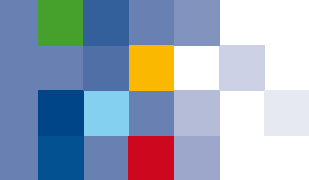


INCHEBA
EXPO BRATISLAVA



People remember:

only 10% of what they hear,
only 20% of what they see,
only 40% of what they see and hear,
but 100% of what they experience!

Incheba. Experience it yourself!

Dear Exhibitors,

Your participation in the fair can become a milestone in your business endeavours.
It offers you a unique competitive advantage to cover all perceptions and thus achieve
a 100% impact on the customer.

Expositions and fairs are the corner stone of direct marketing all around the world.

In addition to organizing fairs and exhibitions, Incheba also provides all participants with
a full exhibition service.

This guide will help you to get acquainted with possibilities and services we have prepared for you.

We are looking forward to our mutual cooperation.

Your team of organisers



INCHEBA
EXPO BRATISLAVA

INCHEBA BUILDS FOR YOU

UNDER ONE ROOF

- we will provide you with a comprehensive package of services

LET US TAKE CARE OF YOUR WORRIES

- all services under one roof

WE WILL TAKE CARE OF YOU

- we have a team of qualified architects, designers and professionals with many years of experience and expertise in the organisation of exhibitions
- based on your ideas and requirements we will prepare for you an initial project, including price quotation
- during the preparation we respect uniqueness and image of your company while ensuring the maximum effectiveness of the project
- you can choose: standardized expositions from prefabricated material
customized expositions from standardized material
multi-storey expositions
individual expositions
- in case of limited funds we are able to make an elegant, yet efficient compromise by combining standard and customized components
- use of the exposition anywhere in Slovakia and abroad

YOU DECIDED TO PREPARE THE EXPOSITION ON YOUR OWN

EXHIBITOR:

- submits the project documentation of the exposition for approval
- submits a confirmation of a Contractor of the exposition
- submits the Trade Licence or an extract from the Commercial Register of the Contractor
- submits approved project documentation of the exposition along with an issued assembly permit
- makes a deposit for the exhibition area
- submits an insurance contract concerning liability for damage caused by their own conduct
- informs the Contractor of the General Terms and Conditions of Participation, Organisational Guidelines, Technical and Safety Regulations of the Organizer, and undertakes to ensure their compliance.



ASSEMBLY OF EXPOSITIONS

- 2.1 INTERIOR - EXTERIOR
- 2.2 STANDARDIZED MATERIAL
- 2.3 FLOOR, OTHER
- 2.4 PLAN OF THE EXPOSITION - SCHEME
- 2.5 FIXED OVERHEAD POINTS

EXPOSITION EQUIPMENT

- 3.1 FURNITURE
- 3.2 ACCESSORIES
- 3.3 FLOWERS

AUDIO VISUAL EQUIPMENT

- 4.1 AUDIO VISUAL EQUIPMENT

TECHNICAL OUTLETS

- 5.1 ELECTRICITY, WATER, COMPRESSED AIR

TELECOMMUNICATION SERVICES

- 6.1 LAND LINES, ISDN, INTERNET

SERVICES

- 7.1 CLEANING, SECURITY, HOSTESSES, INTERPRETING
- 7.2 PASSES, INVITATIONS, CATALOGUE
- 7.3 HANDLING, FORWARDING, LOGISTICS SERVICES
- 7.4 CONFERENCE ROOMS RENTAL
- 7.5 CO-EXHIBITOR REGISTRATION
- 7.6 CONTRACTOR'S COMPANY REGISTRATION
- 7.7 PROJECT DOCUMENTATION APPROVAL

IMAGES

- 8.1 - 8.2 STANDARDIZED EXPOSITIONS - INTERIOR
- 8.3 STANDARDIZED EXPOSITIONS - EXTERIOR
- 8.4 CUSTOMIZED EXPOSITIONS FROM STANDARDIZED MATERIAL
- 8.5 INDIVIDUAL EXPOSITIONS
- 8.6 FLOOR
- 8.7 - 8.8 STANDARDIZED MATERIAL
- 8.9 - 8.10 FURNITURE AND EQUIPMENT

REGULATIONS

- 9.1 TECHNICAL AND SAFETY REGULATIONS



SEND THE COMPLETED AND SIGNED FORM BY MAIL,
FAX OR E-MAIL TO CONTACTS SPECIFIED
IN THE BINDING APPLICATION

INTERIOR - EXTERIOR

EXHIBITOR	EXHIBITION EVENT	HALL
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

STANDARDIZED EXPOSITIONS – INTERIOR

3D VISUALISATIONS FORM 8.1 - 8.2

THE PRICE INCLUDES

- A. CARPET
- B. PERIMETER WALLS OF WHITE PANELS
- C. CEILING GRID
- D. STORAGE WITH LOCKABLE DOOR AND A RACK (P)
- WITH THE EXCEPTION OF TYPE 1.
- E. SOCKET, SPOT LIGHTS (1 PC / 3 m²), CEILING LIGHTS
- F. WHITE COLLAR, LENGTH ACCORDING TO THE SIZE OF THE STAND,
COUNTER (I/I)
- G. TABLE, CHAIRS, BIN, COAT RACK

Type	Size	Area	Price in EUR without of VAT
<input type="checkbox"/>	1. 2 x 3 m	6 m ²	239,-
<input type="checkbox"/>	2. 2 x 3 m	6 m ²	239,-
<input type="checkbox"/>	3. 3 x 3 m	9 m ²	359,-
<input type="checkbox"/>	4. 3 x 4 m	12 m ²	482,-
<input type="checkbox"/>	5. 3 x 5 m	15 m ²	598,-
<input type="checkbox"/>	6. 3 x 6 m	18 m ²	714,-
<input type="checkbox"/>	7. 4 x 4 m	16 m ²	634,-
<input type="checkbox"/>	8. 4 x 5 m	20 m ²	794,-
<input type="checkbox"/>	9. 4 x 6 m	24 m ²	953,-
<input type="checkbox"/>	10. 5 x 5 m	25 m ²	996,-

STANDARDIZED EXPOSITIONS – EXTERIOR

3D VISUALISATIONS • FORM 8.3

THE PRICE INCLUDES

- A. CARPET, CURTAIN, VENETIAN BLINDS
- B. PERIMETER WALLS OF WHITE OR GLASS PANELS
- C. SOCKET, CEILING GRID, CEILING TILES, LIGHTS AND ROOF
- E. KITCHEN CORNER WITH WATER OUTLET AND SEWAGE, RACK (P)
- F. WHITE COLLAR, LENGTH ACCORDING TO THE SIZE OF THE STAND
- G. TABLE, CHAIRS, BIN, COATRACK

Type	Size	Area	Price in EUR without of VAT
<input type="checkbox"/>	1. 4 x 4 m	16 m ²	1 312,-
<input type="checkbox"/>	2. 6 x 4 m	24 m ²	1 946,-
<input type="checkbox"/>	3. 8 x 4 m	32 m ²	2 467,-
<input type="checkbox"/>	4. 8 x 4 m	32 m ²	2 467,-
<input type="checkbox"/>	5. 9 x 4 m	36 m ²	2 633,-

CUSTOMIZED EXPOSITIONS FROM STANDARDIZED MATERIAL

ILLUSTRATIONS • FORM 8.4

x	m		m ²
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MULTI-STOREY EXPOSITIONS

ILLUSTRATIONS • FORM 8.4

x	m		m ²
---	---	--	----------------

INDIVIDUAL EXPOSITIONS

ILLUSTRATIONS • FORM 8.5

x	m		m ²
---	---	--	----------------

- **NOTICE**
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- on the last day of assembly a surcharge of 100% applies
 2. A surcharge of 100% applies to the cancellation of an order after the deadline.
 3. The Organizer reserves the exclusive right not to accept any order of services placed after the deadline.
 4. Standardized exhibitions do not include electricity outlets (Form 5.1).

The Exhibitor/Contractor hereby declares that he agrees with the General Terms and Condition of Participation, Technical and Safety Regulations specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE



**INCHEBA
EXPO BRATISLAVA**

STANDARDIZED MATERIAL

SEND THE COMPLETED AND SIGNED FORM BY MAIL,
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IN THE BINDING APPLICATION

EXHIBITOR

EXHIBITION EVENT

HALL

NAME OF RESPONSIBLE PERSON

TELEPHONE / E-MAIL / FAX

STANDARDIZED MATERIAL (FORM 8.7 - 8.8) identification

requested

Price in EUR without of VAT

SOLID WALL	A	990 x 2 500	<input type="text"/>	pc	24,-
	A / 1	700 x 2 500	<input type="text"/>	pc	22,-
	A / 2	1 400 x 2 500	<input type="text"/>	pc	32,-
	B	495 x 2 500	<input type="text"/>	pc	19,-
GLASS WALL	C	990 x 1 800	<input type="text"/>	pc	30,-
	C / 1	700 x 1 800	<input type="text"/>	pc	27,-
	C / 2	990 x 1 375	<input type="text"/>	pc	29,-
	C / 3	495 x 1 375	<input type="text"/>	pc	25,-
	C / 4	700 x 1 375	<input type="text"/>	pc	30,-
	D	495 x 1 800	<input type="text"/>	pc	24,-
DOOR	E	left	<input type="text"/>	pc	30,-
	E	right	<input type="text"/>	pc	30,-
	E / 1	laminated	<input type="text"/>	pc	30,-
RISER	F	990 x 500 x 990	<input type="text"/>	pc	30,-
	G	990 x 500 x 495	<input type="text"/>	pc	25,-
	H	990 x 950 x 990	<input type="text"/>	pc	37,-
	H / 1	495 x 950 x 495	<input type="text"/>	pc	25,-
	H / 2	495 x 500 x 495	<input type="text"/>	pc	17,-
	I	990 x 950 x 495	<input type="text"/>	pc	32,-
COUNTER	I / 1	990 x 950 x 495	<input type="text"/>	pc	35,-
	I / 2	990 x 1 125 x 495	<input type="text"/>	pc	37,-
	I / 3	arch	<input type="text"/>	pc	42,-
WALL SHOWCASE	J	990 x 1 800 x 990	<input type="text"/>	pc	97,-
	J / 1	990 x 1 375 x 990	<input type="text"/>	pc	87,-
	K	990 x 1 800 x 495	<input type="text"/>	pc	80,-
	K / 1	990 x 1 375 x 495	<input type="text"/>	pc	74,-
	K / 2	990 x 1 500 x 495	<input type="text"/>	pc	64,-
	K / 3	700 x 1 800 x 495	<input type="text"/>	pc	87,-
COUNTER SHOWCASE	L	990 x 950 x 990	<input type="text"/>	pc	47,-
	M	990 x 950 x 495	<input type="text"/>	pc	42,-
	M / 1	495 x 950 x 495	<input type="text"/>	pc	30,-
SHELF	N	990 x 1 700 x 150	<input type="text"/>	pc	18,-
	O	990 x 2 500 x 350	<input type="text"/>	pc	19,-
	OŠ	990 x 2 500 x 300	<input type="text"/>	pc	25,-
	P	990 x 2 500 x 495	<input type="text"/>	pc	40,-
	P / 1	990 x 950 x 495	<input type="text"/>	pc	17,-
NOTICE BOARD	R	950 x 250	<input type="text"/>	pc	14,-
CURTAIN	S	1 000 x 2 500	<input type="text"/>	pc	7,-
COLLAR	V	1 000 x 400	<input type="text"/>	pc	22,-
CUBE	Z	990 x 950 x 990	<input type="text"/>	pc	44,-
ROLLER BLINDS	Y	1 000 x 2 500	<input type="text"/>	pc	12,-
CEILING LIGHT	X	1 000 x 2 500	<input type="text"/>	pc	13,-
SPOT LIGHT	X	1 000 x 2 500	<input type="text"/>	pc	7,-

