

INSTRUCTIONS FOR ASSEMBLY & DISASSEMBLY AND ORGANIZATION OF TRADE FAIRS FOR INTERIOR and FOR GASTRO & HOTEL

10– 13 October 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.

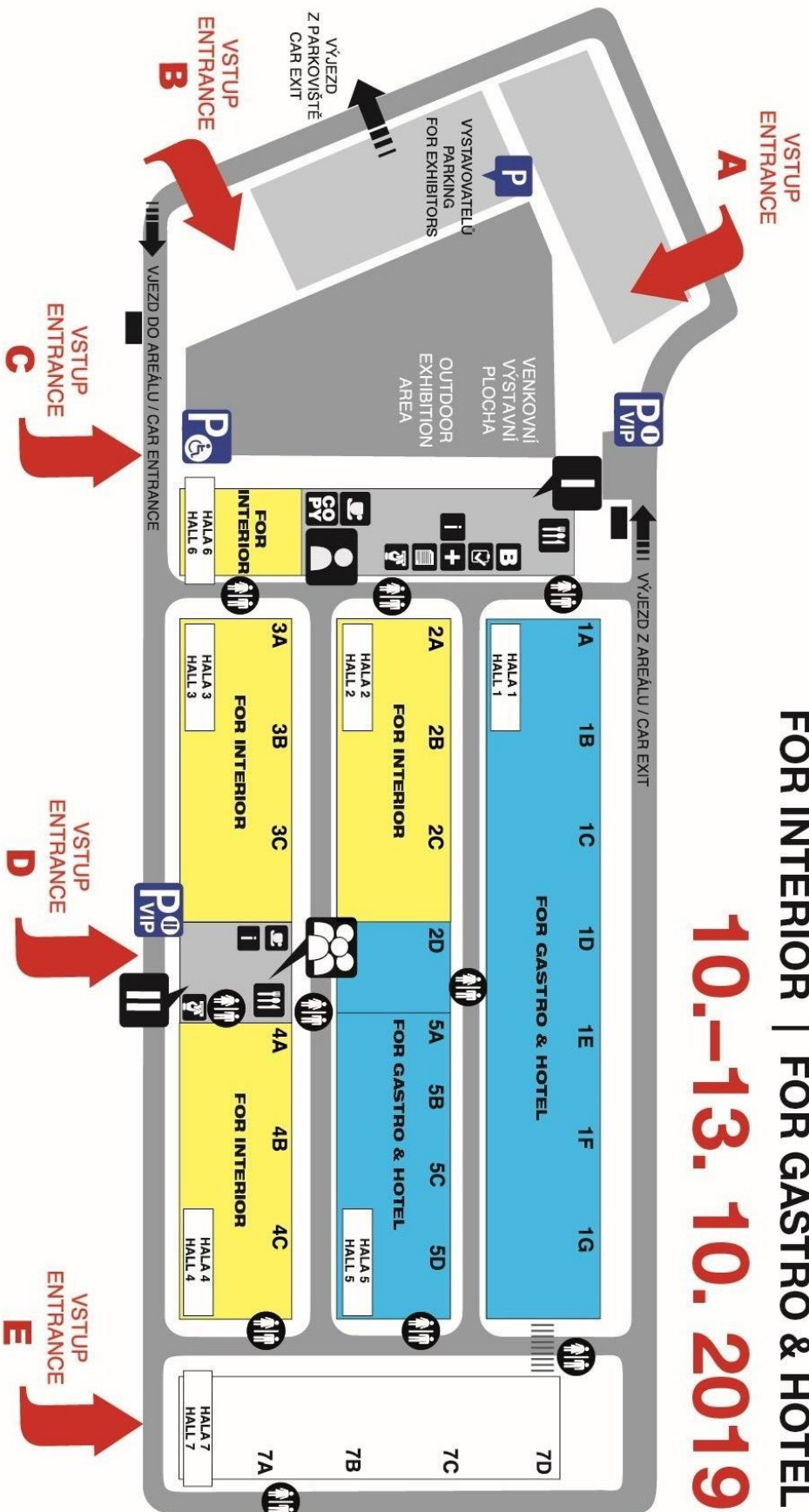
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FOR INTERIOR | FOR GASTRO & HOTEL

