




Business company: ABF, a.s.  
 Registered office: Beranových 667, 199 00 Prague 9 – Letňany  
 Workplace, mailing address: Dělnická 12, 170 00 Prague 7 – Holešovice  
 Company Reg. No.: 63080575, Tax Id. No.: CZ63080575  
 Registered by the Municipal Court in Prague, Section B, File no. 3309  
 Bank Details: Expobank CZ a.s., account number: 5085320005/4000  
 Tel.: +420 724 122 084, +420 724 589 269, +420 606 752 818  
 E-mail: info@czechtravelmarket.cz, internet: www.czechtravelmarket.cz, www.pvaexpo.cz  
 Partner:  Association of Travel Agencies of the Czech Republic,  
 Lipová 511/15, 120 00 Prague 2, Company Reg. No.: 17046980

## ORDER OF PRESENTATION



PVA EXPO PRAGUE, 25–26 October 2022

**Closing date for discount: 30 June 2022**

### EXHIBITOR

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_  
 Name of exhibitor for publishing in the catalogue \_\_\_\_\_  
 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: place of business.

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

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 The consent can be withdrawn by the sending of an e-mail message with the text "Do not send" to stoplist@abf.cz.

\_\_\_\_\_  
 Signature for the Exhibitor / Exhibitor's representative

### We order:

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

**The basic order** includes reservation of a conference room for 1.5 hours, including preparation and cleaning

at the time from ..... to ..... (after consultation with the trade fair manager).

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

**TOTAL PRICE: EUR 490 + VAT**

I declare that I have made myself familiar with the Business Terms and Conditions of ABF, a.s., forming an integral part of the present Application, I understand their contents and I agree with them. I take cognisance of the fact that this is a General Agreement which is to be implemented by parts, on the basis of orders in written and/or e-mail forms. If orders are issued by a third person, the original copy is always required.

We order the above-mentioned services. Through our signature we agree with the contractual terms and conditions for exhibitors and with the prices stated. Please send the application forms signed to **info@czechtravelmarket.cz**. The closing date of the application forms is **30 June 2022**.



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



PVA EXPO PRAGUE, 25–26 October 2022

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

### Article 1. – Basic conditions for participation of Exhibitors/Applicants /Applicants at the Event

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

### Article 2. – Terms of payment

- After the receiving of the Binding Application, the Organiser will send an advance invoice for the lease of the exhibition area/room ordered.
- After the closing date, the Exhibitor/Applicant will be sent an advance invoice for the ordered services associated with the lease of the exhibition area/room. The settlement of this advance invoice will be a precondition for implementation of the order of technical services.
- The final invoice with a deduction of advances will only be sent after the end of the Event.
- The basic price of the lease includes:
  - Rental for the exhibition area for the time of the assembly, course of the Event and dismantling/rental for the room
  - Insertion into the Catalogue in the extent of the data stated in the Order of Registration into the Catalogue
  - Insertion into the orientation system of the Event
  - 2 Exhibitor's Cards for the Exhibitors/ Exhibitor's Cards for the Applicant company's representatives in the number of 10 pcs
  - Assembly/Dismantling Cards for the Implementation Teams making it possible for people (vehicles) to enter the Exhibition Centre (the Organiser is authorised to demand a financial security at the entrance)
  - Catalogue in a printed version
- The basic price of the lease does not include:
  - Other records of the firm - i.e. branch offices, divisions, business representations, etc.
- Cancellation Conditions  
If the Exhibitor/Applicant cancels their participation at the Event/ the Applicant cancels their order of the lease of a room, they are obliged to pay the following cancellation fees (contractual penalties):
  - 50 % of the total rental charged on the cancellation of the Binding Application in a term more than 91 days before the Event beginning
  - 100 % of the total rental charged on the cancellation of the Binding Application in a term less than 91 days before the Event beginning
- If, as a result of force majeure and / or due to regulatory measures of the state bodies, ABF, a.s. will not be able to arrange the holding of the Event, it will immediately inform the exhibitor / interested party. The obligations of ABF, a.s. arising from the application for participation / rental of the hall for the workshop or presentation expire and the exhibitor / interested party is not entitled to compensation for damages.
- All the prices are stated as VAT exclusive.

### Article 3. – Exposition/Room

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

### Article 4. – Technical conditions

- ABF, a.s. will provide free work lighting, fire and medical service, Event protocol, for a fee, regular cleaning of exhibits, flower service, forwarding and customs service, insurance service, for exhibitors, press center and business center, hostesses and interpreters, promotional and photographic services, graphics production, arrangement services, accommodation and catering services.
- ABF, a.s. will send Exhibitors the Order Catalog of Services, Organizational Instructions and Exhibition rasters in advance before the start of the Event.
- In addition to the specified opening hours of the Event and the permitted time range for supply stands, it is forbidden to stay in the exhibition premises. Therefore, follow the instructions of the staff ABF, a.s. and security services.
- In case of non-compliance with the deadline for clearing the exhibition space, it will be charged contractual penalty in the amount of 50 CZK / sqm/ h for unreleased space. In the extreme case, there will be exposure cleared by ABF, a.s. at the exhibitor's expense. The risks associated with evacuation are borne by the exhibitor.
- In case of damage and pollution of the exhibition area or rented movables is the exhibitor obliged to compensate the damage in full. In case of damaged system panels OCTANORM will be charged CZK 600 per exhibitor based on photo documentation of any damaged panel. There is no right to hand over damaged panels to the exhibitor.

