

DETAILED DESCRIPTION OF THE OBJECT OF THE CONTRACT

Object of the contract

The object of the contract is performance of services consisting in development of 90 sq m of exhibition space and servicing the promotional stand at the area of the IFA CHINA fair to be held between 16 and 18 June 2017 in Gungzhou, hereinafter referred to as the “task”. The development will be performed at the space leased independently by the Contracting Party in hall no. 10.2 A06 (**Appendix 7**).

The object of the contract includes the following:

- performance of development in compliance with the designed approved by the Contracting Party (along with obtaining all necessary permits and consultations with the services of the Fair organiser) and meeting technical and time conditions of the Fair organiser,
- stand servicing by 2 hostesses fluent in Polish and English/communicative Chinese language,
- stand disassembly in compliance with the guidelines of the Fair organiser.

I. Technical specification of the development, setting and equipment of the stand

Development of the space should consider the following criteria and equipment components:

1. Use of logotypes of the Agricultural Market Agency, the Poland tastes good! slogan and the remaining graphics included in **Appendix 6** (in Polish and Chinese/English language version) on the development components following the design agreed with the Contracting Party. The stand concept should be based on limited number of colours i.e. white and red to ensure individual and differentiating outlook of the stand.
2. The stand space should be divided into the part dedicated for meetings with fair visitors, part dedicated for B2B contacts, 6 sq m warehouse situated as proposed in the space division suggested by the Contracting Party and presented in **Appendix 8**. Exemplary design of stand development proposed by the Contracting Party is presented in **Appendix 9**.
3. The part dedicated for meetings with fair visitors consisting in 12 stands for entrepreneurs and AMA stand equipped with:
 - 12 key-locked information counters, of approximate dimensions of (0.5x0.5 m, app. height of 0.9 m),

- 1 key-locked information counter, of approximate dimensions of (1.0x0.5 m, app. height of 0,9 m),
 - 14 hockers (high stools),
 - 12 key-locked display cabinets to present the food products and/or advertising of approximate dimensions of (1.0x 0.3 x2.4 m high),
 - 14 brochure stands,
 - access to power supply sources – 26 sockets in total,
 - 15 waste bins,
 - easily noticeable and aesthetic logo of entrepreneurs on the information counter and in the upper part of display cabinet for product presentation.
4. The Contracting Party reserves its right to increase or decrease the number of information stands for entrepreneurs.
5. The part of stand located inside the space and dedicated for B2B contacts, equipped with:
- 6 round tables, each with 4 chairs,
 - 3 potted plants, each of app. 40 cm high,
 - 1 key-lock counter cabinet with 1 electric kettle and 1 pressure coffeemaker (with app. 4 kg of coffee (or app. 600 servings/bags) with milk foaming function and 15 bar pressure.
6. Functional warehouse facilities of app. 6 sq m area, unavailable for the visitors, key-locked and equipped with:
- 5 racks for informational materials, at least 1 m long, height of at least 2 m, max. shelf depth of 40 cm,
 - clothes rack (on-wall rack for at least 30 persons),
 - 6 folded chairs,
 - 1 cooler (refrigerator – chiller) – use capacity of cooling part of app. 90 l,
 - water dispenser + 3 bottles of water,
 - access to Internet,
 - access to power supply sources – at least 4 sockets with appropriate voltage necessary to connect the equipment,
 - fire extinguisher,
 - 2 waste bins and 60 l waste bags.
7. Lighting tailored to stand size and designed setting – at least 1 lighting point for 2 3 sq m of stand space.
8. Flooring or panels in colour matching the stand colour scheme.

II. Detailed scope of works at the side of the contractor related to stand development

1. Submitting the development and installation plans and consultations with the Fair organiser in line with the requirements thereof.
2. Using the materials meeting the requirements of *EN 13.501.1 standard* and the standards listed in technical terms and conditions specified by the Fair organiser in development..
3. Performance of stand and all stand elements development in line with the design and specification.
4. Stand disassembly in compliance with guidelines specified by the Fair organiser.
5. Transport, including loading and unloading of development, setting and equipment components of the stand (including the required customs and freight clearances to be financed by the Contractor).
6. Detailed deadlines for stand assembly, performance of power installation and stand disassembly should meet the terms and conditions of the Fair organiser.
7. Handing over the stand to the contracting part at 2:00 PM on the day preceding the day of commencement of fair event i.e. on 15 June 2017 at the latest.
8. Performing the graphics, slogans and signs of the exhibitors at the stand in line with the design approved by the Contracting Party.
9. Stand arrangement following the design and specification.
10. Ensuring stand service by 2 hostesses fluent in Polish and English or English and Chinese languages in communicative manner. The hostesses should be present throughout the entire fair event, wearing neat and uniform outfit (t-shirt to be provided by the Contracting Party, bottom part of outfit in black or red colour).
11. The task of hostesses includes:
 - brief interpretations,
 - servicing the information point by informing the fair visitors on the companies exhibiting on the stand,
 - distribution of publications and promotional materials available at the stand among the fair visitors,
 - preparation and serving beverages to stand visitors and exhibitors,
 - ensuring cleanness and order at the stand, waste disposal,
 - support in preparation of tasting the products provided by the entrepreneurs.
12. Ensuring technical service by the persons responsible for smooth functioning of all components of development, equipment and devices provided by the Contractor, including in particular ensuring operation of all connections and devices in which the stand is equipped.

13. Prompt elimination of all defects and failures which will arise or emerge during the use of stand by the Contracting Party in a manner not disturbing the stand operation during fair.
14. Maintaining cleanness and aesthetics of the stand on the on-going basis as well as stand cleaning upon completion of fair.
15. Following all health and safety and fire protection rules and regulations in force at the site of fair stand.
16. Ensuring stand civil liability insurance for the amount of at least PLN 50 000,00, against all damages to third parties, including Fair organiser. The insurance cover period should start at the date of commencement of works by the stand assembly team and end upon stand disassembly. The Contractor shall provide the Contracting Party with a copy of valid insurance policy covering the stand on the day preceding the day of commencing the fair event under the acceptance protocol.