



“European Agricultural Fund for Rural Development: Europe investing in rural areas”

Annex to Resolution No. 331/7132/17
of the Board of the Podkarpackie Region in Rzeszów,
dated 23 September 2017.

Rules of the operation entitled: EKOGALA - International Fair of High Quality Food and Products organized on 8-9 December 2017 at G2A Arena Exposition and Congress Centre of the Podkarpackie Region

§ 1. Introductory Provisions

These Rules of Ekogala - International Fair of High Quality Food and Products (hereinafter “the Rules”) are applicable to Exhibitors participating in the Fairs (hereinafter “Ekogala”), and they are an integral part of the “Application Form – Contract” constituting Annex No. 1 to these Rules, made between the Organizer, i.e. the Podkarpackie Region and the Exhibitor.

§ 2. Ekogala - Place, Time and Opening Hours

Place: Jasionka near Rzeszów, the premises of G2A Arena Exposition and Congress Centre of the Podkarpackie Region.

Time: 8 – 9 December 2017.

Opening hours: 10.00 – 17.00 on 8 December 2017; 10.00 – 17.00 on 9 December 2017.

§ 3. Organizing Entities

1. The principal organizer of Ekogala is the Podkarpackie Region – Marshal Office of the Podkarpackie Region, Department for Rural Development Programs, with a seat in Rzeszów 35-010, al. Łukasza Cieplińskiego 4, tel. +48 17 747 69 40, www.podkarpackie.pl – hereinafter referred to as “the Organizer”.
2. Co-organizers of Ekogala include:
 - 1) City and Municipality of Rzeszów,
 - 2) “Chamber of Ecological Agriculture” Union of Associations,
 - 3) Municipality of Trzebownisko.

§ 4. Participation in Ekogala

1. Ekogala is dedicated to entities involved in manufacturing and trade of high quality products and foods, i.e. certified ecological food, or traditional food products entered onto the List of Traditional Products kept by the Ministry of Agriculture and Rural Development as well as to agritourist farms, agritourist associations, educational crofts, institutions and entities involved in educational

activities connected with ecology, organic or traditional food, healthy lifestyles, sport and tourism, agritourism, as well as entities whose operation focuses on herbal treatments, promotion of knowledge related to herbs and their health promoting effects.

2. Entities participating in Ekogala are referred to as “Exhibitors” from the moment they declare their will to participate by filing the specially designed application form.
3. Ekogala participants also include special Guests of by the Organizer.
4. Participation in Ekogala is voluntary; by filing the application form the Exhibitor accepts and undertakes to comply with the provisions of these Rules and the Rules of the Facility hosting Ekogala, the latter are available at www.ekogala.eu

§ 5. Specific Provisions

1. To participate in Ekogala the interested parties shall register via the registration module at www.ekogala.eu as long as the exhibition area is available, yet not later than by 29 September 2017. Subsequently a paper copy of the application and photocopies of documents referred to in clause 2 and certified as true to the original, shall within 7 days, be submitted to the Organizer’s headquarters or sent by post (date as postmarked) to the following address: Urząd Marszałkowski Województwa Podkarpackiego w Rzeszowie, Departament Programów Rozwoju Obszarów Wiejskich, al. Łukasza Ciepłińskiego 4, 35-010 Rzeszów. The organizer reserves the right to accept applications after the date defined in the previous sentence.
2. While filing the application, the Exhibitor accepts these Rules and the Rules of the Facility as well as the conditions for participating in Ekogala, and submits a statement:
 - 1) on ownership of an ecological certificate valid at the time of Ekogala (applicable to entities exhibiting ecological products and food),
 - 2) confirming their product is on the List of Traditional Products and the entry shall be valid at the time of Ekogala (applicable to entities exhibiting traditional food and products),
 - 3) on availability of a leaflet, brochure or catalogue, etc. presenting their services related to education, trainings, tourism, organization of leisure activities, etc. (applicable to such Exhibitors as: agritourist farms, agritourist associations, educational crofts, entities and institutions involved in educational activities). **Ekogala can host expositions of Agritourist Farms, Agritourist Associations, Educational Crofts located within the Podkarpackie Region.**
3. Each Exhibitor may take part in the competition selecting the finest exhibition stand; its Principles are included in Annex No. 2 to these Rules.
4. The Organizer reserves the right to reject an “Application Form – Contract” without stating the reasons, and to remove an Exhibitor from the List of Exhibitors.

