

# INSTRUCTIONS FOR ASSEMBLY, DISASSEMBLY AND ORGANISATION OF THE FAIRS



MEZINÁRODNÍ VELETRHY CESTOVNÍHO RUCHU A REGIONÁLNÍ TURISTIKY  
INTERNATIONAL TOURISM AND REGIONAL TOURISM TRADE FAIRS



**17-19 | 3 | 2023**



## **PVA EXPO PRAHA**

Beranových 667

199 00 Praha 9 – Letňany

GPS: Loc: 50°7'46.54"N,14°30'51.48"E

Organiser ABF, a.s.

e-mail: [krusinoval@abf.cz](mailto:krusinoval@abf.cz), <http://www.holidayworld.cz/>

# INSTRUCTIONS FOR ASSEMBLY AND DISASSEMBLY

## Time data:

<b>Installation of expositions:</b>	indoor area	14–15 March 2023	(Tuesday - Wednesday)	8:00 a.m. – 10:00 p.m.
		16 March 2023	(Thursday)	8:00 a.m. – 8:00 p.m.
		17 March 2023	(Friday)	8:00 a.m. – 9:00 a.m.
	outdoor area	16 March 2023	(Thursday)	8:00 a.m. – 8:00 p.m.
<b>Registration of exhibitors:</b>		14–15 March 2023	(Tuesday - Wednesday)	8:00 a.m. – 4:00 p.m.
		16 March 2023	(Thursday)	8:00 a.m. – 6:00 p.m.
		17 March 2023	(Friday)	8:00 a.m. – 9:00 a.m.
<b>Opening hours of the fair for exhibitors:</b>		17–18 March 2023	(Friday - Saturday)	9:00 a.m. – 7:00 p.m.
		19 March 2023	(Sunday)	9:00 a.m. – 5:00 p.m.
<b>Open to visitors:</b>		17–18 March 2023	(Friday - Saturday)	10:00 a.m. – 6:00 p.m.
		19 March 2023	(Sunday)	10:00 a.m. – 5:00 p.m.
<b>Dismantling expositions:</b>		19 March 2023	(Sunday)	5:00 p.m. – 12:00 a.m.
		20 March 2023	(Monday)	12:00 a.m. – 12:00 p.m.

## 1. TIME OF USE OF THE EXHIBITION CENTRE DURING ASSEMBLY

On **16 March 2023** it is not possible to carry out assembly work after **8:00 p.m.** due to finishing work concerning the trade fair. **For this reason the last vehicle will be allowed to enter the exhibition centre at 6:00p.m.**

In case you need **earlier assembly** (assembly before the official assembly term), please contact Project manager Michaela Volná at: [volna@abf.cz](mailto:volna@abf.cz); mobile: +420 724 122 084. An early assembly is subject to payment of a lump sum CZK 1000 per day (VAT exclusive) (cost item covering illumination, security service, etc.) and is only possible on **13 March 2023 from 4:00 p.m. to 10:00 p.m.**

## 2. REGISTRATION

The registration desk is situated in the Entrance Hall II (see the Plan) and is operational for the term of assembly:

### REGISTRATION OPENING HOURS:

<b>Tuesday – Wednesday</b>	<b>14 - 15 March 2023</b>	<b>8.00 a.m. – 4.00 p.m.</b>
<b>Thursday</b>	<b>16 March 2023</b>	<b>8.00 a.m. – 6.00 p.m.</b>
<b>Friday</b>	<b>17 March 2023</b>	<b>8.00 a.m. – 9.00 a.m.</b>

**RECOMMENDATION:** In case of payment made after 4<sup>th</sup> March 2023 we recommend the exhibitors to take a document confirming the payment (account statement, proof of payment) to registration with them. In case that the invoices are not paid in specified due dates, the Exhibitors will not be allowed to enter the exhibition area. The company's registration will only be completed after 100% payment of the invoices.

