

**FOR
DECOR & HOME**

INSTRUCTIONS FOR ASSEMBLY, DISASSEMBLY AND CONDUCT OF THE FAIR

"COVID" rules for exhibitors



24 – 26 February, 2022

PVA EXPO PRAGUE

Beranových 667

199 00 Prague 9 - Letňany

GPS: Loc: 50 ° 7'46.54 "N, 14 ° 30'51.48" E

Organized by the trade fair administration ABF, a.s.

Assembly instructions can be downloaded at www.fordecor.cz in the For Exhibitors section

**EXHIBITOR REGISTRATION
ENTRANCE HALL I**

ISSUE OF ASSEMBLY / DISASSEMBLY ACCESS CARDS AND LICENSES

- It takes place only physically directly in PVA EXPO PRAGUE, registration office in Entrance Hall I in the following period:
MON-WED 21 - 23 February, 2022 from 8:00 to 18:00
THU, 24 February, 2022 from 8:00 to 10:00
- We issue LICENSES in the number of installers (they authorize entry to the premises only at the time of assembly / disassembly)
- ASSEMBLY ENTRY CARDS we issue in the number of vehicles (they entitle to enter the complex only at the time of assembly / disassembly)

ISSUE OF EXHIBITION PASSES

- It takes place only physically directly in PVA EXPO PRAGUE, registration office in Entrance Hall I in the following period:
MON-WED 21 - 23 February, 2022 from 8:00 to 18:00
THU, February 24, from 8:00 to 10:00
- It is possible up to 100% payment of all invoices only (in the case of payment after 15 February, 2022, we recommend that you bring proof of payment / account statement)
- Each exhibitor will receive 5 exhibitor passes for each registered company (see registration fee). With an exhibition area of more than 30 msq, the exhibitor is entitled to receive one free exhibitor card for each additional 10 msq started. Passes over the stated number can be purchased for CZK 200 / pc.

TAKING OVER THE EXPOSURES ORDERED BY ABF

- OVER 25 msq: WED / 23 February, 2022 from 08:00
- UP TO 25 msq + OUTDOOR AREA: WED / 23 February, 2022 from 12:00
- Supply and delivery of possible exhibits to these stands is possible until WED / 23 February, 2022 until 18:00.

ISSUE OF A PARKING CARD FOR THE TIME OF THE FAIR

IT IS USED FOR PARKING DIRECTLY IN THE AREA AT THE EXHIBITION HALLS

- MULTI-DAY is valid for the entire duration of the fair. There is a PORTABLE parking card, which can be used for more cars, or NON-PORTABLE, which is only for 1 car.
 - ONE DAY is valid for 1 designated day of the fair, it is issued only on Thursday or Friday for 1 car
 - NIGHT only entitles to parking after the opening hours of the fair
- Parking cards can be ordered in advance, see the Order Catalog of Services or purchase directly for registration during the opening hours of the fair.

PERIOD OF USE OF THE AREA DURING ASSEMBLY:

COVERED AREA MON -WED / 21 - 23 February, 2022 8:00 – 22:00

OUTDOOR AREA WED / 23 February, 2022 8:00 – 22:00

PRE-ASSEMBLY / ONLY AFTER PREVIOUS AGREEMENT

- PRICE: CZK 1,000 / day (costs for lighting, security, etc.)

If you are interested in premature assembly, please contact: Soňa Scheeová, scheeova@abf.cz, tel. 607 006 282.

LAST ASSEMBLY DAY: WED / 23 February, 2022

- AFTER 18:00, it will no longer be possible to enter the exhibition grounds by car due to the finishing work at the fair
- It is necessary to remove all residual material and transport packaging from the exhibition halls by 18:00 and to clear the roads for general cleaning and carpet laying. In case of non-compliance with the set time for their removal, ABF, a.s. has the right to have everything removed at the exhibitor's expense without the right to compensation.

ENTRY / ENTRY TO THE AREA

- ENTRY is allowed only with a completed assembly entry card.
- Vehicles over 3.5 t are prohibited from entering the open outdoor area (in front of Entrance Hall I).
- ENTRY to the exhibition halls is allowed only with an assembly / disassembly card.

WHEN ENTERING the exhibition halls, the assembly company is obliged to report to the hallmaster (designated representative of the organizer responsible for the organization in the hall). Also, contact them if you have any problems during installation.

You will receive entrance cards and passes upon registration in Entrance Hall I.

PARKING IN THE AREA

- DAILY is only possible with the marked assembly entry card.
- NIGHT can be arranged with the organizer and after purchasing a night parking card (see the Order Catalog of Services in advance or can be purchased by the assembly date for registration).

