

Advertising price list

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Advertising price list

White pages Dziennik Gazeta Prawna and Gazeta Prawna

Location of the advertisement	Formats	Size (in mm)	Monday - Thursday	Friday
Page 1	Advertising under the vignette	249 x 245	550 000	764 000
	Modul above the vignette (small)	50 x 41,3	44 600	56 784
	Modul above the vignette (big)	100 x 41,3	75 747	94 605
	Bar above the vignette	249 x 10	50 497	63 071
	Bar above the vignette (small)	124 x 10	25 249	31 536
	Bar under the vignette	249 x 80	205 639	261 612
	Module at the bottom	249 x 80	205 639	261 612
	Large module at the bottom	77x124	82 180	102 700
	Vertical bar under the vignette	123x260	225 000	382 000
	Bar at the bottom (small)	249 x 17	68 749	85 784
	Bar at the bottom (big)	249 x 37	102 820	130 806
Page 3 (at least 12 modułów)	Full page	249 x 372	180 835	218 182
	Centrefold, pages 2-3	523 x 372	266 947	322 078
	Junior page	207 x 248,5	119 808	147 420
	half page	249 x 184	108 501	141 523
Page 5 (at least 12 modułów)	Full page	249 x 372	163 613	197 402
	Junior page	207 x 248,5	108 389	133 380
	half page	249 x 184	98 168	128 045
	1 module	38 x 43	4 090	5 335
Page 7	Full page	249 x 372	137 779	166 234
	Junior page	207 x 248,5	91 278	112 320
	1/2 strony	249 x 184	82 667	107 827
	1 moduł	38 x 43	3 445	4 493
Stock trading page	Bar	79 x 29	4 664	3 887
Other editorial pages	Full page	249 x 372	120 557	145 454
	Junior page	207 x 248,5	79 869	104 832
	half page	249 x 184	77 367	100 639
	1 module	38 x 43	3 223	4 193
Last page	Vertical bar on the right	10,2 x 372	18 720	23 400
	Full page	249 x 372	155 002	187 013

Prepayment - 3% discount, left page - 10% discount. The table of surcharges is available on page 3



Advertising price list

Announcements

Location of the advertisement	Formats	Size (in mm)	Price
Strony redakcyjne	Full page	249 x 372	29 808
	1 moduł	38 x 43	738

The term 'Announcement' may relate to a publication of content submitted by private companies announcing contents, tenders, or the information on the sale of shares, as well as prospectuses and mandatory announcement. Recruitment content published by ministries, prosecutor offices and courts is also classified as an announcement.

Advertisements only in eDGP

Formats	Size (in mm)	Price
Full page	249 x 372	19 076
6x4	249x184	11 332
1 moduł	38 x 43	472

The smallest format available : 12 moduls (3x4 lub 4x3)

Communications

Location of the advertisement	Formats	Size (in mm)	Price
Strony redakcyjne	Full page	249 x 372	17 854
	1 moduł	38 x 43	439

The term 'Communication' may relate to an announcement placed by any state or local government administration offices as well as tax offices, Social Insurance Institution (ZUS), custom offices, Health Care Facilities (ZOZ), prosecutor office's, all announcements placed by receivers, bailiffs and liquidators and announcements of other entities, which are communications regarding: tenders, liquidations, settlement proceedings.

Announcements only in eDGP

Formats	Size (in mm)	Price
Full page	249 x 372	12 917
6x4	249x184	7 613
1 moduł	38 x 43	317

The smallest format available : 12 moduls (3x4 lub 4x3)

Obituaries and condolences

Page 2			Editorial pages			
Insituations and natural persons						
Formats	Size (in mm)	Price	Formats	Size ' (in mm)	Price institutions	Price natural persons
2 x 1	81 x 43	4 368	2 x 1	81 x 43	1 404	393
3 x 1	123 x 43	6 552	3 x 1	123 x 43	2 106	504
2 x 2	81 x 90	8 736	2 x 2	81 x 90	2 808	618
2 x 3	81 x 137	10 920	2 x 3	81 x 137	4 212	842
3 x 2	123 x 90	10 920	3 x 2	123 x 90	4 212	842
2 x 4	81 x 184	13 104	2 x 4	81 x 184	5 616	1 086
4 x 2	165 x 90	13 104	4 x 2	165 x 90	5 616	1 086
3 x 3	123 x 137	19 656	3 x 3	123 x 137	6 318	1 300
3 x 4	123 x 184	26 208	3 x 4	123 x 184	8 424	1 534
4 x 3	165 x 137	26 208	4 x 3	165 x 137	8 424	1 534

Court announcements

- Price per line – 41 zł

Surcharges

Type	Wysokość dopłaty
Exclusivity on the website	50%,
Selection of the place on the page	35%
Selection of the page (excl. page 3,5,7)	40%
Contextual advertising	50%
Preparation of an announcement/communication	5%
Preparation of an advertisement	10%
For colour (for announcements and communications)	20%
of the net price plus 23% VAT	

