



Future Forces[®]
INTERNATIONAL EXHIBITION
www.natoexhibition.org

EXHIBITOR MANUAL

- [When & Where](#)
- **[ORDER FORMS](#)**
- [General Instructions for Exhibitors](#)
- [Accommodation](#)
- [Travel Information](#)
- [Contacts](#)



WHEN & WHERE

WHEN

19 - 21 October 2022

Wednesday 19 October 9.30 - 17.00

Thursday 20 October 9.00 - 17.00

Friday 21 October 9.00 - 15.00

WHERE

PVA EXPO PRAHA

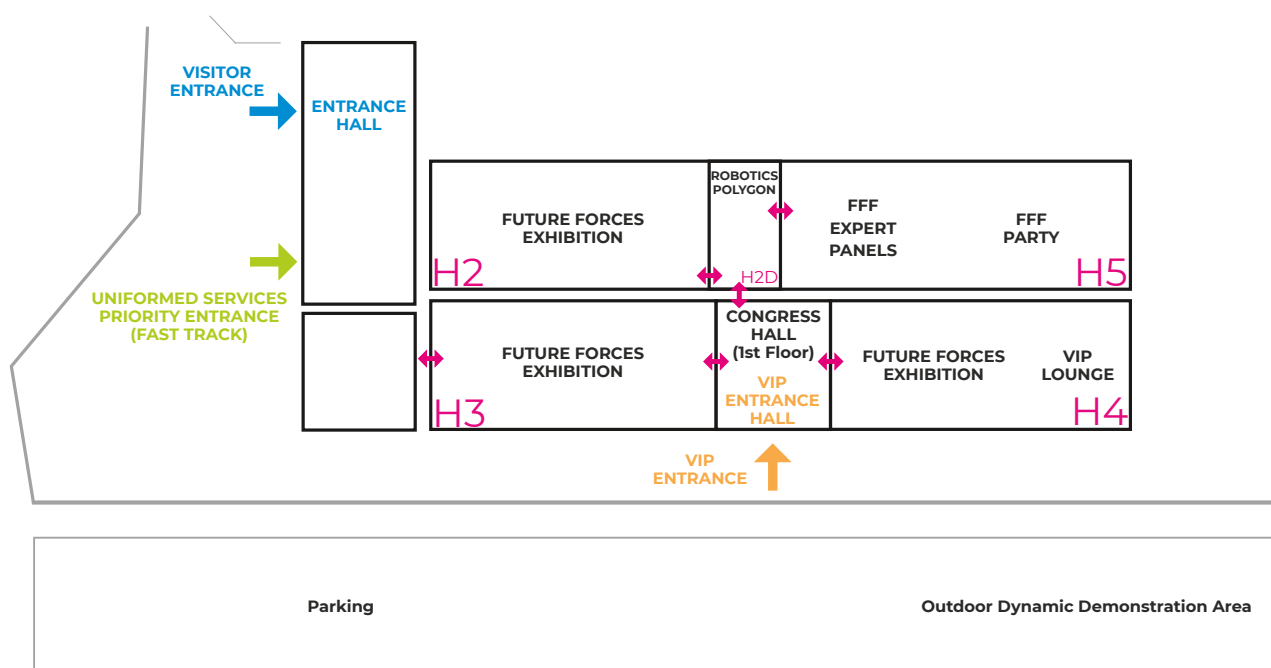
Beranových 667
190 00 Prague 9 – Letňany
Czech Republic
GPS Coordinates: 50° 7' 41.662" N
14° 30' 51.679" E



19 - 21 OCTOBER 2022 as part of



General Draft Floorplan as of July 2022





ORDER FORMS

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Fill out the forms using the [tool Add Text](#)
in the toolbar File > Fill & Sign



EXHIBITION STAND ORDER FORM

The following types of expositions can be ordered for any type of indoor exhibit space.

COMPANY NAME / ORGANISATION:

BASIC

Price: 60 EUR/m²

Requested dimensions:

×

m in total size of

m²

☐ 1 side open

☐ 2 sides open

☐ 3 sides open

☐ 4 sides open



Basic shell scheme includes:

White walls with aluminium frame, grey carpet, information counter, table with 4 chairs, name board

Not included:

Technical connections (power supply, water and sewage, internet), graphics on the walls, additional furniture, equipment and services (cleaning, catering, etc.)

PREMIUM

Price: 90 EUR/m²

Requested dimensions:

×

m in total size of

m²

☐ 1 side open

☐ 2 sides open

☐ 3 sides open

☐ 4 sides open



Premium shell scheme includes:

White walls with aluminium frame, carpet in a colour of your choice, information counter, table with 4 chairs, bar stool, lockable storage (1x1 m), shelving unit, spotlights, name board

Stand area from 20 m²:

Lockable storage 1x1,5 m

Not included:

Technical connections (power supply, water and sewage, internet), graphics on the walls, additional furniture, equipment and services (cleaning, catering, etc.)

EXCLUSIVE

Price: 150 EUR/m

Requested dimensions:

×

m in total size of

m²

☐ 1 side open

☐ 2 sides open

☐ 3 sides open

☐ 4 sides open



Exhibition stand construction includes:

Shell scheme lined with white laminated boards to a height 2,5m.
The lining completely covers the aluminium frame and the supporting wall elements.
A possibility of graphics applications on the stand walls.

Not included:

Carpet, wall graphics, technical connections, furniture, equipment and other services.

INDIVIDUAL

Price: Please contact us for quotation at info@future-forces-forum.org

Construction of a tailor-made exposition can be provided per your own layout or our proposal. The costs shall be determined by technical design, applied materials and equipment.





