



GUIDE
FOR WOODWORK EXPO FAIR EXHIBITORS
Krakow, 24th-26th May 2023

1. **Fair venue:** Targi w Krakowie Ltd., The International Exhibition and Convention Centre EXPO Krakow, Galicyjska Str. 9, 31-586 Krakow, www.expokrakow.com.
2. **Exhibition stand assembly:**
 - 22nd May 2023 (Monday) from 8.00 a.m. to 10.00 p.m. – for exhibition space without organizer’s stand construction
 - 23rd May 2023 (Tuesday) from 8.00 a.m. to 8.00 p.m. for exhibition space with organizer’s construction and for exhibition space without organizer’s construction.
 - 24th May 2023 (Wednesday) from 8:00 a.m. to 09:30 a.m.

If you need more time for the stand assembly after 8.00 p.m. on 23rd May, you will be charged **PLN 750 net/h**.
3. **Stand take-over.** In order to take over a stand you need to make all payments for orders and produce payment receipts at the fair office (copies of bank transfers). You can also pay on the spot in cash (PLN only) or by credit card. Documents, ID badges, parking cards can be collected from the Reception desk.
4. **Car park for Exhibitors** available during fair opening hours is located next to the exhibition hall. There is no possibility to leave the car overnight. Products and packages should be delivered to stands during the fair via the unloading area designated by fair personnel.

Car park for Visitors (passenger cars) payable per day/one entry - Fairgrounds: MCTK EXPO Kraków ul. Galicyjska 9 - the number of places is limited.

5. Fair opening hours for:	visitors	exhibitors
24 th May (Wednesday)	09.30 a.m. – 16.30 p.m.	8.00 a.m. – 5.30 p.m.
25 th May (Thursday)	09.30 a.m. – 16.30 p.m.	8.30 a.m. – 5.30 p.m.
26 th May (Friday)	09.30 a.m. – 15.00 p.m.	8.30 a.m. – 12.00 p.m.

6. **Changes in the stand construction, equipment or furnishing orders as well as placing additional orders is possible until 24.04.2023**, contact: Jakub Szatan, ph. + 48 12 651 90 59, +48 509 157 968, e-mail: szatan@targi.krakow.pl. Orders can be placed via the online registering system on the event website. To place an order, please log into your Exhibitor's account and open an already started application.

Additional orders: for furniture, finishing elements etc. submitted on assembly days they are 50% more expensive and utensils 100% higher than the standard price list.

7. **Exhibition stand disassembly:** 26th May 2023 (Friday) from 3.00 p.m. to 12.00 p.m. There is no possibility to start disassembly before 3.00 p.m.

8. Customs and forwarding services. Please be informed that Transmeble International Sp. z o.o. (Mrs. **Dominika Kubera** - dominika@transmeble.com.pl, ph. +48 504 461 044, www.transmeble.com.pl) is the official forwarding agent responsible for forwarding services during WOODWORK EXPO Fair 2023. Exhibitors who do not take advantage of the services of Transmeble are obliged to collect their goods themselves and secure them directly on their stands. Targi w Krakowie Ltd. does not take any responsibility for goods delivered to the fair venue by other companies (no storage available).

9. Hotel reservations: Iwona Karmańska-Walczak: hotele@targi.krakow.pl, ph. +48 12 651 90 21.

ADDITIONAL INFORMATION FOR COMPANIES WITH THEIR OWN STAND ELEMENTS

It is possible to begin stand assembly before the scheduled assembly dates. If you are interested, please contact the technical department and submit the stand project and electrical system for approval: **deadline 24.04.2023** - Mr. Jakub Szatan, tel. +48 12 651 90 59, +48 509 157 968, e-mail: szatan@targi.krakow.pl.

For access granted to your assembly team to the fair hall before the scheduled assembly dates you will be charged PLN 750 + VAT per day.

Information for the stand contractor (in case of exhibition space without stand construction) is available on the website:

<https://woodworkexpo.pl/en/participation/for-exhibitors/regulations>

The assembly company can be reported in the on-line ordering form on your Exhibitor's account (step 10).



Targi w Krakowie Ltd., Galicyjska Str. 9, 31-586 Krakow
Fair information: ph. +48 651 90 17, 651 90 30,
head office: +48 12-644 81 65, 12-644 59 32,
kozynacka@targi.krakow.pl,
poplawska@targi.krakow.pl

www.targi.krakow.pl, www.woodworkexpo.pl