

# **INSTRUCTIONS FOR ASSEMBLY AND DISASSEMBLY AND ORGANIZATION OF TRADE FAIR**

**REKLAMA POLYGRAF OBALY**

**13 – 15 May 2025**

**Venue:**

**PVA EXPO PRAHA**

Beranových 667

199 00 Prague 9 – Letňany

GPS: Loc: 50°7'46.54"N,14°30'51.48"E

Organizer ABF, a.s.

tel.: 00420 721 942 100

e-mail: [hyncikova@abf.cz](mailto:hyncikova@abf.cz)

# INSTRUCTIONS FOR ASSEMBLY AND DISASSEMBLY

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

### INDOOR AND OUTDOOR AREA:

Early assembly*	Thursday	8 May 2025	8:00 a.m. - 6:00 p.m.
Indoor area	Friday - Saturday	9 - 10 May 2025	8:00 a.m. - 8:00 p.m.
	Sunday - Monday	11 - 12 May 2025	8:00 a.m. - 10:00 p.m.
Outdoor area	Monday	12 May 2025	8:00 a.m. - 10:00 p.m.

**On 12 May 2025** it is not possible to carry out assembly work after 10:00 p.m. due to finishing work concerning the trade fair.

Should you need the so-called **early assembly\*** (assembly before the official assembly term), please contact: Pavla Hyncikova: +420 721 942 100, e-mail: [hyncikova@abf.cz](mailto:hyncikova@abf.cz).

Preliminary assembly is charged 58 CZK without VAT per sqm (cost item for security guards, lighting etc.) and would be possible only on 8 May 2025 from 8:00 a.m. - 6:00 p.m.

## 2. REGISTRATION

The registration place is situated in the Entrance Hall II and is in operation for the time of the assembly:

9 May 2025 (Friday) – 12 May 2025 (Monday) 8:00 a.m. – 6:00 p.m.

13 May 2025 (Tuesday) 8:00 a.m. – 10:00 a.m.

**RECOMMENDATION:** We recommend the exhibitors to bring with them a proof of payment – a statement of account to the registration, in case of payment made later than on 30 April 2025. If the invoices are not paid, the exhibitors won't be allowed into the exhibition area. Registration of the company will be done after prove of all payments.

**The exhibitor** upon registration will receive 5 exhibitor's cards for each registered firm free of charge. If ordered area exceeds 30 m<sup>2</sup>, the Exhibitor is entitled for each additional 10 m<sup>2</sup> receive one exhibitor badge for free. The exhibitor will receive a card which will be scanned on the entry into the Exhibition Centre every day for the duration of the exhibition. When leaving the exhibition area during the exhibition day, the exhibitors will receive a "return card" with which they can return to the Exhibition Centre on the same day.

**Exhibitor pass is non-transferable.** At the registration desk it will also be possible to collect the pre-ordered parking cards for passenger cars of exhibitors on the days of registration.

**Assembly company** should collect at the registration assembly/disassembly passes in the number of installers, which are valid for admission to the Exhibition Centre and the

commencement of installation. Passes cannot be used during the fair. Upon receiving them, before beginning installation, assembly company is obliged to always contact hall worker. Next, pick up the Assembly entrance cards which entitle the holder to entrance to the Exhibition Centre Prague during assembly/disassembly.

**Hall workers** (chosen representatives of the organizer responsible for organizing in the hall) will be present in the individual halls. It is necessary always to report to them the beginning and end of the assembly. Also, contact them in case of possible problems during installation.

### **3. ASSEMBLY**

The stay at the exhibition area is permitted from the moment of the exhibitor's registration on the basis of the Assembly/Disassembly Cards during the specified time – see Point 1. – *Time of use of the Exhibition Centre*. The Assembly Card provides an entry authorization only for the time of Assembly and Disassembly of the Trade Fair.

**IMPORTANT NOTICE: By 6:00 p.m. on 12 May 2025 (Monday) it is necessary to remove all remaining materials and transport packages from the exhibition halls and to release the pathways for general cleaning and laying carpets.** In case of non-compliance with the time deadline specified for their removal, ABF has the right to have all these items removed at the exhibitor's costs and without their having any claim for damages.

**VEHICLE ENTRY, STAY AND EXIT:** During the assembly 9 May – 12 May 2025 (Fri - Mon) entrance is permitted only with completed assembly entrance card that you will receive in the Entrance Hall II upon registration.