TECHNICAL MAINS & SERVICES


COMPANY NAME / ORGANISATION:

POWER SUPPLY

Exhibit space		Night power supply	Price
<input type="checkbox"/> Indoor	<input type="checkbox"/> Outdoor 5% surcharge for power supply at outdoor exhibit area.	<input type="checkbox"/> 24h power supply for refrigerators etc.	70 EUR

Electric input incl. consumption	Price	Switchboard Mandatory for power input 9 kW or more.	Price
<input type="checkbox"/> up to 2 kW / 230 V	220 EUR	<input type="checkbox"/> Type 400V/ 16 A	180 EUR
<input type="checkbox"/> up to 5 kW / 230 V	360 EUR	<input type="checkbox"/> Type 400V/ 32 A	
<input type="checkbox"/> up to 9 kW / 400 V	460 EUR		
<input type="checkbox"/> up to 15 kW / 400 V	650 EUR		
<input type="checkbox"/> up to 21 kW / 400 V	770 EUR		
<input type="checkbox"/> up to 40 kW / 230 V	1 380 EUR		

Please mark the requested position of ordered technical mains within the exhibit space by using Order Form „Detailed stand drawing & Technical connections layout“



WATER SUPPLY AND DRAINAGE

	Price
<input type="checkbox"/> Connection, consumption, discharge (pipe 10/8 mm, drainage 40 mm)	290 EUR



INTERNET CONNECTION

	Price	
<input type="checkbox"/> LAN connection 5/5 Mbps single user access	90 EUR	
<input type="checkbox"/> Wi-Fi 3/3 Mbps single user access	65 EUR	
<input type="checkbox"/> Additional access (LAN or Wi-Fi)	32 EUR	pc/pcs
<input type="checkbox"/> Static IP address	65 EUR	
<input type="checkbox"/> Router rental	45 EUR	pc/pcs



STAND CLEANING

	Price
<input type="checkbox"/> Daily from the first day of exhibition	m ² 2 EUR/m ²



HANGING POINTS FOR SUSPENDED CONSTRUCTIONS

Please send your request with all technical details to service@future-forces-forum.org
The quotation is made by PVA EXPO PRAHA individually.



DETAILED STAND DRAWING & TECHNICAL CONNECTIONS LAYOUT

COMPANY NAME / ORGANISATION:

EXHIBIT SPACE DETAILS

Ordered dimensions and space in total:

m x

m =

m²

REQUIRED TEXT TO IDENTIFY THE STAND

NAME BOARD:



1x1 m

	Partition wall		Table showcase		Shelf		24-hour power supply
	Name board		Square table		Leaflet stand		Sink
	Folding door		Round table		Coat stand		Water supply
	Hinged door		Bar table		Coat rack (wall)		Refrigerator
	Information counter		Bar stool		Spotlight		LED TV
	Glass showcase		Chair		Power socket 230V		



CONFIRMATION OF OWN STAND CONSTRUCTION

COMPANY NAME / ORGANISATION:

We hereby agree with the technical-safety precautions and binding organisational instructions for exhibitors during the assembly and dismantling of the exposition at Future Forces Exhibition 2022.

We accept the full responsibility for the realisation of our exposition and hereby confirm that the contracting company is authorised for stand construction and for implementation of all expert works. All materials used for the stand construction meet standards of flame retardancy.

People who carry out work are obliged to use tools and appliances which are in working order and safe and in compliance with the tool/ appliance manual, observing the Health and Safety regulations and the worker's licence of competences.

CONTRACTING COMPANY

Organisation:

Address:

Phone:

E-mail:

Contact Person:

Mobile:

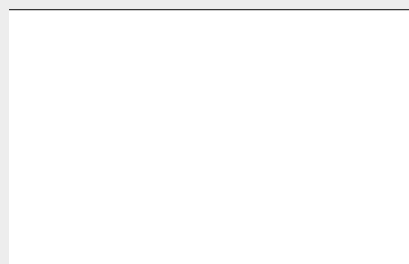
Together with this Confirmation, please send the requested layout/position of the separate technical connections within your exposition to organiser via the Form "Stand Construction Order & Stand Layout" or the original technical drawing from the contracting company.

Structures exceeding the standard permitted height limit (3 m) require authorisation by the exhibition organiser.

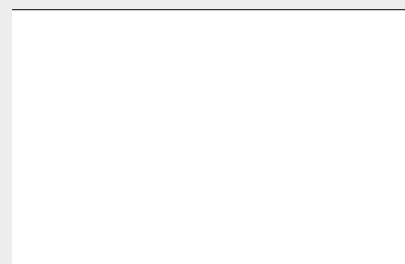


Contact for queries and submission:

Email: service@future-forces-forum.org



Authorized person and position



Signature and date



STAFF FOR YOUR EXPOSITION

COMPANY NAME / ORGANISATION:


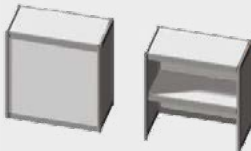

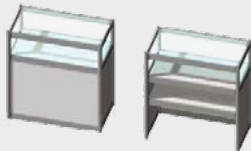


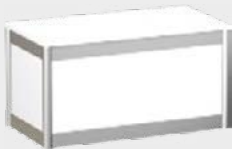

SERVICES

<input type="checkbox"/> Hostess	15 EUR/h	19.10. 2022		hours		person/s
		20.10. 2022		hours		person/s
		21.10. 2022		hours		person/s
<input type="checkbox"/> Interpreter	30 EUR/h	19.10. 2022		hours		person/s
		20.10. 2022		hours		person/s
		21.10. 2022		hours		person/s
<input type="checkbox"/> Stand security	12 EUR/h	19.10. 2022		hours		person/s
		20.10. 2022		hours		person/s
		21.10. 2022		hours		person/s
	Overnight rate (22 - 7 h) 15 EUR/h	19.10. 2022		hours		person/s
		20.10. 2022		hours		person/s
		21.10. 2022		hours		person/s



EXTRA STAND EQUIPMENT & SERVICES






COMPANY NAME / ORGANISATION:

Bar table  Order: pc/s	36 EUR	Information counter  Order: pc/s	48 EUR
		Including open shelf Width: 100 cm Height: 110 cm Depth: 50 cm	
Information counter  Order: pc/s	72 EUR	Table showcase  Order: pc/s	104 EUR
		Including lockable storage unit Width: 100 cm Height: 110 cm Depth: 50 cm	
		Including open shelf Width: 100 cm Height: 110 cm Depth: 50 cm	
Large showcase  Order: pc/s	152 EUR	Small showcase  Order: pc/s	140 EUR
		including lighting and 2 glass shelves Width: 100 cm Height: 250 cm Depth: 50 cm	
		including lighting and 2 glass shelves Width: 50 cm Height: 250 cm Depth: 50 cm	
Pedestal  Order: pc/s	44 EUR	Wall shelf  Order: pc/s	10 EUR
		Width: 100 cm Height: 50 cm Depth: 50 cm and more available	
		Width: 100 cm Depth: 30 cm	



EXTRA STAND EQUIPMENT & SERVICES

COMPANY NAME / ORGANISATION:

Shelf	56 EUR	Leaflet stand	32 EUR
	Width: 100 cm Height: 200 cm Depth: 50 cm		
Order:	pc/s	Order:	pc/s
Wall mounted coat rack	14 EUR	Coat stand	24 EUR
	Width: 100 cm		Height: 200 cm
Order:	pc/s	Order:	pc/s
TV			
	<div> Diagonal: <input type="checkbox"/> 42" 180 EUR <input type="checkbox"/> 50" 220 EUR <input type="checkbox"/> 55" 260 EUR <input type="checkbox"/> 65" 300 EUR <input type="checkbox"/> 82" 1 120 EUR <input type="checkbox"/> 95" 1 560 EUR <input type="checkbox"/> 98" 1 960 EUR </div> <div> Required Input/Output: <input type="checkbox"/> HDMI <input type="checkbox"/> USB <input type="checkbox"/> VGA </div> <div> TV mount: <input type="checkbox"/> Wall mounted <input type="checkbox"/> Table stand <input type="checkbox"/> Floor stand </div>		
Order:	pc/s		



EXTRA STAND EQUIPMENT & SERVICES






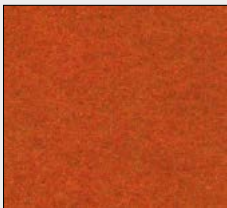

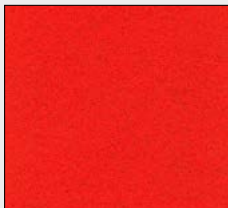
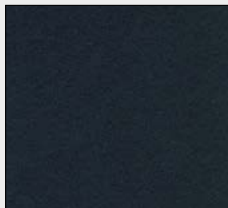










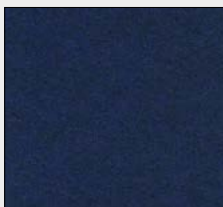


COMPANY NAME / ORGANISATION:

<input type="checkbox"/>	Chair	14 EUR	pc/pcs
<input type="checkbox"/>	Bar stool	22 EUR	pc/pcs
<input type="checkbox"/>	Table	26 EUR	pc/pcs
<input type="checkbox"/>	Automatic Coffee Machine with Coffee Grinder + 1 kg Coffee Beans	210 EUR/pc	pc/pcs
<input type="checkbox"/>	Nespresso Capsule Coffee Machine + 30 Nespresso Capsules	140 EUR/pc	pc/pcs
<input type="checkbox"/>	Power socket	11 EUR/pc	pc/pcs
<input type="checkbox"/>	Spotlight	18 EUR/pc	pc/pcs
<input type="checkbox"/>	Kettle	16 EUR/pc	pc/pcs
<input type="checkbox"/>	Microwave oven	39 EUR/pc	pc/pcs
<input type="checkbox"/>	Kitchen sink	164 EUR/pc	pc/pcs
<input type="checkbox"/>	Set of dishes for 6 persons	51 EUR/pc	pc/pcs
<input type="checkbox"/>	Refrigerator (Please fill-in order of 24h power supply on page 5)	79 EUR/pc	pc/pcs
<input type="checkbox"/>	Bin	4 EUR/pc	pc/pcs
<input type="checkbox"/>	Wall cabinet for kitchen	28 EUR/pc	pc/pcs
<input type="checkbox"/>	Shell scheme wall panel – white 100 x 250 cm	40 EUR/pc	pc/pcs
<input type="checkbox"/>	Shell scheme wall panel – white 50 x 250 cm	20 EUR/pc	pc/pcs
<input type="checkbox"/>	Shell scheme wall panel – transparent 50 x 250 cm	36 EUR/pc	pc/pcs
<input type="checkbox"/>	Lockable folding door for shell scheme 100 x 250 cm	92 EUR/pc	pc/pcs
<input type="checkbox"/>	Lockable hinged door for shell scheme 100 x 250 cm	112 EUR/pc	pc/pcs
<input type="checkbox"/>	Carpet incl. laying and disposal after the event (carpet sampler on the next page)	12 EUR/m ²	m ²
<input type="checkbox"/>	Mannequin Body	80 EUR	pc/pcs



CARPET SAMPLER

COMPANY NAME / ORGANISATION:

		<div>Standard carpet for shell scheme stands</div> 		
<input type="checkbox"/> Black	<input type="checkbox"/> Anthracit	<input type="checkbox"/> Grey	<input type="checkbox"/> Light Grey	<input type="checkbox"/> Red
..... m ² m ² m ² m ² m ²
				
<input type="checkbox"/> Orange	<input type="checkbox"/> Yellow	<input type="checkbox"/> Light Red	<input type="checkbox"/> Navy Blue	<input type="checkbox"/> Light Blue
..... m ² m ² m ² m ² m ²
				
<input type="checkbox"/> Blue	<input type="checkbox"/> Dark Blue	<input type="checkbox"/> Violet	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Light Green
..... m ² m ² m ² m ² m ²
				
<input type="checkbox"/> Beige	<input type="checkbox"/> Light Grey/White	<input type="checkbox"/> Wine Red	<input type="checkbox"/> Red/Black	<input type="checkbox"/> Blue/Black
..... m ² m ² m ² m ² m ²
				
<input type="checkbox"/> White	<input type="checkbox"/> Green/Black			
..... m ² m ²			



FLORAL STAND DECORATION

COMPANY NAME / ORGANISATION:

PLANTS IN POTS

<input type="checkbox"/> up to 15 cm	12 EUR/pc		pc/pcs
<input type="checkbox"/> approx. 50-60 cm Different kinds depending on current availability, i.e. Zamioculcas, Schefflera actinophylla, Anthurium Scherzerianum, Spathiphyllum, Fatsia Japonica, Orchidaceae, etc	45 EUR/pc		pc/pcs
<input type="checkbox"/> approx. 100-150 cm Different kinds depending on current availability, i.e. Fikus benjamina, Areca catechu, Yucca aloifolia, etc.	55 EUR/pc		pc/pcs



☐ Zamioculcas



☐ Schefflera
actinophylla



☐ Anthurium
Scherzerianum



☐ Spathiphyllum



☐ Fatsia Japonica



☐ Fikus benjamina



☐ Areca catechu



☐ Yucca aloifolia



☐ Orchidaceae

TABLE FLOWER DECORATION

<input type="checkbox"/> Small (Ø 15 cm)	20 EUR/pc		pc/pcs
<input type="checkbox"/> Medium (Ø 25 cm)	25 EUR/pc		pc/pcs
<input type="checkbox"/> Large (Ø 35 cm)	30 EUR/pc		pc/pcs
<input type="checkbox"/> Arrangement in container (150 cm)	115 EUR/pc		pc/pcs



GRAPHICS, DIGITAL PRINTING & PROMOTIONAL MATERIALS

PRINT DATA FOR GRAPHICS MUST BE SUBMITTED UNTIL 31 August 2022.