Prepayment - 3% discount, left page – 10% discount. The table of surcharges is available on page 3



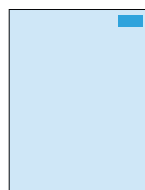
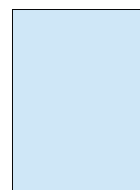
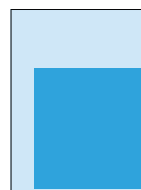
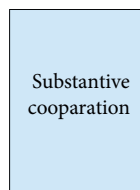
Advertising price list

Moja firma

Location of the advertisement	Formats	Size in (in mm)	Tuesday
Strona 1	Logo at the vignette	-	10 140
Pozostałe strony redakcyjne	Full page	249 x 372	71 760
	Junior page	207 x 248,5	47 541
	half page	249 x 184	46 046
	quarter page	123 x 184	23 010
	1 modul	38 x 43	1 918
	Cycle partner	-	42 900

Insert partner package / MF

Location of the advertisement	Formats	Price
Insert partner package	Logo at the vignette	35 000*
	Title of the insert partner	
	Junior Page	
	Substantive cooperation	

Logo at the vignette
68 x 58 mm

Open inserts

Location of the advertisement	Formats	Size in (in mm)	Price
Front page	Logo at the vignette	-	10 400
Other editorial pages	1 modul	38,5 x 43	3 223
	Full page	249 x 372	120 557
	Junior page	207 x 248,5	79 869
	half page	249 x 184	77 367
	quarter page	123 x 184	38 684

Prepayment - 3% discount, left page – 10% discount. The table of surcharges is available on page 3

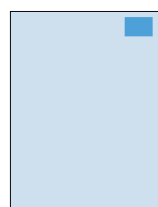


Advertising price list

Inserts – Warsaw agglomeration (editorial and advertising pages, variations - only the white section)

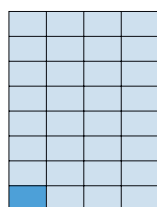
Location of the advertisement	Formats	Size (in mm)	Monday - Friday
Page 1	Logo at the vignette	-	5 850
	Bar at the bottom	249 x 24,5	7 898
Other editorial pages	Full page	249 x 372	32 500
	Junior page	207 x 248,5	19 500
	half page	249 x 184	18 200
	quarter page	123 x 184	9 750
	1 module	38 x 43	780

Prawnik*

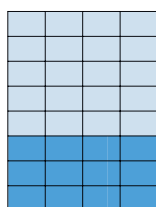


Logo at the vignette

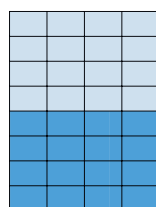
Price: 6 760

1x1 (1 moduls)
52,5 x 43 mm

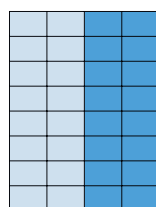
Price: 975

4x3 (12 moduls)
249 x 137 mm

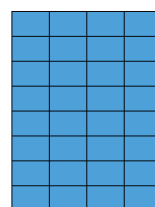
Price: 11 700

4x4 (16 moduls)
249 x 184 mm

Price: 15 600

2x8 (16 moduls)
119 x 372

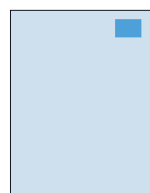
Price: 15 600

4 x 8 (32 moduls)
249 x 372 mm

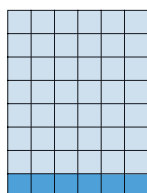
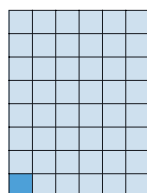
Price: 28 535

◦ Cycle Partner – 22 750 PLN

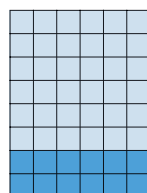
First line weeklies*

Module at the vignette
44 x 28 mm

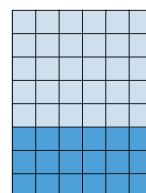
Price: 4 420

6x1
6 moduls
249 x 43 mmstrona pierwsza
Price: 13 390
strony pozostałe
Price: 6 6951x1
1 modul
38,5 x 43 mm

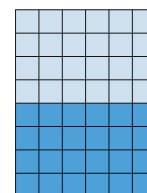
Price: 1115

6x2
12 moduls
249 x 90 mm

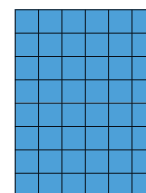
Price: 13 390

6x3
18 moduls
249 x 137 mm

Price: 20 085

6x4
24 moduls
249 x 184 mm

Price: 26 780

6x8
48 moduls
249 x 372 mm

Price: 44 850




* Monday – Accounting and Taxes, Tuesday – Company & Law + New laws - Regulations & Practise, Prawnik,
Wednesday – Local Government and Administration, Thursday – HR and Renumeration