- NOTICE**
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**INCHEBA
EXPO BRATISLAVA**

SEND THE COMPLETED AND SIGNED FORM BY MAIL,
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FLOOR, OTHER

EXHIBITOR	EXHIBITION EVENT	HALL
<input type="text"/> <input type="text"/> <input type="text"/>		
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	
<input type="text"/> <input type="text"/>		

FLOOR (FORM 8.6)

colour/shade/decor

Price in EUR without of VAT

<input type="checkbox"/> Carpet – ten basic colours + 25 shades	<input type="text"/>	<input type="text"/> m ²	7,-
<input type="checkbox"/> Parquetry /laminare flooring/ <input type="checkbox"/> - decors	<input type="text"/>	<input type="text"/> m ²	according to the type
<input type="checkbox"/> - as individually requested		<input type="text"/> m ²	as requested
<input type="checkbox"/> Other materials <input type="checkbox"/> - walkway glass		<input type="text"/> m ²	according to the type
<input type="checkbox"/> - aluminium, anti-slip sheet		<input type="text"/> m ²	according to the type
<input type="checkbox"/> - PVC flooring		<input type="text"/> m ²	according to the type

OTHER

Price in EUR without of VAT

<input type="checkbox"/> Assembled platform NIVTEC FLEXIBEL	<input type="text"/> m ²	25,- / m ²
<input type="checkbox"/> Ceiling sheet	<input type="text"/> pc	4,- / pc
<input type="checkbox"/> Display fixtures and materials /grids, hooklets/	<input type="text"/> pc	price determind upon agreement
<input type="checkbox"/> Graphics – by printing and cutting		60,- / m ²
<input type="checkbox"/> Supply of Röder-type tarpaulin tent		7,- / m ²
<input type="checkbox"/> Construction of a Veldeman prefabricated hall		17,- / m ²

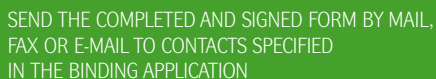
- NOTICE**
- Prices of ordered services:
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 - after the commencement date of assembly works a surcharge of 50% applies
 - on the last day of assembly a surcharge of 100% applies
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**INCHEBA
EXPO BRATISLAVA**






PLAN OF THE EXPOSITION – SCHEME

EXHIBITOR	EXHIBITION EVENT	HALL
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	

PLAN OF THE EXPOSITION

requested symbol used in the scheme

SPOT LIGHT	<input type="text"/>	pc	
CEILING LIGHT	<input type="text"/>	pc	
ELECTRICITY OUTLET	<input type="text"/>	kW	
230 V socket	<input type="text"/>	pc	
400 V socket	<input type="text"/>	pc	
Night current socket	<input type="text"/>	pc	N
Switchboard	<input type="text"/>		R
WATER OUTLET	<input type="text"/>		
Water outlet without a sink	<input type="text"/>	pc	V
Water outlet with a sink	<input type="text"/>	pc	D
TELEPHONE	<input type="text"/>	pc	
GRAPHICS	<input type="text"/>		
COLLAR	<input type="text"/>	bm	
COLLAR LETTERING	<div></div>		

Collar lettering from standardized types of letters:

height of 150 mm from **2,- EUR** / pc
height of 180 mm from **2,- EUR** / pc
height of 200 mm from **3,- EUR** / pc

LOGO in accordance with the provided image ☐

price based on complexity and colours used **17,- EUR**

COLOUR OF LETTERING, LOGO

Continuous TEXT - size of letters do 1cm	83,- EUR /m ²
nad 1cm	60,- EUR /m ²

FLOOR - FORM 2.3

- NOTICE** 1. Upon the receipt of the signed Form 2.4, the Organizer prepares the project documentation based on the exposition floor plan and sends it to the Exhibitor/Contractor for approval. The Form 2.4 is an integral part of the Form 2.1 (ordering the preparation of the exposition by the Organizer).
2. Prices of ordered services:
- after the deadline a surcharge of 10% applies
 - after the commencement date of assembly works a surcharge of 50% applies
 - on the last day of assembly a surcharge of 100% applies
3. A surcharge of 100% applies to the cancellation of an order after the deadline.
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EXHIBITION EVENT EXHIBITOR AREA / m ²	HALL / EXPOSITION
EXPOSITION FLOOR PLAN	
<div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border: 1px solid #ccc; background-color: #f9f9f9;"> <!-- Grid representation --> </div>	

SEND THE COMPLETED AND SIGNED FORM BY MAIL,
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IN THE BINDING APPLICATION

FIXED OVERHEAD POINTS

EXHIBITOR	EXHIBITION EVENT	HALL
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

FIXED OVERHEAD POINTS AND SUSPENSION FROM THE CEILING STRUCTURE OF EXHIBITION HALLS

Exhibits and promotional items may be suspended from the ceiling structures of exhibition halls (exhibition halls B0, B1, B-centre, B2, D, D2 only)

☐ Fixed overhead point (max 50 kg) EUR **85,-** / point
for the suspension of a lighting rack, banner, logo etc. including assembly and disassembly

■ NOTICE

1. The Exhibitor/Contractor marks requested fixed overhead points in the project documentation.
2. The total load-bearing capacity of a ceiling girder of the exhibition hall structure may not exceed 500 kg (i.e the total weight acting at the fixed overhead points must be less than 500 kg per one ceiling girder.)
3. Suspension is possible only at points determined by the Organizer.
4. If necessary, the Organizer shall use a combination of two or more fixed overhead points to create a fixed overhead point on a location requested by the Exhibitor /in this case the Exhibitor/ Contractor undertakes to pay for all fixed overhead points used by the Organizer.
5. The Organizer reserves the right not to prepare fixed overhead points
 - if their technical implementation is impossible
 - if they exceed the load-bearing capacity of the ceiling structure permitted by a structural designer
 - if the Exhibitor/Contractor fails to send the requested documentation by the deadline
 - if the Exhibitor/Contractor fails to pay the invoice for these services
6. Prices of ordered services:
 - after the deadline a surcharge of 10% applies
 - after the commencement date of assembly works a surcharge of 50% applies
 - on the last day of assembly a surcharge of 100% applies
7. A surcharge of 100% applies to the cancellation of an order after the deadline.
8. The Organizer reserves the exclusive right not to accept any order of services placed after the deadline.

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EXHIBITOR

EXHIBITION EVENT

HALL

NAME OF RESPONSIBLE PERSON

TELEPHONE / E-MAIL / FAX

TYPE (FORM 8.9 - 8.10)

number name

size

requested

Price in EUR without of VAT

CABINETS

1. IKEA shutter 80x45x65 cm
2. IKEA with shelves 80x34x81 cm
3. Lockable cabinet 100x80x42 cm
4. Cabinet with shelves 100x80x42 cm

pc 45,-
pc 25,-
pc 40,-
pc 30,-

TABLES

5. KODRETA square 80x80x70 cm
6. GRAVIR Ø 90 cm
7. KATA round Ø 60 cm
8. COFAX counter 100x63x73 cm
9. PROZE 120x80x75 cm
10. VIP table Ø 80 cm v 120 cm

pc 12,-
pc 14,-
pc 10,-
pc 16,-
pc 40,-
pc 14,-

ARMCHAIR

11. DARINA armchair

pc 40,-

CHAIRS

12. Bar
13. IKEA chrome
14. IKEA white
15. IKEA plastic
16. Upholstered chair black, blue, burgundy

pc 25,-
pc 5,-
pc 9,-
pc 4,-
pc 9,-

GARDEN FURNITURE

17. PVC table
18. PVC chair
19. Sunshade

pc 10,-
pc 4,-
pc 12,-

MISCELLANEOUS

20. Lockable metal cabinet 120x60x57 cm
21. Coat rack
22. Refrigerator 125l
23. Refrigerator 225l
24. Table under the hotplate
25. STENDER rack
26. A4 leaflet stand
27. Collapsible counter height of 99.5 cm
28. A4 leaflet stand, 5 shelves, height of 143 cm
29. Flag pole BIG POLE height of 540 cm
30. Flag pole FLY FLAG height of 350 cm
31. Wine refrigerator
32. Water rack
33. Table water AQUA 18.9 l bottle
34. Lectern
35. Chrome waste basket

pc 11,-
pc 8,-
pc 40,-
pc 40,-
pc 5,-
pc 14,-
pc 14,-
pc 40,-
pc 34,-
pc 50,-
pc 50,-
pc 47,-
pc 50,-
pc 7,-
pc 10,-
pc 10,-

- NOTICE**
1. Photographs comprise an annex to Form 8.9 and 8.10.
 2. Following the end of the exhibition event, the Exhibitor undertakes to hand over the exposition and the equipment to an authorised employee of the Organizer; to that effect, a respective protocol shall be signed.
 3. Prices of ordered services:
 - after the deadline a surcharge of 10% applies
 - after the commencement date of assembly works a surcharge of 50% applies
 - on the last day of assembly a surcharge of 100% applies
 4. A surcharge of 100% applies to the cancellation of an order after the deadline.
 5. The Organizer reserves the exclusive right not to accept any order of services placed after the deadline.

