

Information for lessees



place where you will
get noticed



BASIC INFORMATION

- Map of the Exhibition Centre
- Address, contacts
- Technical information
- Other services at the Exhibition Centre or in its vicinity

TRANSPORT AND PARKING

- Arrival
- Internal operation
- Security deposit
- Parking

TECHNICAL SERVICES

- Electrical connection lines
- Connection lines of water and sewage lines
- Internet
- Compressed air
- Heating
- Suspension

CLEANING AND WASTE MANAGEMENT

- Cleaning activities, toilets, sorting and removal of waste

PERSONNEL SERVICES

- Security service
- Organisational service, cloakrooms, hostesses
- Fire guard
- Health service

ADVERTISING AT THE EXHIBITION CENTRE

INTERNAL RULES OF THE EXHIBITION CENTRE

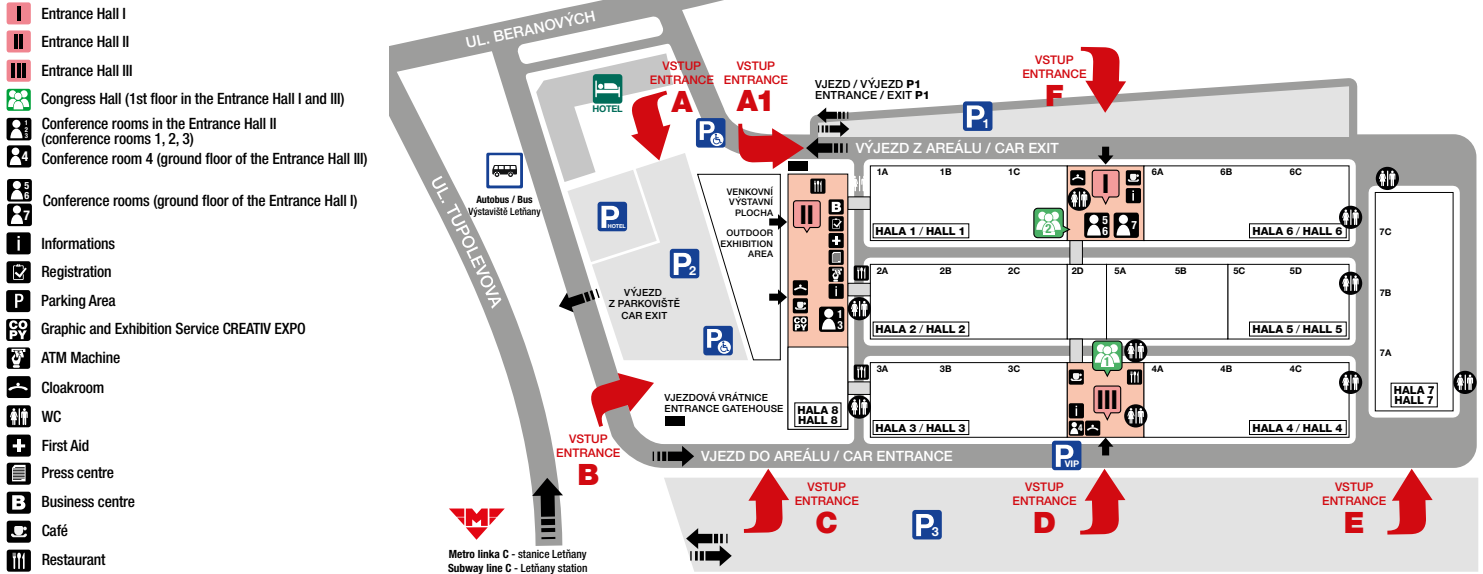
- Occupational health and safety, fire protection
- Operation
- Contract
- Event announcement

OTHER SERVICES OF CONTRACTORS

- Catering
- Forwarding
- Copy centre, printing and graphic services
- Furniture
- AV technology
- Hostesses
- Insurance

