



ARCH

2004

September 14-18, 2004

INSTRUCTIONS FOR ASSEMBLY AND DISMANTLING

PRAGUE LETŇANY EXHIBITION CENTRE

Beranových street

190 00 Praha - Letňany

Czech Republic



Organised by ABF,a.s.

Czech Republic

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www.forarch.cz

IMPORTANT!

**Companies which still haven't applied for 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 company disobeys
the exhibitor will be obliged to pay a registration fee for
co exhibitor in a double amount within the event.**

ATTENTIO!

Important warning!!!

The cars of exhibitors which will be delivering during assembly and dismantling of fair and carrying away exposit 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!

The car without this authorization WILL NOT be allowed to entry or exit and costs of delay of assembly or dismantling will be charged at the expense of exhibiting company.

Sample of Letter of commission

Exhibitor /name of company/ _____

No. of stand _____

We confirm the company _____ car identification number _____

is entrusted to deliver exposit and other materials for exposition at the FOR ARCH 2004

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

The Binding Order for Early Assembly from 6.9.2004 in the fair FOR ARCH 2004

price of early assembly30 CZK per m² per day without VAT

Early assembly area:

number of stand.....

width m x depth m total m²

assembly from (date) to..... total number of days.....

total price without VAT

commercial name of company

address (seat of company).....

contact person.....

e-mail.....phone/fax.....

mobile phone

name of realization company.....

address (seat of company).....

contact person.....

e-mail.....phone/fax.....

mobile phone.....

(The early assembly will run 8:00-22:00 every ordered day)

The payment of early assembly must be paid before the start of early assembly. The payment will be received in cash in economic department in ABF, Mimoňská street, Prague 9-Prosek where you will receive the assembling cards for early assembly as well. The payment will be arranged by phone in advance.

.....
place, date

.....
stamp, signature

INSTRUCTIONS FOR ASSEMBLY AND DISMANTLING

1.THE AREA IS AVAILABLE FOR USE:

- Assembly, Trade Fair preparation	indoor area	September 10-12,2004	8:00-22:00
		September 13,2004	8:00-18:00
	hall 7	September 10,2004	12:00-22:00
	outdoor area	September 11-12,	8:00-22:00

IMPORTANT ! - Registration of exhibitors ends on September 13,2004 at 18:00

Dismantling (non stop) from September 18, 2004 17:00 till September 20, 2004 12:00

2.ASSEMBLY – the earliest date when the exhibition area will be accessible is – September 10, 2004 from 8:00

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

Important: Without registration of the exhibitors by arrival, their entry into the exhibition area and commencement of assembly will not be permitted. **By 18:00 on September 13,2004 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 exhibitors expenses without any right of reimbursement.

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

ENTRY, STAY AND EXIT at the time of assembly

The entry for the assembly cars is accessible from the flyover crossroads and from street Veselská through the main entrance gate of the area (see the chart). **The exhibitors and their realization 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 to go into the area. This service is ensured by the contractual forwarding firm BECK SPEDITION, Chrastavská 113/4, Praha 9-Střížkov, tel.: +420 286 881 730, fax:+420 222 891 671, e-mail: beck.pavel@volny.cz mobil: Ing,Pavel Beck- +420 602 311 950 located in the area of exhibition centre. Parking areas (not guarded) inside of Exhibition centre will be reserved for the cars of exhibitors from September 10, 2004 during assembly in front of Entry Hall no.1 and during the fair September 14-18,2004 on reserved areas in Exhibition centre. Parking card is valid for 4 days of assembly and for 5 days of exhibition.

We would also like to draw your attention to the fact that it is forbidden entering with a load bigger than 3.5 t 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 exhibitor's stands ends on September 13,2004 at 18:00. 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 **at most for 3 hours. From September 10,2004, it will necessary to pay a deposit to entry into the area in amount 1000 CZK (33 EURO) and which will be returned at the exit if the permitted time will not be exceeded (3 hours).** If it is, the deposit will not be returned and in this 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 impossibility to enter 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 10-11,2004	8:00-18:00
September 12,2004	8:00-22:00
September13,2004	8:00-18:00

On the basis of the presentation of documents (extract from the account) proving the settlement of invoices received for ABFes services, the exhibitor will receive assembly/dismantling and exhibitor's 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 before the start of the fair. The company which will pay in cash during registration will be charged an additional fee amounting to 10 % of the price.

During the registration procedure, exhibitors will receive five exhibitor's cards free of charge for each registered company. For an area exceeding 30 m², the exhibitor will receive free of charge 1 exhibitor's card for each starting 10 m² 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 in the registration office in required amount at a price of 350 CZK per item.

The exhibitor's card is registered by the holder's name and authorises its holder to enter into the exhibition area once a day. There will be possible to obtain in the days of registration the ordered parking cards in advance for exhibitors cars at the registration desk. If it is required, its is also possible to buy parking cards in the registration office in a limited number in cash. Each exhibitor will also receive free of charge 1 piece of the Trade Fair Catalogue and other information materials and ticket for formal opening ceremony.

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

4. Course of fair

for exhibitors	14.9.2004-17.9.2004	9:00-19:00
	18.9.2004	9:00-16:00
for visitors	14.9.2004-17.9.2004	10:00-18:00
	18.9.2004	10:00-16:00

ENTRY, STAY and EXIT during the fair

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

14.9.-17.9.2004	morning	8:30-9:30 – it is necessary to leave the area 30 minutes before the start of the fair
	evening	18:00-19:00
18.9.2004	morning	8:30-9:30 – it is necessary to leave the area 30 minutes before the start of the fair
	evening	– from 17:00 dismantling (cars with weight at most 3,5 t are allowed to enter)

Entry for supplying is allowed only in these mentioned terms, against deposit payment 1.000 CZK through main entry.

