



INSTRUCTIONS FOR ASSEMBLY AND DISMANTLING

PRAGUE LETŇANY EXHIBITION CENTRE
Beranových street
190 00 Praha - Letňany
Czech Republic



Organised by ABF,a.s.
Václavské nám.29
111 21 Prague 1
Czech Republic
Tel.: 00420 222 891 132
Fax: 00420 222 891 199
Email:forarch@forarch.cz
www.forarch.cz

IMPORTANT!

Companies which still haven't applied their co exhibitors and haven't settled the registration fee according ABF,a.s. Commercial Conditions for the participation on the fair FOR ARCH 2003 are obliged to do it till (latest within) the registration.The organiser will check this rule-if it is encroached, the exhibitor will be obliged to pay a registration fee for co exhibitor in a double amount within the event.

ATTENTION!

Important warning!!!

The cars of exhibitors, which will be during assembly and dismantling of fair delivering and carrying away expositis must be indicated by logo of exhibiting company or letter of commission of exhibitor must prove their crew! The companies, which will use for delivery services of forwarding companies, must give letter of commission to them with list of exhibits and quantity of carrying goods!

Without those obligors the cars **WILL NOT** be allowed to entry or exit and expenses for a delay of assembly or dismantling will be charged to exhibiting company.

Sample of Letter of commission

Exhibitor /name of company/.....

No.: of stand

We confirm the company..... car identification number.....

Is entrust with delivery of expositis and other materials for exposition at the FOR ARCH 2003.

In term of assembly in term of dismantling for both assembly and dismantling
/mark/

Specification of delivery goods:

/just a sample!/
-

- building parts
- computers
- kitchen furnishing
- tools
- doors, windows
- etc.

date, place

signature, stamp

INSTRUCTIONS FOR ASSEMBLY AND DISMANTLING

1. THE AREA IS AVAILABLE FOR USE:

- Assembly, Trade Fair preparation	September 18-19,2003	8am - 8pm
	September 20-21,2003	8am – 10pm
	September 22, 2003	8am – 6pm

IMPORTANT ! - Registration of exhibitors ends on September 22, 2003 at 6pm

- Dismantling (non stop)	from September 27,2003 4.30pm
	till September 29,2002 12:00

2. ASSEMBLY - the earliest date when the exhibition area will become accessible is: **September 18,2003 from 8:00 a.m.**

Stay in the exhibition area is permitted from the moment of registration of the exhibitor, on the basis of the "assembly/dismantling cards" at the time specified by p. 1 – The area available for use

Important: Without registration of the exhibitors upon arrival their entry into the exhibition area and commencement of construction will not be permitted. **By 18:00 on September 22,2003 it is necessary to remove all remaining materials from the exhibition areas, including transport packages and to make the paths available for general cleaning and laying of carpets.** If the time specified for their removal is not respected, ABF will have the right to have everything removed at the exhibitor's expense without any right of reimbursement.

Storage of any material in technical corridors (especially behind the rear wall of the stand) is **prohibited** for fire protection and operational reasons.

ENTRY, STAY AND EXIT at the time of assembly

The entry for the assembly cars is realised from the flyover crossroads and from street Veselská through the main entrance gate of the area (see the chart). **The exhibitors and their realisation firms are obliged to provide a list of material transported through the entrance gate and to make their inspection possible.**

No mechanical means designed for unloading of exhibits will be allowed into the area. This service is ensured by the contractual forwarding firm BECK SPEDITION, Chrastavská 113/4,Praha 9-Střížkov, tel.: 00420 286 881 730, fax:00420 222 891 671, e-mail: beck.pavel@volny.cz mobil: Ing,Pavel Beck-00420 602 311 950 located in the area of exhibition centre.

For the cars of exhibitors will be reserved parking areas (not guarded) inside of Exhibition centre in term from September 18, 2003 during a assembly a front of Entry Hall no.1 and during the fair September 23-27 on reserved areas in Exhibition centre. Parking card is valid for 5 days of assembly and for 5 days of exhibition.

We would also like to draw your attention to the fact that it is forbidden having a load bigger than 3.5 t to enter into the open area V (area in front of the Entrance Hall 1) (exceptions after an agreement with the Trade Fair Administration ABF).

The transport of exhibits and supplying of the exhibitors' stands ends on September 22,2003 at 6pm. After this time no vehicles will be allowed into the area!

