



IMC Prague 2017 Exhibitor Manual



www.montessoricongress2017.org



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PRAGUE

CONTACTS

Exhibition Manager

C-IN

Prague Congress Centre, 5. Kvetna 65, 140 21, Praha 4, Czech Republic

Mr. Karel Ježek, Project manager

Tel.: +420 261 174 305

GSM: + 420 608 046 057

Email: karel.jezek@c-in.eu

Official Freight Forwarder

DB Schenker

Prague Congress Centre, 5. Kvetna 65, 140 21, Praha 4, Czech Republic,

Mrs. Dagmar Šimková

Tel.: +420 242 405 165

GSM: +420 777 725 146

Email: dagmar.simkova@schenker.cz

Official Caterer

Zátiší Catering

Prague Congress Centre, 5. Kvetna 65, 140 21, Praha 4, Czech Republic

Mrs. Linda Reitingerova

Tel.: +420 261 174 040

GSM: + 420 731 156 614

Email: linda@zatisigroup.cz



International Montessori Congress
Prague, Czech Republic
27 – 30 July 2017



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KEY DATES AND TIMES

Congress date: 27. – 30. 7. 2017

Exhibitor Move-In / Build up

26 July 2017 12:00 to 18:00

27 July 2017 7:00 to 12:00

Family Market and Congress Fair Hours

27 July 2017 14:00 to 20:00

28 July 2017 9:00 to 18:00

29 July 2017 9:00 to 15:00 (18:00 Family market)

30 July 2017 9:00 to 14:30

Dismantling of stands

30 July 2017 15:00 to 20:00

Exhibition services order deadline

Submit your order before the deadline of 1 APRIL 2017. Requests received after the deadline will result in additional charge of 30% and surcharge for onsite orders is 50%.

NOTE: Please note that the hours are preliminary and may be subject to change. Visit the congress website at <http://www.montessoricongress2017.org/> for actual information.



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USEFUL INFORMATION AND EXHIBITION SERVICES

HOW TO GET TO PRAGUE CONGRESS CENTRE

From Airport – By Taxi

By taxi, the Prague Congress Centre is 30 minutes away from the Airport. The price for a taxi should not be higher than approximately 800 CZK (€ 32). Make sure to agree on the price before starting the ride. Credit cards are not accepted. Cash is usually the only means of payment.

Recommended taxi services

MODRY ANDEL	tel: +420 737 222 333	web: http://www.modryandel.cz/en
AAA TAXI	tel: +420 222 333 222	web: http://www.aaataxi.cz
CITY TAXI	tel: +420 257 257 257	web: http://www.citytaxi.cz

EXHIBITION SERVICES

All exhibition services may be ordered via order forms at

<http://www.montessoricongress2017.org/become-a-congress-exhibitor.htm>

Make sure to submit your order before the deadline of 1 APRIL 2017. Requests received after the deadline will result in additional charge of 30 % and surcharge for onsite orders is 50%.

If you wish to order services which are not mentioned in the order forms, please contact the exhibition manager.

Full payment of all ordered services is required in advance for all services. Unpaid services at the day of the build-up will not be delivered.

Cancellations or changes must be made in writing to the Exhibition Agent. In case of cancellations less than 7 days before the start of the event, 50% of the contractual price will be charged. No reimbursement shall be applicable in case of cancellation or change forwarded less than 48 hrs before the lease starts.

Site Visit

If any company wishes to arrange a site visit prior to the congress, this can be arranged independently by contacting Mr. Ježek Karel from C-IN.



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NOTE! We strongly suggest that you confirm your date(s) before finalizing your travel arrangements.

Scientific Posters

The scientific posters are located on the 2nd floor next to the exhibition area.

Scientific Sessions

Exhibitors are not permitted to attend the scientific sessions unless they have registered as full delegates for the meeting. To register as a delegate, please access the meeting website at: <http://www.montessoricongress2017.org/>

OTHER SERVICES

Accommodation

For further information, please visit the congress website at:

<http://www.montessoricongress2017.org/>

Passport, Visa and Invitation Letter

Arrangements have been made to assist attendees by processing the official invitation on request. Visitors from non-EU Countries must possess a passport valid for at least a 3 month stay. Participants from countries requiring a visa to enter the Czech Republic are advised to check with the consular office of the Czech Republic or diplomatic missions in their country for specific visa application requirements:

http://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html

To request an official invitation letter from Congress secretariat or to get more information, please visit our official website:

<http://www.montessoricongress2017.org/>

Or contact the congress secretariat at +420 261 174 301;
info@montessoricongress2017.org

Catering

Food or beverage served on the stand should be ordered through Zátíší Catering, the official venue caterer.



