

# APPLICATION DOCUMENTATION



5<sup>th</sup> Trade Fair for Low-Energy, Passive and Zero-Energy Buildings

**PVA EXPO PRAGUE, 9-11 February 2017**

## IMPORTANT DATES

The first deadline for the lease of the exhibition area at preferential prices

**31 October 2016**

Deadline for technical services

**16 December 2016**

Deadline for submission of orders

**31 December 2016**



Business Company: ABF, a.s.  
Registered office: Mimoňská 645,  
190 00 Prague 9 - Prosek

Company Reg. No.: 63080575, Tax Id. No.: CZ63080575  
Registered by Municipal Court in Prague, Section B, File no. 3309  
Bank Details: Expobank CZ a.s., Account No. 5085320021/4000  
IBAN: CZ724000000005085320021, SWIFT: EXPNCZPP  
Tel.: +420 225 291 129  
E-mail: international@abf.cz, internet: forpasiv.cz, www.pvaexpo.cz

## Trade Fair Nomenclature

**FOR PASIV**

PVA EXPO PRAGUE, 9-11 February 2017

- 1. Architecture, designing, calculations and software solutions, urbanism**
- 1.1. Designing, architectonic and budgetary offices
- 1.2. Faculties, technical, research and development centers
- 1.3. Suppliers of software for designing and technical calculations
- 1.4. Urban development solutions – regions, cities, projects of municipalities and developers
- 2. Construction of new buildings and improving energy performance of existing buildings**
- 2.1. Foundations in building constructions
- 2.2. Systems of bearing structures
- 2.3. Systems of building envelopes
- 2.4. Roof structures, solutions for the use of alternative energy resources
- 2.5. Hole fillings and installation systems
- 2.6. Shading technologies
- 3. Construction materials**
- 3.1. Silicate materials
- 3.2. Brick products
- 3.3. Materials on the wooden basis
- 3.4. Combined construction materials
- 3.5. Loam, straw and other natural materials
- 3.6. Thermally insulated materials
- 3.7. Hydroinsulation materials
- 3.8. Materials for solution of diffusion and air tightness
- 3.9. Others

- 4. Technical equipment of buildings**
- 4.1. Heat sources
- 4.2. Energy sources
- 4.3. Equipment for water management, processing and use of waste water
- 4.4. Heat recuperation and autonomous ventilation
- 4.5. Island systems
- 4.6. Intelligent electrical installations
- 5. Diagnostics, measurement, audits**
- 5.1. Measuring gages, measuring systems and devices
- 5.2. Diagnostics of buildings – methods, offices, experts, specialized institutions
- 5.3. Audits of buildings – thermal and technical requirements, air exchange, special audits
- 5.4. Testing institutes and laboratories, expert offices, freelance experts, university workplaces
- 5.5. Technical and specialized consultancy
- 6. Legislation, programs of support and subsidies, financing**
- 6.1. National energy saving policy
- 6.2. Ministries and state administration bodies
- 6.3. Aid schemes and consultancy agencies
- 6.4. Banks, insurance companies, funds

**B**  
**0**

Forms can be completed on a PC and downloaded from [www.forpasiv.cz](http://www.forpasiv.cz)



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## Binding Application Form for Participation of the Firm - General Agreement

**FOR PASIV**

PVA EXPO PRAGUE, 9-11 February 2017

**Deadline for submission of orders: 31 December 2016**

**B**  
**1**

Forms can be completed on a PC and downloaded from [www.forpasiv.cz](http://www.forpasiv.cz)

### EXHIBITOR

**Company name** \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Company telephone no. \_\_\_\_\_ Company e-mail address \_\_\_\_\_  
Company fax no. \_\_\_\_\_ Internet \_\_\_\_\_  
Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Tel./mobil \_\_\_\_\_ E-mail\*\* \_\_\_\_\_  
Mailing address, if different from the registered office \_\_\_\_\_  
Email for sending invoices electronically \_\_\_\_\_

**REPRESENTATIVE OF THE EXHIBITOR** (To be completed only in the case when the Exhibitors ask assurance of their participation through a representative, including all invoicing and correspondence)

**Company name** \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Company telephone no. \_\_\_\_\_ Company e-mail address \_\_\_\_\_  
Company fax no. \_\_\_\_\_ Internet \_\_\_\_\_  
Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Tel./mobil \_\_\_\_\_ E-mail\*\* \_\_\_\_\_  
Mailing address, if different from the registered office \_\_\_\_\_  
Email for sending invoices electronically \_\_\_\_\_

\* For natural persons (individuals) please state the place of business.

\*\* This must be filled in for the sending of the position, assembly instructions, etc.

**We bindingly order the exhibition area and stand erection (including equipment) according to the price list below:**

### ORDER OF COMPLETE EXPOSITIONS

select the type X	w x h (m <sup>2</sup> )	Price in CZK/m <sup>2</sup> according to the application date		select the type X	w x h (m <sup>2</sup> )	Price in CZK/m <sup>2</sup> according to the application date	
		until 31 Oct 2016	from 1 Nov 2016			until 31 Oct 2016	from 1 Nov 2016
K09	3 x 3	31,650	33,450	K18	6 x 3	57,750	61,350
K12	4 x 3	40,610	43,010	K20	5 x 4	62,930	66,930
K15	5 x 3	48,580	51,580	K24	6 x 4	74,690	79,490
K16	4 x 4	51,570	54,770	K25	5 x 5	77,080	82,080

**Corner position (the surcharge for corner position being 4% of the total price of the "complete exposition")**

**The offer price includes:** rental of exhibition area, type stand implementation, furniture equipment for exposition, inscription on the collar up to 15 characters, power supply 2kW. For the order of a higher power supply input please contact the Trade Fair managers. (str. B3).

