

## REKLAMA POLYGRAF OBALY/PACKAGING

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### CLOSING DATES:

**30 April 2018**

**1 All payments must be credited to the account of ABF, a.s. before commencement of the trade fair!**

**For the closing dates see below.** Background information, application forms, orders must be delivered to ABF by the corresponding deadlines.

We ask you to send, in your own interest, the orders by means of registered mail. If you use e-mail or fax communication, please send the original copies (especially the background information for graphic design) by post without any delay.

If the exhibitors fail to send appropriate background materials by the deadline required, they will expose themselves to the risk of possible complications concerning the implementation of the stand, and therefore even to the risk of additional financial expenses.

<b>Closing date for technical services</b>	<b>30 April 2018</b>
Order of technical services – APPLICATION FORM "A", page 3, or APPLICATION FORM "B", page 3. An order of technical services during the assembly will be subject to a surcharge of as much as 100%, possibly it may happen that it will not be technically feasible anymore at all.	
<b>Closing date for orders of stand construction, stand equipment and graphic work</b>	<b>30 April 2018</b>
Order of stand construction – only for the APPLICATION FORM "A", pages 4 and 4a. Order of stand equipment and graphic work – only for the APPLICATION FORM "A", page 5.	
<b>Closing date for the sending of the stand design for approval, sending of the Confirmation of Exposition Implementation</b>	<b>30 April 2018</b>
The exhibitors who implement the stand construction through their own means, possibly through an advertising or implementing agency, are obliged to send the stand design to the Trade Fair Administration of ABF, a.s. for approval. It is necessary to send the ground plan and front view, with specification of basic dimensions, with the marking of any possible height dominants and eye-catchers, including the stand orientation within the framework of the area ordered and with the stating of the coordinates for locations of inlets of electrical lines, water main and outlet of the sewage system. In the case of two-storey expositions, the exhibitor is obliged to submit the structural assessment or documentation as well. For the form see the APPLICATION FORM "A", page 5a.	
<b>Closing date for registration of co-exhibitors</b>	<b>30 April 2018</b>
Registration of other firms – APPLICATION FORMS "A" and "B", page 2. Co-exhibitors are also stated in the Catalogue, CD Catalogue and on the web sites of the trade fair. They are stated in the trade fair orientation system and in the mobile application as well. The term "co-exhibitor" includes any firm (except for the actual exhibitor) which is presented at the exhibitor's stand within the framework of the exposition of the exhibitor (by putting an exhibit on display, through a panel, corporate logo, commercial name, folders, video programme, etc.). <b>The exhibitor is obliged to register and pay the registration fee for all its co-exhibitors.</b> If a breach of this principle is found out, the exhibitor will be obliged to pay the registration fee for the co-exhibitor in a double amount in the course of the trade fair.	

**Time data:**

<b>Early assembly of the booths</b>	23 May 2018	8:00 a.m. – 06:00 p.m.	
<b>Assembly of the booths:</b>	Indoor Area	24 May 2018	8:00 a.m. – 08:00 p.m.
		25 – 28 May 2018	8:00 a.m. – 10:00 p.m.
	Outdoor Area	28 May 2018	8:00 a.m. – 10:00 p.m.
<b>Registration for the exhibitors:</b>		24 May 2018	12:00 p.m. – 06:00 p.m.
		25 – 28 May 2018	8:00 a.m. – 06:00 p.m.
		29 May 2018	8:00 a.m. – 10:00 a.m.
<b>Opening halls for the exhibitors:</b>		29 May 2018	8:00 a.m. – 07:00 p.m.
		30 May 2018	9:00 a.m. – 07:00 p.m.
		31 May 2018	9:00 a.m. – 05:00 p.m.
<b>Opening halls for public:</b>		29 – 30 May 2018	10:00 a.m. – 06:00 p.m.
		31 May 2018	10:00 a.m. – 05:00 p.m.
<b>Disassembly of the booths:</b>		31 May 2018	5:00 p.m. – 12:00 a.m.
		1 June 2018	12:00 a.m. – 10:00 a.m.

Exhibitor (commercial name) \_\_\_\_\_

You can download a form which you can fill in by using a computer from/order/ www.reklama-fair.cz/en/, www.veletrhobaly.cz/en/

**PARKING CARD - THREE-DAY CARD**

The three-day parking card is intended for passenger cars of the exhibitors. Its validity is 29 – 31 May 2018 inside the PVA EXPO PRAGUE area in reserved sites. It must be placed, for all the time of staying within the Exhibition Centre area, in a visible place behind the windscreen and properly marked (in such a manner that it can be possible to identify the exhibitor- stand number). With regard to the limited number of parking cards, the individual orders will be managed (chronologically) according to the delivery dates.

**The three-day parking card is transferable.**

* THREE-DAY PARKING CARD	price: CZK 500/pc	Quantity:
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**NIGHT PARKING**

For night parking, a three-day parking card is required as well.

