

PRAGODENT 2023

TABLE OF CONTENTS:

- 1 Important notice
- 2 Order of parking, vehicle entries, exhibitor and assembly cards
- 2a Order of vouchers, order of conference rooms and security service
- 3 Order of advertising areas and services at PVA EXPO PRAGUE
- 3a Order of advertising areas and services at PVA EXPO PRAGUE
- 3c Presentation of exhibits in the "Showcased products" section
- 4 Order of waste containers
- 5 Individual insurance
- 5a Obligatory insurance
- 6 Offer of accommodation
- 7 Offer of gastronomic services
- 8 Offer of hostesses
- 9 Contact information

1

All payments must be made into the ABF, a.s. account before the fair begins!

See below for closing dates. Documents, registration forms and order must be delivered to ABF by the relevant closing dates. Should the exhibitor fail to send the required documents within the required deadlines, it runs the risk of possible complications in installing the stand and, as a result, possible additional financial costs.

Closing date for technical services	31 August 2023
Ordering technical services. An order for technical services during installation will be billed with a surcharge of up to 100 %, or might not be technically possible any more.	
Closing date for ordering stand construction, fitting and graphic work	31 August 2023
Ordering stand construction. Ordering fittings and graphic work.	
Closing date for sending stand design for approval, sending Confirmation of exposition installation	31 August 2023
Exhibitors that are constructing a stand of their own accord or using an advertising or installation agency must send the stand design to the ABF, a.s. fair administration for approval. The floor plan and front view must be sent, stating the basic dimensions, with drawings of any dominant high features and signs, as well as the orientation of the stand within the ordered space and with marking of the location of electricity, water and waste lines. For two-floor stands, exhibitors must submit a static report and, where appropriate, documentation.	
Closing date for the registration of co-exhibitors	31 July 2023
Registration of other companies that will exhibit at the fair stand. A co-exhibitor is also specified in the catalogue and at the fair website. And in the orientation system of the fair. A co-exhibitor is any company (except the exhibitor itself) which is presented at the exhibitor's stand within its exposition (demonstration of exhibits, panel, company logo, company name, prospectuses, video programme etc.). The exhibitor is obliged to register and pay the registration fee for all of its co-exhibitors. In the case of violation of this principle, the exhibitor must pay double the registration fee for co-exhibitors during the fair.	

Time data:

Early assembly of the booths:		7–8 October 2023	(Saturday - Sunday)	7:00 a.m. – 10:00 p.m.
Installation of expositions:	indoor area	9–10 October 2023	(Monday – Tuesday)	8:00 a.m. – 10:00 p.m.
		11 October 2023	(Wednesday)	8:00 a.m. – 8:00 p.m.
	outdoor area	11 October 2023	(Wednesday)	8:00 a.m. – 10:00 p.m.
Registration of exhibitors:		9–10 October 2023	(Monday – Tuesday)	8:00 a.m. – 4:00 p.m.
		11 October 2023	(Wednesday)	8:00 a.m. – 6:00 p.m.
Opening hours of the fair for exhibitors:		12 October 2023	(Thursday)	7:00 a.m. – 7:00 p.m.
		13 October 2023	(Friday)	8:00 a.m. – 7:00 p.m.
		14 October 2023	(Saturday)	8:00 a.m. – 4:30 p.m.
Open to visitors:		12 October 2023	(Thursday)	9:00 a.m. – 6:00 p.m.
		13 October 2023	(Friday)	9:00 a.m. – 7:00 p.m.
		14 October 2023	(Saturday)	9:00 a.m. – 4:30 p.m.
Dismantling expositions:		14 October 2023	(Saturday)	4:30 p.m. – 12:00 a.m.
		15 October 2023	(Sunday)	12:00 a.m. – 1:00 p.m.