**For a sketch of the stands and their equipment see page 1b Visualisation of complete exhibitions.**

Company name on the collar

<b>Registration fee</b>	<b>CZK 4,490</b>
<b>Registration fee from 16 December 2016</b>	<b>CZK 5,490</b>
<b>Assurance of damage liability insurance</b>	<b>CZK 800</b>
<b>BRANCH FOR LOCATION</b> – specify the branch in words and state the branch code:	
<b>TOTAL</b>	

**Others requirements for bringing, operation and removal of exhibits:**

**All prices are given without VAT.**

By signing the Binding Application form I grant my consent, in accordance with the Act no. 101/2000 Coll., with the processing of personal data for internal purposes of ABF, a.s., and furthermore I grant my consent in accordance with the Act no. 480/2004 Coll. with the sending of business announcements by electronic means. The consent can be withdrawn at any time by sending an e-mail message with text "do not send" to stoplist@abf.cz.

I hereby declare that I have made myself familiar with the Business Terms and Conditions of ABF, a.s. which form an integral part of the present Application and that I agree with their contents. I take cognisance of the fact that the matter concerns a framework agreement which is to be implemented by parts on the basis of purchase orders in written, e-mail or facsimile forms. In the case that the purchase orders are issued by a third person, the original copy is always required.

For ABF, a.s.

Date, signature for the Exhibitor/ Exhibitor's representative, stamp



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## Business Terms and Conditions of ABF, a.s. for Participation of Exhibitors in the Trade Fair

**FOR PASIV**

PVA EXPO PRAGUE, 9-11 February 2017

**B**  
**1a**

**Organiser:** ABF, a.s., registered office: Mimoňská 645, 190 00 Prague 9, Company Registration No. 63080575  
**Exhibitor:** Legal entity or natural person to whom ABF, a.s. has confirmed participation in the Trade Fair or Exhibition  
**Place of the event:** PVA EXPO PRAGUE - Letňany, Beranových 667

### Article 1. – Basic conditions for Exhibitor's Participation in the Trade Fair

1. The basic precondition for participation in the Trade Fair is the delivery of the Binding Application for Participation of the Firm, properly filled and signed in (hereinafter referred to as "Binding Application"). After the receiving of the Binding Application, ABF, a.s. will send to the Exhibitor a confirmation of its receipt.
2. By signing the Binding Application, the Exhibitor undertakes to adhere to the Business Terms and Conditions and Technical Conditions of ABF, a.s. for the Exhibitor's participation in the Trade Fair.
3. The exhibits presented and services offered must be in accordance with the focus of the Trade Fair (with the so-called Trade Fair Nomenclature).
4. The services related to the Exhibitor's participation in the Trade Fair shall be ordered by means of separate order forms provided for in the Application Documentation to the Binding Application.
5. The Exhibitors must not remove the exhibits and displays before the end of the Trade Fair or Exhibition.
6. The Exhibitor is obliged to arrange, at his own expenses, for visas, licences and any other necessary permissions to sell products at the trade fair. In the event that the Exhibitor will not attend the trade fair because he did not receive an appropriate visa or another permit, the Exhibitor is not entitled to a refund of the deposit payment made on the rental of exhibition area. In such case, the deposit is considered a cancellation fee.

### Article 2. – Terms of payment

1. After the receiving of the Binding Application, ABF, a.s. will send to the Exhibitor an advance invoice for the lease of the exhibition area ordered and for the registration fee.
2. After the closing date of the ordered technical services, the Exhibitor will be sent an advance invoice for the ordered services associated with the lease of the exhibition area. The settlement of this advance invoice will be a precondition for implementation of the order of technical services.
3. The final invoice with a deduction of advances will only be sent after the end of the Trade Fair.
4. The basic price of the lease and the Registration Fee includes:
  - Rental for the exhibition area during the assembly, Trade Fair and dismantling
  - Insertion into the Trade Fair Catalogue (Trade Fair Guide) to the extent of the data stated in the Order of Registration into the Catalogue (Guide)
  - Insertion into the orientation system of the Trade Fair
  - Five Exhibitor's Cards for the firms with an ordered area up to 30 m<sup>2</sup>
  - One Exhibitor's Card for every additional 10 m<sup>2</sup> commenced exceeding the area of 30 m<sup>2</sup>
  - Assembly/Dismantling Cards for the Implementation Teams making it possible for the vehicles to enter the Exhibition Centre (ABF, a.s. is authorised to demand a financial security at the entrance)
  - Trade Fair Catalogue (Trade Fair Guide) in a printed version
5. The basic price of the lease and the Registration Fee do not include:
  - External walls of the stand or any other equipment of the stand or the walls of the neighbouring stands
  - Registration fee for co-exhibitors
  - Other records of the firm - i.e. branch offices, divisions, business representations, etc.
6. Cancellation Conditions  
If the Exhibitor cancels their participation in the Trade Fair, the following cancellation fees (contractual penalties) shall apply:
  - 20 % of the total rental charged on the cancellation of the Binding Application in a term more than 90 days before the Trade Fair beginning
  - 50 % of the total rental charged on the cancellation of the Binding Application in a term from 30 to 90 days before the Trade Fair beginning
  - 100 % of the total rental charged on the cancellation of the Binding Application in a term less than 30 days before the Trade Fair beginningThe cancellation fees shall apply even in the case of reduction made by Exhibitor of the area ordered.  
The obligation to pay cancellation fees shall apply to those Exhibitors to whom the participation in the Trade Fair was confirmed according to Art. 1(1) even in the case that they have not paid the advance invoice or any other invoice. The cancellation of the Exhibitor's participation in the Trade Fair must always be made in writing.  
The registration fees shall be forfeited in full amount, regardless of the date of cancellation of the Binding Application.
7. For each of the other firms which the Exhibitors will present in their expositions (in the form of a presentation of exhibits, with an advertisement panel, company logo, commercial name, folders, video programmes, etc.), the Exhibitor is obliged to pay the Co-Exhibitor's Registration Fee. The firm properly registered in this way will be presented in the Trade Fair Catalogue (Trade Fair Guide) to the full extent as the Exhibitor. In the case of any breach of this principle, the Exhibitor will be obliged to pay the Co-Exhibitor's registration Fee and a contractual penalty at an amount of the registration fee, at any time during the Trade Fair.
8. All the prices are stated as VAT exclusive.