10.-13. 10. 2019



- Vstupní hala I / Entrance Hall I
- Vstupní hala II / Entrance Hall II
- Informace / Information
- Kongresový sál I, patro Vstupní halvy II) Congress Hall (1st floor in the Entrance Hall II)
- konferenční centrum (conference rooms 1, 2, 3) conference centre (conference rooms 1, 2, 3)

- press centrum / press centre
- business centrum / business centre
- registrace / registration
- první pomoc / first aid
- bankomat / ATM machine

- kaviárna / café
- restaurant / restaurant
- parkoviště / parking area
- WC
- grafický a vjezdní servis CREATIV EXPO graphic and exhibition service CREATIV EXPO



Responsible persons for the stand construction

FOR INTERIOR 2019 FOR GASTRO & HOTEL 2019

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	7- 9 Oct 2019	8.00 a.m. – 10.00 p.m.
Outdoor area	Wednesday	9 Oct 2019	8.00 a.m. – 10.00 p.m.

On October 9, 2019 it is not possible to carry out the assembly after 10: 00 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 your trade fair manager: Milena Fernandez / FOR GASTRO & HOTEL / Vojtěch Rakušan / FOR INTERIOR /.

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: **7-9 October 2019, 8.00 a.m.– 6.00 p.m..** (Mon-Wed).

RECOMMENDATION: We recommend the exhibitors to bring with them a proof of payment – a statement of account to the registration. In case that the invoices are not paid in specified due dates, the Exhibitors will not be allowed to enter the exhibition area. The company's registration will only be completed after 100% payment of the invoices.

During registration, **every exhibitor** will receive, free of charge, 5 exhibitor cards for each firm registered. If the area ordered exceeds 30 sqm, the exhibitor is entitled to receive, for every other commenced 10 sqm, one exhibitor card free of charge. The exhibitor will receive a card which is perforated on the entry into the centre every day for the term of the trade fair. Upon leaving the exhibition centre during the day he/she will receive a return card authorising the person to return to the exhibition centre on the same day with a valid exhibitor card only.

Additional exhibitor cards can be bought at the registration desk at a price of CZK 200/item (VAT exclusive). The exhibitor cards are non-transferable. At the registration desk it is also possible to collect, on registration days, parking cards ordered in advance for exhibitors' cars. These parking cards can also be bought directly at the registration. Besides this, the exhibitor will receive, free of charge, 1 copy of the trade fair catalogue in a printed form, including other information materials.

The assembly firm will collect, at the registration counter, the assembly/disassembly cards in the number of fitters, authorising to enter the exhibition centre and start the assembly. The cards cannot be used during the trade fair. After receiving them before the beginning of the assembly, the assembly firm is always obliged to contact the hall manager. Then they will collect the assembly vehicle entry cards permitting vehicle entry into the PVA EXPO PRAGUE centre during assembly/disassembly.

Hall Managers (identified representatives of the organiser responsible for organisation in the hall) will be present in individual halls. It is always necessary to report the beginning and end

of the assembly to them. Please contact them also in case of possible problems during assembly.

3. ASSEMBLY

The stay on the exhibition area is permitted from the moment of the Exhibitor's registration, on the basis of Assembly/Disassembly cards at the time - see point *Time of use of the Exhibition Centre during assembly*. The assembly card enables entry only for the term of Assembly and Disassembly of the trade fair.

NOTE: By 6:00 p.m. on 9 October 2019 (Wed) it is necessary to remove all residual materials and transport packages from the exhibition halls and to clear paths for general cleaning and carpet laying. If the time deadline for their removal is not observed, ABF, a.s. has the right to remove all at the exhibitor's expense without any compensation entitlements.

VEHICLE ENTRY, STAY AND EXIT: During the assembly 7-9 October 2019 (Mon-Wed) entrance is permitted only with completed assembly entrance card that you will receive in the Entrance Hall I 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.: 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 (V1) 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 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.

TRANSPORT OF LARGE-DIMENSION EXHIBITS: The gate door for the entry into the halls will be opened for this purpose until Wednesday, 09 October 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 9 October 2019 (Wed), 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 assembly: On 7-9 October 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 PVA EXPO PRAGUE AREAL WOULD BE ALLOWED UPON CONSENT WITH THE ORGANIZER and purchasing NIGHT PARKING CARD (see Ordering catalogue).