**UNLOADING OF EXHIBITS: No mechanisms designed for the unloading of the exhibits will be allowed to enter the Exhibition Centre.** This kind of service is ensured by the contractual forwarding firm CENTRUMSPED, Filip Červený, tel.: +420 602 501 381, e-mail: [cerveny@centrumsped.cz](mailto:cerveny@centrumsped.cz), that operates at the Exhibition Centre.

**Furthermore, we draw your attention to the fact that no entry into the free area V1 (the area in front of the Entrance Hall II) is allowed to the vehicles with over 3,500 kg (exceptions possible after an agreement with the ABF Trade Fair Administration).**

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

**SUPPLY OF LARGE-DIMENSION EXHIBITS: The supply gate door providing entry into the halls will be open till Monday 12 May 2025 till 12:00 p.m.** Then it will only be possible to use entrances with maximum dimensions of 2390 mm (width) x 1850 mm (height). Should you have any exhibits featuring larger dimensions, it is necessary to transport them into the exhibition halls before this deadline.

**DEPOSIT AMOUNT: On 12 May 2025 (Mon) it is necessary to pay a deposit amounting to CZK 1 000 at the moment of entry and this amount will be refunded at the exit provided that the permitted time of stay is not to exceed.** If the time is

exceeded, there is no right to the reimbursement of the deposit, and the PVA EXPO PRAGUE shall issue, at a request, a document illustrating the sanction payment.

We ask you to adhere to the traffic signs and instructions of the traffic and security service staff within the area. The vehicles which would cause that the lanes are not passable and the drivers of which will not adhere to the instructions of the traffic and security service staff will be towed away at the expense of their owners.

PARKING during the assembly: During the days from **9 May - 12 May 2025** parking is allowed during installation directly at the Fairgrounds. (Entrance after business registration certificates based on the assembly and installation access cards) only at the times mentioned in point 1. **On 12 May 2025** stay in the area will be limited to the deposit. **NIGHT PARKING IN THE PVA EXPO PRAGUE CENTRE WOULD BE ALLOWED UPON CONSENT WITH THE ORGANIZER and purchasing NIGHT PARKING CARD (see Ordering catalogue).**

**Expositions bigger than 30 sqm, which are provided for exhibitors by the ABF, a.s., will be prepared to take over according to your orders on 12 May 2025 from 8.00 a.m. and expositions up to 30 sqm and stands in the outdoor area on 12 May 2025 from 12.00 p.m.**

#### **4. THE COURSE OF THE TRADE FAIR**

##### **OPENING HOURS:**

##### **Exhibitor:**

Tuesday	13 May 2025	8:00 a.m. - 6:00 p.m.
Wednesday	14 May 2025	9:00 a.m. - 6:00 p.m.
Thursday	15 May 2025	9:00 a.m. - 4:00 p.m.

##### **Visitor:**

Tuesday- Wednesday	13 – 14 May 2025	10:00 a.m. - 5:00 p.m.
Thursday	15 May 2025	10:00 a.m. - 4:00 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 the supply of stands during the organization of the Trade Fairs, it is possible to arrange the stay of passenger cars and vans (whose size does not exceed the size of a microbus) against a deposit of CZK 1,000. Vehicle entry please (see the map) – morning **13 May 2025 8.00 a.m. – 9.45 a.m. (Tue), 14 – 15 May 2025, 9.00 a.m. – 9.45 a.m. (Wed – Thu).**

The vehicles must leave the Exhibition Centre not later than 15 minutes before the start of the trade fair. **It is forbidden for the supply vehicles to stay inside the center outside of the above specified time periods.**

With parking card, it is possible to enter or exit areal only during the fair.

During the Trade Fair the side entrances of the halls are closing at 5:15 p.m. To leave the area it is necessary to use the door in the front part of the hall.

PARKING during the fair: Parking in the exhibition grounds is possible on a restricted places only with parking card. Multiday parking card (transferable / non transferable) is

valid for 3 days of the trade fair. If exhibitors do not buy parking card, they can park on the parking for visitors (200 CZK per day). NIGHT PARKING IN THE PVA EXPO PRAGUE CENTRE IS POSSIBLE UPON PURCHASING OF NIGHT PARKING CARD (see Ordering catalogue).

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

## **5. DISASSEMBLY**

The dismantling of the stands and expositions is permitted after the end of the trade fair on 15 May 2025 from 4:00 p.m. And continues **NONSTOP** till **16 May 2025 till 8:00 a.m.** (Thu - Fri).