### Article 3. – Exhibition area

1. ABF, a.s. leases indoor exhibition areas without any equipment, with the possibility of connection of power supply, water pipeline, sewerage, telephone and cleaning, with the option of other services on the basis of the order. The precondition for the handover of the exhibition area ordered shall be the settlement of all the payments due in the context with participation in the Trade Fair.
2. ABF, a.s. furthermore leases outdoor exhibition areas on the dedicated free areas of the Exhibition Centre. (ATTENTION: in the case of outdoor stands it is necessary to count with the overlapping of the roof above the stand – the roof must not interfere into the neighbouring area).
3. The minimum sizes of the exhibition areas are stated in the Binding Application.
4. ABF, a.s. has the right in agreement with the exhibitor, to reduce the area ordered, to change its shape and location. If the contracted area is not available to a Exhibitor for reasons caused on the part of ABF, a.s., the Exhibitor is entitled to the reimbursement of the registration fee, lease charge paid and the price for the services ordered and already paid for. ABF, a.s. will not accept and will not indemnify any claims for damages which the Exhibitor could have incurred for this reason.
5. Height of halls, loading of floors – For a limited number of expositions it is possible to implement two-storey stands, as well as height dominants. The height usable oscillates between 3.0 and 8.0 m (depending on the specific place of the exposition in the raster). The height of hall doors is from 3.5 metres up to 5 metres depending on the hall. The hall floor in terms of the length is at a ratio of 1/140. In the case that the basic load bearing capacity exceeds 1500 kg/m<sup>2</sup>, it is necessary to consult such a fact with ABF, a.s.
6. If the exhibiting firm itself does not provide for the stand or if it does not order its erection from ABF, a.s., it will have only the ordered exhibition area without borders at its disposal. The exhibitors are obliged to adhere to the raster of the exhibition area, which means not to exceed the area outlined in terms of layout, not even in the case of any height dominants shifted out.
7. The exhibitors shall receive a raster of the exhibition areas with the marking of their position after the settlements of all the payments due for the rented space and after the final processing of Binding Applications.
8. The architectural concept in the exhibition halls counts on the implementation of the classical rectangular exhibition raster, within which the following exhibition areas will be available:
  - Row areas with a free front side
  - Corner areas with two open sides - along which the visitors walk
  - U-shape areas (front) with three open sides - along which the visitors walk
  - Island areas where all of the four sides are free

9. The exhibitor is obliged to leave the exhibition area after dismantling in the same condition in which it was before the commencement of the erection.  
The exhibitor is obliged to settle any destruction, damage or excessive contamination according to the expenses actually incurred for the remedy of such damage (contamination).
10. The exhibitor is not authorised to sublease the exhibition area leased to any third parties.
11. The exhibitors are obliged to adhere to arrival and departure time schedule from the exhibition areas.

### Article 4. – Damage liability insurance

1. ABF, a.s. is not liable to the Exhibitors or their Co-Exhibitors for any loss, destruction or any damage to the articles brought by the Exhibitors into the areas leased. (i.e. exhibits, equipment and facilities of the stands, packages, packing materials, etc.), regardless of the fact whether the loss, destruction or other damage has arisen during the assembly, dismantling, transport or in the course of the Trade Fairs.
2. Exhibitors participate in the trade fair at their own risk. The exhibitor will not claim that ABF, a.s. is liable for any demands of third parties for reimbursement of any damage resulting from the participation of the exhibitor in the trade fair.
3. The Exhibitors are obliged to be insured for liability for damage caused by its activities to third parties during the entire term of the Trade Fair.
4. ABF, a.s. ensures, in favour of the Exhibitors, an insurance of the liability for damage in the course of the Trade Fairs within the framework of the services provided by ABF, a.s. at a lump-sum of CZK 800 to the indemnification limit of CZK 1,500,000 (VAT exclusive). The insurance is valid in the course of the entire term of the Trade Fairs, assembly and disassembly periods included.
5. If the Exhibitor has an individual insurance policy for liability for damage to the indemnification limit of min. CZK 1,500,000, the Exhibitor must provide ABF, a.s. with the confirmation of the insurance from the particular insurance company.
6. The Exhibitors have a possibility of contracting an insurance policy covering the set of their own exhibits, equipment and accessories of the stands against risks of thefts or robbery and natural disasters for the term of the Trade Fair. This insurance can be contracted in the premises of the PVA EXPO PRAGUE Exhibition Centre.

### Article 5. – Safety, Technical and fire regulations, energy usage regulations and guidelines for the use of temporary electrical installations

1. The Exhibitors are obliged to observe, during the assembly, in the entire course of the Trade Fairs and during the dismantling, safety, hygienic, fire protection, environmental and other generally binding legal and internal regulations valid in PVA EXPO PRAGUE and principles of the handling of all technical equipment and flammables. Furthermore, the Exhibitors are obliged to observe appropriate fire regulations valid for separate exhibition areas and the instructions of the authorised members or the fire assistance service and of the staff of ABF, a.s.
2. The Exhibitors must store or use, in their expositions or in the area of the Exhibition Centre, any flammable or radioactive substances, explosives, acids, poisons and other products harmful to health.
3. In the course of the Trade Fairs, as well as during the assembly and disassembly thereof, it is forbidden to smoke and to handle naked flame in all the indoor areas of the Exhibition Centre.
4. The Exhibitors are responsible for the condition of the wiring system of the stand (display), including the condition of electrical appliances. The electrical installation works can only be carried out by a person duly authorised to do so, i.e. possessing the "Certificate of Competence".
5. The Exhibitors are obliged to use dedicated walking paths and roads. The Exhibitors are required to keep free the escape ways, areas at electrical switchboards, water stops, hydrants (internal intake points).
6. The Exhibitors are obliged to observe the fundamental principles of safety behaviour in the vicinity of handling trolleys.

