

# APPLICATION DOCUMENTATION

## CHRISTMAS TRADE FAIR

**PVA EXPO PRAGUE, 10–13 December 2020**

### IMPORTANT DATES

The first closing deadline at preferential prices for the lease of the exhibition area	<b>31 May 2020</b>
The second closing deadline at preferential prices for the lease of the exhibition area	<b>15 October 2020</b>
Closing deadline for technical services	<b>15 November 2020</b>
Closing deadline for orders of the construction of stands and their equipment	<b>15 November 2020</b>
Closing deadline for sending of the Confirmation of implementation and for sending of layouts with the marking of the inlets of electricity, water and sewage water	<b>15 November 2020</b>

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Business Company: ABF, a.s.  
Registered office: Beranových 667,  
199 00, Prague, Czech Republic

Workplace, mailing address: Dělnická 12, 170 00, Prague, Czech Republic  
Company Registration No.: 63080575, Tax Id. No.: CZ63080575  
Registered by Municipal Court in Prague, Section B, File no. 3309  
Bank Details: Expobank CZ a.s., Account No. 5085320021/4000  
IBAN: CZ724000000005085320021, SWIFT: EXPNCZPP  
Tel: +420 739 003 156, +420 225 291 185  
E-mail: international@abf.cz, Internet: www.abf.cz, www.pvaexpo.cz

### CHRISTMAS TRADE FAIR

PVA EXPO PRAGUE, 10–13 December 2020

0

#### 1. CHRISTMAS DECORATIONS

- 1.1. Christmas decorations
- 1.2. Christmas garnish
- 1.3. Candles and candle sticks
- 1.4. Christmas lighting
- 1.5. Scented goods
- 1.6. Decoration services

#### 2. GIFT GOODS

- 2.1. Glass and porcelain
- 2.2. Ceramics
- 2.3. Wicker and rattan products
- 2.4. Wooden presents
- 2.5. Minerals and gemstones
- 2.6. Unconventional gifts

#### 3. FASHION

- 3.1. Ladies fashion
- 3.2. Mens fashion
- 3.3. Fashion accessories
- 3.4. Leather goods
- 3.5. Leather and furring
- 3.6. Home furnishing and textile
- 3.7. Footwear
- 3.8. Underwear, hosiery

#### 4. KIDS ASSORTMENT

- 4.1. Toys, models and games
- 4.2. School equipment
- 4.3. Hobby for kids
- 4.4. Children's clothing and accessories
- 4.5. Baby clothing and accessories
- 4.6. Children's cosmetics and food
- 4.7. Baby prams, baby cars, go-carts
- 4.8. Sport equipment
- 4.9. Children's and studentes furniture
- 4.10. Activities for children

#### 5. SPORT ASSORTMENT

- 5.1. Sport clothing and footwear
- 5.2. Indoor sport equipment
- 5.3. Outdoor sport equipment
- 5.4. Sport equipment and accessories
- 5.5. Game tables, targets and others
- 5.6. Sport possibilities and activities

#### 6. PERSONAL GIFTS

- 6.1. Watches and optics
- 6.2. Jewellery
- 6.3. Bijouterie
- 6.4. Parfumes and decorative cosmetics
- 6.5. Goods and accessories for smokers

#### 7. ENTERTAINMENT

- 7.1. Books, magazines, school books
- 7.2. Calendars, diaries, postcards
- 7.3. CDs, DVDs
- 7.4. Music instruments
- 7.5. Party and board games
- 7.6. New Year's and carnival goods
- 7.7. Party services

#### 8. HOME

- 8.1. Soft furnishing
- 8.2. Home accessories and decorations
- 8.3. Kitchen accessories and dishes
- 8.4. Small kitchen appliances
- 8.5. Furniture, mattresses, carpets
- 8.6. Cleaners

#### 9. CONSUMER ELECTRONICS

- 9.1. Audio, video, DVD and accessories
- 9.2. PC and accessories
- 9.3. Telephones, mobiles and accessories
- 9.4. Cameras, recorders and accessories
- 9.5. Navigations and others
- 9.6. Personal care

#### 10. FOOD AND BEVERAGES

- 10.1. Gift baskets and cases
- 10.2. Sweets and traditional Christmas goods
- 10.3. Coffee, tea, delikatessen, spices
- 10.4. Sausages, fish, cheese and others
- 10.5. Traditional Christmas drinks
- 10.6. Gift alcohol, wines, beer

#### 11. GIFT WRAPPING MATERIAL

#### 12. WELLNESS AND RELAXATION

- 12.1. Equipment and appliances
- 12.2. Food supplements and nutrition
- 12.3. Medical services and spa

#### 13. EXPERIENCE GIFTS, TOURISM, HOLIDAY

#### 14. CARS, MOTORCYCLES, TOOLS



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Binding Application Form for Participation of the Firm - General Agreement

## ORDER OF EXHIBITION AREA

### CHRISTMAS TRADE FAIR

PVA EXPO PRAGUE, 10–13 December 2020

**Closing deadline for orders is 15 November 2020**

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On [www.vanocnidny.cz/order/](http://www.vanocnidny.cz/order/) it is possible to download the form which can be filled on your computer

#### EXHIBITOR

**Company name** \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Company telephone no. \_\_\_\_\_ Company e-mail address \_\_\_\_\_  
Internet www. \_\_\_\_\_  
Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Tel./mobil \_\_\_\_\_ E-mail\*\* \_\_\_\_\_  
Mailing address, if different from the registered office \_\_\_\_\_  
Email for sending invoices electronically \_\_\_\_\_

**REPRESENTATIVE OF THE EXHIBITOR** (To be completed only in the case when the Exhibitors ask assurance of their participation through a representative, including all invoicing and correspondence)

**Company name** \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Company telephone no. \_\_\_\_\_ Company e-mail address \_\_\_\_\_  
Internet www. \_\_\_\_\_  
Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Tel./mobil \_\_\_\_\_ E-mail\*\* \_\_\_\_\_  
Mailing address, if different from the registered office \_\_\_\_\_  
Email for sending invoices electronically \_\_\_\_\_

\* For natural persons (individuals) please state the place of business.

\*\* This must be filled in for the sending of the position, assembly instructions, etc.

I grant permission to ABF, a.s. to send me commercial information in an electronic form, in accordance with Act no. 480/2004 Coll. This permission can be withdrawn anytime in the future by sending a text „stop“ to [stoplist@abf.cz](mailto:stoplist@abf.cz).

\_\_\_\_\_  
signature of exhibitor/ representative of the exhibitor

EXHIBITION AREA			Price in EUR/m <sup>2</sup> according to the application date			Fill in dimensions in whole metres		
			until 31 May 2020	until 15 Oct 2020	from 16 Oct 2020	width - length	depth	total m <sup>2</sup>
Indoor exhibition area	Row	4–14 m <sup>2</sup>	59	69	73			
		15–49 m <sup>2</sup>	50	59	68			
		50 and more m <sup>2</sup>	45	50	54			
	Corner	6–14 m <sup>2</sup>	68	77	81			
		15–49 m <sup>2</sup>	59	68	77			
		50 and more m <sup>2</sup>	54	59	63			
	U-shape	40–99 m <sup>2</sup>	54	63	68			
		100 and more m <sup>2</sup>	45	54	59			
	Island	60–99 m <sup>2</sup>	59	68	73			
		100 and more m <sup>2</sup>	45	59	63			
Outdoor area from 6m <sup>2</sup>	any shape	31	36	41				
Construction of expositions through ABF			Registration fee			EUR 113		
YES / NO <input type="checkbox"/> YES <input type="checkbox"/> NO			Assurance of damage liability insurance			EUR 46		
BRANCH FOR LOCATION – specify the branch in words and state the branch code:								
PRICE - TOTAL								

All prices are without VAT.

