

REKLAMA POLYGRAF OBALY

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CLOSING DATES:

15 March 2022

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All payments must be credited to the account of ABF, a.s. before commencement of the trade fair!

For the closing dates see below. Background information, application forms, orders must be delivered to ABF by the corresponding deadlines.

We ask you to send, in your own interest, the orders by means of registered mail. If you use e-mail or fax communication, please send the original copies (especially the background information for graphic design) by post without any delay.

If the exhibitors fail to send appropriate background materials by the deadline required, they will expose themselves to the risk of possible complications concerning the implementation of the stand, and therefore even to the risk of additional financial expenses.

Closing date for technical services	15 March 2022
Order of technical services – APPLICATION FORM "A", page 3, or APPLICATION FORM "B", page 3. An order of technical services during the assembly will be subject to a surcharge of as much as 100%, possibly it may happen that it will not be technically feasible anymore at all.	
Closing date for orders of stand construction, stand equipment and graphic work	15 March 2022
Order of stand construction – only for the APPLICATION FORM "A", pages 4 and 4a. Order of stand equipment and graphic work – only for the APPLICATION FORM "A", page 5.	
Closing date for the sending of the stand design for approval, sending of the Confirmation of Exposition Implementation	15 March 2022
The exhibitors who implement the stand construction through their own means, possibly through an advertising or implementing agency, are obliged to send the stand design to the Trade Fair Administration of ABF, a.s. for approval. It is necessary to send the ground plan and front view, with specification of basic dimensions, with the marking of any possible height dominants and eye-catchers, including the stand orientation within the framework of the area ordered and with the stating of the coordinates for locations of inlets of electrical lines, water main and outlet of the sewage system. In the case of two-storey expositions, the exhibitor is obliged to submit the structural assessment or documentation as well. For the form see the APPLICATION FORM "A", page 5a.	
Closing date for registration of co-exhibitors	15 March 2022
Registration of other firms – APPLICATION FORMS "A" and "B", page 2. Co-exhibitors are also stated in the Catalogue, CD Catalogue and on the web sites of the trade fair. They are stated in the trade fair orientation system and in the mobile application as well. The term "co-exhibitor" includes any firm (except for the actual exhibitor) which is presented at the exhibitor's stand within the framework of the exposition of the exhibitor (by putting an exhibit on display, through a panel, corporate logo, commercial name, folders, video programme, etc.). The exhibitor is obliged to register and pay the registration fee for all its co-exhibitors. If a breach of this principle is found out, the exhibitor will be obliged to pay the registration fee for the co-exhibitor in a double amount in the course of the trade fair.	

Time data:

Early assembly of the booths	28 April 2022	8:00 a.m. – 06:00 p.m.
Assembly of the booths:	Indoor Area	29–30 April 2022
		1–2 May 2022
	Outdoor Area	2 May 2022
Registration for the exhibitors:	29 April – 2 May 2022	8:00 a.m. – 06:00 p.m.
	3 May 2022	8:00 a.m. – 10:00 a.m.
Opening halls for the exhibitors:	3 May 2022	8:00 a.m. – 06:00 p.m.
	4 May 2022	9:00 a.m. – 06:00 p.m.
	5 May 2022	9:00 a.m. – 04:00 p.m.
Opening halls for public:	3–4 May 2022	10:00 a.m. – 05:00 p.m.
	5 May 2022	10:00 a.m. – 04:00 p.m.
Disassembly of the booths:	5 May 2022	5:00 p.m. – 12:00 a.m.
	6 May 2022	12:00 a.m. – 10:00 a.m.

Exhibitor (commercial name) _____

You can download a form which you can fill in by using a computer from/order/ www.reklama-fair.cz/en/

MULTIDAY PARKING CARD - TRANSFERABLE

The multiday parking card is intended for passenger cars of the exhibitors. Its validity is 3–5 May 2022 inside the PVA EXPO PRAGUE area in reserved sites. It must be placed, for all the time of staying within the Exhibition Centre area, in a visible place behind the windscreen and properly marked (in such a manner that it can be possible to identify the exhibitor- stand number). With regard to the limited number of parking cards, the individual orders will be managed (chronologically) according to the delivery dates. **The multiday parking card is transferable.**

* MULTIDAY PARKING CARD	price: 38 EUR/pc	Quantity:
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MULTIDAY PARKING CARD - NON TRANSFERABLE

The multiday parking card is intended for passenger cars of the exhibitors. Its validity is 3–5 May 2022 inside the PVA EXPO PRAGUE area in reserved sites. It must be placed, for all the time of staying within the Exhibition Centre area, in a visible place behind the windscreen and properly marked (in such a manner that it can be possible to identify the exhibitor- stand number). With regard to the limited number of parking cards, the individual orders will be managed (chronologically) according to the delivery dates. **The multiday parking card is non-transferable and it serves for one vehicle only (one plate number).**

* MULTIDAY PARKING CARD - NON TRANSFERABLE	price: 28 EUR/pc	Quantity:
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PARKING CARD - ONE DAY CARD

The one-day parking card is intended for passenger cars of the exhibitors. It is possible to use it on 3–4 May 2022, it doesn't apply on 5 May 2022. It allows to park inside the PVA EXPO PRAGUE area in reserved sites. It must be placed, for all the time of staying within the Exhibition Centre area, in a visible place behind the windscreen and properly marked (in such a manner that it can be possible to identify the exhibitor- stand number). With regard to the limited number of parking cards, the individual orders will be managed (chronologically) according to the delivery dates. **The one-day parking card is non-transferable and it serves for one vehicle only (one plate number).**

* ONE-DAY PARKING CARD	price: 9 EUR/pc	Quantity:
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NIGHT PARKING

For night parking, a three-day parking card is required as well.

