



EXHIBITOR SERVICES KIT

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1. GENERAL INFORMATION

How to get to Prague and the PCC

By Public Transport

Vaclav Havel International Airport is located approximately 20 km northwest of the city centre. The Airport is served either by public bus or taxi. From the Airport take bus no. 119 (which runs every 10 minutes) to station Veleslavin, Metro station (Line A). Take Metro Line A (direction Skalka) to the Muzeum; change to Line C (direction Haje). Exit at the stop Vysehrad (the second stop from the Muzeum). The Prague Congress Centre is next to the Metro station Vysehrad. By bus and Metro, the journey takes approximately 45 minutes. Travelling by public transport requires prior purchase of a ticket which you must validate when you enter. For the journey from the Airport to the PCC a single transfer ticket is required. The ticket is valid for 75 minutes after marking. During the offpeak hours (8 p.m. to 5 a.m. on working days and all-day Saturdays and Sundays) the ticket validity is lengthened to 90 minutes.

By taxi

By taxi, the Prague Congress Centre is 30 minutes away from the Airport. The price for a taxi should not be higher than approximately 700 CZK (€ 25). Make sure to agree on the price before starting the ride. Credit cards are not accepted. Cash is the only means of payment.

By road

From the North - HIGHWAY E55

While on the North-South E55, motorway from Dresden, follow the signs to the city centre. After crossing the Vltava River drive through the City centre and onwards over the Nuselsky bridge. At the end of the bridge turn right following the signs towards Kongresove centrum Praha. Once driving through the roundabout in front of the venue, turn right towards the OMV petrol station to enter the parking lot.

From the South - HIGHWAY E50

If driving from North-South E50 motorway from Brno / Bratislava / Vienna, follow the signs to the city centre. While driving through the 5.kvetna street take the turn with signs directing towards Corinthia Towers Hotel and Kongresove centrum Praha. Once driving through the roundabout in front of the venue, turn right towards the OMV petrol station to enter the parking lot.

From the West - HIGHWAY E50

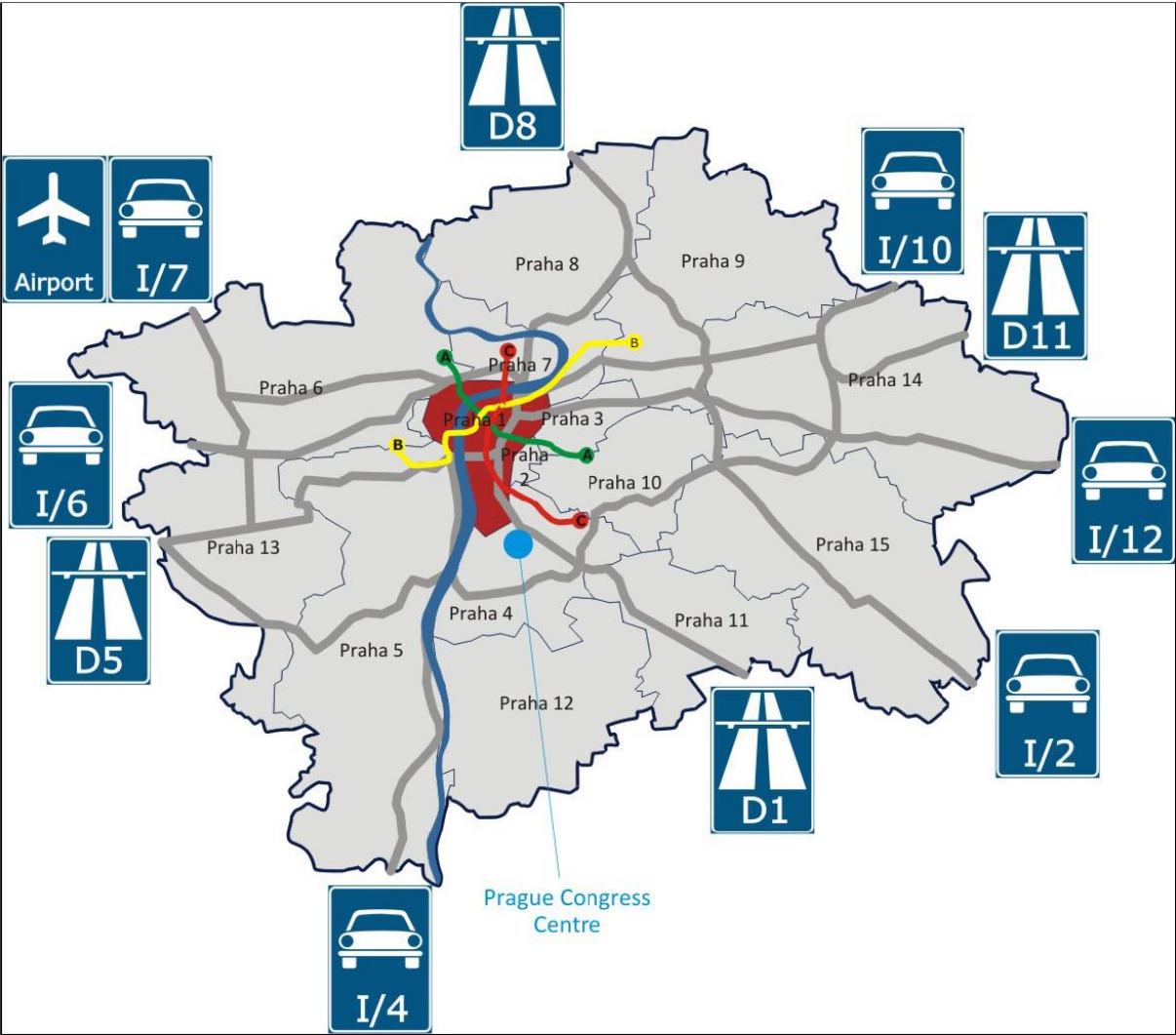
On the way from the west, follow the E50 and join the outer ring road Prazsky okruh towards the city centre. After crossing the river and joining the Jizni spojka, follow the signs showing towards the city centre. After driving through the 5.kvetna street take the turn with signs directing toward Corinthia Towers Hotel and Kongresove centrum Praha. Once driving through the roundabout, turn right towards the OMV petrol station to enter the parking lot.