I hereby confirm that I read the Business Terms and Conditions of ABF, a.s., which are an integral part of this application form, and that I understand them and agree with them. I take into account that this is a framework agreement which will be realized in steps, based on further orders made in writing or via e-mail. If the orders are issued by a third party, the original is always required

\_\_\_\_\_  
for ABF, a.s.

\_\_\_\_\_  
date, signature of exhibitor, stamp /representative of the exhibitor



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## Business Terms and Conditions of ABF, a.s. for Participation of Exhibitors in the Trade Fair

### CHRISTMAS TRADE FAIR

PVA EXPO PRAGUE, 10–13 December 2020

1a

**Organiser:** ABF, a.s., registered office: Beranových 667, 199 00, Prague, Czech Republic, Company Registration No. 63080575  
**Exhibitor:** Legal entity or natural person to whom ABF, a.s. has confirmed participation in the Trade Fair or Exhibition  
**Place of the event:** PVA EXPO PRAGUE - Beranových 667, 199 00, Prague, Czech Republic

#### Article 1. – Basic conditions for Exhibitor's Participation in the Trade Fair

- The basic precondition for participation in the Trade Fair is the delivery of the Binding Application for Participation of the Firm, properly filled and signed in (hereinafter referred to as "Binding Application"). After the receiving of the Binding Application, ABF, a.s. will send to the Exhibitor a confirmation of its receipt.
- By signing the Binding Application, the Exhibitor undertakes to adhere to the Business Terms and Conditions and Technical Conditions of ABF, a.s. for the Exhibitor's participation in the Trade Fair.
- The exhibits presented and services offered must be in accordance with the focus of the Trade Fair (with the so-called Trade Fair Nomenclature).
- The services related to the Exhibitor's participation in the Trade Fair shall be ordered by means of separate order forms provided for in the Application Documentation to the Binding Application.
- The Exhibitors must not remove the exhibits and displays before the end of the Trade Fair or Exhibition.
- The Exhibitor is entitled to exhibit, sell or otherwise make available to the public only the products for which he is authorized and whose disclosure to the public does not infringe the copyright or other rights of third parties.
- The Exhibitor is obliged to arrange at his own expenses, for visas, licences and any other necessary permissions to sell products at the trade fair. In the event that the Exhibitor will not attend the trade fair because he did not receive an appropriate visa or another permit, the Exhibitor is not entitled to a refund of the deposit payment made on the rental of exhibition area. In such case, the deposit is considered a cancellation fee.

#### Article 2. – Terms of payment

- After the receiving of the Binding Application, ABF, a.s. will send to the Exhibitor an advance invoice for the lease of the exhibition area ordered and for the registration fee.
- After the closing date of the ordered technical services, the Exhibitor will be sent an advance invoice for the ordered services associated with the lease of the exhibition area. The settlement of this advance invoice will be a precondition for implementation of the order of technical services.
- The final invoice with a deduction of advances will only be sent after the end of the Trade Fair.
- The basic price of the lease and the Registration Fee includes:
  - Rental for the exhibition area during the assembly, Trade Fair and dismantling
  - Insertion into the Trade Fair Catalogue (Trade Fair Guide) to the extent of the data stated in the Order of Registration into the Catalogue (Guide)
  - Insertion into the orientation system of the Trade Fair
  - Five Exhibitor's Cards for the firms with an ordered area up to 30 sq.m
  - One Exhibitor's Card for every additional 10 sq.m commenced exceeding the area of 30 sq.m
  - Assembly/Dismantling Cards for the Implementation Teams making it possible for the vehicles to enter the Exhibition Centre (ABF, a.s. is authorised to demand a financial security at the entrance)
  - Trade Fair Catalogue (Trade Fair Guide) in a printed version
- The basic price of the lease and the Registration Fee do not include:
  - External walls of the stand or any other equipment of the stand or the walls of the neighbouring stands
  - Registration fee for Co-Exhibitors
  - Other records of the firm - i.e. branch offices, divisions, business representations, etc.
- Cancellation Conditions
  - If the Exhibitor cancels their participation in the Trade Fair, the following cancellation fees (contractual penalties) shall apply:
    - 30 % of the total rental charged on the cancellation of the Binding Application in a term more than 91 days before the Trade Fair beginning
    - 50 % of the total rental charged on the cancellation of the Binding Application in a term from 31 to 90 days before the Trade Fair beginning
    - 100 % of the total rental charged on the cancellation of the Binding Application in a term less than 30 days before the Trade Fair beginning
  - The cancellation fees shall apply even in the case of reduction made by Exhibitor of the area ordered.
  - The obligation to pay cancellation fees shall apply to those Exhibitors to whom the participation in the Trade Fair was confirmed according to Art. 1(1) even in the case that they have not paid the advance invoice or any other invoice. The cancellation of the Exhibitor's participation in the Trade Fair must always be made in writing.
  - The registration fees shall be forfeited in full amount, regardless of the date of cancellation of the Binding Application.

- 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 thereof. The undertakings implied from the Application for Participation shall cease to exist and no entitlement to damage compensation shall arise to the Exhibitor 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 participation in the trade fair.
- For each of the other firms which the Exhibitors will present in their exhibitions (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.
- All the prices are stated as VAT exclusive.

#### Article 3. – Exhibition area

- ABF, a.s. leases indoor exhibition areas without any equipment, with the possibility of connection of power supply, water pipeline, sewerage, telephone and cleaning, with the option of other services on the basis of the order. The precondition for the handover of the exhibition area ordered shall be the settlement of all the payments due in the context with participation in the Trade Fair.
- 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 with the overlapping of the roof above the stand – the roof must not interfere into the neighbouring area).
- The minimum sizes of the exhibition areas are stated in the Binding Application.
- ABF, a.s. can, after consulting the matter with the Exhibitor, reduce the area of the rented exhibition space and to change its shape. ABF, a.s. reserves the right to change the placement of the exhibition area. If the contracted area 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 registration fee, lease charge paid and the price for the services ordered and already paid for. ABF, a.s. will not accept and will not indemnify any claims for damages which the Exhibitor could have incurred for this reason.
- If the Exhibitor himself does not provide a stand or does not order it at ABF, a.s., he will only have an unlimited booked exhibition area. The Exhibitor is obliged to respect the raster of the exhibition area, i.e. not to exceed the area, even in the case of raised height dominances.
- The Exhibitor shall receive a raster of the exhibition areas with the marking of their position after the settlements of all the payments due for the rented space and after the final processing of Binding Applications.
- The architectural concept in the exhibition halls counts on the implementation of the classical rectangular exhibition raster, within which the following exhibition areas will be available:
  - Row areas with a free front side
  - Corner areas with two open sides - along which the visitors walk
  - U-shape areas (front) with three open sides - along which the visitors walk
  - Island areas where all of the four sides are free
- The Exhibitor is obliged to leave the exhibition area after dismantling in the same condition in which it was before the commencement of the erection.  
The Exhibitor is obliged to settle any destruction, damage or excessive contamination according to the expenses actually incurred for the remedy of such damage (contamination).
- The Exhibitor is not authorised to sublease the exhibition area leased to any third parties.
- The Exhibitors are obliged to adhere to arrival and departure time schedule from the exhibition areas.

#### Article 4. – Damage liability insurance

- ABF, a.s. is not liable to the Exhibitors or their Co-Exhibitors for any loss, destruction or any damage to the articles brought by the Exhibitors 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.
- Exhibitors participate in the trade fair at their own risk. The Exhibitor will not claim that ABF, a.s. is liable for any demands of third parties for reimbursement of any damage resulting from the participation of the Exhibitor in the trade fair.
- The Exhibitors are obliged to be insured for liability for damage caused by its activities to third parties during the entire term of the Trade Fair.
- ABF, a.s. provides for the benefit of Exhibitors liability insurance for damage caused by the Exhibitor's activity to third parties at the time of the fair, assembly and disassembly up to the amount of the indemnity EUR 68,182 for the price of EUR 46 without VAT.
- If the Exhibitor has an individual insurance policy for liability for damage to the indemnification limit of min. EUR 68,182, the Exhibitor must provide ABF, a.s. with the confirmation of the insurance from the particular insurance company.
- The Exhibitors have a possibility of contracting an insurance policy covering the set of their own exhibits, equipment and accessories of the stands against risks of thefts or robbery and natural disasters for the term of the Trade Fair. This insurance can be contracted in the premises of the PVA EXPO PRAGUE Exhibition Centre.

