

Please be sure to fill this form in directly in pdf or by hand using capital letters only.  
 The white blank spaces to be filled in by the Participants whilst those shadowed – by the Organizer.  
 Application deadline: **2018-03-27**.  
 Payment: the Participant will send the remittance **only after receiving the Pro-Forma Invoice**.



**Herring 2018 Organization Office**  
 Polskie Terminale SA  
 Bytomska 7, PL 70-603 Szczecin, Poland  
 tel. +48 91 43 08 506  
 m.kunda@port.szczecin.pl  
 www.herring.szczecin.pl

## APPLICATION FORM – deadline 2018-03-27

**IMPORTANT!**

Please be sure to read carefully new participation terms – see page no. 2!

Participation announcement No. (to be filled in by the Organizer)

<b>ADDRESS</b>	Company			
	Address	Country/Town/Postal code		
<b>INVOICE DATA</b>	Company			
	Address	Country/Town/Postal code		
	Address for passing the VAT Invoice (only if address differs from above)			
	VAT No.	E-mail address to pass the Pro-Forma Invoice		
<b>CONTACT</b>	First name, last name	Address for passing the badges (only if address differs from above)		
	Area code • Phone			
	E-mail (contact)			
<b>ANNOUNCEMENT</b>	a. We announce our participation in Herring 2018 meeting organized on the 18 May, 2018 from 7:00 p.m. on the site of Szczecin International Fairs in Szczecin, 6-8 Struga Street.			
	b. We book the following number of places:	Number of places (1 place = 1 person)		
	d. We assume an obligation to pay the gross sum of <b>PLN 418.20</b> per every announced participant to the Organizer's account: <b>Shortsea Promotion Centre Poland, Bytomska 7, PL 70-603 Szczecin, Poland.</b> <b>Bank: KBC Szczecin Branch A/C, SWIFT: KRDBPLPW, IBAN: PL 45 1500 1722 1217 2007 8952 0000,</b> with the postscript "HERRING 2018". We accept below mentioned terms of payment: <ul style="list-style-type: none"> <li>– payment to be made on the ground of the Pro-Forma Invoice issued by the Organizer and passed to the e-mail address indicated by the Participant in the Application Form, in blank space "Address to issue and to send Invoice",</li> <li>– deadline for passing of the Pro-Forma Invoices to the Participants: <b>5 April, 2018,</b></li> <li>– payment could not be passed to the Organizer before receiving the Pro-Forma Invoice.</li> </ul>			
<b>SIGNATURE</b>	We announce our participation in the HERRING 2018 meeting and accept the "Participation General Conditions" contained in this form on page No. 2.		Date	
	Stamp containing the name of the authorized person	Company's stamp		
<b>NOTES</b>	Participant's remarks			

## 1. DATE AND PLACE

**Friday, 18 May 2018**, from 7:00 pm to 3:00 am, Szczecin International Fairs, 6-8 Struga Street, Szczecin.

## 2. ORGANIZER

Shortsea Promotion Centre Poland,  
Bytomska 7, PL 70-603 Szczecin, Poland

## 3. ORGANIZATION OFFICE – RESPONSIBLE FOR CONTACT WITH PARTICIPANTS

Polskie Terminale SA  
Bytomska 7, PL 70-603 Szczecin, Poland  
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## 4. OBJECTIVE

The Herring Meeting is aiming to gather representatives of the maritime economy companies and representatives of regional local authorities to promote maritime economy and region. At the same time this Meeting inspires and supports all activities connected with the development of the region and maritime sector as well. The Herring Meeting also supports cultural and charitable undertakings for the benefit of the seamen.

## 5. DEADLINES

- For Application – **2018-03-27**.
- Sending (by e-mail) the Pro-Forma Invoice – **2018-04-05**.
- Payment on the ground of the Pro-Forma Invoice – **2018-04-12**.
- VAT Invoice will be passed by the post **within 14 days upon the receipt of payment** to the bank account of the Organizer.
- Sending of badges with the indicated table/tables number/numbers – **2018-05-10**.

## 6. PARTICIPATION CONDITIONS

- We expect prompt delivery of the Application Form and transfer of payment for each participant as the number of participants will be strictly limited.
- Payment transferred after **2018-04-12** could be returned.
- The List of Participants must be delivered by e-mail up to **2018-04-27** to the Organization Office according to the below presented table.