5. If an application to take part in Ekogala is filed, and the Organizer does not refuse to accept the application within 7 days after its receipt, a Contract is made between the Parties, in accordance with these Rules and provisions of the Civil Code.
6. The Organizer informs about a rejection of an application for Ekogala via post, to the address for correspondence (date as postmarked) or to e-mail address provided in Annex No. 1 hereto.
7. The Organizers designate stands for Exhibitors in accordance with the request specified in "Application Form – Contract", however they reserve the right to change the size of the requested exposition area. In such situation the Exhibitor is not entitled to appeal such decision.
8. Provisions of points 1-7 are not applicable to special Guests of the Organizer; principles of their participation in Ekogala are negotiated directly with the Organizer.

§ 6. Regular exposition system and additional stand fittings

1. Regular exposition system based on 2mx3m module is provided by the Organizer with the following free-of-charge services: setting up partition walls in the requested exhibition area, installation of a frieze board with the name of the company – the maximum number of 25 characters, as well as the following equipment:
 - 1) 2-metre long exhibition counter,
 - 2) back area with a curtain (back area with a minimum size of 80 cm x 80 cm, cloth curtain corresponding with the height of the module),
 - 3) table, with a minimum size 50 cm x 50 cm or round table with a diameter of 70cm or more,
 - 4) 2 chairs,
 - 5) waste bin,
 - 6) 2 lighting points, mounted on the stand structure, power of 60 VAT,
 - 7) one power point of 230 V.
2. Exhibitors provide their stands with additional equipment.

§ 7. Organizational Matters

1. The Exhibitor undertakes to observe assembly instructions and comply with OHS and fire safety rules in the process of preparing the exposition and during Ekogala and to construct the exposition in such a way as not to pose risk for health and life of visitors and other persons staying at the premises of Ekogala or nearby.
2. The Exhibitor shall not damage any exposition structures as well as the facility and its surrounding area. It is forbidden to impair integrity of the floor structure in the premises of and outside G2A Arena Exposition and Congress Centre of the Podkarpackie Region. **Any damage caused by the Exhibitor will be removed at their expense.**

3. The exhibition facility will be accessible to Exhibitors, for assembly and disassembly, at the following times:
 - 1) 7 December 2017, from 14:00 to 19:00 and 8 December from 7:00 to 9:00
 - 2) 9 December 2017, from 17:00 to 20:00 (disassembly of the exposition).

Ekogala will be open to visitors at the following times:

- 1) 8 December, 10:00 – 17:00,
- 2) 9 December, 10:00 – 17:00.

The Organizer reserves the right to change the time when the facility will be open to Exhibitors for assembly and disassembly of their expositions.

4. On 8 December 2017 the facility will close at 17:30 and on 9 December 2017 it will open at 8:00.
5. **If an Exhibitor closes the stand before 17:00 on 9 December 2017, they can be charged with the cost of putting up the stand, amounting to 1,000.00 PLN.**
6. The Exhibitor shall pay the penalty specified in Clause 5, based on a request submitted by the Organizer, in accordance with and in the manner defined in such request.
7. The Exhibitor is entitled to display and advertise their products and services exclusively at their stand. Promotional activities shall be carried out at the stand in a way which will not make it difficult or impossible for other Exhibitors to carry out their activity and will not pose hazard to or disturb Ekogala visitors.
8. The Exhibitors shall not put up permanent or temporary structures and display their exhibits along the traffic, emergency or fire escape routes within the facility and the premises of EKOGALA.
9. If cars or trailers are left in places which are not designed for parking, the Organizers may have the vehicle towed away to an attended car park in Rzeszów, at the owner's cost.
10. Animals may not be brought into Ekogala premises.
11. It is forbidden to use drones and/or other flying objects.
12. The Organizer shall not be held liable for exhibits and structures set up by the Exhibitor.
13. Any elements of exposition left behind after Ekogala, without the Organizer's approval, will be identified as discarded property which passes without damages (free-of-charge) to the Organizer.

§ 8. Resignation from participation in Ekogala

1. If an Exhibitor resigns from participation in Ekogala after filing an application via the registration module, they shall promptly notify the Organizer about this fact, in writing, to the following address: Urząd Marszałkowski Województwa Podkarpackiego w Rzeszowie, Departament Programów Rozwoju Obszarów

Wiejskich, al. Łukasza Cieplińskiego 4, 35-010 Rzeszów or by e-mail to: b.adamska@podkarpackie.pl

2. If an Exhibitor resigns from participation in Ekogala less than 14 days before the start of the Fair, the Exhibitor will be excluded from participation in Ekogala for the following 3 years.
3. If an Exhibitor resigns from participation in Ekogala due to force majeure, provisions of clause 2 shall not be applicable.

