

INSTRUCTIONS FOR ASSEMBLY AND DISASSEMBLY AND ORGANIZATION OF TRADE FAIRS

FOR INTERIOR, FOR GARDEN, FOR HABITAT, DESIGN SHAKER, LIGHT
IN ARCHITECTURE, LIVING_NEW PROJECTS

21. – 24. 3. 2019

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.

tel.: 225 291 141

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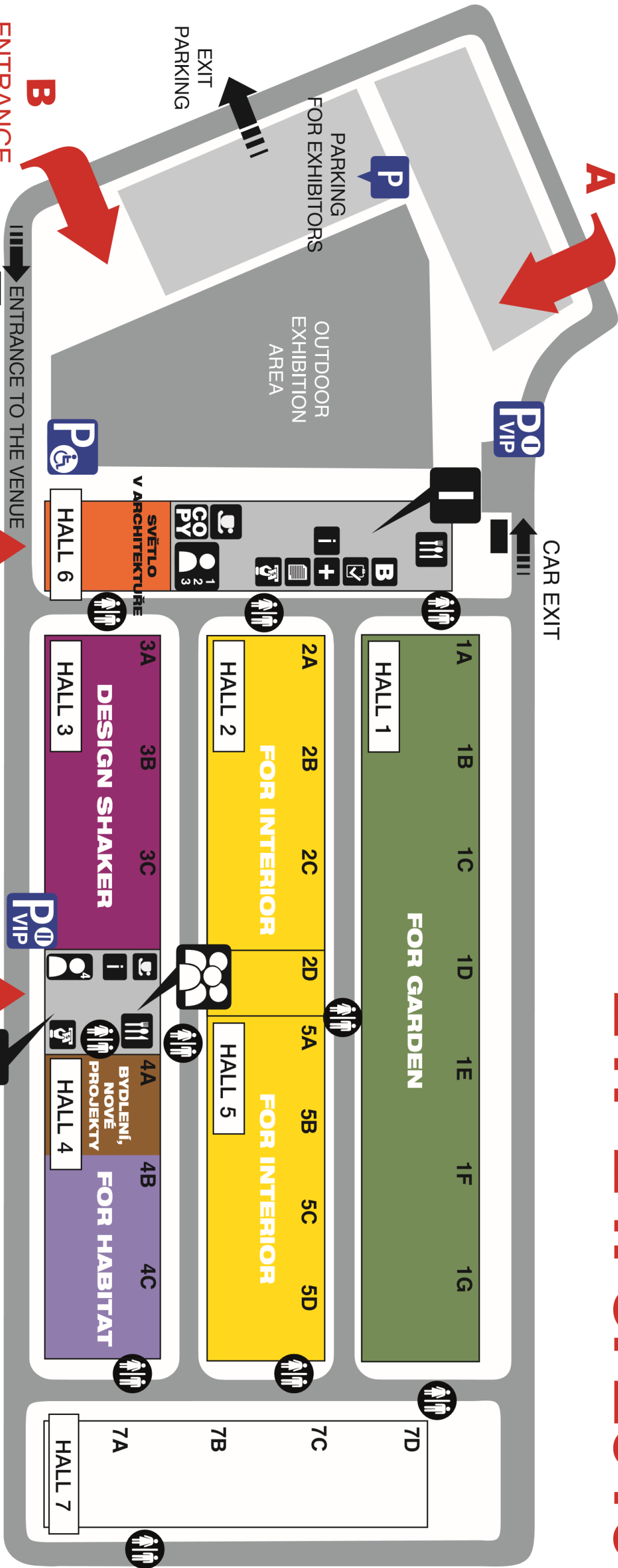
EXPO PRAQUE

ENTRANCE

A

SPRING SET OF FAIRS FOR HOUSING, AND GARDEN DESIGN
FOR HABITAT | FOR INTERIOR | FOR GARDEN | BYDLENÍ, NOVÉ PROJEKTY | DESIGN SHAKER | SVĚTLO V ARCHITEKTUŘE

