Organiser:

Partner:

CZECH TRAVEL MARKET

PVA EXPO PRAGUE, 24–25 November 2020

Closing date of orders: 15 September 2020

ORDER OF PRESENTATION

EXHIBITOR

Commercial name _____ Comp. Reg. No. _____

Registered office* – street _____ Tax Id. No. _____

Town _____ Post Code No. _____ Country _____

Company phone no. _____ Company e-mail address _____

Internet www._____

Contact person _____ Title _____

Tel./mobile _____ E-mail** _____

Mailing address (if different from the registered office) _____

E-mail for sending invoices in an electronic form _____

* For natural persons: place of business.

** Must be filled in for the sending of placement, assembly instructions, etc.

I agree with the sending of commercial notices in accordance with the Act no. 480/2004 Coll. The consent can be withdrawn by the sending of an e-mail message with the text "Do not send" to stoplist@abf.cz.

_____
Signature for the Exhibitor / Exhibitor's representative

We order:

- A conference room with a capacity of 100 people, including the stage and seats
- Basic audio-video technology
- Placement of promotional materials, catalogues, leaflets, ... in the conference room at the time of the lease
- Place for catering, including tables and tablecloths
- Exhibitor's cards for representatives of the company in a number of 10 items

The basic order includes reservation of a conference room for 1.5 hours, including preparation and cleaning at the time from ..... to .....(after consultation with the trade fair manager)

A part of the order is also **the basic exposition for the Exhibitor in the exhibition hall** for all the time of organisation of the Czech Travel Market Trade Fair (= 1 table, 5 chairs, cabinet, power supply (220 V), wi-fi connection, 2 Exhibitor's cards and statement in the catalogue).If you do not want to order the exhibition exposition to the presentation free of charge, please state this fact while sending your application to info@czechtravelmarket.cz.

Total price: EUR 490 + VAT

I declare that I have made myself familiar with the Business Terms and Conditions of ABF, a.s., forming an integral part of the present Application, I understand their contents and I agree with them. I take cognisance of the fact that this is a General Agreement which is to be implemented by parts, on the basis of orders in written and/or e-mail forms. If orders are issued by a third person, the original copy is always required.
We order the above-mentioned services. Through our signature we agree with the contractual terms and conditions for exhibitors and with the prices stated.
Please send the application forms signed to **info@czechtravelmarket.cz**. The closing date of the application forms is **15 September 2020**.

_____
For ABF, a.s.

PVA EXPO PRAHA

_____
Date, signature for the Exhibitor / Exhibitor's representative, stamp

Organiser:

Partner:

Business Terms and Conditions of ABF, a.s. for Participation of Exhibitors/Applicants at the Trade Fair

Organiser: ABF, a.s., registered office: Beranových 667, 199 00 Prague 9 – Letňany, Company Registration No. 630805755
Partner: Association of Travel Agencies of the Czech Republic
Exhibitor: Legal entity or natural person to whom ABF, a.s. has confirmed participation at the trade fair or Exhibition
Applicant: natural person of legal entity who signs the binding application for the lease of the room for a workshop or presentation at the time of organisation of the CZECH TRAVEL MARKET Trade Fair
Place of the event: PVA EXPO PRAGUE, Prague 9 - Letňany, Beranových 667

Article 1. – Basic conditions for participation of Exhibitors/Applicants /Applicants at the trade fair

1. The basic precondition for participation at the trade fair is the delivery of the Binding Application for Participation of the Firm/Lease of the Room for a Workshop or Presentation at the Trade Fair, properly filled in and signed (hereinafter referred to as "Binding Application"). After the receiving of the Binding Application, ABF, a.s. will send to the Exhibitor/Applicant a confirmation of its receipt.
2. By signing the Binding Application, the Exhibitor/Applicant undertakes to adhere to the Business Terms and Conditions and Technical Conditions of ABF, a.s. for the Exhibitor's/Applicant's participation at the trade fair.
3. The exhibits presented and services offered must be in accordance with the focus of the trade fair (with the so-called Trade Fair Nomenclature).
4. The services related to the Exhibitor's/Applicant's participation at the trade fair shall be ordered by means of separate order forms provided for in the Application Documentation to the Binding Application.
5. The Exhibitors/Applicants must not remove the exhibits and displays before the end of the trade fair or exhibition.
6. The Exhibitors/Applicants are authorised to exhibit, sell or otherwise make available to the public only the products to the offering and sale of which they are authorised and must ensure that by making them available to the public they will not breach copyrights or other rights of third persons.