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ACCESSORIES

EXHIBITOR	EXHIBITION EVENT	HALL
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

number	name	quantity	Price in EUR without of VAT						
1	Sugar bowl	<input type="text"/>	pc	1,-	25	0.1l cup - set (6 pc)	<input type="text"/>	pc	1,-
2	Tea-set (6 pc)	<input type="text"/>	pc	2,-	26	0.2l cup - set (6 pc)	<input type="text"/>	pc	3,-
3	Detergents	<input type="text"/>	pc	1,-	27	Glass ashtray	<input type="text"/>	pc	1,-
4	Pot with a lid	<input type="text"/>	pc	4,-	28	Napkins	<input type="text"/>	pc	1,-
5	Coffeemaker – teapot	<input type="text"/>	pc	1,-	29	Salt shaker	<input type="text"/>	pc	1,-
6	Coffeemaker ETA	<input type="text"/>	pc	13,-	30	Dessert plate	<input type="text"/>	pc	1,-
7	Coffee-set (6 pc)	<input type="text"/>	pc	2,-	31	Soup plate	<input type="text"/>	pc	1,-
8	Sugar-nippers	<input type="text"/>	pc	1,-	32	Dinner plate	<input type="text"/>	pc	1,-
9	Bin	<input type="text"/>	pc	2,-	33	Thermos	<input type="text"/>	pc	6,-
10	Mocca spoon – dessert set (6 pc)	<input type="text"/>	pc	1,-	34	Toilet paper	<input type="text"/>	pc	1,-
11	Table spoon - set (6 pc)	<input type="text"/>	pc	3,-	35	Towel	<input type="text"/>	pc	4,-
12	Compote bowl	<input type="text"/>	pc	1,-	36	Cloth	<input type="text"/>	pc	1,-
13	Soap	<input type="text"/>	pc	1,-	37	Hotplate	<input type="text"/>	pc	13,-
14	Ladle	<input type="text"/>	pc	1,-	38	Kettle	<input type="text"/>	pc	10,-
15	Dessert knife - set (6 pc)	<input type="text"/>	pc	5,-	39	Vase	<input type="text"/>	pc	1,-
16	Kitchen knife	<input type="text"/>	pc	1,-	40	Bucket	<input type="text"/>	pc	1,-
17	Dinner knife - set (6 pc)	<input type="text"/>	pc	6,-	41	Fan	<input type="text"/>	pc	2,-
18	Heater	<input type="text"/>	pc	8,-	42	Dessert fork - set (6 pc)	<input type="text"/>	pc	3,-
19	Tin opener	<input type="text"/>	pc	3,-	43	Dinner fork - set (6 pc)	<input type="text"/>	pc	3,-
20	Teflon pan	<input type="text"/>	pc	6,-	44	Microwave	<input type="text"/>	pc	33,-
21	Stainless steel tray	<input type="text"/>	pc	3,-	45	White tablecloth	<input type="text"/>	pc	5,-
22	Napoleon cup - set (6 pc)	<input type="text"/>	pc	3,-	46	Espresso coffeemaker	<input type="text"/>	pc	33,-
23	Whisky cup 0.3l - set (6 pc)	<input type="text"/>	pc	4,-	47	PVC cup - set (100 pc)	<input type="text"/>	pc	5,-
24	0.05l cup - set (6 pc)	<input type="text"/>	pc	1,-					

- NOTICE**
- The Exhibitor undertakes to take over the ordered accessories and return them to the storage of accessories (passage connecting exhibition halls A0 and D).
 - Accessories must be returned clean and in their original condition.
 - In cases of any damage or loss, the Exhibitor will be charged the acquisition cost of accessories.
 - Prices of ordered services:
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 - A surcharge of 100% applies to the cancellation of an order after the deadline.
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INCHEBA
EXPO BRATISLAVA

DATE / STAMP / SIGNATURE

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FAX OR E-MAIL TO CONTACTS SPECIFIED
IN THE BINDING APPLICATION

EXHIBITOR	EXHIBITION EVENT	HALL
<input type="text"/>	<input type="text"/>	<input type="text"/>
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	
<input type="text"/>	<input type="text"/>	

number	name		requested	Price in EUR without of VAT	
1	ŽARDINIERA – FRESH FLOWERS ARRANGEMENT		<input type="text"/>	pc	28,-
2	LARGE FLOWERPOT		<input type="text"/>	pc	64,-
3	SMALL FLOWERPOT		<input type="text"/>	pc	49,-
4	IKEBANA		<input type="text"/>	pc	26,-
5	ARTIFICIAL PLANT	tall	<input type="text"/>	pc	15,-
		short	<input type="text"/>	pc	6,-
		climbing	<input type="text"/>	pc	4,-
6	DRY FLOWERS ARRANGEMENT		<input type="text"/>	pc	28,-
7	FRESH FLOWERS		<input type="text"/>	pc	individual
8	FLOWERS		<input type="text"/>	pc	individual



- NOTICE**
- Following the end of the exhibition event, the Exhibitor undertakes to hand over the exposition and the equipment to an authorised employee of the Organizer; to that effect, a respective protocol shall be signed.
 - Other requests concerning the floral decoration may be placed upon individual agreement.
 - Along with ordered flowers the Exhibitor may order the flower arranging for a fee.
 - In cases of any damage or loss, the Exhibitor will be charged the acquisition cost.
 - Prices of ordered services:
 - after the deadline a surcharge of 10% applies
 - after the commencement date of assembly works a surcharge of 50% applies
 - on the last day of assembly a surcharge of 100% applies
 - A surcharge of 100% applies to the cancellation of an order after the deadline.
 - The Organizer reserves the exclusive right not to accept any order of services placed after the deadline.

The Exhibitor/Contractor hereby declares that he agrees with the General Terms and Condition of Participation, Technical and Safety Regulations specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE



**INCHEBA
EXPO BRATISLAVA**

SEND THE COMPLETED AND SIGNED FORM BY MAIL,
FAX OR E-MAIL TO CONTACTS SPECIFIED
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EXHIBITOR	EXHIBITION EVENT	HALL
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	

PRESENTATION EQUIPMENT

Number of pieces requested / days Price in EUR without of VAT/day

Data/Video Projector 1500 ansi	/	100,-
Data/Video Projector 2500 ansi	/	133,-
Data/Video Projector 4100 ansi (inbuilt in the Expo Club)	/	233,-
Data/Video Projector 5000 ansi (inbuilt in the Conference room)	/	299,-
160x160cm projection screen on a tripod stand	/	27,-
240x180cm projection screen on a tripod stand	/	40,-
320x210cm frame projection screen	/	100,-
427x320cm frame projection screen	/	150,-
42" (107cm) plasma monitor	/	160,-
50" (127cm) plasma monitor	/	283,-
60" (150cm) plasma monitor	/	498,-
17" or 19" LCD monitor (43; 48cm)	/	40,-
32" (81cm) LCD monitor	/	133,-
42" (107cm) LCD monitor	/	299,-
21" (55) Television	/	27,-
Mini DV video camera with a tripod stand	/	50,-
DVD player or VHS player	/	27,-
Notebook (XP Professional, MS Office, 512MB RAM, DVD drive)	/	100,-
Flipchart (writing board)	/	14,-
Portable sound system 200W (2 loudspeakers, amplifier, mixing console, 1 wired microphone)	/	67,-
Portable sound system 600W (2 loudspeakers, amplifier, mixing console, 1 wired microphone)	/	100,-
Wireless microphone (hand-held or headset)	/	30,-
Interpreting equipment for one channel and a small booth	/	117,-
Headsets	/	2,-
Large interpreting booth	/	130,-
Technical operator	/	83,-

Other technical equipment – price as agreed

- NOTICE**
1. Following the end of the exhibition event, the Exhibitor undertakes to hand over the exposition and the equipment to an authorised employee of the Organizer; to that effect, a respective protocol shall be signed.
 2. Prices of ordered services:
 - after the deadline a surcharge of 10% applies
 - after the commencement date of assembly works a surcharge of 50% applies
 - on the last day of assembly a surcharge of 100% applies
 3. A surcharge of 100% applies to the cancellation of an order after the deadline.
 4. The Organizer reserves the exclusive right not to accept any order of services placed after the deadline.

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INCHEBA
EXPO BRATISLAVA



SEND THE COMPLETED AND SIGNED FORM BY MAIL,
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ELECTRICITY, WATER, COMPRESSED AIR

EXHIBITOR

EXHIBITION EVENT

HALL

NAME OF RESPONSIBLE PERSON

TELEPHONE / E-MAIL / FAX

ELECTRICITY

☐ 230 V

☐ 400 V

requested

Price in EUR without of VAT

<input type="checkbox"/> up to 2 kW	sink – warm water 2,0 kW/h	<input type="text"/>	pc	150,-
<input type="checkbox"/> up to 3 kW	sport light 0,1 kW/h	<input type="text"/>	pc	216,-
<input type="checkbox"/> up to 5 kW	ceiling light 0,1 kW/h	<input type="text"/>	pc	316,-
<input type="checkbox"/> up to 10 kW	refrigerator 0,3 kW/h	<input type="text"/>	pc	515,-
<input type="checkbox"/> up to 15 kW	TV, video 0,3 kW/h	<input type="text"/>	pc	615,-
<input type="checkbox"/> up to 20 kW	coffeemaker 1,0 kW/h	<input type="text"/>	pc	747,-
<input type="checkbox"/> separate power supply for refrigerators	microwave 1,0 kW/h	<input type="text"/>	pc	37,-
	cooker 2,2 kW/h	<input type="text"/>	pc	

WATER

Price in EUR without of VAT

<input type="checkbox"/> water outlet to the own sink	<input type="text"/>	pc	225,-
<input type="checkbox"/> water outlet to the rented sink	<input type="text"/>	pc	283,-

COMPRESSED AIR

Price in EUR without of VAT

<input type="checkbox"/> Compressed air outlet	<input type="text"/>	pc	332,-
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NOTICE Power supply of 230 V and 400 V will be available in halls during the time period allocated for the assembly and disassembly and will be disconnected five minutes after this time period is over. Any tampering with existing electrical equipment, as well as water outlets of the Organizer is prohibited. Ends of technical outlets for companies carrying out the preparation on their own:

- water outlet – ½" external thread
- electricity outlet – 5-pin connector / 32A / 400V

- The Organizer reserves the right to refuse to implement an order without an approved electrical diagram of the Exhibitor.
- A project of the floor plan containing marked electricity outlets and the total power input form an integral part of an order.
- Power supply up to 2 kW (a single-phase line 230 V (10A)) ends with a single socket 230 V, which is used for the connection of an individual appliance. In the case of repeated tripping of the circuit breaker, it is not allowed to put the wiring into operation without increasing the power input and payment of an invoice.
- The total power input is understood to be the power input of all appliances connected to the outlet in line with the project documentation.
- The Exhibitor/Contractor undertakes to deliver an order to the Organizer by the set deadline, according to the Catalogue of Services, including the project documentation, with marked electricity outlets and power input level.
- The Exhibitor/Contractor undertakes to put in charge of installing the wiring of the exposition only a professional company possessing authorisation in line with Regulation 718/2002 Coll. and with a Trade Licence or his own qualified worker in line with the respective regulation.
- The Exhibitor/Contractor undertakes not to provide electricity to other entities. Upon failure to comply with this provision, the Organizer will disconnect the main electricity supply outlet.
- Direction and location of the source of the electricity supply shall be determined by the Organizer.
- Prices of ordered services:
 - after the deadline a surcharge of 10% applies
 - after the commencement date of assembly works a surcharge of 50% applies
 - on the last day of assembly a surcharge of 100% applies
- A surcharge of 100% applies to the cancellation of an order after the deadline.
- The Organizer reserves the exclusive right not to accept any order of services placed after the deadline.

The Exhibitor/Contractor hereby declares that he agrees with the General Terms and Condition of Participation, Technical and Safety Regulations specified in the part "Notice" and Conditions for the Connection included in this form.

DATE / STAMP / SIGNATURE



**INCHEBA
EXPO BRATISLAVA**

CONDITIONS FOR ELECTRICITY CONNECTION AND SUPPLY

1. The Exhibitor/Contractor undertakes to submit the order, together with the electrical diagram of the exposition, by the set deadline. The Form 2.4 may be used to mark location of the electrical outlet in the project documentation of the exposition. In cases where the order is placed after the deadline, the Organizer does not guarantee that connections will be installed on the requested date.

