APPLICATION DOCUMENTATION

B

Turnkey Trade Fair Participation

FOR® WOOD 15th Trade Fair for Wooden Buildings, Constructions and Materials

PVA EXPO PRAGUE, 9–11 February 2023

IMPORTANT DATES

The first deadline for the lease of the exhibition area at preferential prices	**31 October 2022**
Deadline for technical services	**20 January 2023**

Forms can be completed on a PC and downloaded from www.for-wood.cz/en/forexhibitors

Business Company: ABF, a.s.
Registered office: Beranových 667,
199 00, Prague, Czech Republic
Workplace, mailing address: Dělnická 12, 170 00, Prague, Czech Republic
Company Registration No.: 63080575, Tax Id. No.: CZ63080575
Registered by Municipal Court in Prague, Section B, File no. 3309
Bank Details: Max banka a.s., Account No. 5085320021/4000
IBAN: CZ7240000000005085320021, SWIFT: EXPNCZPP
Tel.: +420 739 003 133
E-mail: international@abf.cz,internet: www.for-wood.cz, www.pvaexpo.cz

2. FOR WOOD

- ☐ **2.1. Wooden constructions**
- ☐ 2.1.1. Transport constructions
- ☐ 2.1.2. Hall constructions
- ☐ 2.1.3. Apartment buildings
- ☐ 2.1.4. Family houses
- ☐ 2.1.5. Social event buildings
- ☐ 2.1.6. Cottages
- ☐ 2.1.7. Garden houses
- ☐ 2.1.8. Children‘s playgrounds
- ☐ 2.1.9. Renovations and repairs of historical buildings
- ☐ **2.2. Timber structures**
- ☐ 2.2.1. Column structures
- ☐ 2.2.2. Frame structures
- ☐ 2.2.3. Skeleton structures
- ☐ 2.2.4. Prefabricated structures
- ☐ 2.2.5. Solid structures
- ☐ 2.2.6. Log cabins and bungalows
- ☐ 2.2.7. Half-timbered structures
- ☐ **2.3. Materials for wooden constructions and timber structures**
- ☐ 2.3.1. Solid wood
- ☐ 2.3.2. Structural wood
- ☐ 2.3.3. Glued profiles
- ☐ 2.3.4 Building timber
- ☐ 2.3.5. I-beams
- ☐ 2.3.6. Board materials
- ☐ 2.3.7. Floorboard and tiling
- ☐ 2.3.8. Insulation materials and foils
- ☐ 2.3.9. Connection materials and fittings
- ☐ 2.3.10. Painting materials, glazing and coatings
- ☐ 2.3.11. Chemicals
- ☐ 2.3.12. Protection and remediation
- ☐ **2.4. Groundwork and sheathing for wooden constructions**
- ☐ 2.4.1. Foundation constructions and systems
- ☐ 2.4.2. Facade systems and elements
- ☐ **2.5. Machines and equipment**
- ☐ 2.5.1. Machines and equipment for production of semi-finished products
- ☐ 2.5.2. Machines and equipment for machining
- ☐ 2.5.3. Machines and equipment for surface treatment
- ☐ 2.5.4. Machines and equipment for other processing of wood
- ☐ **2.6. Tools and instruments**
- ☐ 2.6.1. Tools and instruments
- ☐ **2.7. Software for wooden constructions and timber structures**
- ☐ 2.7.1. Software for wooden constructions and timber structures
- ☐ **2.8. Services and education**
- ☐ 2.8.1. Services and education
- ☐ **2.9. Professional media**
- ☐ 2.9.1. Professional media
- ☐ **2.10. Professional associations, unions and societes**
- ☐ 2.10.1. Professional associations, unions and societes

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Binding Application Form for Participation of the Firm - General Agreement

FOR® WOOD

PVA EXPO PRAGUE, 9–11 February 2023

Preferential prices up to: 31 October 2022

B 1

Forms can be completed on a PC and downloaded from www.for-wood.cz/en/forexhibitors