### Article 6. – Basic preconditions for the erection of a stand

1. The service of stand erection is offered and implemented by ABF, a.s. The Exhibitors who prefer to ensure the erection of their stands by themselves and not through ABF, a.s. are obliged to submit the ground plan and front view of the stand with the marking of dominant heights, as well as with the marking of power, water and sewerage system lines, for approval to ABF, a.s. not later than 30 days before the commencement of the Trade Fair.
2. The Exhibitors are obliged to ensure implementation of the rear wall (except for the stands with an island location) of their expositions at a minimum height of 2.5 m.
3. The Exhibitors are obliged to adhere to the ABF, a.s. Technical Conditions for Participation of Exhibitors in the Trade Fair.
4. The Exhibitors are responsible for construction and technical implementation of the stand and stands for any damage to property and health caused by inappropriate stand construction.

### Article 7. – Presentation of Exhibitors

1. The Exhibitors are only authorised to advertise their products or services in their own expositions. The Exhibitors must not disturb or limit surrounding expositions through their presentations.
2. Placement of any advertising or promotional materials out of the Exhibitor's own exposition is only permitted subject to a previous written approval of following negotiations with ABF, a.s., for consideration which is not a part of the rental paid for the exhibition area.
3. ABF, a.s. is authorised to forbid or remove, at the Exhibitor's expense, all advertising which does not correspond to the above listed conditions or which support fascism, race, religious or other intolerance or which is not compatible with human dignity.
4. During the Trade Fair, it is only permitted to perform audio-visual, acoustic, musical, dancing and other productions provided that the other Exhibitors will not be disturbed by the operation of these facilities and that ABF, a.s. has granted its consent to these productions. In order to be allowed to perform productions at the exposition, the Exhibitor is obliged to apply for approval from the competent collective administrator of copyrights (such as OSA, INTERGRAM). The noise level beyond the limits of the stand must not exceed the value permitted by legal regulations.
5. ABF, a.s. is authorised to forbid all performances causing excessive noise, dust, pollutants, vibrations, endangering safety of visitors or other exhibitors or disturbing the Trade Fair operation, and to require the Exhibitor in question to pay a contractual penalty amounting to CZK 5,000.

### Article 8. – Deadline for applications and orders

1. It is necessary to send the Binding Application, the Order for Technical Services, Order of Erection of the Stand, Order of Registration of Other Firms - Co-Exhibitors and the Order of Records into the Catalogue and any other order forms to the address: ABF, a.s., Trade Fair Administration, Mimoňská 645, Prague 9, Postal Code Number 190 00, by the specified deadlines of individual closing dates.
2. We recommend that all correspondence should be sent by registered mail.

### Article 9. – Final provisions

1. All requirements and changes on the part of the Exhibitors must be sent to the ABF, a.s., subject to a previous agreement with ABF, a.s. Trade Fair Administration, in writing. All complaints on the part of Exhibitors towards ABF, a.s. for the time of stand assembly and course of the Trade Fairs must be submitted in writing to the ABF, a.s. before the end of the Trade Fairs or during the dismantling work, until it is completed.
2. The present Business Terms and Conditions form an integral part of the Binding Application for participation of the firm at the Trade Fair.



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## Visualisation of complete exhibitions

**FOR PASIV**

PVA EXPO PRAGUE, 9-11 February 2017

**Deadline for submission of orders: 31 December 2016**

**B**  
**1b**

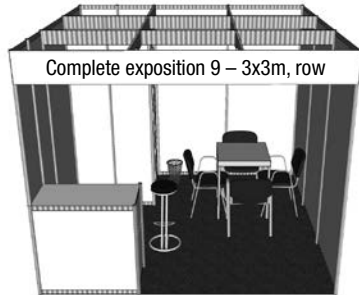
### Complete exhibitions contain:

- External walls and partition walls or storage areas made of white panels (Octanorm) • storage area of 1 x 1 m up to 2 x 2 m with a lockable folding door, with a rack (3 shelves) • grey carpet • other equipment according to the below specified overview • collar for the exposition identification – height of 30 cm, firm name (15 characters) cover included – height of the font 18 cm, black colour, ceiling raster system • power supply up to 2 kW

For other equipment orders and power input increase please contact the Trade Fair managers.

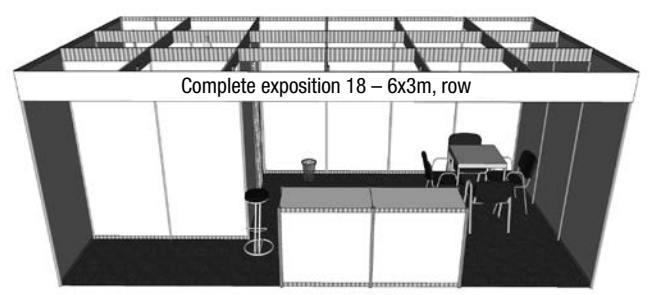
If you are interested in graphic covers of internal perimeter walls of the stand, please contact our technical services (trnka@abf.cz).

Forms can be completed on a PC and downloaded from [www.forpasiv.cz](http://www.forpasiv.cz)



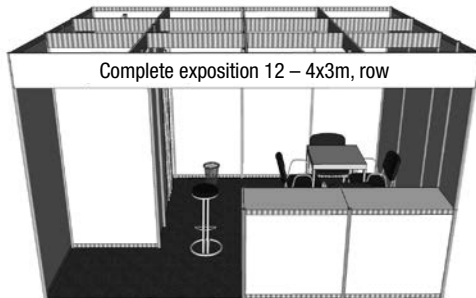
Complete exposition 9 – 3x3m, row

Storage area 1x1 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 1 raising counter 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



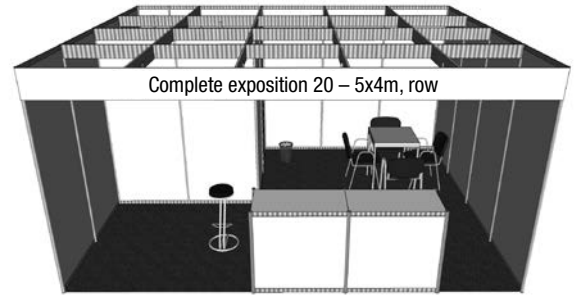
Complete exposition 18 – 6x3m, row

Storage area 2x2 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 2 raising counters 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