Night parking up to 3,5 t	price: 11 EUR /1 night	Quantity:
Night parking over 3,5 t	price: 22 EUR /1 night	Quantity:

ASSEMBLY VEHICLE ENTRY CARD

During 29 April – 2 May 2022, a free vehicle entry into the Exhibition Centre for the exhibitors who show the Assembly Card and Assembly Vehicle Entry Card is available. The Assembly Vehicle Entry Card must be completely filled in and placed, for all the time of staying within the area, in a visible place in every vehicle. On 2 May 2022 (all day) and 3 May 2022 (8:00 a.m. – 9:45 a.m.) there is a deposit in the amount of CZK 1000 for 3 hours. This amount is refundable at the vehicle exit in case that the time of stay does not exceed the period of authorized stay (3 hours) or according to the instructions of the organiser. If this time period is exceeded, there is no entitlement for the refund of the deposit, and the administration of the PVA EXPO PRAGUE Exhibition Centre will issue, upon request, a document confirming the payment of the sanction fee.

* ASSEMBLY VEHICLE ENTRY CARD	Included in the registration fee	Quantity:
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EXHIBITOR CARDS

The exhibitor cards authorise their holders to enter the PVA EXPO PRAGUE area to the trade fair on 3–5 May 2022. Each exhibitor will receive a standard number of exhibitor cards according to the size of the area ordered (see the Table "Standard number of assembly and exhibitor cards"). Fill in the order only in the case that you require exhibitor cards beyond the framework of the standard number.

* EXHIBITOR CARD	price: 16 EUR/pc	Quantity:
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ASSEMBLY CARDS

The assembly cards authorise their holders to enter the PVA EXPO PRAGUE area to the trade fair at the time of assembly and dismantling. Each exhibitor will receive a standard number of exhibitor cards according to the size of the area ordered (see the Table below). Fill in the order only in the case that you require exhibitor cards beyond the framework of the standard number.

* ASSEMBLY CARD	Included in the price of the registration fee	Quantity:
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STANDARD NUMBER OF ASSEMBLY AND EXHIBITOR CARDS

	up to 30 m ²	31 – 99 m ²	100 – 199 m ²	200 m ² and more
Assembly cards	5	10	15	20
Exhibitor cards	5	One card for each 10 m ² commenced		

* You will receive directly at the PVA EXPO PRAGUE Exhibition Centre in the business department in the Entrance Hall I on registration of exhibitors. The documents for entry into the exhibition area and vehicle access to the centre will be issued after the checking of the invoice payments.

Exhibitor (commercial name) _____

VOUCHERS - COMPLIMENTARY TICKETS - ELECTRONIC (FREE OF CHARGE)

During the month of March/April you will receive from us an Internet link with a unique code. You can send this code to your business partners who will receive a voucher for the Trade Fair entrance after registration.

TICKETS TO THE GALA

We offer you additional tickets to the Gala evening of the set of trade fairs. You can pick up the tickets at the registration desk in the Entrance Hall I during the registration period.

Exhibitors with exhibition area:

- up to 20 square meters receive 2 free tickets
- 21 square meters - 50 square meters receive 4 free tickets
- 51 square meters - 100 square meters receive 6 free tickets
- 101 square and more meters receive 10 free tickets

The ticket can also be purchased for cash at the registration desk. The ticket is valid for 1 person. Price: 23 EUR (without VAT).

TICKET TO THE GALA	price: 23 EUR / piece	Number:
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RESERVATION OF CONFERENCE ROOMS**Closing date for orders 15 March 2022**

Within the framework of the trade fair, the exhibiting companies can lease a conference room for their conferences, seminars, lectures, etc. The PVA EXPO PRAGUE Centre offers two conference rooms with a maximum capacity of about 30 persons, one conference room with a maximum capacity of about 80 persons and one conference room with a maximum capacity of about 150 persons (the above mentioned capacities are valid at a theatre arrangement of the rooms). The conference rooms are situated in the Entrance Halls I and II. All of them are equipped with basic presentation technologies (screen, data projector and in the case of the large room with an acoustic system as well). PVA EXPO PRAGUE has also recently opened a congress hall that seats up to 650 people.