21.-24. 3. 2019



ENTRANCE

D

ENTRANCE

ENTRANCE

B

C

- Entrance Hall I
- Entrance Hall II
- information
- Congress Hall (1st floor in the Entrance Hall II)
- conference centre (conference rooms 1, 2, 3)
- conference room 4

- press centre
- business centre
- registration
- first aid
- ATM machine

- café
- restaurant
- parking area
- WC
- graphic and exhibition service CREATIV EXPO

Responsible persons for the stand construction

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.

Fill in only if you have not already done so.

INSTRUCTIONS FOR ASSEMBLY AND DISASSEMBLY

1. TIME OF USE OF THE EXHIBITION CENTRE DURING ASSEMBLY

INDOOR AND OUTDOOR AREA:

Indoor area	Mon-Wed	18.3.- 20.3.2019	8.00 a.m. – 10.00 p.m.
Outdoor area	Wednesday	20.3. 2019	8.00 a.m. – 10.00 p.m.

On 20 March 2019 it is not possible to carry out the assembly after 10 p.m. due to finishing work concerning the trade fair. **For this reason the last vehicle will be allowed to enter the exhibition center at 6:00 p.m.**

In case of so-called pre-installation (installation before the official assembly date), please contact: Vojtěch Rakušan, phone: +420 225 291 185, mobile: 739 003 158, e-mail: rakusan@abf.cz, regarding FOR GARDEN trade fair: Milena Fernandez, phone: +420 225 291 246, mobile: 739 003 135, e-mail: fernandez@abf.cz

2. REGISTRATION

The registration place is situated in the Entrance Hall I (see the map) and is in operation for the time of the assembly: **18 – 20 March 2019, 8.00 a.m.– 06.00 p.m.** (Mon-Wed).

RECOMMENDATION: We recommend the exhibitors to bring with them a proof of payment – a statement of account to the registration. 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 m2, the Exhibitor is entitled for each additional 10 m2 receive one exhibitor badge for free. The exhibitor will receive a card which will be perforated 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.

Another exhibitor passes will be possible purchased at registration in the required quantity at a price of 350,-CZK (price without VAT). Exhibitors 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. Furthermore, each exhibitor will receive, free of charge, one item of the Trade Fair Catalogue in a printed form, including other information materials.

Assembly company should collect 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 can not 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 06.00 p.m. on 20 March 2019** (Wed) 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 days of assembly (18 - 20 March 2019 Mon-Wed) vehicle entry is only allowed with the completed assembly vehicle entry card. You will receive this card on registration in the Entrance Hall I.

UNLOADING OF EXHIBITS: **No mechanisms intended for the unloading of the exhibits are allowed to enter the Centre.** This service is ensured by the contractual forwarding firm CENTRUMSPED, , Filip Červený, tel.: 602 501 381, e-mail: cerveny@centrumsped.cz, that operates at the Exhibition 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 I (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.

TRANSPORT OF LARGE-DIMENSION EXHIBITS: **The gate door for the entry into the halls will be opened for this purpose until Wednesday, 20 March at 12:00 a.m.** Then it will only be possible to use entrances with maximum dimensions of 2390 mm (width) x 1850 mm (height). Should you have exhibits with larger dimensions than the above mentioned specifications, it is necessary to transport them to the exhibition halls before this deadline.

DEPOSITS: **On 20 March 2019 (Mon), a deposit amounting to CZK 1,000 (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.

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.

PARKING during the assembly: On **18-23 March 2019** 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 times provided for in point 1. **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).

During the fair (21-24 March 2019) - 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). The parking card is valid for four days of the fair and it is transferable to other cars.

