

APPLICATION FORM



CZECH FOOD EXPO

NATIONAL
FOOD
FAIR

CZECH FOOD EXPO 2024

Výstaviště České Budějovice
9 - 12 / 5 / 2024

Opening hours for visitors

Thu – Sat	9:00 am – 6:00 pm
Sun	9:00 am – 5:00 pm

APPLICATION FORM

CZECH FOOD EXPO 2024 (hereinafter referred to as the "Event") Výstaviště České Budějovice, 9 - 12 / 5 / 2024

DŮLEŽITÉ TERMÍNY

Date for registration at discounted prices	28/2/2024
Final date of registration deadlines	15/4/2024
Final date for orders of technical services and for sending the ground plan marking the supply of electricity, water and waste	15/4/2024

OBSAH

- 3 Branch structure of the exhibition (nomenclature)
- 4 Binding application for a company's participation in the exhibition - framework agreement
- 5 Co-exhibitors' application
- 6 Order for other services
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Public Promise:

In the event of restrictions issued by the competent authorities of the Czech Republic in connection with an outbreak of "COVID-19", which will lead to a ban or cancellation or postponement of the CZECH FOOD EXPO 2024 exhibition on the planned date of 9/ 5/ - 12/ 5/ 2024, or if the CZECH FOOD EXPO 2024 is cancelled or postponed due to the decision of the organiser of the exhibition, all fees and deposits invoiced to and paid by the Exhibitors in accordance with Article XV, paragraph 1 of the GTC will be refunded to the Exhibitors at their request as soon as possible or, by mutual agreement, transferred as fees and deposits paid for an alternative date of the event.

CONTACTS

Výstaviště České Budějovice a.s.

Sales Director Mgr. Jan Kuběna	kubena@vcb.cz	+420 724 056 257
Project Manager Klára Švábek Juhaszová	svabek@vcb.cz	+420 770 148 374
Sales Manager Ing. Nikola Rotbauer	rotbauer@vcb.cz	+420 778 454 064

EXPOSALÉ - CZ s.r.o.

Technical support and practical realization

Production Team (erection of exhibition booths)	exposale@vcb.cz	+420 770 141 090
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Send in the completed application forms to the contact person above or email to prihlasky@czechfoodexpo.cz.



Výstaviště České Budějovice a.s.
Husova 523/30, 370 05 České Budějovice
IČO: 60827475, DIČ: CZCZ60827475

Společnost je zapsána v obchodním rejstříku vedeném krajským soudem v Českých Budějovicích v oddíle B, složka 626
Bankovní spojení: ČSOB a.s., Č. Budějovice, číslo účtu: 3561196/0300
www.vcb.cz

prihlasky@czechfoodexpo.cz

1. Food production

- 1.1 Meat, meat products, smoked meats
- 1.2 Convenience foods, canned foods
- 1.3 Milk, dairy products
- 1.4 Poultry, poultry products
- 1.5 Alcoholic and non-alcoholic beverages, beer
- 1.6 Fats, oils, products of the fat industry
- 1.7 Flour, pasta, milled and bakery products
- 1.8 Seasoning, additives, substitutes
- 1.9 Sugar, chocolate, confectionery
- 1.10 Fruit and vegetables
- 1.11 Frozen products
- 1.12 Healthcare and healthy lifestyle
- 1.13 Bioproducts and rational nutrition
- 1.14 Literature
- 1.15 National and non-governmental organisations
- 1.16 Associations, institutions, foundations, unions, schools, universities, regions
- 1.17 Other

2. Food technology, equipment and accessories

- 2.1 Catering equipment and accessories
- 2.2 Coffee machines, coffee-roasting plants
- 2.3 Vending machines
- 2.4 Beverage and tap equipment
- 2.5 Fast food facilities
- 2.6 Production machinery and technology
- 2.7 Weighing and laboratory equipment
- 2.8 Refrigeration equipment
- 2.9 Packaging technologies and materials
- 2.10 Cleaning devices and equipment
- 2.11 POS systems
- 2.12 Sanitary and hygiene equipment
- 2.13 Security equipment and systems
- 2.14 Advertising means and banners
- 2.15 Workwear
- 2.16 Air conditioning, fire protection

3. Services in the food industry

- 3.1 Catering, banquets
- 3.2 Sales stands
- 3.3 Vehicle operation
- 3.4 Restaurants, cafés

4

Binding application for participation in the exhibition - framework agreement

CZECH FOOD EXPO 2024, Výstaviště České Budějovice, 9 - 12 / 5 / 2024

EXHIBITOR

Business name ID No.
 Head office* - street TAX ID
 City Postcode Country
 Website Field of activity no. (nomenclature)
 Contact person Function
 Tel./mobile E-mail**
 Correspondence address (if different from the head office)
 Email for electronic-invoicing
 I represent a foreign company Country
 Company name for the catalogue
 Description of exhibitor (will be stated in the exhibition catalogue - **max. 40 strokes** including gaps, or possibility of the additional order of an extended description in the advertising services sheet)

EXHIBITOR'S REPRESENTATIVE (fill in if an exhibitor wants to secure his participation through the representative including all invoicing and correspondence)

Business name ID No.
 Head office* - street TAX ID
 City Postcode Country
 Contact person Function
 Tel./mobile E-mail**
 Correspondence address (if different from the head office)
 Email for electronic-invoicing

* For natural persons Place of business. ** Needs to be filled in for sending location, assembly instructions etc.

I consent to the sending of business messages in accordance with Act No. 480/2004 Coll. Consent can be withdrawn by sending an email with a text "do not send" to info@vcb.cz.

