



# APPLICATION FORM

## COMPANY DETAILS

Company/Organisation: .....		
Address: .....		
Postcode/ZIP Code: .....	Town/City: .....	Country: .....
Contact Person: .....	Job Title: .....	
Phone: .....	Email: .....	
VAT No.: .....		
Billing Address (If different from above): .....		
.....		

☐

Exhibitor

☐

Co-exhibitor of:

☒

### Registration Fee

Exhibitor: 300 EUR

Co-exhibitor: 400 EUR

By submitting this form, registration fee will be charged to each exhibitor and co-exhibitor. The registration fee includes processing of the application form, basic exhibitor profile in the FF18 catalogue and on the FF18 website, one printed copy of the exhibition catalogue, a possibility of sharing PR articles and ads on the exhibition website, and other FF18 communication channels, e-invitation to the exhibition for customers and business partners, entry to places with limited access (gala evening, expert events, etc.).

## PACKAGE ORDER (Exhibit Space + Shell Scheme + Services)

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ROW PACKAGE 9 m<sup>2</sup>

2 200 EUR

☐

CORNER PACKAGE 12 m<sup>2</sup>

3 100 EUR

☐

CORNER PACKAGE 20 m<sup>2</sup>

5 640 EUR

## EXHIBIT SPACE ORDER

We order the exhibit space only:

m

x

m =

m<sup>2</sup>

A minimum exhibit space is 9 m<sup>2</sup>. Within joint expositions (Associations, National Pavilions, Clusters etc.) the minimum exhibit space per exhibitor is 6 m<sup>2</sup>.

### Indoor Exhibit Space:

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1 side open (Row)

210 EUR/m<sup>2</sup>

☐

3 sides open (Peninsula)

260 EUR/m<sup>2</sup>

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2 sides open (Corner)

230 EUR/m<sup>2</sup>

☐

4 sides open (Island)

280 EUR/m<sup>2</sup>

### Outdoor Exhibit Space:

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105 EUR/m<sup>2</sup>

### Membership Discount:

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We request a discount up to 20% off the price of exhibit space based on our membership in association.

Name of Association:

Valid cooperation agreement between the Organizer and Association is required.  
Membership discount is applicable on standard prices and is not valid for package order.

## OBLIGATORY ORDER

By signing this application, the exhibitor/co-exhibitor accepts the General Terms and Conditions of the exhibition. All prices are 21% VAT excluded.

Title, First Name, Last Name

Job Title

Stamp and authorized signature

Place and date

## STAND CONSTRUCTION:

☐

We will use the offer of the Organizer

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We will use our own stand material or appoint external contractor

☐

To be determined



# GENERAL TERMS AND CONDITIONS

## Article I

### Event Organizer

Progres Partners Advertising, s.r.o.  
Opletalova 55, 110 00 Praha 1  
(Hereinafter "the Organizer")

## Article II

### Registration and Allocation of Exhibition Space

- 1) The registration application sent to the Organizer shall be binding upon the Exhibitor/Co-exhibitor. The Organizer shall be entitled to decide whether the registration application will be accepted, accepted in a reduced form, or rejected, without having to give the reason of its decision.
- 2) The rent must be paid by the due date mentioned on the invoice. If the rent is not paid, the exhibitor will not be handed over the exhibition space for stand-fitting works.
- 3) If the rent is not paid by the due date mentioned on the invoice, the Exhibitor's default shall be deemed to constitute a substantial breach of its contractual obligations and the Organizer shall be entitled to withdraw from the Contract. In such cases, the registration fee will not be reimbursed.
- 4) The Exhibitor undertakes to fulfil all obligations arising from its own participation and the participation of its Co-exhibitors and companies hired to carry out stand-fitting works or transport exhibits. Any changes shall be subject to a prior consent of the Organizer.
- 5) The Organizer reserves the right to change the location or size of the exhibition space even after its allocation and confirmation to the Exhibitor.
- 6) The rates shown in the registration form include the exhibition space rent, related utilities (heating, lighting etc.), event promotion, and organizational and technical support of the event.

