

**PROTOCOL OF ACCEPTANCE FOR ASSEMBLY WORKS AND HANDOVER THE
STAND FOR USE (template)**
(concerns Contract no. /2017 of)

1. OBJECT OF ACCEPTANCE

Performance of assembly works, handing over the stand with equipment.

2. PERSONS PARTICIPATING IN THE ACCEPTANCE PROCEDURE

at the side of AMA:

at the side of Contractor:

3. DATE

Date and time of acceptance:

4. ASSESSMENT OF FULFILLING THE OBLIGATION¹

4.1. The Contractor handed over the fair stand and the Contracting Party accepted it without reservations stating that it was developed in compliance with the concluded contract.

4.2. The Contractor submitted for acceptance the stand failing to meet all the requirements described in Appendix 1. The Contracting Party reported the following reservations and comments to the performed development of fair stand:

No.	Name of good	Comments – identify defects and non-compliances²
1.	Equipment of part of stand dedicated for meetings with the visitors, including:	
1.1	Information counter 1 m x 0.5 m	
1.2	Information counters 0.5 m x 0.5 m	
1.3	Hockers	
1.4	Brochure stands	
1.5	Graphics (entrepreneur logo)	
1.6	Access to power supply sources	
1.7	Waste bins	
1.8	Display cabinets	

¹ Delete as appropriate i.e. leave clause 4.1 or 4.2.

² Complete when defects and non-compliances are stated.

2.	Equipment of part of stand dedicated for B2B contacts, including:	
2.1	Tables	
2.2	Chairs	
2.3	Counter cabinet	
2.4	Coffeemaker	
2.5	Electric kettle	
2.6	Access to power supply sources	
2.7	Access to Internet	
2.8	AMA graphics	
2.9	Potted plants	
3.	Equipment of warehouse facilities, including:	
3.1	Rack with shelves	
3.2	Clothes rack	
3.3	Folded chairs	
3.4	Cooler (refrigerator – chiller)	
3.5	Fire extinguisher	
3.6	Waste bin	
3.7	Water dispenser	

OTHER COMMENTS

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The Contractor shall complement and eliminate the defects in the performed works by following the reservations and comments listed in this protocol..

CONTRACTING PARTY

CONTRACTOR

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ELIMINATION OF DEFECTS STATED DURING THE FORMAL RECORDED ACCEPTANCE OF THE STAND

5. DEADLINE FOR ELIMINATION OF DEFECTS

Date and time of acceptance:

ASSESSMENT OF FULFILLING THE OBLIGATION

The Contractor eliminated the defects and deficiencies from the performed works /failed to eliminate the defects and deficiencies from the performed works³ following the reservations and comments listed in this protocol in the specified period of time.

6. COMMENTS

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CONTRACTING PARTY

CONTRACTOR

³ Delete as appropriate. In the case of failure to eliminate the defects or deficiencies within the time period specified in the protocol, provide information on the final deadline for elimination of defects or deficiencies.