2. A 230/400 V power supply line ends with a 3-phase socket CEE 3+A+PE (32 A/5 or 63A/5) (five holes). The Exhibitor/Contractor undertakes to connect the power distribution box of the exposition by an authorized person or a company that carries out the installation of wiring at the exposition. The Exhibitor has the possibility to order a separate connection of an exhibit to an individual supply line. The Organizer provides supply lines for the consumption of electricity up to 40 kW (max. 63 A). The switching on and off of the supply of electricity (operation of expositions) is specified in the Organisational Guidelines.

3. For refrigerators, it is possible to order a separate (uninterruptible) power supply line that ends with a single phase socket 230 V, secured by a 2 A fuse.

4. The Exhibitor/Contractor undertakes to separately specify power supply lines of higher power input, as well as special requirements for the power supply. The Organizer reserves the right not to provide such power supply.

5. Power supply lines are provided exclusively by the Organizer. The supply lines are rented in the form of a lease.

6. The installation of the internal wiring of the exposition may be made for the Exhibitor:

- a. by the Organizer, if he is the Contractor of the exposition;
- b. qualified staff of the Exhibitor/Contractor or a third party under the following terms and conditions:

- The Exhibitor is fully liable for the making and condition of the internal wiring. Installation works must be carried out in line with the electrical engineering regulations and provisions of standards currently applicable in Slovakia – STS 33 2000 - 7 -711 and the 'Regulation for the Making and Operation of Temporary Electric Equipment' in the exhibition centre. The compliance of electric equipment and objects made in line with other regulations, e.g., DIN, VDE, EN or ICE, is decided upon by the Inspection Engineer within the conducting of the initial inspection (Professional inspection and professional test of electric equipment).

- The Exhibitor/Contractor undertakes that the installation of the internal electrical lines of the exposition will be made only by a competent professional company in line with Regulation No. 718/2002 Coll. and with a Trade Licence for the installation of wiring.

- The Exhibitor/Contractor undertakes to be fully liable for any damage caused to the exhibition halls of the Organizer, expositions and/or exhibitors' exhibits due to poor workmanship or unprofessional installation of wiring of the exposition.

7. The Exhibitor/Contractor undertakes that the displayed exhibits and other electric appliances connected to the mains

have valid inspection reports or certificates of quality, etc. The Exhibitor/Contractor is liable for the safe operation of electric equipment.

8. Before being put into operation (under voltage), the wiring must be checked by the Inspection Engineer authorised by the Organizer to verify that it complies with the above regulations. Exhibitor/Contractor undertakes to immediately remove any found defects.

9. In cases where the above conditions are breached, the Organizer reserves the right not to connect electric equipment and/or to disconnect electricity supply for the equipment already in operation. In such cases, there is no compensation for the implementation of the power supply and installation. The Organizer will charge the Exhibitor/Contractor for the incurred costs.

CONDITIONS FOR WATER CONNECTION AND SUPPLY

1. The water supply in exposition will be available no later than two days before the commencement of the exhibition event.

2. The Exhibitor/Contractor undertakes not to provide water to other entities. Upon failure to comply with this provision, the Organizer will disconnect the main water supply outlet.

3. In case the Exhibitor fails to meet the last deadline, the Organizer reserves the right to refuse to implement an order for the provision of water supply.

4. Direction and location of the water supply source shall be determined by the Organizer.

CONDITIONS FOR COMPRESSED AIR CONNECTION AND SUPPLY

1. Portable compressed air stations shall be used at all open air locations.

2. Requested locations will be supplied with compressed air no later than one day before the commencement of the exhibition event.

3. The Exhibitor/Contractor undertakes not to provide compressed air to other entities. Upon failure to comply with this provision, the Organizer will disconnect the main compressed air supply outlet.

4. Direction and location of the source of the compressed air supply shall be determined by the Organizer.



SEND THE COMPLETED AND SIGNED FORM BY MAIL,
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LANDLINES, ISDN, INTERNET

EXHIBITOR	EXHIBITION EVENT	HALL
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

TELEPHONE

Price in EUR without of VAT

<input type="checkbox"/> TELEPHONE INSTALLATION	25,-
<input type="checkbox"/> TELEPHONE CALLS (deposit)	67,-

INTERNET

Price in EUR without of VAT

<input type="checkbox"/> CONNECTION – TYPE A HOT SPOT internet (wifi)	1h 3h 24h	4,- 7,- 19,-
<input type="checkbox"/> CONNECTION – TYPE B Internet connection of one computer through an analogue line with dial up connection with a transfer rate of up to 56 kbps. The Exhibitor uses his own modem, software and Internet login. Calls are charged separately. Additional services external modem rental opening of an Internet account during the course of the exhibition event		110,- 17,- 9,-
<input type="checkbox"/> CONNECTION – TYPE C Internet connection of one computer through an ISDN line with a transfer rate of 128 kbps. The Exhibitor uses his own modem, software and Internet login. Calls are charged separately. Additional services external modem rental opening of an Internet account during the course of the exhibition event		200,- 24,- 19,-
<input type="checkbox"/> CONNECTION – TYPE D Internet connection of one computer through the network connection – RJ45 connector with a transfer rate of 256 kbps. The price of this service includes the cost of installation and operation of a landline and necessary network components. Not possible in the prefabricated hall E.		233,-
<input type="checkbox"/> CONNECTION – TYPE E Internet connection of one computer or a computer network through the network connection - RJ45 connector with a transfer rate of 512 kbps. The price of this service includes the cost of installation and operation of a landline and necessary network components. NOT POSSIBLE IN THE PREFABRICATED HALL E.		349,-
<input type="checkbox"/> CONNECTION – TYPE F Internet connection of a computer network through the network connection - RJ45 connector with a transfer rate of 1024 kbps. The price of this service includes the cost of installation and operation of a landline and necessary network components. NOT POSSIBLE IN THE PREFABRICATED HALL E.		515,-
<input type="checkbox"/> CONNECTION – TYPE G Internet connection of a computer network through the network connection - RJ45 connector with a transfer rate of 2048 kbps. The price of this service includes the cost of installation and operation of a landline and necessary network components. NOT POSSIBLE IN THE PREFABRICATED HALL E.		648,-

- **NOTICE**
1. Upon arrival to the exposition, the Exhibitor undertakes to contact an employee in charge of the provision of the ordered services who shall hand over the respective equipment necessary to ensure the operation of ordered services; to that effect, a respective protocol shall be signed.
 2. At requested locations, telecommunication services will be in operation no later than one day before the commencement of the exhibition event.
 3. Following the end of the exhibition event, the Exhibitor who was provided with the telecommunication services and equipment by the Organizer undertakes to hand over the ordered equipment to an authorised employee; to that effect, a respective protocol shall be signed.
 4. In cases of any damage or loss, the Exhibitor will be charged the acquisition cost of the ordered equipment.
 5. Prices of ordered services:
 - after the deadline a surcharge of 10% applies
 - after the commencement date of assembly works a surcharge of 50% applies
 - on the last day of assembly a surcharge of 100% applies
 6. A surcharge of 100% applies to the cancellation of an order after the deadline.
 7. The Organizer reserves the exclusive right not to accept any order of services placed after the deadline.

The Exhibitor/Contractor hereby declares that he agrees with the General Terms and Condition of Participation, Technical and Safety Regulations specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE



INCHEBA
EXPO BRATISLAVA



SEND THE COMPLETED AND SIGNED FORM BY MAIL,
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CLEANING, SECURITY, HOSTESSES, INTERPRETING

EXHIBITOR	EXHIBITION EVENT	HALL
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	

CLEANING

requested

Price in EUR without of VAT

<input type="checkbox"/>	CLEANING	<input type="text"/> m ²	1,- / m ² / day
<input type="checkbox"/>	OVERALL CLEANING following the assembly of the exposition carried out by the Exhibitor/Contractor	<input type="text"/> m ²	2,- / m ² / day

SECURITY

Price in EUR without of VAT

<input type="checkbox"/>	GUARDING OF THE EXPOSITION	<input type="text"/> persons	7,- / h
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HOSTESSES

Price in EUR without of VAT

<input type="checkbox"/>	HOSTESSES NOT SPEAKING A FOREIGN LANGUAGE	<input type="text"/> persons	6,- / h
<input type="checkbox"/>	HOSTESSES SPEAKING A FOREIGN LANGUAGE	<input type="text"/> <input type="text"/> persons	8,- / h

INTERPRETING

Price in EUR without of VAT

<input type="checkbox"/>	INTERPRETER SPEAKING A FOREIGN LANGUAGE	<input type="text"/> <input type="text"/> persons	50,- / h
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- **NOTICE**
1. The Organizer is not liable for any damage to or loss of exhibits. Individual security is recommended by the Organizer.
 2. Prices of ordered services:
 - after the deadline a surcharge of 10% applies
 - after the commencement date of assembly works a surcharge of 50% applies
 - on the last day of assembly a surcharge of 100% applies
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**INCHEBA
EXPO BRATISLAVA**



SEND THE COMPLETED AND SIGNED FORM BY MAIL,
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PASSES, INVITATIONS, CATALOGUE

EXHIBITOR

EXHIBITION EVENT

HALL

NAME OF RESPONSIBLE PERSON

TELEPHONE / E-MAIL / FAX

PASSES

Price in EUR / SKK without of VAT

EXHIBITION PASSES

17,- / pc

Number of passes requested: free pc paid (additional order) pc total pc

The holders of Exhibition pass are allowed to enter the exhibition centre during the assembly, disassembly and the course of the exhibition event, as well as one hour before the start and one hour after the end of the event. The number of free passes to which exhibitors are entitled is based on the size of the exhibition area: 0 - 19 m²/3 pc, 19 - 49 m²/5 pc, 50 - 99 m²/7 pc, 100 - 199 m²/10 pc, over 200 m²/1 pc for every 20 m². In case the passes were not paid by an invoice they may be purchased in cash at the registration desk. Co-exhibitors may obtain free passes through their main Exhibitor only. Therefore it is up to the main Exhibitor to agree with his co-exhibitors how they split the respective number of free passes.

ASSEMBLY PASSES (NOT VALID FOR CONECO AND IDEB FAIRS ONLY)

33,- / pc

Number of passes requested: paid (additional order) pc total pc

Assembly passes are intended for individual contractor and supplier employees. Without these passes they will not be granted access to the exhibition centre during the assembly and disassembly of the exhibition event.

ASSEMBLY PASSES (VALID FOR CONECO AND IDEB FAIRS ONLY)

Assembly fee for a square metre of an assembled structure

7,- / m²

The price includes: assembly passes / electricity used during the assembly / standard cleaning during the assembly and disassembly / lighting of halls during the assembly / warming up of halls during the assembly / working area outside of the hall for the initial preparation of the exposition's components.

PARKING PASSES

exhibition event from 1 to 3 days
exhibition event from 4 to 6 days
the CONECO/RACIOENERGIA fair

33,- / pc

50,- / pc

83,- / pc

Number of parking passes requested: total pc

The holders of the parking pass are allowed to park in the exhibition centre, in a parking lot designated for exhibitors. The parking lot may be entered through the gate located under the Nový Most bridge. In case the parking passes were not paid by an invoice, they may be purchased in cash at the registration desk. Parking passes are valid during the assembly, disassembly and course of the exhibition event. In case you did not purchase a parking pass, you may enter the exhibition centre with a vehicle after paying a parking fee.