EXHIBITION SPACE	reduced price CZK/m ² (until 29 February 2024)	basic price CZK/m ² (from 1 March 2024)	fill in the dimensions in whole metres		
			length	depth	total m ²
Indoor exhibition space (min. 6 m ²)	CZK 1,400 per m ²	CZK 1 500 per m ²			
Outdoor exhibition space (min. 6 m ²)	CZK 800 per m ²	CZK 900 per m ²			

Extra charge for advantageous space	corner exposition 10%	3 open sides 20%	island exp. 30%	double-storey exposition 50%
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Application submission date	By 29 February 2024	From 1 March 2024
Registration fee	CZK 1,500	CZK 2,000

Fill in the list of co-exhibitors on a separate sheet of the order form. The listed prices apply for the entire time of the exhibition. Prices shall be inclusive of VAT according to valid legislation. An integral part of this order is the "**General Terms and Conditions of Participation**". By signing this order I also confirm that I agree with its contents in full.

CZECH FOOD EXPO 2024, Výstaviště České Budějovice, 9 - 12 / 5 / 2024**EXHIBITOR** (business name):

We declare that the following companies (our co-exhibitors) shall be presented as part of our exposition.
We will pay the registration fee listed on Sheet 4 for each of them.

Number of co-exhibiting companies**1st co-exhibitor**

Business name	ID No.
Head office* - street	TAX ID
City	Postcode
Website	Country
Contact person	Field of activity no. (nomenclature)
Tel./mobile	Function
	E-mail**
Company name for the catalogue	
Description of exhibitor (will be stated in the exhibition catalogue - max. 40 strokes including gaps, or possibility of the additional order of an extended description in the advertising services sheet)	

2nd co-exhibitor

Business name	ID No.
Head office* - street	TAX ID
City	Postcode
Website	Country
Contact person	Field of activity no. (nomenclature)
Tel./mobile	Function
	E-mail**
Company name for the catalogue	
Description of exhibitor (will be stated in the exhibition catalogue - max. 40 strokes including gaps, or possibility of the additional order of an extended description in the advertising services sheet)	

3rd co-exhibitor

Business name	ID No.
Head office* - street	TAX ID
City	Postcode
Website	Country
Contact person	Field of activity no. (nomenclature)
Tel./mobile	Function
	E-mail**
Company name for the catalogue	
Description of exhibitor (will be stated in the exhibition catalogue - max. 40 strokes including gaps, or possibility of the additional order of an extended description in the advertising services sheet)	

In case of a higher number of exhibitors, fill in more copies of this form.

6 Objednávka dalších služeb

CZECH FOOD EXPO 2024, Výstaviště České Budějovice, 9 - 12 / 5 / 2024

EXHIBITOR (business name):

All unmarked services shall be automatically considered NOT ORDERED.

Order for internet connection

Internet connection is provided as standard via WIFI b/g/n technology.
It is available in pavilions T1, T2, B1, B4 and in outdoor spaces on the main route.

EET/E-MAIL tariff (speed 0.4/0.4 mbps)

connection of the first device CZK 1,000
number of additional connections CZK 500/pc

INTERNET tariff (speed 2/2 mbps)

connection of the first 3 devices CZK 2,500
number of additional connections CZK 1,500/pc

Through 1 connection, 1 specific device can be authorized for connection. It is not possible to change or replace the authorised device.
That means 1 specific laptop, phone or tablet will be connected.

Requests for connection in other than the above mentioned premises or other type of connection (RJ45 cable, higher required speed, guaranteed channel for video stream, ...) please enter here:

The request will be assessed and a solution will be offered.

Order for cleaning service

(the price is the same for an indoor and outdoor space)

m²

General cleaning - CZK 40/m²

one-off cleaning once assembly is complete (st)

Daily cleaning - CZK 120/m²

(Thu - Sat) does not include general cleaning

The expositions shall be cleaned from 6.00 pm to 8.00 pm. The exhibitor shall be obliged to ensure access for the cleaning service to the exposition.

Season tickets, parking permits and partner tickets

Entry pass - the exhibitor is entitled to the issue of the following number of entry passes allowing entry into the grounds according to the ordered metres: up to 6 m²/2 pc, 7 - 20 m²/4 pc, 21 - 50 m²/5 pc, for each further ordered 50 m²/3 pc. An entry pass allows 1 person entry into the grounds for the time of the exhibition and is provided free of charge according to the above terms and conditions. In the event of a further request the exhibitor can order a season pass

	price/pc	number of pcs
season ticket	CZK 297.52 excluding VAT / CZK 360 including VAT	
parking cards	CZK 619.83 excluding VAT / CZK 750 including VAT	
partner tickets*	CZK 49.59 excluding VAT / CZK 60 including VAT	

Other services

	Deadline	Number	Number of people	Comment	Price
Hostesses		days			CZK 1,900/person x day
Security service		h.			CZK 300/person x hour
Photographer*		photo			CZK 200/photo

* standard booth documentation



*Partner tickets

The exhibitor orders "partner tickets" for his partners in the number according to his needs. Only tickets actually used by visitors for entry into the grounds will be invoiced.

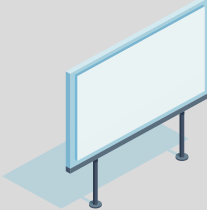
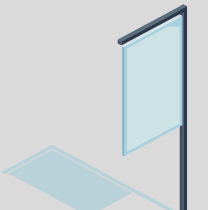


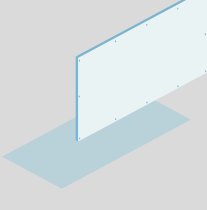
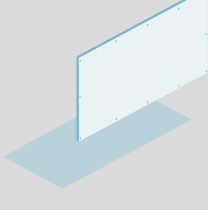


The deadline for ordering additional technical services is 15 / 4 / 2024

All prices are quoted exclusive of VAT.

