

Ladies and Gentlemen!

Please find below the general guidelines for Exhibitors wishing to present their stands during events at the CKF_13 Fabryczna Conference Centre.

Detailed guidelines will be prepared for the needs of a specific event.

1. GENERAL RULES:

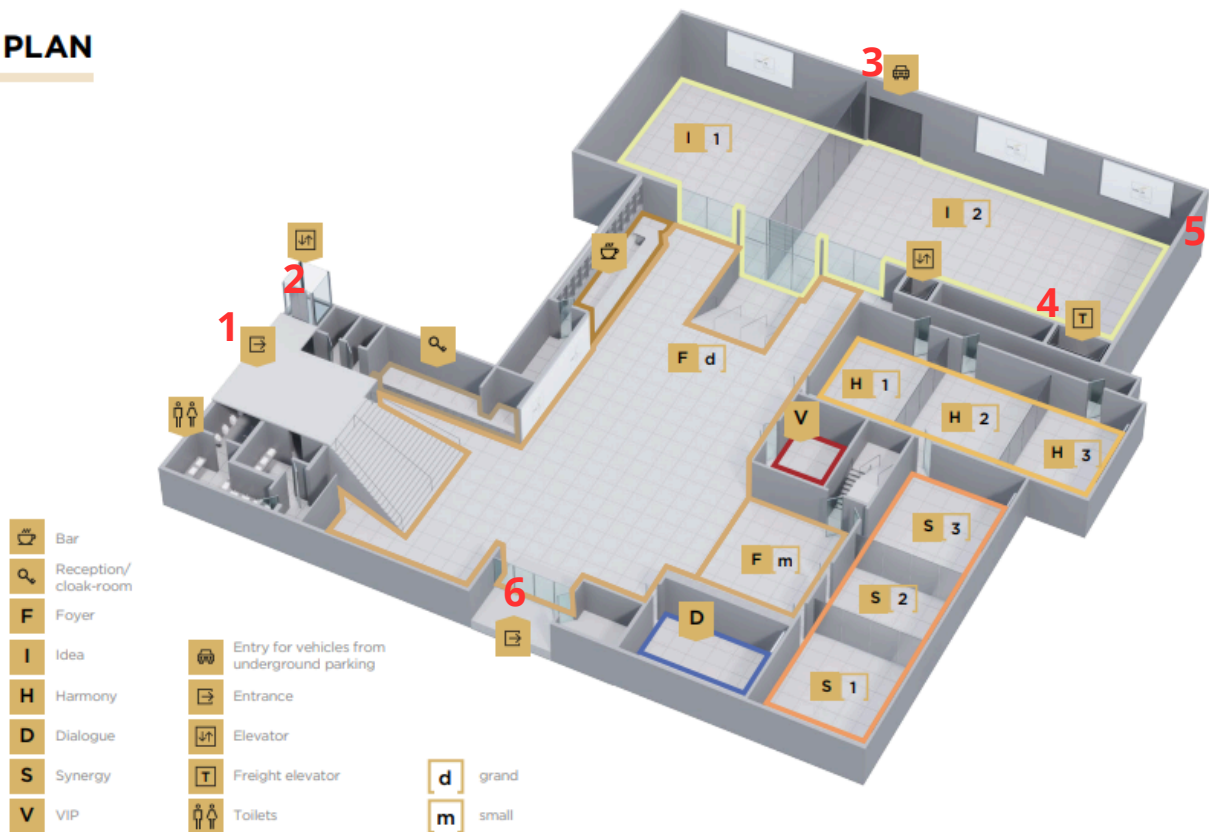
- Exhibitors are allocated a stand area in accordance with the map prepared by the Organizer and approved by CKF_13
- Please adhere to the designated stand areas and do not go beyond the stand area
- The demand for electricity for each stand and the necessary equipment from the CKF_13 website (tables, chairs) should be reported no later than 14 days before the start of the event
- Additional demand for electricity and other connections/equipment may incur additional costs
- It is prohibited to connect machines and devices without the supervision of a technical employee from CKF_13. Failure to comply with the above will result in their disconnection. The costs of reconnection in accordance with the safety conditions of CKF_13 may be charged to the Exhibitor according to the CKF_13 price list.
- The maximum building height for stands located in the foyer and rooms: Synergia, Harmonia, Dialog, VIP is 2.80 m, and in the IDEA room - 3.50 m

2. ID BADGES FOR EXHIBITORS:

- Each person working for the Exhibitor during assembly and disassembly is obliged to have a congress/conference/meeting assembly ID approved by the Organizer and CKF_13 in a visible place. Security will ask people without this ID to leave the premises
- Assembly badges for people building/dismantling stands become invalid for the duration of the meeting.

3. DELIVERY OF STAND MATERIALS/ELEMENTS:

FLOOR PLAN



- Please find below the possible ways to transport equipment and deliver materials for exhibition area:

1. Main entrance - level 0

2. Passenger and goods elevator at the main entrance (from level 0 to level -1);

Elevator dimensions (width/depth/height): 100 cm / 200 cm / 210 cm

Elevator door dimensions (width/height): 90 cm / 200 cm

3. Direct entrance to the IDEA Hall (level -2) from the underground parking lot.

ATTENTION! Maximum car height in the underground parking lot: 2 m.

4. Freight elevator between levels -1 and -2.

Elevator dimensions (width/depth/height): 98 cm / 162 cm / approx. 300 cm

Elevator door dimensions (width/height): 109 cm / 204 cm

5. Passenger and goods elevator from the external parking lot on level 0 to level -2, entrance from the elevator to the IDEA room.