INVITATIONS

requested pc

CATALOGUE OF EXHIBITORS

requested pc

- NOTICE**
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HANDLING, FORWARDING, LOGISTICS SERVICES

EXHIBITOR	EXHIBITION EVENT	HALL
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	

LOADING AND UNLOADING

price in EUR without of VAT

<input type="checkbox"/>	Complete shipments	up to 3000 kg	8,- EUR / 100kg	order kg:	<input type="text"/>
<input type="checkbox"/>	Complete shipments	over 3000 kg	6,- EUR / 100kg	order kg:	<input type="text"/>
<input type="checkbox"/>	Distribution shipments	up to 3000 kg	12,- EUR / 100kg	order kg:	<input type="text"/>
<input type="checkbox"/>	Distribution shipments	over 3000 kg	9,- EUR / 100kg	order kg:	<input type="text"/>

STORING

price in EUR without of VAT

<input type="checkbox"/>	Storing of empty packaging	7,- EUR / 1 m ³ / day	order m3:	<input type="text"/>
<input type="checkbox"/>	Storing of shipments	10,- EUR / 100 kg / day	order kg:	<input type="text"/>

In case the weight of packaging is not specified in the documents, 1/3 of gross shipment weight shall be invoiced.

TECHNICAL EQUIPMENT

price in EUR without of VAT

<input type="checkbox"/>	VZV up to 3 tons	50,- EUR up to 15 minutes	60,- EUR / hour.
<input type="checkbox"/>	VZV up to 6 tons	60,- EUR up to 15 minutes	70,- EUR / hour.
<input type="checkbox"/>	UPS Manitou	min. 1 hour.	80,- EUR / hour.
<input type="checkbox"/>	Crane up to 28 tons	min. 1 hour.	100,- EUR / hour.
<input type="checkbox"/>	Fork - lift		14,- EUR / hour.
<input type="checkbox"/>	Workforce		8,- EUR / hour.

CUSTOMS CLEARANCE

The individual calculation according to the forwarding agent who ensures the customs clearance of the goods

SURCHARGES

A weighty loads that need the use of a special machinery	50%
Arrival to the exhibition area after 6 pm (18.00 h)	50%
Arrival on the day of the exhibition opening	100%

CAUTION

The order blank has to be filled and sent to the organizer 15 days at the latest before the beginning of the assembly of the exhibition. Thereafter an invoice will be issued and has to be paid before the beginning of the assembly or paid in the register in cash before any services are provided. We would like to advise our honorable clients of the fact that the exhibition area Incheba Expo Bratislava is a customs area. No one but Incheba a.s. is allowed to do a mechanized manipulation with the material.

- **NOTICE**
1. The Organizer reserves the exclusive right to handle the material and exhibits in the exhibition centre by fork-lifts, handlers, cranes, etc.
 2. The Exhibitor/Organizer undertakes to make the payment for the forwarding and handling services in advance on the basis of a pre-payment invoice. In case the Exhibitor/Contractor fails to present a proof of the payment for the ordered services, the Organizer will not provide the forwarding services.
 3. The Organizer reserves the right not to accept duly ordered services on grounds of incorrect packaging and placement of goods or exhibits.
 4. Prices of ordered services:
 - after the deadline a surcharge of 10% applies
 - after the commencement date of assembly works a surcharge of 50% applies
 - on the last day of assembly a surcharge of 100% applies
 5. A surcharge of 100% applies to the cancellation of an order after the deadline.
 6. The Organizer reserves the exclusive right not to accept any order of services placed after the deadline.

The Exhibitor/Contractor hereby declares that he agrees with the General Terms and Condition of Participation, Technical and Safety Regulations specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE

FAIR LOGISTICS



Specialized logistics services for fairs and exhibitions.

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skfreightspecialities@dhl.com
www.dhl.sk



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CONFERENCE ROOMS RENTAL

EXHIBITOR

EXHIBITION EVENT

HALL

NAME OF RESPONSIBLE PERSON

TELEPHONE / E-MAIL / FAX

ROOM RENTAL

Price in EUR without of VAT/ 1h

<input type="checkbox"/>	Expo Club, Conference room during the Coneco/Racioenergia fair for the Exhibitor	166,-
<input type="checkbox"/>	Expo Club, Conference room during the Coneco/Racioenergia fair for a non-exhibitor	498,-
<input type="checkbox"/>	Expo Club, Conference room during other exhibition events for the Exhibitor	100,-
<input type="checkbox"/>	Expo Club, Conference room during other exhibition events for a non-exhibitor	299,-

The price of the rent includes heating/ventilation during the exhibition event, general lighting.

Expo Club / cinema seating for up to 140 people / school seating for up to 72 people

Conference room / cinema seating for up to 288 people

TECHNICAL EQUIPMENT (projection, sound system, interpreting equipment)

Price in EUR exclusive of VAT/ 1h

Price in EUR without of VAT/ 4h and more

<input type="checkbox"/>	Data/Video Projector 4100 ANSI (inbuilt in the Expo Club)	64,-	233,-
<input type="checkbox"/>	Data/Video Projector 5000 ANSI (inbuilt in the Conference room)	80,-	299,-
<input type="checkbox"/>	2.4x1.8m projection screen (inbuilt in the Expo Club)	12,-	40,-
<input type="checkbox"/>	4x3m projecting screen (inbuilt in the Conference room)	40,-	150,-
<input type="checkbox"/>	Room sound system – Expo Club, 1 wired microphone	20,-	67,-
<input type="checkbox"/>	Room sound system – Conference room, 1 wired microphone	30,-	100,-
<input type="checkbox"/>	Wireless microphone (hand-held or headset)	10,-	30,-
<input type="checkbox"/>	Interpreting equipment for one channel and a small booth	117,-	117,-
<input type="checkbox"/>	Interpreting headsets	2,-	2,-
<input type="checkbox"/>	Large interpreting booth	130,-	130,-
<input type="checkbox"/>	Technical operator	24,-	83,-

TECHNICAL PREPARATION

Price in EUR without of VAT

<input type="checkbox"/>	Self-standing panel for posting of logos and posters	<input type="text"/> pc	34,-
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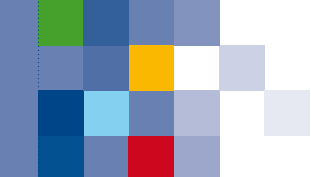
- NOTICE**
- Prices of ordered services:
 - after the deadline a surcharge of 10% applies
 - after the commencement date of assembly works a surcharge of 50% applies
 - on the last day of assembly a surcharge of 100% applies
 - A surcharge of 100% applies to the cancellation of an order after the deadline.
 - The Organizer reserves the exclusive right not to accept any order of services placed after the deadline.

The Exhibitor/Contractor hereby declares that he agrees with the General Terms and Condition of Participation, Technical and Safety Regulations specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE



**INCHEBA
EXPO BRATISLAVA**



SEND THE COMPLETED AND SIGNED FORM BY MAIL,
FAX OR E-MAIL TO CONTACTS SPECIFIED
IN THE BINDING APPLICATION

CO-EXHIBITOR REGISTRATION

EXHIBITOR	EXHIBITION EVENT	HALL
<input type="text"/>	<input type="text"/>	<input type="text"/>
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	
<input type="text"/>	<input type="text"/>	

CO-EXHIBITOR 1

NAME OF THE COMPANY		NAME OF RESPONSIBLE PERSON
<input type="text"/>		<input type="text"/>
STREET, NUMBER		STATE, POSTAL CODE, CITY
<input type="text"/>		<input type="text"/>
TELEPHONE	FAX	E-MAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

CO-EXHIBITOR 2

NAME OF THE COMPANY		NAME OF RESPONSIBLE PERSON
<input type="text"/>		<input type="text"/>
STREET, NUMBER		STATE, POSTAL CODE, CITY
<input type="text"/>		<input type="text"/>
TELEPHONE	FAX	E-MAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

■ **NOTICE** 1. The Co-exhibitor is a natural or legal person active at the Exhibitor's exposition that is independently specified on the list and catalogue of exhibitors.

The Exhibitor/Contractor hereby declares that he agrees with the General Terms and Condition of Participation, Technical and Safety Regulations specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE



INCHEBA
EXPO BRATISLAVA



SEND THE COMPLETED AND SIGNED FORM BY MAIL,
FAX OR E-MAIL TO CONTACTS SPECIFIED
IN THE BINDING APPLICATION

CONTRACTOR'S COMPANY REGISTRATION

EXHIBITOR	EXHIBITION EVENT	HALL
<div></div>		
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	
<div></div>		
ADDRESS		
<div></div>		
ENTITY IDENTIFICATION NUMBER	VAT IDENTIFICATION NUMBER	REGISTERED IN THE COMMERCIAL REGISTER
<div></div>	<div></div>	<div></div>

THE EXHIBITOR HEREBY CONFIRMS THAT THE ASSEMBLY OF HIS EXPOSITION WILL BE CARRIED OUT BY

CONTRACTOR	NAME OF RESPONSIBLE PERSON	
<div></div>		
ADDRESS		
<div></div>		
ENTITY IDENTIFICATION NUMBER	VAT IDENTIFICATION NUMBER	REGISTERED IN THE COMMERCIAL REGISTER
<div></div>	<div></div>	<div></div>

The Exhibitor hereby declares the Contractor authorised to carry out the exposition's assembly has been informed of the General Terms and Conditions of Participation, Organisational Guidelines, Technical and Safety Regulations and is liable for their compliance. All fees related to the project approval and inspection of the wiring will be invoiced to the Contractor of the exposition.

PLACE/DATE	EXHIBITOR'S STAMP AND SIGNATURE	CONTRACTOR'S STAMP AND SIGNATURE
<div></div>	<div></div>	<div></div>

POWER OF ATTORNEY

The Exhibitor authorises the Contractor to order works and services on his behalf.

CONTRACTOR	NAME OF RESPONSIBLE PERSON	
<div></div>		
ADDRESS		
<div></div>		
ENTITY IDENTIFICATION NUMBER	VAT IDENTIFICATION NUMBER	REGISTERED IN THE COMMERCIAL REGISTER
<div></div>	<div></div>	<div></div>

PLACE/DATE	EXHIBITOR'S STAMP/SIGNATURE
<div></div>	<div></div>

CONTRACTOR'S CONFIRMATION

The Contractor hereby confirms that he will submit a valid certificate of an accredited testing laboratory for all materials used in the exposition's assembly, decorations, ceiling structures which are fireproof in accordance with the Technical and Safety Regulations (part Fire Protection). The Contractor also confirms that he accepts liability for the exposition's preparation under the Technical and Safety Regulations, as well as the authorisation to perform all technical works related to the exposition's assembly. The Contractor undertakes to observe the Organisational Guidelines with which he was fully acquainted. The Contractor undertakes to accept the fact that in case of failure to meet the final deadline for the approval of project documentation under the Organisational Guidelines, the exhibition area will not be handed over.

