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where you will get noticed

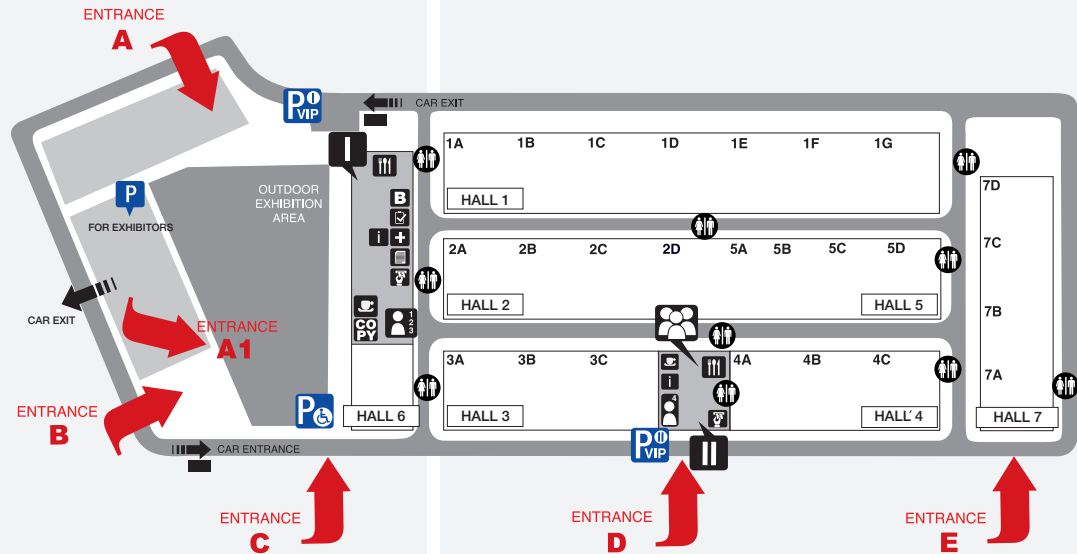


Information
FOR LESSEES



Map of the Exhibition Centre and basic technical information for halls

-  Entrance Hall I
-  Entrance Hall II
-  information
-  Congress Hall (1st floor in the Entrance Hall II)
-  conference centre (conference rooms 1, 2, 3)
-  conference room 4
-  press centre
-  business centre
-  registration
-  first aid
-  ATM machine
-  café
-  restaurant
-  parking area
-  WC
-  graphic and exhibition service CREATIV EXPO



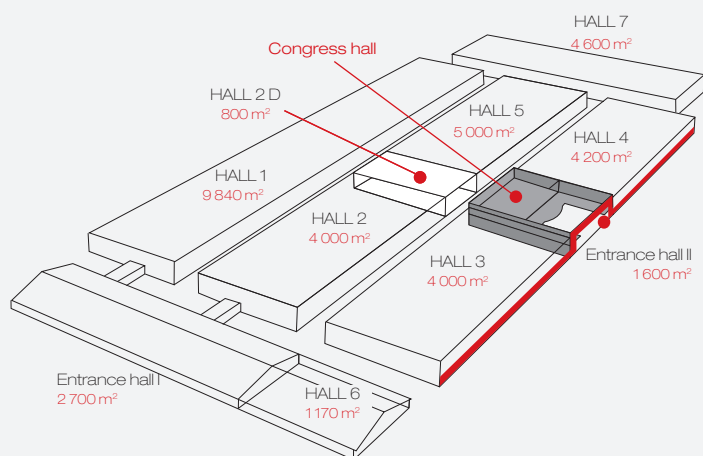
Exhibition halls at PVA EXPO PRAGUE

Building	Gross area	Inner hall dimensions	Inner side height of the hall	Inner central height of the hall
Entrance Hall I	2700 m ²	30 m x 90 m	3.5 m	7.5 m
Entrance Hall II	1600 m ²	40 m x 40 m	11 m	built-in floor level
Hall 1	9840 m ²	40 m x 246 m	4 m	8.5 m
Hall 2	4000 m ²	40 m x 100 m	9 m	9 m
Hall 2D	800 m ²	40 m x 20 m	9 m	9 m
Hall 3	4000 m ²	40 m x 100 m	9 m	9 m
Hall 4	4200 m ²	40 m x 105 m	9 m	9 m
Hall 5	5000 m ²	40 m x 125 m	9 m	9 m
Hall 6	1170 m ²	30 m x 39 m	3.5 m	7.5 m
Hall 7	4000 m ²	40 m x 100 m	4.5 m	4.5 m