Elevator dimensions (width/depth/height): 109 cm / 210 cm / 211 cm

Elevator door dimensions (width/height): 90 cm / 197 cm

6. Entrance from the passage on level -1, accessible from level -1 of the underground parking lot. 8 steps from the entrance to the foyer.

ATTENTION! Maximum car height in the underground parking lot: 2 m

- Each exhibitor's car must be marked. Please place in a visible place, preferably on the windshield of your car, an A4 sheet of paper with the inscription "MEETING NAME" on which you will include the driver's contact telephone number.
- Transport inside CKF_13 may only take place on trolleys with rubber wheels and the weight may not exceed 200 KG.
- All materials and special products used by the Exhibitor must have appropriate certificates and approvals for their use.
- After completing the construction of the stand, the company carrying out the construction is obliged to take out the garbage and vacuum the carpet within the stand.
- It is strictly prohibited to bring external catering into the Conference Center, unless arrangements with the CKF_13 Coordinator state otherwise.

4. SENDING MATERIALS AND EQUIPMENT TO THE STAND

- Packages can be delivered to the Conference Center only with the consent of the coordinator from CKF_13, no earlier than 2 days before the start of the Event. Shipments before this date will not be accepted by the Center, unless arrangements with the CKF_13 Coordinator state otherwise.

Parcels must be addressed as follows:

**CENTRUM KONFERENCYJNE FABRYCZNA
UL. FABRYCZNA 13, 31-533 KRAKÓW, POLAND
(MATERIALS FOR <name of the event> – NAME OF EXHIBITOR)**

SENDER:

xxxxxxx (Name of the exhibiting Company)

xxxxxxx (name of the company representative who will be present at the event)

xxxxxxx (mobile phone number of the Exhibitor's representative who is responsible for collecting materials for the stand)

- All parcels for a given event are stored in one room, which is accessible to every person who sent a parcel to a given event. CKF_13 team is not responsible for the safety of parcels and their receipt by unauthorized persons. Exhibitors send packages solely at their own risk.

- The exhibitor is obliged to order a courier within the time designated for disassembly and hand over the package directly to an employee of the transport company. It is not possible to leave parcels in the building and order a courier to pick them up at a later date, unless arrangements with the CKF_13 coordinator state otherwise. Each event has a specific time for dismantling.
- CKF_13 is not responsible for the materials left behind and is not obliged to secure them in any way. If the Exhibitor fails to collect the materials referred to above within the set deadline, the Center reserves the right to send them back by courier to the address and expense of the Organizer or the right to dispose of the items left behind at the Organizer's expense, and the Organizer hereby consents to this. In such a case, CKF_13 will charge the Exhibitor for the costs of preparing the materials for shipment and/or disposal.
- CKF_13 team does not receive shipments on pallets. If you need to send a pallet of materials, you must purchase a pallet unloading service from a courier company.

5. ORDER REGULATIONS:

- Each time assembly work is performed, the team performing these works is obliged to secure the space and equipment included in CKF_13.
- It is prohibited to make changes to the Subject of the lease that interfere with the structure of CKF_13, in particular: electrical installation, walls, floors, etc.
- On the premises of CKF_13, work related to: welding, sanding wood and plaster, and other work causing dust and permanent dirt on the surface used or posing a risk of fire or starting a fire is prohibited.
- Before starting the installation, the exhibitor and entities acting on his orders are obliged to protect the carpet and other elements of the CKF_13 decor against moisture, sand, mud and atmospheric factors.
- Assembly companies / Exhibitors moving any goods around the halls and foyer space of CKF_13 will not drive on floor boxes located on the floor.
- Designated communication and evacuation routes must be kept clear at all times. Parking vehicles and storing goods is prohibited there. Vehicles and goods left on these roads will be removed at the owner's expense.

- All fire protection devices and emergency doors and their markings must be accessible and visible at all times and must not be obstructed.
- In particular, the following is prohibited on the CKF_13 area:
 1. carrying out elements of equipment CKF_13;
 2. moving CKF_13 equipment items outside their designated places;
 3. destroying any elements of CKF_13 equipment;
 4. entering areas that are not permitted for event participants (e.g. any service rooms, server room, kitchen facilities, warehouse);
 5. placing any of your own signs on the premises of CKF_13 without the consent of the CKF_13 Coordinator;
 6. blocking or obstructing the use of evacuation routes in the area of CKF_13;
 7. bring and use on the premises of CKF_13 any items that may trigger smoke detectors, e.g. smoke machines, fogscreens, dry ice, except for cases where the rules of their use have been agreed with CKF_13.

6. PARKING:

- Within the Fabryczna 13 complex, you can use surface and underground parking lots
- Surface parking lots - approximately 150 parking spaces. Paid parking from Monday to Saturday, 9:00-22:00, 4 PLN/h - paid at the parking meter or via the APCOA app (**name of the city in the app: KRAKÓW FABRYCZNA CITY**)

Underground parking - approximately 160 parking spaces. Paid parking 24/7, PLN 5/per hour or PLN 70/day. ATTENTION! The entrance height to the underground parking lot is 200 cm.

7. PRZEPISY DODATKOWE:

- A monitoring system is installed in the CKF_13 area. CKF_13 video monitoring enables real-time viewing and records places, people and the course of events on the premises of CKF_13 in the form of video material, including viewing and recording images of people staying on the premises of CKF_13.