Conference Room no. 3 (max. 30 persons) - Entrance Hall I	68 EUR / hour	<input type="checkbox"/>
Conference Room no. 4 (max. 80 persons) - Entrance Hall II	91 EUR / hour	<input type="checkbox"/>
Conference Room no. 1 (max. 150 persons) - Entrance Hall I	114 EUR / hour	<input type="checkbox"/>
Congress Hall (max. 650 persons) - Entrance Hall II	individual offer	<input type="checkbox"/>
Date of lease:	Time period of lease:	from to

ORDER OF MEETING ROOMS**Closing date for orders 15 March 2022**

Conference Room no. 2 (max. 40 persons) - Entrance Hall I - private meetings, press conferences, etc. 45 EUR / hour

INDIVIDUAL SAFEGUARDING OF EXPOSITIONS**Closing date for orders 15 March 2022**

During the assembly, trade fair organisation and dismantling, the organiser ensures basic safeguarding of the Exhibition Centre and security service. The security service operating in the centre is authorised to make random checks relating to all vehicles entering or exiting the Exhibition Centre, as well as visible identification of persons authorising them to stay in the Centre. Within the meaning of the General Conditions for Participation in the Trade Fairs of ABF, a.s., the organiser is not liable, towards the exhibitors or their co-exhibitors at the Exhibition Centre, for any loss, destruction or any damage to exhibits, equipment and accessories of stands, goods, packages, packaging materials, regardless of the fact whether the loss, destruction or other damage arose during assembly, transport or in the course of the trade fair. The exhibitors can order individual safeguarding of their expositions.

INDIVIDUAL SAFEGUARDING OF EXPOSITIONS	9 EUR per hour	Total number of hours:
Date of safeguarding:	Time of safeguarding:	from to
Date of safeguarding:	Time of safeguarding:	from to

The price of 9 EUR per hour is only valid if the security service is ordered **by 15 March 2022**. In case of later orders the price is 11 EUR per hour.

All prices are stated as VAT exclusive.

Date, signature for the Client, stamp

Exhibitor (commercial name) _____

PROMOTION OF EXHIBITORS OUT OF THE EXPOSITION

The PVA EXPO PRAGUE Exhibition Centre offers a number of other opportunities for making your company visible even out of the exhibitions. This concerns both traditional and untraditional forms of advertising which you can order in the term of the trade fair or for the term of the entire month. We will be pleased to consult any details with you.

The photographs and plans with placement of advertising areas in the Exhibition Centre are a part of the separate Offer Catalogue of Advertising Areas and Services at PVA EXPO PRAGUE, which is available from www.pvaexpo.cz.

Campaign term for the event: 3–5 May 2022**Campaign term for the month: 1–30 April 2022**

Order	Advertising area/service	Time period event/day/ month	Number of pcs/days/ people	Price pc/person	Price, total
1.	Triboard - area w. 294 cm, h. 530 cm, including curtain production	event		EUR 1,136/pc	
2.	Triboard - area w. 294 cm, h. 530 cm, including curtain production	month		EUR 1,591/pc	
3.	Fixed billboard - w. 510 cm, h. 240 cm, including the print and gluing of the paper poster	event		EUR 545/pc	
4.	Fixed billboard - w. 510 cm, h. 240 cm, including the print and gluing of the paper poster	month		EUR 773/pc	
5.	Mobile billboard - w. 510 cm, h. 240 cm, including the print and gluing of the paper poster	event		EUR 545/pc	
6.	Mobile billboard - w. 510 cm, h. 240 cm, including the print and gluing of the paper poster	month		EUR 773/pc	
7.	Flags - poles in front of the Entrance Hall I or II (a set of 5 pieces) w. 150 cm x h. 100 cm or w.80 cm x h. 200 cm	event		EUR 364/ 5 pcs	
8.	Area on the Centre fencing a) - w. 400 cm, h. 100 cm	event		EUR 545/pc	
9.	Area on the Centre fencing a) - w. 400 cm, h. 100 cm	month		EUR 727/pc	
10.	Area on the Centre fencing b) - w. 200 cm, h. 100 cm	event		EUR 454/pc	
11.	Area on the Centre fencing b) - w. 200 cm, h. 100 cm	month		EUR 682/pc	
12.	Area on the railing in Entrance Hall I - w. 100 cm, h. 100 cm	event		EUR 227/pc	
13.	Area on the railing in Entrance Hall I - w. 200 cm, h. 100 cm	event		EUR 454/pc	
14.	City Light Outdoor - w. 118.5 cm, h. 175 cm, including the print	event		EUR 364/pc	
15.	City Light Outdoor - w. 118.5 cm, h. 175 cm, including the print	month		EUR 682/pc	
16.	City Light Indoor A - w. 118.5 cm, h. 175 cm, including the print	event		EUR 364/pc	
17.	City Light Indoor A - w. 118.5 cm, h. 175 cm, including the print	month		EUR 682/pc	
18.	A1 poster - Information, including the print	event		EUR 136/pc	
19.	A2 poster - ticket offices, including the print	event		EUR 273/pc	
20.	A3 poster - toilets (set of 10 pcs), including the print	event		EUR 455/10 pcs	
21.	A3 poster - toilets (set of 10 pcs), including the print	month		EUR 818/10 pcs	
22.	Double-sided sticker on the doors of Exhibition Halls - w. 50 cm, h. 50 cm including print	event		EUR 136/door	
23.	Double-sided sticker on the doors of Entrance Halls I and II - w. 45 cm, h. 27 cm including print	event		EUR 182/door	
24.	A4 sticker on mirrors - toilets including printing * (at least 14 pcs)	event		EUR 363/flat rate	