During registration, every exhibitor will receive, free of charge, 5 exhibitor cards for each firm registered. Exhibitor is entitled to receive exhibitors badges regarding area dimension, see Table.

	up to 30 m <sup>2</sup>	31 – 99 m <sup>2</sup>	100 – 199 m <sup>2</sup>	200 m <sup>2</sup> and more
Assembly card	5	10	15	20
Exhibitor card	5	10	15	20

The exhibitor will receive a card which is scan on the entry into the centre every day for the term of the trade fair. Upon leaving the exhibition centre during the day he/she will receive a return card authorising the person to return to the exhibition centre on the same day with a valid exhibitor card only. **Additional exhibitor cards can be bought at the registration desk at a price of EUR 16/item (VAT exclusive).**

At the registration desk it is also possible to collect, on registration days, parking cards ordered in advance for exhibitors' cars. These parking cards can also be bought directly at the registration. Besides this, the exhibitor will receive, free of charge, 1 copy of the trade fair guide in a printed form, including other information materials.

**The assembly firm or exhibitor** will collect, at the registration counter, the assembly/disassembly cards in the number of fitters, authorising to enter the exhibition centre and start the assembly. The cards cannot be used during the trade fair. After receiving them before the beginning of the assembly, the assembly firm is always obliged to contact the hall manager. Then they will collect the assembly vehicle entry cards permitting vehicle entry into the PVA EXPO PRAGUE centre during assembly/disassembly.

**Hall Managers** (identified representatives of the organiser responsible for organisation in the hall) will be present in individual halls. It is always necessary to report the beginning and end of the assembly to them. Please contact them also in case of possible problems during assembly.

### **3. ASSEMBLY**

The stay on the exhibition area is permitted from the moment of the Exhibitor's registration, on the basis of assembly and disassembly cards at the time - see point Time of use of the Exhibition Centre during assembly. The assembly card enables entry only for the term of assembly and disassembly of the trade fair.

**NOTE: By 6:00 p.m. on 16 March 2023 it is necessary to remove all residual materials and transport packages from the exhibition halls and to clear paths for general cleaning and carpet laying.** If the time deadline for their removal is not observed, ABF, a.s. has the right to remove all at the exhibitor's expense without any compensation entitlements.

**VEHICLE ENTRY INTO THE EXHIBITION CENTRE:** During the days of assembly (**14 - 16 March 2023**), vehicle entry is only allowed with the completed assembly vehicle entry card. You will receive this card on registration in the Entrance Hall II.

**UNLOADING OF EXHIBITS: No mechanisms intended for the unloading of exhibits are allowed to enter the Centre.** This service is ensured by the contractual forwarding company CENTRUMSPED, Filip Červený, Tel.: + 420 602 501 381, E-mail: cerveny@centrumsped.cz, having its office in the centre.

**Furthermore we point out that any vehicles heavier than 3.5 tonnes are not allowed to enter the outdoor area in front of the Entrance Hall II (exceptions are subject to a consent by the ABF, a.s. trade fair administration).**

**INDIVIDUAL SUSPENSION OF EYE CATCHERS FROM THE EXHIBITION HALL CEILING:** This is carried out only by representatives of PVA EXPO PRAGUE on the basis of the order agreed. Any additional suspension in course of the assembly is only performed at the times from 9:00 a.m. to 6:00 p.m. and is subject to a 50% surcharge. We do not offer this service on the last assembly day.

**TRANSPORT OF LARGE-DIMENSION EXHIBITS:** The gate door for the entry into the halls will be opened for this purpose until **16 March 2023 at 12:00 p.m.** Then it will only be possible to use entrances with maximum dimensions of 1,95 m (width) x 2,26 m (height). Should you have exhibits with larger dimensions than the above mentioned specifications, it is necessary to transport them to the exhibition halls on 13<sup>rd</sup> March 2023 from 4 pm.

**DEPOSITS:** On **16 March 2023**, a deposit amounting to **EUR 50 (VAT included)** is collected on vehicle entry, and it is returned on the exit if the permitted stay time (**3 hours**) is not exceeded, or according to the operator's instructions. If this time limit is exceeded, the company is not entitled to deposit reimbursement and the PVA EXPO PRAGUE exhibition centre will issue a sanction fee receipt upon request.