From the East - HIGHWAY E67

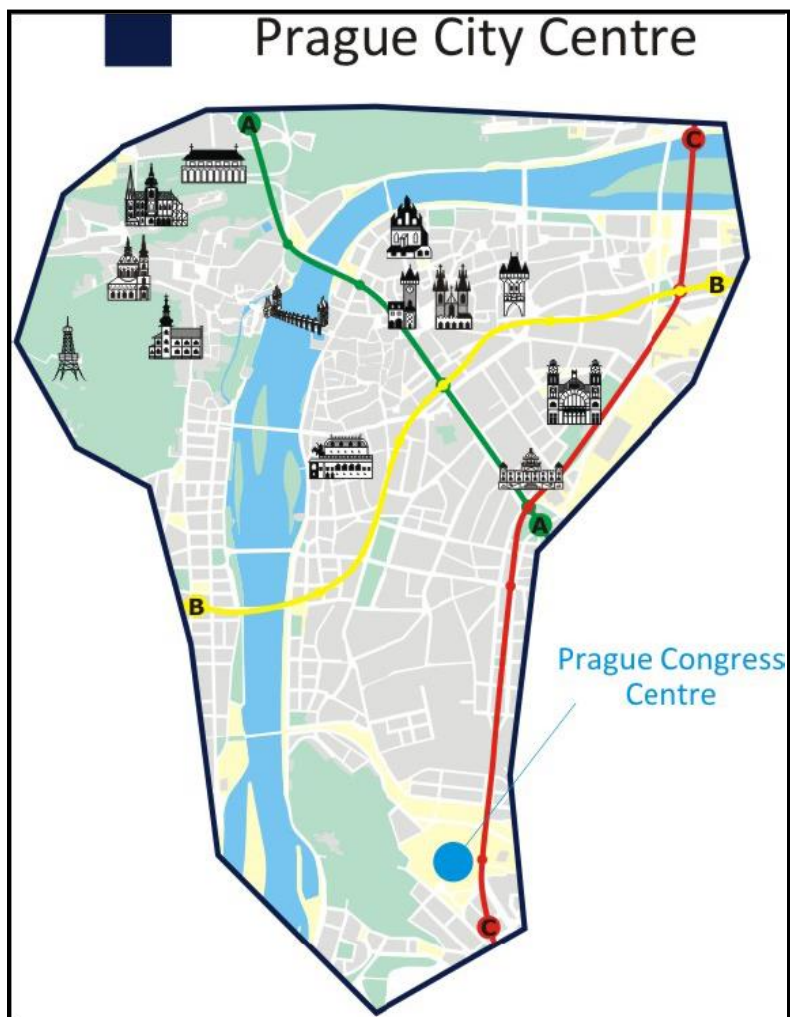
When approaching the city of Prague from the highway E67 from Hradec Kralove or from Mlada Boleslav, follow the sign Cerny Most quarter and continue towards the city centre/Karlin. Drive through short Tesnovsky tunel and turn left immediately towards the centre to join the City expressway. Following this road, drive through the City centre and onwards over the Nuselsky bridge. At the end of the bridge turn right following the signs towards Kongresove centrum Praha. Once driving through the roundabout in front of the venue, turn right towards the OMV petrol station to enter the parking lot.

Limitation

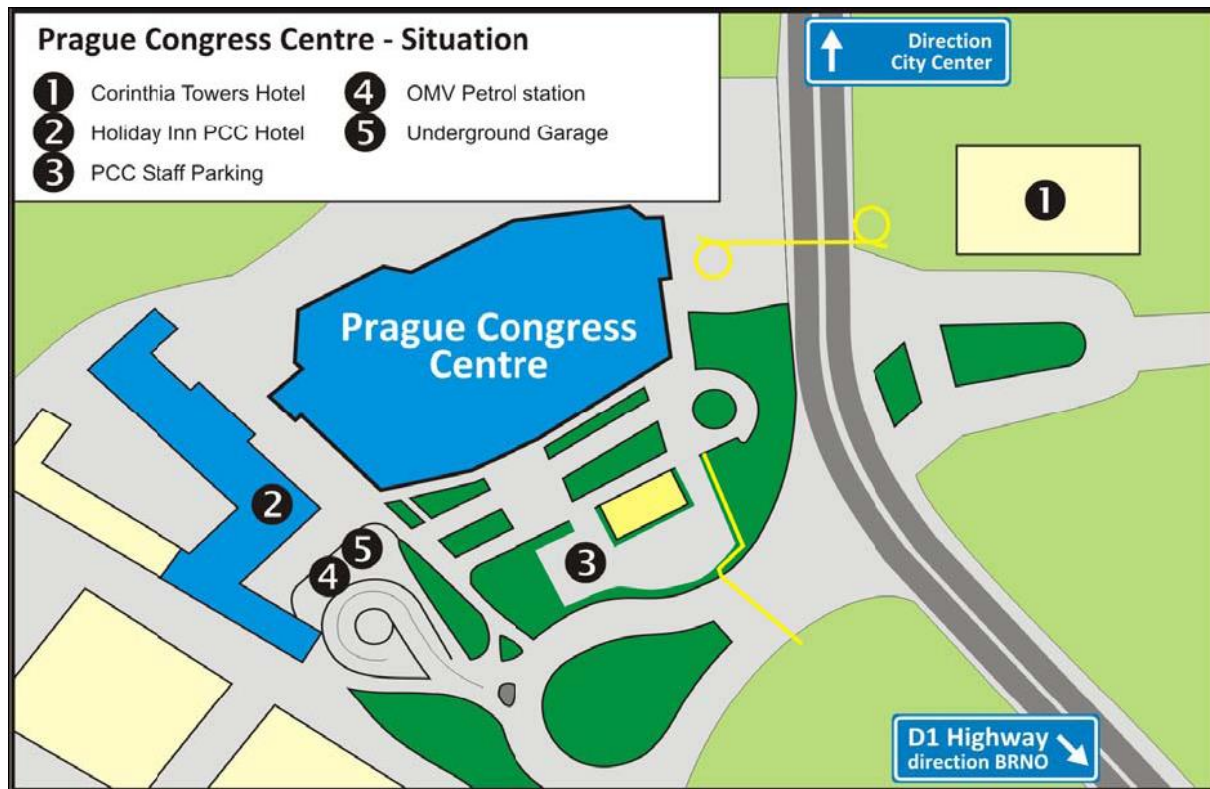
In the Czech Republic, trucks and vehicles with a total weight of more than 7.5 tonnes are prohibited from driving on all motorways, motor vehicle roads and 1st class roads, on Sundays and public holidays throughout the year, and during the main holidays (from 1 July to 31 August) on Fridays from 5 p.m. to 9 p.m. and on Saturdays from 7 a.m. to 1 p.m.



Plan of the city centre



Access to PCC



Currency

Czech crown (CZK) is the official currency in the Czech Republic. For up-to-date exchange rates, please refer to www.cnb.cz.

Visa

Residents of most countries outside the EU require a visa to enter the Czech Republic. Please contact your nearest Czech Embassy or Consulate for visa application and processing. Please note that the visa application procedure can take up to two months.