PLEASE respect the one-way traffic and traffic signs in the area, the instructions of the staff of the traffic and security service. Vehicles that would cause impassability and whose drivers do not follow the instructions of the traffic and security service will be towed at the owner's expense.

UNLOADING AND DELIVERY OF SIZED EXHIBITS

- The unloading mechanisms themselves will not be allowed into the premises. If necessary, use a contract forwarding company located in the area: CENTRUMSPED, Filip Červený, tel. 602 501 381, cerveny@centrumsped.cz (we recommend ordering in advance).
- The entrance gates to the halls will be open until WED / 23 February, 2022 12:00. After that, entrances with a maximum size of 2.390 x 1.850 m (WxH) can be used.

SUSPENSION OF ADVERTISING BANNERS FROM THE HALL CEILING

- Performed only by representatives of PVA EXPO PRAGUE on the basis of an agreed order. Additional suspension is possible by appointment in the period MON - WED / 21 – 23 February, 2022 9:00 – 18:00 with extra charge 50%.

DISASSEMBLY

DATE

- ALL AREAS: after the end of the fair on SAT / 26 February, 2022 at 18:00 and continues non-stop until SUN / 27 February, 2022 till 12:00 / noon.
- SUSPENDED STRUCTURES: it is possible to dismantle only the day after the end of the fair, i.e. SUN / 27 February, 2022. Premature start / dismantling on the day of the end of the fair SAT / 26 February, 2022 can be ordered at vilimek@abf.cz. This service is charged CZK 2,000 without VAT.

HANDOVER OF EXPOSURES ORDERED BY ABF

- The clearance is necessary immediately after the end of the fair on SAT / 26 February, 2022 and ends on the same day by 22:00.
- If damaged panels of the OCTANORM system occur, the exhibitor will be charged CZK 600 for each damaged panel based on photo documentation.
- In the case of unoccupied exposures, neither the realization company nor the implementation company will be liable for any losses or damage during the dismantling.

ENTRY / ENTRY TO THE AREA

- ENTRY is allowed only with a completed assembly entry card for the purpose of loading dismantled exhibits.
- **On 26 February, 2022, from 18:00, only cars, vans and trucks with a load capacity of 3.5 t will be allowed to enter the complex.**
- **Vehicles over 3.5 t are allowed to enter the complex from 19:00 on the same day. Furthermore, they are not allowed to enter the open outdoor area (in front of Entrance Hall I).**
- ENTRY to the exhibition halls is allowed only with an assembly / disassembly card.
- Only the entrances from the front of the halls will be open in the halls on SAT/ 26 February, 2022 from 24:00 to SUN 27 February, 2022 until 6:00

You will receive entrance cards and passes upon registration in Entrance Hall I.

SUBMISSION / LEAVE OF THE EXHIBITION AREA

- The exhibitor is obliged to leave the exhibition area empty and clean in the condition in which it was taken over and to return to ABF all leased property in undamaged condition.
- In case of damage or pollution of the exhibition area or leased property of ABF, a.s., the exhibitor is obliged to pay the incurred damage in full.
- Failure to meet the deadline for clearing the exhibition space will result in a contractual penalty of CZK 30 / msq / h of unused space. As a last resort, the exhibition will be vacated by ABF, a.s. at the exhibitor's expense. The risks associated with evacuation are borne by the exhibitor.

WASTE / PACKAGING

- Everyone is obliged to order a container for the generated dismantling waste. This can be done in advance, see the Order Catalog of Services or directly on the premises at the registration / technical control room at vilimek@abf.cz, tel. 739 003 169

WE PLEASE all exhibitors and assembly companies to be considerate of others at the time of dismantling and to follow the instructions of the transport and security service.

FOR DECOR & HOME

COURSE OF THE FAIR

OPENING HOURS

- **EXHIBITOR:** THU / 24 February, 2022 8:00 – 19:00
FRI-SAT / 25 - 26 February, 2022 9:00 – 19:00
- **VISITOR:** THU - SAT / 24 – 26 February, 2022 10:00 – 18:00

ENTRY TO THE AREA / EXHIBITION HALLS

- To enter the complex there are marked entrances A - C and to enter the exhibition hall 2 Entrance hall I
- THE EXHIBITOR has free entry on the basis of an exhibitor's card.
- THE VISITOR will be admitted via a valid ticket.