COMPANY NAME / ORGANISATION:

DIGITAL PRINTING ON SELF-ADHESIVE FILM

Make your stand visible with eye-catching large format graphics. We provide comprehensive service including data processing, 3D stand design, printing, application on partition walls and stand furniture including removal.

<input type="checkbox"/> Name board	14 EUR/m		m
<input type="checkbox"/> Information counter – front panel	44 EUR/pc		pc/pcs
<input type="checkbox"/> Information counter – side panel	22 EUR/pc		pc/pcs
<input type="checkbox"/> Table showcase – front panel	44 EUR/pc		pc/pcs
<input type="checkbox"/> Table showcase – side panel	22 EUR/pc		pc/pcs
<input type="checkbox"/> Shell scheme partition wall (1-2 panels)	90 EUR/pc		pc/pcs
<input type="checkbox"/> Shell scheme partition wall (3 and more panels)	75 EUR/pc		pcs
<input type="checkbox"/> Exclusive shell scheme lining (laminated boards)	45 EUR/m ²		m ²

DIMENSIONS FOR PRINT DATA	TRIM SIZE	BLEED SIZE
Shell scheme wall panel	w 964 mm x h 2280 mm	+ 5 mm each side
Information counter - front panel	w 964 mm x h 1014 mm	+ 5 mm each side
Information counter - side panel	w 464 mm x h 1014 mm	+ 5 mm each side
Table showcase - front panel	w 964 mm x h 715 mm	+ 5 mm each side
Table showcase - side panel	w 464 mm x h 715 mm	+ 5 mm each side
Name board	h 350 mm	+ 10 mm each side

ROLL-UP BANNERS

Aluminium stand incl. roll-up printed banner. The presentation system is supplied with a canvas carrying bag.

<input type="checkbox"/> Roll-up banner w 85 x h 200 cm	100 EUR/pc		pc/pcs
<input type="checkbox"/> Roll-up banner w 100 x h 200 cm	120 EUR/pc		pc/pcs
<input type="checkbox"/> Roll-up banner w 120 x h 200 cm	145 EUR/pc		pc/pcs
<input type="checkbox"/> Roll-up banner w 150 x h 200 cm	175 EUR/pc		pc/pcs

PROMOTION MATERIALS

The Future Forces Forum Marketing Team provides all printing materials for exhibitors / partners (flyers, posters, brochures, catalogues, business cards, etc.), promotional and gift items of all kinds, presentation systems and other custom goods including graphic design. Please send your enquiry to service@future-forces-forum.org until

31 August 2022



PARTNERSHIP OPTIONS

COMPANY NAME / ORGANISATION:

PARTNERSHIP OPTIONS

As a partner you will receive exclusive marketing/PR support, visibility and targeted services.

Please contact us in case of any enquiry at info@future-forces-forum.org

PARTNERSHIP - FUTURE FORCES FORUM

☐ General Partner

☐ Main Partner

☐ Partner

PARTNERSHIP - FUTURE FORCES EXHIBITION

☐ General Partner

☐ Main Partner

☐ Partner

PARTNERSHIP - EXPERT EVENTS

Strategic Partner - price and conditions differ based on type of the event.

Please contact us with any enquiry at info@future-forces-forum.org

☐ Platinum Partner

☐ Gold Partner

☐ Silver Partner

☐ Presentation or Live Demonstration within an expert event

Exhibitors 1 000 EUR / 20 min

Non-exhibitors 2 000 EUR / 20 min

PARTNERSHIP - FUTURE OF CYBER CONFERENCE

☐ General Partner 10 000 EUR

☐ Main Partner 5 000 EUR

☐ Cyber Pavilion / LIVE HACKING ZONE Sponsor 5 000 EUR

☐ Workshop Partner 2 000 EUR

☐ Table Top Presentation 2 000 EUR

☐ LIVE HACKING ZONE Presentation 2 000 EUR

☐ Cyber Service Partner 2 000 EUR

VIP LOUNGE SPONSOR

☐ Exclusive Sponsorship 6 000 EUR

FFF PARTY SPONSOR

☐ Exclusive sponsorship of FFF Party for VIPs, official delegates, distinguished guests, partners and exhibitors 4 000 EUR



PROMOTION OPTIONS

COMPANY NAME / ORGANISATION:

FREE PROMOTION

<input checked="" type="checkbox"/>	PR article in the News section at www.natoexhibition.org , www.future-forces-forum.org , and social networks	FREE OF CHARGE
<input checked="" type="checkbox"/>	On-line profile in exhibitor list at www.natoexhibition.org + company logo	FREE OF CHARGE
<input checked="" type="checkbox"/>	Indoor exhibitor stage	FREE OF CHARGE

VIP LOUNGE ENTRY

<input type="checkbox"/>	3-day admission to the VIP Lounge for 1 person. The ticket is non-transferable.	150 EUR	pc/pcs
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MEETING ROOMS

<input type="checkbox"/>	Business meeting room for up to 6 persons including soft drinks - 1 hour	180 EUR	hour/s
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WEBSITE

<input type="checkbox"/>	Homepage online banner at www.natoexhibition.org (285x70 px, 1 year promotion)	600 EUR	pc/pcs
<input type="checkbox"/>	Commercial spot in Media Gallery at www.natoexhibition.org , www.future-forces-forum.org , social networks, and YouTube Channel	300 EUR	pc/pcs

COMPANY LOGO

<input type="checkbox"/>	e-Newsletter Future Forces Forum	200 EUR	pc/pcs
<input type="checkbox"/>	Visitor and VIP Registration Desk	300 EUR	pc/pcs
<input type="checkbox"/>	Event map	120 EUR	pc/pcs

FAIRGROUND

Outdoor advertising

<input type="checkbox"/>	Billboard - Fairground area (5.2 x 2.4 m)	1 000 EUR	pc/pcs
<input type="checkbox"/>	Banner - Exhibition Hall Entrance (3.0 x 1.0 m)	650 EUR	pc/pcs
<input type="checkbox"/>	Billboard - Main entrance to fairgrounds	1 200 EUR	pc/pcs

Indoor advertising

<input type="checkbox"/>	Roll-up banner or panel with graphics (up to 2.0 x 1.0 m) - Business Centre	600 EUR	pc/pcs
<input type="checkbox"/>	Roll-up banner or panel with graphics (up to 2.0 x 1.0 m) - Exhibition Halls	400 EUR	pc/pcs
<input type="checkbox"/>	Roll-up banner or panel with graphics (up to 2.0 x 1.0 m) - Entrance to exhibition halls	400 EUR	pc/pcs
<input type="checkbox"/>	Banner - Official Party for VIPs, partners and exhibitors	400 EUR	pc/pcs
<input type="checkbox"/>	Roll-up banner or panel with graphics (up to 2.0 x 1.0 m) - Relax Zone	200 EUR	pc/pcs
<input type="checkbox"/>	Roll-up banner or panel with graphics (up to 2.0 x 1.0 m) - VIP Lounge	600 EUR	pc/pcs
<input type="checkbox"/>	Company spot - Exhibition halls & VIP Lounge	600 EUR	pc/pcs
<input type="checkbox"/>	Company leaflets at distribution points (visitor registration desk, VIP registration desk, information desk, VIP Lounge, exhibition halls)	200 EUR	pc/pcs
<input type="checkbox"/>	Show bags for visitors and VIP delegations	1 000 EUR	pc



ADVERTISING IN CATALOGUE

Catalogues will be distributed to Official delegates / VIP and to all exhibiting organisations free of charge.