- Interconnection necks between halls for a “dry-shod” transfer

HALL CAPACITY

		THEATRE	SCHOOL	BANQUET
Hall 1	9840 m ²	6000	3600	2600
Hall 2	4000 m ²	3000	1800	1300
Hall 2D	800 m ²	600	360	270
Hall 3	4000 m ²	3000	1800	1300
Hall 4	4200 m ²	3100	1900	1400
Hall 5AB	2600 m ²	1900	1200	850
Hall 5CD	2400 m ²	1800	1100	800
Hall 6	1170 m ²	850	530	390
Hall 7	4000 m ²	3000	1800	1300



Congress Hall	600 m ²	650	280	380
Foyer	480 m ²			
Conference hall 1	208 m ²	150	70	100
Conference hall 2, 3	48 m ²	30	x	x
Multifunction hall VHII	100 m ²	60	x	x

Services at the Exhibition Centre

PVA EXPO PRAGUE

Refreshment vending machines

in Entrance halls I and II.

ATM machines

of Česká spořitelna in Entrance halls I and II.

Restaurants and cafés

in Entrance halls I and II.

Services in the vicinity of

PVA EXPO PRAGUE

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

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:

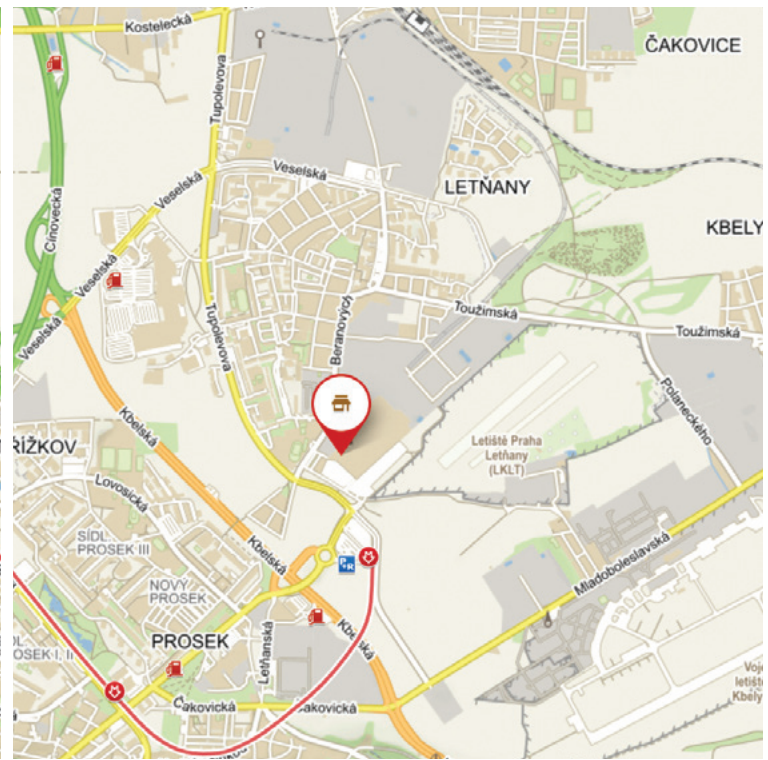
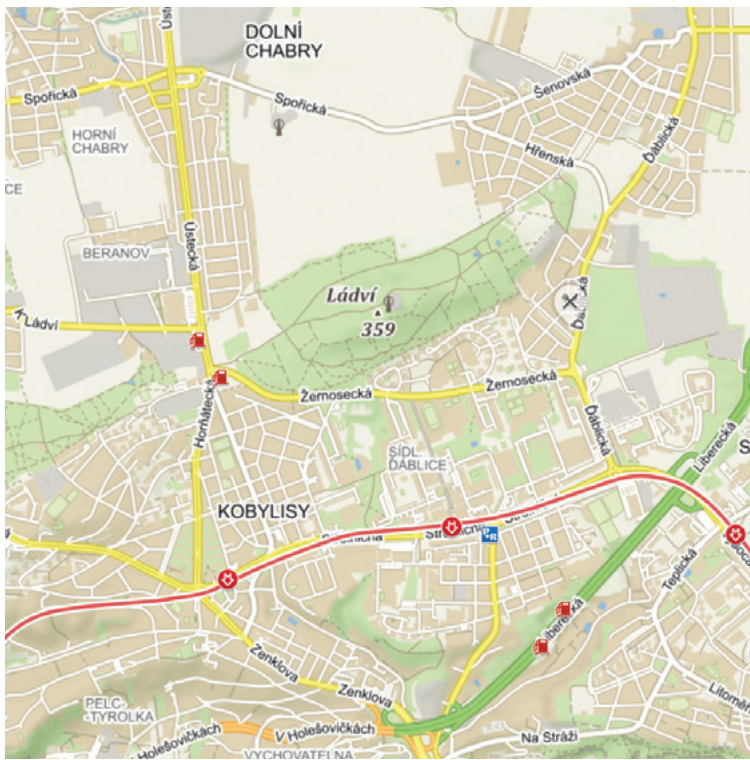
OC Letňany, Veselská 663, Praha, Letňany