PCC GUIDELINES

Access to the exhibition area

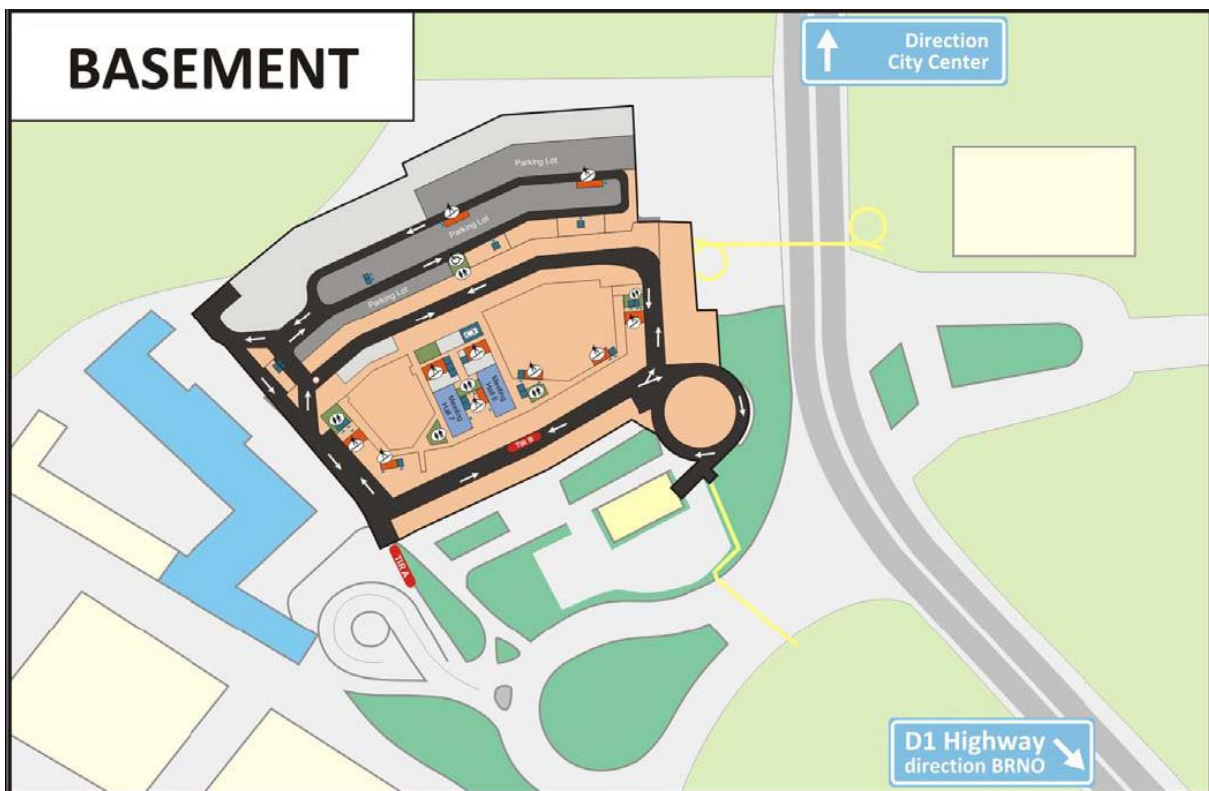
The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

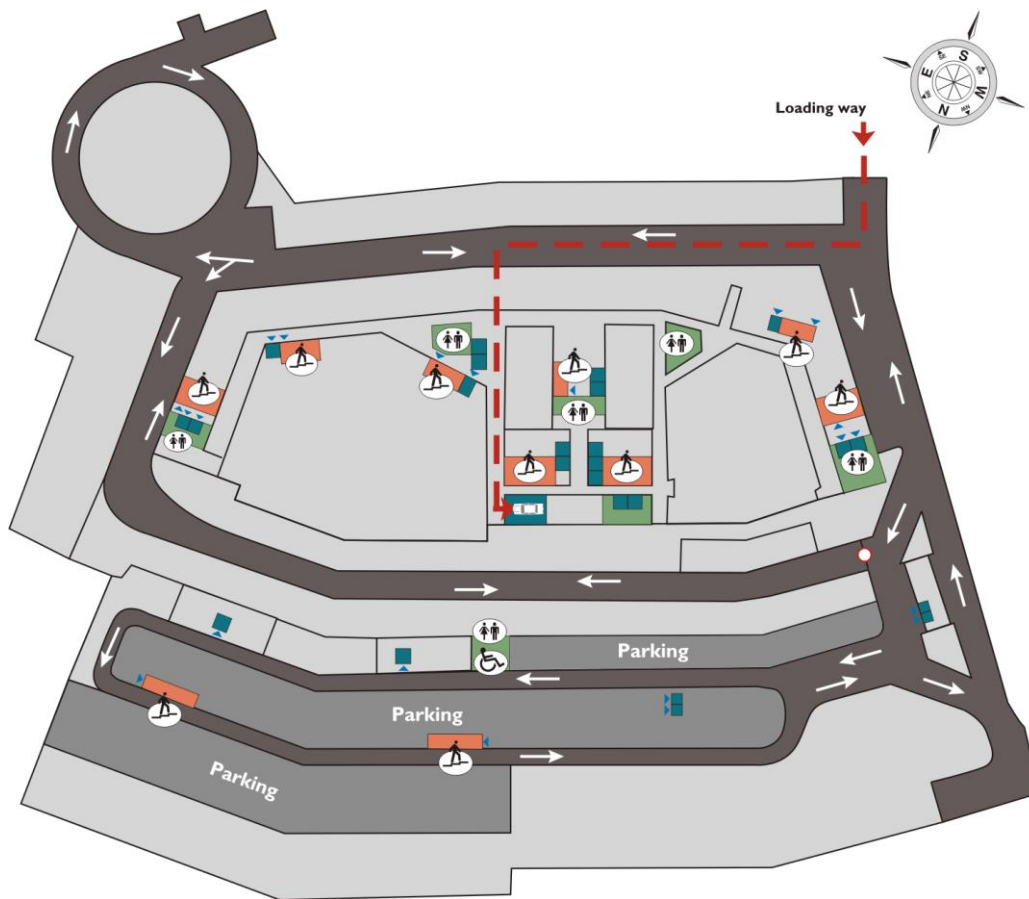
Important note:

Companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

All staff working on the loading bay has to wear a safety vest. Builders and exhibitors can use their own vests or borrow some at the loading bay entrance for a deposit 100 CZK per 1 vest.

Goods Entrance for Trucks





Trucks

driving into the basement of the PCC through gate number 3 to the passage leading to the lifts may not exceed the following measurements and weight (for vehicles with dimensions up to the limits stated below unloading point TIR A is possible, please see basement map for details):

height:	max 3,3 meters
width:	max 3,5 meters
length:	max 10 meters
total weight of truck + cargo:	max 10 tons

Trucks with measurements exceeding the above stated measurements need to park temporarily and unload at the truck point in front of the loading bay – point TIR B (please see basement plan for details).

Please contact the official freight forwarder to coordinate the arrival with either of the trucks, as unloading space is limited.

Parking of Trucks

The parking of trucks can be arranged by official freight forwarder and their agent. No truck parking is available in the Prague Congress Centre.

Deposits are collected from truck drivers that are temporally parking at the loading bay during unloading.

Vehicle up to 3.5 t – deposit 1000 CZK or 50 EUR for 1 hour

Vehicle over 3.5 t – deposit 2000 CZK or 100 EUR for a period of 1.5 hours

The deposit will be returned provided that loading/unloading is done within the time limit. The parking fee for each subsequent hour is 500 CZK.