Prepayment - 3% discount, left page – 10% discount. The table of surcharges is available on page 3



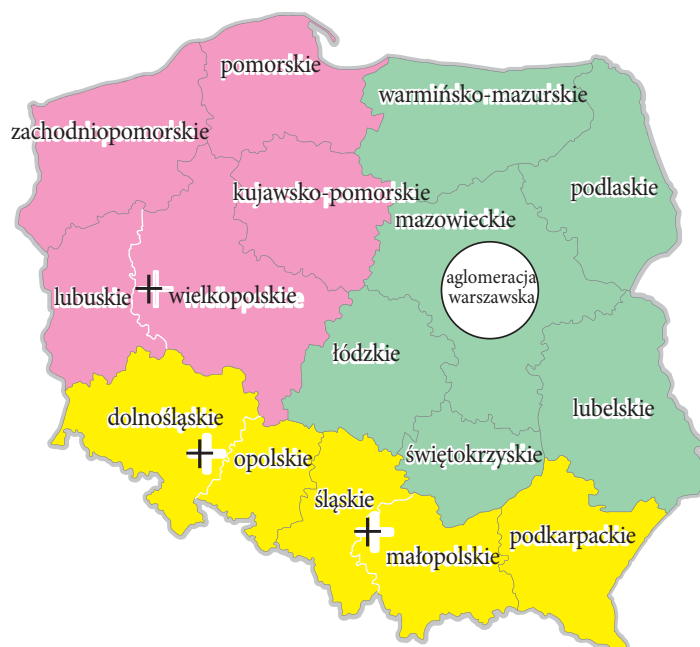
Advertising areas varied in the main section of Dziennik Gazeta Prawna

Monday - Friday

Formats	Size (in mm)	Single voivodeship*	Warsaw agglomeration	Obszary   
Moduł	38 x 43	273	715	1 079
1/4 strony	123 x 184	3 276	8 580	12 948
1/2 strony	249 x 184	6 552	17 160	25 896
Junior page	207 x 248,5	6 825	17 875	26 975
Cała strona	249 x 372	10 101	26 455	39 923

*except for the Mazowieckie Voivodeship

- Variations are sold without a choice of a particular website
- The possibility of implementing a variation is always confirmed at the time of reservation
- The order or cancellation of a variation must be confirmed at least 3 working days before the issue date by 3 p.m.
- Minimum variation format is 1/4 of the column
- We implement variations to 1 page per issue maximum
- Providing material for variation: 2 working days before the issue date



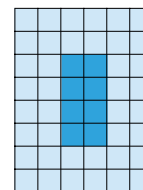
Prepayment - 3% discount, left page - 10% discount. The table of surcharges is available on page 3



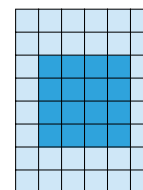
Reklamy specjalne

Island – white pages Dziennik Gazeta Prawna and Gazeta Prawna (advertising surrounded with editorial material)

Location of the advertisement	Formaty	Size (in mm)	Monday - Friday
Page 3	Big island	165 x 184	118 560
Page 5	Big island	165 x 184	106 080
Other editorial pages	Big island	81 x 184	29 952
	Big island	165 x 184	59 904



Small island
– 8modules
81 x 184



Big island
– 16modules
165 x 184

Editorial cycle / presentation

- Whole page + logo – 132 613 zł (one issue)
- Half column + logo – 85 104 zł (one issue)
- 123x184 + logo – 42 552 zł (one issue)
- Logo in the page number – 19 500 zł

Financial report

- 81x372 (2x8) – 46 046
- 249x184 (6x4) – 69 056

Inserty

Machine insert (maximum format A4, weight up to 30 g)		Manual Insert (requires a check of insertion possibilities in the printing house)	
Monday to Friday	– 0,35 zł	Monday to Friday	– 0,40 zł

For inserts, it is always required to check the price estimation with the publisher.

Custom advertising forms

- Memo-stick, glue insert, wrapper, stamp, etc.
Custom forms always require checking the price estimation and availability with the publisher.

Advertisements in newspaper inserts

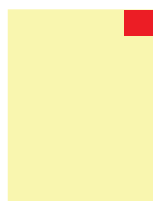
- **Book covers**
 - Logo on 1st cover 19 500
 - IV cover 19 500
 - II and III cover 13 000
- **CD covers**
 - Whole back face 19 500
 - 1/2 tback face 13 000
 - Logo on the CD cover 19 500

Prepayment - 3% discount, left page – 10% discount. The table of surcharges is available on page 3



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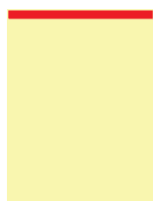
Special formats on the cover in nation-wide issues (the modules at the top exclude the bottom modules)



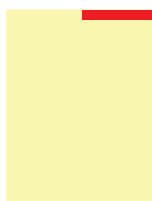
Module above the vignette (white section only)
50 x 41.3 mm