Expositions above than 25 sq m, which are assembled by the organiser (ABF, a.s.) will be prepared to take over according to your orders on 20 March 2019 from 8.00 a.m. and stands not exceeding 25 sq inclusive and those for the outdoor area on 20 March 2019 from 12.00 a.m. Transport of exhibits and stand equipment is only possible until 20 March 2019 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:

Exhibitors:

Thursday	21 March 2019	8:00 a.m. – 7:00 p.m.
Friday - Saturday	22-23 March 2019	9:00 a.m. – 7:00 p.m.
Sunday	24 March 2019	9:00 a.m. – 6:00 p.m.

Visitors:

Thursday - Saturday	21-31 March 2019	10:00 a.m. – 6:00 p.m.
Sunday	24 March 2019	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 (whose size does not exceed the size of a microbus) to stay in the centre on the basis of a returnable deposit amounting to CZK 1000. Vehicle entry (see the plan) – **21 March 2019 (thursday), 8.00 – 9.45 a.m. 22 – 24 March 2019 (fri-sun), 9.00 – 9.45 am.**

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 fair: It is only possible to park in the exhibition centre in the reserved sites with a parking card. The **four-day** parking card is valid for 4 days and can be ordered in two versions (transferable x non – transferable). The non-transferable **one-day** parking card is valid for 1 DAY of the fair. If exhibitors do not buy the card, they can park on the parking area for visitors (CZK 150/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

The dismantling of the stands and expositions is permitted after the end of the trade fair. **24 March 2019 from 5 p.m.** and continues **NONSTOP till 25 March 2019 until 10.00 a.m.** (Sun-Mon).

EXPOSITION STANDS IMPLEMENTED THROUGH ABF, a.s.: **Clearing of these expositions MUST be commenced immediately after the end of the trade fair on Saturday (24 March 2019) 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. ABF nor the implementing firm shall assume responsibility 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 24 March 2019 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 3.5 t** will be permitted inside exhibition centre **after 6:00 p.m.**

On the day of disassembly **from 00:00 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 the Foreign Trade Department at international@abf.cz or at +420 739 003 172.

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 m² 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 isle 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 isles (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 I. on the following days: 20 March 2019 from 1:00 p.m. to 6:00 p.m., 21 March 2019 from 9:00 a.m. to 1:00 p.m.

You can order individual safeguarding of your exposition in the order form 1a of the ORDER CATALOGUE, or at: Tel.: +420 739 003 158, e-mail: international@abf.cz (price of individual safeguarding: CZK 220/hour or CZK 250/hour after 25 Feb 2019, 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 and 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.