Exhibitor (commercial name) _____

Order	Advertising area/service	Time period event/day/ month	Number of pcs/days/ people	Price pc/person	Price, total
25.	Floor advertising in the Exhibition Hall - 1m ² space including print of sticker	event		EUR 182/pc	
26.	Area for placing a roll-up stand in Entrance Hall I and II - w. 85 cm, h. 200 cm	event		EUR 227/pc	
27.	Distribution of promotional materials at ticket offices	event		EUR 0.10/pc	
28.	Distribution of promotional materials on information counters	event		EUR 0.10/pc	
29.	Permission to distribution of promotional materials by a hostess, paperboy or mascot	day		EUR 91/person	
30.	News on the Homepage of www.reklama-fair.cz , 2 nd position - max. 1,000 characters including spaces, 1x picture in jpg (minimum width 800 px)	week		EUR 364/pc	
31.	Brand in the background www.reklama-fair.cz , 190 px from the vertical sides (max. 250 kB) of web content (Web content: width of 970 px)	month		EUR 1,364/pc	
32.	Facebook Post REKLAMA POLYGRAF OBALY - 200 characters max. incl. spaces, 1x picture - jpg, 940 x 788 px	week		EUR 68/pc	
33.	Video on the ORION screen in EHII - 16: 9 video, full HD, AVI or MPG, DivX codec, 25 frames per second, up to 200 MB, up to 30 seconds	day		EUR 136/pc	
34.	Emails sent to the Visitors database (up to 200,000 addresses) within the required deadline	day		EUR 0.10/pc	
35.	Advertising area, fencing at Hall 7 - w. 2,700 cm x h. 170 cm, including the print	event		EUR 909/ pc	
36.	Advertising on a paper placemat of PVA EXPO PRAGUE restaurant, width 45 cm, height 27cm including print	event		EUR 1,364/ flat rate	
	Price, total, VAT exclusive				

Notes concerning clarification of the campaign

You can download a form which you can fill in by using a computer from [order/ www.reklama-fair.cz/en/](http://order/www.reklama-fair.cz/en/)

* We guarantee exclusivity

The prices of advertising areas are stated including installations. The prices of advertising areas and services apply to exhibitors of the event (trade fair, exhibition) in question, at which they have ordered exhibition area and at which they order, at the same time, the above mentioned selected advertising areas and services.

All prices are stated without VAT.

3b

1. ABF, a.s. (hereinafter referred to as "the Lessor") is the operator of the PVA EXPO PRAGUE Exhibition Centre, Beranových 667, Praha-Letňany (hereinafter referred to as "the PVA EXPO PRAGUE").
2. The Client is interested in presenting its firm, products or services, by way of lease of the advertising area or an order of advertising services at the PVA EXPO PRAGUE with which the visitors coming to the PVA EXPO PRAGUE will have an opportunity of getting themselves familiar.
3. The Lessor undertakes to provide to the Client the advertising area ordered for use according to the Binding Order of lease of advertising areas and advertising services. The Lessor has the right to approve the visual and text forms of the advertising, i.e. whether the advertising area content is in conformity with legal regulations. The Lessor undertakes to ensure or enable advertising services according to the Binding Order of lease of advertising areas and advertising services. Deployment of fixed advertising areas in the Exhibition Centre is stated in the Offer Catalogue of Advertising Areas and Services at the PVA EXPO PRAGUE. The exact deployment of other areas for advertising will be specified by the Lessor according to the terms required. The Lessor shall decide about the final deployment of the advertising.
4. The Client is obliged to pay the price for the lease of the advertising area and assurance of advertising services to the Lessor in an amount stated in the Binding Order of lease of advertising areas and advertising services, plus Value Added Tax within 14 days from the issuing of the invoice.
5. In case that the price of the advertising area includes costs of production of advertising eye-catchers (print of posters, curtain production), The Client will send graphic backgrounds to the Lessor according to technical specification sufficiently in advance at least 14 days before the campaign beginning. If the price of production is not included in the price of the lease of the advertising area, the Client will ensure the advertising eye-catcher production at its own expense in accordance with technical requirements obtained from the Lessor. In case of use of its own advertising eye-catchers and materials, the Client is obliged to ensure their delivery to PVA EXPO PRAGUE at least 4 business days before the campaign commencement. Then, after the end of the campaign, it shall ensure their removal at its own expense within 2 days.
6. The Client is authorised to perform exchange of visual materials of the advertising area provided that the Client is only authorised to make any change in or exchange of the advertising area after the Lessor's approval.
7. In case of exchange of advertising visual materials, the Client shall pay all further costs for each exchange of the advertising visual materials.
8. The Client undertakes to use the advertising areas fully in accordance with legal regulations, especially in accordance with the Act no. 40/1995 Coll. on regulation of advertising, as amended, Act no. 89/2012 Coll., Civil Code, as amended, Act no. 121/2000 Coll., on copyright and rights related to the copyright and on amendment to certain other Acts (Copyright Act), as amended, i.e. especially in accordance with legal regulations regulating advertising, legal regulations governing copyright and intellectual property rights, legal regulations for protection of personality and name and commercial name of legal entities and legal regulations governing the so-called unfair competition. The Client further undertakes not to damage the interests of the PVA EXPO PRAGUE or ABF, a.s. in any manner.
9. In case of enabling distribution of advertising materials to visitors, the Client undertakes to observe the following principles: to have the Distribution Permission attached on the clothing for the entire time of the distribution agreed upon, and to identify themselves with it on the entry into the PVA EXPO PRAGUE Centre, to respect the Organisational Instructions of the event in question, to hand over the advertising materials directly to the hands of the visitors, not to place them on the information counters or behind the car windscreen wipers.
10. The Lessor and the Client have agreed that the facts which the Client has learnt in connection with execution of the present Agreement are confidential and the Client is not authorised to disclose them to any third person, to use them in contradiction with their purpose for their needs or to enable their use in any manner on the part of third persons.