During the trade fair (**17 - 19 March 2023**) - in case that exhibitor does not buy a parking card which is valid for parking in designated areas in the exhibition area, his stay in the area will be limited to the validity of the deposit. The parking area will be located at the outdoor area (parking for visitors).

**PARKING during assembly:** On **14 - 16 March 2023** it is possible to park in course of the assembly directly within the premises of the exhibition centre (vehicle entry after the company's registration on the basis of assembly cards and assembly vehicle entry card) only at the assembly and disassembly times. **NIGHT PARKING IN THE EXPO PRAGUE AREA NEEDS TO BE AGREED ON BY THE ORGANISER IN ADVANCE** and it requires the purchase of the **NIGHT PARKING CARD** (see the Order Catalogue of Services).

**It is absolutely necessary to respect the one-way traffic system and traffic signs in the centre area, to adhere to instructions of the traffic and security service staff members. The vehicles whose drivers fail to respect such instructions or the vehicles which cause impassability will be towed away at their owner's expense.**

**EXPOSITIONS BUILT BY ABF:** Expositions above 25 m<sup>2</sup> which are assembled by the organiser (ABF, a.s.) will be ready to be turned over to you on **16 March 2023** from **10:00 a.m.** and stands not exceeding 25 m<sup>2</sup> inclusive and those for the outdoor area on **16 March 2023** from **12:00 p.m.** Transport of exhibits and stand equipment is only possible until **16 March 2023** at **6:00 p.m.** No vehicles will be allowed to enter the exhibition centre after this time.

#### **4. DURING THE TRADE FAIR**

**OPENING HOURS:**

**EXHIBITOR:**

friday	17 March 2023	9.00 a.m. – 7.00 p.m.
saturday	18 March 2023	9.00 a.m. – 7.00 p.m.
sunday	19 March 2023	9.00 a.m. – 5.00 p.m.

## VISITOR:

friday	17 March 2023	10.00 a.m. – 6.00 p.m.
saturday	18 March 2023	10.00 a.m. – 6.00 p.m.
sunday	19 March 2023	10.00 a.m. – 5.00 p.m.

Apart from the specified operation hours of the trade fair and permitted time period for the supply of stands it is forbidden to stay in the exhibition areas. Therefore, please respect the instructions of ABF and security service.

**SUPPLY:** For the purpose of supply of the stands in course of the trade fairs it is possible for cars (not exceeding the size of vans) to stay in the centre on the basis of a returnable **deposit amounting to EUR 50**. Vehicle entry (see the plan): **17 March 2023 at 8.00 – 9.45 a.m.** (Friday), **18 – 19 March 2023 at 9.00 – 9.45 a.m.** (Saturday, Sunday). Vehicles must leave the exhibition centre within 15 minutes before the trade fair begins. **It is forbidden for supply vehicles to stay inside the centre out of the above mentioned times.**

On the basis of the parking card bought it is possible to enter or leave the centre only during the opening hours of the trade fair.

Side entrances of the halls start to close during the trade fair at 6:15 p.m., and the door in the hall front part is used for leaving the area.

**PARKING during the trade fair:** It is only possible to park in the exhibition centre in the reserved sites with a parking card. Please see the Catalogue of services where parking cards are offered. If exhibitors do not buy the card, they can park on the parking area for visitors (CZK 200/day). **NIGHT PARKING IN THE PVA EXPO PRAGUE CENTRE AREA IS ONLY POSSIBLE IF THE EXHIBITOR PURCHASES THE NIGHT PARKING CARD. PARKING IN BETWEEN HALLS IS FORBIDDEN.**

**ENTERING THE VENUE:** Please note that exhibitors will be asked to show exhibitor cards at the entrances to PVA EXPO PRAGUE during the trade fair.

## 5. **DISASSEMBLY**

Disassembly of stands and expositions is permitted after the end of the trade fair on **19 March 2023 from 5.00 p.m. and continues NON-STOP till 20 March 2023 until 12:00 p.m.** (Sun - Mon).

