

# CONTENT

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## Technical and Safety Regulations

# CATALOGUE OF SERVICES

Dear exhibitors,

thank you for choosing your presentation at Incheba Expo Bratislava.

Our catalogue will help you to understand our services and equipment so that your participation in Incheba is at a high level.

If you do not find the services that meet your expectations, we will do our best to meet your requirements as much as possible. We will be happy to satisfy your requirements not only for standard but also atypical solutions, and we will prepare a tailor-made offer for you.

If you choose our services, we guarantee you professional approach, promptness and fair prices.

We are looking forward to cooperate work with you!

Incheba Expo Bratislava team

Exhibition event:
 

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 Exhibitor:
 

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 Hall:
 

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	Type	Dimensions	Area	Price in EUR	
<b>STANDARDIZED EXPOSITIONS – INTERIOR</b>					
PICTURE SUPPLEMENT FORMS 1.1 AND 1.2	1.	<input type="checkbox"/>	2 x 3 m	6 sqm	280,-
<b>The price includes:</b>	2.	<input type="checkbox"/>	2 x 3 m	6 sqm	285,-
• Carpet	3.	<input type="checkbox"/>	3 x 3 m	9 sqm	420,-
• Perimeter walls of white panels	4.	<input type="checkbox"/>	3 x 4 m	12 sqm	565,-
• Ceiling grid	5.	<input type="checkbox"/>	3 x 5 m	15 sqm	705,-
• Storage with lockable door and a rack (P)- with the exception of type 1.	6.	<input type="checkbox"/>	3 x 6 m	18 sqm	835,-
• Socket, spot lights (1 pc / 3 sqm), ceiling lights	7.	<input type="checkbox"/>	4 x 4 m	16 sqm	745,-
(order of the electric supply - form 6)	8.	<input type="checkbox"/>	4 x 5 m	20 sqm	930,-
• White collar, length according to the size of the stand, counter (l/1)	9.	<input type="checkbox"/>	4 x 6 m	24 sqm	1 120,-
• Table, chairs, bin, coat rack	10.	<input type="checkbox"/>	5 x 5 m	25 sqm	1 175,-
<b>STANDARDIZED EXPOSITIONS – EXTERIOR</b>					
PICTURE SUPPLEMENT FORM 1.3	1.	<input type="checkbox"/>	3 x 3 m	9 sqm	785,-
<b>The price includes:</b>	2.	<input type="checkbox"/>	3 x 4 m	12 sqm	1 050,-
• Carpet, curtain, venetian blinds	3.	<input type="checkbox"/>	4 x 4 m	16 sqm	1 365,-
• Perimeter walls of white or glass panels	4.	<input type="checkbox"/>	6 x 4 m	24 sqm	2 050,-
• Socket, ceiling grid, ceiling tiles, lights and roof	5.	<input type="checkbox"/>	8 x 4 m	32 sqm	2 580,-
(order of the electric supply - form 6)	6.	<input type="checkbox"/>	8 x 4 m	32 sqm	2 680,-
• Rack (P)					
• white collar, length according to the size of the stand					
• Table, chairs, bin, coat rack					
<b>CUSTOMIZED EXPOSITIONS FROM STANDARDIZED MATERIAL</b>					
PICTURE SUPPLEMENT FORM 1.4		<input type="text" value="X"/> m	<input type="text"/> sqm		
<b>MULTI-STOREY EXPOSITIONS</b>					
PICTURE SUPPLEMENT FORM 1.4		<input type="text" value="X"/> m	<input type="text"/> sqm		
<b>INDIVIDUAL EXPOSITIONS</b>					
PICTURE SUPPLEMENT FORM 1.5		<input type="text" value="X"/> m	<input type="text"/> sqm		

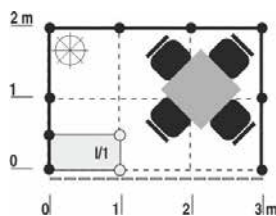
**NOTICE**

- Services ordered during assembly will be charged by the surcharge of 50% and Organizer reserves the exclusive right not to accept any order of services placed after the deadline.
- Prices exclude VAT

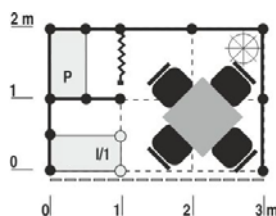
The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.

 DATE / STAMP / SIGNATURE

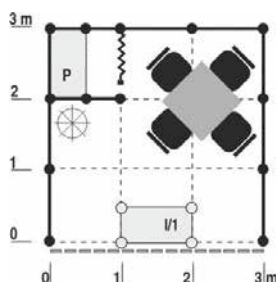
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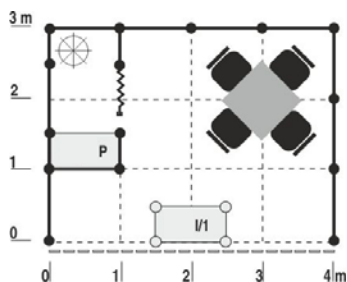
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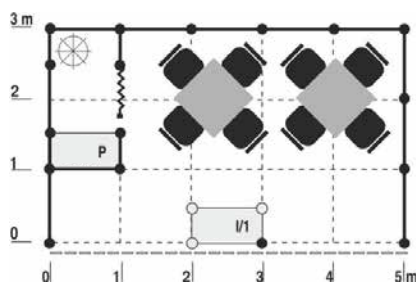
**TYPE 2**



**TYPE 3**

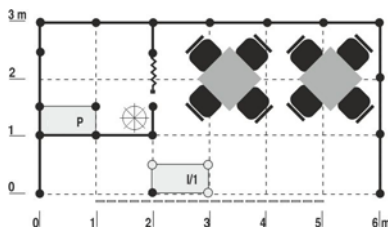


**TYPE 4**

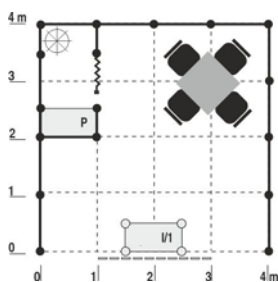


**TYPE 5**

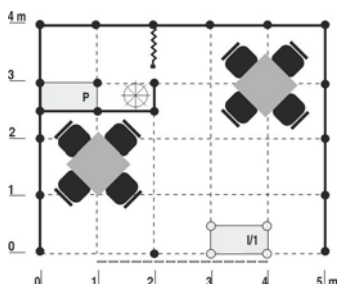
# 1.2



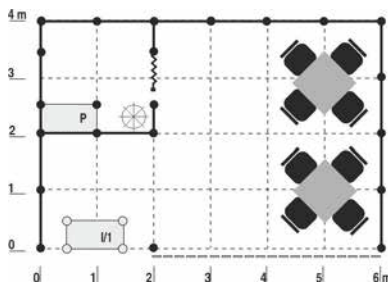
TYPE 6



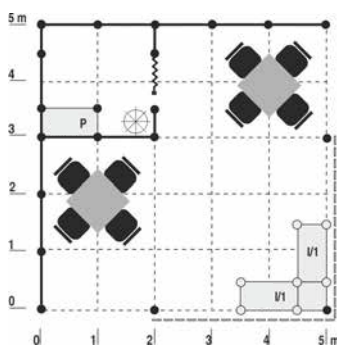
TYPE 7



TYPE 8

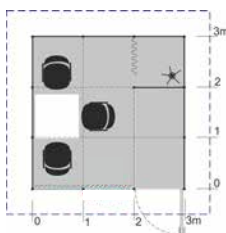


TYPE 9

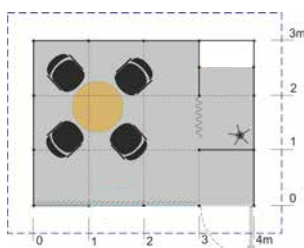
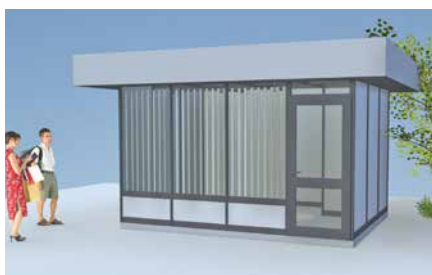