Night parking up to 3,5 t	price: CZK 250 /1 night	Quantity:
Night parking over 3,5 t	price: CZK 500 /1 night	Quantity:

**ASSEMBLY VEHICLE ENTRY CARD**

During 24 – 28 May 2018, a free vehicle entry into the Exhibition Centre for the exhibitors who show the Assembly Card and Assembly Vehicle Entry Card is available. The Assembly Vehicle Entry Card must be completely filled in and placed, for all the time of staying within the area, in a visible place in every vehicle. On 28 May 2018 (all day) and 29 May 2018 (8:00 a.m. – 9:45 a.m.) there is a deposit in the amount of CZK 1000 for 3 hours. This amount is refundable at the vehicle exit in case that the time of stay does not exceed the period of authorized stay (3 hours) or according to the instructions of the organiser. If this time period is exceeded, there is no entitlement for the refund of the deposit, and the administration of the PVA EXPO PRAGUE Exhibition Centre will issue, upon request, a document confirming the payment of the sanction fee.

* ASSEMBLY VEHICLE ENTRY CARD	Included in the registration fee	Quantity:
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**EXHIBITOR CARDS**

The exhibitor cards authorise their holders to enter the PVA EXPO PRAGUE area to the trade fair on 29 – 31 May 2018. Each exhibitor will receive a standard number of exhibitor cards according to the size of the area ordered (see the Table “Standard number of assembly and exhibitor cards”). Fill in the order only in the case that you require exhibitor cards beyond the framework of the standard number.

* EXHIBITOR CARD	price: CZK 350/pc	Quantity:
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**ASSEMBLY CARDS**

The assembly cards authorise their holders to enter the PVA EXPO PRAGUE area to the trade fair at the time of assembly and dismantling. Each exhibitor will receive a standard number of exhibitor cards according to the size of the area ordered (see the Table below). Fill in the order only in the case that you require exhibitor cards beyond the framework of the standard number.

* ASSEMBLY CARD	Included in the price of the registration fee	Quantity:
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**STANDARD NUMBER OF ASSEMBLY AND EXHIBITOR CARDS**

	up to 30 m <sup>2</sup>	31 – 99 m <sup>2</sup>	100 – 199 m <sup>2</sup>	200 m <sup>2</sup> and more
Assembly cards	5	10	15	20
Exhibitor cards	5	One card for each 10 m <sup>2</sup> commenced		

\* You will receive directly at the PVA EXPO PRAGUE Exhibition Centre in the business department in the Entrance Hall I on registration of exhibitors. The documents for entry into the exhibition area and vehicle access to the centre will be issued after the checking of the invoice payments.



Exhibitor (commercial name) \_\_\_\_\_

**PROMOTION OF EXHIBITORS OUT OF THE EXPOSITION**

The PVA EXPO PRAGUE Exhibition Centre offers a number of other opportunities for making your company visible even out of the exhibitions. This concerns both traditional and untraditional forms of advertising which you can order in the term of the trade fair or for the term of the entire month. We will be pleased to consult any details with you.

The photographs and plans with placement of advertising areas in the Exhibition Centre are a part of the separate Offer Catalogue of Advertising Areas and Services at PVA EXPO PRAGUE, which is available from [www.pvaexpo.cz](http://www.pvaexpo.cz).