Parking Passenger Cars

Private cars may be parked at the PCC. Parking passes for the duration of the conference may be ordered through organizer in advance.

Alternatively, payment per hour is possible at an hourly rate of CZK 50 (cash payment at the parking lot, no pre-ordering of tickets).

Technical Specifications at PCC

Loading bay has limiting dimension width 2m, height 2m.

Freight Elevators

Two freight elevators are available to access the exhibition areas.

	Lift K	Lift G
Depth:	5 m	2,85 m
Width:	2,40 m	2 m
Height:	2,50 m	2,40 m
Max. load:	5000 kg	2000 kg

2. EXHIBITION

Technical data for the exhibition area

The rental rate for exhibition space covers floor space only; all extras (modular stand, electricity, furniture etc...) need to be ordered through organizer.

The dimensions of the pillars are 45 x 45 cm.

The floor is covered with white/light grey marble. It is recommended - your exhibition space to be carpeted. The floor is very fragile, so organizer will be responsible for damages to the floor.

The floor bearing capacity (net load) is 400 kg/sq. m.

Power supplies and other utilities will be supplied into your stand via the ceiling or via the floor.

Suspension of banners/signage from the ceiling must be consulted with PCC in advance. Hanging any objects on air conditioning outlets is forbidden (there is a threat OF release and fall of outlets).

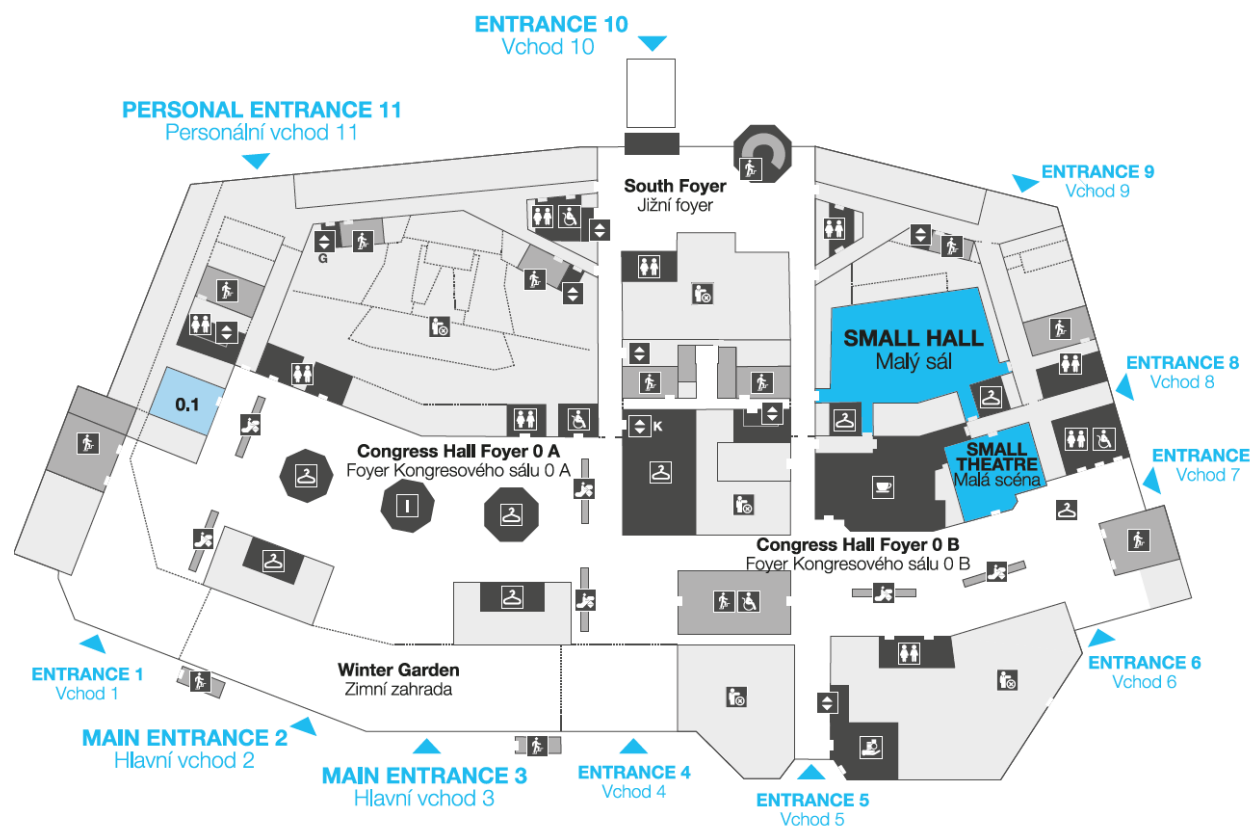
A ramp must be provided for access for the handicapped for floors of 5 cm or more in height.