TYPE 10

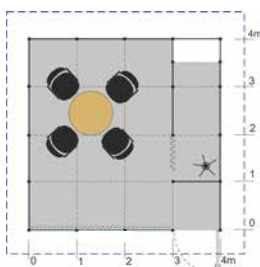
# 1.3



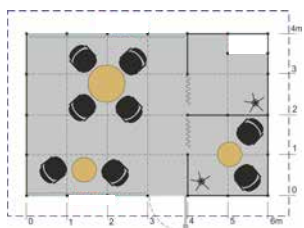
**TYPE 1**



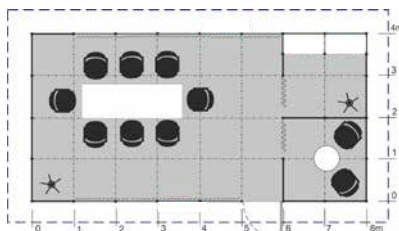
**TYPE 2**



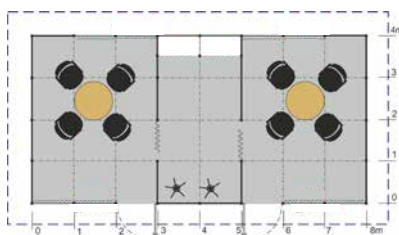
**TYPE 3**



**TYPE 4**



**TYPE 5**



**TYPE 6**

# 1.4



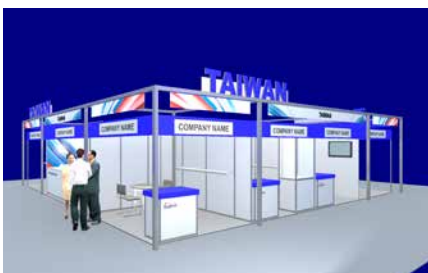
ONE LINE EXPOSITION



TWO SIDES OPEN



THREE SIDES OPEN



FOUR SIDES OPEN

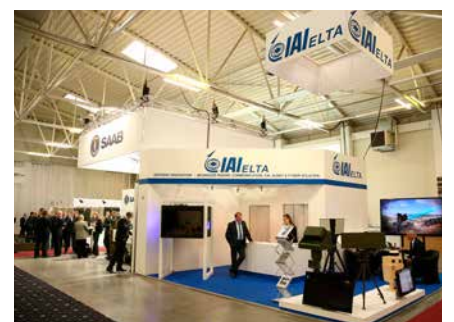


MULTI-STOREY EXPOSITIONS

# INDIVIDUAL EXPOSITIONS

# PICTURE SUPPLEMENT

# 1.5







Exhibition event:

Exhibitor:

Hall:

identification	w x h x d (mm)	requested	Price in EUR/pcs	identification	w x h x d (mm)	requested	Price in EUR/pcs
<b>SOLID WHITE WALL</b>				<b>COUNTER SHOWCASE</b>			
A	990 x 2 500	<input type="text"/>	29,-	L	990 x 950 x 990	<input type="text"/>	53,-
A1	495 x 2 500	<input type="text"/>	23,-	M	990 x 950 x 495	<input type="text"/>	48,-
A2	700 x 2 500	<input type="text"/>	26,-	M1	495 x 950 x 495	<input type="text"/>	33,-
A3	1 400 x 2 500	<input type="text"/>	42,-		showcase lock	<input type="text"/>	8,-
<b>GLASS WALL - 1 780 mm</b>				<b>SHOWCASE TRA</b>			
B	990 x 2 500	<input type="text"/>	36,-	Z	720 x 800 x 360	<input type="text"/>	33,-
B1	495 x 2 500	<input type="text"/>	31,-	Z1	720 x 1 150 x 360	<input type="text"/>	46,-
B2	700 x 2 500	<input type="text"/>	36,-	Z2	720 x 1 500 x 360	<input type="text"/>	56,-
<b>GLASS WALL - 1 355 mm</b>				<b>Z3</b>			
C	990 x 2 500	<input type="text"/>	35,-		720 x 1 850 x 360	<input type="text"/>	65,-
C1	495 x 2 500	<input type="text"/>	31,-	<b>SHELF, carrying capacity 1 shelf 12kg</b>			
C2	700 x 2 500	<input type="text"/>	39,-	N	990 x 1 700 x 150	<input type="text"/>	26,-
<b>DOOR</b>				O	990 x 2 500 x 330	<input type="text"/>	23,-
D	lamella	<input type="text"/>	33,-	OŠ	990 x 2 500 x 300	<input type="text"/>	27,-
D1	left	<input type="text"/>	33,-	<b>RACK</b>			
D1	right	<input type="text"/>	33,-	P	990 x 2 500 x 495	<input type="text"/>	42,-
<b>RISER</b>				<b>CURTAIN</b>			
E	990 x 500 x 990	<input type="text"/>	33,-	R	1 000 x 2 300	<input type="text"/>	9,-
F	990 x 500 x 495	<input type="text"/>	28,-	<b>BLINDS</b>			
G	495 x 500 x 495	<input type="text"/>	23,-	S	1 000 x 2 300	<input type="text"/>	17,-
H	990 x 950 x 990	<input type="text"/>	43,-	<b>COLLAR</b>			
H1	495 x 950 x 495	<input type="text"/>	28,-	T	1 000 x 400	<input type="text"/>	27,-
I	990 x 950 x 495	<input type="text"/>	38,-	<b>CUBE</b>			
<b>COUNTER</b>				U	990 x 950 x 990	<input type="text"/>	52,-
I/1	990 x 950 x 495	<input type="text"/>	38,-	<b>HALOGEN LIGHT 150W</b>			
I/2	990 x 1 125 x 495	<input type="text"/>	43,-	V		<input type="text"/>	23,-
I/1R • I/2R	arch r = 990	<input type="text"/>	48,-	<b>SPOT LIGHT</b>			
<b>WALL SHOWCASE</b>				X		<input type="text"/>	9,-
J	990 x 1 780 x 990	<input type="text"/>	108,-	<b>LATTICE (to conclude the exposition)</b>			
J1	990 x 1 355 x 990	<input type="text"/>	98,-	Y	950 x 1 350	<input type="text"/>	9,-
K	990 x 1 780 x 495	<input type="text"/>	88,-				
K1	990 x 1 355 x 495	<input type="text"/>	83,-				

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# 2.1

### SOLID WHITE WALL

<b>A</b> 	<b>A1</b> 	<b>A2</b> 
<b>A3</b> 	according to agreement	

### GLASS WALL

<b>B</b> 	<b>B1</b> 	<b>B2</b> 
<b>C</b> 	<b>C1</b> 	<b>C2</b> 
according to agreement		

### DOOR

<b>D</b> 	<b>D1</b> 	
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### RISER, COUNTER

<b>E</b> 	<b>F</b> 	<b>G</b> 
<b>H</b> 	<b>H1</b> 	<b>I</b> 
<b>I1</b> 	<b>I2</b> 	<b>I1R</b> v. 950 
		<b>I2R</b> v. 1125 

### WALL SHOWCASE

<b>J</b> 	<b>J1</b> 	<b>K</b> 
<b>K1</b> 	according to agreement	

### SHELF, RACK, CURTAIN

<b>N</b> hanging shelves 	<b>O</b> direct shelves 	<b>O<sup>S</sup></b> sloping shelves 
<b>P</b> rack 	<b>R</b> curtain 	<b>S</b> blinds 

### COUNTER SHOWCASE

<b>L</b> 	<b>M</b> 	<b>M1</b> 
showcase TRA		

### ACCESSORIES

<b>T</b> collar 
<b>U</b> cube size according to agreement 



Exhibition event:

Exhibitor:

Hall:

	color/shade	order	price in EUR
<b>Floor</b>			
<input type="checkbox"/> Carpet with laying • picture supplement 3.1 14 base color + 32 shades	<input type="text"/>	<input type="text"/> sqm	11,-/sqm
<input type="checkbox"/> Parquetry/laminate flooring		<input type="text"/> sqm	by agreement
<input type="checkbox"/> Other materials		<input type="text"/> sqm	by agreement
<b>Other</b>			
<input type="checkbox"/> Aluminum construction TRUSS • picture supplement 3.1			28,-/m
<input type="checkbox"/> Aluminum construction MAXIMA light • picture supplement 3.1			by agreement
<input type="checkbox"/> Assembled platform NIVTEC FLEXIBEL		<input type="text"/> sqm	28,-/sqm
<input type="checkbox"/> Supply of Röder-type tarpaulin tent		<input type="text"/> sqm	10,-/sqm
<input type="checkbox"/> Display accessories /grilles, hooks/		<input type="text"/> pcs	by agreement
<input type="checkbox"/> Graphic production by printing		<input type="text"/> sqm	29,-/sqm