**Campaign term for the event: 29 – 31 May 2018**

**Campaign term for the month: 1 – 31 May 2018**

Order	Advertising area/service	Time period event/day/month	Number of pcs/days/people	Price pc/person	Price, total
1.	Triboard - area w. 240 cm, h. 600 cm, including curtain production	event		25,000 CZK/pc	
2.	Triboard - area w. 240 cm, h. 600 cm, including curtain production	month		35,000 CZK/pc	
3.	Fixed billboard - w. 510 cm, h. 240 cm, including the print and gluing of the paper poster	event		12,000 CZK/pc	
4.	Fixed billboard - w. 510 cm, h. 240 cm, including the print and gluing of the paper poster	month		17,000 CZK/pc	
5.	Mobile billboard - w. 510 cm, h. 240 cm, including the print and gluing of the paper poster	event		12,000 CZK/pc	
6.	Flags - poles in front of the Entrance Hall I or II (a set of 5 pieces)	event		8,000 CZK/ 5 pcs	
7.	Area on the Centre fencing a) - w. 400 cm, h. 100 cm	event		14,000 CZK/pc	
8.	Area on the Centre fencing b) - w. 200 cm, h. 100 cm	event		10,000 CZK/pc	
9.	City Light Outdoor - w. 118.5 cm, h. 175 cm, including the print	event		8,000 CZK/pc	
10.	City Light Outdoor - w. 118.5 cm, h. 175 cm, including the print	month		15,000 CZK/pc	
11.	City Light Indoor A - w. 118.5 cm, h. 175 cm, including the print	event		8,000 CZK/pc	
12.	City Light Outdoor A - w. 118.5 cm, h. 175 cm, including the print	month		15,000 CZK/pc	
13.	Area on the railing in Entrance Hall I - w. 100 cm, h. 100 cm	event		5,000 CZK/pc	
14.	Area on the railing in Entrance Hall I - w. 100 cm, h. 100 cm	month		9,000 CZK/pc	
15.	A1 poster - Information, including the print	event		3,000 CZK/pc	
16.	A1 poster - Information, including the print	month		5,000 CZK/pc	
17.	A2 poster - ticket offices, including the print	event		6,000 CZK/pc	
18.	A3 poster - toilets (set of 10 pcs), including the print	event		10,000 CZK/10 pcs	
19.	A3 poster - toilets (set of 10 pcs), including the print	month		18,000 CZK/10 pcs	
20.	Square poster - Hall door, including (two-side) sticker print	event		3,000 CZK/door	
21.	Floor advertising in the Exhibition Hall - w. 100 cm, h. 100 cm, including the print of the sticker	event		4,000 CZK/pc	
22.	Area for roll-up stand installation in the Entrance Halls I and II - w. 100 cm, h. 200 cm	event		5,000 CZK/pc	
23.	Distribution of promotional materials at ticket offices	event		3 CZK/pc	
24.	Distribution of promotional materials to Exhibitors' stands	event		30 CZK/pc	

Exhibitor (commercial name) \_\_\_\_\_

Order	Advertising area/service	Time period event/day/month	Number of pcs/days/people	Price pc/person	Price, total
25.	Distribution of promotional materials on information counters	event		2 CZK/pc	
26.	Permission to distribution of promotional materials by a hostess, paperboy or mascot	day		2,000 CZK/person	
27.	Advertising banner on www.pvaexpo.cz, 468 x 60 px	month		5,000 CZK/pc	
28.	Advertising banner on www.pvaexpo.cz 250x250 px	month		10,000 CZK/ pc	
29.	Brand in the background www.pva expo.cz, 190 px from the vertical sides Web content (Web content: width 970 px	event		20,000 CZK/ pc	
30.	Post to Facebook PVA EXPO PRAGU	week		1,500 CZK	
31.	Advertising spot on the screen in ORION VHII	day		3,000 CZK/ pc	
32.	Email correspondence to the database of visitors (Max. 200 000 addresses) in the desired time	day		80,000 CZK	
33.	Email correspondence to the database of visitors (Max. 200 000 addresses) in the desired time	day		1,5 pc	
34.	Main partner to the trade fair opening ceremony*	event		20,000 CZK	
Price, total, VAT exclusive					

Notes concerning clarification of the campaign

\* We guarantee exclusivity

**The prices of advertising areas are stated including installations. The prices of advertising areas and services apply to exhibitors of the event (trade fair, exhibition) in question, at which they have ordered exhibition area and at which they order, at the same time, the above mentioned selected advertising areas and services.**

**All prices are stated without VAT.**

By signing the Binding Order I provide, in accordance with the Act no. 101/2000 Coll., my consent with the processing of personal data for internal needs of ABF, a.s., and I also provide my consent, in accordance with the Act no. 480/2004 Coll., with the sending of business announcement by electronic means. The consent can be withdrawn at any time by sending an e-mail message with the text "nezasílat" (Do not send) to stoplist@abf.cz

I declare that I have made myself familiar with the ABF, a.s. Conditions for Lease of Advertising Areas and Advertising Services at PVA EXPO PRAGUE, forming an integral part of the present Order, and I understand their content and I agree with them.

\_\_\_\_\_  
Date, signature for the Client, stamp

You can download a form which you can fill in by using a computer from/order/ www.reklama-fair.cz/en/, www.veletrhobaly.cz/en/