Exhibitor (commercial name) _____

MULTIDAY PARKING CARD - TRANSFERABLE**closing deadline for orders: 31 August 2023**

The multiday parking card is intended for passenger cars of the exhibitors. Its validity is 12–14 October 2023 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: EUR 91/pc	Quantity:
-------------------------	------------------	-----------

MULTIDAY PARKING CARD - NON TRANSFERABLE**closing deadline for orders: 31 August 2023**

The multiday parking card is intended for passenger cars of the exhibitors. Its validity is 12–14 October 2023 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: EUR 68/pc	Quantity:
--	------------------	-----------

PARKING CARD - ONE DAY CARD**closing deadline for orders: 31 August 2023**

The one-day parking card is intended for passenger cars of exhibitors and can be used on 12–13 October 2023. It enables its holder 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). **The one-day parking card cannot be bought for the last day of the trade fair, i.e. 14 October 2023.**

* ONE-DAY PARKING CARD	price: EUR 27/pc	Quantity:
------------------------	------------------	-----------

PARKING CARD FOR GUESTS OF THE EXHIBITOR**closing deadline for orders: 31 August 2023**

Every exhibitor might buy a parking card for its guests. With this parking ticket every guest is allowed to park for free inside the PVA EXPO PRAGUE area in reserved sites. Every exhibitor can order parking card for its guests and stamped parking card can be sent to business partners with the invitation to the stand of the exhibitor. Parking card for guests of the exhibitor will be invoiced after the fair. Only used parking cards will be invoiced.

* PARKING CARD FOR GUESTS	price: EUR 8/pc	Quantity:
---------------------------	-----------------	-----------

OVERNIGHT PARKING**closing deadline for orders: 31 August 2023**

For overnight parking must be also daily parking card purchased.

Overnight parking up to 3,5 t	price: EUR 11/night	Quantity:
Overnight parking over 3,5 t	price: EUR 23/night	Quantity:

ASSEMBLY VEHICLE ENTRY CARD**closing deadline for orders: 31 August 2023**

During 9–11 October 2023, 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 the 11 October 2023 (Wednesday), a deposit of EUR 50 including VAT will be collected upon entering the complex, which will be refunded upon departure if the permitted stay is not exceeded (3 hours) or according to the operator's instructions. If this time is exceeded, there is no entitlement to a refund and the PVA EXPO PRAGUE will issue a proof of the penalty fee upon request.

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

EXHIBITOR / ASSEMBLY CARDS**closing deadline for orders: 31 August 2023**

The exhibitor cards authorise their holders to enter the PVA EXPO PRAGUE area to the trade fair on 12–14 October 2023. 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: EUR 16/pc	Quantity:
* ASSEMBLY CARD	Included in the registration fee	Quantity:

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 card	5	10	15	20
Exhibitor card	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 II 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.

All prices are stated as VAT exclusive.

Date, signature for the Client, stamp

Exhibitor (commercial name) _____

VOUCHERS - ELECTRONIC COMPLIMENTARY TICKET

During August 2023 you receive an Internet link with a unique code that might be sent to your business partners. After the registration via code your business partner receive a voucher (ticket) to the fair. Complimentary electronic ticket can be distributed up to 300 partners of your company. The electronic tickets will not be charged to exhibitors.

RESERVATION OF CONFERENCE ROOMS**closing deadline is 31 August 2023**

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 150 persons (the above mentioned capacities are valid at a theatre arrangement of the rooms). The conference rooms are situated in the Entrance Hall 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 II	EUR 68/hour	<input type="checkbox"/>
Conference Room no. 1 (max. 150 persons) - Entrance Hall II	EUR 114/hour	<input type="checkbox"/>
Date of lease:	Time period of lease:	from to

ORDER OF MEETING ROOMS**closing deadline is 31 August 2023**

Conference Room no. 2 (max. 30 persons) - Entrance Hall II - private meetings, press conferences, etc. EUR 45/hour ☐

INDIVIDUAL SAFEGUARDING OF EXPOSITIONS**closing deadline is 31 August 2023**

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	EUR 16 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 EUR 16 per hour is only valid if the security service is ordered **by 31 August 2023**. In case of later orders the price is EUR 17 per hour.

Please note: Individual safeguarding can be ordered minimum for at least 6 hours continually.

All prices are stated as VAT exclusive.

