



TARGI AKADEMIA

Gdańsk, 12.01.2017

## INVITATION

Dear Sir / Madam!

We are pleased to invite you to participate in the Information Fair for future students, which will be held on **March, 20<sup>th</sup> – 21<sup>st</sup> 2017** in Gdańsk.

AKADEMIA Fair has been organized by the University of Gdańsk for more than twenty years, and is one of the most significant events around the Pomeranian region promoting further education among the school-leavers. The upcoming edition, just like a year before, will be led by The Foundation for the Development of the University of Gdańsk, an organization that permanently co-operates with the University of Gdańsk in the implementation of joint projects and events.

Each year our Fair attracts several thousands of young people from Northern Poland interested in educational programs presented by dozens of public and private universities as well as the wide range of offers from post-secondary schools, colleges, language schools, organizers of Matura Exam courses and publishers. It is not only the rich educational offer, but also the accompanying events that make our Fair outstanding.

To guarantee visitors and exhibitors maximum comfort, this year we would like to invite you to our **Baltic Campus at the Faculty of Law and Administration, the University of Gdańsk**. The plan of the exhibition space will be available on this website at the beginning of February 2017. This year's Fair will last two days **from Monday 20<sup>th</sup> to Tuesday 21<sup>st</sup> of March 2017**, between 9 a.m. and 2 p.m.

This year's Fair focuses on **meetings with the Regional Examination Boards (OKE) and information meetings on Matura Exam and mock exams in 2017**.

All the necessary information on AKADEMIA Fair 2017 is available on: [www.targiakademia.pl](http://www.targiakademia.pl).

We look forward to welcoming you as our guest on the Baltic Campus of the University of Gdańsk.

*Professor Andrzej Letkiewicz*

**President of the Foundation for Development UG**

*Professor Jerzy P. Gwizdała*

**Rector of the University of Gdańsk**



# TARGI AKADEMIA APPLICATION FORM

Application deadline: 17.02.2017

### ☞ Invoicing Data:

Exhibitor's name/Company name: .....

VAT number: .....

Street name: ..... Postal code: ..... City: .....

### ☞ Additional Data:

Contact person: ..... WWW:.....

Tel.:..... FAX: ..... E-mail: .....

Inscription on the border of the stand: .....

### We would like to order exhibition space as specified below:

\*Please, mark your choice and fill in "grey" fields

Stand: (minimum exhibition size 4 sq.m)	Space with a standard system	Space without a stand system	Own choice: Space with a standard system / Space without a stand system / outdoors *	Gross Price for 1 sq.m	Gross value
Row stand	320 PLN/sq.m.	200 PLN/sq.m.	.....sq.m.	.....sq.m	= ..... PLN
Please mark <b>your choice*</b> : (only for space with a stand system)	table with 4 chairs/ 4 sq.m or information desk with 2 chairs / 4 sq.m	*	*	*	
<b>Obligatory catalogue entry:</b> (Company name - the same as on the border, address, phone no, information entry up to 1400 signs): The text of the entry is to be sent by email by 17 February 2017 to: <a href="mailto:frugakademia@ug.edu.pl">frugakademia@ug.edu.pl</a> as a Word Document. The name of the word document should include a short form of the Company name.					<b>450 PLN</b>
<b>Placing the company logo in the catalogue:</b>					<b>150 PLN</b>
<b>Promotional entry in the catalogue:</b>					
	A5	black-white	500 PLN	= ..... PLN	
	A 5	colour	680 PLN	= ..... PLN	
<b>Advertisement:</b>					
Advertising billboard outside the stand:	..... sq.m.		x 550 PLN/sq.m.	= ..... PLN	
<b>Other equipment: (number of items, price, cost) – information in the price list</b>					= ..... PLN
<b>TOTAL (gross)</b>					= ..... PLN

We declare to comply with the following Terms & conditions of participation in AKADEMIA Fair.

Date, company's stamp, signature of the authorized person



## TARGI AKADEMIA

### **GENERAL INFORMATION:**

◆ **The organizer:**

The University of Gdańsk and Foundation for the Development of the University of Gdańsk

– **AKADEMIA Fair**

Office Address: Bażyńskiego 1a, 80 – 952 Gdańsk, Poland

phone: +48 58 / 523-33-63, fax: +48 58 / 523-33-65,

e-mail: [frugakademia@ug.edu.pl](mailto:frugakademia@ug.edu.pl)

◆ **Time and place of the venue:**

**20<sup>th</sup> – 21<sup>st</sup> March 2017**

**Baltic Campus at the Faculty of Law and Administration**

**University of Gdańsk**

Jana Bażyńskiego 6

80-952 Gdańsk

POLAND

◆ **Opening hours for visitors:** 9 a.m. – 2 p.m.