**3b**

1. ABF, a.s. (hereinafter referred to as "the Lessor") is the operator of the PVA EXPO PRAGUE Exhibition Centre, Beranových 667, Praha-Letňany (hereinafter referred to as "the PVA EXPO PRAGUE").
2. The Client is interested in presenting its firm, products or services, by way of lease of the advertising area or an order of advertising services at the PVA EXPO PRAGUE with which the visitors coming to the PVA EXPO PRAGUE will have an opportunity of getting themselves familiar.
3. The Lessor undertakes to provide to the Client the advertising area ordered for use according to the Binding Order of lease of advertising areas and advertising services. The Lessor has the right to approve the visual and text forms of the advertising, i.e. whether the advertising area content is in conformity with legal regulations. The Lessor undertakes to ensure or enable advertising services according to the Binding Order of lease of advertising areas and advertising services. Deployment of fixed advertising areas in the Exhibition Centre is stated in the Offer Catalogue of Advertising Areas and Services at the PVA EXPO PRAGUE. The exact deployment of other areas for advertising will be specified by the Lessor according to the terms required. The Lessor shall decide about the final deployment of the advertising.
4. The Client is obliged to pay the price for the lease of the advertising area and assurance of advertising services to the Lessor in an amount stated in the Binding Order of lease of advertising areas and advertising services, plus Value Added Tax within 14 days from the issuing of the invoice.
5. In case that the price of the advertising area includes costs of production of advertising eye-catchers (print of posters, curtain production), The Client will send graphic backgrounds to the Lessor according to technical specification sufficiently in advance at least 14 days before the campaign beginning. If the price of production is not included in the price of the lease of the advertising area, the Client will ensure the advertising eye-catcher production at its own expense in accordance with technical requirements obtained from the Lessor. In case of use of its own advertising eye-catchers and materials, the Client is obliged to ensure their delivery to PVA EXPO PRAGUE at least 4 business days before the campaign commencement. Then, after the end of the campaign, it shall ensure their removal at its own expense within 2 days.
6. The Client is authorised to perform exchange of visual materials of the advertising area provided that the Client is only authorised to make any change in or exchange of the advertising area after the Lessor's approval.
7. In case of exchange of advertising visual materials, the Client shall pay all further costs for each exchange of the advertising visual materials.
8. The Client undertakes to use the advertising areas fully in accordance with legal regulations, especially in accordance with the Act no. 40/1995 Coll. on regulation of advertising, as amended, Act no. 89/2012 Coll., Civil Code, as amended, Act no. 121/2000 Coll., on copyright and rights related to the copyright and on amendment to certain other Acts (Copyright Act), as amended, i.e. especially in accordance with legal regulations regulating advertising, legal regulations governing copyright and intellectual property rights, legal regulations for protection of personality and name and commercial name of legal entities and legal regulations governing the so-called unfair competition. The Client of the contribution confirms, by sending the picture/ photograph that the publishing will not infringe any copyright or other rights or authorised interests of third parties in an unauthorised way. The Client grants to ABF, a.s., Company Reg. No. 63080575, a non-exclusive licence to use the picture /photograph to all manners of their use, in an unlimited extent and with the right to provide a sub-licence. The licence is provided for the territory of the Czech Republic, for the term of property copyright and without any quantitative limitation. Within the framework of the use of the picture/photograph, ABF, a.s. is authorised to use them as a whole or in a part, not only in their original form but also in a modified form, in combination of other author works as well as with a text, picture, photograph, image record or audio recording. In case that the use of the picture/photograph infringes any rights of third parties, the Client undertakes to indemnify any claims of third persons arising on the basis of such infringement. The Client further undertakes not to damage the interests of the PVA EXPO PRAGUE or ABF, a.s. in any manner.
9. In case of enabling distribution of advertising materials to visitors, the Client undertakes to observe the following principles: to have the Distribution Permission attached on the clothing for the entire time of the distribution agreed upon, and to identify themselves with it on the entry into the PVA EXPO PRAGUE Centre, to respect the Organisational Instructions of the event in question, to hand over the advertising materials directly to the hands of the visitors, not to place them on the information counters or behind the car windscreen wipers.
10. The Lessor and the Client have agreed that the facts which the Client has learnt in connection with execution of the present Agreement are confidential and the Client is not authorised to disclose them to any third person, to use them in contradiction with their purpose for their needs or to enable their use in any manner on the part of third persons.

**MAXIMUM VISIBILITY AND SUPPORT TO INCREASE THE NUMBER OF VISITORS COMING TO SEE YOUR EXPOSITION AT THE TRADE FAIR**

Dear Exhibitors,

Please allow us to offer you an extraordinary opportunity thanks to which you can ensure maximum promotion and an increased number of visitors coming to see your exposition at the trade fair, by way of the lease of **subsidised billboard areas all over the Czech Republic in a format of 5.1 x 2.4 m.**

**What does it mean for you:**

Just think about the month, place and number of billboards that might reach your potential clients. Please send your idea to the e-mail address: [zivkovic@abf.cz](mailto:zivkovic@abf.cz). We will forthwith offer you free BB areas in the location requested, with an exact description of placement on an interactive map of the Czech Republic, pictures and all the details from which you can choose. Sending your idea is not binding in any way.

**THE OFFER VALIDITY CONDITION IS PLACEMENT OF TEXT MEANING: "REKLAMA POLYGRAF, OBALY/PACKAGING" ON THE BILLBOARD POSTER** (see examples below).

Contact person:

Monika Živković, promotional department manager, mobile: +420 734 768 484, [zivkovic@abf.cz](mailto:zivkovic@abf.cz)

**1 billboard, including the print and installation = CZK 4,800 per month + VAT (from the first day of the month)**

**Example**

Graphics for insertion into the billboard for the trade fairs



An example of graphics of a complete billboard (format 5.1 m x 2.4 m) to the REKLAMA POLYGRAF and OBALY/PACKAGING 2018 Trade Fair with a part of the Exhibitor's graphics with a format of width 3.4 x height 2.4 m.





