



INSTRUCTIONS FOR ASSEMBLY, DISASSEMBLY AND ORGANIZATION OF THE FAIR

ISSUE OF ASSEMBLY / DISASSEMBLY ENTRY CARDS AND PASSES

- Feasible only physically directly in PVA EXPO PRAGUE, place of registration in Entrance Hall II, in the period WED – MON / 14–19 September, 2022, 8:00–18:00 (and also during the opening hours of the fair). Early assembly on Tue 13 September, 9.00-17.00, can be ordered for a fee upon agreement; information and ordering at mastalirova@abf.cz)
- We issue PASSES for the true number of installers (entitle to enter the premises only at the time of assembly / disassembly).
- We issue ASSEMBLY ENTRY CARDS for the true number of vehicles (entitle to enter the premises only at the time of assembly / disassembly).

ISSUE OF EXHIBITOR'S BADGES

- Feasible only physically directly in PVA EXPO PRAGUE, place of registration in Entrance Hall II, in the period WED – MON / 14–19, September 2022, 8.00–18.00 (and also during the opening hours of the fair).
- It is strictly only possible up to 100 % payment of all invoices (in the case of payment after 10 September, 2022 we recommend that you take proof of payment / account statement with you).
- Each exhibitor will receive 5 pieces of exhibitor badges for each registered company. With an exhibition area of more than 30 sqm, the exhibitor is entitled to one free exhibitor's badge for each additional commenced 10 sqm. Passes over the stated number can be purchased for CZK 350 Kč / pc.

TAKEOVER OF EXPOSITIONS ORDERED FROM ABF

- OVER 25 sqm: SUN / 18 September, 2022 from 10:00
 - UP TO 25 sqm + OUTDOOR AREA: MON / 19 September, 2022 from 10:00
- Supplying the stands and deliveries of exhibits to the stands is possible
MON / 19 September, 2022 18:00

PARKING CARDS DURING THE OPENING HOURS OF THE FAIR:

- MULTI – DAY card is valid during the opening hours of the fair and is intended for other passenger cars.
 - ONE DAY card is valid for 1 specified day of the fair and is intended only for passenger cars.
 - NIGHT entitles to parking only after the opening hours of the fair.
- Parking cards can be ordered in advance as well, see Order Catalogue of Services for Exhibitors or on registration during the opening hours of the fair.

INDOOR AREA

- OVER 60 sqm WED – MON / 14–19 September, 2022 8:00 – 22:00
- UP TO 60 sqm THU – MON / 15–19 September, 2022 8:00 – 22:00

LAST DAY OF ASSEMBLY: MON / 19 September, 2022

- After 18.00 entry to the fairground will not be possible by car.
- It is necessary to remove all residual material and transport packaging from the exhibition halls by 18.00 and to clear the roads/alleys for general cleaning and carpet laying. In case of non-compliance with the set time for their removal, ABF, a.s. has the right to have everything removed at the exhibitor's expense without the right to compensation.

ENTRY TO THE FAIRGROUND

- ENTRY is only permitted with a completed assembly entry card.
- Vehicles over 3,5 t are prohibited from entering the open outdoor area (in front of Entrance Hall I).
- ENTRY into exhibition halls is only allowed with an assembly / disassembly card.
- WHEN ENTERING the exhibition halls, the assembly company is obliged to report to the hallmaster (designated representative of the organizer responsible for the organization in the hall).

You will receive entrance cards and passes upon registration in Entrance Hall II.

PARKING IN THE FAIRGROUND

- DAILY is only possible with the marked installation entry card.
- NIGHT can be arranged with the organizer and after purchasing a night parking card (see the Order Catalogue of Services for Exhibitors in advance or at the time of assembly at the place of registration).
- LAST ASSEMBLY DAY / MON 19 September, 2022 - Entry to the fairground is possible only on a refundable deposit of CZK 1.000, which is valid for 3 hours since issue. If this time is exceeded, the right to a refund expires. In such case, the PVA EXPO PRAGUE administration will issue a proof of the penalty fee upon request.