COMPANY NAME / ORGANISATION:

ADVERTISING OPTIONS

☐ LOGO Your logo published in the exhibitor directory together with company profile. 80 EUR

Company logo in AI / EPS / / CDR / PDF

☐ enclosed

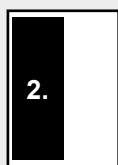
☐ to be sent till 31. 8. 2022

ADVERTISEMENT IN THE CATALOGUE

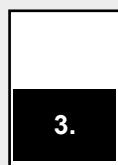
Advertisement sizes and prices:



☐ 1/1 page
210 x 297 mm
Price: 450 EUR
Quantity:



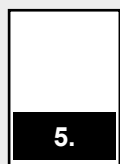
☐ 1/2 page
90 x 254 mm
Price: 250 EUR
Quantity:



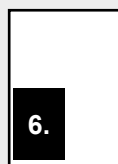
☐ 1/2 page
185 x 125 mm
Price: 250 EUR
Quantity:



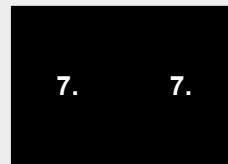
☐ 1/3 page
59 x 254 mm
Price: 140 EUR
Quantity:



☐ 1/3 page
185 x 83 mm
Price: 140 EUR
Quantity:

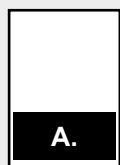


☐ 1/4 page
90 x 125 mm
Price: 120 EUR
Quantity:



☐ 2/1 page
2x 210 x 297 mm
Price: 700 EUR
Quantity:

Advertisement sizes and prices on the A4 official catalogue cover:



☐
Front page
1/3 page
185 x 83 mm
Price: 1000 EUR



☐
2. / 3. page
1/1 page
210 x 297 mm
Price: 1000 EUR



☐
4. page
1/1 page
210 x 297 mm
Price: 1000 EUR

Graphic materials:

☐ enclosed

☐ to be sent till 31. 8. 2022



GENERAL INSTRUCTIONS FOR EXHIBITORS

Please pay attention to the following instructions to ensure your smooth participation in the Future Forces Exhibition 2022.

A. TIMETABLE

A.1 HALL OPENING TIMES

A.1.1 ASSEMBLY PERIOD

Sun 16 - Mon 17 October 08.00 - 22.00 h

Tue 18 October 08.00 - 18.00 h

On the last day of assembly period, 18 Oct, all construction material and transport packaging must be removed from the exhibition hall corridors until 18.00 in order to ensure the general cleaning and carpet laying.

Advanced assembly is possible on request and as per the occupancy of PVA EXPO PRAHA.

A.1.2 OPENING HOURS FOR EXHIBITORS

Wed 19 October 08.00 - 18.00 h

Thu 20 October 08.00 - 18.00 h

Fri 21 October 08.00 - 24.00 h

A.1.3 OPENING HOURS FOR VISITORS

Wed 19 October 09.30 - 17.00 h

Thu 20 October 09.00 - 17.00 h

Fri 21 October 09.00 - 15.00 h

Presence of exhibitors at their exhibition stands during opening hours is mandatory.

A.1.4 DISMANTLING PERIOD

Fri 21 October 16.00 - 24.00 h

Sat 22 October 00.00 - 22.00 h

Exhibitors have to follow the given time schedule due to security reasons.

A.2 VEHICLES ENTRANCE

A.2.1 ASSEMBLY PERIOD

Sun 16 and Mon 17 October **FREE OF CHARGE**

Entry of vehicles inside the fairground area is free of charge with the Assembly/Dismantling Parking Card (available at the Exhibitor Registration Desk).

Tue 18 October **DEPOSIT 1000 CZK**

08.00 - 20.00 h

Entry of vehicles inside the fairground area is possible on a refundable deposit of 1000 CZK for the limited period of 3 hours. Unloaded vehicles have to be parked at the outside parking lot.

A.2.2 EXHIBITION PERIOD **SUBJECT TO PAYMENT**

Parking for EXHIBITORS – inside fairground (by exhibition halls)

Wed 19 & Thu 20 October 08.00 - 18.00 h

Fri 21 October 08.00 - 15.00 h

Entry of vehicles inside the fairground area is available only with Parking Card (available at Exhibitor Registration Desk).

3-day Parking Card 1000 CZK incl. VAT

1-day Parking Card 400 CZK incl. VAT

Parking for EXHIBITORS & VISITORS – outside parking lot

Wed 19 & Thu 20 October 08.00 - 18.00 h

Fri 21 October 08.00 - 16.00 h

1-day parking fee for cars up to 3,5 t 200 CZK incl. VAT

OVERNIGHT PARKING

Possible at reserved parking place only with valid parking permit. Parking permits are available at Exhibitor Registration Desk.

Vehicle up to 3,5t/car trailer 500 CZK/night

Vehicle over 3,5t/truck trailer 800 CZK/night

24-hours parking for trucks/trailers 1400 CZK/24 h

A.2.3 DISMANTLING PERIOD

FREE OF CHARGE

Fri 21 October 15.00 - 24.00 h

Sat 22 October 00.00 - 22.00 h

Entry of vehicles inside the fairground area is free of charge with the Assembly/Dismantling Parking Card (available at Exhibitor Registration Desk).

* On Fri 21 October, the entry of vehicles will be allowed after the export of military material from national expositions after 16.00 h

B. REGISTRATION, ENTRY PASSES

B.1 EXHIBITORS

B.1.1 EXHIBITOR REGISTRATION DESK

Exhibitor Registration Desk is situated in the Entrance Hall 1 (VH1) and is open during the entire assembly, exhibition and dismantling period.