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

- The Exhibitors 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 and principles of the handling of all technical equipment and flammables. Furthermore, the Exhibitors are obliged to observe appropriate fire regulations valid for separate exhibition areas and the instructions of the authorised members of the fire assistance service and of the staff of ABF, a.s.
- The Exhibitors must store or use, in their exhibitions or in the area of the Exhibition Centre, any flammable or radioactive substances, explosives, acids, poisons and other products harmful to health.
- 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.
- The Exhibitors are responsible for the condition of the wiring system of the stand (display), including the condition of electrical appliances. The electrical installation works can only be carried out by a person duly authorised to do so, i.e. possessing the "Certificate of Competence".
- The Exhibitors are obliged to use dedicated walking paths and roads. The Exhibitors are required to keep free the escape ways, areas at electrical switchboards, water stops, hydrants (internal intake points).
- The Exhibitors are obliged to observe the fundamental principles of safety behaviour in the vicinity of handling trolleys.

#### Article 6. – Basic preconditions for the erection of a stand

- The service of stand erection is offered and implemented by ABF, a.s. The Exhibitors who prefer to ensure the erection of their stands by themselves and not through ABF, a.s. are obliged to ensure the ground plan and front view of the stand with the marking of dominant heights, as well as with the marking of power, water and sewerage system lines, for approval to ABF, a.s. not later than 30 days before the commencement of the Trade Fair.
- The Exhibitors are obliged to ensure implementation of the rear wall (except for the stands with an island location) of their exhibitions at a minimum height of 2.5 m.
- The Exhibitors are obliged to adhere to the ABF, a.s. Technical Conditions for Participation of Exhibitors in the Trade Fair.
- The Exhibitors are responsible for construction and technical implementation of the stand and stands for any damage to property and health caused by inappropriate stand construction.

#### Article 7. – Presentation of Exhibitors

- The Exhibitor is entitled to promote his / her products or services only on his own exposure and shall not disturb or restrict the surrounding exposures.
- Placement of any advertising or promotional materials out of the Exhibitor's own exposition is only permitted after a previous written approval from ABF, a.s., and is for fee.
- ABF, a.s. is authorised to forbid or remove, at the Exhibitor'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.
- During the Trade Fair, it is only permitted to perform audio-visual, acoustic, musical, dancing and other productions provided that the other Exhibitors will not be disturbed by the operation of these facilities and that ABF, a.s. has granted its consent to these productions. In order to be allowed to perform productions at the exposition, the Exhibitor 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 stand must not exceed the value permitted by legal regulations.
- ABF, a.s. is authorised to forbid all performances causing excessive noise, dust, pollutants, vibrations, endangering safety of visitors or other exhibitors or disturbing the Trade Fair operation, and to require the Exhibitor in question to pay a contractual penalty amounting to EUR 228.

#### Article 8. – Deadline for applications and orders

- It is necessary to send the Binding Application, the Order for Technical Services, Order of Erection of the Stand, Order of Registration of Other Firms – Co-Exhibitors and any other forms to the address: ABF, a.s., Trade Fair Administration, Dělnická 12, 170 00, Prague, Czech Republic, by the specified deadlines of individual closing dates.
- We recommend that all correspondence should be sent by registered mail.

#### Article 9. – Personal data processing

- ABF, a.s. processes personal data of the Exhibitors (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".
- ABF, a.s. acts as the Data Controller and the Exhibitors can contact it in connection with their personal data processed at the address of its registered office.
- ABF, a.s. processes personal data of the Exhibitors, 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.
- ABF, a.s. processes the following personal data of the Exhibitors or of natural persons acting for the Exhibitor 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.
- The personal data handed over by the Exhibitor 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, for elimination of any other manner of their unauthorised processing, as well as for elimination of any other misuse of the personal data. Only responsible persons have access to the personal data.

#### Article 10. – Final provisions

- ABF, a.s. reserves the right to cancel the participation of the trade fair if the Exhibitor does not act in good faith, fails to observe the rules of contracting, or breaches the technical and safety regulations and instructions.
- All requirements and changes on the part of the Exhibitors must be sent to the ABF, a.s. subject to a previous agreement with ABF, a.s. Trade Fair Administration, in writing. All complaints on the part of Exhibitors towards ABF, a.s. for the time of stand assembly and course of the Trade Fairs must be submitted in writing to the ABF, a.s. before the end of the Trade Fairs or during the dismantling work, until it is completed.
- The present Business Terms and Conditions form an integral part of the Binding Application for participation of the firm at the Trade Fair.



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**Binding Application Form for Participation of the Firm - General Agreement**  
**ORDER OF TYPE EXPOSITIONS**

**CHRISTMAS TRADE FAIR**

PVA EXPO PRAGUE, 10–13 December 2020

**Closing deadline for orders is 15 November 2020**

2

On www.vanocnidny.cz/order/ it is possible to download the form which can be filled on your computer

**EXHIBITOR**

**Company name** \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Company telephone no. \_\_\_\_\_ Company e-mail address \_\_\_\_\_  
Internet www. \_\_\_\_\_  
Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Tel./mobil \_\_\_\_\_ E-mail\*\* \_\_\_\_\_  
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Tel./mobil \_\_\_\_\_ E-mail\*\* \_\_\_\_\_  
Mailing address, if different from the registered office \_\_\_\_\_  
Email for sending invoices electronically \_\_\_\_\_

\* For natural persons (individuals) please state the place of business.

\*\* This must be filled in for the sending of the position, assembly instructions, etc.

I grant permission to ABF, a.s. to send me commercial information in an electronic form, in accordance with Act no. 480/2004 Coll. This permission can be withdrawn anytime in the future by sending a text „stop“ to stoplist@abf.cz.

\_\_\_\_\_  
signature of exhibitor/ representative of the exhibitor

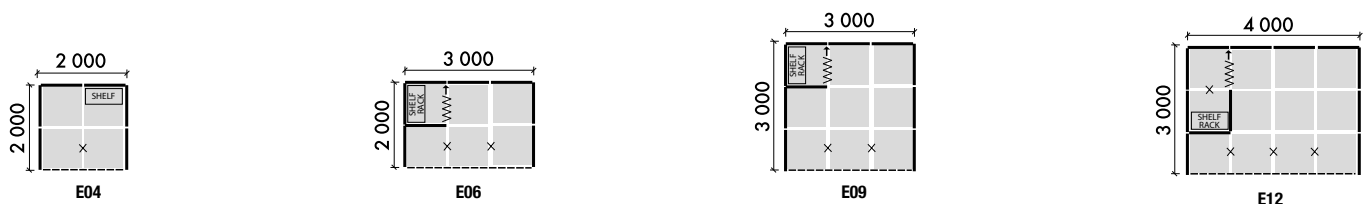
**We bindingly order the exhibition area and stand construction including the equipment according to the below price list:**

TYPE EXPOSITIONS – calculation includes the area					
mark the type with X	CONTENT	till 31 May 2020	from 1 June 2020	TOTAL	
E04	Area of 4 m <sup>2</sup> , external walls, ceiling raster system, fascia without the graphic works, carpet - grey, shelf, lighting	EUR 406	EUR 459		
E06	Area of 6 m <sup>2</sup> , external walls, lockable cabinet 1x1m (accordion door), ceiling raster system, fascia without the graphic works, carpet - grey, shelf, lighting	EUR 588	EUR 659		
E09	Area of 9 m <sup>2</sup> , external walls, lockable cabinet 1x1m (accordion door), ceiling raster system, fascia without the graphic works, carpet - grey, shelf, lighting	EUR 816	EUR 950		
E12	Area of 12 m <sup>2</sup> , external walls, lockable cabinet 1x2m (accordion door), ceiling raster system, fascia without the graphic works, carpet - grey, shelf, lighting	EUR 1,075	EUR 1,263		

Order of Power Supply on page 3.

