

# **ASSEMBLY, DISASSEMBLY AND DURATION OF THE FAIR INSTRUCTIONS.**

**FOR KIDS**

**24.- 26. October 2025**

**PVA EXPO PRAHA**

Beranových 667

199 00 Praha 9 – Letňany

GPS: Loc: 50°7'46.54"N,14°30'51.48"E

Organized by ABF, a.s.

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# Persons responsible for the set-up of the booth FOR KIDS 2025

*Fill in only if the construction of the stand is not carried out by ABF, a.s.*

## Exhibitor's confirmation of stand implementation:

### Exhibitor's confirmation:

We hereby confirm that the construction of our exposition will be implemented by:

Company name \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Registered office\* - street \_\_\_\_\_ Tax ID. No. \_\_\_\_\_  
Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Company telephone no. \_\_\_\_\_ Company e-mail address \_\_\_\_\_  
Company fax no. \_\_\_\_\_ Internet \_\_\_\_\_  
Person responsible for the exposition implementation \_\_\_\_\_ Position \_\_\_\_\_  
Tel./mobile \_\_\_\_\_ E-mail \_\_\_\_\_

We hereby authorise the above mentioned firm also for negotiations in the matter of the exposition construction and the layout of technical connections.  
At the same time we attach for approval the stand design (in the front view and ground plan) with the marking and positioning of the inlets of power supply, water and sewerage, of any dominant heights and eye-catchers, surface reinforcement, including the stand orientation within the framework of the ordered area.

Maximum height of the exposition, including dominants: \_\_\_\_\_ m

We furthermore confirm that the above mentioned firm

- Has made itself familiar with acknowledges the Business and Technical Terms and Conditions for the Participation of Exhibitors in the Trade Fair.
- Is a holder of authorisation to carry out specialised work
- Assumes all responsibility for implementation of the exposition
- Confirms that all the materials used for the exposition construction feature a reduced flammability degree within the meaning of applicable standards and regulations, and that especially textiles have received fire-proofing treatment (impregnation).

\* For natural persons (individuals) please state the place of business.

# INSTRUCTIONS FOR ASSEMBLY/DISASSEMBLY

## 1. Access to the Expo Area during Assembly

		Indoor area:	Outdoor Area:
Wednesday	22. 10. 2025	8:00 a.m.–10:00 p.m.	8:00 a.m.–8:00 p.m.
Thursday	23. 10. 2025	8:00 a.m.– 8:00 p.m.	8:00 a.m.–8:00 p.m.

During the 23<sup>rd</sup> of April, the Area will be open only until 20:00 (8:00 p.m). **Last car will be let in the Area in 18:00 (6:00 p.m.)**

## 2. Registration

Registration point is in the Entry Hall II. (see map) and it is active in the time of Assembly: **22. – 23. 10. 2025**, 8:00 a.m.–6:00 p.m. . (Wednesday, Thursday).

**RECOMMENDATION:** With payment after the 10<sup>th</sup> of October 2025 it is recommended for Exhibitors to bring the Proof of Payment to the Registration point. **In case of unpaid Invoices, the Exhibitors won't be allowed to enter the Exhibition area. Registration of a company will be completed after a 100% paid.**

**The Exhibitor** will receive 5 Exhibitor's Identification cards for each registered company at the Registration. If the Exhibition Area is larger than 30 sq. m., the Exhibitor is eligible for one more Exhibitor Identification card for every 10 sq. m. started. Exhibitor's Identification card will allow one entry every day of the Fair, if a need arises for the Holder to leave the Fair Area, a return pass will be provided, which will work concurrently to an Exhibitor's Identification card.

The Exhibitor's Pass is **non-transferable**.

**More Exhibitor's Identification cards are available for purchase at the price of 350 CZK / pc at the Registration Point.**

Registration Point will also hand out pre-ordered parking cards for personal cars of the Exhibitors. Exhibitors will also receive 1 Catalogue of the Fair, plus any other informational materials. In case of further need, Catalogues can be purchased at the Cashiers desk at the Entrance to the Fair Grounds.

An **Assembly company** can pick their Assembly/Disassembly Identification cards at the registration point. The Identification card allow the Assembly crew to enter during the Assembly / Disassembly, but they do NOT allow an entry during the Fair. Assembly parking passes will also be given out to the Assembly crew. The Assembly Crew is required to contact the Hallmaster of the Hall they will be building the stand in.