EXPOSITION STANDS IMPLEMENTED THROUGH ABF, a.s.: **In the case of the stand constructions were implemented through ABF the exhibitors HAVE TO start clearing the expositions immediately after the end of the trade fair on Thursday (15 May) and finished the latest on the same day at 10.00 p.m.** For organizational reasons, the dismantling of other non-cleared expositions will be commenced after this deadline as well, and neither ABF nor the implementing firm shall assume responsibility for any possible loss and damage.

VEHICLE ENTRY: We ask the exhibitors to enter the exhibition center only for the purpose of the loading of those expositions that are already dismantled, ready for transport, and to adhere to the instructions of the transport and security service.

IMPORTANT TIME DEADLINES: 15 May **from 4:00 p.m.** the entry will be made possible only for passenger cars, vans and lorries with a load bearing capacity **not exceeding 3,5 t**. Vehicles **above 3,5 t** will be permitted inside exhibition center **after 5:00 p.m.**

**15 May from 10.00 p.m.** will be organized collection of empty containers. Exhibitors who will require delivery of empty containers to the stand immediately after the event, confronted with this requirement need in advance explicitly refer to the transportation company.

On disassembly day from **12.00 a.m. to 6.00 a.m.** will only be opened doors from the front hall, other entrances will be closed.

HANDOVER OF THE EXPOSITION: After dismantling, the implementation firms are obliged to hand over the exhibition area in a clean condition as it was taken, without carpet tapes and without waste, and return all equipment rented from ABF, a.s.

Firms are obliged to order a container for any waste arising during the dismantling of the stand. Containers can be ordered beforehand by sending the filled-in form (see the Catalogue of services) or directly on the construction site at the technical dispatching center (registration). Contact person for ordering container is: Jana Zahradníčková, mobile: +420 739 003 150, e-mail: zahradnickova@abf.cz

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.

In case of not meeting the deadline for clearing of the exhibition center will be charged penalty of 30 CZK (each 1m<sup>2</sup>) of the occupied space with materials. In the necessary

case the exposition will be cleared by the ABF, a.s. at the expense of the exhibitor. The risks connected with the clearing shall be borne by the exhibitor.

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

**EXPOSITIONS:** The architectonic design and operation of the exposition must not interfere or limit other expositions. The firm whose walls (side and rear) exceed the height of 250 cm and neighbor on the rear or side of the surrounding stands is obliged to design this height above 250 cm structurally and graphically neutral. The use of these raised walls for their own promotional purposes is prohibited - if used this way, the firm will be forced to remove advertising and design the walls graphically neutral way at its own expense. Billboards exceeding height of 250 cm, the company must place at a distance of at least 1,5 m from the neighboring stands.

The outline of the exhibition stands must not exceed the outline of the leased exhibition area, which applies to the space above the ceiling structure of the stand as well. Possible overhang of the collar or eye-catcher of the stand to the path is allowed on the basis of a preliminary approval given by ABF Trade Fair Administration.

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

Storage of any materials in technical corridors (in particular behind the rear wall of the stand) is unacceptable for fire, safety and operational reasons. Storage containers, including their removal and return delivery to the stand can be ordered from the contractual transportation company.

**CONNECTIONS:** Assembly connections of electrical power (230 V) will be available from the day of permitted assembly of stands (see Point 1), at several places in the halls or in the Exhibition Centre, at the places of the assembly connection line. For this reason please ensure your own extension cables – about 50m.

**EXTRA SERVICES ORDER:** Any changes relating to ordering of technical services, construction and equipment of stands required by the exhibitor additionally after the term of commencement of the assembly will be dealt with only after timely finishing of ordered works and services towards the other exhibitors. These additional orders of work and services can ABF a.s. charge of up to 100% of the price calculated. Payment is to be made by the exhibitor in cash on site

## **7. SECURITY, INSURANCE, SAFETY**

During the assembly, organization of the exhibition and disassembly the organizer ensures the basic security of the area through a security service. The security service of the area is authorized to perform random checks of any vehicle at the entry into and departure from the area, as well as the visible identification of persons, authorizing them to stay in the area. Within the meaning of the General Conditions of Participation at the ABF Trade Fairs, the organizer is not responsible towards the exhibitors or their co-exhibitors for any loss, destruction or damage of any kind incurred by the exhibits, equipment and accessories of the stands, goods, packages, packing materials whether

or not such loss, destruction or other damage arose during the assembly, transportation or during the exhibition itself at the Exhibition Centre.