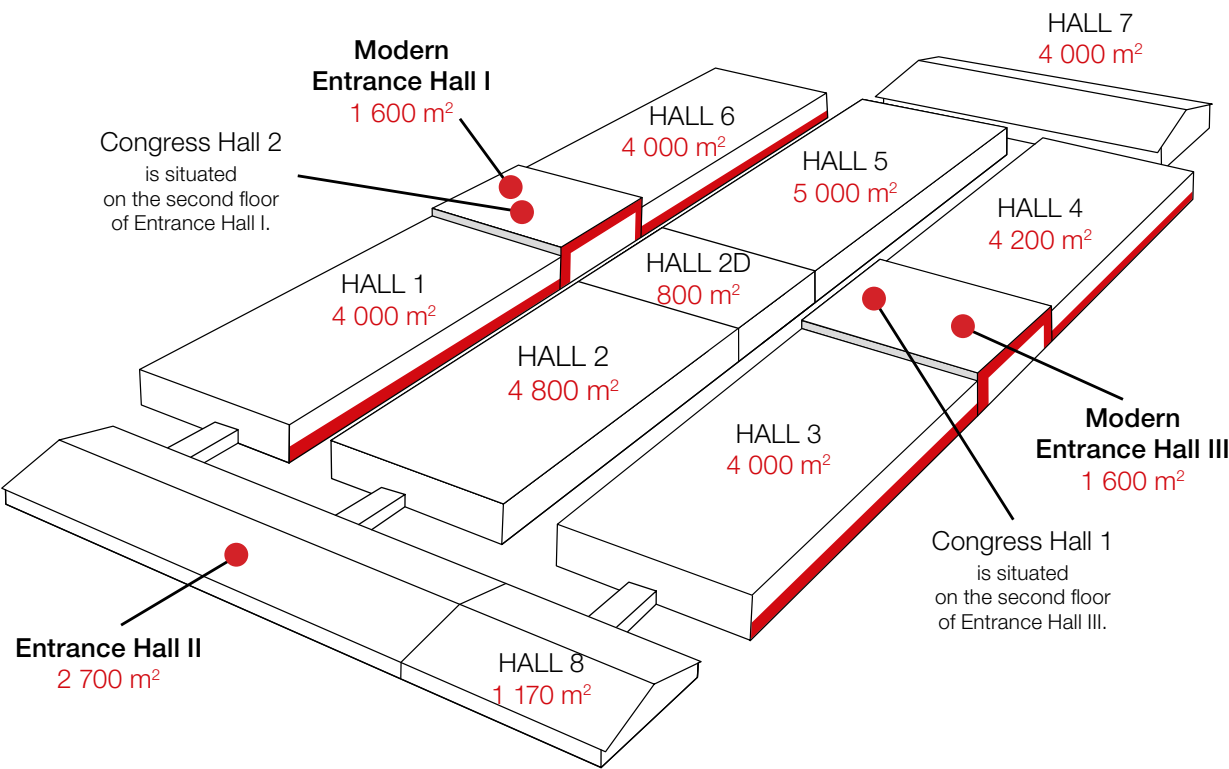
ACCOMMODATION

Map of the Exhibition Centre
and basic technical information for halls



Exhibition halls at PVA EXPO PRAGUE				
Building	Gross area	Inner hall dimensions	Inner side height of the hall	Inner central height of the hall
Entrance hall I	1600 m²	40 × 40 m	11 m	5 m (built-in floor)
Entrance hall II	2700 m²	30 × 90 m	3,5 m	7,5 m
Entrance hall III	1600 m²	40 × 40 m	11 m	5 m (built-in floor)
Hall 1	4000 m²	40 × 100 m	9 m	9 m
Hall 2	4000 m²	40 × 100 m	9 m	9 m
Hall 2D	800 m²	40 × 20 m	9 m	9 m
Hall 3	4000 m²	40 × 100 m	9 m	9 m
Hall 4	4200 m²	40 × 105 m	9 m	9 m
Hall 5	5000 m²	40 × 125 m	9 m	9 m
Hall 6	4000 m²	40 × 100 m	9 m	9 m
Hall 7	4000 m²	40 × 100 m	4,5 m	4,5 m
Hall 8	1170 m²	30 × 39 m	3,5 m	7,5 m

HALL CAPACITY



Exhibition hall capacity

		THEATRE	SCHOOL	BANQUET
Hall 1	4000 m²	3000	1800	1300
Hall 2	4000 m²	3000	1800	1300
Hall 2D	800 m²	600	360	270
Hall 3	4000 m²	3000	1800	1300
Hall 4	4200 m²	3100	1900	1400
Hall 5AB	2600 m²	1900	1200	850
Hall 5CD	2400 m²	1800	1100	800
Hall 6	4000 m²	3000	1800	1300
Hall 7	4000 m²	3000	1800	1300
Hall 8	1170 m²	850	530	390

Conference room capacity

		THEATRE	SCHOOL	BANQUET
Congress hall 1 VHIII	600 m²	600	280	380
Congress hall 2 VHI	600 m²	600	280	380
Foyer	480 m²			
Conference hall 1	208 m²	130	70	100
Conference hall 3	48 m²	30	x	x
Conference hall 4	100 m²	60	x	x
Conference hall 5	45 m²	35	x	x
Conference hall 6	50 m²	35	x	x
Conference hall 7	300 m²	200	80	100



SERVICES AT THE EXHIBITION CENTRE

Refreshment vending machines
in Entrance halls I, II and III.

ATM machines
of Česká spořitelna in Entrance hall II.

Restaurants and cafés
in Entrance halls I, II and III.



SERVICES IN THE VICINITY OF

Transport
The „Výstaviště Letňany“ bus stop is situated in front of the Exhibition Centre. About 300 metres from the Exhibition Centre you will find the Metro Line C station „Letňany“.

Doctor
The „Poliklinika Prosek“ outpatient centre is very near:

Poliklinika Prosek, a.s.
Lovosická 440/40, 190 00, Praha 9 - Střížkov
T: +420 266 010 111
E: info@poliklinikaprosek.cz
www.poliklinikaprosek.cz

Faculty Hospital Bulovka
Switchboard: +420 26608 1111
E: info@bulovka.cz, www.bulovka.cz
Emergency for adults (first aid medical service):
T: +420 26608 3301, 303
MON-FRI 7:00 PM-6:00 AM, SAT-SUN nonstop

Emergency for children (first aid medical service):
T: +420 266 084 220
MON-FRI 4:00 PM-6:00 AM, SAT-SUN nonstop
FOR RESCUE SERVICE please call: 155

Post Office
The nearest post office is situated in Letňany, approx. 5 minutes by car from the Exhibition Centre:
Bechyňská 638, 199 00 Praha, Letňany

Shopping Centre
The nearest business centre is situated approx. 5 minutes by car from the Exhibition Centre:
OC Letňany, Veselská 663, Praha, Letňany

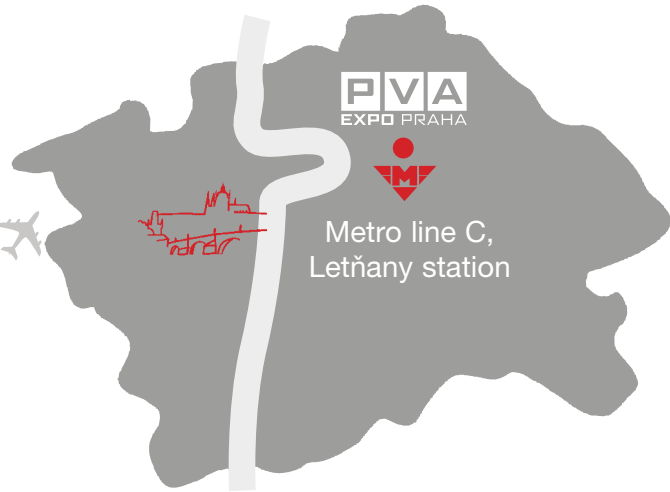
Taxi services
AAA Taxi: +420 222 333 222
MODRÝ ANDĚL: +420 737 222 333
NEJLEVNĚJŠÍ-TAXI.cz: +420 226 000 226
TICK TACK: +420 721 300 300

Transport and parking



ARRIVAL

Arrival by car from the D8 motorway (Teplice, Dresden), Kbelská street exit.
For arrival to the Exhibition Centre by municipal public transport it is possible to use the “Výstaviště Letňany” bus stop in the Tupolevova street, bus lines no 110, 136, 140, 158, 166, 195, 201, 209 and night services 911 and 916.
In any case, it is also possible to use transport to the Metro Line C station and then approximately 5 minutes on foot.



VEHICLE OPERATION AT THE EXHIBITION CENTRE

PVA EXPO PRAGUE adheres to the Transport Rules of the Exhibition Centre. Maximum permitted speed in inner streets of the Centre is 10 km/h.
For entry into the Centre it is possible to use the main car entry gate from the intersection of the Prosecká and Tupolevova streets.
For exit from the Centre it is possible to use the gate with the road leading to the Beranových street, see the map of the Centre. Vehicles with a special permit can use both the gates for arrival at the Centre.

