



GUIDE
FOR HORECA/GASTROFOOD FAIR EXHIBITORS
Krakow, 6th-8th November 2024

- 1. Fair venue:** Targi w Krakowie Ltd., The International Exhibition and Convention Centre EXPO Krakow, Galicyjska Str. 9, 31-586 Krakow, www.expokrakow.com.
 - 2. Exhibition stand assembly:**
 - 4th November 2024 (Monday) from 9.00 a.m. to 8.00 p.m. – for exhibition space without organizer’s stand construction
 - 5th November 2024 (Tuesday) from 9.00 a.m. to 8.00 p.m. for exhibition space with organizer’s construction and for exhibition space without organizer’s construction. If you need more time for the stand assembly after 8.00 p.m. on 5th November, you will be charged **PLN 750 net/h.**
 - 3. Stand take-over.** In order to take over a stand you need to make all payments for orders and produce payment receipts at the fair office (copies of bank transfers). You can also pay on the spot in cash (PLN only) or by credit card. Parking card can be collected from the Reception desk.
 - 4. Car park for Exhibitors** available during fair opening hours is located next to the exhibition hall. There is no possibility to leave the car overnight. Products and packages should be delivered to stands during the fair via the unloading area designated by fair personnel.
- Car park for Visitors** (passenger cars) payable per day - Fairgrounds:
MCTK EXPO Kraków ul. Galicyjska 9 - the number of places is limited.
- 5. Fair opening hours** for:

	visitors	exhibitors
6 th November (Wednesday)	10.00 a.m. – 5.00 p.m.	8.00 a.m. – 5.30 p.m.
7 th November (Thursday)	10.00 a.m. – 5.00 p.m.	9.00 a.m. – 5.30 p.m.
8 th November (Friday)	10.00 a.m. – 4.00 p.m.	9.00 a.m. – 10.00 p.m.
 - 6. Changes in the stand construction, equipment or furnishing orders as well as placing additional orders is possible until 04.10.2024**, contact: Jakub Szatan, ph. + 48 12 651 90 59, +48 509 157 968, e-mail: szatan@targi.krakow.pl. Orders can be placed via the online registering system on the event website. To place an order, please log into your Exhibitor's account and open an already started application.
- Additional orders:** for furniture, finishing elements etc. submitted on assembly days they are 50% more expensive and utensils 100% higher than the standard price list.
- 7. Exhibition stand disassembly:** 8th November 2024 (Friday) from 4.00 p.m. to 10.00 p.m. There is no possibility to start disassembly before 4.00 p.m.
 - 8. Customs and forwarding services.** Please be informed that Transmeble International Sp. z o.o. (Mrs. **Dominika Kubera** - dominika@transmeble.com.pl,

ph. +48 504 461 044, www.transmeble.com.pl) is the official forwarding agent responsible for forwarding services during HORECA Fair 2024. Exhibitors who do not take advantage of the services of Transmeble are obliged to collect their goods themselves and secure them directly on their stands. Targi w Krakowie Ltd. does not take any responsibility for goods delivered to the fair venue by other companies (no storage available).

9. Hotel reservations: Iwona Karmańska-Walczak: hotele@targi.krakow.pl,
ph. +48 12 651 95 93.

ADDITIONAL INFORMATION FOR COMPANIES WITH THEIR OWN STAND ELEMENTS

It is possible to begin stand assembly before the scheduled assembly dates. If you are interested, please contact the technical department and submit the stand project and electrical system for approval: **deadline 4.10.2024** - Mr. Jakub Szatan, tel. +48 12 651 90 59, +48 509 157 968, e-mail: szatan@targi.krakow.pl.

For access granted to your assembly team to the fair hall before the scheduled assembly dates you will be charged PLN 1250 + VAT per day.

Information for the stand contractor (in case of exhibition space without stand construction) is available here: [Regulations](#)

The assembly company can be reported in the on-line ordering form on your Exhibitor's account (step 10).

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Information about the HORECA fair

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