EXHIBITOR

Company name _____ Reg. No. _____

Registered office* - street _____ Tax ID. No. _____

Town _____ Postal Code _____ Country _____

Company telephone no. _____ Company e-mail address _____

Internet www. _____

Contact person _____ Position _____

Tel./mobil _____ E-mail** _____

Mailing address, if different from the registered office _____

Email for sending invoices electronically _____

REPRESENTATIVE OF THE EXHIBITOR (To be completed only in the case when the Exhibitors ask assurance of their participation through a representative, including all invoicing and correspondence)

Company name _____ Reg. No. _____

Registered office* - street _____ Tax ID. No. _____

Town _____ Postal Code _____ Country _____

Company telephone no. _____ Company e-mail address _____

Internet www. _____

Contact person _____ Position _____

Tel./mobil _____ E-mail** _____

Mailing address, if different from the registered office _____

Email for sending invoices electronically _____

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

** This must be filled in for the sending of the position, assembly instructions, etc.

I grant permission to ABF, a.s. to send me commercial information in an electronic form, in accordance with Act no. 480/2004 Coll. This permission can be withdrawn anytime in the future by sending a text „stop" to stoplist@abf.cz.

_____
signature of exhibitor/ representative of the exhibitor

We bindingly order the exhibition area and stand erection (including equipment) according to the price list below:

ORDER OF COMPLETE EXPOSITIONS

	select the type **X**	w x h (m²)	Price in EUR/m² according to the application date	
			until 31 October 2022	from 1 November 2022
	K09	3 x 3	**1,669**	**1,768**
	K12	4 x 3	**2,109**	**2,241**
	K15	5 x 3	**2,510**	**2,675**
	K16	4 x 4	**2,659**	**2,835**

	select the type **X**	w x h (m²)	Price in EUR/m² according to the application date	
			until 31 October 2022	from 1 November 2022
	K18	6 x 3	**2,966**	**3,164**
	K20	5 x 4	**3,233**	**3,453**
	K24	6 x 4	**3,819**	**4,083**
	K25	5 x 5	**3,928**	**4,203**

	Corner position (the surcharge for corner position being 4% of the total price of the "complete exposition")	

The offer price includes: rental of exhibition area, type stand implementation, furniture equipment for exposition, inscription on the collar up to 15 characters, power supply 2kW. For the order of a higher power supply input please contact the Trade Fair managers. (str. B3).
For a sketch of the stands and their equipment see page 1b Visualisation of complete exhibitions.

Company name on the collar

Registration fee		**EUR 204**
Assurance of damage liability insurance		**EUR 55**
BRANCH FOR LOCATION – specify the branch in words and state the branch code:		
TOTAL		
Others requirements for bringing, operation and removal of exhibits:		

All prices are without VAT.

I hereby confirm that I read the Business Terms and Conditions of ABF, a.s., which are an integral part of this application form, and that I understand them and agree with them. I take into account that this is a framework agreement which will be realized in steps, based on further orders made in writing or via e-mail. If the orders are issued by a third party, the original is always required

_____
for ABF, a.s.

_____
date, signature of exhibitor, stamp /representative of the exhibitor

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Business Terms and Conditions of ABF, a.s. for Participation of Exhibitors in the Trade Fair

FOR® WOOD

PVA EXPO PRAGUE, 9–11 February 2023

B
1a

Organiser: ABF, a.s., registered office: Beranových 667, 199 00, Prague, Czech Republic, Company Registration No. 63080575
Exhibitor: Legal entity or natural person to whom ABF, a.s. has confirmed participation in the Trade Fair or Exhibition
Place of the event: PVA EXPO PRAGUE - Beranových 667, 199 00, Prague, Czech Republic