PARKING

Vehicle parking is enabled on paid parking areas; see the map of the Centre. The operation of these areas is determined by the Parking Rules. On arrival it is necessary to pay increased attention and follow instructions of the parking service. In order to maintain safety and optimal traffic flow it is not possible to choose a parking place, the service navigates vehicles to places according to the current situation. Vehicles of the holders of a parking card for handicapped persons are automatically navigated to reserved places and they do not pay the parking fee. The parking card can be paid for exclusively at the cash desks of the Exhibition Centre, only after the parking of the vehicle. When you are leaving the parking place, pass the card to the service staff member who is to separate the checking coupon and to return the card back to you, as it serves as a tax document. The parking is a one time fee and is not time-limited within a single exhibition day.

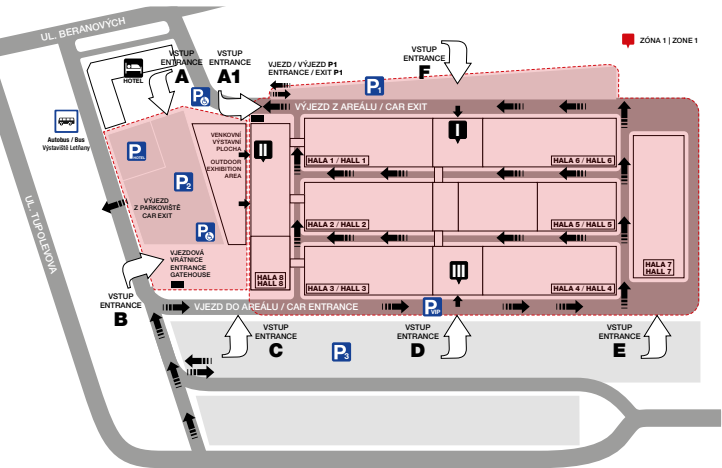
The paid parking area marked as P1 is operated in a fully automatic mode. Upon arrival, drivers take a parking ticket from the entry terminal and may park their vehicle on any available spot within 24 hours. Leaving the P1 area is free of charge within 15 minutes after entry. If the display shows “FULL”, it is not possible to enter until another vehicle exits. Payment is possible only by cashless methods at the payment terminal located at Entrance F.

After the fee is paid, departure must take place by 23:59 on the same day the payment was made.

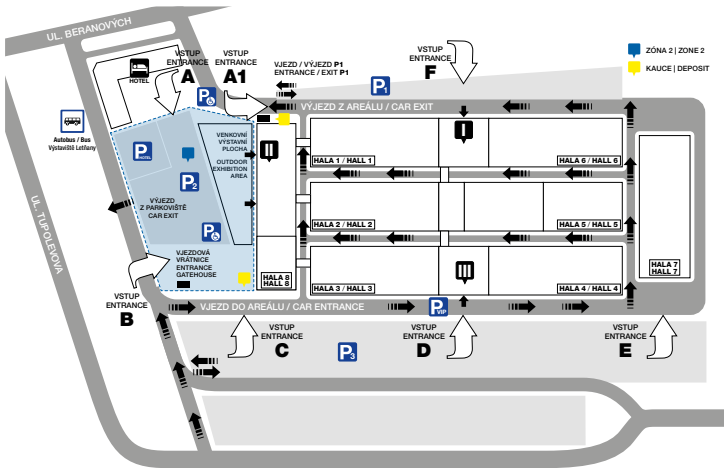
PARKING CARDS

Vehicle entry into the PVA EXPO PRAGUE Exhibition Centre is regulated by the parking card system. The centre is divided into two zones (1 and 2). Zone 1 includes the inner area of the Centre, including the parking area in front of the Entrance Hall I and II; zone 2 includes only the parking area in front of the Entrance Hall II. The cards are issued by the Centre Administration on the basis of the Lease Agreement and Operation Contract. The organiser will always obtain parking cards for zone 1, which enable arrival directly to the exhibition halls for all the term of the lease (according to the Agreement). Time-limited assembly cards are issued for the term of assembly and disassembly in the number according to the needs of the organiser (free of charge), on the basis of which the exhibitors/installation staff members can arrive to the exhibition halls. During major events, the system of security deposits is applied on the last day (see the following point) for the purpose of operation regulation inside the Centre. At the time of the event/trade fair, the vehicle entry into the two zones is subject to payment and only a limited number of cards will be issued for entry into the internal area of the Centre.

ZONE 1



ZONE 2



SECURITY DEPOSIT

In order to maintain optimal traffic flow during assembly work the Exhibition Centre uses a security deposit system for vehicle entry. The aim of the security deposit system is to keep the equality of rights for parking at the Centre for all its users and to reduce overloading of the parking zones at the exhibition halls. With regard to the large number of vehicles arriving to the Centre please always consider whether it is necessary to arrive with your vehicle up to the exhibition halls. Parking on lay-by areas outside the Exhibition Centre at the assembly time is free of charge and within the framework of one assembly day it is unlimited.

VEHICLE ENTRY SUBJECT TO SECURITY DEPOSIT

On vehicle arrival at the entrance gate the driver will receive a security deposit card in a value of CZK 1,000, or € 50, which is to be paid to the operator issuing security deposit cards. This card includes vehicle data, arrival time and time by when the vehicle must leave the Centre. As a rule, unless stated otherwise, the time for vehicle staying at the Centre is determined as 3 hours. If you enter the Centre with a trailer, you are not allowed to leave it at the Centre and to depart with the vehicle only. The entry into the Centre is not limited by the number of entries, and if it is necessary to prepare a vehicle for the loading or unloading of cargo again, it can enter again after payment of a new security deposit.

RETURNING OF THE SECURITY DEPOSIT

Before the time limit expires, the driver is obliged to leave the area through the exit gate, where the deposit is returned to them. If the time limit is exceeded, the security deposit is forfeited and a tax document is issued at the administration office of the Centre. If there is a situation when it is not possible to leave the Centre for serious reasons within the time limit (e.g. damaged vehicle, loss of vehicle keys etc.), it is necessary to report such a situation without any delay. In such cases please contact the office of the administration of the Centre.