9. IMPORTANT CONTACTS

Foreign Trade Department

Phone: +420 225 291 116 Fax: +420 225 291 198, E-mail: international@abf.cz

Foreign Trade Manager**Mgr. Vojtěch Rakušan**

Phone: + 420 225 291 185, mobile: +420 739 003 158, E-mail: rakusan@abf.cz

Foreign Trade Manager FOR GARDEN**Milena Fernandez**

Phone: + 420 225 291 246, mobile: +420 739 003 135, E-mail: fernandez@abf.cz

Total Brokers a.s. - Insurance of Exhibits and Expositions

Telephone: + 420 244 400 876, 261 109 600

Mobile: + 420 731 424 709

E-mail: likvidace@totalbrokers.cz

LS Production – Ing. Lenka Rohlíková Svatošová - Hostesses

Mobile: 603 286 243

E-mail: svatosova@hostesky-online.com

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

Mobile: + 420 602 501 381

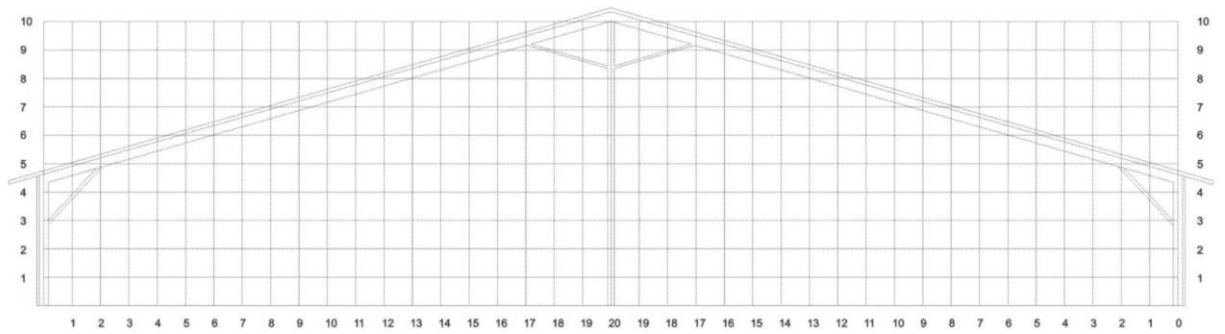
E-mail: cerveny@centrumsped.cz

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

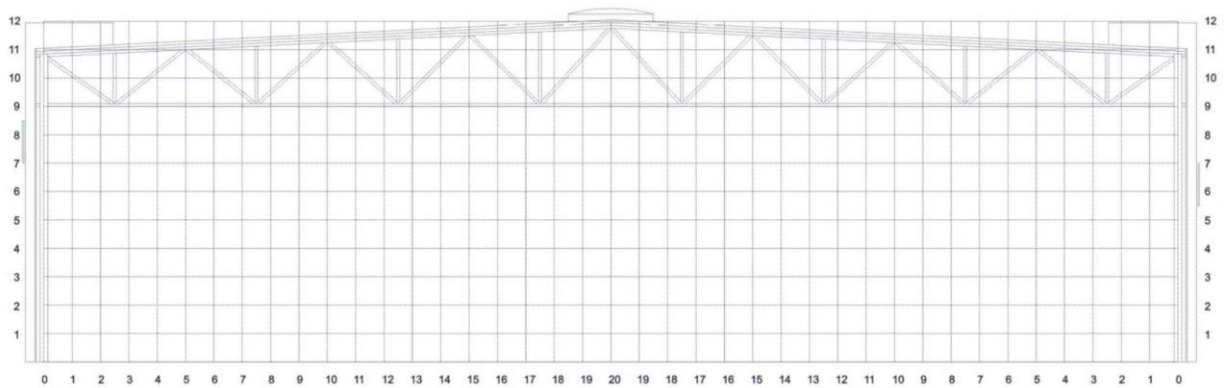
Mobile: + 420 773 635 856

E-mail: karolina@stonescatering.cz

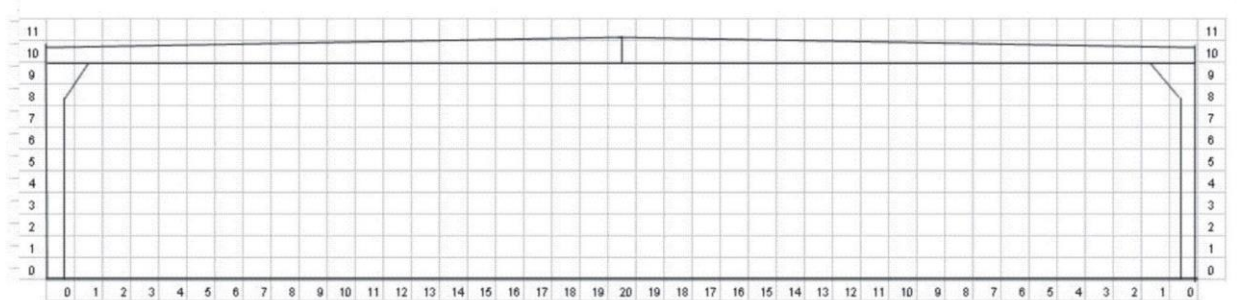
HALL 1



HALL 2, 2D, 5AB, 5CD



HALL 3, 4



HALL 7