The exhibitors are obliged to have all exhibits and above specified materials, both their own and those of their co-exhibitors, insured for all the time of their presence at the exhibition center against all and any danger which can be reasonably considered to the property of the exhibitors. Insurance can be arranged in advance and directly in the Exhibition Centre (information in the registration in the Entrance Hall I.). Insurance Brokerage firm **Total Brokers, a.s.** is responsible for processing of the insurance interests. The insurance broker will be present at the Trade Fair during the assembly and on the first day of the Trade Fair in the Entrance hall II.

**Individual guard your exposure you can order by filling out a form from the Catalogue of services or from:** Pavla Hyncikova, mobile: +420 721 942 100, e-mail: hyncikova@abf.cz. Price is 250 CZK/hour, VAT Excluded.

## **8. MUSIC PRODUCTION**

On the basis of the Act no. 121/2000 Coll. (on mass administration of copyrights and rights similar to copyrights, and on amendments to certain Acts), all distribution of musical as well as literal works with public access shall be subject to copyright.

The provisions of this Act shall apply to all persons and entities using the shots of performing artists and producers of audio and audio-video recordings during their business activities with the help of technical equipment (radio, TV, CD, mini-tower, etc.). All these Parties are obliged, in virtue of the above mentioned Act, to apply for an agreement from copyright organizations and to pay the appropriate remuneration to them still before commencement of such an activity. The authors of the texts and music are represented and the authorizations are granted by the OSA company (Society for the Protection of the Rights of Music Authors and Publisher). Performing artists are represented and the authorizations are granted by the Intergram company.

In the case that exhibitor is using live music performances or reproduced music in connection with their expositions, they are obliged to adhere to the provisions of the above mentioned Act and still before the commencement of the Trade Fair they are obliged to announce the production to OSA and **INTERGRAM** and pay royalties. **More details can be found on [www.osa.cz](http://www.osa.cz) a [www.intergram.cz](http://www.intergram.cz).**

In case that the Exhibitor fails to do so, it is forbidden (on the part of the Trade Fair organizer - ABF, a.s.) to operate any reproduction of the work according to the above mentioned regulations. **Subject to the fulfillment of the registration conditions, it is permitted to operate audio/video, acoustic, musical, dancing and other productions for the time not exceeding 8 minutes per hour only provided that the operation of these means will not disturb other exhibitors. In the case of a failure to comply with these conditions the exhibitors will be fined CZK 5,000 and in the case of a repeated breach they will be punished by a ban of operating all productions.**



# Responsible person for the stand building

## REKLAMA POLYGRAF OBALY

Exhibitor (Company name): \_\_\_\_\_

### Exhibitor's confirmation:

We hereby confirm that the construction of our exposition will be implemented by:

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Company telephone no. \_\_\_\_\_ Company e-mail address \_\_\_\_\_  
Company fax no. \_\_\_\_\_ Internet \_\_\_\_\_  
Person responsible for the exposition implementation \_\_\_\_\_ Position \_\_\_\_\_  
Tel./mobile \_\_\_\_\_ E-mail \_\_\_\_\_

We hereby authorise the above mentioned firm also for negotiations in the matter of the exposition construction and the layout of technical connections.  
At the same time we attach for approval the stand design (in the front view and ground plan) with the marking and positioning of the inlets of power supply, water and sewerage, of any dominant heights and eye-catchers, surface reinforcement, including the stand orientation within the framework of the ordered area.

Maximum height of the exposition, including dominants: \_\_\_\_\_ m

We furthermore confirm that the above mentioned firm

- Has made itself familiar with acknowledges the Business and Technical Terms and Conditions for the Participation of Exhibitors in the Trade Fair.
- Is a holder of authorisation to carry out specialised work
- Assumes all responsibility for implementation of the exposition
- Confirms that all the materials used for the exposition construction feature a reduced flammability degree within the meaning of applicable standards and regulations, and that especially textiles have received fire-proofing treatment (impregnation).

\* For natural persons (individuals) please state the place of business.

Complete only if you have not already done so.



## **9. IMPORTANT CONTACTS**

### **Director**

**Jana Nosálová**

Mobile: +420 602 229 017

E-mail: [nosalova@abf.cz](mailto:nosalova@abf.cz)

### **Foreign Trade Manager**

**Pavla Hynčíková**

Mobile: +420 721 942 100

E-mail: [hyncikova@abf.cz](mailto:hyncikova@abf.cz)

### **Manager**

**Veronika Votroubková**

M: +420 724 530 418

**e-mail:** [votroubkova@abf.cz](mailto:votroubkova@abf.cz)

### **Production**

**Michaela Dunajská**

Mobile: +420 724 225 752

E-mail: [dunajska@abf.cz](mailto:dunajska@abf.cz)