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DATE / STAMP / SIGNATURE

## FLOOR, OTHER

### CARPET • ANOTHER 32 SHADES BY AGREEMENT



4964 RED



4974 CLARET



4965 YELLOW



1333 ORANGE



4969 LIGHT BLUE



4959 BLUE



4894 DARK BLUE



4966 LIGHT GREEN



4971 GREEN



4861 BROWN



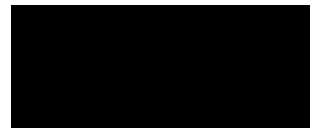
4893 LIGHT GREY



4897 GREY



4899 ANTRACIT



4961 BLACK

## PICTURE SUPPLEMENT

# 3.1

## TRUSS



## MAXIMA






Exhibition event:

Exhibitor:

Hall:

**4**

order		symbol used in the scheme		order	price in EUR
<b>Spot light</b>	<input type="text"/>	pcs		Graphic production by printing	<input type="text"/> sqm 29,-/sqm
<b>Halogen light</b>	<input type="text"/>	pcs		Collar	<input type="text"/> m
<b>Electricity outlet</b>	<input type="text"/>	kW		<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
Socket 230 V	<input type="text"/>	pcs			
Socket 400 V	<input type="text"/>	pcs			
Night current socket	<input type="text"/>	pcs	N	Collar lettering from	height 150 mm from 2,-/letter
Switchboard	<input type="text"/>		R	standardized types of letters	height 180 mm from 2,-/letter
<b>Water outlet</b>	<input type="text"/>			Logo in accordance with a provided image	height 200 mm from 3,-/letter
Water outlet without a sink	<input type="text"/>	pcs	V	price based on complexity and colours used	<input type="text"/> from 17,-
Water outlet with a sink	<input type="text"/>	pcs	D	Color of lettering, logo	<input type="text"/>


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DATE / STAMP / SIGNATURE

Exhibition event:
 

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 Exhibitor:
 

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 Hall:
 

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# 5

### RIGGING POINTS, ASSEMBLY PLATFORM WITH OPERATOR

- Rigging points and the suspension is allowed in the exhibition halls: B0, B1, Bmiddle, B2, D, D2
- Rigging points can be used for hanging exhibits, advertising banners, footlights, advertising logos etc.
- Price includes assembly and disassembly of rigging point

price in EUR/1point

Rigging point located on the network of points

120,-

Rigging point located outside the network of points

230,-

Rental of electrical assembly platform with operator

60,-/hour

**NOTICE**

- Services ordered during assembly will be invoiced by the 50% surcharge and Incheba, Plc. reserves exclusive right to refuse any order put after deadline.
- The Exhibitor/Contractor marks the required rigging points in the project documentation
- The maximum load on one rigging point is 50 kg (B0, B1, Bmiddle, B2)
- The maximum load capacity of the roof truss of the exhibition halls B0, B1, Bmiddle and B2 cannot exceed 500kg (that means the sum of the weights at rigging points must be less than 500kg for 1 roof truss). The maximum load on one ceiling shackle in the halls D and D2 is 230kg for summer period and 115kg for winter period.
- Hanging is only possible on rigging points assigned by Incheba, Plc.
- In case it is necessary, Incheba, Plc. can use a combination of 2 and more rigging points to reach the required place of rigging point by the Exhibitor/Contractor and in such case the Exhibitor/Contractor undertakes to pay all rigging points that are used.
- Incheba, Plc. reserves an exclusive right not to implement rigging points if:
  - it is not possible to technically implement the required location
  - the rigging points exceed the statically allowed weight load of the roof truss
  - the Exhibitor/Contractor failed to send the required documentation within deadline
  - the Exhibitor/Contractor failed to pay the invoice for these services
- Implementation of suspension points and hanging on roof truss is forbidden in halls A0, A1 and A2
- Prices exclude VAT.

The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE



Exhibition event:

Exhibitor:

Hall:

title	order	price in EUR																
<b>Electricity supply</b>																		
<input type="checkbox"/> 230 V <input type="checkbox"/> 400 V																		
up to 2 kW	<input type="text"/> pcs	225,-																
up to 3 kW	<input type="text"/> pcs	340,-																
up to 5 kW	<input type="text"/> pcs	510,-																
up to 10 kW	<input type="text"/> pcs	720,-																
up to 15 kW	<input type="text"/> pcs	995,-																
up to 20 kW	<input type="text"/> pcs	1 325,-																
<table border="1"> <thead> <tr> <th colspan="2">CONSUMPTION OF APPLIANCES</th> </tr> </thead> <tbody> <tr> <td>sink - warm water</td> <td>2,0 kW/h</td> </tr> <tr> <td>spot light</td> <td>0,1 kW/h</td> </tr> <tr> <td>ceiling light</td> <td>0,1 kW/h</td> </tr> <tr> <td>refrigerator</td> <td>0,3 kW/h</td> </tr> <tr> <td>TV, video</td> <td>0,3 kW/h</td> </tr> <tr> <td>coffemaker</td> <td>1,0 kW/h</td> </tr> <tr> <td>microwave</td> <td>1,0 kW/h</td> </tr> </tbody> </table>			CONSUMPTION OF APPLIANCES		sink - warm water	2,0 kW/h	spot light	0,1 kW/h	ceiling light	0,1 kW/h	refrigerator	0,3 kW/h	TV, video	0,3 kW/h	coffemaker	1,0 kW/h	microwave	1,0 kW/h
CONSUMPTION OF APPLIANCES																		
sink - warm water	2,0 kW/h																	
spot light	0,1 kW/h																	
ceiling light	0,1 kW/h																	
refrigerator	0,3 kW/h																	
TV, video	0,3 kW/h																	
coffemaker	1,0 kW/h																	
microwave	1,0 kW/h																	
Separate power supply for refrigerator	<input type="text"/> pcs	52,-																
<b>Water supply</b>																		
to the own sink	<input type="text"/> pcs	235,-																
to the rented sink	<input type="text"/> pcs	300,-																
without waste (exhibit connection, pool soaking)	<input type="text"/> pcs	147,-																

**NOTICE**

Electric current 230 V and 400 V will be turned on during assembly and disassembly operating hours and turned off 5 minutes after the end of the operating hours. It is forbidden to interfere with existing electrical installations as well as to interfere with water distribution of the Incheba, Plc.

Termination of technical connections for companies with own exhibition stand implementation:

- termination of water supply for own exhibition stand implementation - 1/2" external thread
- termination of electricity supply for own exhibition stand implementation - 5 Pin/32A/400V

1. Incheba, Plc. reserves a right to refuse an implementation of order without approved electrical system design from the Contractor.
2. An integral part of the order is a floor plan design with marked electricity supply and total power consumption.
3. The electrical supply up to 2 kW / this is a single-phase connection 230 V [10A]/ is terminated with a single 230 V socket that serves for connecting of only one electrical appliance. In case of repeated failure of electrical fuse the electrical installation can not be put into operation without increasing the total power consumption and paying the invoice. The total power consumption is consumption of all electrical appliances connected to the electrical connection in accordance with the project documentation.
4. The Exhibitor/Contractor undertakes to entrust only professional company with authorization according to the Decree 508/2009 Collection of Laws and trade license or own employee competent according to relevant Decree with carrying out the electric installations in the exhibition stand.
5. Services ordered during assembly will be invoiced by the 50% surcharge and Incheba, Plc. reserves exclusive right to refuse any order placed after deadline.
6. Prices exclude VAT.

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DATE / STAMP / SIGNATURE

## **TERMS OF CONNECTION AND SUPPLY OF ELECTRICITY**

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1. The Exhibitor/Contractor undertakes to submit the Order together with Electrical Plan of the exhibition stand within the set deadline. For marking of electrical outlet in the project documentation of the exhibition stand it is possible to use the Form 4 within the set deadline that is stated in the Organizational Guidelines.

2. The three-phase supply cable is terminated with three-phase connection socket 400/32A/5P (five pin). The Exhibitor/Contractor undertakes to entrust only person authorized according to § 22, 23, 24 Decree 508/2009 Collection of Laws, MLSAaF SR with assembly of the temporary electrical installation at the exhibition stand including connection of exhibition stand switchboard. The Exhibitor can order el. supply of exhibit or bigger electrical appliance via separate supply terminated with appropriate socket, however the maximum power for such supply is 42 kW (63A). Switching on and off the electricity supply (operation hours of exhibition stands) is stated in the Organizational Guidelines.

3. It is possible to order a separate (not switchable) supply for fridges terminated with one-phase socket 230V with 2A fused spur.

4. The Exhibitor/Contractor undertakes to individually specify any special requirements for supply as well as higher power connections. The Organizer reserves a right to refuse to install such power supply.