VEHICLE ENTRY INTO THE PVA EXPO PRAGUE CENTRE

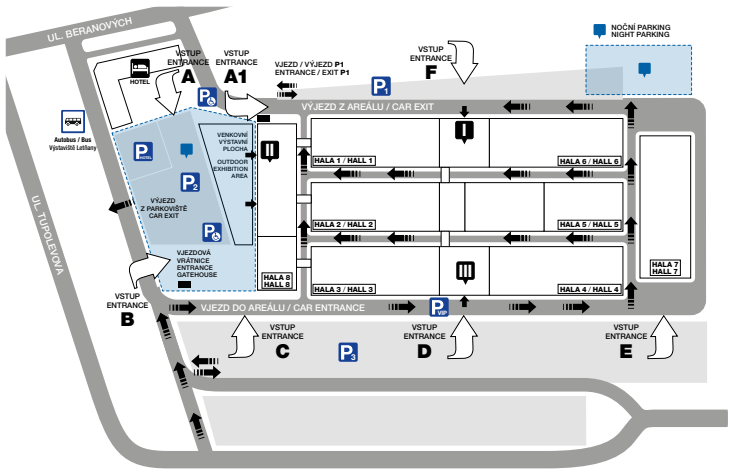
Entry is possible only for vehicles with a valid entry card. The entry permit can be obtained at the Exhibitors Registration Department in the Entrance Hall II or III (see the plan). It is necessary to pay attention to the information stated on the card and to properly fill in the card before the entry into the Centre according to the preprint. The data must be readable and must not be overwritten, otherwise the card is invalid. While passing through the entrance gate, submit the card to the security guard for review and then place this card visibly behind the vehicle windshield.

PARKING INSIDE THE CENTRE

is made possible only in the places intended for this purpose. It is forbidden to park outside the entrances into the Exhibition halls and in a close vicinity of the aboveground hydrants. Vehicles must be parked in such a way that it does not prevent other vehicles from passing and min. passage width of a road need to be 3.5 m.

OVERNIGHT PARKING INSIDE THE CENTRE

is only permitted in reserved places (see the plan) and with a valid night parking card.



Technical services

ELECTRICAL CONNECTION LINES

Connection of exhibition stands, exhibits, lights and all technologies to the power supply network is an exclusive service provided by PVA EXPO PRAGUE. Exhibitors and lessees are not allowed to use their own electricity sources (generator sets) except for UPS units. This use is always conditioned by the permit of the Centre Administration.

The PVA EXPO PRAGUE Centre offers electricity connection in the following variants:

- **Single-phase lines** (230 V) terminated with an E-type socket:

2,0 kW/10 A
3,0 kW/16 A
5,0 kW
(consisting of 2 kW and 3 kW inlets) 6.0 kW
(consisting of two 3 kW inlets)



- **Three-phase lines** (400 V) terminated with standard five-pin sockets in the sizes: 32 A, 63 A and 125 A:

9.0 kW/16 A
(with a 32 A terminal)
15.0 kW/24 A
(with a 32 A terminal)
21.0 kW/32 A
40.0 kW/63 A
65.0 kW/100 A
(with a 125 A terminal)
80.0 kW/125 A



The B-type circuit breakers are used on a standard basis for protection. At a request it is possible to prepare the C and D-type circuit breakers, nevertheless it is a service which is subject to surcharges according to the applicable Service Price List. In the case of interest it is possible to order a switchboard to a threephase connection line according to the Service Price List. The connection line price includes assembly, dismantling, servicing during the event, consumption and revision of the stand.



The above specified electrical connection lines are always in operation during the daytime when exhibitors are present, otherwise they are switched off. If there is a requirement for non-stop power supply, two variants are available:

- Special, the so-called “refrigerator” connection line, which can be ordered together with any standard connection line. This connection line is intended for refrigerators and its capacity is 400 W. A separate order without a standard connection line is not possible.
- Surcharge for a non-stop operation of the ordered standard connection line. This service must be reported in advance. The amount of the surcharge is regulated by the applicable Price List.

If it is necessary to power elements of expositions suspended from the ceiling structure (see the “Suspension” section), it is possible to install power supply connection lines according to requirements approved by the authorised staff member of the PVA EXPO PRAGUE Technical Administration. This is a service which is subject to surcharges according to the applicable Service Price List.

All electrical connection lines are subject to inspection before every event and documentation of the inspections is available from the Technical Administration of the Centre.

The revision of the electrical installations of the exhibition is realized by the administration of the Centre and is part of the electrical connection.

It is not allowed to make any mechanical interventions into prepared electrical connection lines or switchboards, and the same applies to sectoral switchboards along the circumference of the hall. In the case of necessity of assistance it is possible to use services provided by a servicing technician, for the time of both preparation and during the term of the event.

CONNECTION LINES FOR WATER AND SEWAGE

Plumbers will connect individual devices or expositions to the existing water and sewage distribution lines in the installation channels. The water inlet is conducted, on a standard basis, with the use of a 10/8 mm hose; sewage water is drained by using the DN 40 mm sewerage system pipe.

The raster layout should always take into consideration where installation channels are situated, so that the number of crossings over such connection lines in the isles is reduced to the necessary minimum. In the case of outdoor water and waste connection lines it is necessary to consult the location in advance so that the connection lines can be implemented.

The connection line includes the work, material and water consumption + sewage charges and plumber’s services during the event. One half of the price is charged in the case of a Y-branch of the water/sewage system.

INTERNET CONNECTION LINES

At the PVA EXPO PRAGUE it is possible to have Internet connection by means of a standard cable with an RJ45 connector, as well as through a Wi-Fi system. Basic connection for exhibitors operates through a coupon login system, when the exhibitor receives a coupon with unique login data, which they enter into the system and log into the network. The coupons are portable between devices, but at a time it is possible to have only one device logged in with one password. If the password is entered for another device, the previous device logged in will be automatically logged off. The basic connection baud rate is 5/5 Mbit for Wi-Fi and 10/10 Mbit for cable connection. The price of the exhibitor’s connection lines is governed by the applicable Service Price List. For the organisers’ needs it is possible to establish cable connection lines within the framework of the office premises in Entrance halls at prices according to the applicable Service Price List.

Besides, it is possible to prepare coverage of the exhibition halls with a Wi-Fi network according to individual requirements of the organiser (e.g. with a single password for all users, or without a password, etc.). The price is calculated on the basis of requirements for the covered area and network capacity.

Individual requirements for baud rates or other connection specifics are calculated on the basis of the specifications delivered. The prices for connection include both data and servicing during the event. The own Wi-Fi networks of the organisers or individual exhibitors are subject to approval by the Centre Administration, otherwise they are deemed not permitted and as such they will be treated.

COMPRESSED AIR

The compressed air connection lines need consulting in advance; and it is necessary to provide basic data concerning the device, such as: air consumption for a time unit, pressure required and place of the exposition. The Centre is not equipped with a permanent air distribution system in the halls, and therefore a suitable compressor type is designed according to specifications, its location is selected so that it shall not disturb the event through its noise and the price is agreed upon.

HEATING OF THE HALLS

Halls 7, 8 are heated with the use of oil heating systems which can be switched over to ventilation for bringing outdoor air into the halls. Payments for heating are made on the basis of the state of oil tanks before the event and after it + service of the heating technician and lease of oil or gas heating system, 1 hour of the heating system operation = consumption of 15 l of light heating oil. The heating system technician takes care of the system operation during the event; the regulation is carried out on the basis of the Lessee’s requirements.