**Hallmasters** (marked organizers responsible for organization in the Hall) will be present in the separate Halls. It is necessary to always report the beginning and the end of

assembly process to them. They can also be turned to for help with issues during the Assembly.

### **3. Assembly**

Presence on the exhibition ground is permitted from the moment of registration of the exhibitor, based on the assembly and disassembly identification cards at the time specified in section 1.

**WARNING: All residual material and packaging have to be removed from the Exhibition Halls by 6:00 p.m. at the 23<sup>rd</sup> of October 2025 (Thursday) and to clear the traffic routes for general cleaning and carpet placements.** In case it will not be cleaned, ABF, a.s. company reserves the right to remove the items with full reimbursement toward the Exhibitor.

**CAR ENTRY TO THE FAIR GROUNDS:** During the Assembly days 22<sup>nd</sup> – 23<sup>rd</sup> of October (Wednesday-Thursday), the car entry is available only with a filled out Assembly Parking Card. This card will be received upon Registration in Entry Hall II. **On the 23<sup>rd</sup> of October (Thursday) the Entry will be valid with a proper Assembly Parking Card and a refundable deposit (50 EUR / 3 hours).**

**REFUNDABLE DEPOSIT:** On the 23<sup>rd</sup> of October 2025 (Thursday) a refundable deposit of 50 EUR (VAT included) will be collected at the entrance and refunded at the exit unless the allowed time of stay (3 hours) is exceeded, unless said otherwise. In case of exceeding the allotted time, the deposit will NOT be refunded and the PVA EXPO Grounds will issue a proof of sanction fee upon request. We urge for respect of one-way traffic and other traffic signs at the Expo Grounds and the instructions of traffic and security services of the Grounds. Vehicles that would cause a stop of the traffic flow and whose drivers will not comply with the instructions of the traffic and security service will be towed at their own expense.

#### **PARKING during Assembly (22<sup>nd</sup> – 23<sup>rd</sup> of October 2025)**

On the 22<sup>nd</sup> of October, Parking at the Expo Grounds is available (entry after the Registration of a company and based on the Assembly passes and the Assembly Parking Card) in the allotted time specified in Section 1.

On the 23<sup>rd</sup> of October, Parking is limited by the Refundable Deposit time.

#### **PARKING during the Fair (24<sup>th</sup> – 26<sup>th</sup> of October 2025)**

If the Exhibitor did NOT order a Parking Card allowing them to park at the Expo Grounds, the parking will be limited by the Refundable Deposit time. In other cases, Parking will be available at the Visitor's Parking lot.

Overnight Parking is allowed after buying a daily Parking Card. Price for an overnight parking is 16 EUR/night for a car up to 3,5 tons.

**Stands provided through ABF, a.s. according to orders will be ready on Thursday 23<sup>rd</sup> of October 2025. Stands will be ready after 12:00. Stand supplies and preparing are available until 6:00 p.m. on the 23<sup>rd</sup> of October 2025.**

#### 4. Duration of the Fair

##### OPENING HOURS:

		exhibitors:	visitors:
Friday	24. 10. 2025	8:00 a.m. – 7:00 p.m..	10:00 a.m. – 6:00 p.m.
Saturday	25. 10. 2025	9:00 a.m. – 7:00 p.m..	10:00 a.m. – 6:00 p.m.
Sunday	26. 10. 2025	9:00 a.m. – 4:00 p.m..	10:00 a.m. – 4:00 p.m.

Expect of said opening hours of the Fair and the allowed time frame for stand supply is stand on the premises forbidden. Please follow the instructions of ABF and security service personnel.

##### SUPPLY:

###### Mornings only:

Friday	24. 10. 2025	8:00 a.m. – 9:45 a.m.
Saturday	25. 10. 2025	9:00 a.m. – 9:45 a.m.
Sunday	26. 10. 2025	9:00 a.m. – 9:45 a.m.

For supply deliveries in the duration of the Fairs a Refundable Deposit of 1 000 CZK is required for vehicles up to the size of a microbus.

The vehicles must leave the premises at least 15 minutes before the start of the Fair. Apart from allotted time, deliveries are forbidden.