Article 2. – Terms of payment

1. After the receiving of the Binding Application, the Organiser will send an advance invoice for the lease of the exhibition area/room ordered.
2. After the closing date, the Exhibitor/Applicant will be sent an advance invoice for the ordered services associated with the lease of the exhibition area/room. The settlement of this advance invoice will be a precondition for implementation of the order of technical services.
3. The final invoice with a deduction of advances will only be sent after the end of the trade fair.
4. The basic price of the lease includes:
   – Rental for the exhibition area for the time of the assembly, course of the trade fair and dismantling/rental for the room
   – Insertion into the Trade Fair Catalogue in the extent of the data stated in the Order of Registration into the Catalogue
   – Insertion into the orientation system of the trade fair
   – 2 Exhibitor's Cards for the Exhibitors/ Exhibitor's Cards for the Applicant company's representatives in the number of 10 items
   – Assembly/Dismantling Cards for the Implementation Teams making it possible for people (vehicles) to enter the Exhibition Centre (the Organiser is authorised to demand a financial security at the entrance)
   – Trade Fair Catalogue in a printed version
5. The basic price of the lease does not include:
   – Registration fee for co-Exhibitors
   – Other records of the firm - i.e. branch offices, divisions, business representations, etc.
6. Cancellation Conditions
   If the Exhibitor cancels their participation at the trade fair/ the Applicant cancels their order of the lease of a room, they are obliged to pay the following cancellation fees (contractual penalties):
   – 50 % of the total rental charged on the cancellation of the Binding Application in a term more than 91 days before the trade fair beginning
   – 100 % of the total rental charged on the cancellation of the Binding Application in a term less than 91 days before the trade fair beginning
7. If ABF, a.s. is unable to ensure organisation of the trade fair in consequence of an event of Force Majeure and/or for the reason of regulatory measures adopted by government authorities, ABF, a.s. shall notify the Exhibitor/Applicant thereof. The undertakings implying from the Application for Participation/Lease of the Room for a Workshop or Presentation shall cease to exist and no entitlement to damage compensation shall arise to the Exhibitor/Applicant in such a case. ABF, a.s. is authorised to set off a part of the advance payment paid according to Art. 2(1), however not more than 10% of such an amount, against coverage of the expenses purposefully incurred so far in connection with the Exhibitor's/Applicant's participation in the trade fair.
8. For each of the other firms which the Exhibitors will present in their expositions (in the form of a presentation of exhibits, with an advertisement panel, company logo, commercial name, folders, video programmes, etc.), the Exhibitor is obliged to pay the Co-Exhibitor's Registration Fee. The firm properly registered in this way will be presented in the trade fair Catalogue (Trade Fair Guide) to the full extent as the Exhibitor. In the case of any breach of this principle, the Exhibitor will be obliged to pay the Co-Exhibitor's registration Fee and a contractual penalty at an amount of the registration fee, at any time during the trade fair.
9. All the prices are stated as VAT exclusive.