First name	Last name	Company

- Entrance ticket price includes:
  - participation of one person,
  - free-of-charge catering in accordance with the menu stipulated in the Information Folder, including spirits on the table,
  - free-of-charge presentation of the Company logo in the Main Hall of Szczecin International Fairs; please send the logo to the Organization Office in the jpg form only (1024 × 768 px) – deadline for delivery: **2018-04-12**; the Organizer have right not to place the Company logo if its parameters will not be in the proper form.
- Moreover the Organizer enables using (against payment in cash) the bars located on the area of Szczecin International Fairs. The bars' Invoices for an additionally ordered spirits will be issued only on the ground of the separate agreement concluded with the catering company. For more information please contact: katarzyna.gryciuk@radissonblu.com. Deadline for the order of additional quantity of spirits: **2018-04-27**.

## 7. ENTRY TICKET PRICE

PLN 418.20 gross per person (PLN 340.00 + VAT 23%) – payment to be transferred (deadline: 2018-04-12) to the Organizer bank account **after receiving the Pro-Forma Invoice sent by e-mail on 2018-04-05 to the address indicated by the Participant**.

## 8. INVOICES

- The Pro-Forma Invoice, as a ground of payment, will be issued and sent on 2018-04-05 to the e-mail address indicated by the Participant.
- Vat Invoice, being a confirmation of payment and participation, will be issued and sent by the post up to 14 days after the payment transfer.

## 9. ADDITIONAL INFORMATION

- The Organizer offers 10-person round tables. There is no possibility to place additional chairs and to use the own arrangement of the Company table/-s; 10 tables 8-person are available also.
- Each Participant will receive a personal badge; it will be sent by the post to the address indicated in this Form. **The badge is the only one document entitles the Participant to enter Szczecin International Fairs area**, where the Herring Meeting will be held.
- On 2018-05-18 every Participant shall be given the Information Folder including: Herring Meeting Program, List of Participants and the Meeting-Room Plan.
- Organizer enables placement of adverts in the Information Folder – the Order Form with the price list available on the separate form. Number of adverts to be limited.
- Car-park on 2018-05-18 available from 6:00 p.m. to 4:00 a.m.
- Organizer admits possibility to conclude a separate agreement with the Organizer to exhibit the Company promotion materials (against payment).

## ORDER FORM FOR ADVERTISEMENT IN FOLDER

<b>1</b> <b>INFO</b>	Edition: 2500 pcs	<b>We expect prompt delivery of the Order Form as number of pages dedicated for adverts are limited</b>	
	Size: 100×210 mm (vertical)		
<b>2</b> <b>TECHNICAL CONDITIONS</b>	Advert size: 100×210 mm after cut, with 3-mm bleeds from each side additionally		
	Bitmap resolution: min. 300 dpi		
	Preferred file formats: PDF, EPS		
Delivery: by e-mail to the Organization Office (m.kunda@port.szczecin.pl)			
<b>3</b> <b>DEADLINES</b>	Order	12 April 2018	
	Materials for an advert project	12 April 2018	
	Completed advertisement	27 April 2018	
<b>4</b>	We book a space for our advert in the Information Folder in accordance to above technical conditions and to below specification:		
<b>ORDER</b>	a) Second cover page		PLN 2500.00 + 23% VAT
	b) First inside page		PLN 2000.00 + 23% VAT
	c) Last inside page		PLN 1500.00 + 23% VAT
	d) Other inside pages		PLN 990.00 + 23% VAT
	e) Third cover page		PLN 2500.00 + 23% VAT
	f) Fourth cover page	Offer price	+ 23% VAT
	g) A new advertisement project made on the ground of logo, photos and data delivered to the Organization Office		PLN 500.00 + 23% VAT
	Total payment for complete order:	Net value	+ 23% VAT
<b>5</b>	The payment to be transferred to the Organizer bank account (Shortsea Promotion Centre Poland) within 7 days after the date of receiving the Invoice, issued after publishing the Information Folder.		
<b>STATEMENT</b>	Company		
	Address		
	VAT No.	Area code • Phone	
	Person to contact	E-mail (contact)	
	Date and authorized person's signature	Company stamp	