DELIVERIES ONLY

- For the purposes of supplying the stands, cars up to the size of a minibus are allowed to enter the complex, with a refundable deposit of CZK 1,000 at the time THU / 24 February, 2022
8:00 – 9:45
FRI-SAT / 25 - 26 February, 2022 9:00 – 9:45

PARKING

- During the opening hours of the fair, it is possible to park directly on the premises in reserved places only with a parking card that is possible order in advance, see the Order Catalog of Services or purchase for registration during the opening hours of the fair.
- MULTI-DAY is valid for the entire duration of the fair. There is a PORTABLE parking card, which can be used for more cars or NON-PORTABLE, which is only for 1 car.
- ONE DAY is valid for 1 designated day of the fair, it is issued only on Thursday or Friday for 1 car
- NIGHT only entitles to parking after the opening hours of the fair
- A marked large-capacity car park for CZK 150 / day can also be used for regular parking right next to the trade fair grounds.

ARRIVAL OF THE EXHIBITOR

We would like to draw the attention of exhibitors to inspections of exhibitor's cards entitling them to enter the PVA EXPO PRAGUE premises during the trade fair at the Entrance for Visitors, where turnstiles are located.

SIDE ENTRANCES halls

during the fair, they start to close at 18:15, the door at the head of the hall is open until 19:00.

PLEASE respect the opening hours of the fair and the permitted time range for supplying the stands.

TECHNICAL - OPERATING CONDITIONS

CONDITIONS FOR OWN EXPOSURES

- The design, visualization and operation of the exhibition or advertising banners must not interfere with or restrict other exhibitions.
- The walls of the exhibition (side and back) exceed a height of 2.5 m and the adjacent back or side of the surrounding stands, they must be conceived above the height of 2.5 m in a constructionally and graphically neutral manner. The use of these raised walls for your own advertising purposes is not permitted.
- The company can place advertising banners exceeding the height of 2.5 m above its area at least 1.5 m away from neighboring stands.
- The outline of the exhibition stand must not exceed the outline of the rented exhibition space even above the level of the ceiling structure of the stand.
- The stand or any part of it must not touch the structure, walls or roof of the exhibition hall and its rear wall must not be less than 1 m away from the wall of the hall. The highest point of the stand must be at least 0,7 m from the ceiling structure.
- For safety, fire and operational reasons, it is forbidden to store any material in technical aisles (especially behind the back wall of the stand). Storage and return delivery of packaging can be ordered from the contractual forwarding company.

Any overlaps, discrepancies or advertising trailers outside the exhibition area are only possible with the prior approval of ABF. In the event of a breach of these conditions, the company will be forced to provide redress at its own expense.

TECHNICAL SERVICES / CONNECTIONS

- CURRENT (230 V) for installation needs will be available from the date of permitted installation of the stands (see point 1), in several places in the halls or premises. We recommend securing your own extension cables - about 50m.
- ORDERS of all technical services, construction or equipment of stands during assembly are possible directly at the technical control room / registration. Their settlement will take place according to the agreement after the fulfillment of duly ordered works and services towards other exhibitors. ABF, as may charge a surcharge of up to 100% of the calculated price for this additional order for works and services. Payment will be made by the exhibitor on the spot in cash.

SECURITY AND INSURANCE

- THE SECURITY OF THE AREA is provided by the organizer for the period of assembly, trade fair and disassembly. It is entitled to randomly inspect all vehicles at the entrance and exit of the premises and the visible identification of persons authorizing them to stay in the premises.
- ABF, as as the organizer is not liable to exhibitors or their co-exhibitors at the loss, destruction or any damage to exhibits, equipment and facilities of stands, goods, packaging, packaging materials, regardless of whether the loss, destruction or other damage occurred during assembly, transport or during fair.
- You can order INDIVIDUAL SECURITY, see the Order Catalog of Services or at scheeova@abf.cz. Price: 220-250 CZK / hour.
- Every exhibitor is obliged to take out INSURANCE for all exhibits, both his own and the co-exhibitors, for the entire period of their presence at the exhibition center against all dangers that come into play for the exhibitor's property.
- The insurance can be arranged in advance and directly on the premises of Total Brokers, as, whose representative you will find during assembly and on the first day of the fair in Entrance Hall I.

FOR DECOR & HOME

MUSIC PRODUCTION DURING THE FAIR

- AUTHOR'S ACT No. 121/2000 Coll., All persons who use the images of performing artists and producers of sound and audio-visual recordings using technical equipment (radio, television, CD, mini-tower, etc.) and organize live music productions are subject to their business activities. We would like to warn all exhibitors that in the event that they operate the above-mentioned at their stands, they are obliged to comply with the provisions of the above-mentioned law and report production to OSA and INTERGRAM copyright administrators and pay royalties before the start of the fair. For more information, visit www.osa.cz and www.intergram.cz.
- Subject to the above, audiovisual, acoustic, musical, dance and other productions are permitted for a maximum of 8 min. per hour, provided that the operation of these means does not interfere with other exhibitors and by prior arrangement with ABF.