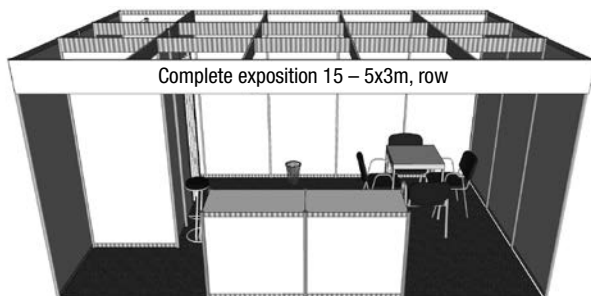
Complete exposition 12 – 4x3m, row

Storage area 2x1 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 2 raising counters 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



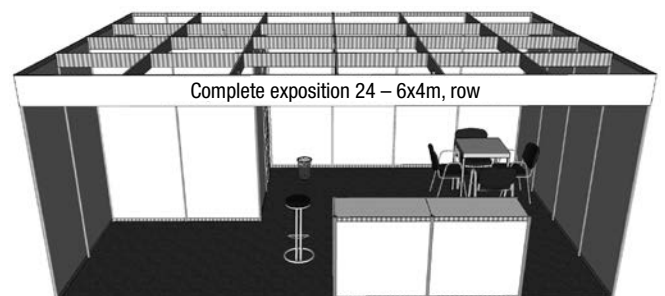
Complete exposition 20 – 5x4m, row

Storage area 2x2 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 2 raising counters 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



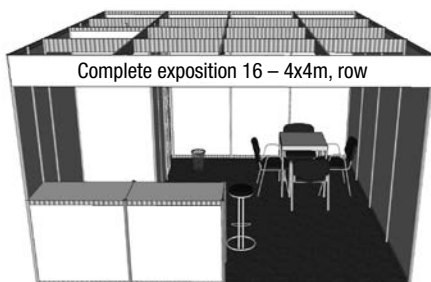
Complete exposition 15 – 5x3m, row

Storage area 2x1 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 2 raising counters 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



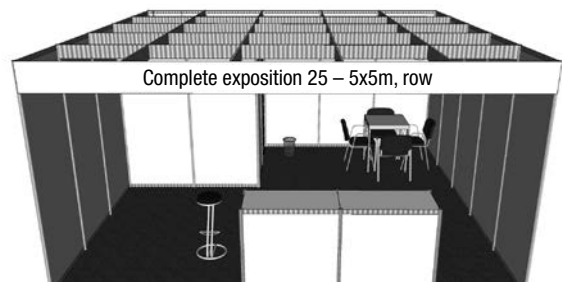
Complete exposition 24 – 6x4m, row

Storage area 2x2 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 2 raising counters 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



Complete exposition 16 – 4x4m, row

Storage area 2x1 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 2 raising counters 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



Complete exposition 25 – 5x5m, row

Storage area 2x2 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 2 raising counters 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



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Bank Details: Expobank CZ a.s., Account No. 5085320021/4000  
IBAN: CZ724000000005085320021, SWIFT: EXPNCZPP  
Tel.: +420 225 291 129  
E-mail: international@abf.cz, internet: forpasiv.cz, www.pvaexpo.cz

## Co-exhibitor application

**FOR PASIV**

PVA EXPO PRAGUE, 9-11 February 2017

**Deadline for submission of orders: 16 December 2016**

Exhibitor (Company name): \_\_\_\_\_

We declare that the following firms (our Co-exhibitors) will be presented within the framework of our exposition.  
For each of them we will pay the Registration Fee amounting to **CZK 4,000** (in the case of 1 to 4 co-exhibitors)  
**CZK 2,000** (in the case of 5 to 8 co-exhibitors)  
**CZK 1,500** (in the case of 9 and more co-exhibitors)

Number of co-exhibiting firms  (in the case of a larger number please fill in more forms no. 2)

### 1<sup>st</sup> Co-exhibitor

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Company telephone no. \_\_\_\_\_ Company e-mail address \_\_\_\_\_  
Company fax no. \_\_\_\_\_ Internet \_\_\_\_\_

### 2<sup>nd</sup> Co-exhibitor

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Company telephone no. \_\_\_\_\_ Company e-mail address \_\_\_\_\_  
Company fax no. \_\_\_\_\_ Internet \_\_\_\_\_

### 3<sup>rd</sup> Co-exhibitor

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Company telephone no. \_\_\_\_\_ Company e-mail address \_\_\_\_\_  
Company fax no. \_\_\_\_\_ Internet \_\_\_\_\_

### 4<sup>th</sup> Co-exhibitor

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Company telephone no. \_\_\_\_\_ Company e-mail address \_\_\_\_\_  
Company fax no. \_\_\_\_\_ Internet \_\_\_\_\_

\* For natural persons (individuals) please state the place of business.

**All prices are given without VAT.**

\_\_\_\_\_  
Date, signature for the Exhibitor/ Exhibitor's representative, stamp

**B**

**2**

Forms can be completed on a PC and downloaded from [www.forpasiv.cz](http://www.forpasiv.cz)



Business Company: ABF, a.s.  
Registered office: Mimoňská 645,  
190 00 Prague 9 - Prosek

Company Reg. No.: 63080575, Tax Id. No.: CZ63080575  
Registered by Municipal Court in Prague, Section B, File no. 3309  
Bank Details: Expobank CZ a.s., Account No. 5085320021/4000  
IBAN: CZ724000000005085320021, SWIFT: EXPNCZPP  
Tel.: +420 225 291 129  
E-mail: international@abf.cz, internet: forpasiv.cz, www.pvaexpo.cz

## Order of Technical Services

**FOR PASIV**

PVA EXPO PRAGUE, 9-11 February 2017

**Deadline for submission of orders: 16 December 2016**

**B**  
**3**

Exhibitor (Company name): \_\_\_\_\_

All services which are not marked herein will be automatically considered as NOT ORDERED.