We undertake to pay all pro forma invoices and the final invoice inclusive of VAT by the maturity dates.

CZECH FOOD EXPO 2024, Výstaviště České Budějovice, 9 - 12 / 5 / 2024

EXHIBITOR (business name):

<p><i>*if interested, please tick</i></p>  <p>Billboard including printing and affixing</p> <p>Deadline: for the duration of the exhibition</p> <p>Number pc:</p> <p>Dimension: 5.1 x 2.4 m</p> <p>Price: CZK 13,000</p> <p>Comment:</p>	<p><i>*if interested, please tick</i></p>  <p>Flagpole with base pole height: 200-600 cm recommended flag size: 120x200 cm</p> <p>Deadline: for the duration of the exhibition</p> <p>Number pc:</p> <p>Price: CZK 2,200</p> <p>Comment:</p>
<p><i>*if interested, please tick</i></p>  <p>Positioning your own space banner up to 3m² of exhibition space, <i>inflating device, advertising stand, directional sign, panel, ...</i></p> <p>Deadline: for the duration of the exhibition</p> <p>Number pc:</p> <p>Dimension:</p> <p>Price: CZK 3,000</p> <p>Comment:</p>	<p><i>*if interested, please tick</i></p>  <p>Positioning your own space banner over 3m² of exhibition space, <i>inflating device, advertising stand, directional sign, panel, ...</i></p> <p>Deadline: for the duration of the exhibition</p> <p>Number pc:</p> <p>Dimension:</p> <p>Price: priced individually</p> <p>Comment:</p>
<p><i>*if interested, please tick</i></p>  <p>Positioning of advertising banners under 15 m², you can find the possibility of banner production on p. 10</p> <p>Deadline: for the duration of the exhibition</p> <p>Number pc:</p> <p>Dimension:</p> <p>Price: CZK 6,500</p> <p>Comment:</p>	<p><i>*if interested, please tick</i></p>  <p>Positioning of advertising banners over 15 m² you can find the possibility of banner production on p. 10</p> <p>Deadline: for the duration of the exhibition</p> <p>Number pc:</p> <p>Dimension:</p> <p>Price: priced individually</p> <p>Comment:</p>
<p><i>*if interested, please tick</i></p>  <p>Distribution of advertising leaflets the exhibitor shall hire people to distribute the leaflets</p> <p>Deadline: 9/5/ 11/5/ 10/5/ 12/5/</p> <p>Price: CZK 1,500/person x day</p> <p>Comment:</p> <p>In case the exhibitor hires hostesses, he must apply for an entry pass.</p>	<p><i>*if interested, please tick</i></p>  <p>Distribution of advertising leaflets VCB shall hire people to distribute the leaflets</p> <p>Deadline: 9/5 11/5/ 10/5/ 12/5/</p> <p>Price: CZK 3,500/person x day</p> <p>Comment:</p>

All documents must be sent in by 15/ 4/ 2024/**All advertising offers (except billboards) are without production, i.e. rental only.**

In case you are interested in the services, including production, please contact the business manager of Výstaviště České Budějovice a.s. for a price quote.

All prices are quoted exclusive of VAT.

We undertake to pay all pro forma invoices and the final invoice inclusive of VAT by the maturity dates.

8 Order for advertising services

CZECH FOOD EXPO 2024, Výstaviště České Budějovice, 9 - 12 / 5 / 2024

EXHIBITOR (business name):

**if interested, please tick*



Broadcasts of the exhibition radio

with a total length of max. 20 s
Broadcasting 1-2 x per hour throughout the day
Deadline: 9/5/ 11/5/
10/5/ 12/5/

Price: CZK 1,000/day

Delivery of the spot in mp3 or mp4 format
no later than 15/4/2024.

**if interested, please tick*

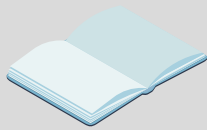


Production of an advertising spot without broadcast, spoken word

Price: CZK 2,000/ max. 20 s

Text:

**if interested, please tick*



Advertising in the exhibition guide

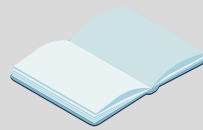
Advertisement (145x210 mm) CZK 1,000

Advertisement (145x105 mm) CZK 2,000

Logo in the list of exhibitors CZK 1,000

Comment:

**if interested, please tick*



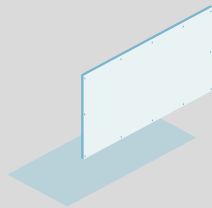
Extra lines in the exhibition guide

max. 200 strokes

Price: CZK 1,000

Text:

**if interested, please tick*



Production of advertising banner (canvas)

a prerequisite for production is the delivery of
high-quality print documents in PDF format.

Number pc:

Dimension:

Price: CZK 900/ m²

Comment:

All documents must be sent in by 15/ 4/ 2024/

All advertising offers (except billboards) are without production, i.e. rental only.

In case you are interested in the services, including production, please contact the business manager of
Výstaviště České Budějovice a.s. for a price quote.

All prices are quoted exclusive of VAT.

We undertake to pay all pro forma invoices and the final invoice inclusive of VAT by the maturity dates.

