

CITY OFFICE OF KRAKOW	Service sheet / external procedure no. WT-2
	RELEASE OF PROMOTIONAL PUBLICATIONS
<p><b>1. Handle the matter electronically</b> Not applicable</p> <p><b>2. Appendices</b> Appendix 1 Application for the release of promotional publications. Appendix 2 Form for the return of unused promotional publications.</p> <p><b>3. Sign language version</b> Not applicable</p> <p><b>4. Matter handled by</b> Kraków City Office - Tourism Department, Organization Department, Pl. Wszystkich Świętych 3-4, 31-004 Krakow, ground floor - room 18.</p> <p>Person responsible for the implementation of the procedure: Adrian Nawara, telephone number 12/ 616 11 64, 519 335 973 <a href="mailto:adrian.nawara@um.krakow.pl">adrian.nawara@um.krakow.pl</a></p> <p>Ask a question about the procedure: <a href="http://www.bip.krakow.pl/idz">www.bip.krakow.pl/idz</a></p> <p><b>5. Documents from the Applicant (client)</b> The application for the release of promotional publications (constituting Appendix 1 to this procedure) submitted at least 10 days before the planned project by entities organizing projects of particular importance for the promotion of the City of Krakow.</p> <p><b>The application may be submitted by:</b></p> <ul style="list-style-type: none"> <li>A. entities co-organizing projects with the participation of the Municipality of Krakow;</li> <li>B. entities organizing projects with the support of the Mayor of the City of Krakow (e.g. honorary patronage, membership in an honorary committee),</li> <li>C. public finance sector units,</li> <li>D. unit operating in the City of Krakow: non-profit organizations, non-governmental organizations, entities conducting public benefit and voluntary activities, scientific and educational institutions,</li> <li>E. entities conducting commercial activity, if they organize a significant undertaking promoting Krakow.</li> </ul> <p><b>The completed application for the release of promotional publications</b> (stamped and signed by the person authorized to represent the applicant) may be submitted in one of the following forms:</p> <ul style="list-style-type: none"> <li>A. by e-mail (<i>scan of the signed application</i>): <a href="mailto:wt.umk@um.krakow.pl">wt.umk@um.krakow.pl</a>;</li> <li>B. fax: 12/ 616-60-56;</li> <li>C. in written form to: Kraków City Office, Tourism Department</li> </ul>	

D. at the information and administration desk of the Krakow City Office (ground floor);

E. at the secretary office of the Tourism Department, Pl. Wszystkich Świętych 3-4, ground floor - room 18.

**6. Fees**

Not applicable. Promotional publications are released free of charge. Promotional publications are not issued for commercial purposes (paid for).

**7. Form of consideration**

The head of the Organizational Affairs Department decides whether to award promotional publications or to refuse to grant them - based on the information provided by the applicant in the application, i.e. marketing / promotional benefits of the Municipality resulting from the nature of the project, description of participants, promotional activities and media patronage and current warehouse resources.

**In the case of awarding promotional publications:**

A. The applicant will be informed about the award of publications: by phone, e-mail or in writing - depending on the form of contact provided.

B. The materials will be collected on the date agreed by the Parties.

C. Promotional publications are issued with confirmation of receipt in the building of the Krakow City Office, Pl. Wszystkich Świętych 3-4, ground floor, room 18.

D. The Tourism Department does not ship promotional publications, except when the cost and organization of shipping will be the Applicant's responsibility.

E. The Applicant is obliged - within 10 days from the end of the project - to return unused promotional publications together with the completed and signed return form constituting Appendix 2 to this procedure.

**Refusal to award promotional publications:**

The applicant will be informed about the refusal to award promotional publications: by phone, e-mail or in writing - depending on the form of contact provided.

**8. Time of consideration**

The applicant will be informed about the award of publications or the refusal within 7 days from the date of receipt of the application for the release of promotional publications by the Tourism Department.

**9. Documents obtained in the proceedings**

None.

**10. Appeal procedure**

Not applicable.

**11. Legal basis**

Ordinance No. 668/2019 of the Mayor of the City of Krakow of March 28, 2019 on the division into internal organizational units and the detailed scope of activities of the Tourism Department.

**12. Report on the distribution of materials:**

This is not required.

**13. Extra information:**

- A. The promotional publications have been prepared primarily for the needs of the Tourism Department related to, inter alia, with the organization of events, fairs and other significant promotional activities.
- B. The Tourism Department reserves the following:
  - the possibility of introducing restrictions on the amount of materials issued;
  - deciding on the type of promotional publications to be issued, depending on the nature of the project and the available warehouse resources.
- C. The Tourism Department does not present promotional publications for the selection of applicants.
- D. Promotional folders are available for download at:  
[http://www.krakow.pl/odwiedz\\_krakow/31702,artykul,foldery\\_do\\_pobrania.html](http://www.krakow.pl/odwiedz_krakow/31702,artykul,foldery_do_pobrania.html)
- E. Promotional publications in the amount of up to 5 items can be taken from the stand available at the Tourism Department, ground floor, room 18.
- F. Promotional publications are available in the following language versions:  
Polish, English, German, Spanish, French, Italian, Russian, Slovak, Czech, Hungarian, Dutch, Ukrainian, Chinese.
- G. The Applicant may - in the application for promotional publications - agree to include the participants of the event (such as conferences, congresses, training, incentive events, etc.) in a survey on the assessment of the impact of business tourism on the city's economy. The interviewers are provided by the Krakow City Office - Tourism Department. The survey will cover a maximum of 10% of participants. The survey will be carried out in agreement with the organizer and will only apply to selected projects. The information obtained will be used for research purposes only. The contact person in the above scope is: Mrs Katarzyna Janik  
e-mail: [katarzyna.janik@um.krakow.pl](mailto:katarzyna.janik@um.krakow.pl), telephone number 12/ 616 6053, 784 022 148.

Developed by:  Marta Serafin  (6/02/2020)	Opinion presented by:  Lawyer Małgorzata Gieras	Approved by:  Unit Director Elżbieta Kantor  (07/02/2020)
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