Article 1. – Basic conditions for Exhibitor's Participation in the Trade Fair

1. The basic precondition for participation in the Trade Fair is the delivery of the Binding Application for Participation of the Firm, properly filled and signed in (hereinafter referred to as "Binding Application"). After the receiving of the Binding Application, ABF, a.s. will send to the Exhibitor a confirmation of its receipt.
2. By signing the Binding Application, the Exhibitor undertakes to adhere to the Business Terms and Conditions and Technical Conditions of ABF, a.s. for the Exhibitor's participation in the Trade Fair.
3. The exhibits presented and services offered must be in accordance with the focus of the Trade Fair (with the so-called Trade Fair Nomenclature).
4. The services related to the Exhibitor's participation in the Trade Fair shall be ordered by means of separate order forms provided for in the Application Documentation to the Binding Application.
5. The Exhibitors must not remove the exhibits and displays before the end of the Trade Fair or Exhibition.
6. The Exhibitor is entitled to exhibit, sell or otherwise make available to the public only the products for which he is authorized and whose disclosure to the public does not infringe the copyright or other rights of third parties.
7. The Exhibitor is obliged to arrange, at his own expenses, for visas, licences and any other necessary permissions to sell products at the trade fair. In the event that the Exhibitor will not attend the trade fair because he did not receive an appropriate visa or another permit, the Exhibitor is not entitled to a refund of the deposit payment made on the rental of exhibition area. In such case, the deposit is considered a cancellation fee.

Article 2. – Terms of payment

1. After the receiving of the Binding Application, ABF, a.s. will send to the Exhibitor an advance invoice for the lease of the exhibition area ordered and for the registration fee.
2. After the closing date of the ordered technical services, the Exhibitor will be sent an advance invoice for the ordered services associated with the lease of the exhibition area. The settlement of this advance invoice will be a precondition for implementation of the order of technical services.
3. The final invoice with a deduction of advances will only be sent after the end of the Trade Fair.
4. The basic price of the lease and the Registration Fee includes:
   – Rental for the exhibition area during the assembly, Trade Fair and dismantling
   – Insertion into the Trade Fair Catalogue (Trade Fair Guide) to the extent of the data stated in the Order of Registration into the Catalogue (Guide)
   – Insertion into the orientation system of the Trade Fair
   – Five Exhibitor's Cards for the firms with an ordered area up to 30 sq.m
   – One Exhibitor's Card for every additional 10 sq.m commenced exceeding the area of 30 sq.m
   – Assembly/Dismantling Cards for the Implementation Teams making it possible for the vehicles to enter the Exhibition Centre (ABF, a.s. is authorised to demand a financial security at the entrance)
   – Trade Fair Catalogue (Trade Fair Guide) in a printed version
5. The basic price of the lease and the Registration Fee do not include:
   – External walls of the stand or any other equipment of the stand or the walls of the neighbouring stands
   – Registration fee for Co-Exhibitors
   – Other records of the firm - i.e. branch offices, divisions, business representations, etc.
6. Cancellation Conditions
   If the Exhibitor cancels their participation in the Trade Fair, the following cancellation fees (contractual penalties) shall apply:
   – 30 % of the total rental charged on the cancellation of the Binding Application in a term more than 91 days before the Trade Fair beginning
   – 50 % of the total rental charged on the cancellation of the Binding Application in a term from 31 to 90 days before the Trade Fair beginning
   – 100 % of the total rental charged on the cancellation of the Binding Application in a term less than 30 days before the Trade Fair beginning
   The cancellation fees shall apply even in the case of reduction made by Exhibitor of the area ordered.
   The obligation to pay cancellation fees shall apply to those Exhibitors to whom the participation in the Trade Fair was confirmed according to Art. 1(1) even in the case that they have not paid the advance invoice or any other invoice. The cancellation of the Exhibitor's participation in the Trade Fair must always be made in writing.
   The registration fees shall be forfeited in full amount, regardless of the date of cancellation of the Binding Application.
7. If, as a result of force majeure and / or due to regulatory measures of the state bodies, ABF, a.s. will not be able to arrange for the fair to be held, exhibitors will be immediately informed. The obligations of ABF, as from the application for participation expire and the exhibitor is not entitled to compensation for damages. In such a case, ABF, as is entitled to keep the registration fee.
8. For each of the other firms which the Exhibitors will present in their expositions (in the form of a presentation of exhibits, with an advertisement panel, company logo, commercial name, folders, video programmes, etc.), the Exhibitor is obliged to pay the Co-Exhibitor's Registration Fee. The firm properly registered in this way will be presented in the Trade Fair Catalogue (Trade Fair Guide) to the full extent as the Exhibitor. In the case of any breach of this principle, the Exhibitor will be obliged to pay the Co-Exhibitor's registration Fee and a contractual penalty at an amount of the registration fee, at any time during the Trade Fair.
9. All the prices are stated as VAT exclusive.