5. All connections are implemented exclusively by the Organizer.

6. Assembly of the temporary electrical installation of the exhibition stand can be carried out by:

- Organizer

- Qualified person / electrician / of own or supplying company

In case the electrical installation is implemented by the Exhibitor, the Exhibitor is fully responsible for the implementation and condition of the temporary electrical installation. All electrical installation works must comply with applicable regulations and standards STN 33 2000-4-41, STN 33 2000-7-711.

Electrical installation of the exhibition stand must be implemented and operated according to the "Directive on Implementation and Operation of Temporary Electrical Installation in Exhibition Area". The appropriateness of electrical appliances and objects manufactured and implemented according to other regulations, e.g. DIN, VDE, EN, ICE, will be assessed by revision technician during initial expert inspection and testing (revisions) of electrical installations.

7. The Exhibitor/Contractor undertakes to entrust only person with a valid certificate or company (based on Decree employer) with valid certificate according to Decree 508/2009 Collection of Laws, MLSAaF SR with assembly of the temporary electrical installation at the exhibition stand.

8. The Exhibitor/Contractor undertakes to take full responsibility for any damages caused to the exhibition halls of the Organizer, exhibition stands and exhibits of the exhibitors due to incorrect or improper assembly of electrical installation of exhibition stand.

9. The Exhibitor/Contractor undertakes to ensure that all exhibits and electrical appliances connected to an electricity network have a valid inspection report or certificates of quality, etc. The Exhibitor/Contractor is responsible for safe operation of electrical appliances.

10. Before commissioning (under voltage), the electrical installation must be checked by revision technician assigned by the Organizer to find out if it complies with the above stated rules. The Exhibitor/Contractor undertakes to remove any deficiencies without delay.

11. In breach of these conditions, the Organizer reserves the right to not connect the electrical appliances or disconnect the power supply of the operating equipment. In such cases no compensation for implementation of supply and installation is possible. The costs incurred will be charged to the Exhibitor/Contractor by the Organizer.

## **TERMS OF CONNECTION AND SUPPLY OF WATER**

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1. Places for water supply and disposal are set by technical specifications of halls (positions of water supply tunnels and water pits in halls). When ordering area for exhibition stand, along with orders for water supply and disposal, the Exhibitor must take into account these technical specifications of the hall and thus adjust the selection of the exhibition space.

2. Water supply into exhibition stands will be put into operation one day before the commencement of the exhibition event at the earliest.

3. The Exhibitor/Contractor undertakes to not provide other subjects with the water. Violation of this provision will lead to disconnection of the main water supply by the Organizer.

4. Direction and place of the water supply source is determined exclusively by the Organizer.





Exhibition event:

Exhibitor:

Hall:

title	dimensions (cm)	order	price in EUR/pcs	title	order	price in EUR/pcs
<b>Cabinets</b>				<b>Chairs</b>		
1 lockable, grey	74x85x35	<input type="text"/> pcs	42,-	13 Bar	<input type="text"/> pcs	25,-
2 with shelves	80x100x42	<input type="text"/> pcs	32,-	14 Upholstered black	<input type="text"/> pcs	11,-
				blue	<input type="text"/> pcs	11,-
				bordeaux red	<input type="text"/> pcs	11,-
<b>Tables</b>				15 Jeny rotatable	<input type="text"/> pcs	40,-
3 Kodreta square	80x80x70	<input type="text"/> pcs	15,-	16 Rimini rotatable	<input type="text"/> pcs	17,-
4 Gravir round, 4 legs	Ø 90x75	<input type="text"/> pcs	18,-	<b>Miscellaneous</b>		
5 Kata round, black	Ø 60x76	<input type="text"/> pcs	13,-	17 Set, table with 2 bench	<input type="text"/> pcs	55,-
Kata round, beech	Ø 60x76	<input type="text"/> pcs	13,-	18 Coat rack	<input type="text"/> pcs	10,-
6 Londýn round, beech	Ø 80x78	<input type="text"/> pcs	46,-	19 Coat rack STENDER	<input type="text"/> pcs	15,-
7 VIP	Ø 80x120	<input type="text"/> pcs	17,-	20 Refrigerator 125l	<input type="text"/> pcs	50,-
8 Working, antracit A	160x80x76	<input type="text"/> pcs	32,-	21 Refrigerator 250l	<input type="text"/> pcs	50,-
9 Working, antracit B	195x69x76	<input type="text"/> pcs	40,-	22 A4 leaflet stand	<input type="text"/> pcs	16,-
10 Working, brown A	120x60x75	<input type="text"/> pcs	20,-	23 Water dispenser	<input type="text"/> pcs	50,-
11 Working, brown B	160x75x75	<input type="text"/> pcs	32,-	24 Table water 18,9l bottle	<input type="text"/> pcs	8,-
<b>Armchair</b>						
12 Darina		<input type="text"/> pcs	45,-			

PICTURE SUPPLEMENT 7.1

**NOTICE**

- Services ordered during assembly will be invoiced by the 50% surcharge and Incheba, Plc. reserves exclusive right to refuse any order placed after deadline.
- The Exhibitor/Contractor undertakes to carry out protocol delivery of the exhibition stand and equipment after the end of the event to the Incheba, Plc.
- Prices exclude VAT.

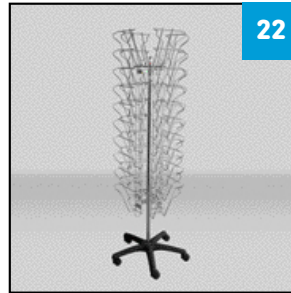
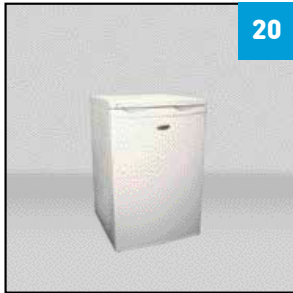
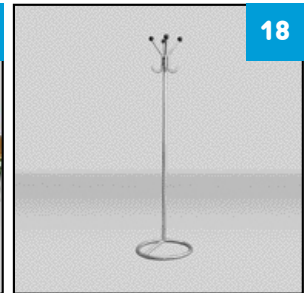
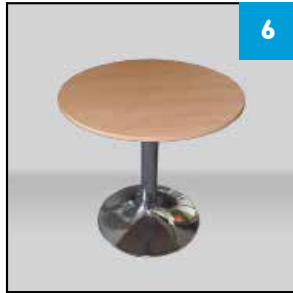
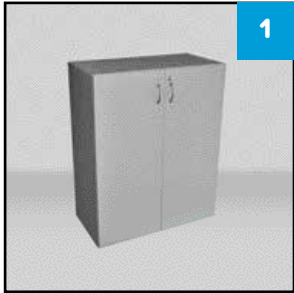
The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE

# FURNITURE

# PICTURE SUPPLEMENT

# 7.1





Exhibition event:

Exhibitor:

Hall:

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title	number of pieces/day	price in EUR/day
Data/video projector 2500 ansi	<input type="text"/> / <input type="text"/>	90,-
Projection screen on a tripod stand 160x160 cm	<input type="text"/> / <input type="text"/>	40,-
Projection screen on a tripod stand 240x180 cm	<input type="text"/> / <input type="text"/>	60,-
Frame projection screen 420x240 cm	<input type="text"/> / <input type="text"/>	140,-
LED monitor 48'' (121cm)	<input type="text"/> / <input type="text"/>	55,-
LED monitor 65'' (163cm)	<input type="text"/> / <input type="text"/>	70
LED monitor 86'' (215cm)	<input type="text"/> / <input type="text"/>	160,-
LED screen	<input type="text"/> / <input type="text"/>	by agreement
Portable sound system 200W	<input type="text"/> / <input type="text"/>	110,-
Portable sound system 600W	<input type="text"/> / <input type="text"/>	135,-
Microphone	<input type="text"/> / <input type="text"/>	30,-
Interpreting equipment	<input type="text"/> / <input type="text"/>	by agreement
Technical operator/hour	<input type="text"/> / <input type="text"/>	30,-
Order for more days	<input type="text"/> / <input type="text"/>	by agreement

**NOTICE**

1. Services ordered during assembly will be charged by the surcharge of 50% and Organizer reserves the exclusive right not to accept any order of services placed after the deadline.
2. Prices exclude VAT.

