

## Regulations 19 of the Wroclaw Book Fair

### I. General Provisions

1. The Wroclaw Book Fair, further referred to as the Promotions, take place between 02.12.2010 and 05.12.2010 in the Museum of Architecture at ul. Bernardyńska 5. The meetings with authors, discussions, events promoting literature and readership will take place in the Galeria Awangarda BWA at ul. Wita Stwosza 32 in Wroclaw.
2. The organiser of the Promotions is the Miejska Biblioteka Publiczna we Wrocławiu.
3. The main goal of the Promotions is to promote books of a great value that are ambitious, distinguishing themselves as regards their literary side and educational and editorial virtues.
4. The Promotions have a character of fairs accompanied by the literary and promotional events (meetings with authors, conferences on certain subjects, presentations, lectures, exhibitions, discussions and contests for publishers and readers).

### II. Participants

In the Promotions may participate publishing houses and other institutions of a publishing and distribution character invited by the ORGANISER. The participants in the Promotions are further referred to as the PUBLISHERS.

### III. Organisational provisions

1. A PUBLISHER acquires the right to participate in the Promotions after sending to the ORGANISER a filled out and signed PARTICIPATION APPLICATION and after paying for the selected type of a stand, in accordance with a pro-forma invoice, as issued by the ORGANISER.
2. The ORGANISER has an exhibit space. The assignment and location of the stands belongs to the Organiser of the fairs. Special wishes of the PUBLISHERS will be respected as long as it is possible.
3. A resignation from participation in the Promotions requires a written form or it is invalid. As the date of the cancellation of participation considered is the date when such a notification of resignation is received by the ORGANISER. A resignation that is to be free of charge has to take place by November 4, 2010. A resignation after this date and before December 1, 2010, will result in the obligation to pay 50% of the fee charged for the applications. Any returns and overpayments will be settled within 30 days after the ending of the fairs.
4. A PUBLISHER receives its stand from the ORGANISER describing the state of its equipment on the basis of a reception report. Should the elements of the equipment be destroyed, damaged or lost, the PUBLISHER bears for it the financial consequences, i.e. covers the resulting costs within 14 days from the date of finalisation of the Promotions (their full value as per the current prices will be given by the ORGANISER).
5. A PUBLISHER that fails to take over its stand on 02.12.2010 by 12:00 hours is obliged to pay 100% of the amount calculated from its participation application.
6. A PUBLISHER may take over its stand only after documenting all the payments made (presentation of a bank transfer order).
7. A PUBLISHER is obliged to maintain its stand in a proper condition. During the Promotions the stand should be serviced by a proper personnel taking care of it.
8. A PUBLISHER has to obey organisational orders and recommendations and safety regulations described by the operator of a given building (Organisational regulations of BWA and of Museum

of Architecture may be reviewed in the fairs' office and on the page of the Wrocław Promotions of Good Books).

9. A PUBLISHER is obliged:
  - a) to assure a proper quality of the events it organises
  - b) not to give for use the area of its stand to other users
  - c) to advertise its publishing house only within its stand or within an additional space as agreed directly with the ORGANISER
10. A PUBLISHER cannot, without consent of the ORGANISER, make any changes in the positioning of its stand or interfere with the power or sound networks. Any possible changes should be reported to the ORGANISER that, if it is possible, will respect the wishes of the PUBLISHER.
11. The ORGANISER is obliged to:
  - a) provide the PUBLISHERS with proper conditions for exhibition and fairs,
  - b) secure the property of the PUBLISHERS in the hours after the fairs are closed,
  - c) making accessible an additional space (dressing rooms, sanitary premises) for the PUBLISHERS,
  - d) provide the PUBLISHERS with information and advertisement materials including the catalogue and name tags,
  - e) make possible the contacts with mass media, wholesalers, booksellers and librarians,
  - f) provide the PUBLISHERS with invitations to the events that accompany the Promotions, including the grand gala of presentation of the Book Award of Central Europe ANGELUS
  - g) provide information about hotels,
  - h) assure, as far as possible, the conditions for the promotion programmes in accordance with individual requirements.
12. The ORGANISER is not responsible for accidents and damages occurring without its fault during the fairs' business hours.
13. The Promotions' business hours (hours of the opening):
  - 2.12.2010 (Thursday): 14:00 to 19:00
  - 3.12.2010 (Friday): 10:00 to 20:00
  - 4.12.2010 (Saturday): 10:00 to 18:00
  - 5.12.2010 (Sunday): 10:00 to 16:00
14. The stands will be made available for the PUBLISHERS on 2.12.2010 at 8:00 hours. The PUBLISHERS may deliver their books for storing in the Museum of Architecture on 1.12.2010 (from 17:00 to 20:00 hours) or to send their books to the Museum of Architecture earlier, after a prior consultation with the ORGANISER.
15. The stands will be closed/liquidated on 5.12.2010 (Sunday) after 16:00 hours.
16. The stands have their own lighting networks. The PUBLISHERS may not use an additional power capacity without a prior, written consent of the ORGANISER.

#### NOTICE

The publishers who will leave their stands before 16:00 hours on 5.12.2010 will be charged a contractual penalty amounting to PLN 1000.00 (say: one thousand zlotys), payable via a separate invoice.

#### IV. Final provisions

1. Should the Promotions not be held for the reasons on the side of the ORGANISER only, the PUBLISHERS will be refunded the money they paid to the ORGANISER.
2. The ORGANISER reserves itself the right – in the circumstances outside its control – to cancel, shorten or partially close the Promotions. In such a situation, the PUBLISHERS will not be refunded the costs they've borne.
3. All issues not covered by this REGULATIONS and Concerning the Promotions, should be consulted with the ORGANISER, and the ORGANISER proposes to resolve any possible disputes in the way of negotiations (amicable way).