Services: Information for exhibitors, registration, badges distribution, onsite payments (cash or VISA/MasterCard/Maestro), onsite technical and services orders.

B.1.2 ONLINE REGISTRATION AND BADGES

Exhibitors will be informed by Organiser about opening of the exhibitor registration. Each exhibitor has to register all company representatives online on the FFF website. Registered exhibitor badges will be available at the Exhibitor Registration Desk during assembly period.

Number of exhibitor badges:

Exhibit space up to 15 m² 3 badges free of charge

Additional 5 m² 1 badge free of charge

Extra badge 250 CZK / 10 EUR

Each exhibitor can receive up to 20 badges free of charge.

B.1.3 ASSEMBLY AND DISMANTLING BADGES

Required number of the badges for exhibitors and contracting companies will be distributed free of charge at the Exhibitor Registration Desk during the assembly and dismantling period.

B.1.4 E-INVITATION FOR YOUR BUSINESS PARTNERS

Each exhibitor and co-exhibitor will receive an e-invitation for unlimited distribution to business partners and customers.

Entry to FFF (Exhibition and Expert Events) is subject to online registration, made either via e-invitation or FFF website (section [REGISTRATION](#)).

Registration to the entire FFF program is free of charge until Sun 16 October 2022. Later/on-site registration is charged for 500 CZK / 20 EUR.

B.2 VISITORS

B.2.1 VISITOR REGISTRATION DESK

Visitor Registration Desk is situated in the Entrance Hall 1 (VH1) and is open during the exhibition period.

Services: Badges distribution, onsite registration.

B.2.2 ONLINE REGISTRATION AND BADGES

Online visitor registration is available through the FFF website section [„REGISTRATION“](#) until Sun 16 October 2022.

From Monday 17 Oct 2022, only onsite visitor registration will be possible for entrance fee of 20 EUR/500 CZK/person.

Online ordered visitor badges will be available at the Visitor Registration Desk in the Entrance Hall 1. Release is subject to proof of identity by ID Card/Passport/Service Card and **printed-out „CONFIRMATION OF ONLINE REGISTRATION“**.

C. STAND CONSTRUCTION

Documents available in the section:
Submission Deadline:

ORDER FORMS
31 August 2022

C.1 DOCUMENTS TO BE SUBMITTED TO ORGANISER

C.1.1 DETAILED STAND DRAWING & TECHNICAL MAINS LAYOUT

Each exhibitor or external stand contractor has to submit the form „**DETAILED STAND DRAWING & TECHNICAL MAINS LAYOUT**“ showing the requested position of ordered technical mains/hanging points/suspensions within the exhibit space.

C.1.2 CONFIRMATION OF OWN STAND CONSTRUCTION

In case the exhibitor hires external stand contractor or builds the stand itself, **standard fire safety regulations** (use of non-flammable materials), other **technical requirements** as well as the **occupational safety and health principles** must be followed.

Detailed instructions are listed in the “**CONFIRMATION OF OWN STAND CONSTRUCTION**” form that is to be filled-out, signed and submitted to the Organiser by each exhibitor or external stand contractor.

C.1.3 TECHNICAL MAINS AND SERVICES

Following services are to be ordered via “**TECHNICAL MAINS & SERVICES**” Order Form.

C.1.3.1 POWER SUPPLY, WATER/DRAINAGE

Technical mains are provided exclusively by the PVA EXPO PRAHA staff.

C.1.3.2 STAND CLEANING

Cleaning of exhibition stands to be ordered via “**TECHNICAL MAINS & SERVICES**” Order Form. Daily cleaning of stands starts after 17.00 h. Price is 2 EUR/m². The daily cleaning includes damp wiping tables, emptying waste bins, damp wiping floor coverings or vacuum cleaning carpets.

Special cleaning – Cleaning after assembly, cleaning of glass surfaces and showcases, wall and door cleaning, etc. can be ordered separately at service@future-forces-forum.org. Price is calculated individually.

C.1.3.3 INTERNET CONNECTION

In order to avoid any inconvenience, we ask exhibitors to inform the Organiser about the intention to use their own Wi-Fi technologies within the Exhibition Halls. Using Wi-Fi networks which are not provided by PVA EXPO PRAHA can cause issues with the Wi-Fi signal at the fairground area.

C.1.3.4 HANGING POINTS/SUSPENSIONS

Please send your request with all technical details to the Organizer not later than on 12 September 2022. The quotation is made by PVA EXPO PRAHA individually.

C.2 CONFIRMATION OF TAKEOVER/HANDOVER OF THE EXHIBIT SPACE

In case the stand is built directly by the exhibitor or by a stand contractor, **the responsible person is obliged to take over the exhibit space by completing the appropriate form** with the exhibition hall staff (Hall Master).

After dismantling of the exposition, the same procedure is required to check the actual exhibit space conditions. Please note that Hall Master will accept absolutely clean area only. Hall Master will be present in exhibition halls during the entire assembly, exhibition and dismantling period.

For proper removal of carpets during dismantling, the assembly team has to use special non-permanent double-side tape beneath the carpet in the exhibition hall, otherwise costs of removal of tapes and glue remains are charged directly to the exhibitor. Special non-permanent carpet tapes can be bought at the Exhibitor Registration Desk.

C.3 WASTE REMOVAL

All exhibitors and stand contractors must remove any waste and extensive packaging materials by themselves. Waste containers will be placed nearby the exhibition halls during the assembly period only. During the dismantling period, it is strictly forbidden to place any construction material in the waste bins. It is possible to dispose the construction material via the Organiser (charged service).

D. SERVICES

Documents are available in the section:
Submission Deadline:

ORDER FORMS
Please see the conditions of each service

D.1 FORWARDING SERVICES AND CUSTOMS CLEARANCE

Official forwarding agent for FFE 2022 is **CENTRUMSPED**.

Services: Temporary storage, custom clearance and documentation, handling of exhibitors' cargo, handling of empties, professional labour assistance, special logistics solutions.

Detailed information and contacts are available in the “**GENERAL CARGO SHIPPING INSTRUCTIONS**”.

D.2 IMPORT LICENCES

Any military and security material must be imported legally. The import licence for the exhibits can be issued by FFF import licence partner Omnipol.

Contact:

Ms Eva Ondrackova

Office: +420 224 011 139

Mobile: +420 734 400 704

E-mail: eva.ondrackova@omnipol.cz

D.3 SECURITY

General security – The Organizer ensures the general overnight security within exhibition halls after the assembly and during the exhibition on:

Tue 18 October **20.00 - 08.00 h**

Wed 19 & Thu 20 October **18.00 - 08.00 h**

Security staff might require a list of imported exhibits and check of the cargo. Exhibitors and their belongings might be subject to a random check while entering and leaving the Fairgrounds.