For Technical Terms and Conditions as well as for specification of services see overleaf.

Forms can be completed on a PC and downloaded from [www.forpasiv.cz](http://www.forpasiv.cz)

<p><b>Order of power supply</b> (Price for one inlet, please mark those requested with <input checked="" type="checkbox"/> )</p> <p><b>Power supply inlet of 230 V – L + N + PE</b> surcharge</p> <p>up to <b>3 kW</b> – 1 socket <input type="checkbox"/> CZK 1,900</p> <p>up to <b>5 kW/230</b> – 2 sockets <input type="checkbox"/> CZK 3,000</p> <p>up to <b>6 kW/230</b> – 2 sockets <input type="checkbox"/> CZK 4,000</p>	<p><b>Connection to the Wi-Fi wireless network</b> (not available in outdoor areas)</p> <p>Number of connections <input type="text"/> CZK 900</p>
<p><b>Lending of a power switchboard</b> (The same price for both indoor and outdoor areas)</p> <p><b>Switch board 400V/16A</b> for power supply of <b>9 – 21 kW</b> <input type="checkbox"/> CZK 2,000</p>	<p><b>Order of water supply and sewerage</b> (The same price for both indoor and outdoor areas)</p> <p>Number of connections lines <input type="text"/> CZK 4,500</p>
<p><b>Night power supply</b> (Night power supply can only be ordered with an electrical connection line min. to 2 kW). Examples of use: refrigerator, aquarium</p> <p><input type="checkbox"/> CZK 900</p>	<p><b>Order of swimming pool water filling (including drainage)</b> (The same price for both indoor and outdoor areas)</p> <p>A one-off amount charged <input type="checkbox"/> CZK 1,200 plus CZK 250 for each m<sup>3</sup></p> <p>Number of m<sup>3</sup> <input type="text"/> CZK 250</p>
<p><b>Order of connection to the Internet</b></p> <p><b>Fixed cable connection (RJ45)</b></p> <p>1x connection (the first one) <input type="checkbox"/> CZK 2,500</p> <p>Number of additional connections <input type="text"/> CZK 700</p> <p>Static IP address <input type="text"/> CZK 900</p>	<p><b>Order of cleaning services</b> (The same price for both indoor and outdoor areas)</p> <p><b>Daily cleaning</b> – number of m<sup>2</sup> <input type="text"/> CZK 50 per m<sup>2</sup>/ (Includes also overhaul cleaning) and event</p> <p><b>Overhaul cleaning</b> – number of m<sup>2</sup> <input type="text"/> CZK 20 per m<sup>2</sup> (One-off cleaning after the end of the assembly)</p>

All prices are given without VAT.

We hereby declare that we have made ourselves familiar with and accept without reservations the ABF, a.s. Business and Technical Terms and Conditions of the Participation of Exhibitors at the Trade Fair, which form an integral part of the Application Documentation. We undertake to pay all of the advance invoices and the final invoice including VAT in due terms.

\_\_\_\_\_  
Date, signature for the Exhibitor/ Exhibitor's representative, stamp



Business Company: ABF, a.s.  
Registered office: Mimoňská 645,  
190 00 Prague 9 - Prosek

Company Reg. No.: 63080575, Tax Id. No.: CZ63080575  
Registered by Municipal Court in Prague, Section B, File no. 3309  
Bank Details: Expobank CZ a.s., Account No. 5085320021/4000  
IBAN: CZ724000000005085320021, SWIFT: EXPNCZPP  
Tel.: +420 225 291 129  
E-mail: international@abf.cz, internet: forpasiv.cz, www.pvaexpo.cz

## Technical Conditions of ABF, a.s. for the Participation of Exhibitors in the Trade Fair

**FOR PASIV**

PVA EXPO PRAGUE, 9-11 February 2017

**B**  
**3a**

### Article 1. – Technical services

On the Exhibitor's order it is possible to provide the inlet of power supply, water and sewerage, telephone, Internet, cleaning and possibly other services to all expositions in both indoor and outdoor areas. The inlets of the power supply, water and sewerage, Internet and telephone connections are brought from the floor conduits and channels, whose location will be marked on the raster with the location of the Exhibitor's exposition.

#### a) Order of power supply

For the stands which are not ordered from ABF, a.s. the Exhibitors are obliged (apart from the exceptions permitted by ABF, a.s.) to have their own switchboard - adapted to the 5-wire distribution system, or the voltage system TNS 3L + N + PE, 50 Hz. A single-phase connection of the exposition is carried out through a standard plug of 230V/16A - L + N + PE, three-phase consumers must be fitted with a recommended ball plug of 400V/32 A - 3L + N + PE. The connection of larger power inputs will be carried out upon an agreement with ABF, a.s. Electrical equipment of Exhibitors which is not fitted with separate operation N (neutral) and protecting PE (grounding) wires, or which is not fitted with a protecting wire, without its featuring double insulation, or the wires of which do not have appropriate cross section, will not be allowed for connection, for the reason of the protection of visitors from electric accidents and for fire safety reasons. If necessary, it is possible to order, before the assembly deadline, the services of an electrician at a price of CZK 450 per hour (every started hour of work is billed), which is to be paid in cash at the cash desk of the Trade Fair Administration. The price for the power supply inlet includes the inlet to the stand (230 V or 400 V) with a possibility of its use for the duration of assembly and dismantling (maximum consumption of 2 kW/230V for electrical tools). It also includes the lease of the appropriate part of the hall switchboard, consumption of electricity and electrical inspection in the course of the exhibition. The actual inlet the stand represents 1 to 2 sockets - 230V (without a distribution within the stand), or 1 socket of 400V, possibly a combination of 230 and 400 V.

