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RetailShow EXHIBITION & CONFERENCE 2025

19-20.11.2025, EXPO XXI – Warszawa / Warsaw, Poland

Z REGISTRATION OF THE EXHIBITOR'S OWN STAND CONSTRUCTION

Application deadline
30.09.2025

Company:		
Contact person:	E-mail:	Mobile:

The construction of our stand will be done by: .....

The above provider is on the list of recommended providers specified below: ☐ **yes** ☐ **no**

We will prepare the stand on our own, without the participation of any third-party provider: ☐ **yes** ☐ **no**

THE LIST OF PROVIDERS RECOMMENDED TO PREPARE THE STAND CONSTRUCTION	
Expostyl Sp. z o.o.	☐
Pracownia Sztuk Plastycznych Sp. z o.o.	☐
Matrix-Systems	☐
Mawer	☐
Maxpol	☐
OMDEXPO POLSKA Sp. z o.o.	☐

Using the services of stand construction providers from outside the list of entities recommended by the owner of the facility, i.e. the Warsaw EXPO XXI Centre, requires them to pay a licence fee to the facility owner, in the net amount of 3,50 EUR/sqm of construction. The fee will be collected by the Organiser from the Exhibitor and provided to the facility owner. The details of the construction provider must be communicated to the Organiser by 30.09.2025.

The Exhibitor and the stand construction provider acting at the Exhibitor's request must abide by the schedule of assembly works, the RetailShow terms & conditions and rules, and the regulations of the Warsaw EXPO XXI Centre, and in particular:

1. The provider shall perform any assembly and disassembly work in line with the pre-approved architectural design of the construction and in line with the applicable safety rules and in particular the OHS rules, fire safety rules and good industry practice, having regard to the integrity of the facility. The contractor is obliged to have on-site flammability ceificates for materials used for the construction of the stand and to present them if requested.

2. The Exhibitor shall be solely liable for the Occupational Health & Safety of all the individuals participating in the stand assembly and disassembly works and during the Fair, and shall be liable for any accidents arising from failure to exercise supervision or to follow the work safety requirements. Any individuals and entities preparing the stand construction on behalf of the Exhibitor must have valid certificates of OHS training completion.

3. The Exhibitor shall have full insurance against any consequences connected with building, equipping and disassembling the stand, and shall insure its exhibits, any other devices for which it is responsible as well as any personal items.

4. The Exhibitor shall immediately notify the Organiser about any noticed hazards, accidents or losses. The Exhibitor shall abide by the safety recommendations provided by the owner of the facility and its Representatives. Any complaints regarding the damage suffered shall be communicated by the Exhibitor to the Organiser in writing during the Fair and during stand assembly and disassembly works. The Exhibitor shall cover the cost of any damage done to the property of the facility owner or other entities and third parties, caused by the Exhibitor, its representatives, the providers and employees working for the Exhibitor as well as any third parties who stay in EXPO XXI during the Fair and during the stand assembly and disassembly.

5. During the assembly and disassembly, within its stand, the stand construction provider shall have the right to make only the necessary assembly works and the final finishing touches. Fundamental works (carpentry, painting etc.) connected with the preparation of the stand and the exhibits are not allowed. Welding, wood and gypsum sanding, and other dust raising works are particularly prohibited.

6. The stand and its equipment should be installed in such a way as to prevent any hazard to public safety and order, and in particular to the lives and health of the individuals on the premises of the Fair.

7. During the assembly and disassembly, the stand construction provider must not connect and disconnect electric distribution boards in service ducts and walls on its own.

8. No elements of the construction may be larger than the assigned exhibition space or than the approved by Organiser construction height, nor may they block passages and corridors. The Exhibitor is obliged to aesthetically finish the construction on the side of neighbouring stands.

9. The construction provider shall systematically remove any packaging and assembly waste during the stand assembly and disassembly works. All the elements of a disassembled stand along with exhibits must be removed from the premises by the provider as scheduled. Elements of a disassembled stand must not be thrown into the rubbish containers on the premises of the facility. The construction provider shall make sure to precisely remove any floor covering and the assembly elements (the remaining tape), and shall leave the facility floor free of glue and dirt. If these tidying works are not completed by deadline, the Organiser shall have them carried out at the Exhibitor's expense and cost.

The Exhibitor hereby represents that the stand construction provider is familiar with and accepts the above stand assembly and disassembly rules and the Fair terms & conditions.

.....	.....	.....	.....
Place and date of signing	Exhibitor stamp	Legible signature of the authorised Exhibitor representative	Legible signature of a person responsible for the stand construction

Please, send us filled form by e-mail **biuro@ecppolska.pl**