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For detailed offer, please contact:

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Mrs. Linda Reitingeroва

Tel.: +420 261 174 040

GSM: + 420 731 156 614

Email: linda@zatisigroup.cz

Parking Passenger Cars

Private cars may be parked at the Prague Congress Centre. Do not park your car without valid parking pass otherwise additional fee will be applied.

Parking of Trucks

The parking of trucks can be arranged by official freight forwarder and their agent. No truck parking is available in the Prague Congress Centre.

Business Centre

No business centre is available within the meeting venue.

Customs

When bringing goods into the Czech Republic there are limits set on certain commodities. If a certain amount is exceeded, duty must be paid, and the importer is required to inform customs of the amount of the commodity he or she is bringing in to the country. It is the Exhibitor's responsibility to carry out correct customs formalities for equipment and products arriving from abroad into the Czech Republic. All related services will be arranged by official forwarding agency if ordered.

Cash Machines (ATMs) and Money Exchange

The simplest means of obtaining currency in Prague, one which also ensures a good rate overall (taking into account the exchange rate + transaction fee), is to withdraw Czech Crowns from a cash machine (ATM). These accept debit and credit cards backed by Visa, Mastercard/EuroCard, American Express and Maestro. You normally receive an excellent exchange rate, although your card provider will likely charge you a fee.



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TECHNICAL INFORMATION / CONGRESS RULES AND REGULATIONS

In the following regulations and conditions the term 'exhibitor' describes any company or organisation that has made a successful application for space allocation in the technical exhibition to be organized in the framework of the ESPU congress, or any agent or representative acting on behalf of the exhibitor. In its sole discretion the organiser may amend or modify these regulations by posting notice of the amendment(s) or modification(s) on the meeting website before the latter shall become effective. Any aspect that is not covered by these regulations is subject to approval by the organiser. Each company is responsible for communicating these regulations to its staff and its appointed agencies. In its sole discretion, C-IN may amend or modify these terms and conditions.

EXHIBITION FLOORPLAN

Download the current exhibition floor-plan here:

http://www.montessoricongress2017.org/files/montessori2017_exhibition_v3.pdf

Stand Design Approval

The exhibitor is free to choose his own stand constructor. In case the exhibitor wants to erect his own stand construction or does not require a standard modular stand that may be provided by the exhibition agent, the exhibitor is to arrange for detailed stand design plans to be sent to the Exhibition agent for submission to Mr. Karel Ježek not later than 1 APRIL 2017. Electronic plans are preferred, please forward those to Karel.Jezek@c-in.eu. It would be helpful if you could also let us know whom you have appointed as your contractor to build the stand.

The organizer holds the right to refuse, amend or otherwise deal with any plans as deemed necessary. It is strictly forbidden for the exhibitor to exceed the maximum construction height 2.80 m.

Stands should be fully accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Agent.

It is strictly forbidden to store anything behind your stand.

Stands may be covered by a roof, provided that the roofing is in compliance with fire-protection regulations.



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Under no circumstances may the exhibitor increase the exhibition space beyond the space that has been allocated to him.

The drawings shall indicate clearly the planned layout, dimensions, equipment and furnishing of the stand. The location of power outlets, electricity cables as well as telephone/internet installations must be indicated. Only with the written approval of the Organiser shall the stand drawings be deemed released for construction.

Ceiling Height

The general maximum height of the exhibition booth is 2.80 m.

With approval of Exhibition Manager you will be allowed to use the high ceiling area at 2nd floor foyer. High ceiling allows to build up to 3.5 m. Please refer to the exhibition floor-plan for exact high ceiling areas.

Suspension of banners/signage from the ceiling is not allowed. No hanging points are available in the Prague Congress Centre.

Stand Construction during the Congress

From 12:00, 26 JULY 2017 to 15:00, 30 JULY 2017 all stands are to remain in their entirety, no dismantling or removal during this period is permitted. Any special arrangements for build up or break down and removal of exhibits must be made in consultation with the exhibition Organisers.

Electricity, Sockets and Adapters

Voltage: 230V/400V AC, 50 Hz

Please order your electricity input and connection through the e-shop and do not forget to indicate your electrical connection location on the stand design visualization. Power supplies will be supplied into your stand via the ceiling or via the floor. Czech sockets for 230V/16A are not compatible with the Schuko (basic European sockets). Adapters (for 1 phase up to 16A) are required. For other types of plugs (other than basic European), please make sure to bring adapters because these will not be available onsite. Adapters for 3phase connections are not available and should be brought by exhibitors. For equipment from USA or elsewhere with 110/120V, a transformer is required to be able to connect to 230V. Transformers are not available and should be brought by exhibitors.