Halls 1, 2, 3, 4, 5, 6 are heated with the use of gas heating systems, which can be switched over to ventilation as well, the regulation is ensured by thermostats, invoicing is carried out on the basis of the gas meter states before and after the event.

Heating is carried out on the basis of the Lessee’s instructions; the required heating levels are specified in the Operation Contract.

The halls are not air-conditioned, but external air conditioning can be ensured after an agreement with the Lessee.

The Congress halls which are situated in Entrance hall I and III offers a fully automated air conditioning system with regulation of temperature, humidity and air exchange volume. The Congress Hall EHI and EHIII is equipped with an air conditioning system adjustable by means of a thermostat.

OIL HEATING SYSTEM



GAS HEATING SYSTEM



SUSPENSION INTO THE ROOF HALL STRUCTURES

Suspension into the hall structures is an exclusive service of the PVA EXPO PRAGUE Centre and is carried out by the Centre Administration staff on the basis of approved designs. Suspension service (on the part of PVA EXPO PRAGUE) includes: Preparation of the lashing points using ropes / harness / block pulleys, including the final removal (hiding) of the block pulley chains. Dismantling of suspended elements (structures, block pulleys, banners) is only possible on the next day after the end of the event. In the case of necessity of a faster dismantling of the elements it is necessary to contact the Centre Administration.

Suspension service (on the part of PVA EXPO PRAGUE) does not include:

- The actual installation of banners / attachment of the structure to be suspended / banner / lifting of the structure to the height required.

The Client (Exhibitor / implementing firm) is responsible:

- for the securing and checking of all its own elements which are used during suspension
- for non-flammability of the material used during suspension
- for attachment of the suspended load to the block pulley installed with the help of harness or ropes
- for compliance with work safety principles
- for respecting the maximum permitted load per suspension point

The Client (Exhibitor / implementing firm) is obliged, before the actual lifting of the structure, to contact the Administration of the PVA EXPO PRAGUE Exhibition Centre, Tel.: 606 233 085, for the purpose of an inspection and final approval of suspension.

The Client who orders suspension services is obliged to provide the design not later than 14 days before the beginning of the event, which is to contain specification of the maximum weight of the load to be suspended, the object drawn in the raster layout with dimensions, information about the upper inlet of electrical installation, pulley block, installation term. The staff member of the Centre Administration will subsequently make a price calculation and will agree the design on the basis of the signature of the Suspension Report.

PERMITTED LOADS IN INDIVIDUAL HALLS

Suspension points of the Halls 2, 2D, 5ABCD
– Suspension into the lower and upper joints

Maximum weight of the load in the joint 100 kg
Maximum loading of the joint 1,200 kg
Maximum height of the suspension 8.7 m

Suspension points of the Halls 1, 3, 4, 6
– Suspension onto a beam with the help of a suspension clamp (heart) or a steel rope over the beam

Maximum weight of the load per 1 m of the beam 100 kg, maximum
load per point 250 kg
Maximum weight per beam 2 t
Maximum height of the suspension 8.7 m

Suspension points of the Hall 8
– Suspension onto a brace between the beams with the help of a steel rope over the beam

Maximum weight of the load per brace 50 kg

Suspension points of the Hall 7
– Suspension onto braces between the beams with the help of a steel rope, harness

Maximum weight of the load per brace 50 kg/point

Cleaning and waste management

CLEANING

The Centre offers complete cleaning services, including waste management, or even waste sorting and pressing. An advantage of the cleaning in the Centre consists mainly in the knowledge of the environment, many years of experience with various types of events and the actual cleaning equipment of all types and background directly in the Centre. The toilet cleaning and general cleaning after the end of the lease are the exclusive service of the PVA EXPO PRAGUE Centre, which cannot be performed by the Lessee.

Cleaning is mostly differed according to the current state of the event as: assembly, actual event and dismantling.

During the assembly this activity concerns mostly ongoing cleaning of indoor and outdoor premises and subsequent general cleanings after the end of the assembly so that everything can be clean for the event.

Daily cleaning is recommended during the event when the cleaning staff members clean the indoor as well as outdoor premises used, take care of waste vessels (baskets and bins) and solve possible emergencies (broken glass, spilled water etc.).

During and after dismantling, general cleaning of all premises used and their putting into original condition are ensured.

WC CLEANING

WC cleaning means cleaning and replenishment of sanitary means in WC, this service includes also consumption of cold water, hot water, electricity and heating.

WASTE MANAGEMENT

Waste management is ensured exclusively by the cleaning service which ensures cleaning for mixed waste as well as waste sorting – plastics and paper, including transport from the halls and pressing in large-volume containers. It is also possible to sort glass, which must be consulted beforehand.

Mixed waste is handled with the help of special vessels (bins) with the size of 240 l, 1,100 l, or large-volume containers (VOK) with the size of 9 m³. If it is required to dispose of e.g. building debris, it is always necessary to use large-volume containers. Sorted waste is transported directly to the pressing equipment installed between the halls. All handling of waste vessels is carried out by cleaning services. Details and requirements for cleaning with the use of waste vessels are resolved within the Operation Contract where it is possible to agree upon a manner of waste handling. The removal of waste shall be paid for according to the actual number of the bins or containers removed.

Personnel services

SECURITY SERVICE

The PVA EXPO PRAGUE Centre is a safeguarded area with continuous presence of physical security service ensured by a professional security agency. The basic principle of security service activities is to protect lives, health and property of persons situated in the Exhibition Centre. In accordance with applicable laws and legislation the work of security guards includes the tasks of supervising over the correct course of all events organised and rules specified. The PVA EXPO PRAGUE security service members use uniforms and perform their activities mainly in access points of the Centre, such as car entrance gates, entrances into the Centre and individual buildings of the Exhibition Centre.

Basic obligations of the security service are:

- Prevention from any illegal acts
- Preventive activities to avoid occurrence of extraordinary and emergency states
- Provision of assistance to the Police of the Czech Republic and other components of the integrated rescue system
- Assurance of safe course of possible people evacuation from the Centre
- Checking of compliance with the Exhibition Centre rules for visits and operation

- Checking of authorisation of vehicle entry and entrance into the building

ORGANISATIONAL SERVICE, CLOAKROOMS, HOSTESSES

The PVA EXPO PRAGUE organisational service ensures servicing in the areas of operation of checks of entrance mechanisms during organised events, operation of cloakrooms and information centres in entrance halls and hostesses for all opportunities. We offer hostesses for ceremonial inauguration, servicing at stands, press distribution or even interpreting services in both the Czech Republic and abroad. At the same time we are able to ensure a wide offer of costumes and formal dress selection. We are able to match clothing with your corporate logo or finalise the colour image of your stand.