Order of Graphic Works on page 5.

Registration fee		EUR 113
Assurance of damage liability insurance		EUR 46
PRICE - TOTAL		



All prices are without VAT.

I hereby confirm that I read the Business Terms and Conditions of ABF, a.s., which are an integral part of this application form, and that I understand them and agree with them. I take into account that this is a framework agreement which will be realized in steps, based on further orders made in writing or via e-mail. If the orders are issued by a third party, the original is always required

for ABF, a.s.

date, signature of exhibitor, stamp /representative of the exhibitor



Business Company: ABF, a.s.  
Registered office: Beranových 667,  
199 00, Prague, Czech Republic

Workplace, mailing address: Dělňická 12, 170 00, Prague, Czech Republic  
Company Registration No.: 63080575, Tax Id. No.: CZ63080575  
Registered by Municipal Court in Prague, Section B, File no. 3309  
Bank Details: Expobank CZ a.s., Account No. 5085320021/4000  
IBAN: CZ724000000005085320021, SWIFT: EXPNCZPP  
Tel: +420 739 003 156, +420 225 291 185  
E-mail: international@abf.cz, Internet: www.abf.cz, www.pvaexpo.cz

## Co-exhibitor Application

### CHRISTMAS TRADE FAIR

PVA EXPO PRAGUE, 10–13 December 2020

**Closing deadline for orders is 15 November 2020**

Exhibitor (Company name): \_\_\_\_\_

2a

We declare that the following firms (our Co-exhibitors) will be presented within the framework of our exposition.  
For each of them we will pay the Registration Fee amounting to **EUR 46**

Number of co-exhibiting firms  (in the case of a larger number please fill in more forms no. 2)

#### 1<sup>st</sup> Co-exhibitor

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Tel./mobil \_\_\_\_\_ E-mail \_\_\_\_\_  
Internet www. \_\_\_\_\_

#### 2<sup>nd</sup> Co-exhibitor

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Tel./mobil \_\_\_\_\_ E-mail \_\_\_\_\_  
Internet www. \_\_\_\_\_

#### 3<sup>rd</sup> Co-exhibitor

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Tel./mobil \_\_\_\_\_ E-mail \_\_\_\_\_  
Internet www. \_\_\_\_\_

#### 4<sup>th</sup> Co-exhibitor

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Tel./mobil \_\_\_\_\_ E-mail \_\_\_\_\_  
Internet www. \_\_\_\_\_

\* For natural persons (individuals) please state the place of business.

#### All prices are without VAT.

I hereby confirm that I read the Business Terms and Conditions of ABF, a.s., which are an integral part of this application form, and that I understand them and agree with them. I take into account that this is a framework agreement which will be realized in steps, based on further orders made in writing or via e-mail. If the orders are issued by a third party, the original is always required.

for ABF, a.s.

date, signature of exhibitor, stamp /representative of the exhibitor

On [www.vanocnidny.cz/order/](http://www.vanocnidny.cz/order/) it is possible to download the form which can be filled on your computer



Business Company: ABF, a.s.  
Registered office: Beranových 667,  
199 00, Prague, Czech Republic

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Company Registration No.: 63080575, Tax Id. No.: CZ63080575  
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E-mail: international@abf.cz, Internet: www.abf.cz, www.pvaexpo.cz

## Order of Technical Services

### CHRISTMAS TRADE FAIR

PVA EXPO PRAGUE, 10–13 December 2020

**Closing deadline for orders is 15 November 2020**

3

Exhibitor (Company name): \_\_\_\_\_

All services not marked will be automatically considered as NOT ORDERED.

For Technical Terms and Conditions, as well as for specification of services, see the following page.

On [www.vanocnidny.cz/order/](http://www.vanocnidny.cz/order/) it is possible to download the form which can be filled on your computer

#### Order of power supply

(Price per one inlet, mark those requested with )

##### Power supply inlet of 230 V – L + N + PE (1 phase + neutral + grounding)

	indoor area		outdoor area	
up to 2 kW – 1 socket	<input type="checkbox"/>	EUR 168	<input type="checkbox"/>	EUR 186
up to 3 kW – 1 socket	<input type="checkbox"/>	EUR 200	<input type="checkbox"/>	EUR 227
up to 5 kW/230 – 2 sockets 2 kW + 3 kW (10 A and 16 A)	<input type="checkbox"/>	EUR 241	<input type="checkbox"/>	EUR 264
up to 6 kW/230 – 2 sockets 3 kW + 3 kW (16 A and 16 A)	<input type="checkbox"/>	EUR 277	<input type="checkbox"/>	EUR 291

##### Power supply inlet of 400 V – 3L + N + PE (3 phases + neutral + grounding)

	indoor area		outdoor area	
up to 9 kW – 32 A socket	<input type="checkbox"/>	EUR 350	<input type="checkbox"/>	EUR 368
up to 15 kW – 32 A socket	<input type="checkbox"/>	EUR 459	<input type="checkbox"/>	EUR 482
up to 21 kW – 32 A socket	<input type="checkbox"/>	EUR 586	<input type="checkbox"/>	EUR 605
up to 40 kW – 63 A socket	<input type="checkbox"/>	EUR 1,059	<input type="checkbox"/>	EUR 1,082

#### Circuit breaker type

B – standard     C     D

All connections are installed using a residual-current device

Other types of connection must be discussed beforehand with the technical department of ABF, a.s.

#### Night power supply

30% surcharge to the price of the ordered power supply

we hereby order the  kW supply to run non-stop

#### Top inlet to the illumination ramp

or any vertical routing of the inlet to the stand from the hall roof structure  
(Top inlet can only be ordered with the electrical connection line min. 2 kW)

EUR 36

#### Lending of a power switchboard

(same price for both indoor and outdoor areas)

Switch board for power supply 9-21 kW / 400V  EUR 91

#### The „fridge“ power supply

the „fridge“ power supply (0,4 kW) can only be ordered for 2 kW

Examples of use: refrigerator, aquarium

indoor area  EUR 36    outdoor area  EUR 45

#### Order of connection to the Internet

##### Fixed cable connection (RJ45)

1x connection (the first one)  EUR 114

Number of additional connections  EUR 32

Static IP address  EUR 45

##### Connection to the Wi-Fi network for 1 device in the 5GHz band.

(802.11a, n, ac, not available on outdoor areas)

Number of connections  EUR 41

#### Order of water supply and sewerage

(The same price for both indoor and outdoor areas)

Number of connections lines  EUR 205

#### Order of swimming pool water filling (including drainage)

(The same price for both indoor and outdoor areas)

A one-off amount charged plus EUR 11 for each m<sup>3</sup>  EUR 55

Number of m<sup>3</sup>  EUR 11

#### Compressed air inlet

6 bar compressed air inlet to 1 exposition  EUR 341

Number of Y-branches  EUR 160

Assurance of constant pressure on an individual branch line  EUR 46

Consumption in liters

#### Order of cleaning services

(The same price for both indoor and outdoor areas)

Daily cleaning – number of m<sup>2</sup>  EUR 2 per m<sup>2</sup>/ and event  
(Includes also overhaul cleaning)

Overhaul cleaning – number of m<sup>2</sup>  EUR 1 per m<sup>2</sup>  
(One-off cleaning after the end of the assembly)

All prices are given without VAT.