Security of particular expositions/exhibits is not included in the general service.

Stand security – Guarding of stands/exhibits can be ordered via “**STAFF FOR YOUR EXPOSITION**” Order Form for 12 EUR/h. Overnight rate (22.00 - 07.00 h) is 15 EUR/h.

D.4 HOSTESSES, INTERPRETERS

Exhibitors and partners can order personal, proficient and flexible on-site support from hostesses with conversational level of English language or professional interpreters with knowledge of different foreign languages.

Personal support is to be ordered via “**STAFF FOR YOUR EXPOSITION**” Order Form.

D.5 CATERING SERVICES

Professional catering service is provided by the official partner company. Please send your enquiry to service@future-forces-forum.org and you will receive a tailor-made offer.

D.6 ACCOMMODATION

The Organizer offers accommodation in downtown Prague as well as nearby PVA EXPO PRAHA for beneficial prices.

Please refer to the section “**ACCOMMODATION**” or see www.future-forces-forum.org/useful/accommodation

E. EXHIBITOR CATALOGUE, PROMOTION OPTIONS AND NETWORKING

E.1 EXHIBITOR CATALOGUE

The catalogue entry for the Exhibitor and Co-exhibitor is to be submitted on-line and includes following information: company name, full address, contact details, company profile of up to 100 words, listing of the

represented companies and brands, products and services index. The link for submitting the catalogue entry will be published in August.

E.2 MATCHMAKING

Matchmaking programme is a part of the FFF networking. It is a tool for arranging formal or informal meetings of registered participants, exhibitors, partners and official guests. More information is available online at www.future-forces-forum.org/matchmaking

E.3 ADMISSION TO EXPERT PANELS

All exhibitors have free admission to expert panels.

E.4 EVENING RECEPTION – FFF PARTY

Evening reception for exhibitors, partners and official delegates will take place on Wednesday 19 October **Each exhibitor company get the FFF Party Ticket for one representative free of charge.**

Extra tickets can be ordered at service@future-forces-forum.org for 50 EUR/ticket. The ordered tickets can be picked up at the Exhibitor Registration Desk.

E.5 MEETING ROOMS

The Organizer provides rooms for exhibitors' presentations, meetings or receptions. Any type of catering service may be provided. Order must be submitted via "**PROMOTION OPTIONS**" Order Form. Quotation depends on the exhibitor's requirements.

E.6 ADVERTISING WITHIN PVA EXPO PRAHA

Please refer to the "**PROMOTION OPTIONS**" Order Form.

E.7 PRESS CENTRE

Press Centre is located in the Entrance Hall. Exhibitors are welcome to share press releases and promotional materials with all accredited journalists and media representatives.

F. GENERAL INFORMATION

F.1 EXHIBITION MANAGEMENT

Exhibition Management Office is located at the Exhibitor Registration Desk.

F.2 ONSITE PAYMENT

Onsite payment of fees will be possible only by cash or VISA, MasterCard, or Maestro. Please note that we do not accept American Express cards.

F.3 INFORMATION DESK

Information Desk located at the Entrance Hall 1 is open during the exhibition.

F.4 INSURANCE

We recommend insuring your exhibits. In case of your interest in arranging the insurance of the exposition/exhibits, please send your enquiry to service@future-forces-forum.org till 19 September 2022.

F.5 VISA

Entry visa may be required to enter the Czech Republic/Schengen Area. For information regarding the visa requirements please see the [Entry & Residence Information](#) of the Czech Ministry of Foreign Affairs. Please refer to the corresponding Czech Republic Embassy/Consulate for further assistance. The Organiser will issue the visa confirmation/invitation letter to exhibitors and partners if necessary.

F.6 ATM/CASH MACHINE

Cash machine is located in the Entrance Hall 1.

F.7 SMOKING AND MANIPULATION WITH OPEN FIRE

Smoking and manipulation with open fire is strictly forbidden within exhibition halls.

F.8 FIRST AID SERVICE

Emergency service will be located at the Exhibitor Registration Desk during the entire set up, exhibition and dismantling period.

F.9 COPY CENTRE

Copy Centre is located in the Entrance Hall 1.

F.10 CLOAKROOM

Cloakroom is available at the Entrance Hall 1 and at the VIP Entrance Hall during the exhibition opening times.

F.11 VIP LOUNGE

The FFF VIP Lounge is a restricted area within an exhibition hall intended for informal networking and refreshments. Access to the VIP Lounge is available only with a specific badge or invitation.

VIP Lounge access can be ordered via "**PROMOTION OPTIONS**" Order Form. 3-day VIP Lounge ticket costs 150 EUR per person and is non-transferable.

F.12 SPEAKERS' LOUNGE

The FFF Speakers' Lounge is a restricted area within the expert panels' hall intended for informal networking and refreshments of speakers and VIPs. Access to the Speakers' Lounge is available only with a specific badge or invitation.

F.13 RESTAURANTS/REFRESHMENT AT PVA EXPO PRAHA

There are various dining options at PVA EXPO PRAHA.

Entrance Hall 1 – Restaurant, snacks and drinks vending machines.

Entrance Hall 2 (VIP) – Restaurant, snacks and drinks vending machines

Outdoor area between Entrance Hall 1 and Halls 2/3 – Stalls with various offer of meals and beverages.

Stand Catering – Please refer to point D.5

FFF VIP Lounge and Speakers' Lounge – Restricted areas, please refer to point F.11 and F.12



ACCOMMODATION

We offer you a choice of hotels throughout the best locations in Prague. The lowest available rates and easy reach of Fairgrounds are the key features of FFF partner hotels. For booking [click here](#) or contact us at booking@future-forces-forum.org in case you need any assistance.

