

Gdańsk, 10.08.2015

INVITATION

Dear Sir or Madam,

We are pleased to invite you to participate in the *Academic Job Fair Tricity (ATP Tricity)* which will be held on October, 21st 2015 in Gdańsk.

Academic Job Fair Tricity is one of the most significant events around the Pomorskie region, organized by Career Centres of the biggest public universities in the region: University of Gdańsk, Gdańsk University of Technology, Gdańsk University of Physical Education and Sport, Polish Naval Academy of the Heroes of Westerplatte and Gdynia Maritime University.

The aim of the fair is to promote your company within the students and recent graduates from our universities. We would like to give them the opportunity to become acquainted with current jobs offers and internships and also to familiarize them with your needs and expectations towards potential future employees. This is a perfect possibility to present the mission and strategy of your firm and the scope of your activities and services.

Academic Job Fair Tricity will take place for the second time, however, the events organized by our career centres are very popular among the students and graduates.

During the event exhibitors will have the chance to introduce their offer and to conduct workshops and trainings of a wide range of skills and competences required on the labour market.

In order 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 at the University of Gdańsk.

This year's fair will last one day, that is October 21st (Wednesday) 2015, between 9 a.m. and 5 p.m.

Specially for you we have prepared attractive prices!

Additionally, for exhibitors who send their application and submit payment by August 28th 2015 we have prepared a special offer:

- entry in the exhibitors' catalogue - free of charge.

All the necessary information is available on: www.atp.ug.edu.pl.

We are expecting more than 10.000 visitors - students and recent graduates from our universities.

Our partner responsible for technical issues is The Foundation for the Development of the University of Gdańsk.

We look forward to seeing you at the Baltic Campus of the University of Gdańsk.

Owidiusz Moska

The Chairman of the Organizing Committee
of ATP Tricity



E-mail: atp@ug.edu.pl
www.atp.ug.edu.pl



APPLICATION FORM

Application deadline: 11 September 2015.
 e-mail: atp@ug.edu.pl or fax: +48 585523706

☞ Invoicing Data:

Company name:.....

VAT number:

Street name:.....

Postal code: City:.....

☞ Additional Data:

Contact person: WWW:.....

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

Company name to be placed on 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 stand system	Space without stand system	Your choice: Space with a stand system / Space without stand system	Net Price for 1 sq.m	Net total value
Row Stand	230 PLN (net) for 1 sq.m	190 PLN (net) for 1 sq.msq.m	=PLN
<i>Please mark your choice: (only for space with a stand system!)</i>	Table and 4 chairs / 4 sq.m or information desk with 2 chairs / 4 sq.m	x	x	x	
Advertisement in the exhibitors' catalogue:					
Obligatory catalogue entry: (Company name - the same as on the stand, address, phone no. - up to 1400 signs): The text of the entry is to be sent by email by 30 th September 2014 to: atp@ug.edu.pl as a Word Document. The name of the word document should include a short form of the Company name.					365,00 PLN (net)
Additional equipment: (number of items, price, cost) – information in the price list					= PLN
Total (net)				= PLN

We declare to comply with the following Terms&conditions of participation in ATP Tricity.

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



E-mail: atp@ug.edu.pl
www.atp.ug.edu.pl



GENERAL INFORMATION:

◆ The organizer:

Career Centres: University of Gdańsk, Gdańsk University of Technology, Gdańsk University of Physical Education and Sport, Polish Naval Academy of the Heroes of Westerplatte and Gdynia Maritime University.

◆ The technical partner:

Foundation for the Development of the University of Gdańsk – ATP Tricity

Office Address: Polanki 66, 80-306 Gdańsk

phone: +48 58 5520353, fax.: +48 58 5523706, e-mail: atp@ug.edu.pl

◆ Time and venue: 21 October 2015

Baltic Campus, University of Gdańsk,

Faculty of Law and Administration

Jana Bażyńskiego 6

80-952 Gdańsk

POLAND

◆ Opening hours for visitors: 9 a.m. – 5 p.m.

◆ Internet

Internet connection will be available during the fair. Please indicate the responsible person in the application form.

◆ Main event:

- exhibitors' information stands
- meetings with potential employers and employees

General terms & conditions:

- Applications for exhibition space are to be submitted by 11 September 2015 via e-mail: atp@ug.edu.pl or fax: +48 585523706.
- Payment for the rental of exhibition space is to be made within 7 days of the invoice date. The invoice will be issued by the Foundation for the Development of the University of Gdańsk, on the basis of the application form – order.
- Assignments will be cancelled automatically if the payment is not made within the given time period.
- In case of withdrawal from the fair after 25 September 2015 the exhibitor is obliged to pay 50% of the gross value of his order. In case of withdrawal after 05 October 2015 the exhibitor is obliged to pay 100% of the gross value of the 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).
- Advertising outside the Exhibitor's stand requires the Organiser's permission and may be carried out only after additional payment.
- The organiser guarantees the security of the venue area.
- The organiser is not liable for any damage to exhibits before, during and after the 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.
- Smoking is not allowed anywhere in the exhibition building.
- The organiser provides tea, coffee and snacks for the exhibitors.

◆ **Stand approval and dismantling:**

- Exhibitors' approval of their stands: on 20 October 2015, from 9 a.m. – 3 p.m. and on 21 October 2015, from 7 a.m. – 8.30 a.m.
- Dismantling of the stand approved by the organizer: 21 October 2015, from 4 p.m.

PRICE LIST

◆ **Standard row stand:** 230 PLN net / 1sq.m of exhibition space with stand system. The price covers:

- Floor space rental inside the fair building, design, set-up and dismantling of the octagonal 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 spot-light per each 4 sq.m,
- Cleaning the exhibition stands, exhibitors' catalogues.

◆ **Space without a stand system:** 190 PLN net / 1 sq.m exhibition space without its own walls. The price covers:

- Floor space rental inside the fair building, design, set-up and dismantling of the stand, constructing the border with the company's name and the stand's number,
- Equipment: 1 double socket and 1 spotlight per each 4 sq.m,
- Cleaning the exhibition stands, exhibitors' catalogues.

It might be necessary for exhibitors who build up their own exhibition stands (according to their own plan) to set up an additional construction to assemble the border and to place some additional inscription on it. The cost is according to the price list. 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.

◆ **Advertisement in the ATP Tricity catalogue (net values):**

- A5 page (the same colour as the catalogue):: 365 PLN
- A5 colour: 550 PLN
- A5 colour, second or third cover page: 690 PLN
- A5 colour, inside front cover: 800 PLN

◆ **Conference room rental for workshops and trainings**

- Seminar room for 60 people: 130 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).

◆ **Additional equipment: (net values):**

- Logo on the stand border (up to 4 colours): 82 PLN
- An information desk (100 x 50 x 100 cm): 126 PLN
- A table (∅70 cm): 50 PLN
- A fold-up chair: 25 PLN
- A bar stool: 60 PLN
- A folder for A4 brochures: 18 PLN / pc.
- A shelf (100 x 25 cm): 26 PLN
- Floor covering: 16 zł / 1sq.m
- Additional construction for the border: 147 PLN
- Additional company's name and stand's number on the border: 94 PLN