Module above the vignette (white section only) 100 x 41.3 mm



Bar above the vignette
249 x 10 mm



Bar above the vignette small
124x 10 mm



Bar under the vignette
249 x 80 mm

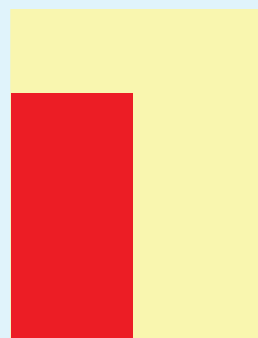


Bar at the bottom
249 x 17 mm



Bar at the bottom
249 x 37 mm

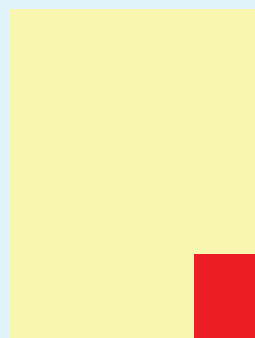
New forms of advertising on page 1 of the DGP



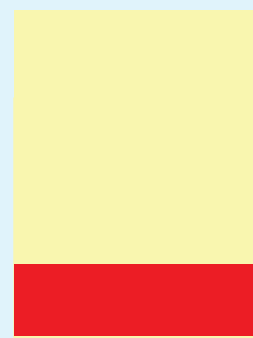
Vertical bar under the vignette
123 x 260 mm



Advertising under the vignette
249 x 245mm

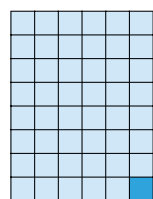


Large module at the bottom
77 x 124mm

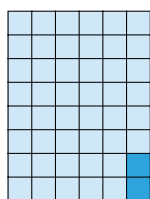


Bar att the bottom
249 x 80 mm

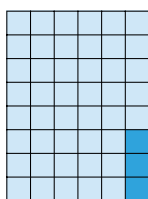
Modular grid of Dziennik Gazeta Prawna and newspaper inserts



