



SEMINAR ROOM BOOKING RULES AND REGULATIONS

1. The room is considered as booked once the organizer has confirmed the reservation date.
2. All arrangements regarding seminar rooms must be done via e-mail. The arrangements and information given by telephone are not binding.
3. Rooms are hired for 45 minutes.
4. The fee for larger rooms (40 and more people) covers: the sound system, a screen, an overhead projector, desk/s, chairs and heating/air-conditioning, information in the programme as well as on the agenda screen located next to the entrance to the seminar room.
5. The fee for studio rooms (10-30 people) covers: a screen, an overhead projector, desk/s, chairs and heating/air-conditioning, information in the programme as well as on the agenda screen located next to the entrance to the seminar room.
6. Detailed information on the lecture should be sent to: horeca@targi.krakow.pl by **14th October 2022**. Failing which, we cannot guarantee that the training/ presentation will be listed in the official prospectus.
Obligatory detail information: title of the seminar/presentation, name and surname of the lecturer, name of the company - organizer; information about sign up list/ fees; contact to person responsible for presentation. Purchaser takes all responsibility for correct information details to be published in the programme, including co-organizers and sponsors. In case of publishing logotype, purchaser must sign "The consent for the use of the trade mark".
7. Additional or non-standard equipment should first be agreed upon with the organizer.
8. Information on trainings and lectures will be published on the organizer's website in the catalog, the fair's agenda and on information boards.
9. Technical requirements:
 - a) all files and presentations should be prepared in 16:9 format
 - b) as standard practice, all seminar rooms are fitted with HDMI and VGA terminals. Adapters should be supplied for computers using other connectors.
10. Technical staff is available onsite throughout the fair to provide assistance in resolving problems with the AV equipment in seminar rooms.
Please note: technical staff is not responsible for the ongoing handling of the equipment or configuring the presentation software (this reservation applies to computers not supplied by the organizer).
11. Preferred room arrangement (theatre/school) should be specified when ordering the seminar room. Directly prior to the lecture, the arrangement can only be changed if the support team has enough time and equipment.



NOTE: switching from the theatre arrangement to the school arrangement significantly reduces the number of available seats in the room.

12. Client is obliged to stay within the stated lecture time. An extra fee equal to 50% of the 45-minute fee is charged if the lecture is extended by 10 minutes without prior approval from the organizer. If the lecture is extended by 20 minutes without prior approval from the organizer, an extra fee equal to 100% of the 45-minute fee is charged. The client is obliged to pay the extra fee on the same day that the lecture is extended.
13. If the lecture charges an admission fee, the client should:
 - a) notify the organizer of this fact by 14th October 2022
 - b) inform his participants that they still need to purchase an entry ticket to the fair. The admission fee charged by the client does not exempt participants from purchasing an entry ticket and registration.
14. Payment for rooms and extra equipment: 45% advance payment within 7 days after receiving the proforma, the remaining amount by 7th November 2022 or the whole amount within 7 days after receiving the proforma invoice.
15. In the event of cancellation after 15th October 2022, the advance payment is forfeited.
16. Every other arrangements regarding seminar rooms must be done in writing form and confirmed by TwK.