Important: Supplies will be switched on 30 minutes before opening during the duration of the meeting and switched off 15 minutes after Exhibition closed every day. 24-hour supplies are available and must be ordered via special forms as separate item to regular electricity connection.

Loading Bay and Lift

Loading bay of the Prague Congress Centre is located on -1 floor. Entrance is on the right side from the OMV petrol station. Follow the signage that will be placed by the entry for trucks.

Trucks of a total gross weight of more than 7500 kg are not allowed to drive in the Czech Republic on Sundays 13:00–22:00.

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent. Companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the goods entrance and the freight lifts. Loading bay has limited width: 2 m and height: 2 m. Make sure your packages can fit into the bay door.

Freight elevator K is available to access the exhibition area.

Lift K – Depth 5 m; Width 2.4 m; Height 2.5 m; Maximum load 5000 kg

Floor Loading

The maximum permissible load on the floors of the PCC is approximately 400 kilograms per square meter (spread). Load capacity needs to be taken into account when entering the exhibited goods as well as during their handling.

Shell Scheme Stands

C-IN is the official contractor for the provision of shell scheme and shell scheme accessories. The stands provided will consist of a modular system consisting of white panels with aluminum uprights at 1 m width intervals and fascia with one-off name board. For those who have ordered Shell Scheme, this includes the following items:

- Set up and dismantling
- Modular stand
- Carpeting
- Fascia along open sides – name board, black lettering on white background
- 3 spotlights per 9 square meters"



Please note that Shell Scheme and rental furniture will be complete by 1 APRIL 2017. Any additional on-site orders are without guarantee and time limit for delivery.

The floor, columns and installations (distribution boxes, piping, rented shell stands, etc.) of the venue shall be left in the same state they were found in. Any damage shall be repaired by the exhibition agent at the Exhibitor's expenses.

Name Boards

Each shell scheme stand will be provided with a fascia along open stand front (company name, max. 20 letters, Arial black) Please specify the exact company name that will be printed on the fascia. Note: For safety reasons, exhibitors are not permitted to affix their own material to fascia boards.

Space Only Stands

Free-build stands are allocated on a space only basis. This means that no stand services are provided within the package. Stand drawings of all proposed space only stands must be submitted to the Organizers for approval, no later than 1 APRIL 2017.

It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the venue. All structures, materials, special designs, unusual constructions and all signs shall conform to health & safety standards and comply with the local Fire Department regulations. Any display work or materials contravening this clause must be modified to meet requirements. Please take note that no exhibitor will be permitted to span an aisle by ceiling or floor covering without authorisation from the Exhibition Organisers. Failure to comply with any of the aforementioned could result in approval of your stand being withdrawn.

Island Booth Regulations

Applies to booths potentially accessible from all four sides

- Edge of the raised floor must be sloping on all sides
- Keep the stand as a walk-through area with minimal outer walls
- Be sure to have the booth design approved by the exhibition agent

Damage to the Venue Premises

Nails, screws or other fixtures may not be driven into any part of the premises, including floors. Nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur, the Exhibitor responsible will be invoiced for any reparation charges.

Waste Disposal

It is the responsibility of the exhibitor to ensure that all debris and waste material including boxes for packaging arising from his stand construction and stand dismantling are completely removed from the exhibition area prior to the opening of the exhibition and at the end of the meeting. Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by the organiser or its contractor. For waste removal services and waste container hire, please contact the exhibition agent.

Exhibit Stand Inspection

The Exhibition Organiser and Exhibition Agent and PCC representative will conduct a walk-through inspection to ensure compliance with all applicable stand space use and safety regulations. The walkthrough inspection begins at the end of each build-up day. You are requested to have a stand representative present.

The PCC, Exhibition Agent and Organiser refuse to accept any responsibility if the Safety Committee decides to close a stand because the Exhibitor has not respected the safety rules of the event or hosting country.

Storage of Empties

No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind in your booth or in the aisles. If any Exhibitor or his contractor(s) leave such materials behind, the costs of removing will be charged to the Exhibitor. Please contact the official forwarder for handling and storage of your empty crates and other packing material through the duration of the exhibition.

Water Connection

Water connections are available upon request, depending on stand location. Please contact the Exhibition Agent to check availability for your stand.

Liability for Rented Equipment

Exhibition Organiser accepts full responsibility for all rented equipment, such as standard exhibit stand construction, furniture and carpet, AV and computer equipment etc. by signing the relevant Handing-Over protocol. The Exhibition Organiser will be charged for any loss of or damage of rented equipment.