Moreover, we ensure parking services and functions of hall managers in individual exhibition halls for easy orientation and assurance of information for exhibitors and visitors. Hall manager is an obligatory service and must always be present in the hall at the time of the opening of the hall. The hall manager operates as the first contact point for exhibitors and Lessees and manages basic requirements of the Lessee or exhibitor.



FIRE GUARDS

Preventive fire guards are appointed in the PVA EXPO PRAGUE Centre pursuant to the Act no. 133/1985 Coll. These guards shall in particular:

- Supervise over the adherence to fire protection rules of the workplaces with increased fire hazards and fire safety regulations in operational buildings
- Monitor functionality and preparedness of fire fighting means and free access to them
- Check whether accesses to the main gas and water shut-off valves and to the main power supply switch are free
- Check observance of the safe distance of flammable materials from heat sources
- Fulfil organisational instructions issued by the employer for assurance of fire safety

During fulfilment of the tasks of the preventive fire guard, every person situated at the PVA EXPO PRAGUE Exhibition Centre is obliged to respect the order concerning the leaving of the building for the reason of evacuation, to obey the instructions of the guards if they detect any activities breaching fire regulations, e.g. smoking out of the reserved areas, putting objects in places where they block evacuation paths or paths to fire fighting equipment, if unauthorised handling of dangerous substances is revealed etc.

HEALTH SERVICE

During organisation of trade fair events the Exhibition Centre ensures health service through certified staff in the field of provision of first aid and emergency resuscitation. The main base of the health service is the medical treatment room situated in the Entrance hall II on the premises of the Registration of Exhibitors. For calling a healthcare professional it is possible to use the radio station on channel no. 1, or tel. +420 777 287 155.



Advertising in the centre

ADVERTISING AREAS

The exclusive operator and seller of the advertising areas in the PVA EXPO PRAGUE Exhibition Centre is ABF, a.s. The offer includes advertising areas of such formats as A1, A3, City light, Billboard, Triboard, digital screens and others. For more information about advertising areas in PVA EXPO PRAGUE please see the Offer Catalogue of Advertising Areas on website www.pvaexpo.cz in section Pronájem/Dokumenty ke stažení.

Without the permission of the Centre Administration, it is prohibited to handle advertising carriers, cover, replace, or alter posters, or do anything similar. If an advertising area is used without permission, the advertising will be charged to the Lessee according to the Price List of Advertising Services.

Contact: info@pvaexpo.cz



Internal rules of the centre

SMOKING, HANDLING OF FIRE

Indoor premises of PVA EXPO PRAGUE are non-smoking premises! Smoking is permitted within the Centre in the outdoor area provided that cleanness and order are maintained. Holding and consumption of all types of narcotics are forbidden in the entire Centre.

Handling of open flame is strictly forbidden in the entire Centre. After an agreement with the Centre Administration it is possible to grant an exception under strictly outlined conditions. Such an exception must be discussed in advance and specifies the rules under which it is granted. This basically concerns fostering of fire guards and organisational services at the Lessee's expense and increase in fire fighting means.

Welding in the exhibition halls is only possible with written permission of the Centre Administration and under presence of fire guards (paid for by the Lessee).

SURVEYING OF THE AREA, RASTER SYSTEM

The Exhibition Centre ensures services of the surveying of the areas of stands or surveying of event activities on the basis of the background materials handed over. During the raster creation it is necessary to maintain the following rules:

- All emergency exits must remain permanently accessible and visible
- The safety zone along the circumference of the hall is marked in red, no stands or their structures may interfere in this zone
- No materials can be stored in the safety zone
- It is not allowed to hide any switchboards, technical cabinets, racks etc.
- The isles between stands have at least 3 metres

In the case of doubts we recommend you to discuss the raster issues in advance with the administration of the Centre.

CARS – EXHIBITS

The entry of cars (exhibits) and other motor means of transport into the halls takes place on the basis of a permit issued by the Centre Administration (see the Operation Contract). The cars must be secured against automatic motion, their battery must be disconnected and they must have a minimum volume of fuel in their tanks. The cars must be in a good technical condition, there must be no leakage of operating fluids (or it is necessary to place a plastic tray under the car for the trapping of leaking liquids).

PROHIBITION OF INTERVENTIONS AND ANCHORING IN HALL STRUCTURES

It is strictly forbidden to make any interventions into floors, structures and installations of exhibition halls. In the same way it is forbidden to support, tie or otherwise anchor stand structures to the exhibition hall structures.

DUSTY WORK

During assembly it is forbidden to cut and grind building elements causing excessive contamination and dust formation (plasterboard, tiling materials, fibreboard etc.) on indoor premises without exhausting.

HEIGHT OF EXPOSITIONS, HALL INCLINATION, FLOOR

The height of the halls, load of the floors – for a limited number of expositions it is possible to implement two-storey stands, as well as height dominants. The useable height oscillates from 3.0 to 8.0 m – according to the particular place of the exposition.

Two-storey expositions are subject to permission of the Centre Administration and it is also necessary to submit a structural analysis.



The height of the supply gates oscillates from 3.5 m to 5 m, depending on the hall. The longitudinal floor of the halls is in a gradient of 1/140. If the load exceeds 1,500 kg/m² it is necessary to discuss this fact with the administration of the Centre.

GLUING OF CARPETS

For the laying of carpets in hall expositions it is necessary to observe the following procedure: at first glue a masking paper tape onto the concrete floor and then glue any two-side adhesive carpet tape. Masking tape can be bought directly at the Centre. If any residuals of the tape or adhesive from the tapes remain on the floor after the end of the event, they will be removed at the Lessee's expense.

LIQUID WASTE MATERIALS

It is forbidden to drain kitchen waste, paint residues and other toxic substances into the sewerage system gullies, wash-basins and spouts, which could contaminate or otherwise endanger the environment.

The exhibitor (or a firm authorised by the exhibitor) is obliged to take away and dispose of these unconsumed substances at their expense.

OPERATION OF EXHIBITS

The exhibits which are to be demonstrated in operation can only be operated by authorised persons. The exhibits demonstrated must be secured by the exhibitor in such a way that they cannot be wilfully handled by a third person.