Exhibitor (commercial name) _____

PROMOTION OF EXHIBITORS OUT OF THE EXPOSITION**closing deadline is 15 August 2023**

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: 12–14 October 2023**Campaign term for the month: October 2023**

Order	Advertising space/service	Event time range/day/month	Number of pcs/ days/persons	Price per piece	Total price
1.	Triboard (three-sided banner) - width 294 cm, height 530 cm including banner production	event		EUR 1,140/1 side	
2.	Triboard (three-sided banner) - width 294 cm, height 530 cm including banner production	month		EUR 1,590/1 side	
3.	Fixed billboard - width 510 cm, height 240 cm including printing and posting the paper poster	event		EUR 550/pc	
4.	Fixed billboard - width 510 cm, height 240 cm including printing and posting the paper poster	month		EUR 780/pc	
5.	Mobile billboard - width 510 cm, height 240 cm including printing and posting the paper poster	event		EUR 550/pc	
6.	Mobile billboard - width 510 cm, height 240 cm including printing and posting the paper poster	month		EUR 780/pc	
7.	Flags (flutters) – flagpoles in front of Entrance Hall II or III (a pack of 5) – width 150 cm x height 100 cm, or width 80 cm x height 200 cm	event		EUR 370/5 pcs	
8.	A2 poster - cash registers, including printing	event		EUR 280/pc	
9.	Fence advertising space a) – width 400 cm, height 100 cm	event		EUR 550/pc	
10.	Fence advertising space a) – width 400 cm, height 100 cm	month		EUR 730/pc	
11.	Fence advertising space b) – width 200 cm, height 100 cm	event		EUR 460/pc	
12.	Fence advertising space b) – width 200 cm, height 100 cm	month		EUR 690/pc	
13.	Container - width 600 cm, height 260 cm	event		Based on current calculation	
14.	Container - width 600 cm, height 260 cm	month		Based on current calculation	
15.	City Light Indoor - width 118.5 cm, height 175 cm including print	month		EUR 370/pc	
16.	City Light Indoor - width 118.5 cm, height 175 cm including print	month		EUR 690/pc	
17.	Railing advertising space in Entrance Hall II – width 100 cm, height 100 cm	event		EUR 230/pc	
18.	Railing advertising space in Entrance Hall II – width 200 cm, height 100 cm	event		EUR 460/pc	
19.	Roll-up stand area in the entrance halls – width 85 cm, height 200 cm	event		EUR 230/pc	
20.	Samsung advertising screens 16:9 (horizontal)	event		EUR 370/pc	
21.	Samsung advertising screens 9:16 (vertical)	event		EUR 370/pc	
22.	A1 poster – Information, including print	event		EUR 140/pc	
23.	A3 poster – toilets, a pack of 10 including print	event		EUR 460/10 pcs	
24.	A3 poster – toilets, pack of 10 including print	month		EUR 820/10 pcs	

Exhibitor (commercial name) _____

Order	Advertising space/service	Event time range/day/month	Number of pcs/ days/persons	Price per piece	Total price
25.	A4 sticker on mirrors – toilets, including print* (min. 14 pcs.)	month		EUR 640/flat rate	
26.	Double-sided sticker on exhibition hall doors – width 50 cm, height 50 cm, including print	event		EUR 140/1 door	
27.	Double-sided sticker on entrance hall doors – width 45 cm, height 27 cm, including print	event		EUR 190/1 door	
28.	Floor advertising in exhibition halls – space 1 sqm including sticker print	event		EUR 190/sqm	
29.	Advertising spot on the ORION screen in VHIII – 16:9 video, full HD, AVI or MPG, DivX codec, 25 fps shooting, max. 200 MB, max. 30 seconds	day		EUR 140/pc	
30.	Large format advertising display in the Entrance Hall III – 445 x 445 cm	event		EUR 1,590	
31.	Advertising on paper placemats of PVA EXPO PRAGUE restaurants – width 45 cm, height 27 cm including print*	event		EUR 1,370/flat rate	
32.	Distribution of promotional materials at cash registers	event		EUR 0.15/pc	
33.	Distribution of promotional materials at information desks	event		EUR 0.10/pc	
34.	Permission to distribute promotional materials by own hostess, newsboy or mascot	day		EUR 95/person	
35.	Promotion on the homepage of the pvaexpo.cz website – banner without text 1320 x 432 px, title max. 13 characters, subtitle max. 39 characters, button max. 10 characters, url link	week		EUR 820	
36.	Banner in the Events Calendar section on the pvaexpo.cz website – 312 x 416 px	week		EUR 370	
37.	Banner in the News section on the pvaexpo.cz website – 312 x 416 px	week		EUR 370	
38.	Facebook post PVA EXPO PRAGUE – max. 200 characters incl. spaces, 1x image – jpg, 940 x 788 px	week		EUR 70/pc	
39.	Lanyards for exhibitor passes	action		Based on current calculation	
40.	Lanyards for exhibitor passes including production	action		Based on current calculation	
41.	Newsletter distribution to the visitor database (max. 200,000 addresses) at the required date	day		EUR 0.10/pc	
	Surcharge for non-exhibiting companies ** 20 % YES <input type="checkbox"/> NO <input type="checkbox"/>				
	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 www.pragodent.eu***We guarantee exclusivity**

