

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.