## Article III

### Exhibition Space Rent

- 1) The exhibition space rent rates are always shown in the registration form and/or in the Organizer's offer. The area is rounded up to the nearest square meter. The minimum area of an individual stand is 9 m<sup>2</sup>. The minimum area of any individual segment of a joint/collective stand (associations, national stands, professional guilds etc.) is 6 m<sup>2</sup>.
- 2) The Exhibitor shall not make the allocated space available to a third party without a prior consent of the Organizer.
- 3) If the Exhibitor cancels its registration, its registration fee will not be reimbursed. If the Exhibitor cancels its participation after having been allocated exhibition space, it shall be charged a cancellation fee equal to 100% of the rent, which the Exhibitor shall be obliged to pay immediately.

## Article IV

### Payment Terms and Conditions

The Exhibitor undertakes to pay the event's Organizer for all services rendered by the due date mentioned on the invoice

## Article V

### Exhibits

- 1) The term "exhibits" as used herein shall be deemed to denote products, goods, or titles to non-material assets which have been registered in a binding manner and displayed in the area allocated by the Organizer, and which meet the event's nomenclature.
- 2) Exhibits must be displayed without any price tags or labels. The Exhibitor must protect its exhibits against theft.
- 3) Exhibits will be brought to and taken from the exhibition site in accordance with the Organizer's instructions. The disposal of any exhibits and/or stand-fitting materials by the Organizer shall be subject to a disposal fee.
- 4) Exhibits and other materials shall always be taken over and accepted by the Exhibitor. If the Exhibitor and/or its authorized representative are not present, exhibits and other materials will be unloaded and placed in the assigned area at the Exhibitor's risk.

## Article VI

### Stand-fitting, Installation and Disassembly of Stands, Installation of Exhibits

- 1) The dates and daily hours of stand-fitting, assembly/disassembly and installation works shall be determined by the Organizer. Any exemptions from the above timetable shall be granted by the Organizer upon request of the Exhibitor or its authorized representative. The Exhibitor or its authorized representative shall bear any extra costs connected therewith. When carrying out stand-fitting works or demonstrating exhibits the Exhibitor shall comply with technical and safety regulations and organizational instructions of the Organizer. If the Exhibitor fails to comply with the above regulations and instructions, the Organizer will not permit the stand to be opened and used.
- 2) The official stand-fitting contractor is Progres Partners Advertising, s.r.o. If the Exhibitor chooses a stand-fitter other than the official one, it shall be held fully responsible to the Organizer for the stand-fitter's activities and operations on the exhibition site, in particular for its compliance with occupational safety regulations and the stand assembly and disassembly timetable. The assembly and disassembly dates are presented in organizational instructions of the Organizer.

- 3) Access to wall-mounted hydrants, fire alarms, fire extinguishers and other safety devices and equipment must not be obstructed. Any tampering with or interventions into exhibition halls and free/unoccupied areas shall be prohibited.
- 4) The maximum stand height is 3 m, and any deviations therefrom shall be subject to an exclusive approval of the Organizer. If the planned stand height exceeds 3 m, the Exhibitor shall be required to submit a technical design of the stand, including its ground plane and side views, to the Organizer for approval.
- 5) The architectural design and operation/use of the stand must not disturb or interfere with neighbouring stands. The stand structure must not expand beyond the ground plane contour of the rented space even above the ceiling structure level. As to two-floor stands, the Exhibitor shall be required to submit a design approved and confirmed by an authorized structural engineer.
- 6) The Exhibitor shall be obliged to order water supply, sewage collection, electricity supply and other utilities only from the Organizer.
- 7) The Exhibitor shall be responsible for all pieces of equipment borrowed from the Organizer and to return them undamaged after the event.
- 8) The Exhibitor shall be obliged either to rectify any damage to the stand area, equipment of the Organizer or the exhibition site at its own expense, or pay for the damage.
- 9) The disassembly date must be adhered to and complied with at all costs. **Disassembling the stand and its parts or taking exhibits away during the exhibition shall not be permitted, and any non-compliance shall be punishable by a penalty equal to EUR 1 000.**
- 10) When disassembling the stand, the Exhibitor (contractor) shall make sure that all stand-fitting and packaging materials are taken away from the exhibition site. Containers/skips are to be used solely for normal small-sized waste. Upon an order placed in advance, the Organizer can arrange disposal of unusable materials and waste in the stand area. The Exhibitor shall be charged for the disposal of any waste remaining in the stand area/on the exhibition site after the disassembly.

