

1. Trade Fair: **WOODWORK EXPO 2023**
2. Website of the event: **www.woodworkexpo.pl/en**
3. Trade Fair Commencement date: **24.05.2023, from 09:30 a.m.**
4. Trade Fair Closing date: **26.05.2023 to 3:00 p.m.**
5. Deadline for Confirmation of Participation: **7 days.**
6. Deadline for refusal of Confirmation of notification: **7 days.**
7. Assembly day: **23.05.2023, from 09.00 a.m. to: 8.00 p.m.**
8. Disassembly day: **26.05.2023, from 3:00 p.m. to 10:00 p.m.**
9. Due date for payment of fees in accordance with clause 3.3: **7 days** days from the acknowledgement of receipt.
10. The due date for the payment of fees under clause 3.4:
  - a. instalment 1 in the amount of **45%** of the gross payment resulting from the order in the exhibitor panel, paid as an advance  
**7 days** from the confirmation of the acceptance of the application;
  - b. instalment 2 the remaining part of the total gross payment resulting from the order in the exhibitor panel to be paid by **17.05.2023** prior to the occupancy of the exhibition stand.
11. Deadline for cancellation of participation in the Fair as referred to in clause 4.1 and 4.2 of the Regulations: **25.03.2023, 60 days before event.**
12. Email address for withdrawal under clause 4.3: **woodworkexpo@targi.krakow.pl**
13. Deadline for reporting changes in equipment and media: **24.04.2023 – 30 days before event.**
14. List of regulations to be given to the companies constructing the stand in accordance with clause 5.5: **Fire Safety Instructions, Technical, anty-fire and BHP regulations, Using EXPO Krakow object regulation, Using charged parking spots regulations.**
15. List of regulations applicable to Co-exhibitors: **Fire Safety Instructions, Technical, anty-fire and BHP regulations, Using EXPO Krakow object regulation, Using charged parking spots regulations.**
16. The deadline for notification of the need for the use of cranes, hoists, etc. resulting from clause 8.4: **14 days from confirming the participation application.**
17. Deadline for submitting a catalogue entry in the exhibitor panel: **24.04.2023 – 30 days before event.**
18. Deadline for registration of guests and speakers as per clause 9.13: **24.04.2023 – 30 days before event.**
19. The amount of the fee for each commenced man-hour of extension of the assembly day: **net 750 PLN** (in words: **seven hundred fifty Zlotys**) + VAT at the applicable rate.
20. The amount of the fee for each commenced working hour of extension of the disassembly day: **net 750 PLN** (in words: **seven hundred fifty Zlotys**) + VAT at the applicable rate.
21. Official freight forwarder of the Trade Fair: **TRANSMEBLE INTERNATIONAL Ltd.**
22. Other provisions: **other documents for Exhibitors and assembly companies – Exhibitor’s Guide, Information for assembly companies.**