We hereby declare that we have made ourselves familiar with and accept without reservations the ABF, a.s. Business and Technical Terms and Conditions of the Participation of Exhibitors in the Trade Fair, which form an integral part of the Binding Application Documentation. We undertake to pay all of the advance invoices and the final invoice including VAT in due terms.

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



Business Company: ABF, a.s.  
Registered office: Beranových 667,  
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## Technical Conditions of ABF, a.s. for the Participation of Exhibitors in the Trade Fair

### CHRISTMAS TRADE FAIR

PVA EXPO PRAGUE, 10–13 December 2020

3a

#### Article 1. – Technical services

On the Exhibitor's order it is possible to provide the inlet of power supply, water and sewerage, telephone, Internet, cleaning and possibly other services to all expositions in both indoor and outdoor areas. The inlets of the power supply, water and sewerage, Internet and telephone connections are brought from the floor conduits and channels, whose location will be marked on the raster with the location of the Exhibitor's exposition.

##### a) Order of power supply

For the stands which are not ordered from ABF, a.s. the Exhibitors are obliged (apart from the exceptions permitted by ABF, a.s.) to have their own switchboard - adapted to the 5-wire distribution system, or the voltage system TNS 3L + N + PE, 50 Hz. A single-phase connection of the exposition is carried out through a standard plug of 230V/16A - L + N + PE, three-phase consumers must be fitted with a recommended ball plug of 400V/32 A - 3L + N + PE. The connection of larger power inputs will be carried out upon an agreement with ABF, a.s. Electrical equipment of Exhibitors which is not fitted with separate operation N (neutral) and protecting PE (grounding) wires, or which is not fitted with a protecting wire, without its featuring double insulation, or the wires of which do not have appropriate cross section, will not be allowed for connection, for the reason of the protection of visitors from electric accidents and for fire safety reasons. If necessary, it is possible to order, before the assembly deadline, the services of an electrician at a price of EUR 20 per hour (every started hour of work is billed), which is to be paid in cash at the cash desk of the Trade Fair Administration. The price for the power supply inlet includes the inlet to the stand (230 V or 400 V) with a possibility of its use for the duration of assembly and dismantling (maximum consumption of 2 kW/230V for electrical tools). It also includes the lease of the appropriate part of the hall switchboard, consumption of electricity and electrical inspection in the course of the exhibition. The actual inlet the stand represents 1 to 2 sockets - 230V (without a distribution within the stand), or 1 socket of 400V, possibly a combination of 230 and 400 V.

The power input required by the Exhibitor to the stand must include the total of all the power inputs of electrical appliances in the exposition, i.e. illumination, cooker, coffee machine, tea kettle heating unit, through-flow water heater, computer, television set and video recorder, exhibits etc. For the purpose of a more exact order we provide the following examples: Illumination of a 9 sq.m stand about 0.5 kW, kitchen complete set about 3.5 kW, coffee machine (for drip coffee) about 0.8 - 1.2 kW, tea kettle heating unit about 2 kW, two hot-plate cooker about 2 kW. These power inputs are only for your orientation - it always depends on the particular electrical appliance which is connected.

The firm implementing the stand shall be liable for the inspection of the electrical installation. If the electrical installation does not meet the requirements, it will remain, to the Exhibitor's detriment, unconnected.

**CAUTION!** In the case you intend to use a refrigerator in your stand, we recommend you to order the refrigerator circuit separately, as it will not be turned off overnight. The price does not include the power input of electrical energy. This power input must be included in the electrical power input order.

##### b) Order of water and sewerage

The connection of the sink, i.e. of an ordinary battery to the closing valve and of an ordinary siphon outlet with a 5/4" hose is included in the price of the "water inlet and sewerage". The lease of the sink is not included in the price of water inlet and sewerage. If you want to make a wider use of the plumber's service exceeding the connection of the sink, you will be charged EUR 20 per hour (every started hour of work is billed). The settlement of this service is payable in cash at the cash desk of the Trade Fair Administration.

**c) Daily cleaning** includes vacuum cleaning of the Exhibitor's stand carpet+ emptying of the waste basket every day, after the end of the Exhibition business day, i.e. in evening hours, or on the basis of the special requirements of the Exhibitor in morning hours before the opening of the Trade Fair. Any additional requirements beyond the above mentioned framework will be charged separately to the Exhibitor.

**d) Overhaul cleaning** - cleaning of the exposition after the end of the assembly before the beginning of the Trade Fair. This includes removal of the cover foil from the carpet, vacuum cleaning, emptying of the waste basket every day, dust removal from the shelves.

##### e) Other services

ABF, a.s. will provide, free of charge, working illumination, fire brigade and health service, Trade Fair protocol, and for consideration it will ensure ordinary cleaning of expositions, florist service, dispatching and customs services, insurance service, postal service, telephone and fax centre, hostesses and interpreters, promotional and photograph services, graphic design and production, arrangements services, accommodation and catering services.

ABF, a.s. will send the Order Catalogue of Services, Organisational Instructions and the exhibition raster system to the Exhibitors sufficiently in advance of the Trade Fair commencement.

##### f) Connection to the Internet

Two types of connection are possible at the Exhibition Centre - fixed connection by means of a cable and wireless network "Wi-Fi" (not available in the outdoor areas).

**Fixed connection by means of a cable** is carried out with the help of a connection line to the local Ethernet 10/100/1000 Mbit/s network. The devices to be connected must be equipped with the Ethernet 10/100/1000 Mbit/s network card with a possibility of connection of the RJ-45 connector. The standard baud rate of the connection is 5 Mbit/s. This type of the connection line is recommended if connection stability is required.

**Connection to the Wi-Fi wireless network** can be used in the case when the exhibitor does not require high connection stability. It is not recommended for VPN connection. The quality is influenced by the number of currently connected clients. In the case of non-permitted use of the transmission Wi-Fi equipment by the Exhibitor it is possible to register interference and connection quality reduction. In such a case ABF, a.s. is not liable for full functionality of the connection line. The standard connection baud rate is 3 Mbit/s. The device connected must be equipped with a Wi-Fi network card. The Wi-Fi network is transmitted only in the 5 GHz band (802.11a,n,ac standard).

For connection to the network (at both the types of connection lines) it is necessary to set acquisition of the IP address from the DHCP server. For connection to the network it is necessary to enter subsequently, in the Internet browser, a unique code which is to be handed over to the exhibitor at the technical control workplace during the exhibitor's registration.

For connection of the equipment which does not make it possible to enter the unique code (payment terminals, routers etc.), it is necessary to additionally order the equipment configuration service.

The equipment configuration service means that the technician will put the access to the Internet on the given equipment into service on the WAN interface. The matter does not concern a complete configuration of the equipment - for example LAN interface of a possible Wi-Fi etc. For both the types of connection the basic price of the connection line includes connection of one device. In the case of the use of a router and ordering of the equipment configuration service it is then possible to connect an unlimited number of devices to the router. The connection line baud rate with the equipment configuration service is 10 Mbit/s. If the unique code is used on another device, the previous device will be logged off automatically - this means that the unique code is transferable between the devices.

The exhibitor who has ordered a fixed connection line by means of a cable can order additionally an advantageous connection of another device. The Internet connection line is active not later than at 6 p.m. of the day preceding the first day of the event.

The SLA during the business hours of the event is 98 %. In the case that SLA is not adhered to on the part of ABF, a.s., the exhibitor is entitled to a proportional reduction of the fee for the Internet connection. ABF, a.s. is not responsible for the damage or other detriments incurred by the exhibitor through the fact that the service required was not provided in the full extent. ABF, a.s. does not bear any responsibility for possible misuse of the Internet connection line.

The requirements for a higher connection baud rate must be discussed by the exhibitor with ABF, a.s. The exhibitor is responsible for protection of the connected device against viruses, spyware, adware and other malicious programs. In the case that any of the above mentioned malicious programs is identified on the connected device of the exhibitor, ABF, a.s. is authorised to disconnect the connection line without compensation until the removal of those programs by the exhibitor.