PLACE/DATE	CONTRACTOR'S STAMP/SIGNATURE
<div></div>	<div></div>





SEND THE COMPLETED AND SIGNED FORM BY MAIL,
FAX OR E-MAIL TO CONTACTS SPECIFIED
IN THE BINDING APPLICATION

PROJECT DOCUMENTATION APPROVAL

EXHIBITOR	EXHIBITION EVENT	HALL
<input type="text"/>	<input type="text"/>	<input type="text"/>
NAME OF RESPONSIBLE PERSON	TELEPHONE / E-MAIL / FAX	
<input type="text"/>	<input type="text"/>	
CONTRACTOR / ADDRESS	NUMBER OF THE EXPOSITION	
<input type="text"/>	<input type="text"/>	

WE REQUEST APPROVAL OF THE PROJECT DOCUMENTATION AND ISSUANCE OF THE ASSEMBLY PERMIT

<input type="text"/> m ² EXPOSITION AREA	<input type="checkbox"/> exposition of up to 2.5 m of height
<input type="text"/> m ² STOREY AREA	<input type="checkbox"/> exposition exceeding 2.5 m of height
<input type="text"/> m ² AREA CONTAINING GLASS (fragile material)	<input type="checkbox"/> multi-storey exposition
	<input type="checkbox"/> exposition – special structure
	<input type="checkbox"/> construction components containing glass or other fragile material
	<input type="checkbox"/> banners suspended above the exposition

PROJECT MANAGER	/name, telephone No., fax, e-mail/
RESPONSIBLE PROJECT DESIGNER	/name, telephone No./
AUTHORISED STRUCTURAL DESIGNER	/name, telephone No./

PLACE/DATE	LEGALLY BINDING SIGNATURE OF THE PROJECT MANAGER	LEGALLY BINDING SIGNATURE OF THE EXHIBITOR
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PROJECT DOCUMENTATION AND ASSEMBLY PERMIT FOR THE EXPOSITION SPECIFIED ABOVE

Approval notice - The exposition may be assembled at the rented exhibition area only
 - Any interference with structures of exhibition halls and rented exhibition areas are prohibited
 - The Exhibitor/Contractor undertakes to ensure that the exposition meets the technical and statics requirements
 - The Exhibitor/Contractor bears responsibility for any consequences resulting from defects in the technical design and statics of the exposition

Comments concerning the project documentation

IN BRATISLAVA, ON	FOR THE ORGANISER	FOR THE CONTRACTOR OF THE EXPOSITION
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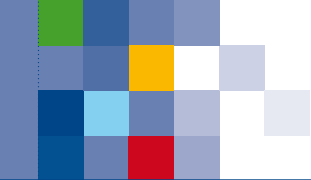
- NOTICE**
1. Issuance of a permit for the assembly of the exposition is part of the project documentation approval.
 2. The deadline for the submission of the project documentation is as follows
 - 45 days prior to the assembly of the exhibition event
 - 44 - 30 days prior to the assembly of the exhibition event – a surcharge of 50% for the approval applies
 - 29 - 15 days prior to the assembly of the exhibition event – a surcharge of 100% for the approval applies
 3. The Organizer reserves the exclusive right not to accept any order of services placed after the deadline.
 4. Assembly of the exposition without the approved project documentation and assembly permit will result in a fine of EUR 1,330 / SKK 40,068 and the exposition will be closed without any right to claim the return of payments made and without the possibility to participate in the exhibition event.
 5. For the approval of the project documentation of the exposition, the following documents must be submitted:
 - request for the project documentation approval and issuance of a permit for the assembly of the exposition;
 - floor plan of all storeys with marked water, electricity and other technical outlets along with the specified scale;
 - views (or 3D view) with height dimensions;
 - description of the structure with details, description of materials used along with the specification of the flammability class;
 - structural designer's opinion including calculations by an authorised structural designer (assembly of multi-storey stands and special structures) – if requested by the Organizer of the exhibition event;
 - electrical project, certificates of the fire endurance of all materials used, glass panes certificates;
 6. Electrical project, certificates of the fire endurance of all materials used, glass panes certificates;
 7. The project documentation may be submitted
 - by e-mail sent to the address of the Organizer's staff
 - by mail sent to the address of the Organizer's staff
 - in person (upon an agreement made with the Organizer's staff by phone)

The Exhibitor/Contractor hereby declares that he agrees with the General Terms and Condition of Participation, Technical and Safety Regulations specified in the part "Notice" included in this form.

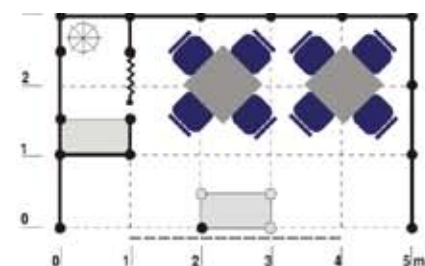
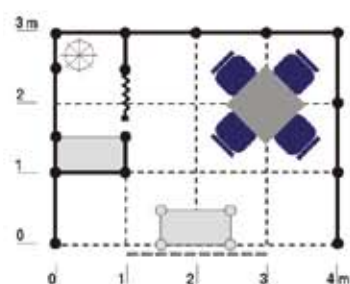
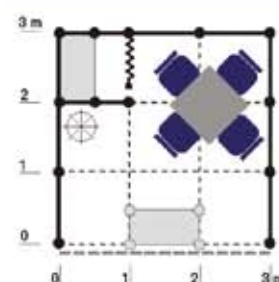
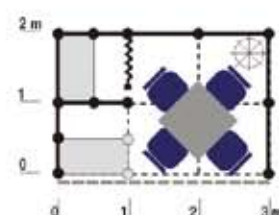
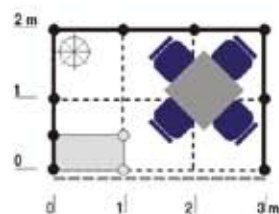
DATE / STAMP / SIGNATURE

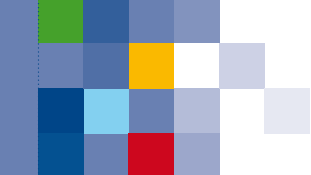


**INCHEBA
EXPO BRATISLAVA**

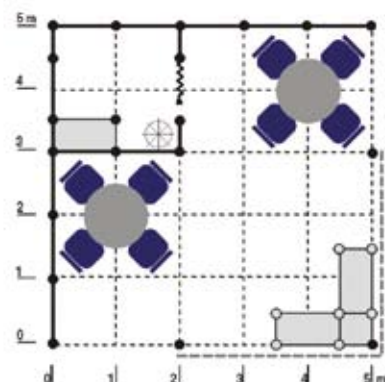
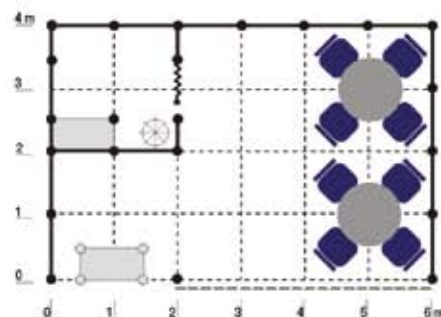
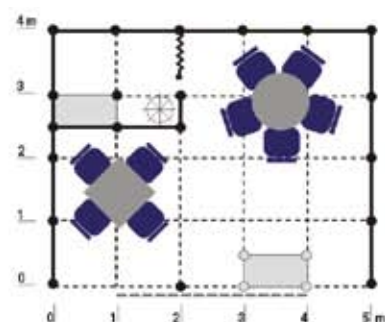
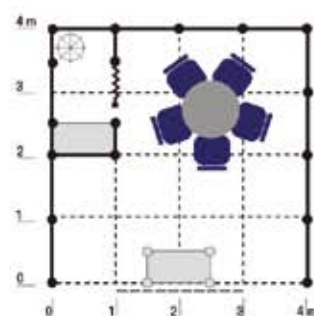
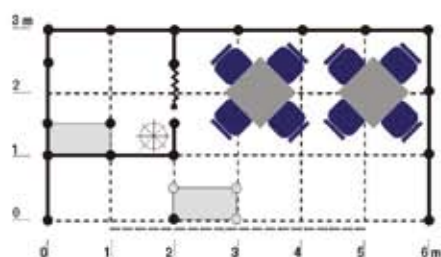


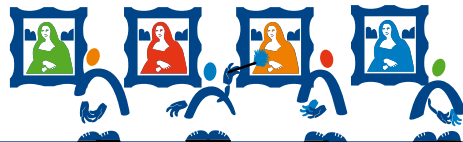
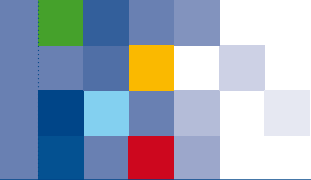
STANDARDIZED EXPOSITIONS - INTERIOR / 2.1





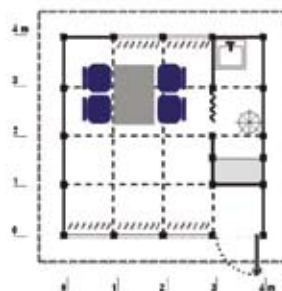
STANDARDIZED EXPOSITIONS - INTERIOR / 2.1



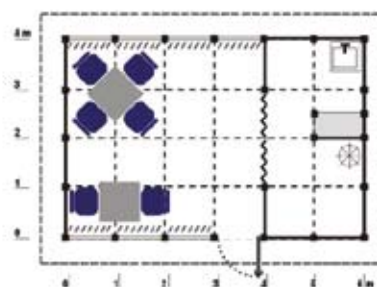


STANDARDIZED EXPOSITIONS - EXTERIOR / 2.1

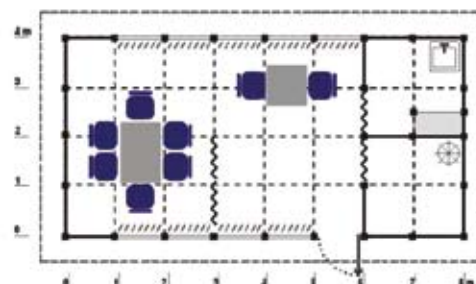
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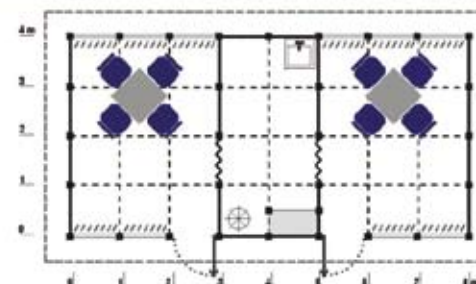
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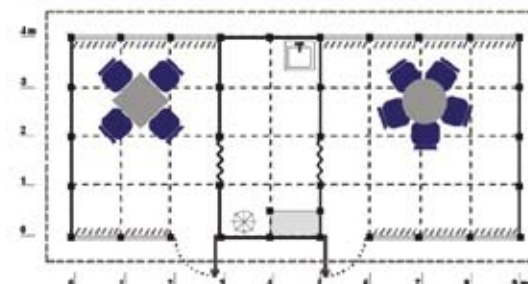
■ TYPE 3

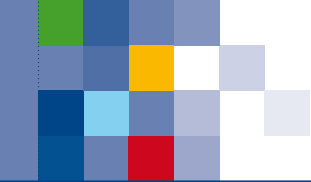


■ TYPE 4



■ TYPE 5





CUSTOMIZED EXPOSITIONS FROM STANDARIZED MATERIAL / 2.1

ONE LINE EXPOSITION



TWO SIDES OPEN



THREE SIDES OPEN



FOUR SIDES OPEN



MULTI - STOREY EXPOSITIONS





INDIVIDUAL EXPOSITIONS / 2.1





FLOOR / 2.3

CARPETS



0214 BEIGE



0622 GREEN



0642 DARK GREEN



0700 RED



0726 CLARET



0808 BLUE



0900 DARK GREY



0905 LIGHT GREY



0917 STREAKED DARK GREY



0959 STREAKED BLACK

ANOTHER 25 TONES
ACCORDING TO INDIVIDUAL CHOICE PERSONAL

PARQUETRY/LAMINATE FLOORING



BEECH



OAK



NUT

OR INDIVIDUAL REQUEST

OTHER MATERIALS

WALKWAY GLASS, ALUMINIUM ANTISKID SHEET, PVC, OR MATERIAL ACCORDING TO INDIVIDUAL REQUEST.