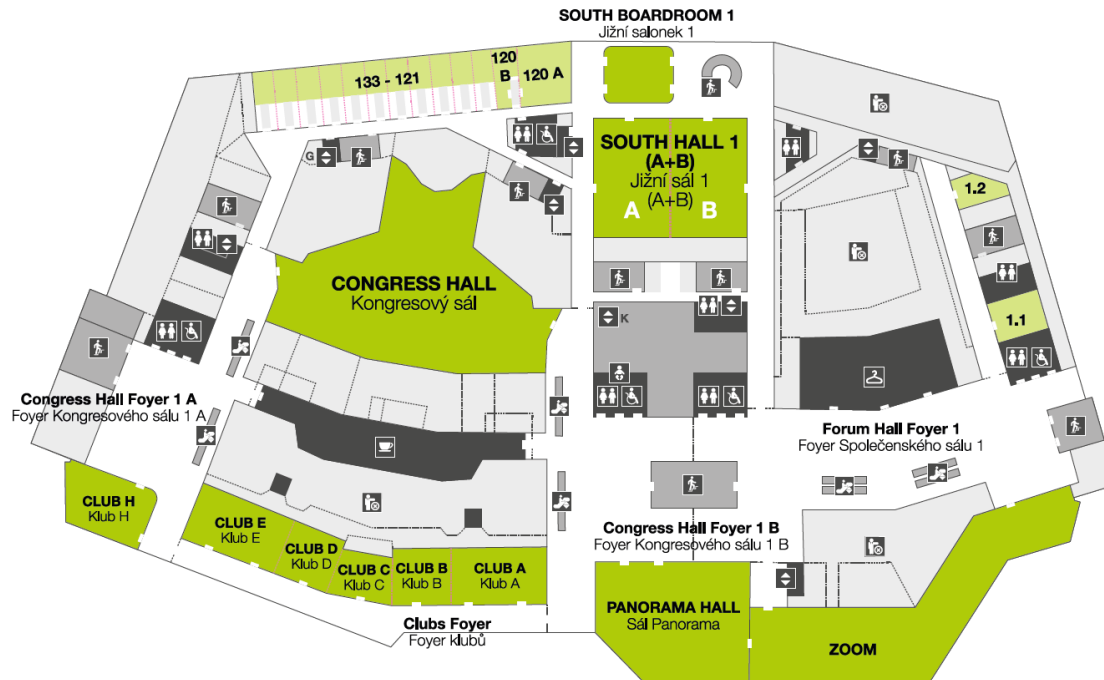
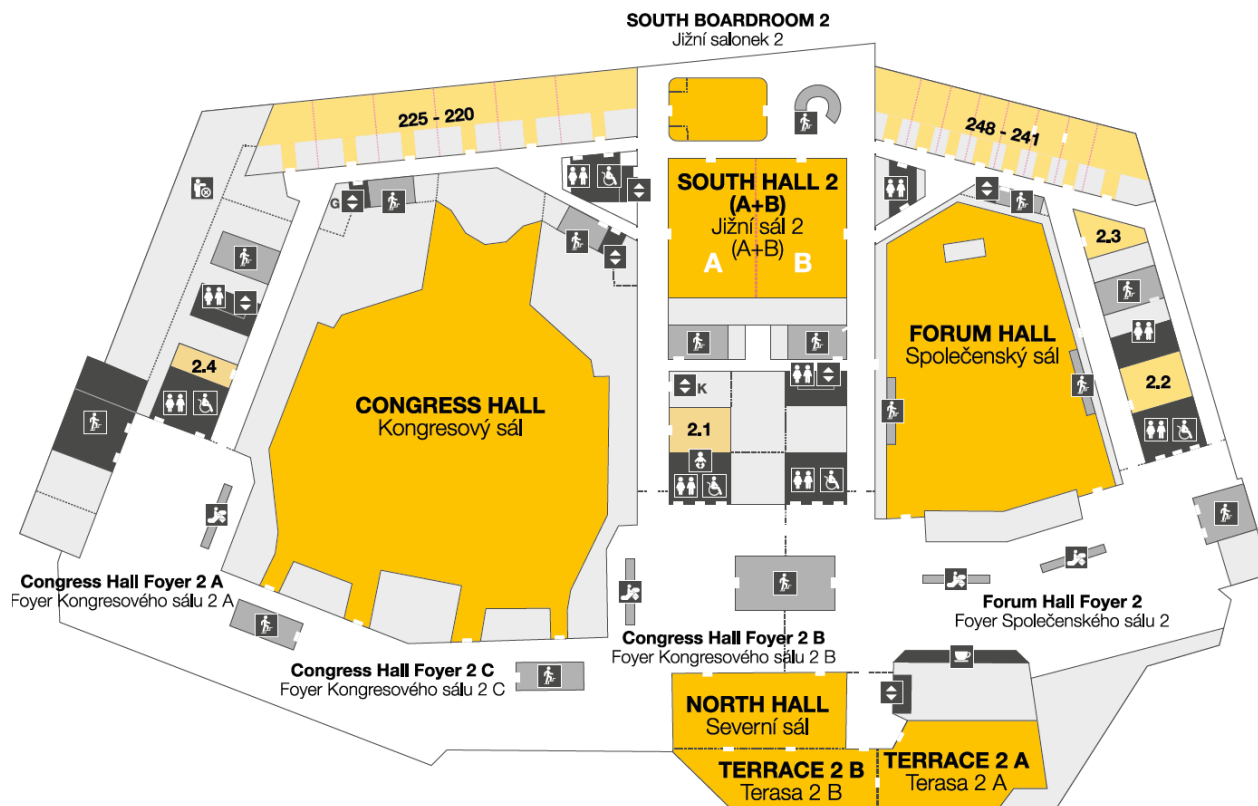
It is strictly forbidden to store anything behind the stand.

IMPORTANT: Unused literature and other waste should be removed from the conference venue by the end of the conference. If not removed, an additional cost will be charged to the organizer for removal.