Article 3. – Exhibition area

1. ABF, a.s. leases indoor exhibition areas without any equipment, with the possibility of connection of power supply, water pipeline, sewerage, telephone and cleaning, with the option of other services on the basis of the order. The precondition for the handover of the exhibition area ordered shall be the settlement of all the payments due in the context with participation in the Trade Fair.
2. ABF, a.s. furthermore leases outdoor exhibition areas on the dedicated free areas of the Exhibition Centre. (ATTENTION: in the case of outdoor stands it is necessary to count with the overlapping of the roof above the stand – the roof must not interfere into the neighbouring area).
3. The minimum sizes of the exhibition areas are stated in the Binding Application.
4. ABF, a.s. can, after consulting the matter with the Exhibitor, reduce the area of the rented exhibition space and to change its shape. ABF, a.s. reserves the right to change the placement of the exhibition area. If the contracted area is not available to the Exhibitor for reasons caused on the part of ABF, a.s., the Exhibitor is entitled to the reimbursement of the registration fee, lease charge paid and the price for the services ordered and already paid for. ABF, a.s. will not accept and will not indemnify any claims for damages which the Exhibitor could have incurred for this reason.
5. If the Exhibitor himself does not provide a stand or does not order it at ABF, a.s., he will only have an unlimited booked exhibition area. The Exhibitor is obliged to respect the raster of the exhibition area, ie. not to exceed the area, even in the case of raised height dominances.
6. The Exhibitor shall receive a raster of the exhibition areas with the marking of their position after the settlements of all the payments due for the rented space and after the final processing of Binding Applications.
7. The architectural concept in the exhibition halls counts on the implementation of the classical rectangular exhibition raster, within which the following exhibition areas will be available:
   – Row areas with a free front side
   – Corner areas with two open sides - along which the visitors walk
   – U-shape areas (front) with three open sides - along which the visitors walk
   – Island areas where all of the four sides are free
8. The Exhibitor is obliged to leave the exhibition area after dismantling in the same condition in which it was before the commencement of the erection.
   The Exhibitor is obliged to settle any destruction, damage or excessive contamination according to the expenses actually incurred for the remedy of such damage (contamination).
9. The Exhibitor is not authorised to sublease the exhibition area leased to any third parties.
10. The Exhibitors are obliged to adhere to arrival and departure time schedule from the exhibition areas.