The prices of advertising spaces are listed including installation. The prices of advertising space and services apply to the exhibitor of the given event (fair, exhibition) for which he has ordered exhibition space and for which he also orders the advertising space and services selected above. ** For non-exhibiting companies, a surcharge of 20% is charged to the prices.

All prices are without VAT.

3b

You can download a form which you can fill in by using a computer from www.pragodent.eu

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 processes the personal data of the Client (hereinafter also as "data subject") in accordance with the Regulation of the European Parliament and Council (EU) 2016/679 of 27 April 2016 (general regulation on the protection of personal data), hereinafter referred to as "GDPR". The Lessor acts as the administrator of personal data and the Client acts as the administrator can contact in connection with the processed personal data at address of its headquarters. The Lessor processes the Client's personal data related to him with the signature of the order or contract provided due to necessity for the fulfillment of the contract, due to the necessity for the fulfillment of legal obligations, as well as due to necessity for the protection of beneficiaries interests of the Lessor. The lessor processes and collects personal data for the purpose of closing contract, provision of performance according to the contract and upon its termination, further for the purpose of possible enforcement of claims arising from the contract. The Lessor processes the following personal data of the Client or natural persons who act on his behalf in contractual relations: name, surname, title, business address and seat, identification and tax number identification number, account number, email, telephone number. Personal data provided by the Client are processed in writing through a contract, an order, while they are further introduced into of the Lessor's computer system, which has taken such measures that there could be no unauthorized or accidental access to personal data, to their other unauthorized processing, as well as to another misuse of personal data. Only those responsible have access to personal data persons. Detailed information can be found at www.abf.cz/navstevnik/gdpr.
11. 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.

I agree to sending business communications to ABF, a.s. in accordance with Act No. 480/2004 Coll. Consent can be revoked by sending an e-mail with the text "do not send" to stoplist@abf.cz.

Date, signature for the Client, stamp

I declare that I have familiarized myself with the Business Terms and Conditions of ABF, a.s., which are an integral part of this application, I understand and agree with their content. I understand that this is a framework contract that will be implemented in parts, based on written, e-mail orders. If orders are issued by a third party, the original is always required.

for ABF, a.s.

Date, signature for the Client, stamp

3c

Exhibitor (commercial name) _____

BONUS PROMOTION ON THE WEB SITE

To be found at the exhibition section on the exhibition web side provides ideal place for introduction of interesting exhibits, new technologies or information on offered services you intend to present in your exposition. As Exhibitor or Co-exhibitor, you can introduce your novelties or exhibit even before the Exhibition starts. Provided information can be used also as a part of PR campaign or as a part of your entry in the electronic exhibition catalogue. We will publish your materials right after we receive them, texts will be subjected to editorial revision. Our editors do not guarantee correctness of the materials submitted to publication.