**EXPOSITIONS BUILT BY ABF, a.s.:** **Clearing of these expositions MUST be commenced immediately after the end of the trade fair on Saturday (19 March 2023) and terminated no later than on the same day by 10:00 p.m.** For organisational reasons, this term will be followed by disassembly of even non-cleared expositions, and neither ABF nor the implementing firms assume liability for any possible loss and damage.

**VEHICLE ENTRY INTO THE CENTRE:** We ask all exhibitors to enter the exhibition centre only for the purpose of loading of the expositions already dismantled and prepared for removal and to observe the instructions of traffic and security service.

### **IMPORTANT TIME SECTIONS**

- On **19 March 2023 from 5:00 p.m.** only cars, vans and lorries with a weight not exceeding 3.5 t will be permitted to enter the premises of PVA EXPO PRAGUE. Vehicles above 3.5t will be permitted inside exhibition centre **after 6:00 p.m.**

- On **19 March 2023 from 10:00 p.m.**, transport of empty packaging material will take place. The exhibitors requesting delivery of empty packages to the stand immediately after the end of the exhibition must address the forwarding company CENTRUMSPED expressly with this request in advance.
- On the day of disassembly **from 12:00 a.m. to 6:00 a.m.**, only the door from the front area of the halls will be open, the other entrances will be closed.

**HANDOVER OF THE EXHIBITION AREA:** The Exhibitor is obliged to hand over, until the disassembly closing deadline, the absolutely empty and clean exhibition area leased in the same condition as the one in which it was taken over, i.e. it is necessary to remove also floor covering materials, adhesive carpet tapes at the Exhibitor's expense and to return all movable assets leased from ABF, a.s. in an undamaged condition.

The companies are obliged to order a container for waste arising during the stand disassembly. A container order can be made in advance sending the filled in order form (see the Order Catalogue) or directly at the exhibition centre, at the technical dispatcher's centre (registration). You can also contact Pavla Bubenikova at bubenikova@abf.cz or at +420 725 733 481.

In case of damage and contamination of the exhibition area or leased movable assets, the exhibitor is obliged to pay the arising damage in a full amount. In case of damaged panels of the OCTANORM system, the exhibitor will be charged, on the basis of photo documentation, an amount of CZK 600 for each panel damaged. No entitlement to handover of damaged panels shall arise to the exhibitor.

If the final deadline for the clearing of the exhibition area is not observed, a contractual penalty amounting to CZK 30 per m<sup>2</sup> and hour of the non-cleared area will be charged. In an extreme case, the exposition will be cleared by ABF, a.s. at the exhibitor's expense. The risks connected with the clearing will be borne by the exhibitor.

## **6. TECHNICAL AND OPERATION CONDITIONS**

**EXPOSITION:** The architectonic design and operation of the exposition must not disturb or limit other expositions. The firm whose exposition walls (side as well as rear) exceed the height of 250 cm and neighbour on the rear or side wall of surrounding stands is obliged to design this wall above 250 cm in a neutral way from the viewpoint of construction and graphics. The use of these higher walls for the company's own advertising purposes is inadmissible - if they are used this way, the company will be forced to remove the advertising items and to process the walls in a graphically neutral way at its own expense. Any advertising eye catchers exceeding the height of 250 cm must be placed by the company at a distance of least 1.5 m from the neighbouring stands.

The contours of the exhibition stand must not exceed the contours of the exhibition area leased, not even above the level of the ceiling structure of the stand. Any possible excess of the collar or eye-catcher of the stand into the aisle is permitted after a written approval by ABF, a.s.

The stand must not touch the structure, walls or roof of the exhibition halls with any parts and the distance of its rear wall from the hall wall must not be less than 1m. The highest point of the stand must be situated at least 70 cm from the ceiling structure.

Storage of any material in technical aisles (especially behind the rear wall of the stand) is inadmissible for safety, fire and operational reasons. Storage of packages, including their removal and return delivery to the stand can be ordered from the contractual forwarding company.