Pyramida ****

Single Room / Double Room
Price includes
Distance from PVA EXPO PRAHA:

120 EUR / 130 EUR per room per night
Breakfast, Wi-Fi, access to swimming pool, fitness
15 km

* Shuttle bus to PVA EXPO PRAHA



Hotel DUO ****

Single Room / Double Room
Price includes
Distance from PVA EXPO PRAHA:

95 EUR / 105 EUR per room per night
Breakfast, Wi-Fi, access to swimming, pool, sauna and fitness
5 km (2 stops by metro)



Adria ****

Single Room / Double Room
Price includes
Distance from PVA EXPO PRAHA:

121 EUR / 121 EUR per room per night
Breakfast, Wi-Fi
14 km



Leonardo ****

Single Room / Double Room
Price includes
Distance from PVA EXPO PRAHA:

114 EUR / 119 EUR per room per night
Breakfast, Wi-Fi
16 km



987 Design Prague Hotel ****

Single Room / Double Room
Price includes
Distance from PVA EXPO PRAHA:

73 EUR / 77 EUR per room per night
Breakfast, Wi-Fi
12 km





Michelangelo ****

Single Room / Double Room **129 EUR / 129 EUR** per room per night
Price includes **Breakfast, Wi-Fi**
Distance from PVA EXPO PRAHA: **14 km**



DAP ***

Single Room / Double Room **86 EUR / 106 EUR** per room per night
Price includes **Breakfast, Wi-Fi**
Distance from PVA EXPO PRAHA: **14 km**

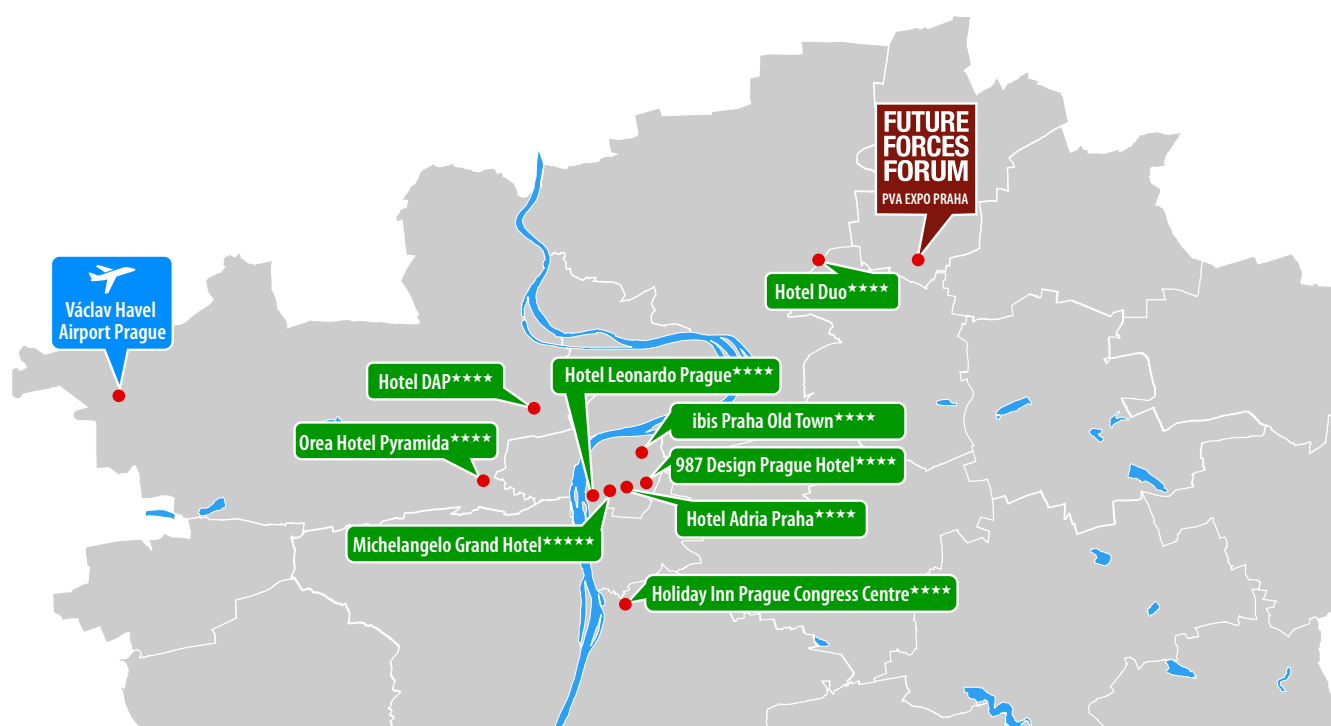


Ibis Old Town ***

Single Room / Double Room **112 EUR / 122 EUR** per room per night
Price includes **Breakfast, Wi-Fi**
Distance from PVA EXPO PRAHA: **12 km**



** All prices include VAT, exclude City Tax.
All prices are subject to change.*





TRAVEL INFORMATION



Metro (Underground)



The most convenient transport to PVA EXPO is metro line C (red) to [terminal station Letňany](#) and 5 minute walk.



BUS



There are regular bus lines operating to stops nearby PVA EXPO: [Výstaviště Letňany](#) bus stop or [Letňany](#) bus stop/metro station.



Find a Connection

To find a suitable connection you can use the [online application](#) for direct connections and connections with transfers between entered stops or locations.

Prague Integrated Transport

More information about public transport in Prague is available at www.pid.cz/en/ or www.dpp.cz/en/.

- [Transport around Prague - Timetables](#)
- [Prague transport maps](#)
- [Fares in Prague and periphery areas](#)



TAXI

[Useful Information](#) for TAXI Passengers including estimated fare rate calculator.



CONTACTS

ORGANISER	Progres Partners Advertising s.r.o. Opletalova 55, 110 00 Praha 1			
Contact for Exhibitors				service@future-forces-forum.org
Official Expert Panels	Col. (Ret.) Petr Tichý	Programme Director	+420 602 130 377	tichy@future-forces-forum.org
Marketing, Media & PR	Mrs. Olga Pešková	Media & PR Manager	+420 277 010 660	peskova@future-forces-forum.org
Accommodation				booking@future-forces-forum.org
Armourer	Mr. Tomáš Mazúch	Armourer	+420 608 432 224	tomas.mazuch@perunarms.cz

FORWARDING SERVICES	CENTRUMSPED s.r.o. PVA EXPO PRAHA Beranových 667 190 00 Praha 9			
On-site services	Filip Červený		+420 602 501 381	cervený@centrumsped.cz

LICENCES - MILITARY AND SECURITY MATERIAL IMPORT INFORMATION	Omnipol a.s. Nekázanka 880/11 112 21 Prague 1 Contact Person: Ms Eva Ondrackova Office: +420 224 011 139 Mobile: +420 734 400 704 E-mail: eva.ondrackova@omnipol.cz			
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EMERGENCY TELEPHONE NUMBERS

EUROPEAN EMERGENCY NUMBER	112	Bechyňská 639, Praha 9 – Letňany
POLICE	158	
FIRE RESCUE SERVICE	150	
AMBULANCE	155	
MUNICIPAL POLICE	156	
LOCAL POLICE STATION	+420 286 293 252 ; +420 286 923 184	