We ask the exhibitors to keep sufficient clearance for other vehicles while putting their cars and vans aside and not to block passages and access to the hall entrances.

IMPORTANT!

The cars and vans are allowed to stay inside the exhibition area for **no more than 3 hours. From September 18, 2003 it is necessary to pay a deposit to entry into the area, in amount CZK 1000,- (33EUR) and which is to be returned at the exit provided that the time permitted will not be exceeded** (3 hours). **If it has, the deposit may not be returned and in such a case the organiser will issue a document of penalty if it is requested. We urgently ask you to respect the traffic signs in the area and traffic and security service staff instructions.** The vehicles causing impassability and not respecting the traffic and security service instructions will be towed away at the expenses of their drivers.

3. REGISTRATION of exhibitors

The registration place is situated in Entrance hall I. (see the chart) and will be operating for the time of assembly:

September 18-19,2003	8am - 4pm
September 20-21,2003	8am -10pm
September 22,2003	8am - 6pm

On the basis of the **presentation of documents (extract from the account) proving the settlement of invoices received for ABF's services**, the exhibitor will receive assembly/dismantling and exhibitors' cards authorising their holders to enter into the area and start the assembly.

ATTENTION!

All payments must be settled by the invoice to the ABF,a.s. account. To company paying its settlement cash during the registration the amount raise 10% will be scored.

During the registration procedure exhibitors will receive the above mentioned five cards free of charge for each company registered. For an area exceeding 30 m² the exhibitor will receive, free of charge,

1 exhibitor's card for each 10 m² commenced, which exceeds the basic area of 30 m².

The exhibitor will receive an exhibitor card, which will be perforate every day of the event within the entry the fair.

If the exhibitor leaves the exhibition ground during a day he will receive return card with that he can return that day back to the ground.

Other exhibitor's cards can be bought from the registration office as required at a price of CZK 350. - per item . The exhibitor's card is registered in the holder's name and authorises its holder to enter into the exhibition area once a day.

At the registration desk it will be possible to obtain, in the days of registration, the parking cards ordered in advance for exhibitors' cars. If required, its is also possible to buy parking cards from the registration office, in a limited number, and against a cash payment.

Each exhibitor will also receive, free of charge, 1 volume of the Trade Fair Catalogue and other information materials.

If required, it is also possible to buy catalogues, without limitation, against a cash payment from the cash desks, ABF bookshop situated in the Entrance Hall I and from the information service stands situated in individual halls.

4. Course of fair

for exhibitors	23.-26.9.2003 27.9.2003	9am – 7 pm – for exhibitors 9am – 4pm
for experts	23.9.2003	10am – 6pm
for visitors	24.-26.9.2003 27.9.2003	10am – 6pm 10am – 4pm

ENTRY, STAY and EXIT during fair

For purposes of supplying stands during fair is possible to leave cars in size of van in the area.

23.9.2003 - morning – for supplying in term 8.30am to 9.30 am
 - evening - no cars will be allowed to entry

24.-27.9. - morning - in term 8.30am to 9.30am
 - evening - in term 6pm to 7pm

Entry for supplying is allowed only at these mentioned terms, against deposit payment 1.000 Czk , through main entry. The deposit will be returned with exiting area.

5. TECHNICAL AND OPERATIONAL CONDITIONS

- Architectural design and operation of the exposition must not disturb or limit other expositions.
- The exhibition stand outline must not exceed the outline of the exhibition area leased, not even above the level of the ceiling structure of the stand. Any possible excess of the collar or eye catcher into the path is only possible after written approval by the Trade Fair Administration ABF provided that the minimum height of the bottom edge is 3m, and it will be subject to the payment of CZK 1,450.- for each square meter of projection into the ground plan.
- With the exception of manual material handling trucks it is forbidden for any other transport mechanisms and cars to enter into the exhibition halls. In the case that the floor of the hall is damaged, the exhibitor is obliged to settle the damage arisen in full amount.
- In all indoor exhibition areas **smoking and handling of a naked flame is strictly prohibited**, any failure to comply with this ban will be punished with a fine by the fire inspection staff to be paid on site.
- The expositions which are ensured for the exhibitors through the ABF mediation, will be, in accordance with your orders, ready for taking over by your firm from 9am on September 21, 2003 (over 25 m²) and from 12:00 on September 21, 2003 if they are situated outdoors, respectively.
- The assembly connections of electricity (220 V) will be available from the day of the permitted stand assembly (see p. 1), from several places in the halls or area. For this reason we ask you to ensure your own extension cables - approximately 50 m.
- The connections of water, electricity, telephones and Internet will be installed (after the exhibitor's registration) for the time of assembly, not later than by 4pm on September 21,2003. A precondition for the connection of electricity to those stands which are ensured by the exhibitors with their own means is the inspection of the electric equipment by the organiser's inspection officer.
- It is not allowed to leave any electric consumer operating without surveillance. It must be disconnected from the mains if you are leaving the area.
- It is **forbidden** to suspend any eye catchers, flags, etc. on the hall structure, except for those cases which were expressly approved by the Trade Fair Administration ABF for a payment agreed upon beforehand.