**CONNECTION LINES:** Assembly power supply (230 V) will be available from the day of permitted assembly of stands (see point 1), in several places in the halls or in the Centre, in the sites of the assembly connection line. **For this reason please ensure your own extension cables - approx. 50m.**

**ADDITIONAL ORDERS OF SERVICES:** Any changes concerning orders of technical services, erection or equipment of stands required by the exhibitor, additionally after the assembly commencement deadline, will only be managed after fulfilment of properly ordered work and services towards the other exhibitors. These additional orders of work and services may be subject to a surcharge of up to 100% of the price calculated by ABF, a.s. The payment shall be made by the exhibitors in cash at the Exhibition Centre.

## **7. SECURITY SERVICE AND INSURANCE**

In course of the assembly, Trade Fair days and disassembly the organiser ensures basic security and order services in the Exhibition Centre. The security service of the Centre is authorised to check, in a random way, all vehicles on the entry into and exit from the Centre and visible identification of persons authorising to stay in the Exhibition Centre. Within the meaning of the General Terms and Conditions for Participation in the ABF, a.s. Trade Fairs, the organiser is not responsible at the Centre towards Exhibitors or their Co-exhibitors for any loss, destruction or any damage to exhibits, equipment and outfit of the stands, goods, packages, packaging materials, regardless of the fact whether the loss, destruction or other damage arose during assembly, transport or in course of the Trade Fair.

The Exhibitor is obliged to have all exhibits and above mentioned materials, both its own and those of its Co-exhibitors, insured for all the time of their presence in the Exhibition Centre, against all risks which can be considered for the Exhibitor's assets. The insurance can be arranged for in advance also directly in the Exhibition Centre area (the information is available from the registration office of ABF, a.s. in Entrance Hall I.). The insurance agenda and management are entrusted to **Total Brokers**, a.s., an insurance broker company whose representative you can find during assembly and on the first day of the Trade Fair in Entrance Hall II. on the following days:

- 16 March 2023 from 1:00 p.m. to 6:00 p.m.,
- 17 March 2023 from 9:00 a.m. to 1:00 p.m.

You can order individual safeguarding of your exposition in the order form 2a of the ORDER CATALOGUE, or at: e-mail: [krusinova@abf.cz](mailto:krusinova@abf.cz) (price of individual safeguarding: EUR 10/hour or EUR 11/hour after 15 February 2023 VAT exclusive).

## **8. MUSIC PRODUCTION**

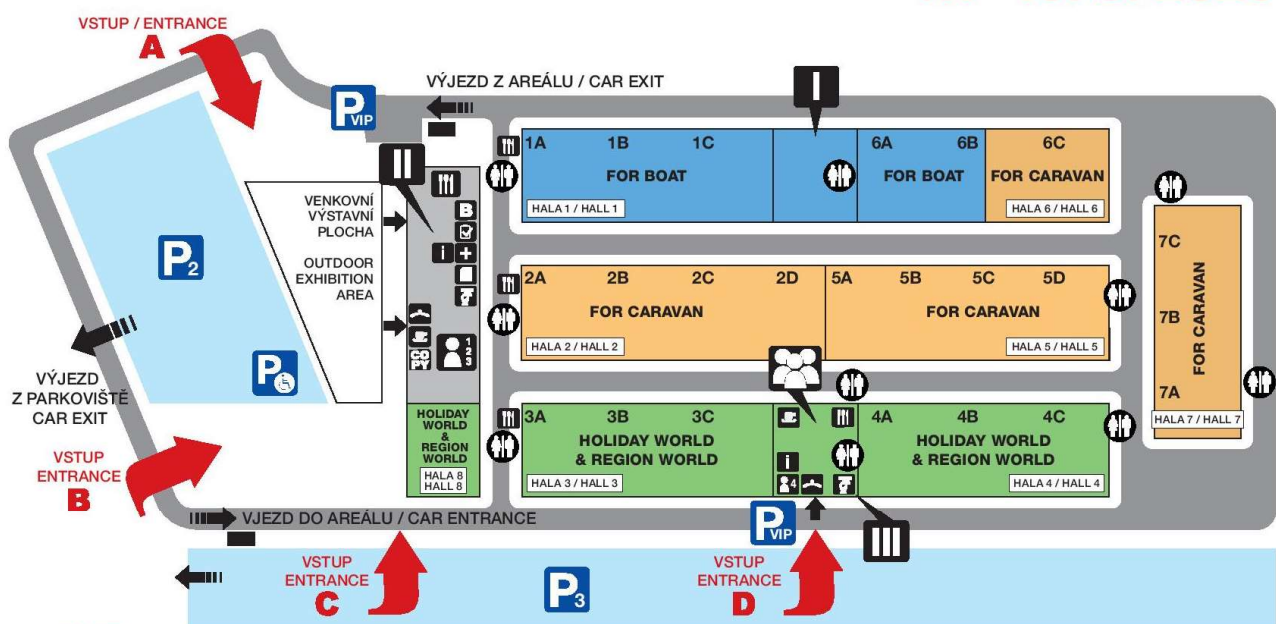
On the basis of the Act no. 121/2000 Coll., on Copyright and Rights Related to Copyright, all propagation of music as well as verbal works with the public access is subject to royalties. The provisions of this Act apply to all persons who use, during their business activities, shots of performing actors and producers of audio and audio-video recordings with the help of technical equipment (radio, television, CD, mini tower, etc.) and organise live music productions. All of them are obliged, in virtue of the law, to ask copyright protection organisations for permission before commencement of such activities and to pay appropriate remuneration to them. Text authors, composers and music publishers are represented and permissions are granted by OSA. Performing actors, recording producers (CD, DVD) are represented and permissions are granted by Intergram.