CZECH FOOD EXPO 2024, Výstaviště České Budějovice, 9 - 12 / 5 / 2024

EXHIBITOR (business name):

Total number of seminars**Organisation of seminars (lectures)**

Date: from: to:

Name:

Room hire

up to 50 persons	CZK 7,400 + VAT / 1/2 day	CZK 9,000 + VAT / full day
up to 80 persons	CZK 9,000 + VAT / 1/2 day	CZK 11,000 + VAT / full day
over 80 persons	CZK 10,400 + VAT / 1/2 day	CZK 14,000 + VAT / full day

Rental of technical equipment:

screen	CZK 1,000	data projector	CZK 4,000	sound equipment	CZK 8,000
laptop	CZK 2,500	technician (without sound system)	CZK 3,500/event		

Other requirements

If you are interested in catering, please write your requirements. We will send you an offer with a price calculation.

The deadline for ordering seminars is 15/ 4/ 2024/

In case of a higher number of seminars, fill in more copies of this form.

All prices are quoted exclusive of VAT.

We undertake to pay all pro forma invoices and the final invoice inclusive of VAT by the maturity dates.

10 Exhibitor Information Sheet

CZECH FOOD EXPO 2024, Výstaviště České Budějovice, 9 - 12 / 5 / 2024

Service cards

A service card enables one person to enter the VCB grounds during the happening of the event (from 9/5 to 12/5 2024). The exhibitor is obliged to show the service card by every entry to VCB grounds. A service card is handed to the exhibitor with empty space to fill in the name of the exhibitor (a stamp instead of handwritten name is also accepted), without filled in service card exhibitor will not be allowed to enter the VCB grounds.

Permanent pass

If an exhibitor needs higher amount of service cards, he instead orders permanent passes, which are chargeable. The price of one permanent pass is CZK 360 including VAT.

Parking cards

The exhibitor, who has already paid the registration fee and for the exhibition space shall personally pick up the parking cards in office no. 112 located in the VCB headquarters. It is possible to buy the parking cards in cash at the cash desk on the ground floor of the VCB headquarters, office no. 102. The parking cards will be sold only against the presented service cards. The amount of parking cards is limited due to the limited number of parking spots on the VCB grounds.

Partner tickets

Partner tickets are available only in electronic form (the exhibitor receives the log in details via email). Each ticket has a unique QR code and can be used only once; it is possible to monitor to whom the issued QR codes were sent. Based on the exhibitor's request it is possible to send the list of used partner tickets (i.e. used QR codes).

Refundable deposit

It is also permitted to enter the VCB grounds during the event (9/5-12/5) against a refundable deposit worth CZK 1,000 but only in the following time window:

Mornings: 7 AM – 8 AM – Entry, exit
8 AM – 8:30 AM – Only exit. After 8:30 AM the refundable deposit forfeits.
Evenings: 6 PM – 8:30 PM – Entry, exit
8:30 PM – 9 PM – Only exit. After 9 PM the refundable deposit forfeits.

Opening hours of indoor exhibition space

7/5 – 8/5 from 7 AM to 7 PM
9/5 – 11/5 from 7 AM to 7 PM
12/5 from 7 AM to 9 PM
13/5 from 8 AM to 5 PM
14/5 from 8 AM to 2 PM

Overview table of entrances, entries and exits into/out of the Výstaviště České Budějovice grounds

GATE		1 main entry	3 two-way	4 two-way and for high equipment	6 exit	North gate	
ASSEMBLY	9/ 5/	entry	7:00 am - 8:00 pm				
		entry	7:00 am - 8:00 pm	7:00 am - 8:00 pm	8:00 AM - 8:00 pm		
		exit		7:00 am - 8:00 pm	8:00 AM - 8:00 pm	8:00 am - 8:00 pm (request over the phone)	
	10/ 5/	entry	7:00 am - 8:00 pm				
		entry	7:00 am - 8:00 pm	7:00 am - 8:00 pm	7:00 am - 8:00 pm		
		exit		7:00 am - 8:00 pm	7:00 am - 8:00 pm	7:00 am - 8:00 pm	
EXHIBITION	11/ - 13/ 5/	entry	7:00 am - 9:00 PM	7:00 am - 9:00 PM		8:00 AM - 9:00 PM	
		entry	7:00 - 9:00 am, 6:00 - 8:30 pm	7:00 - 9:00 am, 6:00 - 8:30 pm	7:00 - 9:00 am, 6:00 - 8:30 pm		
		exit		7:00 - 9:00 am, 6:00 - 9:00 PM	7:00 - 9:00 am, 6:00 - 9:00 PM	7:00 - 9:00 am, 6:00 - 9:00 PM	
	14/ 5/	entry	7:00 am - 5:00 PM	7:00 am - 5:00 PM			7:00 am - 9:00 PM
		entry	7:00 am - 9:00 AM	7:00 am - 9:00 AM	7:00 am - 9:00 AM		
		exit		7:00 am - 9:00 AM	7:00 am - 9:00 AM	7:00 am - 9:00 AM	
DISASSEMBLY	14/ 5/	entry	5:00 PM - 10:00 PM	5:00 PM - 10:00 PM			
		entry	5:00 PM - 10:00 PM	5:00 PM - 10:00 PM	5:00 PM - 10:00 PM		
		exit		5:00 PM - 10:00 PM	5:00 PM - 10:00 PM	5:00 PM - 10:00 PM	
	15/ 5/	entry	8:00 AM - 6:00 PM		8:00 AM - 6:00 PM		
		entry	8:00 AM - 6:00 PM		8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	
		exit			8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	
	16/ 5/	entry	8:00 AM - 3:00 PM				
		entry	8:00 AM - 3:00 PM				
		exit	8:00 AM - 3:00 PM				

The opening hours of the pavilions are the same as those of the VCB grounds.