TYPE ELEMENTS / 2.2

SOLID WALL			GLASS WALL		
A	A/1	A/2	C	C/1	C/2
B			C/3	C/4	D
DOOR			INCREASER, DESK		
E	E/1		F	G	H
			H/1	H/2	I
			I/1	I/2	I/3



TYPE ELEMENTS / 2.2

SHOW-CASE			SHOW-CASE		
J 	J/1 	K 	L 	M 	M/1
K/1 	K/2 	K/3 	SHOW-CASE TYPE TRA (limited number) 		
SHELF, CURTAIN, ROLLER BLINDS			ACCESSORIES		
N 	O (Horizontal shelves) 	OS (Inclined shelves) 	R SIGN 		
P 	P/1 	S CURTAIN 	V BORDER 		
Y ROLLER BLINDS 			Z CUBE 		



FURNITURE / 3.1

1



2



3



4



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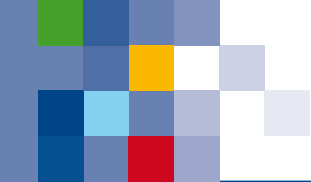


18



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FURNITURE / 3.1

20



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In the interest of the safe course of exhibition events organised on the site of Incheba a.s., the Organiser has issued these TECHNICAL AND SAFETY REGULATIONS, which exhibitors, contractors of expositions and other participants, who enter the exhibition centre during the assembly, course of an exhibition event and/or disassembly of an exhibition event, undertake to observe.

I. TECHNICAL CONDITIONS

1. Works connected with the assembly and disassembly of expositions shall be carried out in line with these Technical and Safety Regulations and safety provisions of applicable Slovak standards and regulations in the field.
2. The Exhibitor/Contractor shall ensure that any assembled multi-storey exposition meets the safety requirements of fire protection and statics.
3. The Exhibitor shall ensure that rear and side walls to adjacent expositions above the base exposition height of 3 m are finished as white surfaces, so that they do not aesthetically disturb the adjacent expositions. Exceptions in the colour of such walls are possible only upon the Organiser's written consent. The floor plan of a rented exhibition area may not be exceeded, even at the level of the ceiling structure of the exposition. If parts of the exposition or banners are suspended from the ceiling structures of the exhibition halls where such suspension is permitted, a structural designer's opinion shall be submitted and the suspension may only be carried out by the Organiser's workers or persons and entities delegated by the Organiser. Upon request by the Organiser, the Exhibitor/Contractor shall submit an opinion of a structural designer also in cases of complex expositions and banners, multi-storey expositions, customized and special structures.
4. It is forbidden to pour oils, residual paints or other toxic substances, which may pollute or otherwise endanger the environment, into sewerage outlets, washbasins or sinks. The Exhibitor/Contractor shall remove such unused substances from the exhibition centre and ensure their disposal at his own expense.
5. After the disassembly, the Exhibitor/Contractor shall dispose of and remove floor lining (carpets, PVC), including duct tape, at his own expense.
6. The Exhibitor/Contractor undertakes not to post information or promotional materials on walls of the exhibition halls, windows or other structures of the Organiser.
7. The Exhibitor/Contractor undertakes to not disassemble the stand or remove exhibits before the end of the exhibition event.
8. Upon failure to observe hours allocated for assembly and disassembly works by the Exhibitor/Contractor, the Organiser shall follow Article VI(5) of the General Terms and Conditions of Participation.
9. Gates and road entrances to the exhibition centre during the assembly, course of the exhibition event and disassembly works are specified in the Organisational Guidelines of the individual exhibition events.
10. Upon failure to meet these conditions by the Exhibitor/Contractor, the Organiser is entitled to impose sanctions.

II. FIRE PROTECTION

1. Smoking and open flames are prohibited on the Organiser's premises.
2. The Exhibitor/Contractor shall not use polystyrene foam, plastic films, synthetic textiles, cane, straw, paper, cardboard, etc. for the assembly of the exposition, wall, ceiling or banner. All flammable structural materials used for the assembly of the exposition, wall and ceiling filling and materials with the roofing or casing function, including decorations, must not be made of materials with a flammability grade of C2 or C3, or such materials must be fireproof. The Exhibitor/Contractor shall refrain from using such materials for roof and ceiling structures of expositions materials that drip or melt when exposed to fire. Before the start of work, the Exhibitor/Contractor shall submit to the Design Section and to the fire protection technician a valid protocol (certificate) of an accredited testing institute or a protocol of an authorised company on the treatment of the used flammable material against fire (including the specification of the treatment agent used) and a sample of the treated material. The Exhibitor/Contractor undertakes to refrain from using decorative materials made of plastics, which do not have a self-extinguishing modification (polystyrene, plastic films, PMMA, polycarbonate, etc.). When building a customized exposition or a banner exceeding 3 m with the use of flammable materials, the Exhibitor/Contractor undertakes to demonstrate fire resistance, which may not exceed 45 kg/m², using an applicable Slovak technical standard (STS) to demonstrate the calculation of the fire resistance and the flammability class. Advertisements placed above the exposition (balloons, etc.) must be approved separately, and the Exhibitor/Contractor shall ensure that the following conditions are observed:
 - a. banners may not exceed the allowed height specified by the Organiser;
 - b. banners may not be placed above roads or suspended from structures of the exhibition halls without approval by the Organiser and the suspension shall be carried out only by the Organiser's workers or by persons or entities authorised by the Organiser;
 - c. only non-flammable and non-exploding gases may be used for filling.
3. Welding, burning, hardfacing and thermal cutting are prohibited on the Organiser's premises without his prior written consent. Such works may be carried out only by persons who possess a certificate authorising them for such works in line with the applicable laws of the Slovak Republic. The Exhibitor/Contractor undertakes to start such works only with the written consent of the Organiser and only after receiving an opinion from the employee of the department responsible for the fire protection and occupational safety and health (OSH).
4. In the exhibition centre, it is forbidden to spray or coat surfaces with nitrocellulose lacquers or to clean any equipment with flammable liquids. The Exhibitor/Contractor shall not carry out such works in the exhibition halls.
5. Works in which small flammable waste is produced (wood chips, sawdust, etc.) may be allowed by the Organiser, provided that the machinery and tools used are equipped with bags or suction devices. The Exhibitor/Contractor shall ensure that during such works flammable waste will be cleared continuously.
6. In exhibition halls, it is forbidden to place or operate pressurized cylinders, containers or equipment containing flammable or combustion supporting gases. The Exhibitor/Contractor shall ensure that such equipment is not used in the exhibition halls.

7. The Exhibitor/Contractor shall ensure that the use of thermal appliances of any type is allowed only upon complying with the following conditions:
 - a. The appliances must be in 100% technical condition and may be used only for the purposes they were made for;
 - b. The Exhibitor/Contractor shall ensure observance of safe distances in all directions around thermal appliances; safe distances must be observed in all directions from building structures, flammable items and material (depending of the type of fuel) specified by the producer in the appliance documentation or in an applicable regulation "Technical conditions and requirements for the operation of thermal appliances";
 - c. If this condition cannot be met due to space constrictions, flammable structures must be secured by non-flammable, thermally insulated lining, protective screen (e.g., gypsum board) and the distance between the appliances and the lining must be at least 20 cm, while the lining must overlap the edges of the appliance by 15 cm on the sides and by 30 cm above and below the appliance;
 - d. Heating equipment that directs heat radiation into a single location must be so installed that there are no flammable materials or items present within the distance specified by the producer or applicable regulations.
 - e. If heating equipment is not installed on non-flammable tables, shelves, etc., it must be placed on a non-flammable thermal insulation pad; the smallest size of the thermal insulation pad is specified by the producer in the appliance documentation; if such information is missing, the insulation pad must overlap the appliance's floor plan by 15 cm on each side.
 - f. Each appliance that is not designed by its manufacturer for operation without attendance must not be left in operation unattended and the person responsible for the operation of the appliance must be specified in writing. Upon departure, the appliance must be disconnected from the mains in a proper and accepted way.
8. Handling, installation of exhibits and storage of packaging on escape routes, on technical channels, in close proximity to extinguishing means or electrical distribution equipment is forbidden. The Exhibitor/Contractor shall ensure that the removal of unused materials and cleaning of premises is performed on a daily basis.
9. The Exhibitor/Contractor shall ensure that, for fire safety reasons, no materials used during the assembly are stored behind expositions or on ceiling structures of expositions.
10. The Exhibitor/Contractor may use fire protection means or fire safety equipment only in the event of a fire. Such equipment cannot be obstructed or relocated and it must be permanently accessible.
11. It is forbidden for motor vehicles to stop near gates and road entrances into exhibition halls, near water shut-off valves, underground and above-ground hydrants and where, in the case of a stop, the clearance would be less than 3 m. If it is necessary to stop in such areas, the driver cannot leave the vehicle.
12. The Exhibitor/Contractor shall ensure that items or equipment, the characteristics of which pose a threat to the fire safety of persons and property, are not used.
13. Fire patrols during exhibition events monitor and check the condition of fire protection and adopt measures in line with applicable regulations. The Exhibitor/Contractor undertakes to enable their access to the exhibition centre. All exits and escape routes must be freely accessible and passable at all times.

III. FIRE SAFETY REQUIREMENTS FOR THE ASSEMBLY AND DISASSEMBLY OF EXPOSITIONS AND MULTI-STOREY EXPOSITIONS IN EXHIBITION HALLS AND IN OPEN AREAS OF THE EXHIBITION CENTRE.

The Exhibitor/Contractor shall carry out the assembly and disassembly of expositions solely in line with the applicable Slovak regulations in the field of fire protection. The Exhibitor/Contractor must assemble multi-storey expositions together with railing. The Exhibitor/Contractor shall ensure that the following conditions are observed:

1. Only elements complying with applicable fire protection legislation (flammability and toxicity during thermal destruction) shall be used for the assembly of expositions.
2. Expositions shall be used only as meeting, office or exhibition areas, without any increased risk of fire. For assembly purposes it is forbidden to use non-approved materials or to line such materials with other flammable materials.
3. The placement of staircases must allow escape into an area without obstacles and the escape route must not run below an above-ground floor.
4. To ensure fast and effective fire-fighting action, expositions shall be equipped with suitable fire extinguishers, for which the Contractor of the exposition or the Exhibitor bears liability.
5. The materials used for the load-bearing structure must meet the fire resistance requirements in line with the valid Slovak Technical Standard (STN).
6. The Exhibitor/Contractor undertakes to submit, along with the project documentation, fire protection project (report) of the building, fire safety report, or a certificate of the fire resistance of the structure.
7. The inspection of compliance with these regulations in multi-storey expositions is carried out in line with Chapter "Fire Protection", paragraph 13, of the Technical and Safety Regulations.