OCCUPATIONAL HEALTH AND SAFETY AT THE PVA EXPO PRAGUE EXHIBITION CENTRE

Every supplier of services, construction implementing firm, exhibitor etc. must get themselves familiar with a detailed list of risks in the field of occupational health and safety at the PVA EXPO PRAGUE. See www.pvaexpo.cz in section rent/ documents to download.

OPERATION CONTRACT

The basic rules of the lease of the PVA EXPO PRAGUE Exhibition Centre are specified by the Lease Agreement. A complementary document is the Operation Contract.

The Operation Contract is an integral part of the Agreement and specifies, at a more detailed level, the course of the lease event and services which are to be ensured to the Lessee by the Exhibition Centre operator (it operates as an order). It must be entered into not later than 14 days before the beginning of the lease.

Content of the Operation Contract:

- Basic time schedule of the event
- Deadlines by which the Lessee submits the lists of technical services
- Responsible persons for the Lessee and the Lessor
- Technical services (connection lines)
- Personnel services
- Other services required
- Annexes (plans).

CITY DISTRICT OF LETŇANY – EVENT NOTIFICATION OBLIGATION

1. The organisers of cultural, social, sports and public events are always obliged to report their organisation to the City District Authority of Prague 18, Administrative Agenda Department (tel. 284 028 246), not later than one week before organisation of the event, however, if possible at least one month in advance for the purpose of assurance of fulfilment of subsequent obligations and necessary permits according to the nature of the event (e.g. the permit of occupation of public areas, etc.).
2. If entrance fees are collected at the event organised, the organiser is obliged:
 - To fulfil the reporting obligations not later than one week before the organisation of the event
 - To pay the local fee on the entrance fees collected to the fee administrator. (See the Generally binding Decree, no. 25/2003 Coll. of the Capital City of Prague on local fee on entrance fee revenues)
3. The reporting obligation shall apply also to the organisers who do not collect entrance fees, and the reporting can be made on a one-off basis per year quarter in advance with an applicable list of events.
4. The reporting obligation shall apply to all local organisations as well.
5. Cultural events – organisation of public productions, which means performance of music, dancing, theatre works and other cultural events accessible for public (communication

of the work to the public on a live basis or from recording) – are regulated by the Decree of the Ministry of Culture of the Czech Republic 117/1991 Coll., on organisation of public productions, which was cancelled with the effective date as at 1 January 1996 by the Decree of the Ministry of Culture of the Czech Republic no. 237/1995, on mass administration of copyrights. See the Copyright Act no. 121/2000 Coll., as amended.

The organiser is obliged to ensure that the intensity of music production for the events organised on open stages shall be of such a type that it does not limit the people living in close vicinity to the event organised, i.e. the organiser is obliged to ensure noise volume reduction after 22 hours (silence of the night). If any of the below stated points is further relevant for the event, it is necessary to arrange for as follows: It is always necessary to have a permit – consent of the owner of the real property (construction or plot of land) for organisation of the event.

If the event is organised on the plots of land in the entrusted administration of the City District of Prague 18, it is necessary, depending on the sort, type and size of the event, to file an application addressed to the Council of the City District of Prague 18 or to the Department of Economic Administration and Investments (hereinafter referred to as OHSI) of the City District Authority of Prague 18 (tel. 284 028 152).

After approval of the application by the Council of the City District of Prague 18, possibly OHSI, it is necessary to pay the fee at the Department of Transport and of the Environment (hereinafter referred to as “ODŽP”) for occupation of the public area.

If the matter concerns retail sale in the sites determined by the market regulations, the permit is requested only from ODŽP, determining the rate of the fees for occupancy of public areas. In the case that the event is to be held on a road system (e.g. in the parking area), it is necessary to ask the road system administrator, i.e. OHSI, for the consent with organisation of the event. It is necessary to attach the layout with traffic signs, drawn up by a professional firm, to this application.

If entrance fees are collected at the event, the reporting party (event organiser, as mentioned above, fulfils the reporting obligation at least one week before organisation of the event. The local fee on the entrance fees shall be paid to the fee administrator, i.e. to the Economic Department of the City District Authority of Prague 18 (tel. 284 028 230). It implies from the generally binding Decree of the Capital City of Prague no. 25/2003 Coll., on local fee on entrance fee revenues, that the

following facts must be announced:

- First name and surname/company name of the organiser,
- Place of residence/place of business/seat of the organiser,
- Birth number/administrative identification no. of the organiser - entrepreneur,
- Number of the organiser's accounts at the bank,
- Date and time of organisation of the event,
- Place of the event organisation and
- Capacity of the event organisation place.

If a fireworks show is organised – the organisation is regulated by the Decree of the Czech Mining Authority no. 174/1992 Coll., on pyrotechnical products and handling thereof, and a classification according to the characteristics is made in four classes. Basically the matter concerns division according to the weight of individual active components in products, and therefore their dangerousness.

In the case that also a fireworks show is a part of the event and if this fact is not reported by the actual person authorised to perform the fireworks show, it is necessary to report the same to the Hygiene station of the Capital City of Prague with the seat in Prague or to its branch office, see <http://www.hygpaha.cz>, for example due to the noise limits, etc.

If a natural person or an entrepreneur plans to organise an event on their own plot of land, a part of which should be also a fireworks show and if they have ensured a person who is authorised to carry out the fireworks show, it is necessary to ask the Department of the Environment of the City District Authority of Prague 18 for the opinion. If the fireworks show is to be carried out in a public area, it is, however, necessary to ask the competent authority for a permit of occupation. The organiser must announce the fireworks to the fire brigade service, who has special regulations for this - determined levels.

During organisation of all the above mentioned events it is always necessary to observe general obligations from the field of public order, which include also the obligations of adherence to night time calm, i.e. the calm at the time from 22:00 hours to 6.00 hours. A breach of the night time calm is then assessed as an offence pursuant to the Act no. 200/1990 Coll., on offences, as amended by later regulations.

CONTACTS TO THE LETŇANY CITY DISTRICT AUTHORITY

Administration Agenda Department
Bechyřská 639, 199 00 Praha 9 - Letňany
T: 284 028 246, www.letnany.cz

Other services

CATERING



The exclusive supplier of all catering services is ABF Catering s.r.o. They ensure catering for the events, but they also operate all fixed restaurants, cafés and stands with outdoor refreshments within the Exhibition Centre.

Contact: Apolena Zemková, Obchodní ředitelka
M: +420 722 692 463, E: zemkova@abf-catering.cz
Petřina Pavel, Event manager & chef catering
M: +420 775 992 898, E: petrina@abf-catering.cz

FORWARDING SERVICES



Exclusive provider of forwarding services of the PVA EXPO PRAGUE Exhibition Centre in Letňany, unloading, loading of trucks, transfers of mobile billboards, cash registers and furniture of the Centre. The operation of one's own handling technology or the use of other suppliers is forbidden within the framework of the Centre!