## Article VII

### Promotion and Entry in the Catalogue

- 1) The Exhibitor shall be entitled to promote its products only at its own stand. Any promotion outside the Exhibitor's own stand may be ordered in advance from the Organizer.
- 2) All types on non-standard presentations, whether taking place at the Exhibitor's own stand or outside it, which produce noise, dust, fumes, and vibrations, or which pose a nuisance to or disturb normal operations taking place on the exhibition site (e.g. running machines, video clips, music, fashion shows etc.) shall be subject to the Organizer's approval. The Organizer shall be entitled to restrict or ban such presentations, its prior approval notwithstanding. Acoustic promotion shall be subject to a prior written approval of the Organizer. Placement of company banners, distribution of leaflets, or displaying promotional and informational materials outside the Exhibitor's own stand shall be permitted for a consideration. The Organizer shall be entitled to ban all unapproved promotion, or have it removed at the Exhibitor's expense.
- 3) Subject to its compliance with the registration deadline, the Exhibitor shall be entitled to have its name included in the event's catalogue, namely in the alphabetical list of exhibitors and in the list dividing the exhibitors into groups by the industry, which is published by the Organizer. Any other presentation of the Exhibitor in the catalogue shall be subject to a consideration.

## Article VIII

### Liability for Damage, Insurance

The Organizer shall not be held liable for any loss, damage or destruction of exhibits, stand equipment, goods or packages sustained by the Exhibitor or its Co-exhibitors, regardless of whether such loss, damage or destruction occurs before, during or after the event. To this end, the Exhibitor is recommended to arrange an insurance policy at its own discretion.

## Article IX

### Final Provisions

- 1) In the event the Organizer is unable to open the event or any part thereof, or guarantee that it will proceed as planned or take place on the whole exhibition site or any part thereof or at another venue due to circumstances beyond its control ("force majeure"), it shall immediately notify the Exhibitor. All obligations of the Organizer arising from the contract shall thereupon be rendered null and void, and the Exhibitor shall not be entitled to claim any compensation for damage sustained. The Exhibitor shall be entitled to retain a reasonable part of payments the Exhibitor had paid before such force majeure circumstances arose.
- 2) The Exhibitor may lodge a complaint with respect to works and services provided by the Organizer to the authorized representative of the Organizer without any unnecessary delay, but in any case not later than before the end of the event. If it fails to do so, its right to do so shall be rendered null and void.
- 3) Unless stipulated otherwise herein and in cases of a breach of any provisions of the General Terms and Conditions, the Organizer shall be entitled to ban the Exhibitor from further participation in the event. In such cases, the Exhibitor shall not be entitled to any compensation of damages or reimbursement of the rent it has paid.