### Article 5. – Damage liability insurance

- The Organiser is not liable towards the Exhibitors/Applicants or their Co-Exhibitors/Applicants or any persons staying in the subject matter of the lease with the Applicant's awareness for any loss, destruction or any damage to the articles brought by the Exhibitors/Applicants into the areas leased. (i.e. exhibits, equipment and facilities of the stands, packages, packing materials, etc.), regardless of the fact whether the loss, destruction or other damage has arisen during the assembly, dismantling, transport or in the course of the Event.
- The participation at the Event takes place at the Exhibitors'/Applicants' own risks. The Exhibitors/ Applicants will not make ABF, a.s. responsible for any requirements of third parties concerning compensation of damage incurred as a consequence of the Exhibitors'/Applicants' participation in the trade fair.
- The Exhibitor / Applicant is obliged to be insured for liability for the entire duration of the Event damage in the minimum amount of CZK 50,000,000.
- ABF, a.s. may provide liability insurance for the benefit of exhibitors / applicants caused in the PVA EXPO PRAGUE premises by the activities of the Exhibitor / Applicant during the Event, assembly and disassembly up to the amount of insurance indemnity of CZK 50,000,000 and submit in the case of damage caused by Exhibitors / Applicants to each other in the amount of CZK 2,000,000 for the price 1,200 CZK without VAT.
- Exhibitors / Applicants have the opportunity to arrange insurance for a set of their own exhibition exhibits, stand equipment and facilities for the risk of theft or robbery and natural damage to Event time. This insurance can be taken out by TOTAL BROKERS, a.s.

### Article 6. – Safety, protection of health and fire protection

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

### Article 7. – Presentation of Exhibitors/Applicants

- The Exhibitors/Applicants are only authorised to advertise their products or services in their own expositions/in the room leased at the time of the lease. The Exhibitors/Applicants must not disturb or limit surrounding expositions through their presentations.
- Placement of any advertising or promotional materials out of the Exhibitor's/Applicant's own exposition/room leased at the time of the lease is only permitted subject to previous written approval of the Organiser and for consideration which is not a part of the rental paid for the exposition/room.
- The Organiser is authorised to forbid or remove, at the Exhibitor's/Applicant's expense, all advertising which does not correspond to the above listed conditions or which support fascism, race, religious or other intolerance or which is not compatible with human dignity.
- Within the framework of the lease of the room for a workshop or presentation, it is only permitted to perform audio-visual, acoustic, musical, dancing and other productions provided that the other Exhibitors/Applicants are not disturbed by the operation of these facilities and that the Organiser has granted its written consent to these productions. In order to be allowed to perform productions at the exposition, the Exhibitor/Applicant is obliged to apply for approval from the competent collective administrator of copyrights (such as OSA, INTERGRAM). The noise level beyond the limits of the exposition/room must not exceed the value permitted by legal regulations.
- The Organiser is authorised to forbid all performances causing excessive noise, dust, pollutants, vibrations, endangering safety of visitors or other Exhibitors/Applicants or disturbing the Event operation, and to require the Exhibitor/Applicant in question to pay a contractual penalty amounting to CZK 5,000.

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

- It is necessary to send the Binding Application, the Order Catalogue of Services and any other order forms, including the signature and stamp by e-mail to the address: [info@czechtravelmarket.cz](mailto:info@czechtravelmarket.cz) or in writing to: ABF, a.s. – Trade Fair Administration, Dělnická 12, 170 00 Prague 7 – Holešovice, by the specified deadlines of individual closing dates.
- 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/Applicants (hereinafter referred to also as "the Data Subjects") in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation), hereinafter referred to as "GDPR".
- ABF, a.s. acts as the Data Controller and the Exhibitors/Applicants can contact it in connection with their personal data processed at the address of its registered office.
- ABF, a.s. processes personal data of the Exhibitors/Applicants, which they have provided to it in connection with the signing of the application or contract for the reason of necessity for contract performance, for the reason of necessity for compliance with legal obligations, as well as for the reason of necessity for protection of authorised interests of ABF, a.s. ABF, a.s. processes and collects such personal data for the purpose of conclusion of a contract, provision of performance according to the contract and for termination of a contract, as well as for the purpose of possible enforcement of the claims implying from the contract.
- ABF, a.s. processes the following personal data of the Exhibitor or natural persons who they act in contractual relations: name, surname, title, business address and registered office, identification number and tax identification number, account number, email, telephone.
- The personal data handed over by the Exhibitor/Applicant are processed in writing through a contract, application form, and then they are entered into a computer system of ABF, a.s., which has adopted such measures that are necessary for elimination of an unauthorised or accidental access to personal data, other manner of their unauthorised processing, as well as any other misuse of the personal data. Only responsible persons have access to the personal data.  
Detailed information can be found at <https://czechtravelmarket.cz/en/navstevnik/gdpr>.

### Article 10. – Final provisions

- The Organiser reserves the right to refuse or cancel participation of the Exhibitor/Applicant at the Event in the case that the Exhibitor/Applicant breaches, through their conduct, morals or rules for conclusion of contracts with consumers or fails to observe technical and safety regulations and instructions.
- All requirements and changes on the part of the Exhibitors/Applicants must be sent in writing, subject to a previous agreement with the Organiser. All complaints on the part of Exhibitors/ Applicants towards the Organiser for the time of the assembly and course of the Event must be submitted in writing before the end of the Event 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 Event/lease of a room