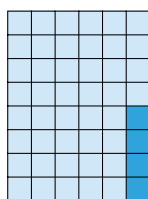
1x1
1modul
38 x 43 mm



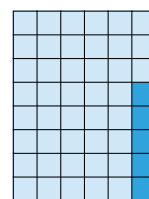
1x2
2moduls
38 x 90 mm



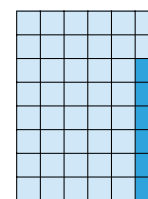
1x3
3moduls
38 x 137 mm



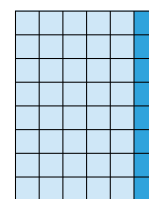
1x4
4moduls
38 x 184 mm



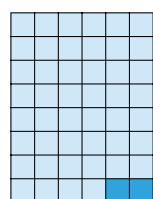
1x5
5moduls
38 x 231 mm



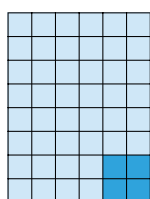
1x6
6moduls
38 x 278 mm



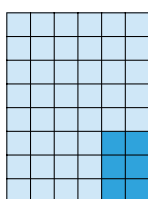
1x8
8moduls
38 x 372 mm



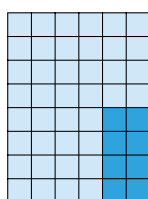
2x1
2 moduls
81 x 43 mm



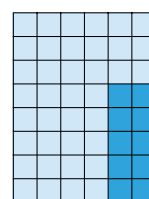
2x2
4 moduls
81 x 90 mm



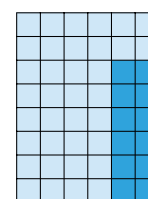
2x3
6 moduls
81 x 137 mm



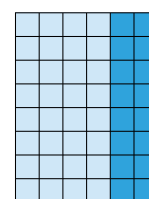
2x4
8 moduls
81 x 184 mm



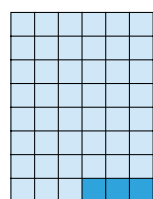
2x5
10 moduls
81 x 231 mm



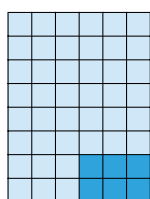
2x6
12 moduls
81 x 278 mm



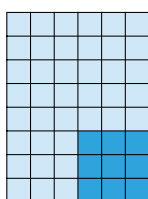
2x8
16 moduls
81 x 372 mm



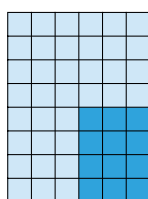
3x1
3 moduls
123 x 43 mm



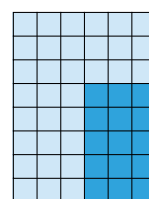
3x2
6 moduls
123 x 90 mm



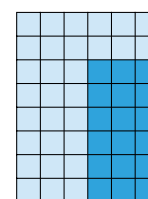
3x3
9 moduls
123 x 137 mm



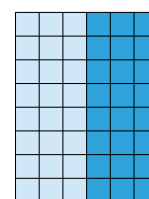
3x4
12 moduls
123 x 184 mm



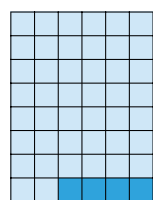
3x5
15 moduls
123 x 231 mm



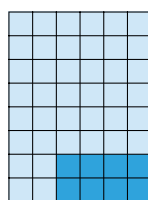
3x6
18 moduls
123 x 278 mm



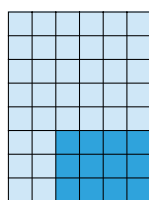
3x8
24 moduls
123 x 372 mm



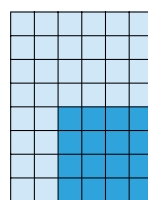
4x1
4 moduls
165 x 43 mm



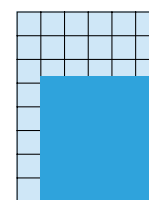
4x2
8 moduls
165 x 90 mm



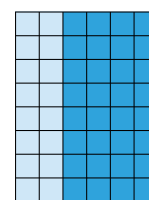
4x3
12 moduls
165 x 137 mm



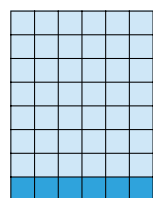
4x4
16 moduls
165 x 184 mm



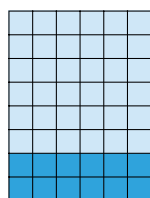
JuniorPage
207 x 248,5 mm



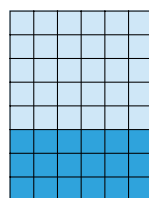
4x8
32 moduls
165 x 372 mm



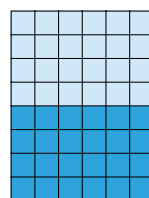
6x1
6 moduls
249 x 43 mm



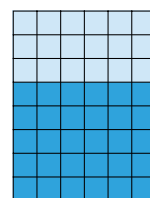
6x2
12 moduls
249 x 90 mm



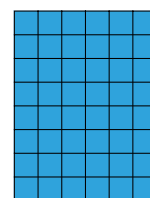
6x3
18 moduls
249 x 137 mm



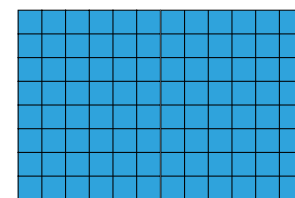
6x4
24 moduls
249 x 184 mm



6x5
30 moduls
249 x 231 mm



6x8
48 moduls
249 x 372 mm



Centrefold
523 x 372 mm

Prepayment - 3% discount, left page - 10% discount. The table of surcharges is available on page 3



Stamp



Parameters:

- one-sided print
- format: 640 x 100 mm
- paper: chalk 135 g. (the exact visualization with the location of an advertising determined after an order is placed)

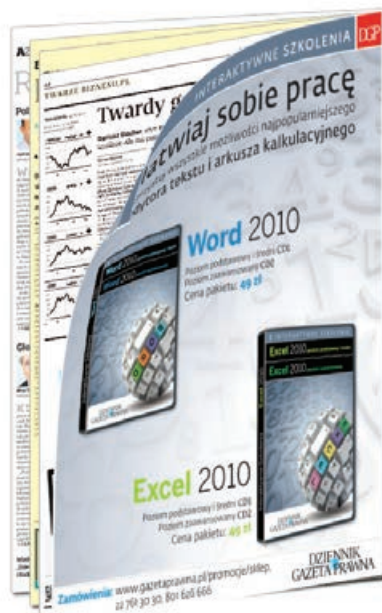
Price: 55 000 zł

Materials should be handed (electronically): 10 days prior to the publication date

No discounts for custom advertising forms



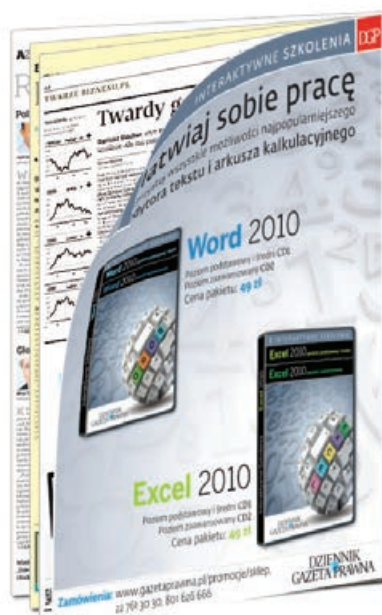
Wrapper


Parameters:

- format: 1 page 249x245
3 pages 249x372 mm

Price: 55 000 zł

Wing


Parameters:

- format: 1 page 249x245
1 page 249x372 mm

Price: 45 000 zł

No discounts for custom advertising forms



DGP Special edition

Middle
pages

104 000 zł



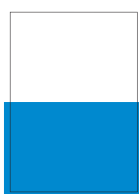
the whole page
column for bleed
after trimming:
200x290
before trimming:
210 x 300

322 400 zł



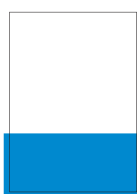
the first centrefold
after trimming: 400 x 290, before
trimming: 410 x 300

71 500 zł



1/2 page after
trimming
200 x 139
before trimming:
210 x 149

48 100 zł



1/3 page after
trimming
200 x 98
before trimming:
210 x 108

75 400 zł



Junior Page after
trimming
120 x 220
before trimming:
130x230

Middle
pages
premium

218 400 zł



3 strona

195 000 zł



5 strona

166 400 zł



7 strona

149 500 zł



9 strona

the whole page column
with bleed after trimming:
200 x 290 before trimming:
210 x 300

Covers

187 200 zł



IV okładka

169 000 zł



II okładka

158 600 zł



III okładka

the whole page column
with bleed after trimming:
200 x 290 before trimming:
210 x 300

Prepayment - 3% discount, left page – 10% discount. The table of surcharges is available on page 3



Technical specification for the preparation of printing materials for Dziennik Gazeta Prawna and newspaper inserts

1. Materials for printing on newsprint

Printing technology: Coldset

Preparation of bitmaps:

- Resolution: 250 DPI
- Colour space: CMYK (all SPOT colours should be converted to CMYK), RGB colours should also be converted to CMYK). White colour cannot be an additional colour (SPOT) and contain the printing attribute
- Separation type: UCR Black limit: 85%
- Total ink limit: 220%
- Dot gain: 30%

Acceptable file formats:

PDF, JPG or TIFF, EPS.

Files must be written in composite form and have black overprint

Files must be in net format without bleeds and without registration marks and must be exactly in the format of the advertisement ordered

Files must not contain ICC profiles (the included profiles are omitted in the production process of Dziennik Gazeta Prawna) or be created using OPI Black backgrounds must not be created using only one colour, we recommend adding 30% blue colour

Minimum font size:

- consisting of one colour – 6 points (monoline), 8 points (non-monoline)
- consisting of two colours 9 points (monoline), 11 points (non-monoline), avoid texts consisting of more than two colours
- texts in reversed print – 12 points only in bold types

Minimum line thickness:

- consisting of one colour – 0.4 point
 - consisting of two colours or in reversed print – 1.5 point; it is recommended to avoid using lines consisting of more than two colours
- printed advertisement may differ in colour from the cromalin supplied by +/- 3%.

2. Printing standards of Dziennik Gazeta Prawna (cold-set technology)

A. Colour shift

For cold-set colour printing with a maximum of 4+4 web printing, the colour matching tolerance is up to 0.5 mm. Avoid composing texts using multiple colours due to serious matching problems. They often result in the text being fuzzy and illegible. Use chokes to avoid substrate showing if there is a matching difference.

Differences in the colour shift (match) are due to the following reasons:

- each colour is printed from a different form roll, so some shift may occur between four such rolls on the machine (the maximum tolerance for the accuracy of 4 CMYK forms composing the colour image is $4 \times 0.1 \text{ mm} = 0.4 \text{ mm}$);
- paper size is not stable, that is to say water makes the paper extend longitudinally and transversely to the direction of printing. When printing a colour column, the paper absorbs four times as much water as when printing in black and white, so that the paper extension effect is increased;
- due to the construction of locks holding printing forms, it is impossible to stretch or move the plates in order to adjust their

position, which can be done on sheet machines; assembly of plates into one copy frame and their placement in the printing frame during exposure of printing forms are also subject to some error (they may be slightly shifted in relation to the form on pins aligning the sheet to the copy frame).

Dot gain

Dot gain in midtones is up to 30%.

The printing process involves a certain dot gain, the largest for halftone with a surface coverage of 40-60%. Causes behind the gain include the following:

- a huge pressure on the machine in two zones:
 - between the printing frame and the rubber dressing;
 - between the dressing and the paper.
- the highly developed paper structure, especially newsprint (very rough surface with a large number of pores and capillaries between the fibres) causes increased absorption and migration of ink in the paper. Dot gain values are especially high for "black" and "cyan" colours, so one should avoid a large share of these colours in building details in dark areas of the image.

NOTE: Cromalin of an advertising is the basis for filing a complaint and must be delivered by 1 p.m. At the latest the day before the DGP issue. Cromalin for an advertising insert must be delivered two days before the date of issue.

General conditions for publishing advertisements in Dziennik Gazeta Prawna and inserts to Dziennik Gazeta Prawna

published by INFOR BIZNES Sp. z o.o. with its registered office in Warsaw (01-042) at Okopowa 58/72.