Exhibitor (commercial name) \_\_\_\_\_

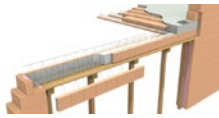
**BONUS PROMOTION ON THE WEB SITE AND IN THE MOBILE APPLICATION**

The sections entitled “**You Will Find at the Trade Fair**” on the web sites [www.reklama-fair.cz](http://www.reklama-fair.cz), [www.veletrhobaly.cz](http://www.veletrhobaly.cz) are ideal space for the publishing of interesting exhibits, new technologies or information on the offered services which you are to present in your exhibitions. As exhibitors or co-exhibitors you can introduce your innovations and exhibits still before the commencement of the trade fair. The information provided will be used within the framework of the PR campaign as well.

The exhibits published in the “**You Will Find at the Trade Fair**” section on the web sites will be presented also in the mobile application for smart phones, such as iPhone and Android, PVA EXPO PRAGUE. We will publish the background materials sent after we receive them, the texts being subject to editorial processing.

Example:

[Překlad Porotherm KP XL - novinka na domácím a pravděpodobně i na světovém trhu](#)



**Výrobek přihlášen do soutěže GRAND PRIX.**

**Vystavovatel: Wienerberger cihlářský průmysl, a.s. - Hala 1 - A 15**

Pro jednoduché a rychlé vytvoření nadpraží u otvorů se světlostí nad 3 m lze použít překlady Porotherm KP XL s prostorovou výztuží. Díky prostorové výztuži lze keramické překlady KP VARIO navzájem kombinovat a vytvářet tak libovolné délky pro otvory o světlosti až 5 m. Realizace probíhá na stavbě jednoduše doplněním prefabrikátů běžnou výztuží. Po zabetonování a zatvrdnutí vznikne železobetonový průvlak s únosností 25 kN/m<sup>3</sup>, což je pro běžné domky dostatečná únosnost i pro uložení stropů. Navržené řešení je možné i pouze ruční manipulací. Určeno pro nejpoužívanější tloušťky vnějších stěn 440 a 400 mm. Překlady Porotherm KP VARIO se na trh dodávají od srpna 2009, doplňkový prodej výztuže byl zahájen v červenci 2013. Více na [www.wienerberger.cz](http://www.wienerberger.cz)

**Name of the presented product / technology / service (max. 80 characters):**

\_\_\_\_\_

**Description of the exhibit / technology / service (max. 800 characters) – characteristics of properties, marketability, strengths:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Web** (reference to a detail page with the product):

**Picture / photograph:** please send in an attachment - jpg format, min. width 800 px

Consent with the use of the picture/photograph

The sender of the contribution confirms, by sending the picture/photograph that the publishing will not infringe any copyright or other rights or authorised interests of third parties in an unauthorised way. The sender grants to ABF, a.s., Company Reg. No. 63080575, a non-exclusive licence to use the picture /photograph to all manners of their use, in an unlimited extent and with the right to provide a sublicense. The licence is provided for the territory of the Czech Republic, for the term of property copyright and without any quantitative limitation. Within the framework of the use of the picture/photograph, ABF, a.s. is authorised to use them as a whole or in a part, not only in their original form but also in a modified form, in combination of other author works as well as with a text, picture, photograph, image record or audio recording. In case that the use of the picture/photograph infringes any rights of third parties, the sender undertakes to indemnify any claims of third persons arising on the basis of such infringement.

**Contribution sender**

Contact person \_\_\_\_\_

Tel./mobile \_\_\_\_\_ E-mail \_\_\_\_\_

Please fill in the form electronically and send it to [votavova@abf.cz](mailto:votavova@abf.cz) including the attachment (picture/photograph).

Exhibitor (commercial name) \_\_\_\_\_

Dear Exhibitors,

Thank you very much for paying high attention to the construction of your expositions, and at the same time we would like to ask you to remove the waste arising during the subsequent dismantling (debris, chipboard, plasterboard, metal scrap, packaging materials, etc...). Please remember to order waste containers according to the dimensions of the waste planned by you.

Containers will be placed in position no sooner than on 31 May 2018.

Thank you for your understanding. We are looking forward to our future cooperation.