The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE

Exhibition event:
 

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 Exhibitor:
 

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 Hall:
 

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specification	order number of devices	price in EUR one device
<b>Wireless (Radio) Connection – Wi-Fi</b>		
Wireless local connection according to WLAN standard IEEE 802.11g, WPA2-secured, individual SSID. Data transfer rates 1 to 5 Mbps in both directions without speed guaranty with limited number of connected users. The maximum connected devices is 20 (price is set for one connected device).	<input type="checkbox"/>	50,-
Wireless local connection according to WLAN standard IEEE 802.11n, WPA2-secured, individual SSID. Data transfer rates 5 to 10 Mbps in both directions without speed guaranty with limited number of connected users. The maximum connected devices is 20 (price is set for one connected device).	<input type="checkbox"/>	120,-
<b>Cable Connection</b>		
<b>A TYPE CONNECTION</b> Internet cable connection for 1 device with data transfer rate 2 Mbps in both directions, Ethernet IEEE 802.3, RJ45 connector termination..	<input type="checkbox"/>	220,-
Option to connect 2-5 devices via active network element with a possibility of renting (router, switch).	<input type="checkbox"/>	45,-
<b>B TYPE CONNECTION</b> Internet cable connection for 1 device with data transfer rate 5 Mbps in both directions, Ethernet IEEE 802.3, RJ45 connector termination..	<input type="checkbox"/>	270,-
Option to connect 2-5 devices via active network element with a possibility of renting (router, switch).	<input type="checkbox"/>	45,-
<b>C TYPE CONNECTION</b> Internet cable connection for 1 device with data transfer rate 10 Mbps in both directions, Ethernet IEEE 802.3, RJ45 connector termination.	<input type="checkbox"/>	320,-
Option to connect 2-5 devices via active network element with a possibility of renting (router, switch).	<input type="checkbox"/>	45,-
<b>D TYPE CONNECTION</b> Internet cable connection for 1 device with data transfer rate 20 Mbps in both directions, Ethernet IEEE 802.3, RJ45 connector termination.	<input type="checkbox"/>	350,-
Option to connect 2-5 devices via active network element with a possibility of renting (router, switch).	<input type="checkbox"/>	45,-
Public IP Address	<input type="checkbox"/>	50,-
Establishment of internet connection for 5 or more devices	<input type="checkbox"/>	150,-
Additional service: Installation of network equipment and end-user support		45,- /hour
Establishment of internet connection during the exhibition event and individual requirements		by agreement

**NOTICE**

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- Prices exclude VAT.

**The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.**

 DATE / STAMP / SIGNATURE



Exhibition event:

Exhibitor:

Hall:

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	order	price in EUR
<b>Loading and Unloading</b>		
Non-palletized goods up to 15kg	<input type="text"/> kg	36,-
Non-palletized goods up to 100kg	<input type="text"/> kg	140,-
Palletized goods (4 loading meters)	<input type="text"/> loading meters	150,-
Palletized goods (6 loading meters)	<input type="text"/> loading meters	255,-
Palletized goods (14 loading meters)	<input type="text"/> loading meters	400,-
<b>Empty containers storage</b>		
Storage of empty containers		10,-/m <sup>3</sup> /day
Storage of exhibits		25,-/100kg/day
The price is invoiced according to the actual quantities stored at the warehouse		
<b>Handling equipment</b>		
Forklift up to 3 tons (up to 15 minutes - 50 EUR)		72,-/hour
Forklift up to 6 tons (up to 15 min - 60, -EUR)		84,-/hour
UPS Manitou		96,-/hour
Crane up to 28 tons		by agreement
Pallet jack		18,-/hour
<b>Customs clearance</b>		
Arrangement of customs clearance		by agreement
<b>Surcharges</b>		
Heavy pieces with need of special mechanisms use		50%
Order of services during assembly		50%
Provision of the services beyond assembly time		50%
Arrival on the day of the event opening		100%

**NOTICE**

1. The Form must be sent to Incheba, Plc. at least 15 days before the start of the event assembly.
2. Material handling equipment can be only used by Incheba, Plc.
3. Incheba, Plc. reserves exclusive right to refuse any order placed after deadline.
4. Prices exclude VAT.

**The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.**

DATE / STAMP / SIGNATURE



Exhibition event:

Exhibitor:

Hall:

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	order	price in EUR
<b>Cleaning</b>		
<input type="checkbox"/> daily (everyday after operating hours of the exhibition)	<input type="text"/> sqm	1,-/sqm/day
<input type="checkbox"/> after assembly (for exposition not constructed by Incheba, Plc.)	<input type="text"/> sqm	2,-/sqm
<b>Security</b>		
<input type="checkbox"/> guarding of the exposition	<input type="text"/> persons	14,-/h/person
<b>Hostesses</b>		
	foreign language	
<input type="checkbox"/> hostess speaking 1 foreign language	<input type="text"/> <input type="text"/> persons	12,-/h/person
<input type="checkbox"/> hostess speaking 2 foreign languages	<input type="text"/> <input type="text"/> persons	15,-/h/person

**NOTICE**

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2. Prices exclude VAT.

The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE



Exhibition event:

Exhibitor:

Hall:

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		price in EUR
<b>Service fee</b>		
For exhibitor, who's stand is constructed by Organizer		free of charge
For contractor who construct stand for exhibitor		1,- /sqm
For exhibitor, who construct its own stand	up to 20 sqm from 21 up to 50 sqm from 51 up to 100 sqm from 101 sqm	5,- /sqm 4,- /sqm 2,- /sqm 1,- /sqm
Service fee contains: cleaning during assembly and disassembly, assembly electricity supply, lighting, warming of exhibition halls, outdoor places for poluting works.		
<b>Project documentation approval</b>		
For exhibitor, who's stand is constructed by Organizer		free of charge
For contractor who construct stand for exhibitor		6,- /sqm
For exhibitor, who construct its own stand		6,- /sqm
<b>Electrical installation inspection</b>		
For exhibitor, who's stand is constructed by Organizer		free of charge
For contractor who construct stand for exhibitor		54,-
For exhibitor, who construct its own stand		54,-

**NOTICE**

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2. Prices exclude VAT.

The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE



Exhibition event:

Exhibitor:

Hall:

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order price in EUR

### Exhibition passes

Exhibitor is provided free Exhibition passes according to the size of the exhibition area:

up to 20 sqm ... 2 pcs • 21 - 50 sqm ... 4 pcs • 51 - 100 sqm ... 6 pcs • 101 - 200 sqm ... 8 pcs • Each additional 30 sqm ... 1 pcs

I order Exhibition passes  pcs

Interbeauty, Esoterika, Biostyl, Diefa a Rodina, Slovak dental days Slovmedica, NON-Handicap, Bibliotéka, Pedagogika, Watches and Jewels, Minerals 17,-  
ITF Slovakiaitour, Hunting and Leisure, Wellness a Fitness, Danubius Gastro, Motocykel, Boat Show, Coneco, Autosalón, IDEB, Moddom and Christmas days 35,-

Exhibitor's staff is identified by Exhibition pass, which is non-transferable, valid for 1 person and allows free access to exhibition area during specified time. If this provision is violated, the organizer reserves the right to withhold the pass permanently.

### Assembly passes

Assembly passes are intended for individual employees of the Contractor, who are assembling exposition for an exhibitor.

Contractor will not be let into the exhibition area during assembly and disassembly without Assembly passes and service fee payment.

I order Assembly passes  pcs 45,-

### Invitations for exhibitors

Exhibitor is provided free Invitations according to the size of the exhibition area:

up to 20 sqm ... 10 pcs • 21 - 50 sqm ... 20 pcs • from 51 sqm ... 30 pcs

I order Invitations  pcs

Invitations allows free access to the event during the opening hours to your clients, business partners and guests. All used invitations over the free invitations limit will be invoiced at the full ticket price after the event based on the real number of used invitations. Invitations are valid only fully filled in and stamped by exhibitor's stamp.

### Parking passes

Parking cards are issued for passenger cars only and are valid during assembly exhibition event and disassembly.

I order a parking card for the exhibition event - 1-3 days  pcs 33,-

I order a parking card for the exhibition event - 4-6 days  pcs 50,-

#### NOTICE

1. Services ordered during assembly will be charged by the surcharge of 50% and Organizer reserves the exclusive right not to accept any order of services placed after the deadline.
2. Prices exclude VAT.

The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE





Exhibition event:

Exhibitor:

Hall:

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price in EUR

**Deposit for exhibitor, who constructs its own stand or through contractor**

Deposit amount depends on exhibition space size:	up to 50 sqm	200,-
	51 to 400 sqm	500,-
	over 400 sqm	1 000,-

If General Participation Terms, Organisational Guidelines and Technical and Safety Regulations are met, the deposit is refunded after the event.