A more detailed Exhibitor Information Sheet will be sent to exhibitors before the exhibition. It shall also be available on the website www.zemezivitelka.cz

Disassembly

We ask the exhibitors to inform their hauliers that no vehicles are allowed to enter the VCB grounds for disassembly before 5 PM!

All dismantled materials, exhibits and packaging cannot lay on the communication routs. All escape routs must stay free. Any left materials will be removed and charged for to the exhibitor. Prior to leaving the VCB grounds, the exhibitor is obliged to return all borrowed items and keys from Výstaviště České Budějovice a.s. Items that are not returned are going to be charged for in full.

Warning! It is not allowed to stay overnight on the VCB grounds on the penalty of CZK 5,000. It is mandatory to leave the VCB grounds the first day of disassembly (12/5) until 10 PM, second day (13/5) until 6 PM and the third day (14/5) latest at 3 PM.

Additional orders

All services except advertisement and technical services are possible to additionally order till 15/4/2024. The order must be submitted through relevant filled in form to email prihlasky@czechfoodexpo.cz and must be acknowledged by the organiser.

Handover of the exhibition space

Each sector worker has a list of all exhibitors of given sector. The exhibition space will be personally handed over to the exhibitor. The exhibitor has right to start the assembly prior to the handover of the space by the sector worker, because the exhibition space shall already be marked by the name of the exhibitor. The exhibitor is strictly forbidden to exceed the marked exhibition space. The exhibitors must follow the instructions of the sector worker. The sector workers are responsible for smooth running of their assigned sector, and they flexibly react to exhibitor's needs. The exhibitors are forbidden to close their exhibitions before the given end of the event. The departure of vehicles from VCB grounds will not be allowed before the given end of the event. After the disassembly the exhibitor is obliged to handover the given space to the sector worker against a signature on the handover form. In case of found faults (e.g. left waste or materials on the exhibition space), the exhibitor is obliged to remove those faults. In case of breaching any of these obligations above, the organiser has right to compensations for incurred faults and furthermore, for penalty clause of CZK 5,000 for each of such breach.

CZECH FOOD EXPO 2024, Výstaviště České Budějovice, 9 - 12 / 5 / 2024

Organiser: Výstaviště České Budějovice a. s. (hereinafter referred to as VČB a. s.) Husova 523/30,

370 05 České Budějovice, ID No: 60827475

The exhibitor: legal entity or natural person that confirmed to Výstaviště České Budějovice a.s. its participation at the trade fair or exhibition

Venue: Výstaviště České Budějovice a. s., Husova 523/30, 370 05 České Budějovice

1. REGISTRATION AT THE EXHIBITION AND ALLOCATION OF A SPACE

1.1. Based on an application duly filled by the specified date, the exhibition Organiser shall register the application and allocate an exhibition space to the Exhibitor (retailer). The Organiser shall then send to the Exhibitor (retailer) confirmation of the order of the space and pro forma invoice in the amount of the registration fee and price for the allocated space. If the Exhibitor (retailer) does not file an objection within 5 working days after receiving this invoice, it shall be deemed that he agrees with the allocated space.

2. EXHIBITOR'S OWN PRESENTATION

- 2.1. The Exhibitor (retailer) is entitled to present only the registered range at the exhibition.
- 2.2. The allocated exhibition space and registered range cannot be changed without the exhibition Organiser's consent. An exhibition space that has not been ordered/paid for cannot be filled. The Exhibitor (retailer) may not transfer the allocated space or a part thereof to a third person without the exhibition Organiser's written consent.
- 2.3. The Exhibitor (retailer) is obliged to register all co-exhibitors making presentations in the ordered space and pay the registration fee on their behalf.
- 2.4. The co-exhibitor shall be a legal entity or entrepreneur-natural person exhibiting (selling) in the space ordered and paid for by the Exhibitor (retailer) under his own ID No.
- 2.5. Refreshments can be sold during the exhibition in the buildings and spaces designated for this purpose, it is not permitted to sell hot refreshments, beer and ice cream apart from coffee, mixed drinks, pancakes, waffles and spit cakes.
- 2.6. The Exhibitor (retailer) may not operate any form of unfair conduct and aggressive trade practices at said exhibition.
- 2.7. If the terms and conditions specified in provision 2 are breached, the Exhibitor shall be charged a fine of CZK 10,000, even repeatedly, if within 60 minutes after the demand he does not make amends. An Exhibitor shall be excluded from the exhibition or any further exhibitions if required for repeated breach or not making amends.

3. OWN ALTERATIONS TO THE ALLOCATED EXHIBITION SPACE

- 3.1. Exhibition booths may not extend into the road for safety reasons.
- 3.2. There must not be any foundation and anchoring work without the Organiser's written consent. Otherwise there will be a fine of CZK 10,000 even repeatedly if there are no amends within 60 minutes after the demand for amends.

4. ASSEMBLY AND DISASSEMBLY

- 4.1. The schedule for the start and completion of assembly and disassembly is provided in the Exhibitor Information Sheet
- 4.2. Upon request assembly and disassembly can be permitted outside the time specified in point 4.1., but this service is subject to a charge. The price is listed in the Exhibitor Information Sheet.

5. FURTHER SERVICES

- 5.1. Exhibitors (retailers) order all services through this application form and a separate technical services order form for exhibitors.

