Terms & Conditions

The Organizer will make every effort to provide high-quality comfort and cooperation throughout the Event. However, the Organizer cannot accommodate individual requests from Artists/Bands, including backline and hospitality needs. A 20-minute line check will be provided; no full soundcheck will be arranged, even if indicated in the submitted technical rider.

1. MUSIC WEEK POLAND

PROVIDED:	NOT PROVIDED:
- a high-quality audio and lighting system, along with basic backline*; - basic refreshments before the showcase; - access to the full music program - food coupons worth PLN 40 for each band member on the day of the concert; - organisational cost reimbursement of €500 (flat fee); - 1 x night hotel (or buyout); - 2 x PRO PASS;	- flight tickets/train tickets/fuel reimbursement; - personal transfers to or from the Event; - insurance for personal belongings or personal injury; - individual artist requests or hospitality;

* The festival will provide a basic backline set based on well-known brands, including: a basic drum set (with bass drum pedal and stands), guitar stacks (amp + cabinet, cables), and a bass stack. Any individual requirements (such as keyboards, electronics, effects, or additional instruments) will be quoted separately and must be paid for by the band.

2. ACCOMMODATION

A. Provided by the Organizer

Music Week Poland provides accommodation with breakfast on the day of the showcase. Location details will be provided at least 14 days prior.
The Organizer provides twin rooms (separate beds).

Please send a rooming list (including full names of all members) with room assignments for twin rooms to: agata@musicweekpoland.com at your earliest convenience, and no later **than 20 March 2026.** Should the list not be provided by that date, the Organizer reserves the right to allocate rooms at their own discretion.

B. Buyout

Artists/Bands can choose a buyout instead of staying in the provided accommodation, which is a cash payment of 170 PLN per person for one night. To use this option, Artists/Bands must notify the Organizer **no later than 20 March 2026**. Requests submitted after this date will not be considered. In such cases, the Organizer reserves the right to determine the accommodation arrangements and will communicate their decision within 14 days following the missed deadline, by 3 April 2026.

The buyout can be invoiced separately or included as a separate line on the organizational cost reimbursement invoice. Invoice details must match the submitted information, and payment will be made after the event, following the same procedure as for organizational costs.

Artists/Bands residing within the Warsaw metropolitan area are not eligible for the buyout and will not be provided with hotel accommodations. Instead, travel expenses to and from the venue may be reimbursed, up to a maximum of €10 per band member.

3. USE AND UPDATE OF SUBMITTED MATERIALS

1. Materials provided in the application form, including bios, riders, and photos, may be used for promotional activities of Music Week Poland and may be shared with subcontractors and media partners. Artists/Bands may submit updates, but the Organizer cannot guarantee implementation of changes if they conflict with production schedules, backline requirements, or ongoing graphic and promotional work.
2. Any comments or updates should be sent to the following email address:

- Communications & Social Media: lukasz@musicweekpoland.com
- Technical: production@musicweekpoland.com

4. PRO PASS

1. Artists/Bands receive **two** Pro Pass tickets, which include access to the conference program and delegate registration. The conference takes place at the Museum of Polish History, ul. Gwardii 1, 00-585 Warsaw, Poland. The conference schedule will be announced in due course on the Music Week Poland website.
2. To claim the free tickets, send one email to accreditations@musicweekpoland.com with the subject line: **[insert Artist/Band name] PRO PASS ACCESS** and include full names and email addresses of the two attendees. The Organizer will contact the selected persons and provide registration instructions.
3. Please submit your request **within 30 days of signing the agreement**. Requests sent after this deadline **will expire**, and the free tickets will be **offered to other Artists/Bands**.

5. SETTLEMENT FOR PARTICIPATION IN MUSIC WEEK POLAND

1. Each Artist/Band participating in Music Week Poland shall receive a gross reimbursement of EUR 500, irrespective of the number of band members, upon

submission of a correctly issued invoice. The Organizer shall not require any documentation or proof of expenses.

2. **Invoice details:**
   Culture Hub Poland-Fundacja Centrum Kultury Polskiej
   Nalewki 8, 00-158 Warszawa, Poland
   Registration number: 381380355
   VAT: PL1182181337

   Invoice subject/description: Reimbursement of organizational expenses for participation in Music Week Poland.

 The Organizer does not provide for any advance payment. Full reimbursement of organizational expenses will be made to the Artist/Band upon completion of the agreed engagement (i.e., after the showcase).

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6. TAX RESIDENCY CERTIFICATE REQUIREMENT

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1. Artists/Bands participating in Music Week Poland are encouraged, but not required, to submit a valid Tax Residency Certificate. This certificate, issued by the tax authorities in the Artist's/Band's country of residence, helps to avoid double taxation.
2. If the certificate is not provided before the invoice is issued, the Organizer is legally obliged to withhold 20% of the payment as tax at source. The Artist/Band will initially receive 80% of the invoiced amount, with the remaining 20% released upon submission of a valid certificate, no later than 31 July 2026.
3. All invoice details must exactly match the information on the Tax Residency Certificate, including full name (or company name), address, and tax identification number (VAT ID, Tax ID, TIN, or equivalent in your country). If the invoice information **does not correspond** with the certificate, the document will **not be accepted,** and **the issuer remains subject to double taxation**.

Important: <u>All qualified Artists/Bands are required to comply with the Organizer's Code of Conduct.</u>