# OFFER OF EXHIBITION STANDS

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

## BASIC

**Price: 38 EUR/m<sup>2</sup>**

### Basic shell scheme includes:

White walls with aluminium frame, grey carpet, an information counter, a table with 4 chairs, a trash can, 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: 58 EUR/m<sup>2</sup>**

### Premium shell scheme includes:

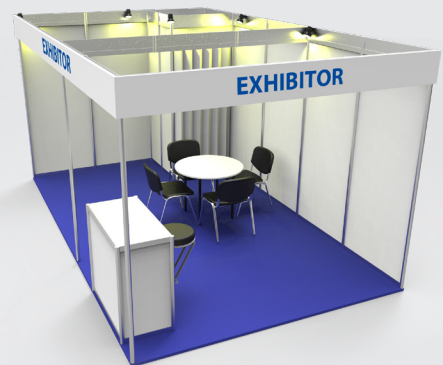
White walls with aluminium frame, carpet in a colour of your choice, an information counter, a table with 4 chairs, a bar stool, a trash can, lockable storage (1x1 m), shelving unit, spotlights (1x 100 W per 3 m<sup>2</sup>), name board

### Stand area from 20 m<sup>2</sup>:

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

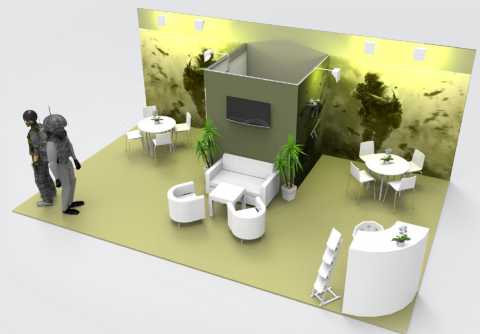
**Price: 120 EUR/m**

### Exhibition stand construction includes:

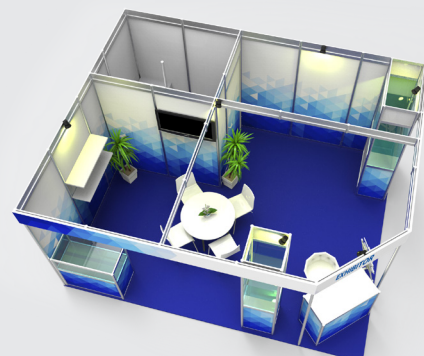
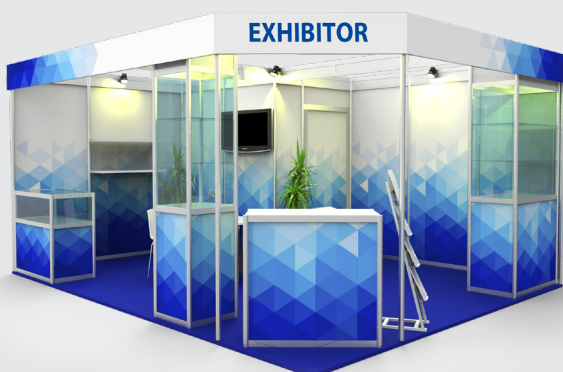
Shell scheme lined with white laminated boards to a height 2,5m. The lining completely covers the aluminium frame and the supporting wall elements. A possibility of graphics applications on the stand walls.

### Not included:

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



## A SHELL SCHEME SAMPLE INCLUDING ADDITIONAL EQUIPMENT AND SERVICES





## FAVOURABLE PACKAGES (Exhibit Space + Shell Scheme + Services)

**ROW PACKAGE 9 m<sup>2</sup>**

**Discounted price: 2 200 EUR**

**CORNER PACKAGE 12 m<sup>2</sup>**

**Discounted price: 3 100 EUR**

### Packages include:

Exhibit space, shell scheme – white walls with aluminium frame, grey carpet, an information counter, a table with 4 chairs, spotlights, a trash can, name board, power supply up to 2kW, daily stand cleaning



**CORNER PACKAGE 20 m<sup>2</sup>**

**Discounted price: 5 640 EUR**

### The package includes:

Exhibit space, shell scheme 5x4 m – white walls with aluminium frame, carpet in a colour of your choice, an information counter, a table with 4 chairs, a bar stool, lockable storage (1x1,5 m), a coat rack, shelving unit, spotlights, a trash can, name board, power supply up to 2kW, daily stand cleaning

### Extra promotion:

Logo and 1/4 page advertisement in the official catalogue



## INDIVIDUAL

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.