By signing the Binding Order I provide, in accordance with the Act no. 101/2000 Coll., my consent with the processing of personal data for internal needs of ABF, a.s., and I also provide my consent, in accordance with the Act no. 480/2004 Coll., with the sending of business announcement by electronic means. The consent can be withdrawn at any time by sending an e-mail message with the text "nezasílat" (Do not send) to stoplist@abf.cz

I declare that I have made myself familiar with the ABF, a.s. Conditions for Lease of Advertising Areas and Advertising Services at PVA EXPO PRAGUE, forming an integral part of the present Order, and I understand their content and I agree with them.

Date, signature for the Client, stamp

MAXIMUM VISIBILITY AND SUPPORT TO INCREASE THE NUMBER OF VISITORS COMING TO SEE YOUR EXPOSITION AT THE TRADE FAIR

Dear Exhibitors,

Please allow us to offer you an extraordinary opportunity thanks to which you can ensure maximum promotion and an increased number of visitors coming to see your exposition at the trade fair, by way of the lease of **subsidised billboard areas all over the Czech Republic in a format of 5.1 x 2.4 m.**

What does it mean for you:

Just think about the month, place and number of billboards that might reach your potential clients. Please send your idea to the e-mail address: zivkovic@abf.cz. We will forthwith offer you free BB areas in the location requested, with an exact description of placement on an interactive map of the Czech Republic, pictures and all the details from which you can choose. Sending your idea is not binding in any way.

THE OFFER VALIDITY CONDITION IS PLACEMENT OF TEXT MEANING: "REKLAMA POLYGRAF OBALY" ON THE BILLBOARD POSTER (see examples below).

Contact person:

Monika Živković, promotional department manager, mobile: +420 734 768 484, zivkovic@abf.cz

1 billboard, including the print and installation = 218 EUR per month + VAT (from the first day of the month)

Example

Graphics for insertion into the billboard for the trade fairs



An example of graphics of a complete billboard (format 5.1 m x 2.4 m) to the REKLAMA POLYGRAF OBALY 2022 Trade Fair with a part of the Exhibitor's graphics with a format of width 3.4 x height 2.4 m.



3d

Exhibitor (commercial name) _____

BONUS PROMOTION ON THE WEB SITE AND IN THE MOBILE APPLICATION

The sections entitled "You Will Find at the Trade Fair" on the web sites www.reklama-fair.cz, www.veletrhobaly.cz are ideal space for the publishing of interesting exhibits, new technologies or information on the offered services which you are to present in your exhibitions. As exhibitors or co-exhibitors you can introduce your innovations and exhibits still before the commencement of the trade fair. The information provided will be used within the framework of the PR campaign as well.

The exhibits published in the "You Will Find at the Trade Fair" section on the web sites will be presented also in the mobile application for smart phones, such as iPhone and Android, PVA EXPO PRAGUE. We will publish the background materials sent after we receive them, the texts being subject to editorial processing.

Example:

Překlad Porotherm KP XL - novinka na domácím a pravděpodobně i na světovém trhu



Výrobek přihlášen do soutěže GRAND PRIX.

Vystavovatel: **Wienerberger cihlářský průmysl, a.s. - Hala 1 - A 15**

Pro jednoduché a rychlé vytvoření nadpraží u otvorů se světlostí nad 3 m lze použít překlady Porotherm KP XL s prostorovou výztuží. Díky prostorové výztuži lze keramické překlady KP VARIO navzájem kombinovat a vytvářet tak libovolné délky pro otvory o světlosti až 5 m. Realizace probíhá na stavbě jednoduše doplněním prefabrikátů běžnou výztuží. Po zabetonování a zatvrdnutí vznikne železobetonový průvlak s únosností 25 kN/m³, což je pro běžné domky dostatečná únosnost i pro uložení stropů. Navržené řešení je možné i pouze ruční manipulací. Určeno pro nejpoužívanější tloušťky vnějších stěn 440 a 400 mm. Překlady Porotherm KP VARIO se na trh dodávají od srpna 2009, doplňkový prodej výztuže byl zahájen v červenci 2013. Více na www.wienerberger.cz

Name of the presented product / technology / service (max. 80 characters):

Description of the exhibit / technology / service (max. 800 characters) – characteristics of properties, marketability, strengths:

Web (reference to a detail page with the product):

Picture / photograph: please send in an attachment - jpg format, min. width 800 px

Consent with the use of the picture/photograph ☐

The sender of the contribution confirms, by sending the picture/photograph that the publishing will not infringe any copyright or other rights or authorised interests of third parties in an unauthorised way. The sender grants to ABF, a.s., Company Reg. No. 63080575, a non-exclusive licence to use the picture /photograph to all manners of their use, in an unlimited extent and with the right to provide a sublicense. The licence is provided for the territory of the Czech Republic, for the term of property copyright and without any quantitative limitation. Within the framework of the use of the picture/photograph, ABF, a.s. is authorised to use them as a whole or in a part, not only in their original form but also in a modified form, in combination of other author works as well as with a text, picture, photograph, image record or audio recording. In case that the use of the picture/photograph infringes any rights of third parties, the sender undertakes to indemnify any claims of third persons arising on the basis of such infringement.