General provisions

1. These rules define the terms and conditions for placing advertisements in Dziennik Gazeta Prawna and in inserts to Dziennik Gazeta Prawna, hereinafter referred to as the magazines, published by INFOR BIZNES sp. z o.o. with its registered office in Warsaw, hereinafter referred to as the Service Provider.
2. The entity ordering advertising is hereinafter referred to as the Ordering Party.
3. The Service Provider shall place advertisements in magazines based on an advertising order placed by the Ordering Party. The terms for the placement of advertisements are specified in the advertising orders and in these general conditions, hereinafter referred to as the Terms and Conditions.

Specific provisions

1. Placing an advertising order is tantamount to accepting these Terms and Conditions of advertisement placement in Dziennik Gazeta Prawna and inserts to Dziennik Gazeta Prawna (available on the website) www.gazetaprawna.pl)
2. The Ordering Party undertakes to provide the advertising order in writing by fax (as confirmation of previous reservation):
 - a. For Dziennik Gazeta Prawna – 4 working days at the latest before the publication of the issue of the magazine
 - b. For the newspaper insert to Dziennik Gazeta Prawna – 9 working days at the latest before the publication of the issue for weeklies and 16 days at the latest before the publication of the issue for non-cyclical inserts
 - c. For the magazine insert (LWC) to Dziennik Gazeta Prawna – 28 days at the latest before the publication of the issue of the magazine
3. The Ordering Party undertakes to provide materials for advertisements:
 - a. For Dziennik Gazeta Prawna – 2 working days at the latest before the publication of the issue of the magazine
 - b. For the newspaper insert to Dziennik Gazeta Prawna – 4 working days at the latest before the publication of the issue of the magazine
 - c. For advertising text materials that require additional editing and typesetting, delivery times are shortened by 6 working days.
 - d. For the magazine insert (LWC) to Dziennik Gazeta Prawna – 14 days at the latest before the publication of the issue of the magazine

Delivery dates are subject to change if both parties have agreed accordingly, but such agreement must be in writing.
4. If no materials for advertisements specified in the order are provided by the time stipulated in section 1, the order shall be deemed to have been completed.
The Service Provider shall then reserve the right to place the materials of the Ordering Party held by the Service Provider.

5. The Service Provider reserves the right to apply the generally accepted tolerance in terms of deviations in colour and print quality.
6. Regardless of the content of the concluded order, the Service Provider reserves the right to refuse to publish advertisements if, in the opinion of the Service Provider, the materials delivered do not meet the technical parameters being an integral part of these Terms and Conditions.
7. The Service Provider shall have the right to refuse to publish announcements, advertisements or inserts if their content or form is inconsistent with the programme line or the nature of the magazine (Article 36(4) of the Press Law) or due to the inappropriate or harmful nature of such advertising materials. Moreover, the Service Provider has the right to refuse to publish an advertisement if it is illegal or violates applicable regulations.
8. The Service Provider shall notify the Ordering Party of the refusal to publish the advertisement in writing 2 working days at latest from the date of receipt of the contested materials.
9. Complaints relating to the advertisements placed are received within seven days from the date of release of the advertisement. A complaint should be submitted in writing to be valid, indicating the issue of the magazine in which it featured. Failure to meet the conditions for complaint or failure to observe the deadline for filing a complaint indicated above shall entitle the Service Provider to refuse to acknowledge the complaint and to demand payment for the service performed in its entirety. The Ordering Party may cancel the publication of the previously ordered advertisement in the magazine of the Service Provider only in the form of a declaration submitted in writing to be valid, effectively delivered to the Service Provider against its return receipt. The date of cancellation shall be the date of effective delivery of said declaration to the Service Provider.
10. The Ordering Party may cancel the publication of the previously ordered advertisement in the magazine of the Service Provider only in the form of a declaration submitted in writing to be valid, effectively delivered to the Service Provider against its return receipt. The date of cancellation shall be the date of effective delivery of said declaration to the Service Provider.
11. Cancellation of the order later than:
 - a. 2 working days before the issue in Dziennik Gazeta Prawna
 - b. 7 working days before the issue in the newspaper insert to Dziennik Gazeta Prawna
 - c. 15 working days before in the case of the insert to Dziennik Gazeta Prawna.
 - d. 21 days before the issue in the magazine insert to Dziennik Gazeta Prawna
 - e. and after the commencement of the execution of a custom order (e.g. printing memosticks, stamps, preparing brochures, books, etc.) shall entitle the Service Provider to charge the Ordering Party with the amount of 100% of the agreed advertising fee.
12. The Service Provider shall not be liable for the content of advertisements placed. The Ordering Party shall be obliged to remedy any damage suffered by the Service Provider due to the content of the advertisement displayed.
13. The Service Provider shall not be liable for any damage due to circumstances beyond its control, such as, in particular fire, flood, strikes, closing of borders, etc., which may disrupt the production or distribution of magazines in part or in whole.

