

Organiser: ABF, a.s.
 Registered office: Beranových 667, 190 00, Prague, Czech Republic
 Workplace, mailing address:
 Dělnická 12, 170 00, Prague, Czech Republic
 Company Registration No.: 63080575

Partner: Association of Czech Travel Agents,
 Registered office: Lípová 511/15, 120 00, Prague, Czech Republic
 Company Registration No.: 17046980

Binding Application Form for Participation – General Agreement



PVA EXPO PRAGUE, 30–31 October 2019

Closing deadline for orders is 2 September 2019

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EXHIBITOR	
Company name _____	Reg. No. _____
Registered office* - street _____	Tax ID. No. _____
Town _____ Postal Code _____	Country _____
Internet _____	
Contact person _____	Position _____
Tel./mobil _____	E-mail** _____
Mailing address, if different from the registered office _____	
Email for sending invoices electronically _____	

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

** This must be filled in for the sending of the position, assembly instructions, etc.

I grant permission to ABF, a.s. to send me commercial information in an electronic form, in accordance with Act no. 480/2004 Coll. This permission can be withdrawn anytime in the future by sending a text „stop“ to stoplist@abf.cz.

signature of exhibitor/ representative of the exhibitor

Nomenclature

Please tick off one main branch of activity

- 1. National central offices of the tourist industry
- 2. Tour operators – package tour organisers
- 3. Travel agents
- 4. Tourist destinations, destination management
- 5. Accommodation and food services
- 6. Transport services
- 7. Financial and insurance services
- 8. Congress and incentive tourism
- 9. Tourism, sport, active ways of spending leisure time
- 10. Media and specialised literature, promotion in the tourist industry
- 11. Information technologies in the tourist industry
- 12. Professional education
- 13. Spa, wellness
- 14. Others

BILLING DATA:	
Company name _____	Reg. No. _____
Registered office* - street _____	Tax ID. No. _____
Town _____ Postal Code _____	Country _____
Internet _____	
Contact person _____	Position _____
Tel./mobil _____	E-mail** _____
Mailing address, if different from the registered office _____	
Email for sending invoices electronically *** _____	

*** This must be filled in for the sending of invoices

EXPOSITION: (Table module = table, 5 chairs, signage, el. connection line for PC, Wi-Fi, cabinet, 2 entrance tickets, catalogue entry)

Variant	Price	Price	Quantity	Total price
	till 2 September 2019	from 3 September 2019		
<input type="checkbox"/> MEMBER OF ACK ČR / AČCKA – Table module	165 EUR	240 EUR		
<input type="checkbox"/> NON-MEMBER – Table module	290 EUR	365 EUR		
<input type="checkbox"/> Outdoor area	11 EUR per m ²	17 EUR per m ²		
Total price for the order:				

All prices are stated without VAT.

I hereby confirm that I read the Business Terms and Conditions of ABF, a.s., which are an integral part of this application form, and that I understand them and agree with them. I take into account that this is a framework agreement which will be realized in steps, based on further orders made in writing or via e-mail. If the orders are issued by a third party, the original is always required.

We hereby order the above listed services. Through our signature we agree with the Exhibition Contractual Terms and Conditions and with the prices stated.

Please send the application forms signed to machacek@abf.cz. The closing deadline of the application forms is **2 September 2019**.

Date

Stamp and signature of the ordering party

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Partner: Association of Czech Travel Agents,
Registered office: Lipová 511/15, 120 00, Prague, Czech Republic
Company Registration No.: 17046980

Business Terms and Conditions for Participation of Exhibitors at the Trade Fair



PVA EXPO PRAGUE, 30–31 October 2019

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Article 1. – Basic conditions for Exhibitor's participation at the trade fair

1. The basic precondition for participation at the trade fair is the delivery of the Binding Application for Participation of the Firm, properly filled and signed in (hereinafter referred to as "Binding Application"). After the receiving of the Binding Application, the Organiser will send to the Exhibitor a confirmation of its receipt.
2. By signing the Binding Application, the Exhibitor undertakes to adhere to the Business Terms and Conditions and Technical Conditions of the Organiser for the Exhibitor's Participation at the Trade Fair.
3. The exhibits presented and services offered must be in accordance with the focus of the trade fair (with the so-called Trade Fair Nomenclature).
4. The services related to the Exhibitor's participation at the trade fair shall be ordered by means of separate order forms provided for in the Order Catalogue of Services.
5. The Exhibitors must not remove the exhibits and displays before the end of the trade fair or exhibition.
6. The Exhibitor is obliged to arrange, at his own expenses, for visas, licences and any other necessary permissions to sell products at the trade fair.
In the event that the Exhibitor will not attend the trade fair because he did not receive an appropriate visa or another permit, the Exhibitor is not entitled to a refund of the deposit payment made on the rental of exhibition area. In such case, the deposit is considered a cancellation fee.