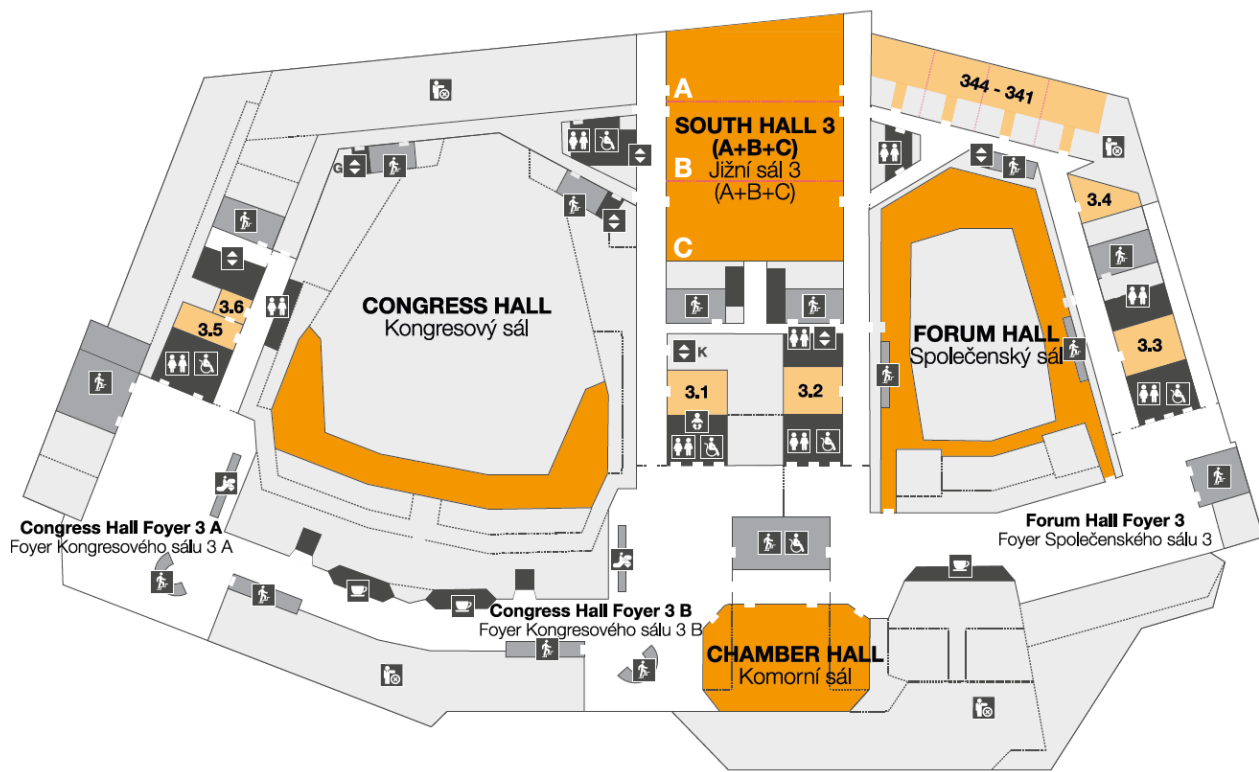
General Plans of PCC

GROUND FLOOR

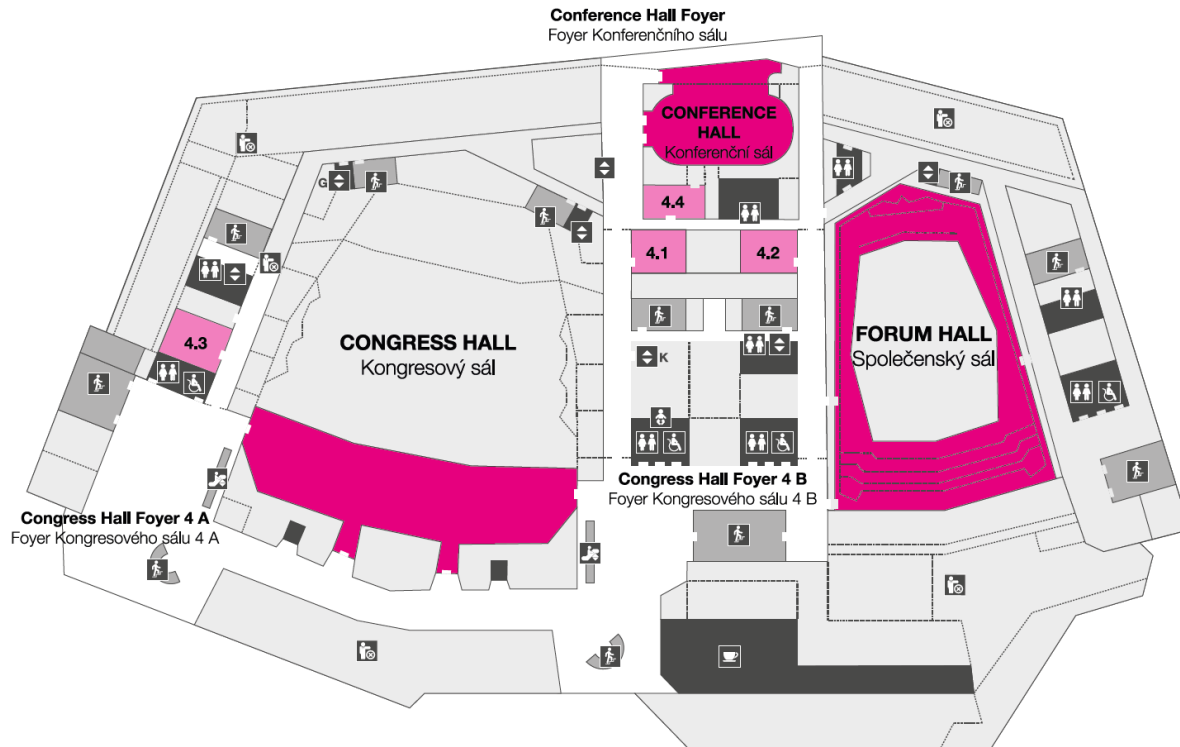


1st FLOOR2nd FLOOR

3rd FLOOR



4th FLOOR



Stand approval

Each Exhibition organizer must submit an exact statement of the dimensions of the stand as well as plans and description of the stand. This applies equally to those companies hiring a standard exhibit stand module from PCC. The drawings shall indicate clearly the planned layout, dimensions, equipment and furnishing of the stand, including the inscriptions. The location of power outlets, electricity cables as well as telephone installations must be indicated..

Stipulations

Exhibitors are asked to pay attention to the following stipulations:

Any column of the Foyer lying within the stand may be covered without causing any damage and in compliance with accepted height regulations. Fire extinguishing equipment and sensor system must not be covered. The PCC will advise on this matter.

Goods to be exhibited must be kept within the stand perimeter.

The exhibition areas may only be covered by fitting platforms or carpets, which must be withdrawn by the Exhibitor/decorator at the end of exhibition.

The floor area is finished by aged marble floor tiles. All damages to flooring will be charged to the Organizer responsible. Therefore no mortar may be placed on the floor, nailing is not allowed with percussion tools or painting with spray guns.

Should there be an absolute need to carry out any of the unauthorized work, permission must be requested from the Organizer at least 4 weeks before the opening, providing detailed plans indicating weights and support surfaces for the products to be exhibited or the decoration to be fitted.

Two-story structures are not allowed / are allowed, subject to stand construction approval by PCC.

Arches, bridges or similar constructions connecting two or more stands are not allowed.

The maximum permissible load on the floors of the PCC is approximately 400 kilograms per sq.m. (spread).

Load capacity will be taken into account when entering the exhibited goods as well as during their handling.

Stands should be fully accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing to PCC.

The stand floor must be adequately covered, for instance, with carpeting or carpet tiles. It is to be noted that vehicles (including forklift trucks) are not admitted within the exhibition areas. Pallet trucks and other handling machines must be equipped with rubber wheels and may only be operated by the official freight forwarder.

Exhibitors are not permitted to:

Drill, screw or nail the walls, ceilings, floors or columns of the exhibition areas.

Place any heavy loads either on the structure of the walls and columns, or any of the technical installations of the Halls due to decoration or the objects on display.

Hang Advertising from the ceilings of the Halls or to affix stand parts, posters or other promotional material to columns, walls, girders, etc. of the PCC within or outside the stand space assigned. Dig trenches, anchorages or to make other structural alterations inside the PCC, unless explicit authorization has been obtained from the PCC.

Paint or glue, in any way or part of the exhibition area.

Construction of stands with a floor

A platform floor is advised if heavy equipment is stored on the stand (100kgs/m² or more) Authorization must be requested in writing to the PCC. A descriptive report and to-scale plans should be presented.

All stands with a floor over 5 cm above ground level must present a construction certificate signed by the competent engineer. Any glass fitted inside the top of the floor shall be at least 0,5 cm thick, laminated and be of an approved safety type in the Czech Republic.

The stand area may be covered only by the installation of an elevated platform, use of carpeting that is held in place by its own weight on the floor or by adhesive bands. These items must be removed by the Exhibitor at the end of the exhibition.

The use of wooden platforms is recommended for stands with a lot of electrical wiring, the stand construction company will be able to advice on this matter. Exhibitors who use such platforms should bear in mind that the maximum height allowed, measured from floor level to the top of the platform is 5 cm. The platform sides must be closed and finished neatly. The platform edges must be safe (secured, safe and easily visible). Platforms should be placed within the stand perimeter. The platform must allow access to those in wheelchairs. Please note the edges should be sloped for this purpose or a ramp included within stand perimeter.

The floor, columns and installations (distribution boxes, piping, rented shell stands, etc.) of Exhibition Organizer shall be left in the same state they were found in. Any damage shall be repaired by the Exhibition Organizer at his expenses.

