

ENERGETAB 2017 - Important deadlines

28.04.2017	Deadline for sending the Application – Agreement Form
14 days	Exhibitor shall make the payment of 50% of the gross price for the total rented space - within 14 days after receiving the "Confirmation Order"
28.04.2017	The last day on which the 10% discount of the gross price for the total rented space is available.
30.05.2017	If cancellation notice has been received after this date the advance payments shall not be reimbursed
16.06.2017	Deadline for the catalogue entry submission
23.06.2017	By this day the Exhibitors may change their mind and decide to set up the booth on their own instead of using the Organizers' set-up
10.07.2017	If the Exhibitor wishes to construct a temporary structure on the outdoor rental space (as defined in the construction law) he/she must submit respective documentation and obtain the approval of the Fair Office by this date
10.07.2017	After this date orders for additional set-up / fixtures and technical equipment (power supply, water and Internet hookups) shall be carried out only when possible. Orders received after this date shall be carried out only when possible
10.07.2017	Deadline for sending the booth layout with the location of power, water, sewer, and Internet hookups and any additional fixtures when the standard booth set-up is made by the Organizer
10.07.2017	By this day Exhibitors or their duly authorized Set-up Sub-Contractors shall submit: <p>a) for the booths within the standard height of 2,5m – booth layout with specifying the location of technical equipment and specifications of the materials used,</p> <p>b) for the booths exceeding the standard height of 2,5m – booth design: horizontal projection with electric switchboard location, location of water installation (if applicable) and vertical projection showing the height of every element plus basic description and specifications of the materials used, copies of their certificates of conformity with the Polish fire protection requirements,</p> <p>c) 2-storey booths – booth design, and additionally the design should include static calculations and clearly identify the location of all load-bearing structural components. All the documentation should be approved by a licensed construction specialist.</p>
28.07.2017	The deadline for the catalogue advertisement submission
29.07.2017	Exhibitors shall advise the Fair Office if they intend to exhibit heavy or out-size equipment in order to discuss additional specific arrangements
11.08.2017	Deadline for making the 2 nd payment (the remaining portion of the fee)
11.08.2017	If cancellation is made after this date, Exhibitor shall pay a full fee for fair participation and any services ordered, as calculated on page 7 of the "Application – Agreement" form.
8.09.2017	Heavy or out-size equipment must be brought onto the fair grounds by this date
11.09.2017	All the booth set-up work must be completed 24 hours prior to the opening of the Fair at the latest
11-14.09.2017	Organizers shall arrange security for the entire fair grounds outside visiting hours, i.e. from 8 PM on September 11, 2017, to 8 PM on September 14, 2017.

15.09.2017	Booths should be dismantled and exhibits removed within 24 hours of closing the Fair
16.09.2017	In the event the booth is not set up by Organizers, it should be dismantled within 48 hours after closing the Fair.