Contribution sender

Contact person _____

Tel./mobile _____ E-mail _____

Please fill in the form electronically and send it to hyncikova@abf.cz ncluding the attachment (picture/photograph).

4

Exhibitor (commercial name) _____

Dear Exhibitors,

Thank you very much for paying high attention to the construction of your expositions, and at the same time we would like to ask you to remove the waste arising during the subsequent dismantling (debris, chipboard, plasterboard, metal scrap, packaging materials, etc...). Please remember to order waste containers according to the dimensions of the waste planned by you.

Containers will be placed in position no sooner than on 5 May 2022.

Thank you for your understanding. We are looking forward to our future cooperation.

For the Trade Fairs Implementation Team

Technical Department Manager

Mobile phone no.: +420 739 003 151

E-mail: trnka@abf.cz

WE ORDER THE BELOW SPECIFIED CONTAINERS FOR WASTE REMOVAL DURING DISMANTLING



Capacity 1 100 litres

Price 36 EUR

(VAT not included)

We order items



Capacity 3 m³

Price 114 EUR

(VAT not included)

We order items



Capacity 9 m³

Price 245 EUR

(VAT not included)

We order items

All prices are stated without VAT.

Date, signature for the Client, stamp

Dear Exhibitor,

The insurance company “**Slavia pojišťovna, a.s.**” is pleased to offer you insurance of your exposition within the framework of the Insurance Contract **no. 5900002770** for exhibitors at PVA EXPO PRAGUE in Letňany.

The organiser recommends the exhibitors, besides obligatory liability insurance, **to order also the insurance of the set of their own Trade Fair exhibits, equipment and accessories of the exposition for the following risks:**

Scope of the insurance contracted:

1. Comprehensive insurance against natural hazards

It covers all risks insured in a standard manner (fire, explosion, lightning stroke, flood, inundation, fall of aircraft, trees, poles and others), including damage caused by liquid or steam leaking from water main systems, air conditioning, heating and fire extinguishing system.

The maximum limit of the insurance benefit amounts to as follows (the limit being derived from the exposition value)::

Group A) **CZK 5,000,000**

Group B) **CZK 1,000,000**

Group C) **CZK 500,000**

The deductible to be borne by the insured is determined at CZK 5,000, for group C) CZK 3,000.

2. Thieving (theft, robbery)

The maximum limit of the insurance benefit amounts to as follows:

Group A) **CZK 1,000,000**

Group B) **CZK 500,000**

Group C) **CZK 500,000**

The deductible to be borne by the insured is determined at CZK 5,000, for group C) CZK 3,000.

The loss of an exhibit shall not be considered as a theft if the offender takes possession of the thing in an unidentified manner, without any traces of violence.

Any exhibits with dimensions smaller than 30x30x10 cm are only covered with the insurance provided that they were placed in locked glass or other display boxes, and other insured things of this size must be placed in locked cabinets or boxes, in order to be covered.

This insurance furthermore applies also to the cases of a “simple theft”

This means a situation when there has not been overcome any obstacle preventing thefts from occurring or when no violence or no threat of violence has been used. It applies to the exhibits presented and to the equipment in the stand. The insurance is valid provided that the damage event occurred in the course of the official business hours of the exhibition and at presence or the exposition staff.

The maximum limit of the insurance benefit amounts to as follows:

Group A) **CZK 50,000**

Group B) **CZK 25,000**

Group C) **CZK 15,000**

The deductible to be borne by the insured is determined at CZK 5,000, for group C) CZK 3,000.

The insurance shall apply to the entire term of the exhibition event, including the assembly and dismantling of the exposition, max. 120 hours before the official beginning of the actual exhibition and max. 48 hours after the official end of the actual exhibition event.

Amount and method of the payment of the insurance premium

Group A) **CZK 4,500**

Group B) **CZK 2,200**

Group C) **CZK 1,400**

The insurance premium for the duration of the trade fair is payable on the day of underwriting, the exhibitor will receive a document of insurance and payment of the insurance premium.

The handling and processing of insurance interests of exhibitors at the PVA EXPO PRAGUE Letňany have been entrusted to the insurance broker:

TOTAL BROKERS, a.s.

Registered office: Za Skalkou 421/10, Prague 4, POSTAL CODE 147 00, Czech Republic

Company Reg. No.: 273 79 345

Tel. +420 244 400 876, +420 261 109 600, +420 731 424 709,

The insurance broker will be present in the **PVA EXPO PRAGUE Letňany in the Entrance Hall I.**

In case of your interest a TOTAL BROKERS representative will visit you directly at your stand.

Dear Exhibitor,

The insurance company "Slavia pojišťovna, a.s." is pleased to make you familiar with the scope of obligatory insurance ensured within the framework of the services provided to you by the organiser of the exhibitions and Trade Fairs - ABF, a.s. for a fee 55 EUR.

Scope of the insurance contracted:

General liability insurance for damage for which the exhibitor is liable in connection with his activities when participating in the fair

The limit of insurance indemnity in case of damage or destruction of exhibition halls is **CZK 50,000,000**.

The sublimit of the insurance indemnity for the damage caused by the exhibitors to each other is **CZK 2,000,000**.

The deductible from the damage borne by the insured is determined as **CZK 5,000**.