- The stand must not be in contact with the structure, walls or roof of the exhibition halls. The distance of the highest point of the stand from the hall roofs must be at least 70 cm.
- **During the assembly it is forbidden to cut or grind building materials in the indoor exhibition areas because it causes excessive spoiling of the local environment and dusts (plasterboard, tiling materials, fibreboard, etc.) without using the effective exhausting machinery.**

Conditions for a dusty assembly:

- In hall: within the cutting and grinding it is necessary to have exhausting machinery equipment. In the case a company didn't use corresponding equipment during assembly, it must do this activities on specified locations out of the hall.
- As mentioned above there -out of halls- there will be specified places for cutting and grinding materials. Next to the places there will be specified areas for a short-time storage of work materials during the assembly. In the case of using other areas there will be accounted a compensation of polluted areas cleaning.
- It is forbidden to discharge remaining paints and other toxic substances, which could spoil or otherwise endanger the environment, into the sewerage system, washbasins and siphons. The exhibitors or the firms authorised by the former are obliged to collect these unused materials and dispose them at their own expense.
- The persons authorised to do so can only service the exhibits, which are to be presented in operation.
- The exhibits presented must be secured, on the part of the exhibitors, in such a way that no third persons can handle them.
- **Besides the above specified business hours of the Trade Fair and time period available for the supplying of stands it is forbidden to stay in the exhibition areas. Please, observe these instructions of the ABF and security service staff.**
- The exhibitors which ensure the construction of the stand with their own means, or possibly through an advertising or realisation agency, are obliged to hand over, before the end of the dismantling period, their exhibition area leased as fully empty and in the condition in which they took it over, i.e. to remove also its floor coverings (carpets, PVC) and to remove sticking carpet strips at their own expense. In the case that the exhibition area is damaged (through drilling, cutting, breaking, excessive spoiling, etc.) the exhibitor is obliged to pay the damages in full amount.
- The placement of billboards, eye catchers as well as the distribution of printed and other materials is only allowed upon payment after prior agreement with the organiser and subject to its written approval.

Technology of carpets affixing :

For spreading of carpets to expositions in halls 1,2,7 it is necessary to observe the following process: On the concrete floor to stick at first a masking-paper tape and successively an arbitrary reversible carpet tape. Masking tape can be bought directly at the exhibition ground.

After the end of assembly term the exhibitor is obliged to pass on a quite empty and clear area in the same condition in which he has received it. In the case of a damaging or soiling the exhibition area the exhibitor is obliged to settle the damage in a full amount.

More detail information: Ing.Čehyl, p.Steiner Tel.:00420 2 22 891 611- 612

6. ENTRY, STAY AND EXIT during dismantling

The dismantling of stands and expositions is allowed after the termination of the Trade Fair on **September 27, 2002 from 4:30pm till September 29, 2003 nonstop**

The procedure during entry, stay and exit is the same as in p. 4 - for the assembly procedure. For organisational purposes will start the dismantling of those expositions which have not been cleared yet and, neither ABF, nor the realisation firms, assume any responsibility for possible loss and damage. We recommend, that the borrowed inventory and stand equipment, will be returned immediately after the end of the Trade Fair.

IMPORTANT!

For a smoother dismantling works on September 27, 2003 from 4.30pm to 10pm only cars, vans and lorries up to the size of Avia will be allowed to enter. The collection area of those vehicles is on the parking yard of the company Daewoo – Avia, on Veselská street in Letňany (about 1 km from the area). The entry of those vehicles into the area will be directed by the Police of the Czech Republic and traffic service.