Taxi services

AAA Taxi: +420 729 331 133

MODRÝ ANDĚL, s.r.o.: +420 737 222 333

NEJLEVNĚJŠÍ-TAXI.cz: +420 226 000 226



2. 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, 953.

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 PRAHA adheres to the Transport Rules of the Exhibition Centre. Maximum permitted speed in inner streets of the Centre is 20 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.



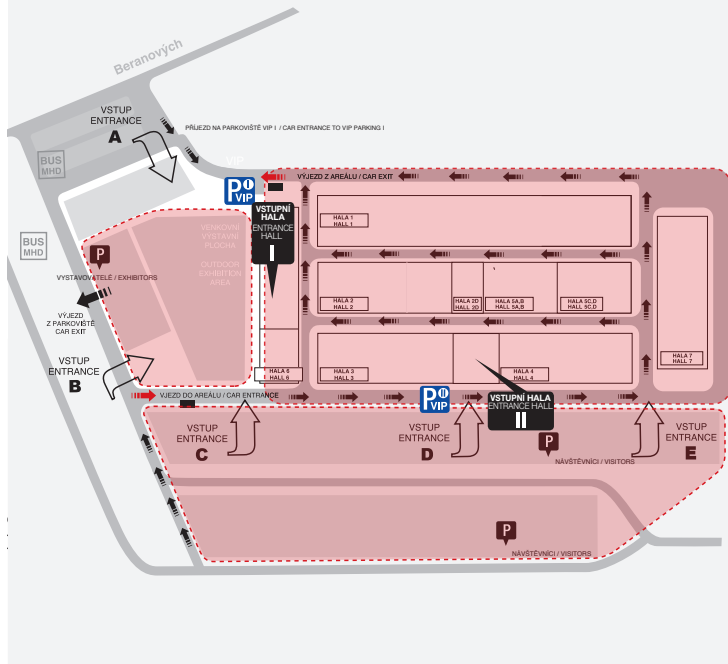
Parking

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 observe instructions of the parking service. In order to maintain safety and fluency of transport operation it is not possible to choose a parking place, the service navigates vehicles to places according to the particular 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-off matter and is not time-limited within the framework of one exhibition day.

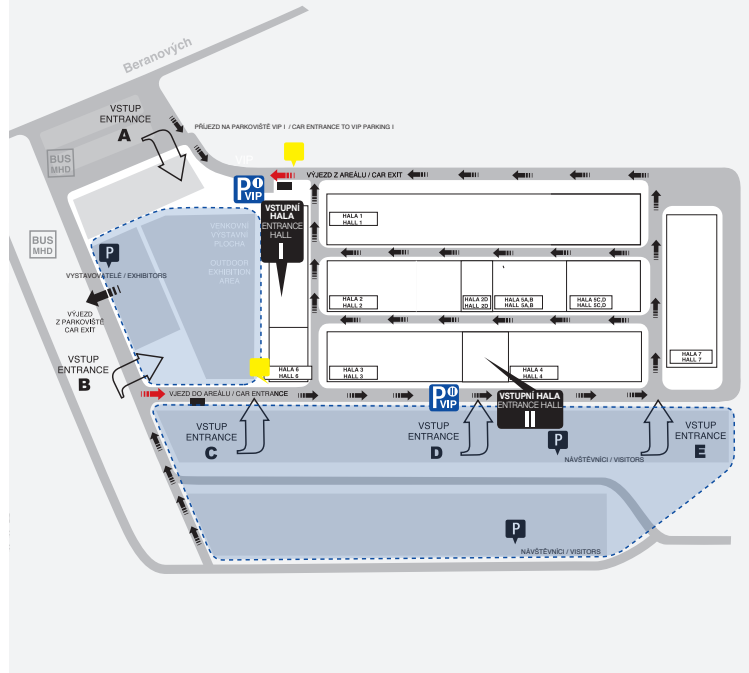
Parking cards

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 an aggregate parking stand system; zone 2 includes only the parking area in front of the Entrance Hall I and an aggregate parking stand system. 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