**Insurance for exhibitor, who constructs its own stand or through contractor**

The Exhibitor who did not order the implementation of the exhibition stand from the Organizer undertakes to demonstrate upon registration that he has concluded an insurance contract concerning liability for damage caused by their own conduct that is valid for the whole course of the assembly, exhibition event and disassembly. Sum insured is determined by the size of the exhibition area:

up to 30 sqm	30.000,-
31 - 50 sqm	60.000,-
51 - 100 sqm	90.000,-
101 - 200 sqm	120.000,-
201 - 300 sqm	150.000,-
301 - 400 sqm	180.000,-
401 - 500 sqm	210.000,-
501 - 600 sqm	240.000,-
601 - 700 sqm	270.000,-
over 701 sqm	300.000,-

**Distribution of flyers, advertising material and survey**

Enable of Distribution of flyers, advertising material and survey (2 persons only)	<input type="checkbox"/>	170,-
Enable of Distribution of flyers, advertising material and survey (more persons)	<input type="checkbox"/>	by agreement

It is not allowed to distribute flyers, advertising material and survey in A1 hall and to put flyers under the wipers.

**NOTICE**

- Services ordered during assembly will be charged by the surcharge of 50% and Organizer reserves the exclusive right not to accept any order of services placed after the deadline.
- Prices exclude VAT.

The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE



Exhibition event:

Exhibitor:

Hall:

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**Co-exhibitor 1**

Company

Name of responsible person

Street, Number

State, Postal code, City

Phone

www

E-mail

**Co-exhibitor 2**

Company

Name of responsible person

Street, Number

State, Postal code, City

Phone

www

E-mail

**Co-exhibitor 3**

Company

Name of responsible person

Street, Number

State, Postal code, City

Phone

www

E-mail

**NOTICE**

1. Services ordered during assembly will be charged by the surcharge of 50% and Organizer reserves the exclusive right not to accept any order of services placed after the deadline.
2. Prices exclude VAT.

The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE



Exhibition event:

Exhibitor:

Hall:

**The Exhibitor hereby confirms that the assembly of his exposition will be carried out by**

Contractor

Name of responsible person

Address

Phone

E-mail

Entity identification number

VAT identification number

Registered in the commercial register

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

place/date

exhibitor's stamp and signature

contractor's stamp and signature

**Power of attorney**

Contractor

Address

Entity identification number

VAT identification number

Registered in the commercial register

place/date

exhibitor's stamp/signature

**Contractor's confirmation**

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



Exhibition event:

Exhibitor:

Hall:

**We request approval of the project documentation and issuance of the assembly permit**

sqm EXHIBITION AREA

sqm STOREY AREA

sqm AREA CONTAINING GLASS

- exposition of up to 2,5 m of height
- exposition exceeding 2,5 m of height
- multi-storey exposition
- exposition - special structure
- construction components containing glass or other fragile material
- banners suspended above the exposition

project manager

/name, telephone, e-mail/

responsible project designer

/name, telephone/

authorised structural designer

/name, telephone/

place/date

legally binding signature of the project manager

legally binding signature of the exhibitor

**Project documentation and assembly permit for the exposition specified above**

Comments concerning the project documentation:

in Bratislava, on

for the organiser

for the contractor of the exposition

**NOTICE**

1. Part of the approval of the exhibition stand project documentation is permit of the assembly of the exhibition stand.
2. Deadline for submission of the project documentation for approval is 45 days before the start of the event assembly.
3. Assembly of exhibition stand without approved project documentation and permit of the assembly will be charged with a penalty up to 1 330,-EUR and the exhibition stand will be closed with no right to recover payments.
4. The Exhibitor/Contractor is responsible for technical and static capacity of the exhibition stand.
5. All damages and consequences of wrong technical and static capacity of the exhibition stand shall be borne by the Exhibitor/Contractor.
6. Side and back walls bordering the neighbouring exhibition stands over the basic height of the exhibition stand of 2,5m shall be adjusted as white areas in such way as not to disturb the neighbouring exhibition stands aesthetically.
7. For approval of exhibition stand project documentation it is necessary to submit:
  - Application for approval of the project documentation and authorization for assembly of the exhibition stand
  - Floor plan of all floors with marked supplies of water, electricity and other technical media with a specified drawing scale
  - Structural analysis concerning statics including calculations of authorized structural designer (assembly of multi-storey stands and special structures)
  - Specification of the structure with details, specification of used material stating the flammability class
  - Views (or 3D view) with height quotas
  - Electrical project, fire tests for all used materials, certificates of glass panes
  - All projects and documents must be hand-signed with a specified date
8. Services ordered during assembly will be invoiced by the 50% surcharge and Incheba, Plc. reserves exclusive right to refuse any order placed after deadline.
9. Prices exclude VAT.

The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE



In order to maintain a safe and smooth course of the exhibition shows and events organized in the premises of Incheba Expo Bratislava, the Incheba, Plc. (hereinafter referred to as "Organizer") issues the TECHNICAL AND SAFETY REGULATIONS, which all exhibitors, contractors of exhibition stands, organizers of events and other participants who enter into the exhibition area during assembly, course and disassembly of the exhibition show/event undertake to follow and comply with.

### I. Technical Conditions

1. All works related to assembly and disassembly of exhibition stands have to be carried out in accordance with the Technical and Safety Regulations and safety provisions of applicable laws and regulations of SR within the given field.

2. The Exhibitor/Contractor is responsible for the storey exhibition stand implemented by them to meet the conditions for safety regarding structural integrity and fire safety of the building.

3. The Exhibitor/Contractor undertakes to ensure that the back and side walls near neighbouring exhibition stands that exceed the basic height of the exhibition stand of 2,5m will be arranged and adjusted as white spaces in such way as not to disturb aesthetically the neighbouring exhibition stands. Exceptions in colour of such walls are possible only with the written consent of the Organizer. Floor plan of the rented exhibition space cannot be exceeded even within the level of the ceiling construction of the exhibition stand. In case of hanging a part of exhibition stand or banner on the ceiling construction of the exhibition halls where such hanging is allowed, it is necessary to submit a report on structural integrity. Rigging points can only be implemented by the employees of the Organizer or persons or subjects authorized by the Organizer. The Exhibitor/Contractor is obliged to submit to the Organizer a report on structural integrity in case of assembly of complicated exhibition stands and banners, storey exhibition stands, atypical and special constructions.

4. It is forbidden to pour oils, paint residues and other toxic substances that could pollute or threaten in any way environment into drains, washbasins and sinks. The Exhibitor/Contractor is obliged to take away such unused substances from the exhibition area and dispose of them at their own expense.

5. The Exhibitor who ordered a standardized exhibition stand from the Organizer is obliged to remove any stickers (posters, graphics) during disassembly that were implemented by the Exhibitor; all standardized elements must be reinstated.

6. The Exhibitor/Contractor is obliged to remove and take away the exhibition stand that was not implemented by the Organizer, including floor covering and adhesive tapes from carpets, from the premises of the Organizer at their own expense during disassembly.

7. Sticking or any other way of gripping of information and promotional materials on windows, pillars and constructions of the exhibition halls is forbidden.

8. The Exhibitor/Contractor is obliged to follow and comply with the stated hours of assembly, course of the exhibition event and disassembly. Disassembly of exhibition stand and exhibits during the course of the exhibition event is forbidden.

9. Hours for entrance to the exhibition area during assembly, course of the exhibition event and disassembly are specified in the Organizational Guidelines of each exhibition event.

### II. Fire Protection

1. There is a strict smoking ban and ban of manipulation with open fire in all premises of the Organizer.

2. The Exhibitor/Contractor is obliged not to use polystyrene foam, plastic films, textiles from synthetic fibres, cane, straw, paper, cardboard, etc. for assembly of the exhibition stand, filling of walls, ceilings and banners. All highly flammable construction materials used for assembly of the exhibition stand, filling of walls, ceilings and materials with the function of the roof or sheath including decorations cannot be made of materials with C2 and C3 flammability class. Stated materials have to be impregnated against fire. The Exhibitor/Contractor undertakes not to use materials for construction of roofs, ceilings and soffits of exhibition stand that drip or fall when exposed to fire. The Exhibitor/Contractor undertakes to submit valid protocol (certificate) from accredited testing or protocol of authorized company on impregnation of the used material against fire and a sample of the edited impregnated material to the designers department and fire protection technician before commencement of assembly works. The Exhibitor/Contractor undertakes not to use decorative materials of plastic that do not contain flame retardant chemicals (materials such as polystyrene, plastic sheets, plexiglass, polycarbonate, etc.). For

assembly of exhibition stand of atypical construction and banner over 2,5m using flammable materials, the Exhibitor/Contractor undertakes to demonstrate fire load that cannot exceed 45kg/sqm; for demonstrating the calculation of the fire load a valid STN will be used. Advertising banners situated over the exhibition stand (balloons, etc.) have to be agreed upon separately and the Exhibitor/Contractor undertakes to comply with the following rules:

- banners cannot exceed the maximum height allowed and set by the Organizer;
- banners cannot be placed over pathways and hanged on constructions of exhibition halls without approval from the Organizer. Rigging points can be implemented only by employees of the Organizer or by persons and subjects authorized by the Organizer;
- only gases that are not flammable or explosive can be used for filling the advertising banners, balloons.

