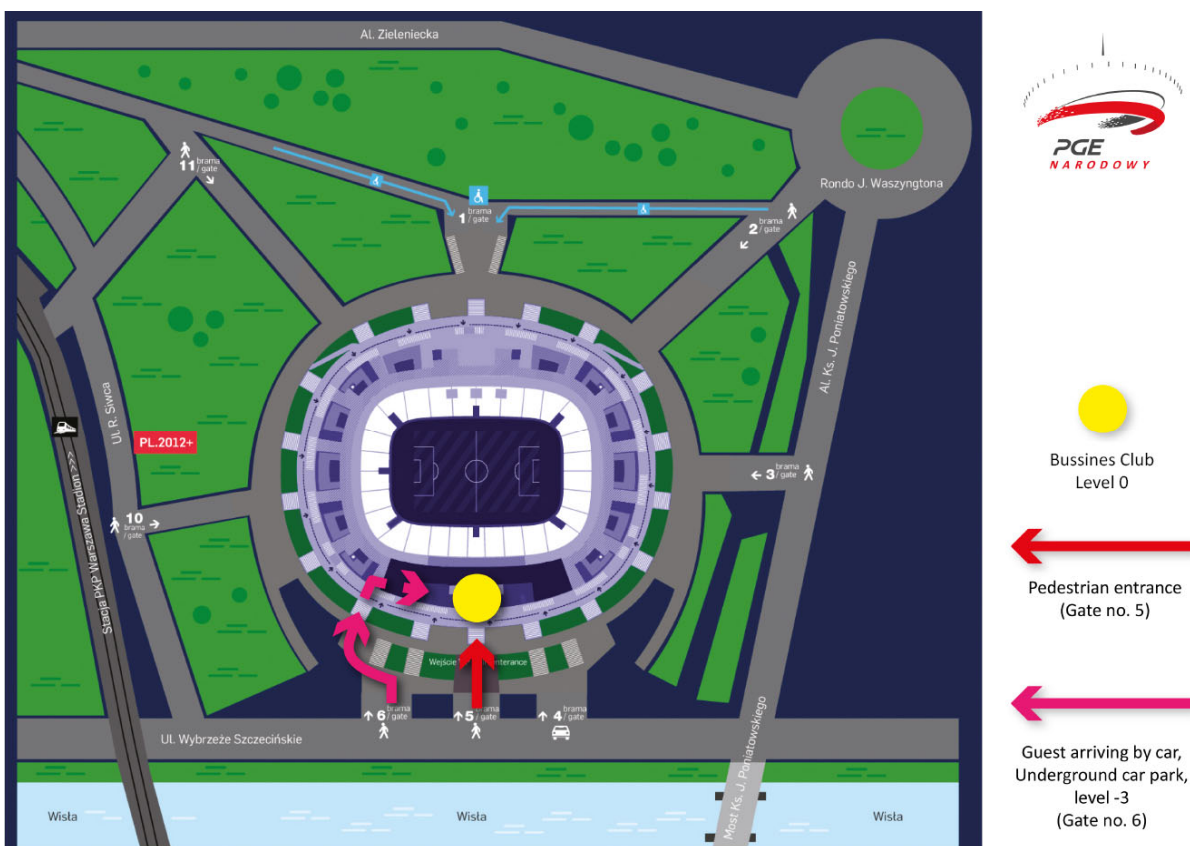


Sending exhibition material to Evertiq Expo Warsaw 2022

The Arena has a high level of security and several protocols that we have to follow. All exhibitors have to follow strict rules on how to bring in the goods needed. Depending on what transport you choose – car or delivery service company – there will be different rules that will apply. Please read the following instructions carefully as to not loose items.

Where we are

The Expo will take place in 'Business Club' area of the arena, marked with a yellow dot on the map below.



Prohibited items

To minimise the potential risk of fire, the Arena has strict guidelines on what is and what is not allowed onto the premises. For all exhibitors to Evertiq Expo Warsaw 2022, we recommend reading the PGE Narodowy Regulations carefully before sending any items. These Regulations can be found at the FAQ section (Exhibitor) of the Evertiq Expo Warsaw 2022 website.

Minor goods to carry

If you have only goods and materials which can easily be carried you have two options.

- Enter by car at gate 6, park at level -3 and follow our signs via escalators to **Business Club level 0**.
- Walk using the **pedestrian gate 5** that brings you directly to the exhibition hall at **Business Club level 0**.

Other goods, needing trollies or pallet truck

- For assembly and disassembly entry for exhibitors only by gate 7
- Enter at Gate 7 and get a pass from the accreditation office
- After that drive to level of turnstiles – LEVEL 0, directly to the level of business Club (as on the map below)
- At level -0 (level of turnstiles) cars may be not bigger than 3.5 tons.
- At this level there are some trollies to be used for minor goods.
- Please return trollies after use.
- If you have goods on a pallet you need to use our pallet truck with rubber wheels. Ask anyone from the Evertiq team to find it for you.
- After unloading, your car must leave the turnstile. You can park your car on the car park outside the stadium or at level -3 by re-entering through gate 6. N.B. Max height of car is there 2.0 m.



Sending goods using an external service provider

If you are using a courier or an external transport company, please follow the below instruction. The goods will be stored in a room close to the exhibition hall. The Evertiq team will help you to collect those items when you arrive.

It is very important that the arena is notified of the arrival of the goods in advance. This applies to both the incoming as well as the outgoing transport after the event. Please see below:

The goods should be addressed to

PGE Narodowy
 Al. Ks J. Poniatowskiego 1
 03-901 Warsaw
 GATE 7 - EVERTIQ
 ROOM PO_018 STAIRCASE 2
 Poland

Mark the goods with the name of the exhibiting company name and exhibition Table number.

Goods can only be received from October 24 until October 26 and only between 09:00 and 17:00. The transporter will have to follow the stadiums security personnel to the storage room and place the goods there. There is no possibility to have the waybill signed.

The transporter will drive to level 0 for unloading. There are no pallet trucks available so your transporter must have its own pallet truck equipped with rubber wheels as standard wheels are not allowed on that floor.

To have the goods when you are on site, just contact anyone from the Evertiq staff and we will help you to find it.

After the Expo you should place your goods in the same storage room, and it can be picked up on Friday October 28 between 09:00 and 17:00 only. Same GATE 7 and Room number as in the delivery address.

Neither the arena nor Evertiq will take any responsibility for the goods but we will do our best to have it in safe custody before and after the Evertiq Expo Warsaw 2022.

Notice of all deliveries is needed

When sending goods to the arena you must notify Evertiq at anders@evertiq.com – **no later than October 20, 2022** – giving the following details.

- Name of your transport service provider (company)
- Name of the Exhibitor
- Phone number to the Exhibitor's contact person