Ordered Parking Cards allow entering and exiting the Exhibition Grounds as will only during the duration of the Fair.

Side doors of the Halls close ) at 6:15 p.m., only the frontal doors are used for Exit afterwards.

PARKING during the Fair: Parking inside the Expo Grounds is allowed on the allotted spots only with a valid Parking Card. Parking Card is valid for all of the days of the Fair and can be non-transferable (49 EUR including VAT) or transferable (57 EUR including VAT). Without a Parking Card, parking is allowed in the Visitor's Parking lot (200 CZK / Day). OVERNIGHT PARKING INSIDE THE EXPO GROUNDS IS AVAILABLE ONLY WITH A VALID PARKING CARD (see Catalogue of Services). PARKING BETWEEN THE HALLS IS FORBIDDEN.

EXHIBITOR'S ENTRY: Please note the control of Exhibitor's Identification card at the entrances in the duration of the Fair.

#### 5. Disassembly

Stand disassembly is allowed after the end of the Fair **26<sup>th</sup> of October 2025 from 4:00 p.m.** and will continue **NONSTOP until 10:00 a.m. of 27<sup>th</sup> of October 2025** (Sunday – Monday).

**STANDS PROVIDED THROUGH ABF, A.S.:** **Clearing out the stand HAS to begin immediately after the end of the Fair on Sunday (26. 10.) and ended the same day at 10:00 p.m.** After this a disassembly of all stands (including those not cleared out) will begin and the ABF nor the realization company takes any responsibility for any losses or damages.

**VEHICLE ENTRY:** We urge the Exhibitors to enter to the Expo Grounds only to load an already disassembled stands ready to transport and to heed the instructions of traffic and security service.

In case of any garbage or damage of the Exhibition area or the rented furnishings will be given to the Exhibitor for a full price. In case of damaged OCTANORM panels, Exhibitor will be charged 700 CZK per every damaged panel based on the photographic evidence. Exhibitor does not have the right to keep the damaged panels.

## **6. Technical and operating conditions**

**ORDERING ADDITIONAL SERVICES:** Any and all changes regarding the orders of technical services, building or equipment required by the Exhibitor after the beginning of the Assembly will take place AFTER completion of regularly ordered works and services of other Exhibitors. This additional order can be charge to up an additional 100% of a standard fee. The fee will be paid on the spot in cash.

## **7. Security and insurance**

During the assembly, the Fair and the disassembly the organizer is ensuring basic security of the Expo Grounds. The Security is authorized for random checks of any and all vehicles entering or leaving the Expo Grounds as well as the identification of the people entering the area. With a concurrence with Business Terms and Conditions of ABF, a.s.

for Participation of Exhibitors in the Trade Fair, the organizer does not take responsibility for loss, destruction or any damage to the exhibit(s), the equipment and the furnishing of the stands, the goods or packaging regardless if the loss, destruction or damage will occur during the Assembly, transport or in the duration of the Fair.

Insurance can be arranged before the Fair or at the Expo Grounds (more information at the Registration Point in the Entrance Hall II.). The organizer of the insurance is the insuring company **Total Brokers, a.s.**, whose representative can be found at the Entrance Hall II. the first day of the Fair:

**23. 10. 2025 after 1:00 a.m. until 6.00 p.m.**

**24. 10. 2025 after 9:00 a.m. until 1.00 p.m.**

**Individual security can be ordered through form 1a of the Services Catalogue** (price of individual security: 400 or 450 CZK/hr., excluding VAT.

## **8. Music Production**

Based on the Act No. 121/2000 Sb., copyright law, any and all musical and verbal creations are subject to royalties. Based on this act, all people who are using artistic expressions and any and all musical and video clips through a recording device (radio, television, CD, Hi-Fi tower, etc.) are subjected to this Act and are required to request an agreement from protective organizations and pay them an appropriate fee. Songwriters, composers and music producers are represented by OSA company.

Please note that in case Exhibitors would want to present any live or reproduced music must notify the **OSA and INTERGRAM** before the start of the Fair and **pay the royalty fee. More information available at: [www.osa.cz](http://www.osa.cz) and [www.intergram.cz](http://www.intergram.cz).**

If the aforementioned will not be secured, it is forbidden from the organizer company ABF, a.s. to produce any musical production.

## 9. Important contacts

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**LS Production – Hostesses**

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