6. ENTRY AND PARKING IN THE GROUNDS

- 6.1. The entry of motor vehicles within the grounds is regulated by the visitors' and traffic regulations which are posted on www.vcb.cz. For the time of the exhibition entry and parking in the grounds is possible only at times and to the extent specified in the Exhibitor Information Sheet which also sets out the system for issuing Parking Permits.
- 6.2. For the time of the exhibition the Parking Permit must be clearly displayed behind the windscreen of a vehicle parked in the grounds. The driver's phone number must be clearly displayed on the Parking Permit.
- 6.3. It shall not be possible to park a vehicle in the grounds without a valid Parking Permit. Likewise it shall not be possible to park outside the car park specified in the Parking Permit.
- 6.4. If point 6.2. and 6.3. is breached, the procedure taken shall be as specified in Article 20. Unauthorised use of services.

7. ELECTRICAL INSTALLATIONS AND SAFETY MEASURES

- 7.1. The Exhibitors (retailers) or their authorised exposition Organisers shall be fully responsible for the condition of internal electrical installation lines of the exhibition booths they install at their own costs and for the inspection of these lines. The Exhibitor (retailer) must have a valid inspection report at his disposal on the day that the booth is connected to the electricity supply and at any other time after this day. All other electrical equipment used by Exhibitors (retailers) must also have a valid inspection report available. The Exhibitor (retailer) is obliged to submit these inspection reports for inspection at the request of a person authorised by the Organiser. Inspection of electrical supply lines and equipment can also be ordered by an Application Form available from the Organiser's authorised person.
- 7.2. In the event that the Exhibitor (retailer) is unable to submit a valid inspection report, the Exhibitor will be disconnected from the electricity supply until the inspection report is submitted.
- 7.3. The Exhibitor (retailer) shall also be liable for any damage that may occur due to a faulty or unprofessionally carried out electrical installation or use of faulty electrical appliances.
- 7.4. The Exhibitor (retailer) is connected to the electrical supply lines in the grounds solely by the Organiser's authorised person who shall clearly mark this on the connecting cables.

7.5. It is not permitted to use combustion engine power generators in the grounds during exhibitions and other events. If this ban is not observed, the procedure taken shall be as specified in Article 20.7. hereof.

7.6. During the time when the exhibition booths are not in operation (during the period when the pavilion is locked, the exhibition is closed, etc.), the Exhibitor (authorized organizer of the exhibition) is responsible for switching off all electrical appliances (except refrigerators and freezers). If an exhibit is an electrical device that cannot be switched off during the exhibition (demanding calibration, etc.), the Exhibitor (authorized organizer) must have the written consent of the Organizer.

8. EXHIBITS AND RETAIL GOODS

- 8.1. The exhibitor (retailer) shall be fully responsible for their exhibits, retail goods and personal effects. The exhibition Organiser cannot be held responsible to the exhibitor (retailer) for any losses, theft, damage or destruction of exhibits or retail goods, equipment, personal effects and means of transports. The Exhibitor (retailer) can insure his exhibits or retail goods at his own cost.
- 8.2. Exhibitors exhibiting live exhibits shall be responsible for observing the Veterinary Terms and Conditions issued for each calendar year by the Regional Veterinary Administration for the South Bohemian Region. Výstaviště České Budějovice a. s. shall arrange an inspection, and more information applying to said exhibition is presented in the Exhibitor Information Sheet.

9. FIRE PREVENTION

- 9.1. Participants of all events in the Výstaviště České Budějovice a.s. grounds shall be obliged to observe fire safety instructions, i.e. fire safety rules, fire alarm guideline and fire evacuation plan. All these documents are displayed at accessible points in the grounds and in the exhibition pavilions.
- 9.2. A ban on smoking and making an open fire applies to all buildings. Permission is required to use an open fire, pyrotechnic special effects, artificial smoke and work with welding equipment, angle grinder etc.
- 9.3. The Exhibitor (retailer) is responsible for the fire safety of his stand or exhibition booth, smoking is not allowed in the pavilions.
- 9.4. All participants of events must not allow their activities to block access to escape routes, fire extinguishers and hydrants, including the access spaces for fire-fighting equipment. The exhibitor (assembly company) shall ensure that the aisles between expositions shall be kept clear at all times.
- 9.5. The Event participant shall immediately report every fire even if extinguished by his own equipment to the Organiser's staff. The Event participant shall be obliged to immediately report all damage or use of fire safety equipment to the Organiser's staff.
- 9.6. The Event participant shall be responsible for no pressure cylinders, pressure vessels and other equipment containing flammable or combustible gases being placed in indoor premises. If their use is necessary for presentation or assembly, the Event participant shall not use them without discussion and the written approval of the Organiser's authorised staff. The Event participant shall be obliged to submit to the Organiser's authorised staff as requested a certificate of the pressure test of such equipment including any distribution line and location. The Organiser's authorised staff in the written approval shall define the conditions under which such equipment can be used. If the Event participant uses such equipment without written permission, he shall pay a fine of CZK 10,000.
- 9.7. In the case of multi-storey exhibitions, the Exhibitor is obliged to submit project documentation including a fire report or certificate proving the fire resistance of the structure before the booth is built. The Exhibitor is responsible for the fact that the multi-storey exhibitions meet the fire protection conditions and their fire design complies with the applicable regulations.
- 9.8. If advertising balloons and eye-catchers are used, they must not be filled with flammable or explosive gases, must not obscure fire alarm systems and must not be installed above roads.
- 9.9. If heating appliances are used whose documents do not specify the safe distance from flammable surfaces, the safe distance observed shall be as specified under ČSN 06 1008 and Decree No. 23/2008 Coll. A heating appliance must be under constant supervision. The Event participant shall be responsible for its operation and after the Event such equipment must be demonstrably disconnected from the electrical network and all valves must be closed.
- 9.10. The Organiser may, if required, carry out a fire safety inspection through the appointed fire watches. Each Event participant shall be obliged to allow the fire watch access to all its used premises. If regulations are breached, members of the fire watch shall have the right to demand that immediate amends are made. In the event of a gross violation of the regulations, the members of the fire patrol are authorized to immediately suspend the work of the violator and, in extreme cases, to exclude the Exhibitor (retailer) from the exhibition without compensation.