PLEASE comply with the conditions above. Otherwise, ABF is prohibited from operating any music production as described above and faces a fine of CZK 5,000. In case of repeated violation, also a ban on production.

Persons responsible for the implementation of the stand FOR DECOR & HOME spring 2022

Vystavovatel (obchodní jméno firmy): _____

Potvrzení vystavovatele:

Potvrzujeme tímto, že výstavbu naší expozice bude realizovat:

Obchodní jméno _____ IČ _____

Sídlo* – ulice _____ DIČ _____

Město _____ PSČ _____ Stát _____

Firemní telefon _____ Firemní e-mail _____

Firemní fax _____ Internet _____

Odpovědná osoba za realizaci expozice _____ Funkce _____

Tel./mobil _____ E-mail _____

Uvedenou firmu též tímto zplnomocňujeme k jednání ve věci stavby expozice a situování technických přípojek.

Současně přikládáme ke schválení projekt stánku (v čelním pohledu a půdorysu) se zakreslením a zakótováním přívodů elektro, vody, odpadu, výškových dominant, poutačů, případného zpevnění plochy, včetně orientace stánku v rámci objednané plochy.

Maximální výška expozice včetně dominant: _____ m

Dále potvrzujeme, že výše uvedená firma

- se seznámila a bere na vědomí Obchodní a Technické podmínky pro účast na veletrhu
- vlastní oprávnění k provádění odborných prací
- přebírá veškerou odpovědnost za realizaci expozice
- potvrzuje, že všechny materiály použité k výstavbě expozic mají snížený stupeň hořlavosti ve smyslu platných norem a předpisů a zejména textilie jsou impregnovány proti ohni

* Pro fyzické osoby Místo podnikání.

Only fill in if you have not already done so.

CONTACTS

Chief Executive Officer

Martin František Přivětivý

phone: 728 866 220, e-mail: privetivy@abf.cz

Director of the BYDLENÍ / Home and Living /sales team

Věra Špánová

phone: 734 694 124, e-mail: spanova@abf.cz

Trade fair manager

Soňa Scheeová

phone: 607 006 282, e-mail: scheeova@abf.cz

Production fair

Markéta Sedláková

phone: 721 332 023, e-mail: sedlakova@abf.cz

Technical department

Mgr. Lukáš Vilímek

phone: 739 003 169, e-mail: vilimek@abf.cz

Invoicing

Šárka Šafrová

phone: 606 671 466, e-mail: safrova@abf.cz

Total Brokers as - Insurance of exhibits and expositions

phone: 261 109 600, mobile: 731 424 709, e-mail: likvidace@totalbrokers.cz

LS Production - Hostesses, Ing. Lenka Rohlíková Svatošová

phone: 603 286 243, e-mail: svatosova@hostesky-online.com

CENTRUMSPED sro, Filip Červený - Shipping

phone: 602 501 381, e-mail: cervený@centrumsped.cz.

STONES CATERING, s.r.o., Ing. Karolina Reichman Cihakova - Catering

phone: 773 635 856, e-mail: karolina.reichman@stonescatering.cz

FOR DECOR & HOME

RULES safely at the fair valid in the entire Premises (for exhibitors and persons employed within the fair)

1. **In all indoor and outdoor areas of the exhibition center, the exhibitor must have a covered airway with a respirator or similar device.**
2. **To enter the fair, an exhibitor over the age of 12 must meet one of the conditions**
 - A. Vaccination • At least 14 days have passed since the last dose of vaccine was administered according to the SPC. Vaccination is proven by a certificate.
 - B. Past disease COVID – 19 • Past disease in the previous 180 days. Development of the disease is evidenced by an SMS message about a positive test from the collection center or a certificate.
 - C. Negative test required for employment (applies to unvaccinated or vaccinated persons) • RT-PCR test • rapid antigen test (RAT) performed by the health service provider
• Affidavit from the employer that the person has been tested negatively for COVID-19 as part of a self-test (RAT)
All the above-mentioned tests must be valid according to the currently valid regulation of the Ministry of Health of the Czech Republic on employee testing
 - D. Self-testing • Undergoing a preventive antigenic self-test on site with a negative result. The test site is located at entrance B and the price of the test is CZK 150. You will prove your self-testing with the issued confirmation on the spot.
3. **To exhibitors is commanded to maintain a spacing of at least 1.5 m, except for members of one household.**
4. **We ask exhibitors to use hand disinfection.**