UNLOADING AND DELIVERY OF LARGE-SIZED EXHIBITS

- The unloading mechanisms themselves will not be allowed into the premises. If necessary, use a contractual forwarding company located in the area:
CENTRUMSPED, Mr. Filip Červený, 602 501 381, cerveny@centrumsped.cz (we recommend ordering in advance).
- The entrance doors to the halls will be open until MON /19 September, 2022 until 12:00 pm. After that, entrances with a maximum size of 2,390 x 1,850 m (w x h) can be used.

DATE

- Disassembly of all stands and expositions is allowed after the end of the fair on SAT / 24 September, 2022 from 17.00 and continues until:
 - For Hall 2 + 5: 26 Sep 2022 10.00, (SAT-MON)
 - For Hall 3 + 4 + 8: 25 Sep 2022 00.00 (SAT-SUN)

TRANSFER OF EXPOSITIONS ORDERED FROM ABF

- Clearance is necessary immediately after the end of the fair in SAT / 24 September , 2022 and ended on the same day at 22.00.
- If the panels of the OCTANORM system are damaged, the exhibitor will be charged CZK 700 for each damaged panel on the basis of photo documentation.
- In the case of uncleared expositions, during disassembly works, ABF, a.s., neither the construction company nor the implementation company will not be liable for any loss or damage.

ENTRY TO THE FAIRGROUND

- ENTRY is allowed only with a completed assembly entry card for the purpose of loading dismantled exhibits.
- Vehicles over 3.5 t are allowed to enter the complex from SAT / 24 September, 2022 from 18.00 with a ban to entry to a free outdoor area (in front of Entrance Hall II).
- ENTRY into exhibition halls is only allowed with an assembly / disassembly pass / card.
- SAT-SUN / 24-25 September, 2022 from midnight to 6:00, only the entrances from the front of the halls will be open. You will receive entrance cards and passes for registration in Entrance Hall II.

TRANSFER / LEAVING OF THE FAIRGROUND

- The exhibitor is obliged to leave the exhibition area empty and clean in the condition in which it was taken over and to return to ABF, a.s. all leased property in undamaged condition.
- In the event of damage or pollution of the exhibition area or leased property of ABF, a.s., the exhibitor is obliged to compensate the damage in full.
- If the deadline for clearing the exhibition space is not met, a contractual penalty of CZK 30 / sqm / h of unused space will be charged. In the extreme case, the exhibition will be vacated by ABF, a.s. at the expense of the exhibitor. The risks associated with evacuation are borne by the exhibitor.



WASTE / PACKAGING

- Everyone is obliged to order a container for the generated dismantling waste. This can be done in advance, see-Order Catalogue of Services for Exhibitors or directly on the premises at the registration / technical control room at trnka@abf.cz , 739 003 151

WE PLEASE all exhibitors and assembly companies to be considerate of others at the time of disassembly and to follow the instructions of the transport and safety service.

OPENING HOURS

- EXHIBITORS –TUE 20 September, 2022 8.00-19.00
– WED-FRI 21–23 September, 2022 9.00 – 19.00
– SAT/ 24 September, 2022 10.00 – 17.00
- VISITORS TUE – FRI / 20–23 September, 2022 10:00 – 18:00 SAT/ 24 September, 2022 10:00 – 17:00

ENTRY TO THE FAIRGROUND / EXHIBITION HALLS

- To enter fairground are designated entrances A–D and exhibition halls Entry Hall I and entry Hall II and III.
- Exhibitors have free entry based on exhibitor badge.
- Exhibitors will be allowed into via valid entry ticket.

DELIVERIES

- For the purpose of supplying the stands during the fairs, it is possible for cars to stay in the area up to the size of a minibus on a refundable deposit of CZK 1.000 – TUE / 20 September, 8.00-9.45 WED – SAT / 21–24 September, 2022 9:00 – 9:45.

PARKING DURING THE FAIR:

- During opening hours of the fair, parking is possible only on reserved parking space with parking card, which can be ordered in advance, see the Order Catalogue of Services for Exhibitors or directly on the premises at the registration.
- MULTI-DAY is valid for the entire duration of the fair for different cars.
- ONE DAY is valid for 1 specified day of the fair and is intended only for passenger cars.
- NIGHT entitles to parking only after the opening hours of the fair.
- In other case is possible to use designaterd carpark, daily fee CZK 150.

PLEASE respect the opening hours of the fair and the permitted time range for supplying the stands.