Article 4. – Damage liability insurance

1. ABF, a.s. is not liable to the Exhibitors or their Co-Exhibitors for any loss, destruction or any damage to the articles brought by the Exhibitors into the areas leased. (i.e. exhibits, equipment and facilities of the stands, packages, packing materials, etc.), regardless of the fact whether the loss, destruction or other damage has arisen during the assembly, dismantling, transport or in the course of the Trade Fairs.
2. Exhibitors participate in the trade fair at their own risk. The Exhibitor will not claim that ABF, a.s. is liable for any demands of third parties for reimbursement of any damage resulting from the participation of the Exhibitor in the trade fair.
3. The Exhibitors are obliged to be insured for liability for damage caused by its activities to third parties during the entire term of the Trade Fair.
4. ABF, a.s. provides for the benefit of exhibitors liability insurance for damage caused in the PVA EXPO PRAGUE premises by the exhibitor's activities during the fair, assembly and disassembly up to the amount of insurance indemnity of EUR 2,300,000 and sublimit in case of damage caused by exhibitors to each other EUR 91,000 for the price of EUR 55 without VAT.
5. In the event that the exhibitor has concluded an individual insurance contract for liability for damage up to the amount of the insurance indemnity of EUR 2,300,000, he is obliged to show to ABF, a.s. a confirmation of insurance from the relevant insurance company.
6. The Exhibitors have a possibility of contracting an insurance policy covering the set of their own exhibits, equipment and accessories of the stands against risks of thefts or robbery and natural disasters for the term of the Trade Fair. This insurance can be contracted in the premises of the PVA EXPO PRAGUE Exhibition Centre.

Article 5. – Safety, health and fire protection

1. The Exhibitors are obliged to observe, during the assembly, in the entire course of the Trade Fairs and during the dismantling, safety, hygienic, fire protection, environmental and other generally binding legal and internal regulations valid in PVA EXPO PRAGUE and principles of the handling of all technical equipment and flammables. Furthermore, the Exhibitors are obliged to observe appropriate fire regulations valid for separate exhibition areas and the instructions of the authorised members or the fire assistance service and of the staff of ABF, a.s.
2. The Exhibitors must store or use, in their expositions or in the area of the Exhibition Centre, any flammable or radioactive substances, explosives, acids, poisons and other products harmful to health.
3. In the course of the Trade Fairs, as well as during the assembly and disassembly thereof, it is forbidden to smoke and to handle naked flame in all the indoor areas of the Exhibition Centre.
4. The Exhibitors are responsible for the condition of the wiring system of the stand (display), including the condition of electrical appliances. The electrical installation works can only be carried out by a person duly authorised to do so, i.e. possessing the "Certificate of Competence".
5. The Exhibitors are obliged to use dedicated walking paths and roads. The Exhibitors are required to keep free the escape ways, areas at electrical switchboards, water stops, hydrants (internal intake points).
6. The Exhibitors are obliged to observe the fundamental principles of safety behaviour in the vicinity of handling trolleys.

Article 6. – Basic preconditions for the erection of a stand

1. The service of stand erection is offered and implemented by ABF, a.s. The Exhibitors who prefer to ensure the erection of their stands by themselves and not through ABF, a.s. are obliged to submit the ground plan and front view of the stand with the marking of dominant heights, as well as with the marking of power, water and sewerage system lines, for approval to ABF, a.s. not later than 30 days before the commencement of the Trade Fair.
2. The Exhibitors are obliged to ensure implementation of the rear wall (except for the stands with an island location) of their expositions at a minimum height of 2.5 m.
3. The Exhibitors are obliged to adhere to the ABF, a.s. Technical Conditions for Participation of Exhibitors in the Trade Fair.
4. The Exhibitors are responsible for construction and technical implementation of the stand and stands for any damage to property and health caused by inappropriate stand construction.

Article 7. – Presentation of Exhibitors

1. The Exhibitor is entitled to promote his / her products or services only on his own exposure and shall not disturb or restrict the surrounding exposures.
2. Placement of any advertising or promotional materials out of the Exhibitor's own exposition is only permitted after a previous written approval from ABF, a.s., and is for fee.
3. ABF, a.s. is authorised to forbid or remove, at the Exhibitor's expense, all advertising which does not correspond to the above listed conditions or which support fascism, race, religious or other intolerance or which is not compatible with human dignity.
4. During the Trade Fair, it is only permitted to perform audio-visual, acoustic, musical, dancing and other productions provided that the other Exhibitors will not be disturbed by the operation of these facilities and that ABF, a.s. has granted its consent to these productions. In order to be allowed to perform productions at the exposition, the Exhibitor is obliged to apply for approval from the competent collective administrator of copyrights (such as OSA, INTERGRAM). The noise level beyond the limits of the stand must not exceed the value permitted by legal regulations.
5. ABF, a.s. is authorised to forbid all performances causing excessive noise, dust, pollutants, vibrations, endangering safety of visitors or other exhibitors or disturbing the Trade Fair operation, and to require the Exhibitor in question to pay a contractual penalty amounting to EUR 228.

