x 4000mm, 2500mmH)
- Fascia:** 1 no. standard fascia with inkjet print
- Floor Cover:** 12 m² carpet (navy blue)
- Includes:** 1 nos. info counter w company logo (500mmW x 1000mmL x 10000mmH)
1 nos. bar stool
2 nos. round table
1 nos. wastepaper basket
4 nos. arm chairs
- Lighting:** 4 nos. fluorescent lights
- Electrical Sockets:** 2 nos. 3kW power point voltage: 230V 50Hz
- Wifi access**

PRICE: 4500 PLN (+ 23% VAT)
(approximate price in EUR 1000,-)

Additional Equipment (at extra costs)

Regarding the rental of extra equipment, such as special carpets/wooden floor, furniture, decoration, signage, audio visual equipment, extra internet lines, lighting, etc, please contact us at exhibition@el2017.pl when your registration is confirmed.

Exhibition Stand – Type 3B (2x6 m) 12 m²



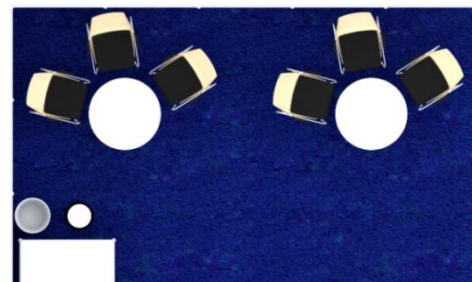
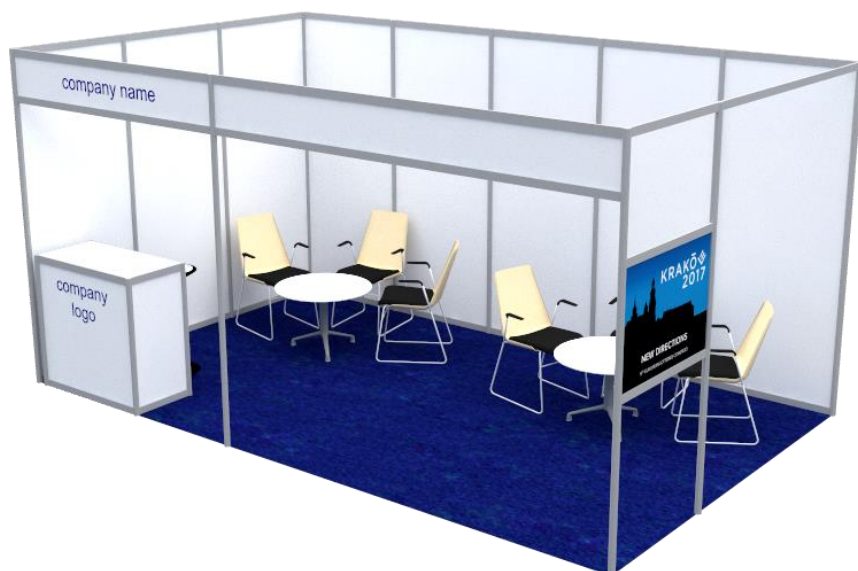
- Construction:** Panels with modular aluminium extrusions in system construct (2000mm x 6000mm, 2500mmH)
- Fascia:** 1 no. standard fascia with inkjet print
- Floor Cover:** 12 m² carpet (navy blue)
- Includes:** 1 nos. info counter w company logo (500mmW x 1000mmL x 1000mmH)
1 nos. bar stool
2 nos. round table
1 nos. wastepaper basket
4 nos. arm chairs
- Lighting:** 4 nos. fluorescent lights
- Electrical Sockets:** 2 nos. 3kW power point voltage: 230V 50Hz
- Wifi access**

PRICE: 4500 PLN (+ 23% VAT)
(approximate price in EUR 1000,-)

Additional Equipment (at extra costs)

Regarding the rental of extra equipment, such as special carpets/wooden floor, furniture, decoration, signage, audio visual equipment, extra internet lines, lighting, etc, please contact us at exhibition@el2017.pl when your registration is confirmed.

Exhibition Stand – Type 4 (3x5 m) 15 m²



- Construction:** Panels with modular aluminium extrusions in system construct (3000mm x 5000mm, 2500mmH)
- Fascia:** 1 no. standard fascia with inkjet print
- Floor Cover:** 15 m² carpet (navy blue)
- Includes:** 1 nos. info counter w company logo (500mmW x 1000mmL x 10000mmH)
1 nos. bar stool
2 nos. round table
1 nos. wastepaper basket
4 nos. arm chairs
- Lighting:** 5 nos. fluorescent lights
- Electrical Sockets:** 2 nos. 3kW power point voltage: 230V 50Hz
- Wifi access**

PRICE: 5400 PLN (+ 23% VAT)
(approximate price in EUR 1200,-)

Additional Equipment (at extra costs)

Regarding the rental of extra equipment, such as special carpets/wooden floor, furniture, decoration, signage, audio visual equipment, extra internet lines, lighting, etc, please contact us at exhibition@el2017.pl when your registration is confirmed.