In order to avoid interference of the Wi-Fi network at the exhibition centre it is forbidden to use one's own Wi-Fi transmitters. In the case of a requirement for necessary operation of such a device it is necessary to consult the situation and obtain the consent of the technician of ABF, a.s. The service of the DHCP server on the WAN interface must not be activated on the connected device.

#### Article 2. – Stand construction

1. ABF, a.s. will ensure the construction of the stand in both indoor and outdoor areas on the basis of the receiving of an order. There are schell scheme in the OCTANORM system available for the indoor area, with dimensions according to the schell scheme Order. ATTENTION! Consumption of power supply for the schell scheme must be ordered separately. It is possible to order the additional furnishing with movable items of the schell scheme.
2. Furthermore ABF, a.s. offers the construction of individually designed stands (lease) for the indoor area according to special requirements of the Exhibitor, including their furnishing with movable items (lease).
3. In the case that the construction is implemented through ABF, a.s., it is possible to ask for a free-of-charge 3D visualisation. Nevertheless, if the visualisation is processed and the construction is not implemented through ABF, a.s., the organiser will charge an amount of EUR 159 without VAT for the design creation.
4. The preassembled stands („Montistand“) are available for the outdoor area with dimensions according to the order. It is possible to order additional furnishing with movable items of these preassembled stands.

#### Article 3. – Technical and operating preconditions

1. The architectural realisation and the operation of the exposition or billboard must not disturb or limit other expositions. The firm whose walls (side as well as the rear) exceed the height of 250 cm and neighbour on the rear or side wall of the surrounding stands is obliged to design this height above 250 cm in a neutral way from the construction and graphic points of view. The use of these raised walls for one's own advertising purposes is inadmissible and if used this way - the firm will be forced to remove the advertising and to design the walls on a graphically neutral way at its own expense. Billboards exceeding the height of 250 cm have to be placed at a distance of at least 1.5 m from neighbouring stands.
2. The outline of the exhibition stands must not exceed the outline of the exhibition area leased by the Exhibitor, which applies also to the space above the ceiling structure of the stand as well. Possible overhang of the fascia or eye-catcher of the stand to the path is allowed on the basis of the prior approval given by ABF, a.s., if the minimum height of the bottom edge is 3 m, and it will be subject to the payment of EUR 45 for each sq.m of its projection into the ground plan (including a fractional part of sq.m).
3. Except for handling trucks, the entry into the exhibition areas is prohibited for any means of transport and cars of the Exhibitors. If the floor of the hall is damaged, the Exhibitor is obliged to reimburse the damages to the full amount. Motor vehicles as exhibits can be put on display under the condition that their tank does not contain any fuel and is disconnected from the battery.
4. Smoking and naked flame handling are strictly prohibited in the entire indoor exhibition areas, any breach of this ban will result in the charging of a contractual fine amounting to EUR 228, payable immediately in cash.
5. No electrical appliances may be left in operation without any supervision. When leaving the place, the appliances must be disconnected from the mains.
6. It is not allowed to hang any eye-catchers and flags of the Exhibitors, on the structure of the halls with the exception of the cases pre-discussed with ABF, a.s. and subject to a fee.
7. During the assembly in the indoor exhibition premises it is forbidden to cut and grind any building elements, which causes excessive pollution and dust formation (plasterboard, tile materials, fibreboard and other similar materials).
8. The stand must not touch the structure, walls and roof of the exhibition halls with any of its parts. The distance between the highest point of the stand and the hall roof must be at least 70 cm.
9. Height of halls, loading of floors - For a limited number of expositions it is possible to implement two-storey stands, as well as height dominants. The height usable oscillates between 3.0 and 8.0 m (depending on the specific place of the exposition in the raster). The height of hall doors is from 3.5 metres up to 5 metres depending on the hall. The hall floor in terms of the length is at a ratio of 1/140. In the case that the basic load bearing capacity exceeds 1500 kg/sq.m, it is necessary to consult such a fact with ABF, a.s.
10. For the laying of carpets into expositions in the halls it is necessary to adhere to the following procedure: First glue a masking - paper tape onto the concrete floor, and then an arbitrary two-sided carpet tape. It is possible to buy the masking tape directly in the Exhibition Centre.
11. It is forbidden to discharge the remains of paints and other toxic substances which could pollute or otherwise endanger the environment into the sewerage, sinks and basins. The Exhibitors (or the firms authorised by the Exhibitors) are obliged to take these substances away and ensure their disposal at their own expense.
12. Storage of any materials in technical corridors (in particular behind the rear wall of the stand) is unacceptable for fire, safety and operational reasons. The storage of the packages, including their removal and return delivery to the stand can be ordered from the contractual forwarding service of ABF, a.s.
13. The exhibits which are to be presented in the operation can only be serviced by the persons authorised thereto. The exhibits to be presented must be secured by the Exhibitor in such a way that no third party could handle them wilfully.
14. Except for the prescribed business hours of the Trade Fairs and permitted time interval for the supplying of the stands it is forbidden to stay in the exhibition areas. Please, respect for this reason the instructions of the Security Service and of the ABF, a.s. staff.
15. If the final deadline for the clearing of the exhibition area fails to be observed, a contractual penalty amounting to EUR 2 per sq.m and hour of the non-cleared area will be charged. In the necessary case, the exposition will be cleared by ABF, a.s. at the expense of the Exhibitor. The risks associated with the clearing shall be borne by the Exhibitor.
16. The Exhibitors are obliged to hand over, by the deadline for disassembly works, the leased exhibition area completely empty, clean and in the condition in which it was taken over, i.e. also the floor covering (carpets, PVC) must be removed as well as the sticking carpet tapes, such a removal being carried out at the expense of the Exhibitors, and the Exhibitors are also obliged to return all movable assets which they have taken into lease from ABF, a.s., in an undamaged condition. Should the exhibition area or leased areas be damaged and/or contaminated, the Exhibitors will be obliged to reimburse the damages in full. In the case of damage to the panels of the OCTANORM system, the Exhibitor will be charged, on the basis of photo-documentation, an amount of EUR 27 for each panel damaged. The Exhibitor will not be entitled to the handover of the panels damaged.
17. Any changes relating to the Order of Technical Services, construction and equipment of stands required by the Exhibitor additionally after the term of commencement of the assembly will be accommodated only after the timely ordered work and services towards the other Exhibitors. These additional orders of work and services can be charged by ABF, a.s. with a surcharge amounting to as much as 100% of the price calculated. The payment shall be made by the Exhibitor in cash on site.

#### Article 4. – Submission of details for the installation of technical connections and stands

1. The Exhibitors who order the erection of the stand from ABF, a.s. will send their orders by the closing date stated in the Application Form documentation.
  2. The Exhibitors who ensure the erection of the stand on their own or through an advertising or realisation firm will send to ABF, not later than 30 days before the Trade Fair commencement, the binding design of the stand for approval (in the front view and ground plan) where all possible dominant heights and eye-catchers, including the stand orientation within the framework of the ordered area will be drawn by means of the location dimensioning of the inlets of power supply, water and sewerage. In the case that the Exhibitors fail to send appropriate backgrounds within the requested deadlines to ABF, a.s., they will expose themselves to the danger of possible difficulties during the implementation of the stands and possibly to additional financial costs connected with the relocation of power supply, water, sewerage or other services.
  3. The Exhibitors are fully responsible for the activity in the exhibition premises of the advertising or realisation firm authorised by them.
- The present Technical Conditions form an integral part of the Binding Order of Technical Services.