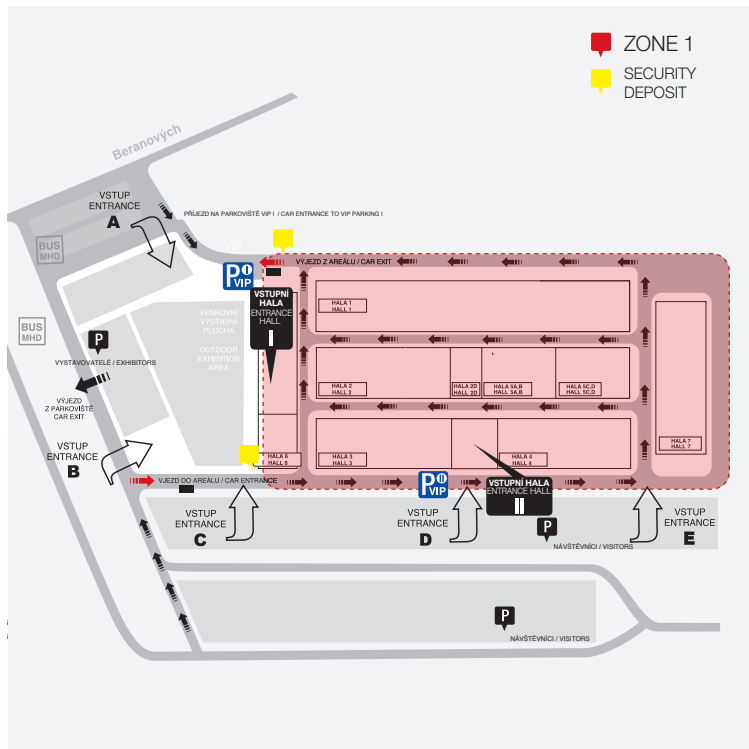


Security deposit

In order to maintain fluency of operation 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. Basically, unless stated otherwise, the time for vehicle staying at the Centre is determined as 3 hours. If you enter the Centre with a trailer, it is 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 there again after payment of a new security deposit.

Returning of the security deposit | Before the lapsing of the time limit, the driver is obliged to leave the area through the exit gate, where the cash 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 in Letňany 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 I or II (see the plan). It is necessary to pay attention to the information stated in the card and to properly fill in the card before the entry into the Centre according to the pre-print. 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 check 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 shall not prevent other vehicles from passing and min. passage width of a road shall 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.

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)



3. TECHNICAL SERVICES

- **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 three-phase connection line according to the Service Price List.

The connection line price includes assembly, dismantling, servicing during the event, consumption and inspection of the line.

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 construction implementing firm is obliged to ensure an inspection of electrical installations within the framework of expositions and upon a request this firm is obliged to submit the documentation and inspection report. In individual cases it is possible to order inspection of electrical installations for the exposition from the Technical Administration of the Centre. This is a service which is subject to surcharges according to the applicable Service Price List.

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 3/3 Mbit for Wi-Fi and 5/5 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 deliver 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 1, 2, 5, 6, 7 are heated with the use of oil heating systems when these systems 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 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 3, 4 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 Hall which is situated in the Entrance Hal II offers a fully automated air conditioning system with regulation of temperature, humidity and air exchange volume. The Congress Hall foyer 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.: 601 560 218, for the purpose of an inspection and final approval of suspension.

The Client who orders suspension services is obliged to deliver 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 3, 4

– 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 6

– 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 100 kg/point

4. 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, sled 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 water, hot water, electricity and heating.

Waste management

Waste management is ensured 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.

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

5. PERSONNEL SERVICES

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 I 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.

7. 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 naked 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 are 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, no operational liquid may drop at them (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 residuals of painting materials and other toxic substances into the sewerage system gullies, washbasins 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 Pronájmy/Ke stažení.

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).