The insurance shall apply to the entire term of the exhibition event, including the assembly and dismantling of the exposition, max. 120 hours before the beginning of the actual holding of the trade fair and max. 48 hours after the end of the actual holding of the trade fair.

SLAVIA POJIŠŤOVNA a.s. WISHES YOU A SUCCESSFUL AND TROUBLE-FREE COURSE OF THE EXHIBITION EVENT

Steps in case of damage event:

Dear Exhibitor,

If a damage event occurs, it is necessary for the insured (which is at the same time the aggrieved party as well) to take the following steps:

1. To address an insurance broker and on the basis of the broker's instructions to fill in a damage report form in writing; in the printed form, in a letter, by telephone, by fax, by email.
2. Written claim for damage compensation exercised by the aggrieved party against the party causing the damage, with evidence of the extent of the thing damaged through photograph documentation, acquisition document, document for the repair and number of the account where possible insurance benefit is to be sent.

Please state always the Insurance Contract number in the form – 5900002769

Insurance Broker: Total Brokers a.s.,
Za Skalkou 421/10, 147 00 Prague 4
T: +420 261 109 600, mobil: +420 731 424 709
likvidace@totalbrokers.cz
www.totalbrokers.cz

If the damage event has been reported by phone, fax or e-mail, the policy holder (the insured) is obliged to report the damage event additionally, without any unnecessary delay, in writing as well. The reporting of a damage event is considered as delivered at the moment when it has been delivered on the form prescribed or through a letter signed by the policy holder or the insured, to the above mentioned address.

Please report any damage event at the same time to ABF, a.s., directly at the Exhibition Centre in the registration department or in the technical control workplace.

If you are interested in more detailed information **about insurance or if you consider additional insurance of the exhibits for the risks of natural hazard and theft**, please contact directly the TOTAL BROKERS company, sufficiently in advance before the event or at the PVA EXPO PRAGUE Exhibition Centre.

The insurance broker (TOTAL BROKERS, a.s.) will be present at the event during the assembly and on the first day of the trade fair at the stand in the Entrance Hall I in the following terms:

3 May 2022

From 9:00 a.m. to 1:00 p.m

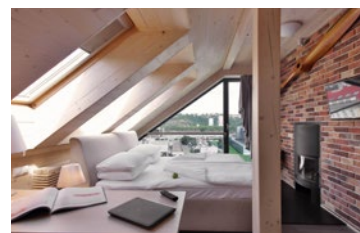
We offer our customers discounted accommodation in the following partner facilities:

Aquapalace Hotel Prague 4*

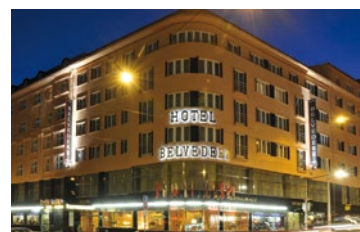
The luxurious **Aquapalace Hotel Prague** offers an ideal combination of business meetings with relaxation, rest and entertainment, all this in the immediate vicinity of one of the most beautiful European metropolises. The Aquapalace Hotel is part of the AQUAPALACE PRAHA area, the largest Central European water park. The services offered include a large modern conference centre, fine dining, direct access to the water park and a wide selection of individual, family and wellness packages. Whether you travel on business or for pleasure, a wide range of hotel and wellness services combined with a visit to the water park and Prague sights will make your stay unforgettable.



The **Absolutum Boutique Hotel 4*** is a designer hotel suitable for both demanding corporate clients and families with children. The hotel is located right at the Nádraží Holešovice station on metro line C, with excellent access by car and public transport to the exhibition grounds in Letňany. The hotel offers accommodation in 48 air-conditioned double rooms and 2 suites with free high-speed Wi-Fi internet access, excellent breakfast and parking at the hotel. During your stay, you can enjoy specialities and excellent signature drinks in our Salut restaurant and relax in the Infinit wellness centre. Get accommodation at our hotel at discounted prices during trade fairs and at any time of the year with the password "PVA 2022" on +420 222 541 406 or at booking@absolutumhotel.cz.



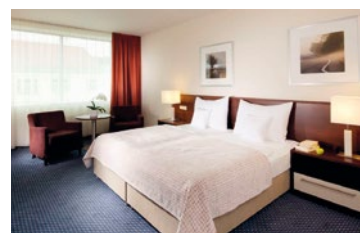
The **Hotel Belvedere Praha 4*** is located near Prague Castle, with direct and quick connection to the historical and business centre of Prague. The functionalist building from the early 20th century has 149 rooms with modern equipment. The Executive Floor, with a separate entrance and its own lobby, offers newly renovated suites and spacious business rooms, all provided with high-speed Wi-Fi internet access. The pleasant lobby bar with a wide range of drinks is an integral part of the hotel. Parking is available in the hotel's underground garage. The Belcredi Bistro à la carte restaurant with up to 60 seats and fine international cuisine is located on the ground floor. A special discount of 10% applies to participants in PVA EXPO PRAHA trade fairs.