10. TECHNICAL AND ARCHITECTURAL CONDITIONS FOR THE REALISATION OF AN EXPOSITION

- 10.1. The Exhibitor or his authorised person shall submit to the exhibition Organiser for discussion and approval of such exposition he realises himself or through another person, except people authorised by the Organiser. The application for discussion and approval is submitted on a prescribed form, and the architectural design is also subject to approval! This must not aesthetically disturb the neighbouring exposition. Each Exhibitor must bear in mind the demands of surrounding Exhibitors.

11. SAFETY REGULATIONS

- 11.1. The Exhibitor (retailer) is obliged to comply with generally applicable laws and standards, in particular regarding occupational safety, technical safety, operational, traffic and fire regulations
- 11.2. The Exhibitor (retailer) is also obliged to comply with the operating regulations of Výstaviště České Budějovice a. s., the valid version of which is available at www.vcb.cz.
- 11.3. The Exhibitor (retailer) shall be obliged to report to the Organiser his intention to use or exhibit flammable liquids, compressed gases or other flammable and hazardous substances. Their use is

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only possible with the prior written consent of the Organiser.

- 11.4. If the Exhibitor's (retailer's) employee has an accident in the Výstaviště (Exhibition) grounds, those responsible are obliged to report the accident to the Organiser's staff. A record shall be drawn up in the accident log of the accident.
- 11.5. All Exhibitors (retailers) shall follow the safety signs located around the grounds.
- 11.6. The exhibits that shall be presented while in operation and farm animals can only be handled by those people authorised to do so.
- 11.7. Exhibits and adverts can be hung up only with the prior written consent of the Organiser. The Organiser's statement must be accompanied by a project with the weight of the entire load, the load on the individual lashings plotted on the grid of the hanging points of the specific pavilion.
- 11.8. Means of transport equipped with a combustion engine may enter pavilions only for the necessary period of time after agreement with the Organiser. These means of transport cannot park in the pavilions. If a means of transport is used as an exhibit, it may contain only so much fuel that allows it entry and exit.

12. HANDLING

- 12.1. Exhibitors (retailers) and their assembly firm may not use their own forklift truck and one they acquire to handle exhibits and other material in the Výstaviště grounds. If they breach this regulation, they shall be charged a fine of CZK 10,000 and repeatedly if they do not make amends.
- 12.2. The Exhibitor (retailer) may order a forklift in the Order Form.

13. WASTE DISPOSAL

- 13.1. It is prohibited to flush remains of substances which would pollute and otherwise pose a hazard to the environment down the sewage drain. The Exhibitor (retailer) must take away such substances and dispose of them at his own costs.
- 13.2. Category no. 200125 of edible oils and fats shall be disposed of upon agreement with the Organiser.
- 13.3. All waste generated by the Exhibitor (retailer or company authorized by the Exhibitor) such as packaging, assembly material, demonstration samples, etc., shall be disposed of by the Exhibitor (retailer or company authorized by the Exhibitor) at his own expense.
- 13.4. Upon completion of dismantling, the Exhibitor (retailer or a company authorized by the Exhibitor) must remove and transport at his own expense all used material including carpets, PVC, chipboard, adhesive tapes and adhesive residues, etc.
- 13.5. In connection with the disposal of waste, the Organiser may give the Exhibitor (retailer) organisational instructions related to the disposal of waste, in particular with regard to recycling and waste sorting.
- 13.6. The Exhibitor is obliged to manage waste in accordance with the relevant legislation.
- 13.7. If the terms and conditions specified in provision 13.1. and 13.3. shall be breached, the Exhibitor shall be charged a fine of CZK 10,000 and repeatedly, if within 60 minutes after the demand for amends he does not make amends. An Exhibitor shall be excluded from the exhibition or any further exhibitions if required for repeated breach or not making amends.

14. ADVERTISING

- 14.1. Any advert (advertising activity) can be installed (operated) in the Výstaviště grounds only on the basis of an Organiser's permit. If an unpermitted advert is found, the procedure shall be as specified in Article 20. Unauthorised use of services. Details for each exhibition are found in Exhibitor Information Sheet.
- 14.2. The advert can be ordered based on the order stated in the Application Form.
- 14.3. It is forbidden to affix information and promotional materials on the walls, windows or other parts of the pavilion structure.

15. PAYMENT TERMS – ATTENTION!

- 15.1. As well as confirmation of the order of the space, the Exhibitor (retailer) shall receive a pro forma invoice drawn up for the amount of the registration fee and 100% of the price for the space and any services ordered. Other services ordered, including the registration fee for the co-exhibitor, will be invoiced with a due date no later than 14 days before the exhibition, unless the nature of the order makes it necessary to set a later due date. The Exhibitor (retailer) shall receive the invoice within the statutory period. On arrival at the exhibition the Exhibitor (retailer) shall produce proof of payment of all invoices, otherwise he shall not be able to participate in the exhibition, the rent paid for the space is forfeited and payment of all issued invoices shall be recovered through legal proceedings. All and any additional work and services required by the Exhibitor (retailer) on site shall be paid for in cash prior to the performed service together with a 50% surcharge. A contractual fine shall be charged of 0.1% for each day in arrears if the invoice maturity date is not observed.