3. Any type of welding, burning, thermal cutting is forbidden in the premises of the Organizer without their written consent. Stated works can only be carried out by persons with a valid authorization for these works in accordance with applicable legislation of the Slovak Republic. The Exhibitor/Contractor undertakes to start with such work only with a written consent from the Organizer and only after statement from the employee of department responsible for fire protection and Occupational Safety and Health (OSH).

4. In the exhibition premises it is forbidden to spray and paint with nitro enamels and nitro paints and to clean any devices or equipment with flammable liquids. The Exhibitor/Contractor undertakes to not carry out such works in the exhibition halls.

5. Works that produce small combustible waste (wood shavings, sawdust, etc.) can only be approved by the Organizer provided that the used machines and tools are equipped with installed bags or suction. The Exhibitor/Contractor undertakes to carry out continuous cleaning of combustible waste during the whole process of such works.

6. In the exhibition halls it is forbidden to place or use air cylinders or any devices or equipment with combustible or combustion-supporting gasses. The Exhibitor/Contractor undertakes to not use such devices in the exhibition halls.

7. The Exhibitor/Contractor is responsible for use of heating appliances of all kinds; use of such appliances is only allowed after following conditions are met:

- appliances have to be in perfect condition and used only for purposes they were made for
- the Exhibitor/Contractor is responsible for compliance with safety distances in all directions. Safety distances must be kept around heating appliances in all directions regarding the building constructions, flammable objects and flammable substances (according to the fuel type); the distances are either set by the manufacturer in the documentation of the appliance or in applicable regulation "On Specifications and Requirements for the Operation of Heating Appliances";
- if this condition cannot be met due to lack of space, the flammable constructions have to be secured with incombustible thermally insulating cladding, protective shield (e.g. drywall) and the distance of the appliances from the cladding has to be 20 cm, while the cladding has to extend beyond the edges of the appliance 15 cm to the side and 30 cm over and under the appliance,
- heating appliances that direct thermal radiation into one place must be installed in such way that no combustible materials or objects will be placed within the area of the thermal radiation up to the distance specified by the manufacturer or valid legislation,
- if the heating appliances are not installed on incombustible tables, shelves, etc. they must be placed on incombustible thermally insulating pad, the smallest size of the insulation pad is set by the manufacturer in the documentation of the appliance, if such detail is missing, the insulation pad must extend beyond the footprint of the appliance at least 15cm at every side,
- any appliance that is not made by the manufacturer for operation without supervision must not be left without such supervision during operation and a responsible person must be authorized in writing for the safe operation of the appliance. When leaving, the appliance must be demonstrably disconnected from the network.

8. Manipulation, installation works with exhibits and storage of packing in means of escape, over technical canals, in close vicinity of extinguishing agents and electrical distribution equipment is forbidden. The Exhibitor/Contractor is responsible for continual daily removal of unnecessary material and cleaning of the area.

9. The Exhibitor/Contractor undertakes to not leave any material used during assembly behind the exhibition stands and on the ceiling structures of the exhibition stands due to fire safety.

10. Means of fire protection and fire safety equipment can only be used by the Exhibitor/Contractor in case of fire. This equipment cannot be built in (covered by a wall) and removed and have to be permanently available.

11. In close vicinity of entrances into the exhibition halls, water stops, underground and overhead hydrants and in places where the passage would be smaller than 3m during standstill, standing is forbidden for motor vehicles. If standing in such places is necessary, the driver cannot leave the car.

12. The Exhibitor/Contractor is responsible for not using objects and devices or equipment that could possibly endanger the fire safety of persons and property due to their character.

13. During events, fire-fighting assistance patrols monitor and control the fire protection status and take measures within the limits of applicable regulations. The Exhibitor/Contractor undertakes to enable them access to all spaces of the exhibition stand. All exits and escape routes must be permanently unobstructed and freely accessible and visibly labelled.

### III. Terms of Fire Protection for Assembly and Disassembly of Exhibition Stands and Storey Exhibition Stands in Exhibition Halls and Free Areas of the Exhibition Premises.

The Exhibitor/Contractor undertakes to carry out assembly and disassembly of exhibition stands in strict accordance with applicable laws of Slovak Republic on fire protection. Assembly of storey exhibition stands must be done by the Exhibitor/Contractor with handrail.

The Exhibitor/Contractor is responsible for compliance with these regulations:

1. Assembly will be carried out using only elements conforming the current legislation on fire protection (flammability and toxicity at thermal destruction).

2. Exhibition stands will be used only as conference and office spaces without increased risk of fire. It is forbidden to use other materials than those approved for assembly or to clad these materials with other flammable materials.

3. Positioning of stairs has to enable a free escape to area and the escape route cannot lead under the storey part of the exhibition stand.

4. For securing a quick and effective fire-fighting, the exhibition stands must be equipped with appropriate fire extinguishers; the Exhibitor/Contractor of the exhibition stand is responsible for this condition.

5. Materials used for frame structure have to meet the requirements for fire resistance according to valid Slovak Technical Standard (STN).

6. The Exhibitor/Contractor undertakes to submit a project (report) on fire safety of the construction, fire report or certificate of fire resistance of the construction together with project documentation.

### IV. Electricity Supply

1. The Organizer reserves a right to refuse an implementation of order without approved electrical system design from the Exhibitor.

2. An integral part of the order is a floor plan design with marked electricity supply and total power consumption.

3. The electrical supply up to 2 kW / this is a single-phase connection 230 V (10A) is terminated with a single 230 V socket that serves for connecting of only one electrical appliance. In case of repeated failure of electrical fuse the electrical installation cannot be put into operation without increasing the total power consumption and paying the invoice.

4. The total power consumption is consumption of all electrical appliances connected to the electrical connection in accordance with the project documentation.

5. The Exhibitor/Contractor undertakes to submit the Order to the Organizer together with project documentation of the exhibition stand with marking of electrical outlets and total amount of power consumption within the set deadline according to the Organizational Guidelines. Deadlines and increase in prices for late order of services are stated in the Catalogue of Services and Organizational Guidelines.



6. The Exhibitor/Contractor undertakes to entrust only professional company with valid certificate according to MLSAaF SR Decree 508/2009 Collection of Laws as amended, trade license, or own employee qualified according to relevant regulation with assembly of the electrical installation. The Exhibitor/Contractor is obliged to submit at request to Organizer a certificate on special inspection of electrical equipment according to the above mentioned Decree for all used electrical equipment/devices (lights, cables, amplifier and others) not older than 12 months.

7. The Exhibitor/Contractor undertakes to not provide other subjects with the electricity. Violation of this provision will lead to disconnection of the main electricity supply by the Organizer.

8. The Exhibitor/Contractor is responsible for the used sub-distributor of electricity to be equipped with a residual current device.

#### **TERMS OF CONNECTION AND SUPPLY OF ELECTRICITY:**

1. The Exhibitor/Contractor undertakes to submit the Order together with Electrical Plan of the exhibition stand within the set deadline. For marking of electrical outlet in the project documentation of the exhibition stand it is possible to use the Form 4 of the auxiliary raster. For orders after the set deadline the Organizer does not guarantee the implementation of connection in required date.

2. The 230/400 V power cable is terminated with three-phase connection socket CEE 3 +A +PE (32A/5, resp. 63A/5) (five pin). The Exhibitor/Contractor undertakes to entrust only person or company authorized to assembly of the temporary electrical installation in the exhibition stand including connection of exhibition stand switchboard. The Exhibitor can order individual el. supply for exhibit via separate supply terminated. The maximum power for electricity supply provided by the Organizer is 40 kW (63A). In the switchboards of the Organizer the 1x 63A/5 or 2 x 32A/5 type can be used. Switching on and off the electricity supply (operation hours of exhibition stands) is stated in the Organizational Guidelines.