Stand Security

Please note the PCC and/or Congress organisers cannot accept responsibility for the security of the stands and their contents, for damage or theft of any goods whatsoever. If you wish to order a security guard for the stands, please contact Exhibition Agent.

Surveillance and Security

The Organiser undertakes the general surveillance service of the PCC both day and night. The Exhibition organiser shall be responsible for the surveillance of the stands and exhibits. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. We strongly urge exhibitors to secure their stand against theft or damage. Valuable objects, which may easily be removed, should be locked away during the night or whenever the stand is left unattended. The PCC and/or Congress organisers accepts no responsibility for goods stolen from exhibits.

Gases

Use of liquid gases is not permitted. Helium balloons are not permitted at PCC.

Laser Products

Any exhibitor demonstrating or using laser products must submit full details of equipment that will be used. These details must be submitted to the Exhibition Organisers for final approval no later than four (4) weeks prior to the commencement of the Exhibition. Failure to submit adequate details may result in the display being prohibited. Exhibitors must provide suitable fire extinguishers and warning notices.

Leaflet Distribution

Leaflets or other promotional material may not be distributed from anywhere other than the exhibition stands. Leaflets displayed or distributed at any other point throughout the venue will be removed and destroyed by the Organisers.

Conduct of Exhibitors and Representatives

The Exhibition Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.

Publicity material and giveaways shall be displayed and/or given away only from the Exhibitor's own stand. Leaflets displayed at any other point throughout the Premises will be removed or destroyed by the Exhibition Organisers.

Political propaganda may not occur in the stand or in any other place within the exhibition area.

Projected images, however generated, may not play on to aisles or on to other stands.

Health and Safety at Work

It is the responsibility of the exhibitor to ensure that his employees, exhibition staff and temporary staff comply with the latest legislation regarding health and safety at work. The organizer bears no responsibility for non-compliance to this rule by the exhibitor.

National and International Regulations

The exhibitor is to comply with all national and international rules and regulations related to advertising and promotion of all products and services as part of the booth. The organiser bears no responsibility for non-compliance of this rule by the exhibitor.

Smoking

Smoking is not allowed at the venue; the congress is a non-smoking event.

Changes in Location

Exhibition Agent and Congress Organisers reserves the explicit right to change location of display space on short notice, even after initial confirmation, if necessary in order to achieve the event target. Neither restitution nor claims of any kind are applicable.



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GENERAL CUSTOMS-FORWARDING INFORMATION FOR EXHIBITORS

1. Addressing

Consignments are to be shipped and addressed as follows:

Consignee:

SCHENKER spol. s r.o.

Kongresové centrum Praha

5. Května 65

140 00 Praha 4, Czech republic

Phone: +420 242 405 160, -161, -165

Notify:

IMC 2017 Prague

..... (Exhibitor Name)

..... (Hall/Stand No.)

..... (Person in charge)

All exhibition goods despatched either by air/sea/road/courier freight must be consigned „Freight Prepaid“

2. Deadlines

SEA FREIGHT (LCL/FCL) Hamburg/Bremerhaven sea ports latest ETA: June 1, 2017

AIR FREIGHT Vaclav Havel airport Prague latest ETA: July 1, 2017

ROAD FREIGHT Schenker warehouse_PCC latest ETA: July 17, 2017

ROAD FREIGHT Exhibition site_PCC July 27, 2017

Shipments – Bag Inserts (if any) Schenker Warehouse latest ETA: July 25, 2017

Customs office of destination: PRAHA – Uhřetěves (code: CZ 510202)/on working days only!

3. Small Parcel Services

We kindly offer small parcel services provided by our corporate partner UPS.

4. Consignment notification

All consignments have to be notified by e-mail and the following information are to be advised 48 hours before arrival of your shipments to Prague:

Copy of transport documents

– B/L, HAWB/MAWB, CMR, loading/packing list, etc.

Copy of customs documents

– Proforma-Invoice, ATA Carnet, etc.



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5. Case marking/packaging

All exhibitors are requested to use proper packaging suitable for transportation, unpacking, storage and repacking.

All packages are to be clearly marked on 2 sides as follows(*):

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Exhibitor:

EHall/Booth No.:

Gross/Net Weight in kgs:

Dimensions in cms:

Case No./Total colli:

(*) shipment contents of Bag Inserts should be clearly marked as BAG INSERTS

6. Insurance

Exhibitors are obliged to arrange insurance of all exhibition material for the duration of transport, building-up/breaking down of the exhibition for all possible risks.