Article 3. – Exposition/Room

1. ABF, a.s. leases the exposition (table module = a table, 5 chairs, marking, power supply connection line for PC, wi-fi, cabinet, 2 entrance tickets, record in the Catalogue) with the possibility of connection of a water pipeline, sewerage, telephone line and cleaning, with the option of other services on the basis of an order. The precondition for the handover of the exposition ordered shall be the settlement of all the payments due in the context with participation at the trade fair.
2. ABF, a.s. leases a room in indoor halls within the PVA EXPO PRAGUE Exhibition Centre with the basic AV equipment. The Applicant shall take over the room from the authorised person of ABF, a.s. on the basis of the handover report. As at the term of end of the lease, the Applicant is obliged to return the subject matter of the lease back to the authorised person of ABF, a.s. in the condition in which they took over the subject matter of the lease.
3. ABF, a.s. furthermore leases outdoor exhibition areas on the dedicated free areas of the Exhibition Centre. (ATTENTION: in the case of outdoor stands it is necessary to count on the overlapping of the roof above the stand – the roof must not interfere into the neighbouring area).
4. ABF, a.s. reserves the right to a change in the exposition placement. If the contracted exposition is not available to the Exhibitor for reasons caused on the part of ABF, a.s., the Exhibitor is entitled to the reimbursement of the price paid for the exposition and for the services ordered. The Exhibitor is not entitled to compensation for possible damage associated therewith.
5. The Exhibitors are obliged to adhere to the raster of the expositions, which means not to exceed the area outlined in terms of layout, not even in the case of any height dominants shifted out.
6. The Exhibitors shall receive a raster of the expositions with the marking of their positions after the settlements of all the payments due and after the final processing of Binding Applications.
7. The Exhibitor/Applicant is obliged to leave the exposition after dismantling in the same condition in which it was before the commencement of the erection/handover of the room. The Exhibitor/Applicant is obliged to settle any destruction, damage or excessive contamination according to the expenses actually incurred for the remedy of such damage (contamination).
7. The Exhibitor/Applicant is not authorised to sublease the exhibition area leased to any third parties.
8. The Exhibitors/Applicants are obliged to adhere to arrival and departure time schedule for the exhibition areas.

Article 4. – Damage liability insurance

1. The Organiser is not liable towards the Exhibitors or their Co-Exhibitors/Applicants or any persons staying in the subject matter of the lease with the Applicant's awareness for any loss, destruction or any damage to the articles brought by the Exhibitors/Applicants into the areas leased. (i.e. exhibits, equipment and facilities of the stands, packages, packing materials, etc.), regardless of the fact whether the loss, destruction or other damage has arisen during the assembly, dismantling, transport or in the course of the trade fairs.
2. The participation at the trade fair takes place at the Exhibitors'/Applicants' own risks. The Exhibitors/Applicants will not make ABF, a.s. responsible for any requirements of third parties concerning compensation of damage incurred as a consequence of the Exhibitors'/Applicants' participation in the trade fair.
3. The Exhibitors/Applicants shall have a possibility of contracting an insurance policy covering the set of their own exhibits, equipment and outfit of the stands and relating to the risks of thefts or robbery and natural disasters for the term of the trade fair. It is possible to contract this insurance on the premises of the PVA EXPO Prague Exhibition Centre.

Article 5. – Safety, protection of health and fire protection.

1. The Exhibitors/Applicants are obliged to observe, during the assembly, in the entire course of the trade fairs and during the dismantling, safety, hygienic, fire protection, environmental and other generally binding legal and internal regulations valid in PVA EXPO PRAGUE Exhibition Centre and principles of the handling of all technical equipment and flammables. Furthermore, the Exhibitors/Applicants are obliged to observe appropriate fire regulations valid for separate exhibition areas and the instructions of the authorised members or the fire assistance service and of the staff of Organiser.
2. The Exhibitors/Applicants must not store or use, in their expositions/leased rooms or in the area of the Exhibition Centre, any flammable substances, explosives, poisons and other products harmful to health.
3. In the course of the trade fairs, as well as during the assembly and disassembly thereof, it is forbidden to smoke and to handle naked flame in all the indoor areas of the Exhibition Centre.
4. The Exhibitors/Applicants are responsible for the condition of the wiring system of the stand (exposition), including the condition of electrical appliances. The electrical installation works can only be carried out by a person duly authorised to do so.
5. The Exhibitors/Applicants are obliged to use dedicated walking paths and roads. The Exhibitors/Applicants are obliged to keep free the escape ways, areas at electrical switchboards, water stops, hydrants (internal intake points).
6. The Exhibitors/Applicants are obliged to observe the fundamental principles of safety behaviour in the vicinity of handling trolleys.
7. The Exhibitors/Applicants declare that they have made themselves familiar with the risks of possible endangerment of life or health and with measures for protection, which are stored on the web site www.abf.cz.