Exhibition Dates and Hours

Dates	Opening Hours
June 4, 2017 – Sunday Mazurkas Exhibition Stands Installation	07.00 – 23.00
June 5, 2017 – Monday Registration & Check-in for all Exhibitors	07.00 – 17.00 Exhibitor should confirm time of check-in at exhibition@el2017.pl
Trade Show Opening	17.00 – 18.00
June 6 – 7, 2017 – Thursday Opening hours	09.00 – 18.00
June 8, 2017 – Thursday Opening hours	09.00 – 14.00
Exhibition Removal & Dismantling of Stands	14.00 – 23.00

Exhibitors will have an access to the Exhibit Hall for set-up of displays and stands on the date and time shown above. The access to the Exhibit Hall will be granted to the staff of the company who have been registered and are wearing the identification badge.

Note:

The Organisers and the venue are not held responsible for any items left at the stands overnight / or beyond 19:00 hrs on Thursday, June 8, 2017.



Exhibition Regulations

1. Exhibitor

- Is a company that decided to build its own booth at the exhibition during the Congress and paid the appropriate fees for space rental and stand build. All exhibitor staff members must be registered as Congress participants (except exhibition technicians), having paid the registration fee and booked hotel accommodation.

2. Damage to Stand Structures and Exhibition Premises

- No person under any circumstances shall cut into or through any floor covering or wall nor alter stand service structure except when authorized in writing by the Organiser. Any such damage to stand service structures and exhibition premises will be invoiced to the Exhibitor.
- During every installation/removal, the floor should be protected from damage or scratches with cardboard, lining, foil etc., while all hard, scratching and metal elements should be placed on pads. Only the use of transport trolleys equipped with rubber wheels that do not leave any marks on the foyer floor is permitted during installation/removal.
- The so-called “dirty assemblies” are strictly forbidden, all gluing, painting, plastering, grinding, welding and so on should be done outside of the premises. Only the required assembly and finishing work is allowed on the premises.

3. Insurance

Exhibitors must carry their own fire, theft, or other insurance to cover all risks. The Organisers and ICE Conference Centre will not be responsible for damage to the crated materials, materials improperly or poorly packed, or any concealed damage.

4. Stand Cleaning

It is your responsibility to maintain your stand and make sure it is in a clean condition at all times. We have made arrangements for general cleaning of the exhibition tents and gangways; **however the cleaning of stands is the responsibility of the exhibitor.** A full cleaning of the exhibition tents will take place either in the evening or before the show opens. During build-up, we will remove and dispose of reasonable general build-up of waste such as paper, wrapping materials, cardboard etc.; **however this does not include construction waste such as pallets, wood, paint tins etc.** It is the responsibility of contractors and exhibitors to dispose of such excess construction waste.



5. Floor Loading Capacity

Stands in exhibition halls – 500 kg/m² of concrete flooring. The permitted floor loadings stipulated by the venue owners must not be exceeded. However, on a case-by-case basis subject to the approval of the venue owner, special arrangements including the provision of steel base may be required for any exhibit exceeding these limits. The Organiser's delivery schedule for heavy and large exhibits must be strictly adhered to.

6. Storage

No excess stock, literature or packing items may be stored around or behind your stand, due to the materials being a fire risk.

Direct arrangements should be made with an appointed official freight forwarder – **ExpoSped Sp. z o.o.** Otherwise, exhibitors must arrange for their cartons and cases to be transported back to their own premises. Organiser reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

7. Fire Exits & Regulations

- Fire exits must be kept clear of obstructions at all times both inside the tents and outside in the loading bays. **Any items found blocking at fire exit will be deemed as rubbish and will be disposed without notice**
- **All stand construction material and displays must be FIRE RETARDANT.** Any goods attached to your stand will constitute as part of your stand and will be subject to these regulations
- **No items to be stored behind the stands within the tents or in the marshalling yards.** This included boxes, catalogues, pain or thinner, etc.
- **Fumes from open fires or candles are not permitted in this Exhibition**

8. Security

- General security will be provided by the Organiser round the clock. Exhibitors and their staff will not be allowed in the exhibition hall outside the official hall opening hours
- Security guards will patrol the exhibition hall in general, but their duties will not include specific attention to individual stands. Therefore, small/attractive/valuable items should be kept under constant supervision and removed each evening by the Exhibitor staff
- If your displays are valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively, please contact Mazurkas for security services. Please note that you may not use your own staff or personnel from other security agencies



- For security and safety reasons, exhibit movement in or out of the halls during the show hours is not permitted
- All personnel in the exhibition halls must wear identification badges.