CENTRUMSPED is the official forwarding partner of PVA EXPO PRAGUE. Within the framework of its activities at the Exhibition Centre, CENTRUMSPED ensures all logistics for trade fairs and other events which are held there. CENTRUMSPED completely ensures preparation and execution of logistic services with foreign forwarders, exhibitors as well as organisers of events, from assurance of all customs formalities both in import and export, through transport, logistics, handling up to assembly work, packing services and storage within the PVA EXPO PRAGUE Exhibition Centre and other services according to individual requirements of the clients. CENTRUMSPED is, as the only trade fair forwarder in the Czech Republic, a member of the prestigious world association of trade fair forwarders "IELA" (International Exhibition Logistics Association) all over the world, which enables them to use this partner network all over the world. Other important activities include transport of consignments to foreign and domestic trade fairs and exhibitions, congresses and symposia, international freight truck, sea and air transport, customs declarations and representation in customs proceedings. CENTRUMSPED co-

operates with the highly professional network of foreign partners and services provided are without any territorial limitation.

Contact: Filip Červený, T: 602 501 381, cerveny@centrumsped.cz
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CZ-199 00 PRAHA 9 - Letňany
T: +420 225 291 670, info@centrumsped.cz
www.centrumsped.com/cz/

GRAPHIC SERVICES



In the Entrance hall II it is possible to use services of the graphic studio and of a copy centre which is operated by CREATIV EXPO, s.r.o.

Contact: Pavla Klemencová, T: 770 698 858, grafika@creativsro.cz
In the graphic studio it is possible to order prints of various formats, posters, applications to stands and panels, banners etc.

FURNITURE



PVA EXPO PRAGUE offers equipment for all types of events. In cooperation with our partners, we offer a wide range of furniture selection – for conferences, gala evenings, banquets, exhibitions... tables, chairs, sofas, stools, cloakroom equipment, garden furniture, party tents, etc. Based on a specific request, we will prepare an offer including transport and installation, if the Lessee wishes so. Thanks to long-term cooperation, we are able to negotiate the best rental conditions.

AV TECHNOLOGY



The complex has 6 conference rooms and 2 congress halls. | Conference Room 1 is equipped, on a standard basis, with the Panasonic PT-VZ585 projector, luminous intensity 5000 ANSI, a screen of 3200 × 2000 (16:10), acoustic system SOUNDCRAFT Ui 16, 2× hand microphones SENNHEISER, 2× wireless headset microphone SENNHEISER, 2× Reprobox 12" Apart MASK 12-BL, projection notebook DELL Vostro 15 – P62F001 | Conference room 3 is equipped, with regard to its

size only with the mobile InFocus projector with luminous intensity of 3200 ANSI. There is also a possibility of using the mobile sound distribution and projection technology. It is possible to use screens, mixing counters, loudspeakers with a stand, projectors, microphones, notebooks, stands etc. | The Conference room 7 is equipped with 2 projectors 1920 × 1080, 5800 ANSI, 2 screens 16:9, 400x225 cm, view monitor 43", sound system, 8 loudspeakers PS-P83T, 2 subwoofers PS-P83WT, amplifier DSP 2-750 MKII, 2 hand microphones, 2 head microphones, notebook – win 11, Office 2021, directing with sound desk SoundCraft Ui16, video BLACKMAGIC DESIGN ATEM MINI EXTREME and stage lighting – 8 lights TMH-H240. | The Congress Hall 1 is equipped with technology from company AV MEDIA. The basic setup which is available consists of the 11000 ANSILM data projector, including the lens, 956 × 300 cm (16:9) screen, sound distribution for the entire hall (6 Array loudspeakers, 4 Delay loudspeakers), digital mixing counter, wireless microphone set (2 hand microphones, 2 head microphones). Congress Hall 2 at VHI is equipped with a 6 × 3.5 m LED screen, FullHD 1920 × 1080, p 2.8 mm, preview monitor, projection laptop, 4× active EAW NT59 1500 W RMS speakers, 16× AUDAC ceiling speakers, 8× BOSCH foyer speakers, 2× handheld wireless microphones, 2× wireless headset microphones, 8× LED stage lights, 8× GLP Impression. In cooperation with an exclusive supplier ELSEYA it is possible to perform for example side projection onto walls, divided projection (presentation + camera), panoramic projection onto all walls in the hall, various types of illumination of the stage or walls etc. We resolve these offers individually with the client and representatives of the ELSEYA.

HOSTESSES



For your participation in trade fairs we would like to offer you a service of specially trained hostesses and interpreters, speaking several world languages and forming the right atmosphere and brightness for both you and your clients. In our database we have hostesses and promotional teams operating in all large towns of the Czech Republic and in Slovakia. Girls are selected for events according to your specific requirements so that they

can meet your ideas and effectively perform the tasks entrusted. Their great advantage is not only mastering a foreign language, but also politeness, professionalism and long-term trade fair experience. LS Production is a production and hostess agency ensuring, on a priority basis, hostesses and interpreters for trade fairs and its more than 15 years of market presence is a guarantee of wide experience and high professionalism. We offer hostesses from press distribution to interpreting services in the Czech Republic as well as abroad. We invoice you on the basis of the work statement confirmed by you. Our great advantage is the wide offer of costumes and formal dress selection. We are able to match clothing with your corporate logo or finalise the colour image of your stand. Besides hostess, we will be glad to prepare also an accompanying programme for your stand; we offer full services in this area too.

Contact: T: +420 603 286 243, svatosova@hostesky-online.com
www.hostesky-online.com

INSURANCE



Lessees are obliged to make a contract of insurance covering liability for damage caused by their own operation activities in the Exhibition Centre. The provider undertakes to maintain validity of this insurance for the term of the Lease Agreement. At a request they undertake to provide, without any delay, evidence of the insurance validity. | PVA EXPO PRAGUE is not responsible for the theft of things owned by the Lessee or things taken over by the Lessee, and is not responsible even for any other damage incurred by the Lessees, their employees, participants and visitors or persons staying on the leased premises with the Lessee's awareness, or which arose in connection with the use of the subject matter of the lease, except for cases when such damage is caused by the provider. | PVA EXPO PRAGUE recommends the exhibitors to make an insurance contract for the set of their own exhibits, devices and equipment of the exposition for such risks.

Contact: M:+420 604 211 974, dagmar.mikova@totalbrokers.cz
Total Brokers, a.s., Tábořská 619/46, 140 00 Praha 4 – Nusle
www.totalbrokers.cz

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