Article 6. – Presentation of Exhibitors/Applicants

1. The Exhibitors/Applicants are only authorised to advertise their products or services in their own expositions/in the room leased at the time of the lease. The Exhibitors/Applicants must not disturb or limit surrounding expositions through their presentations.
2. Placement of any advertising or promotional materials out of the Exhibitor's/Applicant's own exposition/room leased at the time of the lease is only permitted subject to previous written approval of the Organiser and for consideration which is not a part of the rental paid for the exposition/room.
3. The Organiser is authorised to forbid or remove, at the Exhibitor's/Applicant's expense, all advertising which does not correspond to the above listed conditions or which support fascism, race, religious or other intolerance or which is not compatible with human dignity.
4. Within the framework of the lease of the room for a workshop or presentation, it is only permitted to perform audio-visual, acoustic, musical, dancing and other productions provided that the other Exhibitors/Applicants are not disturbed by the operation of these facilities and that the Organiser has granted its written consent to these productions. In order to be allowed to perform productions at the exposition, the Exhibitor/Applicant is obliged to apply for approval from the competent collective administrator of copyrights (such as OSA, INTERGRAM). The noise level beyond the limits of the exposition/room must not exceed the value permitted by legal regulations.
5. The Organiser is authorised to forbid all performances causing excessive noise, dust, pollutants, vibrations, endangering safety of visitors or other Exhibitors/Applicants or disturbing the trade fair operation, and to require the Exhibitor/Applicant in question to pay a contractual penalty amounting to EUR 228.

Article 7. – Deadline for applications and orders

1. It is necessary to send the Binding Application, the Order of Registration of Other Firms, the Order Catalogue of Services and any other order forms, including the signature and stamp by e-mail to the address: info@czechtravelmarket.cz or in writing to: ABF, a.s. – Trade Fair Administration, Dělnická 12, 170 00 Prague 7 – Holešovice, by the specified deadlines of individual closing dates.
2. We recommend that all correspondence should be sent by registered mail.

Article 8. – Personal data processing

1. ABF, a.s. processes personal data of the Exhibitors/Applicants (hereinafter referred to also as "the Data Subjects") in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation), hereinafter referred to as "GDPR".
2. ABF, a.s. acts as the Data Controller and the Exhibitors/Applicants can contact it in connection with their personal data processed at the address of its registered office.
3. ABF, a.s. processes personal data of the Exhibitors/Applicants, which they have provided to it in connection with the signing of the application or contract for the reason of necessity for contract performance, for the reason of necessity for compliance with legal obligations, as well as for the reason of necessity for protection of authorised interests of ABF, a.s. ABF, a.s. processes and collects such personal data for the purpose of conclusion of a contract, provision of performance according to the contract and for termination of a contract, as well as for the purpose of possible enforcement of the claims implying from the contract.
4. ABF, a.s. processes the following personal data of the Exhibitors/Applicants or of natural persons acting for the Exhibitor/Applicant in contractual relations: first name, surname, title, date of birth, address of residence, mailing address, account number, e-mail, phone number. These personal data are confidential and shall not be provided to any third person and shall not be transferred abroad either.
5. The personal data handed over by the Exhibitor/Applicant are processed in writing through a contract, application form, and then they are entered into a computer system of ABF, a.s., which has adopted such measures that are necessary for elimination of an unauthorised or accidental access to personal data, other manner of their unauthorised processing, as well as any other misuse of the personal data. Only responsible persons have access to the personal data.

Article 9. – Final provisions

1. The Organiser reserves the right to refuse or cancel participation of the Exhibitor/Applicant at the trade fair in the case that the Exhibitor/Applicant breaches, through their conduct, morals or rules for conclusion of contracts with consumers or fails to observe technical and safety regulations and instructions.
2. All requirements and changes on the part of the Exhibitors/Applicants must be sent in writing, subject to a previous agreement with the Organiser. All complaints on the part of Exhibitors/Applicants towards the Organiser for the time of the assembly and course of the trade fair must be submitted in writing before the end of the trade fair or during the dismantling work, until it is completed.
3. The present Business Terms and Conditions form an integral part of the Binding Application for participation of the firm at the trade fair/lease of a room.