5. TECHNICAL AND OPERATIONAL CONDITIONS

- Architectural design and operation of the exposition must not disturb or limit other expositions. The exhibition stand's outline must exceed neither the outline of the leased exhibition area nor above the level of the ceiling structure of the stand. The excess of the collar or eye catcher into the path is only possible after written approval by the Trade Fair Administration ABF under the conditions that the minimum height of the bottom edge is 3m and it will be charged payment – 1450 CZK for each square starting meter of projection into the ground plan.
- With the exception of manual material handling trucks, it is forbidden enter of others transport mechanisms and cars into

the exhibition halls. In the case that the floor of the hall is damaged, the exhibitor is obliged to settle the occurred damage in full amount.

- **Handling with open flame is strictly prohibited** in all indoor exhibition areas, any failure of keeping this ban will be punished with a fine by the fire inspection staff and be paid on the spot
- The expositions which are ensured for the exhibitors through the ABF will be in accordance with your orders ready for taking over by your firm from 9:00 on September 12,2004 (over 25 m²) and from 12:00 on September 12,2004 if they are situated outdoors.
- The assembling connections of electricity (220 V) will be available from the day of the permitted stand's assembly (see p. 1) on 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 exhibitors registration) during the time of assembly no later than at 16:00 and in outdoor area no later than 20:00 on September 12,2004. A precondition for the connection of electricity to those stands which are ensured by the exhibitors by their own means is the inspection of the electric equipment by the organiser's inspection officer.
- It is not allowed to leave any working electrical appliance without surveillance. It must be disconnected if you are leaving the area.
- It is forbidden to have some eye catchers, flags, etc. on the hall structure, with the exception of the cases which are expressly approved by the Trade Fair Administration ABF at agreed price.
- 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 roof 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 and dust (plasterboard,tiling materials, fibreboard, etc.) without using the effective sucking machinery.**

Conditions for a dusty assembly:

- In hall: it is necessary to have sucking machinery equipment during the cutting and grinding. In the case a company don't use the corresponding equipment during assembly, it must do this activities in specified locations out of the hall.
- There will be specified places for cutting and grinding materials. There will be also specified areas for a short-time storage of work materials next to the places during the assembly. In the case of using other areas, there will be accounted a compensation for the cleaning of polluted area.
- 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 authorised firms are obliged to collect these unused materials and remove them at their own expenses.
- Only the authorised persons can service the exhibits which are presented in operation.
- The presented exhibits must be secured by exhibitors in 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 by their own means or through an advertising or realization agency are obliged to hand over their leased exhibition area 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 before the end of the dismantling. In the case that the exhibition area is damaged (through drilling, cutting, breaking, excessive spoiling, etc.) the exhibitor is obliged to pay the damage 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 its written approval.

Technology of carpets affixing :

For spreading of carpets to expositions in halls 1,2,3,4 and 7 it is necessary to observe the following process: **to stick at first a masking-paper tape and then an arbitrary reversible carpet tape on the concrete floor.** Masking tape can be bought directly in the exhibition area. After the end of assembling 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: p.Steiner Tel.: +420 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 18, 2004 from 17:00 till 12:00 on September 20, 2004 nonstop**

The procedure during entry, stay and exit is the same as in p. 4 - for the assembling procedure.

The exhibitor is obliged to clean off the exhibit which is realized through ABF no later than 24 hours after the start of dismantling. The dismantling of those expositions which will have not been cleared will start for organisational purposes and neither ABF nor the realization firms take over any responsibility for possible loss and damage. We recommend you to return borrowed inventory and stand equipment immediately after the end of the Trade Fair.

IMPORTANT!

For a smoother dismantling works on September 18, 2004 from 17:00 to 22:00 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 2 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.

During the time from 22:00 on September 18, 2004 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 to specify this in advance.

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

7. SAFEGUARDING, INSURANCE, SECURITY

During the assembly, the Trade Fair and dismantling, the organiser will 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 authorised persons to enter into and stay in the area.

According to 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 or damage of exhibits, equipment and stand installations, if 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, when they belong to them or their co-exhibitors, for all the time of their presence at the exhibition centre against any danger, which the exhibitor's property could be exposed to. The insurance can be agreed in advance 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 by: Bezpečnostní služby B + H, s.r.o., Magistrů 6, 140 00 Praha 4, Czech rep. tel.: +420 261 220 887

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 later appropriate consideration.

9. IMPORTANT NOTICES

- September 20, 2004 at 12.00 is the final deadline to clear the exhibition area. In the case that this deadline is not observed, the exhibitors will be fined 5 000 CZK - for each square meter of the unreleased area. In an extreme case, the exposition will be cleared at the exhibitor's expenses. The risks in connection with removal will 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 to 100% of the calculated prices or by a charge amounting to 360 CZK for each commenced working hour of the assembling staff. The settlement shall be carried out by the exhibitor in advance and in cash on spot.
- There is a deposit amount to 1000 CZK - which is paid for the borrowing of a telephone set at the moment of its collection at the registration office.






10. SERVICES AT THE TRADE FAIR

The organiser has ensured the following services for the Trade Fair's participants:

- **Forwarding** -contractual forwarding agent: BECK Spedition, Chrastavská 113/4, 190 00 Praha 9 - Střížkov, tel./ fax +420 228 817 30, tel.: +420 602 311 950
- **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

**NÁVOZ EXPOZIC
EXPOSITIONS' LOADING**

10.9. - 13.9. 2004

-  manipulační plochy
manipulation areas
-  směr návozu
jednotlivých expozic
direction of individual
expositors' loading
-  vydávání kaucí
deposit payment diffuse
-  vracení kaucí
deposit payment return
-  parkoviště
parking