For the Trade Fairs Implementation Team

Technical Department Manager  
Mobile phone no.: +420 739 003 151  
Tel: +420 225 291 239  
E-mail: trnka@abf.cz

**WE ORDER THE BELOW SPECIFIED CONTAINERS FOR WASTE REMOVAL DURING DISMANTLING**



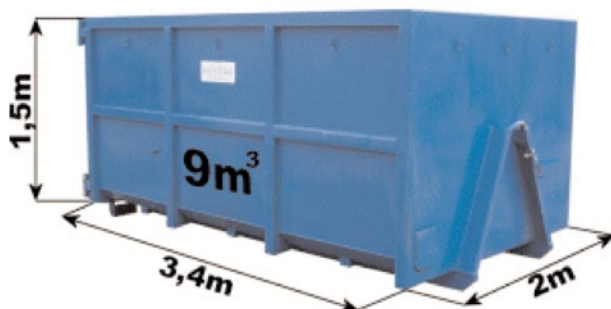
Capacity 1 100 litres  
Price CZK 800  
(VAT not included)

We order  items



Capacity 3 m<sup>3</sup>  
Price CZK 2,500  
(VAT not included)

We order  items



Capacity 9 m<sup>3</sup>  
Price CZK 5,400  
(VAT not included)

We order  items

All prices are stated without VAT.

\_\_\_\_\_  
Date, signature for the Client, stamp

**5**

**Dear Exhibitor,**

The insurance company “**Slavia pojišťovna, a.s.**” is pleased to offer you insurance of your exposition within the framework of the Insurance Contract **no. 5900002770** for exhibitors at PVA EXPO PRAGUE in Letňany.

The organiser recommends the exhibitors, besides obligatory liability insurance, **to order also the insurance of the set of their own Trade Fair exhibits, equipment and accessories of the exposition for the following risks:**

Scope of the insurance contracted:

**1. Comprehensive insurance against natural hazards**

It covers all risks insured in a standard manner (fire, explosion, lightning stroke, flood, inundation, fall of aircraft, trees, poles and others), including damage caused by liquid or steam leaking from water main systems, air conditioning, heating and fire extinguishing system.

The maximum limit of the insurance benefit amounts to as follows (the limit being derived from the exposition value)::

Group A) **CZK 5,000,000**

Group B) **CZK 1,000,000**

Group C) **CZK 500,000**

The deductible to be borne by the insured is determined at CZK 5,000, for group C) CZK 3,000.

**2. Thieving (theft, robbery)**

The maximum limit of the insurance benefit amounts to as follows:

Group A ) **CZK 1,000,000**

Group B) **CZK 500,000**

Group C) **CZK 500,000**

The deductible to be borne by the insured is determined at CZK 5,000, for group C) CZK 3,000.

The loss of an exhibit shall not be considered as a theft if the offender takes possession of the thing in an unidentified manner, without any traces of violence.

Any exhibits with dimensions smaller than 30x30x10 cm are only covered with the insurance provided that they were placed in locked glass or other display boxes, and other insured things of this size must be placed in locked cabinets or boxes, in order to be covered.

**This insurance furthermore applies also to the cases of a “simple theft”**

This means a situation when there has not been overcome any obstacle preventing thefts from occurring or when no violence or no threat of violence has been used. It applies to the exhibits presented and to the equipment in the stand. The insurance is valid provided that the damage event occurred in the course of the official business hours of the exhibition and at presence or the exposition staff.

The maximum limit of the insurance benefit amounts to as follows:

Group A) **CZK 50,000**

Group B) **CZK 25,000**

Group C) **CZK 15,000**

The deductible to be borne by the insured is determined at CZK 5,000, for group C) CZK 3,000.

The insurance shall apply to the entire term of the exhibition event, including the assembly and dismantling of the exposition, max. 120 hours before the official beginning of the actual exhibition and max. 48 hours after the official end of the actual exhibition event.

**Amount and method of the payment of the insurance premium**

**Group A) CZK 4,500**

**Group B) CZK 2,200**

**Group C) CZK 1,400**

The insurance premium for the duration of the trade fair is payable on the day of underwriting, the exhibitor will receive a document of insurance and payment of the insurance premium.

The handling and processing of insurance interests of exhibitors at the PVA EXPO PRAGUE Letňany have been entrusted to the insurance broker:

**TOTAL BROKERS, a.s.**

Registered office: Za Skalkou 421/10, Prague 4, POSTAL CODE 147 00, Czech Republic

Company Reg. No.: 273 79 345

Tel. +420 244 400 876, +420 261 109 600, +420 731 424 709,

The insurance broker will be present in the **PVA EXPO PRAGUE Letňany in the Entrance Hall I.**

V případě zájmu Vás zástupce TOTAL BROKERS navštíví přímo na Vašem stánku.

Dear Exhibitor,

The insurance company "Slavia pojišťovna, a.s." is pleased to make you familiar with the scope of obligatory insurance ensured within the framework of the services provided to you by the organiser of the exhibitions and Trade Fairs - ABF, a.s.

**Scope of the insurance contracted:**

**Liability insurance**

The coverage shall apply to damage caused to property, health and life of third persons.

The maximum limit of the insurance benefit is the amount of **CZK 1,500,000**.