16. COMPLAINTS

- 16.1. Complaints about the delivered service shall be made with the project or business manager of the exhibition by a complaint note during the exhibition signed by both parties. Any complaint made after the exhibition shall be disregarded.

17. CANCELLATION

- 17.1. If the Exhibitor cancels his participation in the exhibition after registering the application and confirming the space, he shall be charged for the entire registration fee inclusive of VAT. If the Exhibitor cancels his participation in the exhibition more than 5 working days after receiving the order of the space, he shall pay a contractual fine of 50% of the space rent price. When cancelling participation 30 days and less before the exhibition starting date the contractual fine shall be 100% of this price.
- 17.2. If the Exhibitor reduces the number of ordered metres less than 5 working days after receiving the order of the space, he shall pay a contractual fine of 50% of the reduced space rent price. When

reducing the order of the space 30 days and less before the start of the exhibition the Exhibitor shall pay a contractual fine of 100% of this price.

- 17.3. If the Exhibitor (retailer) does not arrive at the exhibition by the start of the exhibition, he shall pay the contracted costs for the space and realisation and his space can be rented out by the Organiser to another Exhibitor (retailer).
- 17.4. All the above cancellations must be submitted in writing.
- 17.5. In case of cancellation of an already ordered seminar more than 30 days before its start, a cancellation fee shall be charged 50% of the seminar price. In case of cancellation less than 30 days before its start, a cancellation fee shall be charged of 100% of the seminar price.

18. CANCELLATION – ADVERT ORDER

- 18.1. If the ordering party cancels the advert order 30 days and less prior to the start of the exhibition, it shall pay a contractual fine of 100% of the order. If the ordering party cancels the advert order more than 30 days prior to the start of the exhibition, it shall pay a contractual fine of 50 % of the cancelled order.

19. PRESENTATION, OPERATION OF LIVE AND RECORDED MUSIC

- 19.1. All forms of presentation in or outside one's own exhibition space (e.g. Machinery and equipment in operation, films, live and recorded music, fashion shows) are subject to the Organiser's approval, who is authorised, despite an earlier granted permit, to restrict or ban a presentation in the event that it causes noise, dust, fumes, vibrations endangering the safety of visitors and Exhibitors or restricting or disrupting the operation of the exhibition.
- 19.2. The Exhibitor shall be obliged to legalise live music production by paying a fee for this production at the Organiser's cash desk by 12.00 noon on the starting day. The amount of the fee is specified at a daily rate of CZK 180 inclusive of VAT.
- 19.3. In the event that this obligation is not fulfilled, the Organiser shall be authorised to charge, apart from the above daily rate, a fine of CZK 5,000.
- 19.4. The Exhibitor shall be obliged to secure, pay and settle with the respective administrator (OSA, INTERGRAM, DILIA...) the copyrights and similar rights for recorded and live music by his own costs.

20. UNAUTHORISED USE OF SERVICES

- 20.1. In case that the Exhibitor (retailer) connects up to the electricity supply himself without a valid order, he shall be disconnected and pay a fine of CZK 5,000.
- 20.2. In case that the Exhibitor (retailer) connects up to the electricity supply himself with a valid order, he shall be disconnected and pay a fine of CZK 2,000. The connection will be made by a person authorized by the Organizer after payment of the fine.
- 20.3. In case of unauthorized entry into the grounds or if a vehicle moves into the grounds outside the set hours, a fine of CZK 10,000 will be charged, even repeatedly.
- 20.4. For unauthorised parking (parking without a valid Parking Permit visibly located in the car or for not keeping to the designated parking space) the vehicle shall be made immobile and a fine of CZK 10,000 shall be charged and repeatedly if amends are not made within 60 minutes. The vehicle can then be towed away and the vehicle operator shall be charged for the towing service.
- 20.5. Unpermitted advert (hanging up posters, tarpaulins, positioning of display stands or distribution of leaflets, etc.) shall be removed and a fine shall be charged of CZK 5,000 including costs of removal.
- 20.6. For unpermitted connection to the water supply and sewage system a fine shall be charged of CZK 5,000.
- 20.7. If the Exhibitor (retailer) shall use combustion engine power plants, he shall be charged a fine of CZK 5,000 and have his participation cancelled without reimbursement.

21. OTHER

- 21.1. The exhibition has not been granted exhibition priority by the Office for Patents and Inventions.
- 21.2. Exhibitors (retailers) and their assembly firm shall be obliged to follow the "Exhibitor Information Sheet" when preparing for the exhibition.
- 21.3. The exhibition Organiser reserves the right to cancel without reimbursement an Exhibitor's (retailer's) at the exhibition in the event of a breach of the "General Terms and Conditions of Participation" and instructions specified in the "Exhibitor Information Sheet".
- 21.4. Security service during the exhibition is provided by the Organizer's contractual partner. That means an order can be placed only with the Organizer to ensure security of exhibits.
- 21.5. The Organiser reserves the right to include increased costs in the price due to increased entry prices.
- 21.6. The Exhibitor (retailer) shall be obliged to operate his activity as part of the exposition in accordance with hygiene standards and in consideration of the surrounding exhibitors (retailers). This above all concerns noise and dust, presentations, sale and food tasting.
- 21.7. If the Exhibitor (retailer) does not observe the exhibition's opening hours or vacates the exposition before the end of the exhibition, the Organiser shall be authorised to charge him a contractual fine of CZK 10,000. The Exhibitors' vehicles will not be allowed to leave before the end of the exhibition opening hours.
- 21.8. Water supplied to the exhibition booths is not intended for direct consumption.