### **Technical Department**

**Jana Zahradníčková**

Mobile: +420 739 003 150

E-mail: [zahradnickova@abf.cz](mailto:zahradnickova@abf.cz)

### **Total Brokers a.s. - Insurance of the exhibits and expositions**

Tel.: 244 400 876, mobile: +420 731 424 709, E-mail [likvidace@totalbrokers.cz](mailto:likvidace@totalbrokers.cz)

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

Mobil: +420 602 501 381, E-mail [cerveny@centrumsped.cz](mailto:cerveny@centrumsped.cz)

### **Catering:**

**Michael Simon**

**F&B Manager**

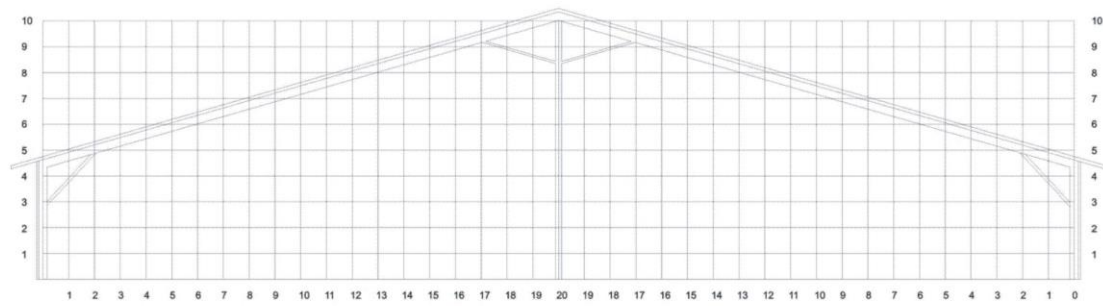
**ABF Catering s.r.o. Beranových 667**

**199 00 Praha 9 - Letňany**

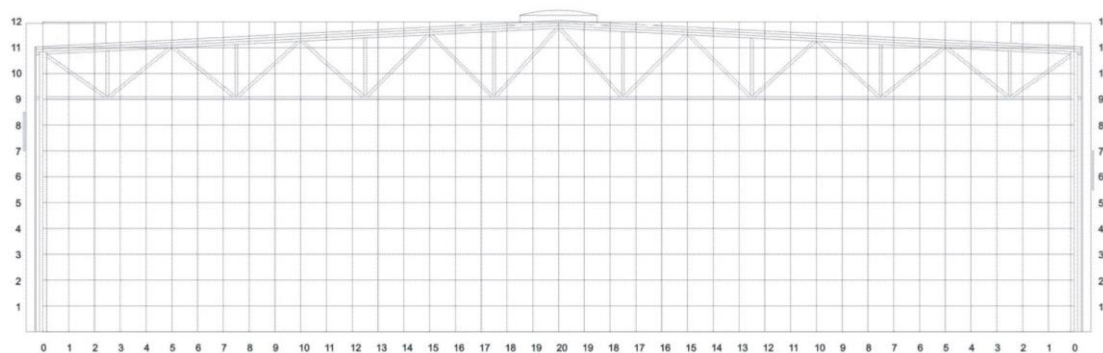
**[simon@aquapalace.cz](mailto:simon@aquapalace.cz)**

**M: +420 735 116 471**

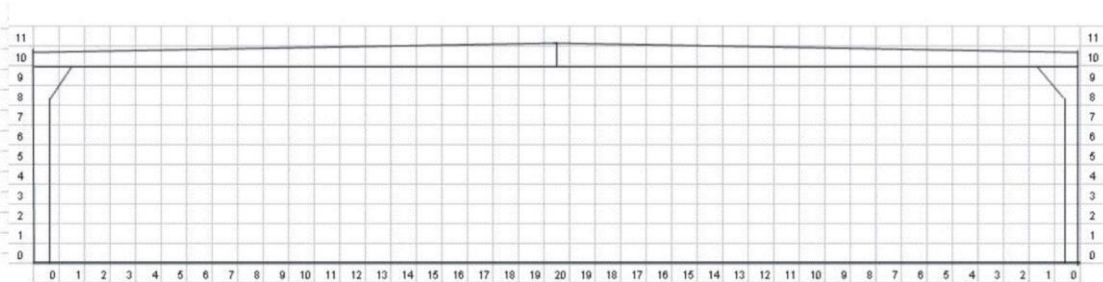
## HALA 1



## HALA 2, 2D, 5AB, 5CD



## HALA 3, 4



## HALA 7

