

# FAQ - English ver.

## BEFORE THE EVENT:

### 1. Where can I find the regulations for vendors?

Regulations for vendors in English can be found here (link do uzupełnienia)

### 2. How can I apply to become a vendor? How does the process look?

To apply you need to fill in the application form: <https://forms.gle/1197cWWTKw4meuJR9>

The process is fairly simply and can be summed up in three steps:

- Fill in and send the application form.
- Wait for organizers to go through the applications.
- If the application is accepted you will be contacted by e-mail by the organizers in order to sign a contract.

### 3. Where can I find the price-list?

The price list is available here: [hikari.pl/wystawcy](http://hikari.pl/wystawcy).

### 4. When is the application deadline?

Applications are open until: **30.06.2024**

### 5. Does the event provide tables and chairs?

"Mini-mini" and "Mini-maxi" stands have guaranteed:

One table and one chair for "mini-mini" and two tables and one chair for "mini-maxi".

"Standard" and „Extra" stands do not have guaranteed furniture.

Vendors can order **additional services**, for example: tables, chairs, electricity connection in the application form..

"Mini-mini" and "Mini-maxi" vendors cannot buy additional tables.

### 6. What are the dimensions of the tables?

We offer tables that are available at the University which are around 120 x 60 cm.

### 7. Where can I park my car?

There is a parking space on the premises. During Hikari 2024 vendors can use the parking lot but they have to inform us during the application process. Temporary entry for assembly and disassembly is possible from the back of the Collegium Da Vinci from the ul. Na Podgórniku (there is a public parking lot where payment at the parking metre is required). In the area there are also other city parking lots that require payments.

### 8. How can I have an electric connection at my stand?

Vendors can add additional services, electricity included, in the application form.

### **9. What is the available electric power?**

We offer the possibility of connecting to a standard 1000 w socket. Outside, we have 3 16A/230 V sockets - 3 16A/400 V sockets - a submeter for each circuit separately.

### **10. Where can I be sure that my application was accepted?**

After receiving acceptance of the application, the guarantee of having a stand is to deliver the signed contract by e-mail or physically by **25.07.2024**. If your stand has been accepted from the reserve list, you have time to submit the contract until **4.08.2024**.

### **11. What if I have to cancel?**

Cancellation can be sent until **25.07.2024**. All the details will be included in the contract.

### **12. Is the space for the vendors limited?**

Yes, the event has a limited space for vendors.

### **13. Where can I find this year's vendor list?**

This year's vendor list will be available on our website after the application period ends.

### **14. Are there additional options, like advertising in the convention program or other forms of promotion, available?**

Vendors can order marketing services in the application form.

### **15. I made a mistake in the form, where can I report it?**

Mistakes in the application forms can be reported by e-mail to [wystawcy@hikari.pl](mailto:wystawcy@hikari.pl)

### **16. Do I have to buy tickets to the event if I'm a vendor?**

"Mini-mini" and "Mini-maxi" stands receive one ticket while "Standard" and "Extra" stands get two tickets for the whole event.

Each additional ticket can be ordered at special price in the application form.

### **17. Do you need my name for the accreditation?**

Yes, for the accreditation we will need your name, but the ID card will not have your name – you can sign your preferred name.

### **18. Is there anything that I cannot sell?**

It is prohibited to sell items intended for adult customers or items that pose a threat to the health and life of others. All information is included in the regulations.

Vendors are obliged to sell only items that are legally permitted and do not infringe the rights of third parties regarding intellectual property, in particular within the meaning of the act of February 4, 1994 on copyright and related rights and the act of June 30, 2000 on industrial property law.

## **DURING THE EVENT:**

### **19. I arrived at the conplace. What's next?**

After arriving please head to the special accreditation in order to pick up your entry ID. If you have any problems with finding your stand's place please contact the vendor organizer.

### **20. Where is the accreditation for vendors located?**

The accreditation point for vendors will be marked on the map available on our website. If you have trouble finding it, please contact the vendor organizer.

### **21. What are the trading hours of the convention?**

Information regarding the place and duration of the event can be found in the general regulations of the convention, but we have prepared the most important hours for you ^^

- **Assembly:**
  - Friday 16.08.2024 from 10:00 to 14:30
- **Trading hours:**
  - Friday 16.08.2024 from 15:00 to 21:00
  - Saturday 17.08.2024 from 9:00 to 21:00
  - Sunday 18.08.2024 from 9:00 to 15:00
- **Disassembly:**
  - Sunday 18.08.2024 from 16:00 to 19:00

We ensure that no participants will have access to your stand at night (23:00-09:00) and we will patrol the vendor zones after the end of official trading hours (after 21:00).

### **22. Will someone at the conplace help me set up my stand?**

Assembly, disassembly as well as running of the stand are solely the responsibility of the vendor.

### **23. Is there wifi at the conplace?**

The expected number of participants will make it difficult to provide Wifi for everyone therefore it will be best to provide Internet access yourself.

**We do not guarantee network connection.**

### **24. I need help during the event. Where can I go?**

The vendor organizer will be happy to help you - just get in touch! And if anything happens, there will definitely be other organizers or our reliable helpers in the corridor!

### **25. Is there a medics' room at the event?**

Yes, the medics' room will be marked on the map of the event.

**26. Is the event secure? Czy wydarzenie jest chronione?**

Yes, there is security on the premises.

**27. What time can I arrive and how much time do I have to assemble my stand?**

The vendor is obliged to prepare their stand before the event begins on Friday, August 16, from 10:00-14:30.

**28. Does the vendor has to accept the convention currency?**

Yes, the vendor is obliged to accept convention currency from the participants.  
The convention currency does not apply to catering stands and food trucks.

**29. Where can I throw away the trash?**

Before the event, the organizer will send appropriate waste management instructions. There will certainly be volunteers on site to keep the facility tidy on an ongoing basis.

**30. Are there any restrictions on the volume of music or other sounds at the stands?**

We cannot forbid you from playing music, but for the sake of the common good, your vendors, participants and other present, please keep the volume in moderation ;)

**AFTER EVENT:**

**31. By what time do I have to disassemble the stand and clean the area?**

The vendor is obliged to leave the conplace before 19:00 on Sunday 18.08.2024.

**32. What may be the additional charges?**

Information on this subject will be included in the contract

**If you have any additional questions, remember that we will be happy to answer them! Send them directly to our email, thanks! :)**