Article 2. – Terms of payment

1. After the receiving of the Binding Application, the Organiser will send to the Exhibitor an advance invoice for the lease of the exhibition area ordered.
2. After the closing date, the Exhibitor will be sent an advance invoice for the ordered services associated with the lease of the exhibition area. The settlement of this advance invoice will be a precondition for implementation of the order of technical services.
3. The final invoice with a deduction of advances will only be sent after the end of the trade fair.
4. The basic price of the lease includes:
 - Rental for the exhibition area (table module) during the assembly, trade fair and dismantling
 - Insertion into the Trade Fair Catalogue to the extent of the data stated in the Order of Registration into the Catalogue
 - Insertion into the orientation system of the trade fair
 - 2 Exhibitor's Cards for the Exhibitor
 - Assembly/Dismantling Cards for the Implementation Teams making it possible for the vehicles to enter the Exhibition Centre (the Organiser is authorised to demand a financial security at the entrance)
 - Trade Fair Catalogue in a printed version
5. Cancellation Conditions.
If the Exhibitor cancels their participation at the trade fair, the following cancellation fees (contractual penalties) shall apply:
 - 50 % of the total rental charged on the cancellation of the Binding Application in a term more than 90 days before the trade fair beginning
 - 100 % of the total rental charged on the cancellation of the Binding Application in a term less than 90 days before the trade fair beginning
6. All the prices are stated as VAT exclusive.

Article 3. – Damage liability insurance

1. The Organiser is not liable to the Exhibitors for any loss, destruction or any damage to the articles brought by the Exhibitors into the areas leased. (i.e. exhibits, equipment and facilities of the stands, packages, packing materials, etc.), regardless of the fact whether the loss, destruction or other damage has arisen during the assembly, dismantling, transport or in the course of the trade fair.
2. The Exhibitors have a possibility of making an insurance policy concerning the set of their own display exhibits, facilities and equipment of stands, covering the risks of theft or robbery and the risks of loss caused by natural forces for the term of the trade fair. It is possible to make such an insurance policy in the premises of the PVA EXPO PRAGUE.

Article 4. – Safety, Technical and fire regulations, energy usage regulations and guidelines for the use of temporary electrical installations

1. The Exhibitors are obliged to observe, during the assembly, in the entire course of the trade fairs and during the dismantling, safety, hygienic, fire protection, environmental and other generally binding legal and internal regulations valid in PVA EXPO PRAGUE and principles of the handling of all technical equipment and flammables. Furthermore, the Exhibitors are obliged to observe appropriate fire regulations valid for separate exhibition areas and the instructions of the authorised members or the fire assistance service and of the staff of the Organiser.
2. The Exhibitors must store or use, in their expositions or in the area of the Exhibition Centre, any flammable substances, explosives, poisons and other products harmful to health.
3. In the course of the trade fairs, as well as during the assembly and disassembly thereof, it is forbidden to smoke and to handle naked flame in all the indoor areas of the Exhibition Centre.
4. The Exhibitors are responsible for the condition of the wiring system of the stand (display), including the condition of electrical appliances. The electrical installation works can only be carried out by a person duly authorised to do so, i.e. possessing the "Certificate of Competence".
5. The Exhibitors are obliged to use dedicated walking paths and roads. The Exhibitors are obliged to keep free the escape paths, areas at electrical switchboards, water stops and internal intake points (hydrants).
6. The Exhibitors are obliged to observe fundamental principles of safety behaviour in the vicinity of handling trolleys.

Article 5. – Presentation of Exhibitors

1. The Exhibitors are only authorised to advertise their products or services in their own expositions. The Exhibitors must not disturb or limit surrounding expositions through their presentations.
2. Placement of any advertising or promotional materials out of the Exhibitor's own exposition is only permitted subject to a previous written approval of following negotiations with the Organiser, for consideration which is not a part of the rental paid for the exhibition area.
3. The Organiser is authorised to forbid or remove, at the Exhibitor's expense, all advertising which does not correspond to the above listed conditions or which support fascism, race, religious or other intolerance or which is not compatible with human dignity.
4. Within the framework of workshops and presentations, it is only permitted to perform audio-visual, musical, dancing and other productions provided that the other Exhibitors will not be disturbed by the operation of these facilities and that the Organiser has granted its written consent to these productions. In order to be allowed to perform productions at the exposition, the Exhibitor is obliged to apply for approval from the competent collective administrator of copyrights (such as OSA, INTERGRAM). The noise level beyond the limits of the stand must not exceed the value permitted by legal regulations.
5. The Organiser is authorised to forbid all performances causing excessive noise, dust, pollutants, vibrations, endangering safety of visitors or other exhibitors or disturbing the trade fair operation, and to require the Exhibitor in question to pay a contractual penalty amounting to CZK 5,000.
6. The Exhibitor is obliged to arrange, at his own expenses, for visas, licences and any other necessary permissions to sell products at the trade fair. In the event that the Exhibitor will not attend the trade fair because he did not receive an appropriate visa or another permit, the Exhibitor is not entitled to a refund of the deposit payment made on the rental of exhibition area. In such case, the deposit is considered a cancellation fee.

Article 6. – Deadline for applications and orders

1. It is necessary to send the Binding Application Form, the Order of Registration of Other Firms and the Order of Records into the Catalogue and any other order forms, including the signature and a stamp, by e-mail to: machacek@abf.cz, by the specified deadlines of individual closing dates.

Article 7. – Final provisions

1. All requirements and changes on the part of the Exhibitors must be sent, subject to a previous agreement with the Organiser, in writing. All complaints on the part of Exhibitors towards the Organiser for the time of assembly and course of the trade fair must be submitted in writing before the end of the trade fair or during the dismantling work, until it is completed.
2. The present Business Terms and Conditions form an integral part of the Binding Application Form for Participation of the Firm at the Trade Fair.