The power input required by the Exhibitor to the stand must include the total of all the power inputs of electrical appliances in the exposition, i.e. illumination, cooker, coffee machine, tea kettle heating unit, through-flow water heater, computer, television set and video recorder, exhibits etc. For the purpose of a more exact order we provide the following examples: Illumination of a 9 m<sup>2</sup> stand about 0.5 kW, kitchen complete set about 3.5 kW, coffee machine (for drip coffee) about 0.8 - 1.2 kW, tea kettle heating unit about 2 kW, two hot-plate cooker about 2 kW. These power inputs are only for your orientation - it always depends on the particular electrical appliance which is connected.

The firm implementing the stand shall be liable for the inspection of the electrical installation. If the electrical installation does not meet the requirements, it will remain, to the Exhibitor's detriment, unconnected.

**CAUTION!** In the case you intend to use a refrigerator in your stand, we recommend you to order the refrigerator circuit separately, as it will not be turned off overnight. The price does not include the power input of electrical energy. This power input must be included in the electrical power input order.

#### b) Order of water and sewerage

The connection of the sink, i.e. of an ordinary battery to the closing valve and of an ordinary siphon outlet with a 5/4" hose is included in the price of the "water inlet and sewerage". The lease of the sink is not included in the price of water inlet and sewerage. If you want to make a wider use of the plumber's service exceeding the connection of the sink, you will be charged CZK 450 per hour (every started hour of work is billed). The settlement of this service is payable in cash at the cash desk of the Trade Fair Administration.

**c) Daily cleaning** includes vacuum cleaning of the Exhibitor's stand carpet - emptying of the waste basket every day, after the end of the Exhibition business day, i.e. in evening hours, or on the basis of the special requirements of the Exhibitor in morning hours before the opening of the Trade Fair. Any additional requirements beyond the above mentioned framework will be charged separately to the Exhibitor.

**d) Overhaul cleaning** - cleaning of the exposition after the end of the assembly before the beginning of the Trade Fair. This includes removal of the cover foil from the carpet, vacuum cleaning, emptying of the waste basket every day, dust removal from the shelves.

#### e) Other services

ABF, a.s. will provide, free of charge, working illumination, fire brigade and health service, Trade Fair protocol, and for consideration it will ensure ordinary cleaning of expositions, florist's service, dispatching and customs services, insurance service, postal service, telephone and fax centre, hostesses and interpreters, promotional and photograph services, graphic design and production, arrangements services, accommodation and catering services.

ABF, a.s. will send the Order Catalogue of Services, Organisational Instructions and the exhibition raster system to the Exhibitors sufficiently in advance of the Trade Fair commencement.

#### f) Connection to the Internet

Two types of connection are possible at the Exhibition Centre - fixed cable connection by means of a cable and a Wi-Fi wireless network (not available on the outdoor areas).

**The fixed cable connection by means of a cable** is implemented through a connection line to the local network "ETHERNET 10/100/1000 Mbit/s". The device to be connected must be equipped with the ETHERNET 10/100/1000 Mbit/s network card with a possibility of the RJ-45 connector connection. The maximum baud rate of the connection is 3 Mbit/s. For a stable and permanent connection we do recommend you to use this type of connection.

**The connection to the wireless network (Wi-Fi)** can be used if the Exhibitors do not require a high quality and stability of the connection. The quality is affected by the number of simultaneously connected clients, in the case of an unauthorised use of the transmitting Wi-Fi equipment by an Exhibitor the line may be subject to interference and the connection quality may decrease. The maximum baud rate of the connection is 1 Mbit/s. The device to be connected must be equipped with the Wi-Fi network card.

For the connection into the network (for both types of connection) it is necessary to set the acquisition of an IP address from the DHCP server. In order to get connected to the network it is necessary to enter the username and password in the Internet browser, it will be handed over to the Exhibitor at the technical assistance session during the Exhibitor's registration. In order to connect the equipment which does not make it possible to enter the username and password (payment terminals, routers, etc.) it is necessary to order a Static IP address service on an additional basis.

For both the types of connection, the basic price of the connection includes a simultaneous connection of one device.

After logging off it is possible to use the same username and password on another device. An Exhibitor who has ordered a connection (of either type) can make an additional order of an advantaged connection of another device.

The Internet connection is active not later than at 18:00 hours on the day preceding the first day of the event. During the opening hours, SLA shall be 98%. In the case that this SLA is not ensured by ABF, a.s., the Exhibitors are entitled to receive a proportional reduction of fee for the Internet connection. ABF, a.s. shall not be responsible for damage or other harm incurred by the Exhibitors due to the fact that the service required was not provided in a full extent.

Any requirements for a higher baud rate must be negotiated by the Exhibitor with ABF, a.s.

The Exhibitor is responsible for protection of the connected equipment from viruses, spyware, adware and other malicious programs. In the case that any of the above mentioned malicious programs is identified on the Exhibitor's equipment connected, ABF, a.s. is authorised to disconnect the connection line without any compensation until the malicious programs are removed by the Exhibitor. In order to eliminate interference of the Wi-Fi network in the Exhibition Centre area it is forbidden to use one's own Wi-Fi transmitters. In the case of a requirement for a necessary operation of such equipment during the exhibition event it is necessary to make a consultation and obtain an agreement of the ABF, a.s. technician. It is not allowed to activate the DHCP server service on the equipment connected.

### Article 2. – Stand construction

1. ABF, a.s. will ensure the construction of the stand in both indoor and outdoor areas on the basis of the receiving of an order. There are type stands in the OCTANORM system available for the indoor area, with dimensions according to the Type Stand Order. ATTENTION! Consumption of power supply for the type stands must be ordered separately. It is possible to order the additional furnishing with movable items of the type stands.
2. Furthermore ABF, a.s. offers the construction of individually designed stands (lease) for the indoor area according to special requirements of the Exhibitor, including their furnishing with movable items (lease).
3. In the case that the construction is implemented through ABF, a.s., it is possible to ask for a free-of-charge 3D visualisation. Nevertheless, if the visualisation is processed and the construction is not implemented through ABF, a.s., the organiser will charge an amount of CZK 3,500 without VAT for the design creation.
4. The preassembled stands („Montistand“) are available for the outdoor area with dimensions according to the order. It is possible to order additional furnishing with movable items of these preassembled stands.