3. It is possible to order a separate (not switchable) supply for fridges terminated with one-phase socket. The Exhibitor/Contractor is responsible for any damages caused due to connection of other appliance than the fridge to this connection (electrical circuit). If the Organizer finds out about such action, the Exhibitor/Contractor will be immediately disconnected from the separate fridge circuit without any right for compensation and with a possibility of financial penalty.

4. The Exhibitor/Contractor undertakes to individually specify any special requirements for supply as well as higher power connections. The Organizer reserves a right to refuse to install such power supply.

5. All connections are implemented exclusively by the Organizer.

6. Assembly of the temporary electrical installation of the exhibition stand can be carried out by:

- The Organizer – in case the Organizer is also the Contractor of the exhibition stand
- Own qualified personnel of the Exhibitor/Contractor or third person under following conditions:
  - a. The Exhibitor/Contractor is fully responsible for the implementation and condition of the internal electrical installation.
  - b. All electrical installation works must comply with electro-technical regulations, applicable regulations and standards currently valid in SR - STN 33 2000-7-711.

7. The Exhibitor/Contractor is responsible for safe operation of electric lamps and electric sources of light; that these appliances do not cause fire, are not covered by flammable materials and are at least 20cm distant from any flammable materials, if not set otherwise by manufacturer.

8. The Exhibitor/Contractor is responsible for lights installed lower than 2,5m from the floor or accessible other way by accidental touch to be protected in such way as to avoid the risk of injury of persons or ignition of materials.

9. The Exhibitor/Contractor is responsible for safe implementation of illuminated showcases that must be made of material with sufficient mechanical strength, heat resistance and ventilation, taking into account the flammability of the showcased exhibits considering the heat production.

10. The Exhibitor/Contractor is responsible for safe position of movable connections and cord extensions on the floor in such way as to avoid the possibility of causing damage to the sheath of the connections and as to secure that nothing will hinder escape of persons from the given area. In case the sheath of the movable connection is damaged, the Exhibitor/Contractor

is responsible for its quick disconnection from voltage.

11. The Exhibitor/Contractor undertakes not to put any movable connections and extension cords in spaces accessible by public if the movable connections and extension cords are not protected against mechanical damage.

12. The Exhibitor/Contractor is responsible for every temporary construction aimed for use by one operator to be equipped with own and easily accessible means for safe disconnection from electrical voltage.

13. The Exhibitor/Contractor is responsible for disconnection of temporary electrical appliance or exhibition stand from mains voltage when not using it or working with it.

14. The appropriateness of electrical appliances and objects manufactured and implemented according to other regulations, e.g. DIN, VDE, EN, ICE, will be assessed by revision technician during initial expert inspection and testing (revisions) of electrical installations.

15. The Exhibitor/Contractor undertakes to entrust only professional company with valid certificate according to MLSAaF SR Decree 508/2009 Collection of Laws as amended, trade license, or own employee qualified according to relevant regulation with assembly of the electrical installation. The Exhibitor/Contractor is obliged to submit at request to Organizer a certificate on special inspection of electrical equipment according to the above mentioned Decree for all used electrical equipment/devices (lights, cables, amplifier and others) not older than 12 months.

16. The Exhibitor/Contractor undertakes to take full responsibility for any damages caused to the exhibition halls of the Organizer, exhibition stands and exhibits of the exhibitors due to incorrect or improper assembly of electrical installation of exhibition stand.

17. The Exhibitor/Contractor undertakes to ensure that all exhibits and electrical appliances connected to an electricity network have a valid inspection report or certificates of quality, etc. The Exhibitor/Contractor is responsible for safe operation of electrical appliances.

18. Before commissioning (under voltage), the electrical installation must be checked by revision technician assigned by the Organizer to find out if it complies with the above stated rules. The Exhibitor/Contractor undertakes to remove any deficiencies without delay. In breach of these conditions, the Organizer reserves the right to not connect the electrical appliances or disconnect the power supply of the operating equipment. In such cases no compensation for implementation of supply and installation is possible. The costs incurred will be charged to the Exhibitor/Contractor by the Organizer.

19. The Exhibitor/Contractor undertakes to use only certified extension cords.

#### **V. Occupational Safety and Health**

1. Occupational Safety and Health /hereinafter referred to as "OSH" / shall be managed in accordance with applicable laws and regulations in the Slovak Republic for OSH.

2. Regarding the traffic in the exhibition premises, the Exhibitor/Contractor undertakes to comply with applicable laws in SR regulating the road traffic.

3. The speed limit in the exhibition premises is 20km/h.

4. Drivers are obliged to adjust the driving speed to the above stated speed limit, character of the load, visibility, condition of the road and immediate traffic situation.

5. In the exhibition premises there is a strict entry ban of all motor vehicles into the exhibition halls.

6. The Exhibitor/Contractor is responsible for their motor vehicles not to park in places where parking is prohibited by appropriate traffic sign, at reserved places for fire vehicles, sidewalks and vegetation in the exhibition premises.

7. When using sheet glass in the exhibition stands, the Exhibitor/Contractor undertakes to have the edges trimmed or protected so that any danger of injury is eliminated. The Exhibitor/Contractor is responsible for all-glass building components to be visibly marked in the eye-level. Only glass that meets the safety requirements in accordance with applicable laws of SR can be used.

8. The Exhibitor/Contractor undertakes to not use own forklifts, cranes or other handling equipment in the exhibition premises.

9. It is forbidden to exhibit poisons and other generally harmful substances; only dummies of such substances can be exhibited.

10. Exhibitors of pharmaceuticals and narcotics can only exhibit dummies. It is forbidden to hand out samples of medicaments and narcotics.

11. Exhibitors can showcase arms and their substantial parts only in showcases that are properly locked and secured against any potential theft. It is forbidden to showcase loaded firearms.

12. It is forbidden to exhibit explosives and detonators.

13. The Exhibitor is responsible for exhibits that are showcased in operation to be operated only by authorized persons. Upon request by control authorities – authorized safety technician of Incheba – these persons have to submit competent authorization.

14. The Exhibitor/Contractor undertakes to enter only into workplace and spaces rented by them or into freely accessible spaces.

15. The Exhibitor/Contractor undertakes to move only within the marked communications; where sidewalk is missing, to walk basically on the left side.

16. The Exhibitor/Contractor undertakes to be cautious as not to bump into or stumble over stored material or tools.

17. The Exhibitor/Contractor undertakes to not move under any hanged load or in dangerous proximity of such object.

18. The Exhibitor/Contractor undertakes to not enter into electricity distribution substations, transformer stations and gas regulatory systems.

19. The Exhibitor/Contractor undertakes to not work with mechanical, electrical or any other device without relevant authorization.

20. The Exhibitor/Contractor undertakes to comply with the directions of traffic, safety and fire signs.

21. The Exhibitor/Contractor undertakes to respect sound signals of drivers during loading of material.

22. The Exhibitor/Contractor undertakes to not enter the premises of Incheba under the influence of alcohol.

23. There is a strict smoking ban and ban of handling the open fire in all premises of the Organizer.

24. The Exhibitor/Contractor undertakes to comply with the hygienic limit of noise and vibrations according to Government Regulation of SR no.339 of 2006, as amended.

25. Please note the possible risks arising from our activities to which you should pay special attention, such as:

- fall of material from height during vertical or leaning transport,
- fall of material or tool from height due to mishandling,
- fall of persons from height due to careless manipulation,
- slipping on muddy, frozen terrain,
- crashing into or stumbling upon stored material or tools,
- risk of dust, noise and vibrations,
- electric shock,
- movement of vehicles during loading and unloading of material,
- possible fall of hanged load and injury,
- crush with a moving mechanism, including hand-guided,
- injury due to unauthorized use of tools and machines,
- operation of any other activity for own needs,
- not reporting shortfall or damage,
- burning, scalding during unauthorized entry into boiler rooms or heat exchange stations
- violation of orders and road signs warnings,
- injury due to dangerous getting in or out of the vehicle,
- falling down the stairs due to wet footwear or sole.

#### **VI. Final Provisions**

1. The Exhibitor/Contractor is fully responsible for compliance with the General Terms of Participation, Organizational Guidelines, Technical and Safety and Hygiene Regulations, legislation on OSH in the area of fire protection in force in the Slovak Republic.

2. The Exhibitor/Contractor undertakes to inform on the above mentioned conditions, guidelines and regulations their personnel and any legal or natural persons carrying out assembly or any other works in the exhibition area for the Exhibitor/Contractor.