IV. ELECTRICITY SUPPLY

1. The Organiser reserves the right to refuse to implement an order without an approved electrical diagram of the Exhibitor.
2. A project of the floor plan containing marked electricity outlets and the total power input form an integral part of an order.
3. Power supply up to 2 kW (a single-phase connection 230 V (10A)) ends with a single socket 230 V, which is used for the connection of an individual appliance. In the case of repeated tripping of the circuit breaker, the wiring may not be put into operation without increasing the power input and payment of an invoice.
4. The total power input means the power input of all appliances connected to the connection in line with the project documentation.
5. The Exhibitor/Contractor undertakes to deliver an order to the Organiser by the specified deadline according to the Organisational Guidelines, including the project documentation, with marked electricity outlets and power input level. The deadlines and fees for the late



ordering of services are specified in the Organisational Guidelines.

6. The Exhibitor/Contractor shall ensure that the installation of the exposition's wiring is carried out only by a professional company possessing authorisation in line with Regulation 718/2002 Coll. and a Trade Licence or by his own qualified worker in line with the respective regulation.

7. The Exhibitor/Contractor undertakes not to supply other entities with electricity. Upon failure to comply with this provision, the Organizer will disconnect the main electricity supply outlet.

8. The Exhibitor/Contractor shall ensure that the subdistribution switchboard he uses is equipped with a residual current device.

Conditions for electricity connection and supply:

1. The Exhibitor/Contractor undertakes to submit the order along with the electrical diagram of the exposition by the specified deadline. Form 2.4 of auxiliary raster may be used to mark the connections in the project documentation of the exposition. In cases where the order is placed after the deadline, the Organizer does not guarantee that connections will be installed on the requested date.

2. A 230/400 V connection ends with a 3-phase socket CEE 3+A+PE (32 A/5 or 63A/5) (five holes). The Exhibitor/Contractor shall ensure that exposition switchboard is connected by an authorized person or a company responsible for wiring installation in the exposition. The Exhibitor may order a separate connection of an exhibit to an individual connection. The Organizer provides connections for electricity offtake of up to 40 kW (max. 63 A). The connection and disconnection of the power supply (operation of expositions) is specified in the Organisational Guidelines.

3. For refrigerators, it is possible to order a separate (uninterruptible) power supply that ends with a single phase socket. The Exhibitor/Contractor is liable for any damage caused by the connection of other appliance than a refrigerator to this power supply (electrical circuit); if the Organizer becomes aware of such fact, the Exhibitor/Contractor shall be disconnected from the separate refrigerator circuit without any compensation and may face sanctions.

4. The Exhibitor/Contractor undertakes to specify connections of higher power input, as well as special requirements for the power supply, separately. The Organizer reserves the right not to provide such connection.

5. Connections are provided exclusively by the Organizer. Connections are rented in the form of a lease.

6. The installation of the internal wiring of the exposition may be carried out for the Exhibitor:

- a. by the Organizer, if acting as the Contractor of the exposition;
- b. qualified staff of the Exhibitor/Contractor or a third party under the following terms and conditions:
 - The Exhibitor/Contractor is fully liable for the workmanship and condition of the internal wiring.
 - Installation works must be carried out in line with the electrical engineering regulations and provisions of standards which are applicable in Slovakia at present – STN 33 2000 - 7 - 711 and the 'Regulation for the Design and Operation of Temporary Electrical Equipment' – in the exhibition centre.

7. The Exhibitor/Contractor shall ensure that electric lights and electric sources of light are safely operated in such a manner as not to cause fire, that they are not covered with flammable substances and that the distance between lights and flammable materials is at least 20 cm, unless specified otherwise by the manufacturer.

8. The Exhibitor/Contractor shall ensure that lights installed within 2.5 m distance from the floor, or lights that are otherwise exposed to accidental contact, are protected in a manner as to prevent any risk of injury of persons or ignition of materials.

9. The Exhibitor/Contractor shall ensure safe setup of illuminated showcases which must be made of sufficiently solid materials, heat resistant and ventilated, taking into account the flammability of displayed exhibits in terms of heat build-up.

10. The Exhibitor/Contractor shall ensure secure placement of portable outlets and cables on the floor to prevent any damage to the portable outlet casing and to ensure that they do not hinder the escape of persons from the given premises. In case the portable outlet casing is damaged, the Exhibitor/Contractor shall ensure its disconnection from the voltage.

11. The Exhibitor/Contractor shall not place portable outlets and cables in the premises that are accessible to the public if these are not protected against mechanical damage.

12. The Exhibitor/Contractor shall ensure that each temporary structure intended for use by a single operator must be equipped by its own, easily accessible means of disconnection from the voltage.

13. The Exhibitor/Contractor shall ensure that temporary electrical equipment or exposition is disconnected from the voltage when not in use.

14. The compliance of electric equipment and items manufactured in line with other regulations, e.g., DIN, VDE, EN or ICE, shall be determined by the Inspection Engineer within the framework of initial inspection (Professional inspection and professional test of electric equipment).

15. The Exhibitor/Contractor shall ensure that the installation of the internal wiring of the exposition is only carried out by a professional company possessing a licence in line with Regulation 718/2002 Coll. and a Trade Licence for electrical wiring installation.

16. The Exhibitor/Contractor shall be fully liable for any damage caused to the exhibition halls of the Organizer, expositions and/or exhibitors' exhibits due to poor workmanship or unprofessional exposition wiring installation.

17. The Exhibitor/Contractor shall ensure that the displayed exhibits and other electric appliances connected to the mains have valid inspection reports or certificates of quality, etc. The Exhibitor/Contractor is liable for the safe operation of electric equipment.

18. Before being put into operation (connected to a voltage source), the wiring must be checked by the Inspection Engineer authorised by the Organizer to verify that it complies with the above regulations. The Exhibitor/Contractor undertakes to immediately remove any detected shortcomings. In cases where the above conditions are breached, the Organizer reserves the right not to connect electric equipment and/or to disconnect electricity supply for the equipment already in operation. In such cases, there is no compensation for the power supply and installation thereof. The Organizer will charge the Exhibitor/Contractor for the incurred costs.

V. OCCUPATIONAL SAFETY AND HEALTH PROTECTION

1. Occupational safety and health protection (hereinafter referred to as "OSH") shall be governed by laws and regulations applicable in the territory of the Slovak Republic with respect to OSH.

2. During the transport within the exhibition centre, the Exhibitor/Contractor shall ensure the compliance with applicable Slovak laws concerning the road traffic.

3. The maximum allowed speed within the exhibition centre is 20 km/h.

4. Drivers are obliged to adjust the speed of their vehicle to the maximum speed limit, also taking into account the type of cargo, visibility, road condition and/or traffic situation that may require immediate action.

5. Within the exhibition centre, the entry of motor vehicles in the exhibition halls is prohibited.

6. The Exhibitor/Contractor shall not park motor vehicles at places where parking is prohibited by the relevant traffic sign, at places allocated for the parking of fire trucks, on pavements and green areas within the exhibition centre.

7. When using glass sheets in expositions, the Exhibitor/Contractor shall round the edges or treat them in a manner that prevents any risk of injury. The Exhibitor/Contractor shall ensure that all-glass construction parts will be marked at eye level. Only glass that meets the safety requirements of applicable Slovak standards may be used.

8. The Exhibitor/Contractor undertakes to not to use his own forklift trucks, cranes or other handling equipment in the exhibition centre.

9. Poisons and other generally harmful substances may not be exhibited. Only dummies thereof may be exhibited.

10. Exhibitors of medications and narcotic substances may exhibit only their dummies. Exhibitors undertake not to hand out samples of medical drugs or narcotics.

11. Exhibitors may exhibit weapons and their substantial parts only in showcases which must be duly protected against possible theft.

12. The exhibitor may not exhibit explosives or detonators.

13. The exhibitor shall ensure that exhibits, which are to be demonstrated in operation, are operated only by persons possessing the required authorisation. Such persons must present the relevant authorisation upon the request of inspection personnel – authorised safety engineer of the Organizer.

14. The Exhibitor/Contractor shall enter only the workplace and areas rented to him and/or freely accessible areas.

15. The Exhibitor/Contractor undertakes to move only along the marked roads and, in case there is no walkway, to always walk on the left side.

16. The Exhibitor/Contractor undertakes to move with caution to prevent hitting or stumbling over stored materials or tools.

17. The Exhibitor/Contractor undertakes not to move beneath suspended load or stand in a distance that may be dangerous.

18. The Exhibitor/Contractor undertakes not to enter electric distribution rooms, substations or gas regulation systems.

19. The Exhibitor/Contractor shall not operate machinery, electric or any other equipment without the relevant authorisation.

20. The Exhibitor/Contractor undertakes to abide by the instructions indicated on the road, safety and fire-protection signs.

21. The Exhibitor/Contractor undertakes to respect sound signals of vehicle drivers when they transport materials inside.

22. The Exhibitor/Contractor undertakes not to enter the workplaces of the Organizer under the influence of alcohol.

23. Smoking and use of open flames is banned in all premises of the Organizer.

24. The Exhibitor/Contractor shall observe the safety limits for noise and vibrations pursuant to Regulation of the Slovak Government No. 339 of 2006 as amended.

25. We hereby inform you of the risks as may arise from our activities:

- fall of material during vertical or slope transport of material,
- fall of material or tools when incautiously manipulated,
- fall of persons upon incautious work,
- skidding on a muddy or frozen surface,
- hitting or stumbling over stored materials or tools,
- risk of dusty environment, noise or vibrations,
- injury by electric current,
- movement of vehicles during loading in or removing of material,
- possible fall of a suspended load and occurrence of injury,
- being run over by a moving mechanism, even manually driven,
- injury due to unauthorised use of tools of machines,
- conducting of any other activity for personal need,
- failure to report any defects or damage that occur,
- burning or scalding during unauthorised entry into boiler rooms or heat exchange stations,
- failure to observe orders or notifications of traffic signs,
- injury during dangerous entry or exit of a vehicle,
- falls on stairs due to wet footwear.

26. The Exhibitor/Contractor shall thoroughly inform his employees, or natural and legal persons performing installation works or other activity for the Exhibitor/Contractor in the exhibition centre, of the Organizer's Technical and Safety Regulations.

27. The Exhibitor/Contractor is responsible for compliance with the Organizer's Technical and Safety Regulations by his employees and/or by natural and legal persons performing installation works or other activities for the Exhibitor/Contractor in the exhibition centre.

VI. FINAL PROVISIONS

1. The Exhibitor/Contractor shall ensure compliance with all technical, safety and hygienic regulations and OSH regulations concerning fire protection that are applicable in the territory of the Slovak Republic.

2. The Exhibitor/Contractor shall ensure that the General Terms and Conditions of Participation and Organisational Guidelines of the Organizer are observed.