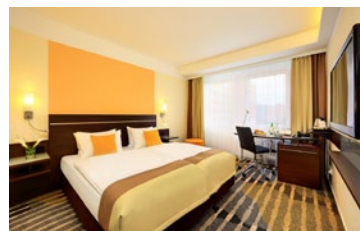
The **Hotel Blue Orange Resort** is located in Prague 9, just 6 minutes drive from PVA EXPO PRAGUE and 3 minutes drive from Shopping Centre Letňany. The hotel offers bright, modern and comfortable rooms. Spacious outdoor private parking. A fitness centre with a spa, a LifeCube cryochamber and a solarium are available to hotel guests at an additional cost. After prior reservation, it is possible to use the services of a masseur or coach, or group lessons in a sports club with the possibility of using the services of our children's corner for a fee. The hotel also offers conference facilities and a restaurant lounge. Free Wi-Fi is available in all areas. A special 10% price discount applies to participants in trade fairs at PVA EXPO PRAGUE. Please specify the discount code "PVA 2022" when booking.



The **Clarion Congress Hotel Prague 4*** is located just 10 minutes by car or direct bus line 136 or 195 from PVA EXPO PRAHA in Letňany. The Vysočanská station on metro line B interconnected with the hotel provides convenient and fast transport to the city centre. Our hotel offers accommodation in modern air-conditioned rooms with a satellite smart TV and free Wi-Fi. With a capacity of 559 rooms including 25 spacious suites, we are ready to offer you our services during and outside trade fairs. If you are interested, please contact us at obchod.cchp@clarion-hotels.cz or call +420 211 131 144, presenting the password "PVA 2022". We will be happy to send you a discounted special offer.



The **Hotel Duo 4*** has 645 air-conditioned rooms in 7 different categories, including the Presidential Suite. In the pleasant and friendly atmosphere of the Formanka restaurant, guests can enjoy selected Czech and international specialities. Sport, relaxation, beauty and other services are provided by the fully equipped Sport Centre of the hotel. Guests can use a swimming pool, a gym, a sauna, Thai and classic massage, table tennis and a 12-lane bowling centre. We offer a 15% discount to PVA EXPO PRAHA exhibitors on all available offers, as well as free parking in the hotel car park. The discount can be used after entering the corporate code "PVA 2022" on the hotel reservation website.



For more information and contacts, go to the Accommodation section at www.abf.cz.

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Ing. Lenka Rohlíková Svatošová – LS Production
Hostesses and promoters agency
Suchý vršek 2133, 158 00 Praha 5

We would like to offer you the service of our specially trained hostesses and interpreters, speaking in several world languages that will create the right atmosphere and shine for you and your clients during the trade fair. In our database we register hostesses and promotional teams working in all major cities in the Czech Republic and in Slovakia. Girls are selected for events according to your specific requirements to meet your ideas and in order to independently and efficiently perform the assigned tasks. Their great advantage is not only language skills, but also refinement, professionalism and long-term trade fair experience. LS Production is a hostesses and promoters agency that provides hostesses and interpreters at trade fairs and its over 15 years of experience is a guarantee of rich experience and high professionalism.

We offer hostesses for print distribution to interpreting services in the Czech Republic as well as abroad. Billing is based on your confirmed job report. Our great advantage is a wide range of costumes and gala dresses. We are able to match our clothing with your company logo or with colors of your stand.

Except the hostesses we are glad to fully prepare for you the accompanying program at your stand.

LS Production is looking forward to cooperation with you!



Hostess with knowledge of english or german language, as preferred, introduction and attendance on guests, preparing simple snack, feeding basic information about company (1 day at least).	1 hour	EUR 11
Hostess with knowledge two foreign language, as preferred, introduction and attendance on guests, preparing simple snack, feeding basic information about company (1 day at least).	1 hour	EUR 14
Accompanying translate while business conference at stand, while feeding information about exhibits and companies and while social cathering at knowledge in one foreign language (4 hours per one foreign language, 4 hours per day at least).	1 hour	EUR 15
Accompanying translate while business conference at stand, while feeding information about exhibits and companies and while social cathering at knowledge in two foreign languages (4 hours per two foreign languages, 4 hours per day at least).	1 hour	EUR 17
Costume lending (choice).	1 hour	EUR 25

LS Production, Ing. Lenka Rohlíková Svatošová
tel: +420 603 286 243
svatosova@hostesky-online.com
www.hostesky-online.com

stones

FINE CATERING



Professional full-servicing in the field of gastronomy is available to you in the **PVA EXPO PRAGUE in Letňany**. The services offered include:

- Issuing of discount gastronomic cards on registration of exhibitors
- Advantageous price conditions for exhibitors in two restaurants and in two cafés situated in Entrance Halls I and II
- Delivery of refreshment to your stands on the basis of a previous printed or electronic order
- Complete delivery of catering services in your stands, including service and assurance of bartender's services
- Possibility of additional orders of both hot and cold drinks to the stands during the day
- Assurance of complete catering services (buffet parties, business lunches, cocktails, conferences) in the premises of PVA EXPO PRAGUE, as well as out of the Exhibition Centre
- Lease of gastronomic equipment according to your requirements
- Lease of furniture and equipment of your stands (chairs and tables) according to your requirements

We are looking forward to cooperating with you.

Karolína Reichman Čiháková
M: +420 773 635 856
info@stonescatering.cz,
karolina@stonescatering.cz

STONES CATERING, s.r.o.
Oderská 333
190 00 Praha 9 - Čakovice
www.stonescatering.cz
www.gastropva.cz



Organiser:

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E-mail: likvidace@totalbrokers.cz

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CATERING

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