Business Company: ABF, a.s.  
Registered office: Beranových 667,  
199 00, Prague, Czech Republic

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## Order of Shell Schemes

### CHRISTMAS TRADE FAIR

PVA EXPO PRAGUE, 10–13 December 2020

**Closing deadline for orders is 15 November 2020**

4

Exhibitor (Company name): \_\_\_\_\_

#### Indoor area

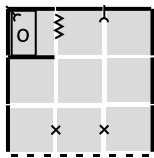
We order the implementation of the shell scheme for the indoor area: (please check if applicable )

##### The price of the stand includes:

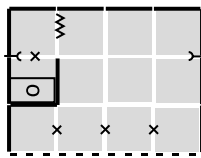
- External walls and partition walls of storage areas made of white panels (Octanorm 100 x 250 cm), • ceiling raster system, • fascia for the exposition identification – height of 30 cm, • 2–7 point lighting fittings according to the stand size + 2 power sockets for 230 V (without power supply) • carpet – grey,
- storage - background according to the stand size stand of 9 m<sup>2</sup> storage area of 1 x 1 m (shelf, lockable door), stand up to 16 m<sup>2</sup> storage area of 1 x 2 m (shelf, lockable door, 1 ceiling lighting fitting), stand up to 18 m<sup>2</sup> storage area of 2 x 2 m (shelf, lockable door, 1 ceiling lighting fitting)

The price of the stand does not include the power supply inlet – we recommend ordering (Order of Technical Services - Page 3)

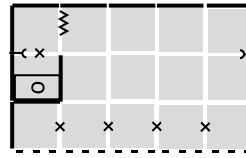
In the case that the inlet is not ordered, the point lighting fittings and power sockets will not be installed.



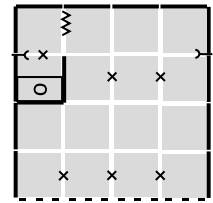
type 9 3 x 3 m  
price: EUR 341



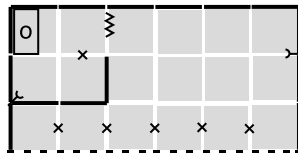
type 12 4 x 3 m  
price: EUR 455



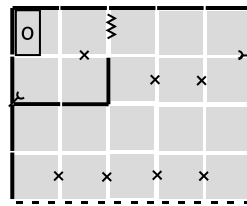
type 15 5 x 3 m  
price: EUR 545



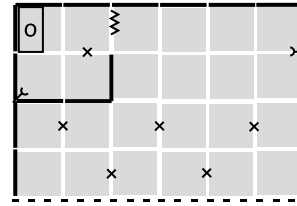
type 16 4 x 4 m  
price: EUR 591



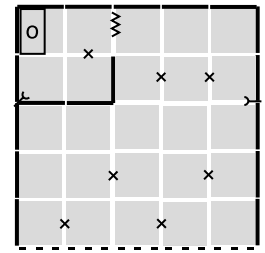
type 18 6 x 3 m  
price: EUR 691



type 20 5 x 4 m  
price: EUR 745



type 24 6 x 4 m  
price: EUR 918



type 25 5 x 5 m  
price: EUR 936

✕ point light

○ shelf rack

⌘ folding doors

— socket

— — — — — fascia

#### Outdoor area

We order the implementation of the shell scheme for the outdoor area:

(please check if applicable )

##### The price of the stand includes:

- raised floor 12 cm + carpet – grey, • external walls (or glass wall) and doors, • roof including the ceiling structure,
- ceiling raster system including the ceiling fillings, • ceiling lights and 1 socket (without any power supply inlet)

We recommend ordering power input of electrical energy (Order of Technical Services - Page 3)

Attention – overall dimensions of the stand including the roof must not be larger than the ordered area.

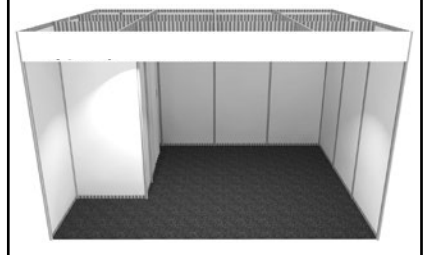
3 x 3 m (dimensions of the roof 4 x 4 m)  
price: EUR 1,000

4 x 4 m (dimensions of the roof 5 x 5 m)  
price: CZK EUR 1,818

Enlarged – ordered dimensions (without roof overhang) \_\_\_\_\_ m x \_\_\_\_\_ m  
price: EUR 114 for each m<sup>2</sup>

Enlargement of the stand is possible only in 3 x 3 m or 4 x 4 m modules (without roof overhang).

#### Visualization of 12 sq m stand construction for indoor area.



The basic construction equipment of the shell scheme cannot be changed or complemented, it is however possible to order furniture and other equipment - see the Order form on page 5.

On [www.vanocnidny.cz/order/](http://www.vanocnidny.cz/order/) it is possible to download the form which can be filled on your computer

All prices are given without VAT.

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



Business Company: ABF, a.s.  
Registered office: Beranových 667,  
199 00, Prague, Czech Republic

Workplace, mailing address: Dělňická 12, 170 00, Prague, Czech Republic  
Company Registration No.: 63080575, Tax Id. No.: CZ63080575  
Registered by Municipal Court in Prague, Section B, File no. 3309  
Bank Details: Expobank CZ a.s., Account No. 5085320021/4000  
IBAN: CZ724000000005085320021, SWIFT: EXPNCZPP  
Tel: +420 739 003 156, +420 225 291 185  
E-mail: international@abf.cz, Internet: www.abf.cz, www.pvaexpo.cz

## Order of Individually Designed Stands for Indoor Area

**CHRISTMAS TRADE FAIR**

**PVA EXPO PRAGUE, 10–13 December 2020**

**Closing deadline for orders is 15 November 2020**

Exhibitor (Company name): \_\_\_\_\_

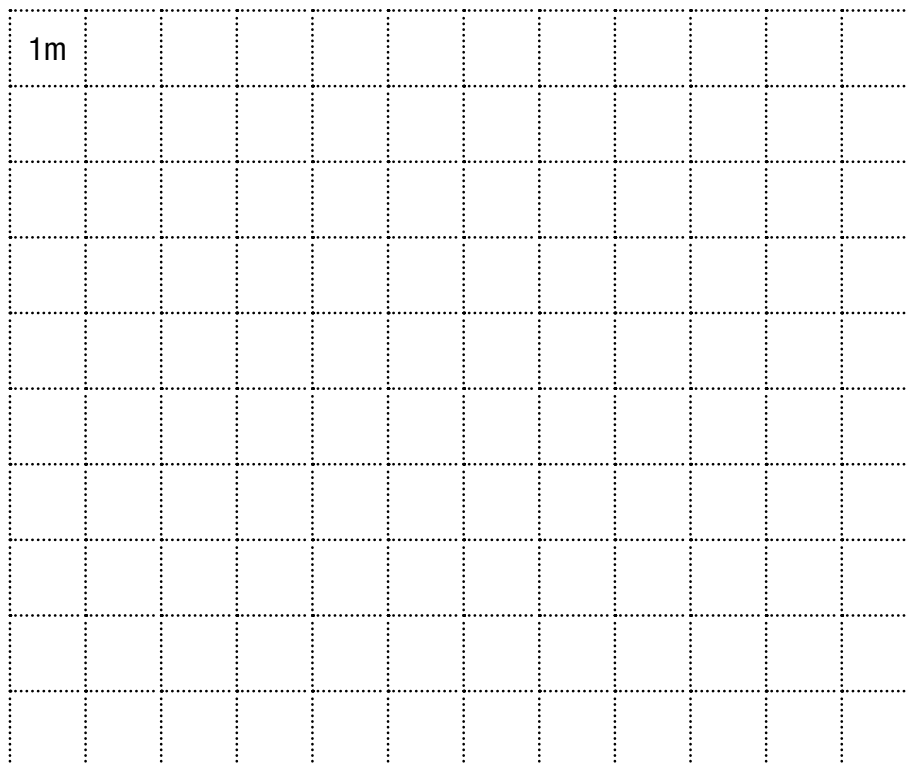
4a

**We bindingly order the construction of the individually designed stand, dimensions \_\_\_\_\_ m x \_\_\_\_\_ m**

- Only external walls – Octanorm System – EUR 28 / linear metre**  
The construction includes only external walls, laterals, without wall-to-wall ceiling raster system of the construction
- Atypical individual stand – Octanorm System – EUR 45 / m<sup>2</sup>**  
The construction includes external walls, ceiling raster system, collar of height of 30 cm on the front side

### Sketch of the ground plan of your stand

Mark your idea of the ground plan of your stand in this raster. Use the graphic symbols provided herein for the scheme of every single building and equipment component.