Example:

**OssaBase®-HA – synthetic material for bone regeneration****Exhibitor: LASAK s.r.o.****HALL 3 - A 14 PRAGODENT**

OssaBase®-HA is a synthetic material for bone regeneration based on hydroxyapatite with slow resorption. Provides replacement of missing or lost bone tissue alone or in combination with own bone tissue, blood or PRP. OssaBase®-HA achieves up to 83% continuous porosity to support vascularized bone formation. The slow resorption characteristic helps ensure long-term implant stability and volume retention in cases where a longer healing time is required.

www.lasak.cz**Name of the presented product / technology / service** (max. 80 characters):**Description of the exhibit / technology / service** (max. 500 characters) – description of qualities, market use, advantages:**Web** (link to the site with the product detailed description):

Picture / photo: please send the best quality pic possible in the attachment. Demanded format jpg, minimum width 800 px, file name = exhibit name

Approval to picture/photo publication ☐

The sender of the picture/photo hereby confirms the publication of picture/photo will not violate copyrights, any other rights or legitimate interests of the third party. The sender grants to the ABF a.s. (ID: 63080575) and to the CS katalogy s.r.o. (ID: 01708511) the non-exclusive license to use the picture/photo in all the uses necessary in unlimited range and with right to provide sub-license. This license is granted in the Czech Republic territory for duration of proprietary copyrights and without quantitative limitations. ABF and CS katalogy companies are authorized to publish complete or partial picture/photo not only in the original form, but also in modified version, together with other copyrighted works, including texts, pictures, photos, visual or audio records. Should the picture/photo publication violate any rights of the third party, the sender undertakes to compensate third party claims that may arise from such violation.

Sender of the picture/photo:

Contact person _____

Tel./mobile _____ E-mail _____

Please fill in the form electronically and send it to wesela@cskatalogy.cz including the attachment (picture/photo).

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.

The containers will be prepared no sooner than on 14 October 2023 in the morning, at the entrance, as close to your exposition as possible.

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

For the Trade Fairs Implementation Team

Tomáš Kabele

Technical Department Manager

TM: +420 739 003 162

kabele@abf.cz

WE ORDER THE BELOW SPECIFIED CONTAINERS FOR WASTE REMOVAL DURING DISMANTLING



Capacity 1 100 litres
Price EUR 36
(VAT not included)

We order items



Capacity 3 m³
Price EUR 114
(VAT not included)

We order items



Capacity 9 m³
Price EUR 245
(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: Tábořská 619/46, Praha 4 – Nusle, Postal Code 140 00, Czech Republic

Company Reg. No.: 273 79 345

T: +420 731 424 709, +420 261 109 600

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

In case of interest representative of TOTAL BROKERS 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.**
Táborská 619/46, 140 00 Praha 4 – Nusle
tel.: 261 109 600, mobil: 731 424 709
e-mail: josef.zacek@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 II in the following terms:

11 October 2023	1:00 p.m. - 6:00 p.m.
12 October 2023	9:00 a.m. - 1:00 p.m.

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

Aquapalace Hotel Prague 4*

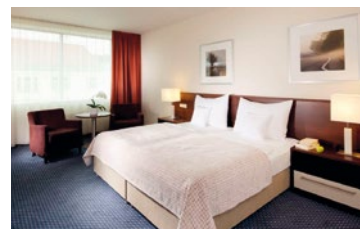
The luxurious **Aquapalace Hotel Prague** offers an ideal combination of business meetings with relaxation, rest and entertainment, all this in the immediate vicinity of one of the most beautiful European metropolises. The Aquapalace Hotel is part of the AQUAPALACE PRAHA area, the largest Central European 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.



Hotel Blue Orange Resort is located in Prague 9, just a 6 minute drive from PVA EXPO PRAGUE and 3 minutes drive from OC Letňany. The hotel provides accommodation in bright, modern and comfortable rooms. Spacious outdoor private parking. Hotel guests can enjoy delicious food in the new The One Bistro restaurant with a terrace, which is open seven days a week until eleven o'clock evening. We also serve a continental breakfast in the quiet atmosphere of the modern restaurant. The hotel as well offers conference facilities and a restaurant lounge. Free Wi-Fi is available in all premises. A special 10% discount applies to exhibitors at PVA EXPO PRAGUE. To apply the discount contact the hotel reception at info@blueorange.cz or +420 286 006 222.