We draw the exhibitors' attention to the fact that if they have any live music performance or reproduced music at their expositions, they are obliged to respect provisions of the above cited Act and still before the beginning of the trade fair to report production to the copyright administrators - OSA and INTERGRAM, and to pay the author's remuneration. For more detailed information please see [www.osa.cz](http://www.osa.cz) and [www.intergram.cz](http://www.intergram.cz). If the exhibitor fails to do so, the trade fair organiser, ABF, a.s., forbids operation of any music production in contradiction with the above mentioned rules.

**If the above mentioned reporting obligations and the registration conditions are met, it is only permitted to run audio video, acoustic, music, dancing and other productions for the time of max. 8 minutes per hour provided that the other exhibitors are not disturbed by the operation of these means. If these conditions are not met, the exhibitor will be fined CZK 5,000 and in case of a repeated breach the operation of all production will be forbidden to that exhibitor.**



## HOLIDAY WORLD & REGION WORLD 17.-19. 3. 2023



Metro linka C - stanice Letňany  
Subway line C - Letňany station

- Vstupní hala I / Entrance Hall I
- Vstupní hala II / Entrance Hall II
- Vstupní hala III / Entrance Hall III

- Kongresový sál (1. patro Vstupní haly III)  
Congress Hall (1st floor in the Entrance Hall III)
- Konferenční centrum ve Vstupní hale II (sály 1, 2, 3)  
Conference centre in the Entrance Hall II (conference rooms 1, 2, 3)
- Přednáškový sál 4 (přízemí Vstupní haly III)  
Lecture Hall 4 (ground floor of the Entrance Hall III)

- Informace / Informations
- Registrace / Registration
- Parkoviště / Parking Area
- Grafický a veletržní servis CREATIV EXPO  
Graphic and Exhibition Service CREATIV EXPO

- Bankomat / ATM Machine
- Šatna / Cloakroom
- WC
- První pomoc / First Aid

- Press centrum / Press Centre
- Business centrum / Business Centre
- Kavárna / Café
- Restaurace / Restaurant



## **9. IMPORTANT CONTACT INFORMATION**

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**Total Brokers a.s. - Insurance of Exhibits**

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**CENTRUMSPED s.r.o., Bc. Filip Červený - Forwarders**

Mobil: 602 501 381, E-mail [cerveny@centrumsped.cz](mailto:cerveny@centrumsped.cz)

**STONES CATERING, s.r.o., Ing. Karolína Reichman Čiháková - Catering**

Mobil: 773 635 856, E-mail [karolina@stonescatering.cz](mailto:karolina@stonescatering.cz)