9. Rights in Intellectual Property

- Use of name

Exhibitor grants to Mazurkas a fully paid-up license to use, display and reproduce Exhibitor's name, trade name, or product name in every advertising medium utilized for the Conference and also for use by Mazurkas to promote the Exhibitor's services and/or products for a period of three (3) years from the end of the Conference.

- Photography and recording

Exhibitor grants Mazurkas the right to take photographs and video recordings of Exhibitor's stand space, exhibits, before, during, or after the Conference's scheduled times, and further grants Mazurkas the right to use such photographs and video recordings for promotional (advertising) purposes for the Conference and also on Mazurkas web portal for a period of three (3) years from the end of the Conference.

Shipping, Receiving and Storage

Exhibitors are responsible for the movement of their material to the Exhibition area, i.e. from the place of origin to ICE Kraków – Congress Venue. Custom clearance, insurance, unloading, storing, and packing of exhibit material is the Exhibitor's responsibility.

Note: Exhibitors or exhibit contractors with specialized or dedicated equipment requirements should contact the Exhibition Technical Organiser.

All shipments should be prepaid and consigned. The Exhibition Organiser will not accept delivery of any goods prior to the move-in day.

The official forwarder for EL 2017

ExpoSped Sp. z o.o.

ul. Prądzyńskiego 12/14

01-222 Warszawa

Operations Director – Piotr Kopanski

Email: piotr.kopanski@exposped.com.pl

exposped@exposped.com.pl

Phone: +48 22 2567 172

Mob. +48 504 103 570

Fax: +48 22 2567 173

EXHIBITOR APPLICATION FORM

Please print and complete in clear block letters. Scan and return signed by e-mail to: exhibition@el2017.pl
till March 6, 2017

Company's Name:	
Billing Address:	
City and State:	
Zip Code:	
Country:	
Tax number:	
Tel:	
Fax:	
E-mail:	
Contact Person:	

EXHIBITION SPACE – 3650 PLN/1 m² (+ applicable 23% VAT)			
6 m ² <input type="checkbox"/>	9 m ² <input type="checkbox"/>	12 m ² <input type="checkbox"/>	15 m ² <input type="checkbox"/>

STAND NUMBER		
Please check the floor plan and give us three options of your stand location preferences. Exhibition space will be confirmed on first come first served basis.		
Option 1	Option 2	Option 3

POWER SUPPLY DEMAND	
Basic – 3 kW <input type="checkbox"/>	On Request kW



EXHIBITOR APPLICATION FORM

Please print and complete in clear block letters. Scan and return signed by e-mail to: exhibition@el2017.pl
till March 6, 2017

STAND BUILD				
TYPE OF SHELL BASIC STAND	DIMENSION	M ²	PRICE PER STAND (+applicable 23% VAT)	YOUR CHOICE
TYPE 1	2 x 3 m	6	2700 PLN	<input type="checkbox"/>
TYPE 2	3 x 3 m	9	3400 PLN	<input type="checkbox"/>
TYPE 3A	3 x 4 m	12	4500 PLN	<input type="checkbox"/>
TYPE 3B	2 x 6 m	12	4500 PLN	<input type="checkbox"/>
TYPE 4	3 x 5 m	15	5400 PLN	<input type="checkbox"/>
CUSTOM DESIGN				ON REQUEST <input type="checkbox"/>

Mazurkas Congress and Conference Management will be responsible for exhibition stands build-up and tear down.

BOOKING FEES	PRICE
SPACE RENTAL m ²	PLN
STAND BUILD TYPE	PLN
23 % VAT	PLN
TOTAL	PLN

PAYMENT CONDITIONS:

SPACE – 100 % of the total amount for space rental, must be sent within 14 days after Application Exhibition Form.
STAND – 100 % of total amount for Stand (basic or custom designed) must be made before May 16, 2017.

An invoice for your order will be issued to your billing address when registration is approved.

All charges are subject to 23% VAT.

We accept the terms and conditions as detailed in the exhibition documentation. We have read, understood and agreed to the Terms and Conditions specified in the Exhibitor Manual documents.

Declaration:

"We hereby declare and confirm that we commit to work only with operators in the sector of gaming and gambling which hold dedicated licenses in every single state/jurisdiction, where they offer their services. If we receive knowledge of unauthorized operators, we will review our cooperation with the affected operator and inform EL about this issue."

I, _____ (name of Authorised Person), on behalf of the EXHIBITOR, agree to the Exhibition Regulations in the Exhibitor Manual.

All Exhibitor's applications are subject to European Lotteries Association approval.

Date and place

Signature and Company stamp

Thank you for your interest. The Congress organising team will get back to you shortly.

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