The deductible from the damage borne by the insured is determined as **CZK 5,000**.

**The insurance shall apply to the entire term of the exhibition event, including the assembly and dismantling of the exposition, max. 120 hours before the beginning of the actual holding of the trade fair and max. 48 hours after the end of the actual holding of the trade fair.**

SLAVIA POJIŠŤOVNA a.s. WISHES YOU A SUCCESSFUL AND TROUBLE-FREE COURSE OF THE EXHIBITION EVENT

**Steps in case of damage event:**

Dear Exhibitor,

If a damage event occurs, it is necessary for the insured (which is at the same time the aggrieved party as well) to take the following steps:

1. To address an insurance broker and on the basis of the broker's instructions to fill in a damage report form in writing; in the printed form, in a letter, by telephone, by fax, by email.
2. Written claim for damage compensation exercised by the aggrieved party against the party causing the damage, with evidence of the extent of the thing damaged through photograph documentation, acquisition document, document for the repair and number of the account where possible insurance benefit is to be sent.

**Please state always the Insurance Contract number in the form – 5900002769**

**Insurance Broker:**      **Total Brokers a.s.,  
Za Skalkou 421/10, 14700 Prague 4  
Tel. +420 244 400 876, +420 261 109 600, Mobile: +420 731 424 709  
Fax: +420 244 400 838  
E-mail: likvidace@totalbrokers.cz  
www.totalbrokers.cz**

If the damage event has been reported by phone, fax or e-mail, the policy holder (the insured) is obliged to report the damage event additionally, without any unnecessary delay, in writing as well. The reporting of a damage event is considered as delivered at the moment when it has been delivered on the form prescribed or through a letter signed by the policy holder or the insured, to the above mentioned address.

**Please report any damage event at the same time to ABF, a.s., directly at the Exhibition Centre in the registration department or in the technical control workplace.**

If you are interested in more detailed information **about insurance or if you consider additional insurance of the exhibits for the risks of natural hazard and theft**, please contact directly the TOTAL BROKERS company, sufficiently in advance before the event or at the PVA EXPO PRAGUE Exhibition Centre.

The insurance broker (TOTAL BROKERS, a.s.) will be present at the event during the assembly and on the first two days of the trade fair at the stand in the Entrance Hall I in the following terms:

28 May 2018	From 1:00 p.m. to 6:00 p.m.
29 May 2018	From 9:00 a.m. to 1:00 p.m.

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For our customers, we offer discounted accommodation in these partner facilities:

**Aquapalace Hotel Prague 4\***

The luxurious **Aquapalace Hotel Prague** offers the perfect combination of business meetings with relaxation and entertainment. Aquapalace Hotel is part of the AQUAPALACE PRAGUE area, which is the largest Central European aquapark. The service offer includes extensive modern conference facilities center, excellent cuisine, direct access to the water park and a wide selection of individual, family and wellness packages. Whether you are traveling for business or holidays, a wide range of hotel amenities and wellness services combined with the visit of the aquapark and the Prague monuments will make your experience unforgettable.



**Hotel Belvedere Prague 4\*** is located near Prague Castle with direct and fast access connecting to the historical and business center of Prague. In a functionalist building from the beginning of 20<sup>th</sup> century, there are 149 modernly equipped rooms, on the Executive Floor with a separate entrance and the lobby, newly renovated suites and spacious business rooms, all equipped with high-speed Wi-Fi internet access. The hotel offers a range conference rooms - a large social hall, several lounges and Memphis Hall. Pleasant Lobby bar with a wide range of drinks is an integral part of the hotel. Parking is in the underground garage of the hotel. On the ground floor there is a À la carte restaurant Belcredi Bistro with a capacity of up to 60 seats offering high quality international cuisine. For exhibitors of PVA EXPO PRAGUE applies a special discount of 10%



The **Clarion Congress Hotel Prague 4\*** is just 10 minutes away by car or direct bus lines 136 or 195 from PVA EXPO PRAGUE in Letnany. Station Vysočanská, metro line B connected to the hotel provides convenient and quick transport to the center of Prague. In our hotel we provide accommodation in modernly equipped air-conditioned rooms satellite TV and free Wi-Fi. Your car is comfortably parked in the hotel underground garages. With 559 rooms including 25 spacious suites, we are ready to offer you our services during and outside the fairs. In case of any questions please contact [obchod.cchp@clarion-hotels.cz](mailto:obchod.cchp@clarion-hotels.cz) or call +420 211 131 144 and state the password: PVA 2018. We will be glad to send you a special offer.