PARKING during the trade fair (10-13 October 2019) It is only possible to park in the exhibition centre in the reserved sites with a parking card. Parking Card / 620,-CZK / is valid only for the duration of the fair and it could **not** be transferred to other automobiles. (non-transferable); Parking card / 827,-CZK / is valid also for the duration if the trade fair and it could be transferred to other automobiles. (it's transferable).

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.

Expositions bigger than 25 sq m, which are provided for exhibitors by the ABF, a.s., will be prepared to take over according to your orders on 9 Oct 2019 from 8.00 a.m. and expositions (up to 25 sq m and stands in the outdoor area) on 9 Oct 2019 from 12.00 a.m. No vehicles will be allowed to enter the Exhibition Centre after this time.

Please note, that the day 10 October 2019, the first day of the fair is a contracting day for the FOR GASTRO & HOTEL trade fair. The entrancy ticket FOR INTERIOR of this day is not valid to FOR GASTRO & HOTEL trade fair.

4. THE TRADE FAIR OPENING HOURS:

Exhibitor:

Thursday	10 Oct 2019	8:00 a.m. – 7:00 p.m.
Friday	11 Oct 2019	9:00 a.m. – 7:00 p.m.
Saturday	12 Oct 2019	9:00 a.m. – 7:00 p.m.
Sunday	13 Oct 2019	9:00 a.m. – 00:00 a.m.

Visitor:

Thursday - Saturday	10 - 12 Oct 2019	10:00 a.m. – 6:00 p.m.
Sunday	13 Oct 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 and vans (not exceeding the size of microbus) to stay in the centre on the basis of a returnable deposit amounting to CZK 1000. Vehicle entry (see the plan) – **10 Oct 2019 (Thu) 8:00 – 9:45 a.m. - 11-13 Oct 2019 (Fri-Sun) 9:00 – 9:45 a.m.**

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: Parking in the areal is possible on a restricted places only with parking card. Multiday parking card is valid for 4 days and it is provided in two obtions (trasferable x non-transferable). If exhibitors did not buy parking card, they can park on the parking for visitors (150 CZK per day)

NIGHT PARKING IN THE PVA EXPO PRAGUE AREAL IS POSSIBLE UPON PURCHASING OF PARKING CARD (see Ordering catalogue).

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. **13 Oct 2019 from 5 p.m.** and continues **NONSTOP till 14. Oct 2019 untill 10.00 a.m.** (Sun-Mon).

EXPOSITIONS BUILT BY ABF, a.s.: **Clearing of these expositions MUST be commenced immediately after the end of the trade fair on Sunday (13 October 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.

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 13 October 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 13 October 2019 from 10:00 p.m., transport of empty packaging material will take place. The exhibitors requesting delivery of empty packages to the stand immediately after the end of the exhibition must address the forwarding company CENTRUMSPED expressly with this request in advance. (Contact person of CENTRUM SPAD COMPANY: Filip Červený, tel.: 602 501 381, e-mail: cerveny@centrumsped.cz)

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 fernandez@abf.cz +420 739 003 135 or at rakusan@abf.cz +420 739 003 158

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 650 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

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.

6. 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 I.

Individual guard your exposure you can order by filling out a form from the Catalogue of services you can order by your trade fair manager. The price of individual guard: 200CZK/ á1hour, price without VAT if order till 25. Aug 2019. After that date price is 250 CZK/hour.

7. 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 a 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**

8. IMPORTANT CONTACTS of our team:

**Manager of the fair FOR GASTRO & HOTEL / including foreign relations /
Milena Fernandez**

tel.: 225 291 246, mob: 739 003 135, e-mail: fernandez@abf.cz

Foreign Relations Manager of FOR INTERIOR Trade fair

Vojtěch Rakušan

Tel: 739 003 133, rakusan@abf.cz

Director of sales team

Maria Wohrabová

Tel.: 225 291 244, mob: 739 306 332, E-mail: wohrabova@abf.cz

Manager of the fair FOR INTERIOR:

Daniela Boučková

tel.: 225 291 125, mob: 739 003 138, E-mail: bouckova@abf.cz

Manager of the fair FOR INTERIOR:

Věra Špáňová

Tel.: 225 291 197, mob: 734 694 124, E-mail: spanova@abf.cz

Manager of the fair FOR GASTRO & HOTEL (Food & Beverage)

Ing. Regina Fibichová

tel.: 225 291 238, mob: 602 302 771, e-mail: fibichova@abf.cz

Production of the Trade Fair FOR INTERIOR :

Martina Králová

Tel.: 2525 291 149, GSM: 734 694 125, e-mail: kralova@abf.cz

Production of the trade fair FOR GASTRO & HOTEL:

Markéta Sedláková

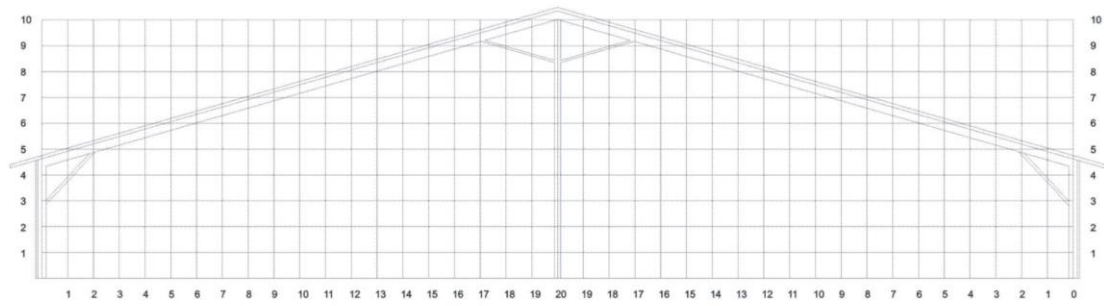
Tel.: 225 291 191 , GSM: 603 294 590, sedlakova@abf.cz

Technical department

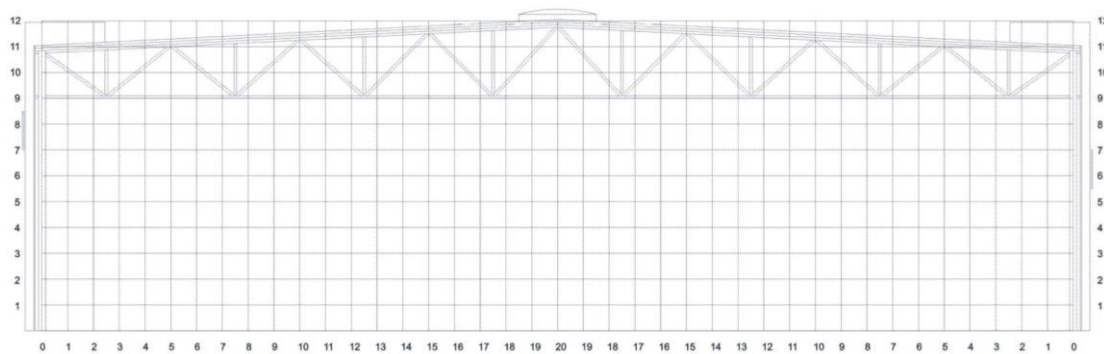
Mgr. Lukáš Vilímek

Tel: 225 291 223, mob: 739 003 169, e-mail: vilimek@abf.cz

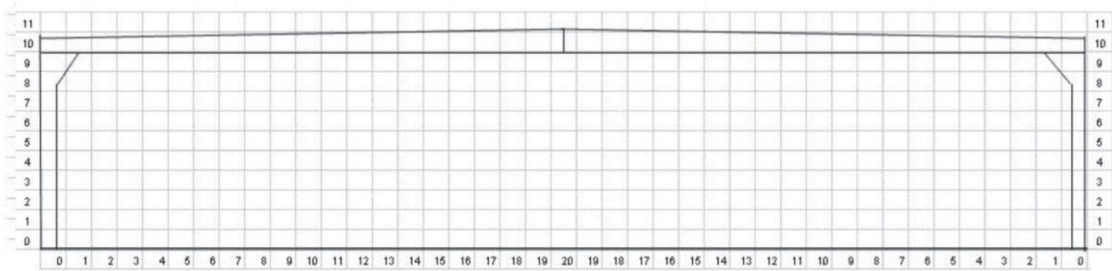
HALA 1



HALA 2, 2D, 5AB, 5CD



HALA 3, 4



HALA 7

