



**CZECH**  
**TRAVEL MARKET**

**ORGANIZATIONAL  
INSTRUCTIONS  
FOR EXHIBITORS  
21 November 2023**

**PVA EXPO PRAHA**

Beranových 667

199 00 Praha 9 – Letňany

GPS: Loc: 50°7'46.54"N,14°30'51.48"E

Organizer ABF, a.s.

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# ORGANIZATIONAL INSTRUCTIONS FOR EXHIBITORS

## 1. REGISTRATION

Registration deadlines for exhibitors are:

**20 November 2023 – 3 p.m. – 7 p.m.**

**Registration is in Entrance Hall II.**

**RECOMMENDATION:** If the payment is made after 10 November 2023 we recommend that exhibitors take the paid invoice to the registration - account statement. In case that invoices are not paid at the said maturities, the exhibitors will not be allowed to enter the exhibition area. Company registration will only be completed after 100% of the invoices are paid.

**During the registration, the exhibitor will receive 2 free exhibitor's card per each registered company. Exhibitor's card is not transferable.**

**Additional card can be purchased at registration in the required amount at the price of 130 EUR / pc (price excluding VAT).**

A pre-ordered parking card for exhibitors' cars will be collected on the registration days at the registration point. These parking cards can also be purchased directly on registration. Furthermore, the exhibitor will receive 1 pc catalog in printed form for free.

**Exhibitor will receive the assembly / disassembly cards in the number of persons who will prepare a presentation, which entitle to enter the exhibition area and the commencement of installation.** These cards can be only used during the assembly/disassembly. The exhibitor will also pick up Assembly entrance cards, which entitles to the enter the PVA EXPO PRAHA area at the time of assembly / disassembly. The assembly access card must be completely filled in and located in a visible place in each vehicle throughout the stay on the premises.

**Halmistr** (the organizer's representative responsible for the organization in the hall) will be present in individual halls).

## 2. ASSEMBLY / PREPARATION OF TABLE MODULES, WORKSHOPS AND PRESENTATIONS

The stay on the exhibition area is allowed from the moment of the exhibitor's registration, on the basis of assembly **20 November 2023 – 3 p.m. – 7 p.m.**

and **21 November 2023 – 8 a.m. – 9 a.m.** and disassembly 21 November (5 p.m. – 10 p.m.). **On the 20<sup>th</sup> of November (Tuesday) the Entry will be valid with a proper Assembly Parking Card and a refundable deposit (1 000 CZK / day).**

ATTENTION: Without registration of the exhibitor it will not be possible to enter the exhibition area and start the assembly of the stand.

## 3. THE TRADE

**OPENING HOURS:**

**EXHIBITOR:**

Tuesday	21 November 2023	8 a.m. – 6 p.m.
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**VISITORS:**

Tuesday	21 November 2023	9 a.m. – 5 p.m.
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Besides the scheduled operating hours and the allowed time period provision of stalls, it is prohibited to be in exhibition areas. Please respect the instructions of ABF, a.s. and security services.

SUPPLY: For the purpose of supplying the stands during the event it is possible to park your vehicle with the size of a minibus for a refundable deposit of CZK 1000.

Entrance (see map) – **21 November 2023 from 8.00 a.m. to 8.45 a.m.**

Vehicles have to leave the premises within 15 minutes before the start of the event.

Besides these times, the supply of supply vehicles is prohibited inside the premises.

With the purchased parking card, you can enter or leave anytime during the trade event.

Side entrance halls during the event will begin to close at 5.15 pm., the exit door serves at the head of the hall.

PARKING at the time of the event: You can park in restricted areas only with a parking card.

The parking card is valid for two days of the event and is intended only for personal vehicles. If the exhibitor does not buy the card, he can park in the parking lot for visitors (CZK 200 / entrance). NIGHT PARKING in the area of PVA EXPO PRAGUE is possible after agreement with the organizer and purchase of a night parking card (see service catalog). It is prohibited to park in the area between the halls.

EXHIBITOR'S ENTRANCE: We would like to draw your attention to the exhibitor's inspection of the exhibitor's bands to enter the premises of PVA EXPO PRAHA during the event.

#### **4. DISSASSEMBLY OF TABLE MODULES, WORKSHOPS AND PRESENTATIONS**

The dismantling of table modules is allowed after the event is closed on **21 November from 5.00 to 10.00 p.m.**

**Workshops and presentations immediately after the event.**

For organizational reasons, disassembly of uncalendared table modules will begin at the same time, ABF, a.s. nor the implementing company take responsibility for any loss or damage.

#### **ENTRANCE TO PVA:**

We ask exhibitors to enter the premises only for the purpose of loading already dismantled expositions ready for removal and to follow the instructions of the transport and security services.

The Exhibitor is obliged to hand over the completely empty and clean leased exhibition area in the state in which he took it over.

In the case of damage and contamination of the exhibition area or rented movable property, the exhibitor is obliged to pay for the damage.

## **6. IMPORTANT CONTACTS:**

### **Mgr. Janica Ciglianová**

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### **Ing. Hanka Lukešová**

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Manager for foreign exhibitors

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### **Ing. Blanka Bilková**

Production Manager

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### **Jiřina Nováková**

Accountant, Invoice Clerk

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### **Total Brokers a.s. – *insurance of exhibits and exhibitions***

Mobile: 731 424 709

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### **Catering service for exhibitions, refreshments:**

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