3. FIRE AND SAFETY REGULATION OF THE VENUE

FIRE AND SAFETY REGULATION

1) SMOKING and manipulation with open fire are PROHIBITED during organization of individual social, cultural, sales, sports or other events within the entire PCC object, including its hallways and terraces.

2) All escape routes must be kept free at all times, not blocked by any objects which could hinder possible evacuation, and must have a minimal passage width of 2 m between the rows of stands if these form a continuous line/s/. Between the sides of individual stands, a proper access to these stands, i.e. to each one separately, must be secured, with minimal spacing of 85 cm

3) Individual profiles of escape routes and exits, electricity distribution boxes, main switches, and media seals (gas, electricity, water etc.) must not be blocked or narrowed. The same rule applies to all facilities for provision of fire protection, i.e. fire extinguishers, fire hydrants, electric fire alarm sensors (EPS), heads of stationary extinguishing systems (sprinklers)

- 4) Should the stand position be located close to glass surfaces of the building perimeter, it is necessary to keep to so-called fire dividing zone with the minimum distance of 150 cm from the glass surfaces. No flammable or fire-supporting material may be located close to glass area of the outer surface of the building. This area must be kept free at all times; no material is to be stored therein.
- 5) All event organizers are obliged to supply fire-technical characteristics (FTCH) of all used, exhibited, sold, stored and used substances, items and goods, etc.
- 6) Within all premises of the PCC it is generally prohibited to use, store, or handle in any way flammable or fire-supporting substances or liquids, bottled-gas burners, cookers and portable heating (both gas and electric), as well as pressure tanks (bottles) filled with propane-butane or other compressed technical gases.
- 7) The lessee is obliged to ensure that the maximum number of persons in individual rooms/areas is not exceeded, with regard to evacuation capacity possibilities.
- 8) Motor vehicles equipped with permanent or alternative drive using compressed natural gas or propane-butane /PB/ must not park in the underground garages of the PCC.
- 9) All used materials (textile fabric, wood, etc.) brought into the object and serving as decoration, material for construction of exhibition stands, scenes, decoration of halls, hallways, etc., provided by both PCC and individual organizers /lessees/ of cultural, social, sport and other events, must have fireproof finishing of its own way. Provision of fireproof finishing must be documented by respective certificates; these must be deposited with the PCC fire technician, as a part of the event documentation.
- 10) All welding and cutting works, either using welding sets (gas, oxygen), or using electricity (resistance welding), or using electric grinding saw etc., are subject to the obligations stipulated by the Home Office of the Czech Republic, Order No. 87/2000 Coll., and it is necessary to obtain a welding permit for them, including specification of particular conditions for provision of fire-protection in the given area of the PCC. This permit is issued, and particular conditions of fire-protection provision are stipulated by the PCC fire technician or the commander of the PCC fire brigade. At the same time, it is necessary to report such works in advance to the venue / Exhibition Agent.
- 11) A permit, issued for each individual event separately, is necessary for all pyro-effects, use of open fire, etc. – regardless of being provided by the PCC or by individual lessees (e.g. during a performance etc.). This permit is issued, and particular conditions of fire protection provision are stipulated by the PCC fire protection officer or the commander of the PCC fire brigade. At the same time, it is necessary to report such works in advance to the venue / Exhibition Agent.
- 12) In such cases (or at client's request) it is necessary to assign special assistance fire patrols at additional expense. The number of assistance fire patrol members is determined by the PCC fire protection technician, or the commander of the PCC fire brigade, based on individual assessment of each individual event, depending on the particular room.
- 13) Possible events intended specially for persons with limited mobility /and orientation/ and immobile persons must be discussed with Prague City Hall fire brigade in sufficient advance, for the reason of securing safe evacuation. Organization of this type of events must be reported at least 14 days in advance to the PCC fire protection officer, or the commander of the PCC fire brigade.

4. TECHNICAL SPECIFICATIONS AT THE PCC

Freight lifts in the PCC

	Capacity	Width	Height	Depth
Lift K	5.000 kg	240 cm	250 cm	500 cm
Lift G	2.000 kg	200 cm	240 cm	285 cm

Ceiling Height

Exhibition Area – area under the balcony – 2,8 m/ open area – 11 m

Floor Material of Exhibition Areas

The exhibition area floor is marble.

Floor Loading

400 kg/m²

Electricity

Voltage: 230/400/415V AC, 50 Hz (which is 50 cycles)

All electrical connections must be made under the supervision of authorized venue electrician. At the time of the official inspection the relevant reports on the wiring (information on connections) must be presented to the Exhibition Organizer for submission to the authorities.

Important: Supplies will be switched on 30 minutes before opening during the duration of the meeting and switched off 15 minutes after Exhibition closed every day.

Twenty-four-hour supplies are available.

A valid report is required at the exhibition stand with own wiring. The report has to be handed to the PCC before connecting to the power distribution network of PCC.

Electricity Plugs, Sockets and Adapters

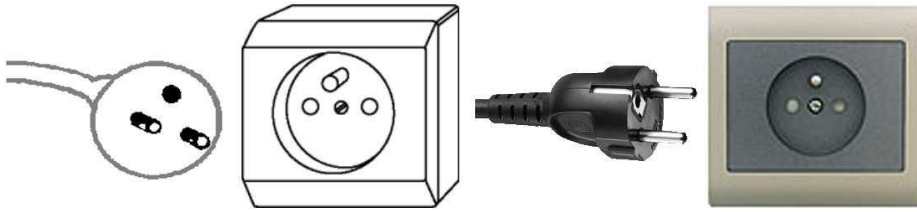
Czech sockets

Czech sockets for 230V / 16A are not compatible with Schuko (system of 230V sockets and connectors used in Germany and many other European countries, which is not compatible with our system that is used in Slovakia, Czech Republic, Poland, France and Belgium).

Adapters are required (for phase 1 up to 16A). For other types of connectors than the Czech ones, do not forget to bring adapters, as they will not be available on site.

3-phase adapters are not available, therefore exhibitors must bring them in.





Voltage Transformers

For equipment from USA or elsewhere with 110/120V, a transformer is required to be able to connect to 230V. Transformers are not available and should be brought by exhibitors.

5. EXHIBITION SERVICES

Exhibit Stand Cleaning and Waste Removal

Exhibition Organizer is responsible for the removal of all their refuse or waste from stands, the exhibition area and the PCC. The PCC strongly advises exhibition organizer to order daily stand cleaning. Any discarded refuse or waste (including promotional material) left by the Exhibitor at any time before, during or after the exhibition, will be removed at the risk and cost of the Exhibition Organizer.

All common event areas (registration and foyer areas, aisles and feature areas) will be cleaned on daily basis. The cleaning staff will not enter any exhibit for the purpose of sweeping or dusting.

Exhibition Layout

Whole exhibition (all stands) must be drawn within the exhibition grid plan. You can download the grid plan of each floor on www.praguecc.cz in section „organizer“ – „floor plans“.

Stand Layout

In order for PCC staff and the suppliers to know where to install the ordered services - electricity connection, storage, internet connection etc., please send to PCC the layout of stand.