7. Customs Clearance/non EU-shipments

Exhibits, exhibition materials/merchandise for temporary use: PROFORMA-INVOICE (3x original in English) with proper consignment details (i.e. gross/net weight, number of freight pieces, number of particular pieces, price, delivery terms – DAP Prague/according to INCOTERMS, Brussels customs code).

For merchandise which is being imported only for the exhibition purposes and for which sale during the exhibition is not expected and it is obvious that will be in a unchanged form returned back abroad, we recommend to use CARNET ATA as the accompanying customs document (issued by Chamber of Commerce and Industry in the country of origin).

Advertising, consumer materials/catalogues, brochures, advertising gifts, i.e. pens, CDs, etc., consumer goods – refreshments, i.e. merchandise for consumption:

For these goods a separate PROFORMA-INVOICE has to be available (requirements above) as this merchandise follows valid customs regulations after arrival identified for release into free circulation, or for consumption during the exhibition and customs fees (customs duty, VAT, Consumer tax) are applicable to this merchandise.



8. Handling with empty boxes

The empty boxes of your exhibition material and exhibits will be delivered into a warehouse, stored during the whole time period of the exhibition and during breaking-down of the exhibition will be brought back to your stands. (Empty cases are cases, cardboards, pallets, baskets, barrels, etc. without exhibits, any of their parts, or without any exhibition materials for which is the forwarder not liable during the storage period, if storage of such a material is not properly ordered!)

9. Terms of payment

All customs-forwarding services are paid by the exhibitors directly to the provider. Exhibitors who are not using services of SCHENKER worldwide network or its authorized agents have to pay our customs-forwarding services by remittance in advance or in cash/by credit card in Prague.

10. General conditions

Forwarder's responsibility ends at the moment of delivery of the goods to the exhibition stand or to the nearest possible accessible location and by the handover to the exhibition stand, even if the exhibitor or his accredited representative is not present and begins by the following pick-up at the exhibition location.

We would be happy to answer any further questions from your side or to prepare preliminary price calculation if you let us know your requirements for our customs-forwarding services and advise all necessary details concerning your shipments.

DB SCHENKERfairs

Fairs & Exhibitions dpt. Prague: 5. Května 65, 140 21 Praha 4, Czech Republic

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All contractual arrangements, concluded between SCHENKER spol. s r.o. and its Clients are ruled by General Terms of Trade SCHENKER spol. s r.o. Czech Republic in the full issue (<http://www.logistics.dbschenker.cz/log-cz-en/start/aboutus/generaltermsoftrade.html>), and the Client declares His acceptance, acknowledgement and understanding therewith by concluding the Contract.



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RULES OF PARTICIPATION

In accordance with the organiser's contract with the Prague Congress Centre, each exhibitor is, and will be, obliged to adhere to all of the rules and regulations outlined in the General Conditions and Safety Rules. These General Conditions and Safety Rules are valid throughout the course of the exhibition and govern the ways and means of the use of the Prague Congress Centre, as well as all facilities and equipment related to the event.

Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Exhibition Management is entitled to make the final decision.

FIRE PREVENTION AND SAFETY RULES

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances. Fire-extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible. Flammable materials - including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein. If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance. Without written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used



within the exhibition area, it must be placed in an open area and safety valves must be used.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc. The exhibits and material composition of the stands must be approved by the Fire Department, the Prague Congress Centre Management and by the Exhibition Management.

In case of any doubt, please contact the Exhibition Management. All stands will be inspected by representatives of all three authorities. No packing material or any other kind of material may be stored either between or behind the exhibits.

GENERAL CONDITIONS AND INSURANCE

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations). Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall.

It is forbidden to use the following items in the exhibition halls:

- highly flammable or explosive materials, gas and dangerous materials
- goods offensive by their scent or some other way, or appliances producing unpleasant sound or light

Any confusion regarding the above will be clarified by the Exhibition Management. Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Prague Congress Centre equipment is also forbidden.

Exhibits must stay within the borders of the display, portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other). Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.



Placement of various objects in a way which obstruct the visitors 'view is forbidden. Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause.

The exhibitor must not remove exhibited goods from his or her stand during the exhibition. This is permissible only with a written consent of the Exhibition Management. All stands must be identified by numbers identical with those on the plan of the exhibition. Those exhibitors who mount their stands themselves must be sure to place their exact number on their stand.

Written approval from the Exhibition Management is necessary for the following actions:

- Using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress.
- Advertising of goods and services which are not included in the exhibition program or of companies and organizations who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not allowed to:

- place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area
- distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character
- exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or Visitors

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:

- the size of the podium must not exceed the size of the stand
- it is necessary to inform the Exhibition Management in advance about elevated podiums

All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities.

