

Organiser:



Partner:



**CZECH**  
TRAVEL MARKET

## ORDER OF WORKSHOP

30 – 31 October 2019 in PVA EXPO PRAGUE

Organization: .....

Billing address: .....

Registration number: ..... VAT number: .....

Email: ..... www: .....

Contact person: ..... Phone: .....

Number of organization's representatives: .....

**We order: Workshop for our partners** - our logo will be in programme on websites

- a conference room for workshop - table setup (Please select a variant)

**max. 15 entities 1.500 EUR + VAT**

**16 - 30 entities 2.800 EUR + VAT**

**31 - 50 entities 5.000 EUR + VAT**

- AV equipment
- a place for our promotional material, catalogues, leaflets etc.
- a place for catering
- exhibitor passes for organization's representatives for both days
- exhibitor passes for workshop exhibitors for both days (2 passes for 1 entity)

**The order** contains the reservation of the workshop room for 4 hours (for 31 - 50 entities) and 3 hours for others incl. preparation and removal. As a bonus we order **one Basic Exhibitor sector** in the exhibition hall for the whole duration of the Czech Travel Market (= one meeting table, 5 chairs, electricity (220 V), Wi-Fi internet connection).

In case that you do not want basic exhibition area in the exhibition hall throughout whole event please indicate it on the application form and send it on machacek@abf.cz.

**Total price: ..... EUR + VAT**

Date: .....

Signature: .....

Please send the signed order to **machacek@abf.cz**

**Organiser:**

ABF, a.s.  
www.czechtravelmarket.cz  
tel.:+420 703 199 005

**Partner:**

Association of Czech Travel Agencies (ACK ČR)



Organiser:



Partner:



## Business Terms and Conditions – Lease of a Conference Room at the Czech Travel Market Trade Fair



**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: Lipová 511/15, 120 00, Prague, Czech Republic

**Place:** PVA EXPO PRAGUE,  
Beranových 667, 190 00, Prague, Czech Republic

**Lessee:** Natural person or legal entity signing the Binding Application Form for the lease of a conference room at the time of organisation of the Czech Travel Market

### Article 1. – Basic terms and conditions for the lease of a conference room at the trade fair

1. A basic precondition for the lease of a conference room at the trade fair is delivery of the properly filled in and signed Binding Application Form for the lease of a conference room for a workshop or presentation (hereinafter referred to as "Binding Application"). After receiving the Binding Application, ABF, a.s. shall send a confirmation of its receipt to the Lessee.
2. By signing the Binding Application, the Lessee undertakes to respect the Business Terms and Conditions.
3. 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. – Payment Terms

1. After receiving the Binding Application, ABF, a.s. shall send an advance payment invoice for the lease of the conference room ordered.
2. After the closing deadline of other services, the Lessee shall be sent an advance payment invoice for other services connected with the lease of the conference room. Payment of this advance payment invoice shall be a precondition for execution of the order of services.
3. The final invoice with deduction of advance payments shall only be sent after the end of the lease.
4. Cancellation conditions:  
If the Lessee cancels the order of the conference room, it is obliged to pay the following cancellation fees (contractual penalties):  
50 % of the total rental agreed upon if the cancellation takes place more than 90 days before the event.  
100 % of the total rental agreed upon if the cancellation takes place less than 90 days before the event.
5. All prices are stated without VAT.

### Article 3. – Scope of the lease

1. ABF, a.s. shall lease a conference room in covered halls in the PVA EXPO PRAGUE Exhibition Centre with basic AV equipment.
2. The Lessee shall take over the conference room from an authorised person of ABF, a.s. on the basis of the Handover Report. At the end of the lease, the Lessee is obliged to return the subject matter of the lease back to the authorised person of ABF, a.s. in the condition in which it has taken over the subject matter of the lease.  
In case of any destruction, damage or excessive contamination caused by the Lessee or by persons who were staying in the subject matter of the lease with the Lessee's awareness, the Lessee is obliged to pay the cost of removal of such damage or destruction.
3. ABF, a.s. shall not be responsible, towards the Lessee or persons staying in the subject matter of the lease with the Lessee's awareness, for any loss, destruction or any damage to the things brought into the subject matter of the lease.
4. The Lessee is obliged to adhere to internal regulations of the PVA EXPO PRAGUE Exhibition Centre, especially the Safety and Fire Protection Directives.

### Article 4. – Obligations of the Lessee

1. Placement of any advertising or promotional materials out of the subject matter of the lease is only permitted after the prior written consent of ABF, a.s., for consideration which is not included in the rental.
2. ABF, a.s. is authorised to forbid or remove, at the Lessee's expense, all advertising not corresponding to the above mentioned conditions or supporting fascism, racial, religious or other intolerance or degrading human dignity.
3. Any operation of music, dancing or other productions in the subject matter of the lease shall require the prior consent of ABF, a.s. To operate public production, the Lessee is obliged to make a licence agreement with the competent collective administrator of copyrights (mainly OSA, INTERGRAM).

### Article 5. – Term of applications and orders

1. The Binding Application or other potential order forms must be sent to machacek@abf.cz and/or to the address: ABF, a.s., Dělnická 12, 170 00, Prague, Czech Republic by the specified deadlines of individual closing dates.

### Article 6. – Final provision

1. The present Business Terms and Conditions shall be an integral part of the Binding Application for the lease of a conference room.