**Hotel Duo 4\*** is a modern accommodation facility that provides a wide range of quality catering, conference and leisure services. There are 645 air-conditioned rooms in 7 different categories including the Presidential Suite. The hotel has a flexible congress center 11 conference rooms equipped with state-of-the-art technology for up to 650 people. In the friendly atmosphere of the Formanka restaurant, guests can enjoy delicious Czech and international specialties. In the summer months, sunbathing, summer terrace or a spacious garden is available. Sports, relaxation, beauty and other services provide fully equipped Sportcentrum. You can use the swimming pool, gym, sauna, Thai as well as classic massages, play table tennis, or enjoy the 12-lane bowling center. For exhibitors of PVA EXPO PRAHA we offer 15% discount on all available offers and free parking in the hotel's parking lot. Discount can be applied after entering your corporate code "PVA 2018" on the hotel reservation website.



The **Mariapoli center** is a pleasant modern congress and accommodation facility in a peaceful setting, just 10 minutes' drive from PVA EXPO PRAGUE in Letnany in the direction of Stará Boleslav. There are 20 single or quadruple rooms with a suite facilities. Rooms are equipped with a minibar and a telephone, and all rooms have free Wi-Fi access most of the rooms have TV. Some rooms have direct access to the garden, others have a private balcony. Exhibitors of PVA EXPO PRAHA offer a 10% discount.



**Bohemian Hostels & Hotels (BoHo)** is a network of top hostels and hotels offering accommodation for each partner of PVA EXPO PRAGUE. Whether you are a fan of modern style and comfort or you have lower budget accommodation, and yet you are looking for quality and style - BoHo has what you need. We offer accommodation in our boutique hotels Miss Sophie's New Town (4\*), The Nicholas Hotel Residence (4\*) and Amadeus Hotel (3\*) and modern Czech Inn hostels, Sophie's Hostel and Sir Toby's, where you can choose from shared and private 3\* rooms. All hostels and hotels are close to metro C (or A), which is easy to reach to the PVA EXPO PRAGUE exhibition center in Letňany. Take advantage of a 15% discount for ABF Partners - Enter a code while booking <https://bohemianhostels.com/> promo code "PVA" and your discount will be automatically subtracted.



**More detailed information and contacts can be found at:  
[www.abf.cz](http://www.abf.cz) section Accommodation**

7

OFFER OF HOSTESSES AND PRESENTERS || OUR PEOPLE WORK FOR YOU



# Promoteri.eu



**We are Promoteri.eu, the biggest purely Czech agency providing hostesses and translators around all of the Czech Republic and Slovakia. We have already been in the business for 10 years. We will represent your brand in a highly professional manner at all kinds of events (exhibitions, opening parties, training, presentations, cultural and sports events).**

### NEED PEOPLE FOR YOUR STAND? WE HAVE THEM!

Are you planning your presentation at PVA EXPO PRAGUE and you need a cooperative person that will help you out? We will handle everything. We will help you organise the event, we will make sure the presentation goes smoothly on your stand and we will approach prospective clients and increase your sales.

### OUR EMPLOYEES ARE TRUSTED AND TRAINED

Using a database on all events that we took part in, we keep improving our services and we train our employees for specific events. Each of the hostesses goes through a multi-level training. This is one of the reasons why we will serve as long-term partners for your campaigns and events.

General pricelist (send us your specific requests to get a quote):

Hostess / presenter .....	180 CZK / hour
Arrangement fee.....	500 - 1,000 CZK / day

### SEND US A NON-BINDING QUOTE REQUEST

Enter your request to our online form and we will give you a non-binding quote.

[www.promoteri.eu/poptavka-klienta](http://www.promoteri.eu/poptavka-klienta)



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# stonescatering

*Milujeme to co děláme.*



**Professional full-servicing in the field of gastronomy** is available to you in the **PVA EXPO PRAGUE in Letňany**. The services offered include:

- Issuing of discount gastronomic cards on registration of exhibitors
- Advantageous price conditions for exhibitors in two restaurants and in two cafés situated in Entrance Halls I and II
- Delivery of refreshment to your stands on the basis of a previous printed or electronic order
- Complete delivery of catering services in your stands, including service and assurance of bartender's services
- Possibility of additional orders of both hot and cold drinks to the stands during the day
- Assurance of complete catering services (buffet parties, business lunches, cocktails, conferences) in the premises of PVA EXPO PRAGUE, as well as out of the Exhibition Centre
- Lease of gastronomic equipment according to your requirements
- Lease of furniture and equipment of your stands (chairs and tables) according to your requirements

I am looking forward to cooperating with you.

Ing. Karolína Reichman Čiháková  
Mobile: 773 635 856  
E-mail: [info@stonescatering.cz](mailto:info@stonescatering.cz),  
[karolina@stonescatering.cz](mailto:karolina@stonescatering.cz)

STONES CATERING, s.r.o.  
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[www.gastropva.cz](http://www.gastropva.cz)



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Organiser:

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**Insurance of Exhibits and Expositions**

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E-mail: likvidace@totalbrokers.cz

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**Forwarders**

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