- wall panel
- wall glass
- fascia height = 30 cm
- folding doors
- rack shelf
- raising counter
- counter display case
- display case, incl. illumination
- kitchen sink
- table
- round table
- chair
- water inlet and sink connection
- point light
- socket 230 V / 400 V
- socket 230 V (night)
- refrigerator

### We order the following additional elements of the modular system above the framework of the basic construction:

Item	EUR/unit, VAT exclusive	Number
carpet – grey (EUR/1 m <sup>2</sup> )	8	
carpet of any other colour (EUR/m <sup>2</sup> ), please state the colour:	9	
wall glass 100 x 250 cm	20	
lockable folding door (1 m)	45	
white lower ceiling (EUR/m <sup>2</sup> )	8	
textile lower ceiling (EUR/m <sup>2</sup> )	4	
grid-type lower ceiling (EUR/m <sup>2</sup> )	11	
self-standing panel 100 x 250 cm (with a support and a fascia)	52	

For the Order of furniture and other equipment see page 5.

All prices are given without VAT.

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## Order of Furniture and Graphic Works

### CHRISTMAS TRADE FAIR



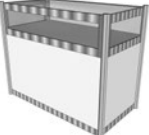

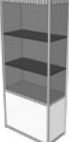





PVA EXPO PRAGUE, 10–13 December 2020

**Closing deadline for orders is 15 November 2020**

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Exhibitor (Company name): \_\_\_\_\_

The stand equipment can be ordered only with implementation of the stand. Enter the number of ordered units in the appropriate boxes.

Raising counter with one shelf	Table, chair
 <p>height 80 cm / height 110 cm</p> <p>50 x 50 cm <input type="checkbox"/> <input type="checkbox"/> EUR 20</p> <p>100 x 50 cm <input type="checkbox"/> <input type="checkbox"/> EUR 22</p> <p>100 x 100 cm <input type="checkbox"/> <input type="checkbox"/> EUR 25</p>	 <p>square 70 x 70 cm, height 75 cm <input type="checkbox"/> EUR 14</p> <p>square 70 x 120 cm, height 75 cm <input type="checkbox"/> EUR 14</p> <p>round – Ø 60 cm, height 75 cm <input type="checkbox"/> EUR 14</p> <p>round – Ø 80 cm, height 75 cm <input type="checkbox"/> EUR 14</p> <p>bar type – Ø 60 cm, height 110 cm <input type="checkbox"/> EUR 14</p> <p>chair metal, upholstered <input type="checkbox"/> EUR 9</p> <p>bar chair <input type="checkbox"/> EUR 11</p>
Counter display case – with one shelf	Additional technical equipment
 <p>50 x 50 x height 80 cm <input type="checkbox"/> EUR 36</p> <p>100 x 50 x height 80 cm <input type="checkbox"/> EUR 43</p>	 <p>point lighting fitting 100 W <input type="checkbox"/> EUR 7</p> <p>halogen spot light 150 W <input type="checkbox"/> EUR 18</p> <p>halogen spot light on the hanging arm 150 W <input type="checkbox"/> EUR 18</p> <p>triple socket <input type="checkbox"/> EUR 3</p>
Glazed display box – 2 glass shelves	Other equipment
 <p>50 x 50 x height 250 cm <input type="checkbox"/> EUR 50</p> <p>100 x 50 x height 250 cm <input type="checkbox"/> EUR 61</p> <p>100 x 100 x height 250 cm <input type="checkbox"/> EUR 73</p> <p>additional glass shelf <input type="checkbox"/> EUR 5</p>	 <p>hanger – self-standing type <input type="checkbox"/> EUR 8</p> <p>hanger – wall-mounted type <input type="checkbox"/> EUR 8</p> <p>waste basket <input type="checkbox"/> EUR 3</p>
Three-shelf rack – installed into the stand wall	Kitchen equipment
 <p>100 x 50 x height 250 cm <input type="checkbox"/> EUR 27</p>	 <p>kitchen box with a sink and a water heater <input type="checkbox"/> EUR 64</p> <p>refrigerator 70 l <input type="checkbox"/> EUR 43 (not including night power supply)</p> <p>coffee machine (power input 1.5 kW) <input type="checkbox"/> EUR 9</p> <p>fast water heating unit (power input 2 kW) <input type="checkbox"/> EUR 9</p> <p>cooker (power input 2 kW) <input type="checkbox"/> EUR 7</p> <p>The gastronomic set includes the following items for the number of persons specified: cup, saucer, teaspoon, glass for soft drink, wine, beer</p> <p>for 4 persons <input type="checkbox"/> EUR 18</p> <p>for 6 persons <input type="checkbox"/> EUR 30</p> <p>for 10 persons <input type="checkbox"/> EUR 45</p>
Lockable cabinet	
 <p>80 x 40 x height 80 cm <input type="checkbox"/> EUR 20</p>	
Shelf, brochure holder	
 <p>wire, wall-mounted brochure holder <input type="checkbox"/> EUR 9</p> <p>wire brochure holder („A” shape) <input type="checkbox"/> EUR 11</p> <p>wall-mounted shelf 100 x 30 cm – horizontal <input type="checkbox"/> EUR 8</p> <p>wall-mounted shelf 100 x 30 cm – tilted <input type="checkbox"/> EUR 10</p>	

The images are illustrative only.

#### Order of graphic works

Company name on the stand fascia – colour: \_\_\_\_\_ Company logo on the stand fascia – number of logos

\_\_\_\_\_

In case of your interest in graphic works on perimeter walls of the stand please contact us. Send the specifications and background documentation to: international@abf.cz.  
The price of the graphic works will be calculated on the basis of the extent of the graphic works.

All prices are given without VAT.

\_\_\_\_\_  
Date, signature for the Exhibitor/ Exhibitor's representative, stamp



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## Confirmation of Implementation of the Exposition

### CHRISTMAS TRADE FAIR

PVA EXPO PRAGUE, 10–13 December 2020

**Closing deadline for orders is 15 November 2020**

Exhibitor (Company name): \_\_\_\_\_

5a

#### Exhibitor's confirmation:

We hereby confirm that the construction of our exposition will be implemented by:

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_

Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_

Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Internet www. \_\_\_\_\_

Person responsible for the exposition implementation \_\_\_\_\_ Position \_\_\_\_\_

Tel./mobile \_\_\_\_\_ E-mail \_\_\_\_\_

We hereby authorise the above mentioned firm also for negotiations in the matter of the exposition construction and the layout of technical connections.

At the same time we attach for approval the stand design (in the front view and ground plan) with the marking and positioning of the inlets of power supply, water and sewerage, of any dominant heights and eye-catchers, surface reinforcement, including the stand orientation within the framework of the ordered area.

Maximum height of the exposition, including dominants: \_\_\_\_\_ m

We furthermore confirm that the above mentioned firm

- Has made itself familiar with acknowledges the Business and Technical Terms and Conditions for the Participation of Exhibitors in the Trade Fair.
- Is a holder of authorisation to carry out specialised work
- Assumes all responsibility for implementation of the exposition
- Confirms that all the materials used for the exposition construction feature a reduced flammability degree within the meaning of applicable standards and regulations, and that especially textiles have received fire-proofing treatment (impregnation).

\* For natural persons (individuals) please state the place of business.

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