At the time from 10pm on September 27, 2003 empty covers will be delivered. Those exhibitors, who will require the delivery of empty covers immediately after the end of exhibition, must expressly contact the forwarding firm in advance specifying this requirement.

We require the exhibitors to enter into the area only for the purpose of **loading the expositions, already dismantled and ready for transport**, and to respect the instructions of the traffic and security services.

7. SAFEGUARDING, INSURANCE, SECURITY

During the assembly, the Trade Fair itself and dismantling, the organiser shall ensure the basic security service for the area as well as the organiser's service. The security service is authorised to check in random all vehicles at entry and exit from the area and visible identification of the persons authorising them to enter into and stay in the area.

Within the meaning of the general Conditions of participation of the ABF, the organiser is not liable towards exhibitors as well as their co-exhibitors for any loss, destruction of or any damage to exhibits, equipment and stand installations, articles, packages, packing materials occurring at the exhibition centre, whether such a loss, destruction or other damage occurred during the assembly, transportation or Trade Fair.

Exhibitors are obliged to have all exhibits and above mentioned materials insured, whether they belong to them or their co-exhibitors, for all the time of their presence at the exhibition centre against any danger, to which the exhibitor's property could be exposed.

The insurance can be agreed upon beforehand as well as directly in the exhibition centre area (information is available in the Annex to these instructions and at the ABF registration office in the Entrance Hall 1).

Individual security service for your exposition during the Trade Fairs can be ordered from:

Bezpečnostní služby B + H, s.r.o., Magistrů 6, 140 00 Praha 4, Czech rep.
tel.: 00420 261 220 887

8. MUSICAL PRODUCTION

On the basis of the Act no.237/1995 Coll. on collective administration of copyrights and rights similar to copyrights and on amendments to certain Acts, all and any distribution and presentation of musical as well as literary works will access of the public is subject to payment of royalties. The commission of this Act apply to all persons, who, during their business activities, make use of works of performing artists and producers of audio and audio-video records with the help of technical equipment (such as radio, television, CD player, hi-fi mini sets, etc.). All of these persons are obliged, on the basis of the Act, to apply, prior to the beginning of such activities, for consent from the protection organisations and to pay the latter appropriate consideration.

9. IMPORTANT NOTICES

- September 29, 2003 at 12am is the final deadline to clear the exhibition area. In the case that this deadline is not observed, the exhibitors in breach will be fined CZK 5,000. - for each square meter of the unreleased area. In an extreme case the exposition will be cleared at the exhibitors' expense. The risks connected with removal are to be borne by the exhibitors.
- **All changes relating to the order of technical services, construction or stand equipment, required by the exhibitors additionally after the term of beginning of assembly will only be executed after the fulfilment of properly ordered works and services towards all other exhibitors. These additional orders of works and services can be burdened by ABF with a surcharge up to the amount of 100% of the prices calculated or by a charge amounting to**

- CZK 360.- for each commenced working hour of the assembly staff. The settlement shall be carried out by the exhibitor in advance and in cash on site.**
- **There is a deposit amount CZK 1,000.- which is to be paid for the borrowing of a telephone set at the moment of its collection from the registration office.**

10. SERVICES AT THE TRADE FAIR

The organiser has ensured the following services for the Trade Fair participant:

- **Forwarding** -contractual forwarding agent: BECK Spedition, Chrastavská 113/4, 190 00 Praha 9 - Střížkov, tel./ fax 00420 228 817 30, tel.: 00420 602 311 950
- **technical and advisory services** concerning the assembly of stands, water, power, waste: FREE OF CHARGE
- **power, water/waste** - over the framework of ordinary connections: UPON PAYMENT
- **graphic works** (plotter cutting, arranging, notice production, self-sticking foil graphics), copies, ring binding, use of printer incl. software, e-mail and the Internet, fax, telephone in the COMMERCIAL CENTRE in the Entrance Hall 1: UPON PAYMENT
- **insurance services:** UPON PAYMENT
- **travel agency services** - accommodation, travel and air tickets, information and entrance tickets for cultural programmes in Prague, taxi services
- **first aid service** – Entrance Hall 1
- **refreshments stands and restaurants**
- **photo studio - KODAK EXPRESS - processing films within 24 hours**
- **lending and sales of flowers, arranging and decoration services**
- **sale of paper and arranging items, newspapers and tobacco products**
- **other services** - ABF bookshop and ABF constructional information service