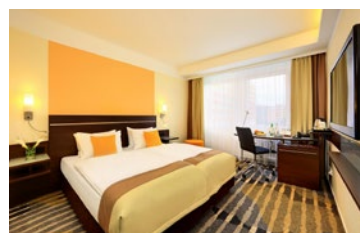
The **Clarion Congress Hotel Prague 4*** is located just 10 minutes by car or direct bus line 136 or 195 from PVA EXPO PRAHA in Letňany. The Vysočanská station on metro line B interconnected with the hotel provides convenient and fast transport to the city centre. Our hotel offers accommodation in modern 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 +420 211 131 139, presenting the password "PVA 2023". We will be happy to send you a discounted special offer.



Hotel Holiday Inn Prague is located near the Prague Congress Center and the Vyšehrad metro station with a direct and fast connection not only to PVA EXPO PRAGUE, but also to the historical and commercial ones center of Prague. 254 modern air-conditioned rooms and a gourmet restaurant are available to guests. Esprit with a garden with a panoramic view of Prague, flexible conference spaces, MiniGym, massages and free Wi-Fi. Guests can park in the large-capacity hotel garage. Thanks to its location and equipment, Holiday Inn Prague is not only an ideal choice for business trips, but also for weekend or family stays in Prague. For an offer of accommodation at a discounted price, please contact the reception on +420 296 895 050 or by e-mail info@holidayinn.cz.



Hotel Duo 4* is located in close proximity to metro station C Strážkov, just a two-minute drive from Letňany, and a few minutes by car or bus (direct line 201) from PVA EXPO PRAGUE. The hotel has 654 elegant air-conditioned rooms of various categories. In leisure time it is possible use the gym, treat yourself to a Thai massage, hairdresser services, play table tennis or bowling in a modern bowling center with 12 lanes. We provide for exhibitors at PVA EXPO PRAGUE discount on all available offers and free parking in the large-capacity hotel parking lot. In case of demand, contact us at the address resduo@janhotels.cz or by phone number +420 266 133 083 and enter the password "PVA 2023", we will be happy to send you a discounted special offer.



STAGES HOTEL Prague is situated next to the Českomoravská metro station and close to the Praha-Libeň railway station. People stay in hotels to seek experiences elsewhere. STAGES HOTEL Prague is a new experience itself. Shine like a star and enjoy EXPERIENCE UNPLUGGED. 300 stylish Guest rooms including 27 Suites, 6 multi-purpose conference rooms for up to 300 people, signature BACKSTAGE BAR with outdoor Piazzetta, lifestyle BACKSTAGE RESTAURANT with elegant open-plan kitchen and access to inner atrium, Music Lounge for the greatest events, fitness facilities, parking for up to 100 cars. This exclusive offer for PVA EXPO PRAHA is available [here](#).



7

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 II and III
- 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
karolina.reichman@stonescatering.cz
info@stonescatering.cz

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



8

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.



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 15
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 18
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 19
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 21
Costume lending (choice).	1 trade fair	EUR 27

ABF, a.s.

Ing. Martina Krušinová

E-mail: krusinova@abf.cz

Organiser:

ABF, a.s. - Member of the Economic Chamber of the Czech Republic, SOVA ČR
Registered office: Beranových 667, 199 00 Praha 9 – Letňany,
www.abf.cz

Ing. Janica Ciglianová

Head of Sales
M: +420 724 589 269
ciglianova@abf.cz

Mgr. Michaela Volná

Trade Fair Manager
M: +420 724 122 084
volna@abf.cz

Ing. Martina Krušinová

Production manager
M: +420 725 074 820
krusinova@abf.cz

Tomáš Kabele

Technical Department, PDD
M: +420 739 003 162
kabele@abf.cz

Jiřina Nováková

Invoicing
M: +420 739 003 139
novakova@abf.cz

SUPPLIERS OF SERVICES**Catalogue:**

CS KATALOGY s.r.o.
Veronika Veselá
M: + 420 724 265 375
vvesela@cskatalogy.cz

Forwarders:

CENTRUMSPED, s.r.o.
Filip Červený
M: +420 602 501 381
cerveny@centrumsped.cz

Catering:

STONES CATERING, s.r.o.
Ing. Karolína Reichman Čiháková
M: +420 773 635 856
karolina.reichman@stonescatering.cz
info@stonescatering.cz