◆ **Main programme:**

- Exhibitors' information stands
- The University of Gdańsk Faculties information panels
- Meetings with the Regional Examination Boards (OKE)
- Mock exams
- AKADEMIA Fair 2017 contest for the most interesting stand

### **General terms & conditions:**

- Applications for exhibition space are made by filling in and returning the exhibition booking form by **February, 17<sup>th</sup> 2017** the latest.
- Payment for the rental of exhibition space is to be made to the organizer's account within 7 days of the invoice date. The invoice will be issued by the Foundation for the Development of the University of Gdansk, on the basis of the application form.
- Assignments will be cancelled automatically if the related cost has not been paid within the given time period.
- In case of withdrawal from the Fair after 3<sup>th</sup> March 2017 the exhibitor will be obliged to pay 50% of the gross value of his order. In case of withdrawal after 10<sup>th</sup> March 2017 the exhibitor will be obliged to pay 100% of the gross value of his order.
- Exhibitors should be at their stands 30 minutes before the opening and after closing the Fair.
- Exhibitors have the right to advertise their products or services only within the area of their own stand (including the sound system).
- The Organiser guarantees the security of the venue area.
- The organizer is not liable for any damage to exhibits before, during and after the AKADEMIA Fair, disregarding the circumstances.
- Exhibitors are obliged to secure their property at their own cost.
- Exhibitors are obliged to comply with the internal rules and regulations on the Campus.
- **Organizational matters:**
- Exhibitors' approval of the stand – set-up of the exhibition: 19<sup>th</sup> March 2017, 14.00 - 18.00
- Dismantling of the stand approved by the organizer – 21<sup>st</sup> March 2016, after 14:30

**PRICE LIST inclusive VAT**

- **Standard row stand:** 320 PLN/1 sq.m of exhibition space with stand system. The price covers:
  - Floor space rental inside the fair building, design, set-up and dismantling of the stand with 3 walls with the company's name and stand's number on the border,
  - Equipment: 1 table and 4 chairs or 1 information desk and 2 chairs, a wastebasket, a hanger, 1 double socket and 1 spotlight per each 4 sq.m,
  - Cleaning the exhibition stands, participation in the exhibitors banquet, some exhibitors catalogues.
  
- **Space without a stand system:** 200 PLN/1 sq.m of exhibition space without its own walls. The price covers:
  - Floor space rental inside the fair building
  - Equipment: 1 double socket and 1 spotlight per each 4 sq.m
  - Cleaning the exhibition stands, participation in the exhibitors banquet, some exhibitors catalogues.

Exhibitors who build up their own exhibition stand are obliged to deliver the architectural plan of the stand 4 weeks before the beginning of the Fair.

- **Obligatory catalogue entry:** (name, address, phone number and promotional entry up to 1400 signs): 450 PLN
- **Conference room rental for presentations, lectures and meetings:**
  - Auditorium for 140 - 300 people: 300 PLN/hour
  - Auditorium for 80 - 120 people: 240 PLN/hour
  - Seminary room for 60 people: 160 PLN/hour
  - Seminary room for 20 - 30 people: 100 PLN/hour

The topic of the presentation, seminar or lecture will be placed in the official programme of the Fair on request (free of charge).

- **Advertisement in the AKADEMIA Fair 2017 catalogue:**
  - A5 page (black-white): 500 PLN
  - A5 colour: 680 PLN
- **Additional equipment:**
  - Logo on the border (up to 4 colours): 100 PLN
  - An information desk (100 x 50 x 100 cm): 155 PLN
  - A table (Ø70 cm): 61 PLN
  - A fold-up chair: 31 PLN
  - A bar stool: 73 PLN
  - A folder for A4 brochures: 22 PLN/ pc
  - A shelf (100 x 25 cm): 32 PLN
  - Floor covering: 20 PLN/ 1sq.m
  - Additional construction for the border: 180 PLN
  - The company's name and stand's number on the border: 115 PLN