§ 9. Final Provisions

1. The Organizer reserves the right to shorten, put off, cancel or partly close Ekogala at any time. In such a case Exhibitors shall not be entitled to any claims against the Organizer.
2. If an Exhibitor fails to comply with or violates these Rules the Organizer shall be entitled to file a statement on immediate termination of the contract.
3. Exhibitor's complaints should be sent to: Urząd Marszałkowski Województwa Podkarpackiego w Rzeszowie, Departament Programów Rozwoju Obszarów Wiejskich, al. Łukasza Cieplińskiego 5, 35-010 Rzeszów, in writing within 7 days after the end of Ekogala. After this time, Exhibitor's claims expire and shall not be handled.
4. Any correspondence from Exhibitors to the Organizer should be sent on paper in the cases stipulated in these Rules, and addressed to: Urząd Marszałkowski Województwa Podkarpackiego, Departament Programów Rozwoju Obszarów Wiejskich, al. Łukasza Cieplińskiego 4, 35-037 Rzeszów, and shall include annotation "Ekogala 2017". Current information concerning technical issues may be sent via e-mail to: b.adamska@podkarpackie.pl
5. Any disputes resulting from these Rules shall be resolved by Court of Justice having jurisdiction over the Organizer.



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Annex No. 1 to the Rules of the event entitled:
EKOGALA - International Fair of High Quality Food and Products
organized on 8-9 December 2017
at G2A Arena Exposition and Congress Centre
of the Podkarpackie Region

**“Application Form – Contract”
for Ekogala - International Fair of High Quality Food and
Products**

held on 8-9 December 2017

in Jasionka near Rzeszów, within the premises of G2A Arena Exposition and Congress
Centre of the Podkarpackie Region.

Name of Company:			
Tax identification Number			
Address for correspondence:			
Contact persons			
First and last name	Phone	E-mail	
1.			
2.			
3.			
Products proposed for the exhibition:	List of items in checkbox: -baked goods -dairy products		

	<ul style="list-style-type: none"> -products made of flour, groats -honey, beekeeping products -fruit, vegetables, juices -fruit and vegetable preserves -beauty products and supplements -meat, processed meat products -herbs and herbal products -other
<p>Document confirming the origin of the product (in accordance with § 5 clause 2 of the Rules): issued by, for which products, certificate number, date of issue:</p>	
<p>Description of the stands (dimensions, equipment):</p>	<p>6m² <input type="text"/></p> <p>12m² <input type="text"/></p> <p>*18m² <input type="text"/></p>
Number of parking places, and type of vehicle	
Light commercial vehicle	How many
Refrigerator truck	How many
Car	How many

Truck	How many
Note related to the Exhibitor and products to be included in the trade fair brochure (up to 1,500 characters, including spaces)	
+ website + printable photos or logo	
<p><i>The Exhibitor hereby accepts an offer to participate in the Trade Fair organized by the Organizer, in accordance with the Rules, which the Exhibitor has read and herein accepts.</i></p> <p><i>Submission of this "Application Form – Contract" is equivalent to the conclusion of contract on participation in the Fairs and to acceptance of the Rules and the Rules of the Facility.</i></p>	
Exhibitor's signature	Company stamp

***18m² stands may be available only in justified cases, after the size of exposition area has been specified based on direct talks between the Organizer and the Exhibitor.**



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Annex No. 2 to the Rules of the event entitled:
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organized on 8-9 December 2017
at G2A Arena Exposition and Congress Centre
of the Podkarpackie Region

**The Rules of the Competition
“The Finest Exposition Stand”
during the event entitled:
EKOGALA - International Fair of High Quality Food and Products**

§ 1

Organizers

The Competition is organized by the Podkarpackie Region.

§ 2

Purpose of the Competition

1. Presentation of the most impressive exposition stand during the event: EKOGALA - International Fair of High Quality Food and Products.
2. Promotion of good practices connected with ecological and traditional food.
3. Promotion of rural areas.

§ 3

Competition Participants

All exposition stands may participate in the competition.

§ 4

General conditions for participation, and evaluation criteria

1. The competition will take place on 8 December 2017, during Ekogala - International Fair of High Quality Food and Products held at G2A Arena Exposition and Congress Centre of the Podkarpackie Region in Jasionka near Rzeszów.
2. The Competition Jury appointed by the Organizer will assess the participating exposition stands taking into account the following criteria:
 - 1) visual attractiveness and elaborateness;
 - 2) uniqueness and style of presentation;
 - 3) diversity of products presented at the stand.

§ 5

Awards

1. Three exposition stands with the highest rating in the Competition entitled "The Finest Exposition Stand" will be awarded with in-kind prizes and commemorative diplomas.
2. The Organizer reserves the right to award additional prizes and distinctions.

§ 6

Final Provisions

The entities participating in the Competition shall express their consent for publication of their personal data in any materials published after the Competition.