NOTE: Cromalin of an advertising is the basis for filing a complaint and must be delivered two weeks before the issue date.



General conditions for the organisation of events

1. These rules regulate the conditions and rules for organising conferences, debates, thematic meetings (hereinafter referred to as the Events) under cooperation with Dziennik Gazeta Prawna published by INFOR BIZNES Sp. z o.o. with its registered office in Warsaw, at ul. Okopowa 58/72, entered in the company register kept by the District Court for the Capital City of Warsaw under No. 307225, NIP 527-25-75-823, (hereinafter referred to as the Service Provider).
 2. In order for the Service Provider to proceed to prepare an Event, the Ordering Party is required to place an order (or)/(and) sign a contract. The detailed terms and conditions for the preparation of Events are specified in the orders placed by the Ordering Party, in the contract and in these General Terms and Conditions of Event Organisation (hereinafter referred to as the Terms and Conditions).
 3. The entity ordering Event organisation shall hereinafter be referred to as the Ordering Party.
 4. Placing an order is tantamount to accepting these Terms and Conditions under cooperation with Dziennik Gazeta Prawna (hereinafter referred to as "Gazeta").
 5. The Ordering Party undertakes to deliver the order in writing by fax or e-mail (as a confirmation of the previous reservation) to Gazeta 45 days at the latest before the date of the planned Event.
 6. The Service Provider has the right to refuse to prepare the Event by the time indicated in the order by the Ordering Party. The Service Provider may then suggest another date to the Ordering Party. The date of the Event must always be accepted by either Party.
 7. As part of the Event, the Service Provider in particular agrees to the following:
 - a. to endeavour to secure appropriate subcontractors, partners and patrons (including media patrons) accepted by the Ordering Party for the organisation of the Event,
 - b. to perform appropriate ongoing organisational activities related to the Event, involving e.g.
 - 1) developing the technical concept of the Event, including the schedule of a competition, if any, for the prize awarded as part of the Event, the script and the agenda of the Event,
 - 2) renting and formalising the rental of rooms according to the criteria previously approved by the Ordering Party as the venue of the Event,
 - 3) designing and preparing, in consultation with the Ordering Parties, promotional materials related to the Event having the form and content accepted by the Ordering Parties,
 - 4) renting and providing professional artistic, technical, sound and lighting support for the Event, as agreed with the Ordering Party
 - 5) sending electronic invitations to a specific Event, with their form and content to be previously approved by the Ordering Party,
 - 6) registration of guests whose lists have previously been agreed with the Ordering Parties,
 - 7) developing databases of contact details of guests present during the Events, if it is provided for in the contract with the Ordering Party, obtaining consent of the participants to send commercial information and to use their personal data for marketing purposes in compliance with the rules that ensue from the law, in particular the Act on personal data protection of 29 August 1997 and the Act on the providing services by electronic means of 18 July 2002,
 - 8) handling financial settlements and settling payments with the third parties referred to in 4a above; the Service Provider shall order particular works to be executed as part of Event organisation only on the basis and within the limits of the cost estimate previously approved by the Ordering Parties,
 - 9) coordinating activities related to the technical and substantive organisation of the Event based on information provided by the Ordering Parties, including contacting the members of the jury responsible for awarding the prize as part of the Event and the auditor,
 - 10) preparing, in consultation with the Ordering Parties, of materials related to the Event and setting up a spatial development plan during the Event at its venue after obtaining prior approval from the Ordering Parties,
 - 11) handling substantive, technical and logistic arrangements with partners and sponsors of the Event, after obtaining prior approval from the Ordering Parties.
- c. The Service Provider shall charge the Ordering Party with the costs of works executed as part of the Event organisation by third parties as above.
8. The cost of each order shall be individually determined by the parties.
 9. The Service Provider may withdraw from the organisation of the Event only by way of a written declaration submitted to the Service Provider by fax or e-mail. The Ordering Party may cancel the order within 5 working days from submitting the declaration as above without incurring any costs.
- Cancellation of the order:
- 1) Within 30 days before the planned Event shall entitle the Service Provider to charge the Ordering Party with the amount of 60% of the agreed amount due for the preparation of the Event and the costs incurred as indicated in 4c.
 - 2) At a date later than indicated in section 1, it shall entitle the Service Provider to charge the Ordering Party with the amount of 100% of the agreed fee for the preparation of the Event, including the costs indicated in 4c pro rata to the actually incurred costs.
10. The Service Provider shall not be liable for the content of promotional materials approved by the Ordering Party. The Ordering Party shall be obliged to remedy any damage suffered by the Service Provider due to the content of the advertisement displayed.
 11. The Service Provider shall not be liable for any damage due to circumstances beyond its control, such as, in particular fire, flood, strikes, closing of borders, etc., which may disrupt the execution of the order in part or in whole.
 12. The Service Provider reserves the right to change the terms and conditions of the Rules at any time during their validity, of which it shall inform the Service Providers by way of a notice published on a special website for a particular event.