### Article 3. – Technical and operating preconditions

1. The architectural realisation and the operation of the exposition or billboard must not disturb or limit other expositions. The firm whose walls (side as well as the rear) exceed the height of 250 cm and neighbour on the rear or side wall of the surrounding stands is obliged to design this height above 250 cm in a neutral way from the construction and graphic points of view. The use of these raised walls for one's own advertising purposes is inadmissible and if used this way - the firm will be forced to remove the advertising and to design the walls on a graphically neutral way at its own expense. Billboards exceeding the height of 250 cm have to be placed at a distance of at least 1.5 m from neighbouring stands.
2. The outline of the exhibition stands must not exceed the outline of the exhibition area leased by the Exhibitor, which applies also to the space above the ceiling structure of the stand as well. Possible overhang of the collar or eye-catcher of the stand to the path is allowed on the basis of the prior approval given by ABF, a.s., if the minimum height of the bottom edge is 3 m, and it will be subject to the payment of CZK 1,000 for each m<sup>2</sup> of its projection into the ground plan (including a fractional part of m<sup>2</sup>).
3. Except for handling trucks, the entry into the exhibition areas is prohibited for any means of transport and cars of the Exhibitors. If the floor of the hall is damaged, the Exhibitor is obliged to reimburse the damages to the full amount. Motor vehicles as exhibits can be put on display under the condition that their tank does not contain any fuel and is disconnected from the battery.
4. Smoking and naked flame handling are strictly prohibited in the entire indoor exhibition areas, any breach of this ban will result in the charging of a contractual fine amounting to CZK 5,000, payable immediately in cash.
5. No electrical appliances may be left in operation without any supervision. When leaving the place, the appliances must be disconnected from the mains.
6. It is not allowed to hang any eye-catchers and flags of the Exhibitors, on the structure of the halls with the exception of the cases pre-discussed with ABF, a.s. and subject to a fee.
7. During the assembly in the indoor exhibition premises it is forbidden to cut and grind any building elements, which causes excessive pollution and dust formation (plasterboard, tile materials, fibreboard and other similar materials).
8. The stand must not touch the structure, walls and roof of the exhibition halls with any of its parts. The distance between the highest point of the stand and the hall roof must be at least 70 cm.
9. For the laying of carpets into expositions in the halls it is necessary to adhere to the following procedure: First glue a masking - paper tape onto the concrete floor, and then an arbitrary two-sided carpet tape. It is possible to buy the masking tape directly in the Exhibition Centre.
10. It is forbidden to discharge the remains of paints and other toxic substances which could pollute or otherwise endanger the environment into the sewerage, sinks and basins. The Exhibitors (or the firms authorised by the Exhibitors) are obliged to take these substances away and ensure their disposal at their own expense.
11. Storage of any materials in technical corridors (in particular behind the rear wall of the stand) is unacceptable for fire, safety and operational reasons. The storage of the packages, including their removal and return delivery to the stand can be ordered from the contractual forwarding service of ABF, a.s.
12. The exhibits which are to be presented in the operation can only be serviced by the persons authorised thereto. The exhibits to be presented must be secured by the Exhibitor in such a way that no third party could handle them wilfully.
13. Except for the prescribed business hours of the Trade Fairs and permitted time interval for the supplying of the stands it is forbidden to stay in the exhibition areas. Please, respect for this reason the instructions of the Security Service and of the ABF, a.s. staff.
14. If the final deadline for the clearing of the exhibition area fails to be observed, a contractual penalty amounting to CZK 50 per m<sup>2</sup> and hour of the non-cleared area will be charged. In the necessary case, the exposition will be cleared by ABF, a.s. at the expense of the Exhibitor. The risks associated with the clearing shall be borne by the Exhibitor.
15. The Exhibitors are obliged to hand over, by the deadline for disassembly works, the leased exhibition area completely empty, clean and in the condition in which it was taken over, i.e. also the floor covering (carpets, PVC) must be removed as well as the sticking carpet tapes, such a removal being carried out at the expense of the Exhibitors, and the Exhibitors are also obliged to return all movable assets which they have taken into lease from ABF, a.s., in an undamaged condition. Should the exhibition area or leased areas be damaged and/or contaminated, the Exhibitors will be obliged to reimburse the damages in full. In the case of damage to the panels of the OCTANORM system, the Exhibitor will be charged, on the basis of photo-documentation, an amount of CZK 600 for each panel damaged. The Exhibitor will not be entitled to the handover of the panels damaged.
16. Any changes relating to the Order of Technical Services, construction and equipment of stands required by the Exhibitor additionally after the term of commencement of the assembly will be accommodated only after the timely ordered work and services towards the other Exhibitors. These additional orders of work and services can be charged by ABF, a.s. with a surcharge amounting to as much as 100% of the price calculated. The payment shall be made by the Exhibitor in cash on site.

### Article 4. – Submission of details for the installation of technical connections and stands

1. The Exhibitors who order the erection of the stand from ABF, a.s. will send their orders by the closing date stated in the Application Form documentation.
  2. The Exhibitors who ensure the erection of the stand on their own or through an advertising or realisation firm will send to ABF, not later than 30 days before the Trade Fair commencement, the binding design of the stand for approval (in the front view and ground plan) where all possible dominant heights and eye-catchers, including the stand orientation within the framework of the ordered area will be drawn by means of the location dimensioning of the inlets of power supply, water and sewerage. In the case that the Exhibitors fail to send appropriate backgrounds within the requested deadlines to ABF, a.s., they will expose themselves to the danger of possible difficulties during the implementation of the stands and possibly to additional financial costs connected with the relocation of power supply, water, sewerage or other services.
  3. The Exhibitors are fully responsible for the activity in the exhibition premises of the advertising or realisation firm authorised by them.
- The present Technical Conditions form an integral part of the Binding Order of Technical Services.