Exhibit Stand Inspection

The PCC refuses to accept any responsibility if the Safety Committee decides to close a stand because the Exhibitor has not respected the safety rules of the event or hosting country.

Water Connection

Water connections are available upon request, depending on stand location.

Liability for Rented Equipment

Exhibition Organizer accepts full responsibility for all rented equipment, such as standard exhibit stand construction, furniture and carpet, AV and computer equipment etc. by signing the relevant Handing-Over protocol. The Exhibition Organizer will be charged for any loss of or damage of rented equipment.

Transport Regulations/Handling

During the Exhibition goods can only be transported into the halls before the exhibition opens. After that, only light articles can be carried in by hand. Goods can be collected when the exhibition has closed if carried out and the exhibit remains visually presentable to delegates. Do not place anything in the aisles outside the stand. If you do, you will block the passage-way for other transport. The PCC has the right to remove all packaging that is left in the aisles after the build-up ends.

Storage of Empties

No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind in the booth or in the aisles. If any Exhibitor or his contractor(s) leave such materials behind, the costs of removing will be charged to the Exhibitor Organizer. Please contact the official forwarder for handling and storage of your empty crates and other packing material through the duration of the exhibition.

Stand Security

Please note the PCC cannot accept responsibility for the security of the stands and their contents, for damage to or theft of any goods whatsoever. If you wish to order a security guard for the stands, please contact PCC.

Surveillance and Security

The Organizer undertakes the general surveillance service of the PCC both day and night. The Exhibition organizer shall be responsible for the surveillance of the stands and exhibits. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. We strongly urge exhibitors to secure their stand against theft or damage. Valuable objects, which may easily be removed, should be locked away during the night or whenever the stand is left unattended. The PCC accepts no responsibility for goods stolen from exhibits. Security services can be ordered through Exhibition Organizer.

Insurance

While on the premises, exhibition goods and packing materials shall be insured at the expense and risk of the Exhibitor. Neither the PCC nor the Organizer or Exhibition Agent can accept any responsibility for damage, loss, theft, disappearance or injury of anything or anybody due to any cause. The Exhibitor and any contractors under exhibitor employment are obliged to take an insurance against third party risks before the start of the exhibition. The cost for this insurance and responsibility for its arrangement falls to the Exhibitor.

Exhibitors should also be covered against any claims which may ensue from transportation to and from the PCC and against any claims which may be made by third parties, e.g. the PCC, the City and/or their insurers, in respect of injury or damage sustained in any way whatsoever inside or outside the PCC.

If any conditions within the Exhibition Services Kit for Participation are infringed, the responsibility for any accident will be exclusively with the Exhibitor who must have contracted an insurance policy for unlimited civil liability for harm to third parties, albeit person or objects. In case of incidents caused by negligence or inaction on the part of exhibiting companies and their staff, the exhibiting company agrees to indemnify the Organizer against all direct and consequential losses.

6. FREIGHT FORWARDER

LIMITS OF TRUCKS:

The truck, which can drive in to the basement through porters-lodge Nr. 3 to the passage, directing to the lift has the below mentioned limits:

- Height (of the truck) max 3,3 meter
- Width max 3,5 meter
- Length max 10 meter
- Total weight of the truck (together with the cargo) max 10 ton

The truck, which can drive before the building Prague Congress Centre, has the below mentioned limits:

- max weight to one axle 6 ton
- max length of the truck 15 meter

If the driver will use the reinforced route round the building, he must not turn aside to the normal pavement, which could burst. The driver cannot drive round the building, he must make back way.

Other trucks, which do not correspond to the mentioned limits have to be loaded/unloaded on the traffic-circle before the building Prague Congress Centre and the material must be delivered (about 400 meter) to the lift K by vehicles.

Freight elevators:

	Capacity	Width	Height	Depth
Lift K	5.000 kg	240 cm	250 cm	500 cm
Lift G	2.000 kg	200 cm	240 cm	323 cm

The glass doors between the corridors to the lifts and the exhibition halls have dimensions 200x200 cm.

Arrival of the truck with tonnage over 6 ton – from direction highway Brno to the “Trida 5. Kvetna” and before „Nuselsky most” (bridge) to Prague Congress Centre, where the truck will be directed by dispatchers of the Forwarding Agent to the place of unloading/loading. Trucks up to 6 ton tonnage may also use the route north/centre of Prague, Sokolská Street, „Nuselský most” to Prague Congress Centre – Petrol station ÖMV where is also the porters-lodge Nr. 3, where also the unloading / loading take place.

PARKING OF THE TRUCKS: The possibility of parking is: Prague Exhibition Area, Street “Beranovych” 111, Prague 9 - Letnany or Parking-place, direction highway Brno (abt 20 km) Pruhonice (petrol station, Motel-parking-place. These possibilities are not obligatory, they are only recommended.

Insurance

We highly recommend to cover the transport insurance for all your exhibition material, against all risks of transport / return transport and handling movements during the exhibition.

Driving prohibitions

Trucks of a total gross weight of more than 7500 kg are not allowed to drive in the Czech Republic on Saturday 15:00 – 20:00 and on Sunday 00:00 – 22:00

7. CONFERENCE REGULATIONS

GENERAL

Definitions

In the following regulations and conditions the term 'exhibitor' describes any company or organization that has made a successful application for space allocation in the technical exhibition to be organized in the framework of conference, or any agent or representative acting on behalf of the exhibitor.

Legal Condition

The application for exhibition space is legally binding on the exhibitor pending its acceptance in writing by the organizer.

EXHIBITION

Stand Decoration

No flammable materials may be used. Equipment displayed or demonstrated must be installed according to the safety regulations issued by the conference venue. The fireproofing of the installations must be made by a qualified company issuing the certificate of an approved organization. Excessive audible and visual attention-getting devices or effects are prohibited. The exhibitor must have the certificate of reaction to fire of the materials used for the arrangement or decoration at the disposal of the conference venue.

Disposal of Waste

It is the responsibility of the exhibitor to ensure that all debris and waste material including boxes for packaging arising from his stand construction and stand dismantling are completely removed from the exhibition area prior to the opening of the exhibition and at the end of the conference. Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by the organizer or its contractor.

Health and Safety at Work

It is the responsibility of the organizer to ensure that his employees, exhibition staff and temporary staff comply with the latest legislation regarding health and safety at work. The PCC bears no responsibility for non-compliance to this rule by the exhibitor.

Dismantling

The exhibition organizer must vacate his exhibition space within the time specified by PCC for exhibition dismantling. Failing to do so will be liable for additional rental costs of each started hour.

National and International Regulations

The exhibition organizer is to comply to all national and international rules and regulations related to advertising and promotion of all products and services as part of the booth. The PCC bears no responsibility for non-compliance of this rule by the exhibition organizer.

Catering

Food or beverage served on the stand should be ordered through Zatisi Catering Group. No food items can be taken into the rooms, used for the scientific sessions.