Article 8. – Deadline for applications and orders

1. It is necessary to send the Binding Application, the Order for Technical Services, Order of Erection of the Stand, Order of Registration of Other Firms - Co-Exhibitors and any other order forms to the address: ABF, a.s., Trade Fair Administration, Dělnická 12, 170 00, Prague, Czech Republic, by the specified deadlines of individual closing dates.
2. We recommend that all correspondence should be sent by registered mail.

Article 9. – Personal data processing

1. ABF, a.s. processes personal data of the Exhibitors (hereinafter referred to also as "the Data Subjects") in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation), hereinafter referred to as "GDPR".
2. ABF, a.s. acts as the Data Controller and the Exhibitors can contact it in connection with their personal data processed at the address of its registered office.
3. ABF, a.s. processes personal data of the Exhibitors, which they have provided to it in connection with the signing of the application or contract for the reason of necessity for contract performance, for the reason of necessity for compliance with legal obligations, as well as for the reason of necessity for protection of authorised interests of ABF, a.s. ABF, a.s. processes and collects such personal data for the purpose of conclusion of a contract, provision of performance according to the contract and for termination of a contract, as well as for the purpose of possible enforcement of the claims implying from the contract.
4. ABF, a.s. processes the following personal data of the Exhibitors or of natural persons acting for the Exhibitor in contractual relations: first name, surname, title, the place of business and Registered office, Reg.number and Tax ID.number, account number, e-mail, phone number.
5. The personal data handed over by the Exhibitor are processed in writing through a contract, application form, and then they are entered into a computer system of ABF, a.s., which has adopted such measures that are necessary for elimination of an unauthorised or accidental access to personal data, for elimination of any other manner of their unauthorised processing, as well as for elimination of any other misuse of the personal data. Only responsible persons have access to the personal data.
   More information on our website www.abf.cz/navstevnik/gdpr.

Article 10. – Final provisions

1. ABF, a.s. reserves the right to cancel the participation of the trade fair if the Exhibitor does not act in good faith, fails to observe the rules of contracting, or breaches the technical and safety regulations and instructions.
2. All requirements and changes on the part of the Exhibitors must be sent to the ABF, a.s., subject to a previous agreement with ABF, a.s. Trade Fair Administration, in writing. All complaints on the part of Exhibitors towards ABF, a.s. for the time of stand assembly and course of the Trade Fairs must be submitted in writing to the ABF, a.s. before the end of the Trade Fairs or during the dismantling work, until it is completed.
3. The present Business Terms and Conditions form an integral part of the Binding Application for participation of the firm at the Trade Fair.

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Visualisation of complete expositions

FOR WOOD

PVA EXPO PRAGUE, 9–11 February 2023

Deadline for submission of orders: 20 January 2023

B

1b

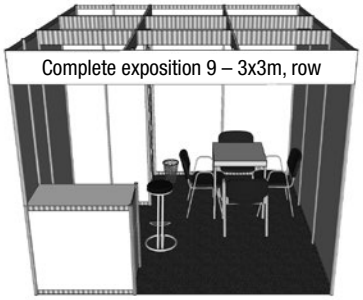
Complete expositions contain:

• External walls and partition walls or storage areas made of white panels (Octanorm) • storage area of 1 x 1 m up to 2 x 2 m with a lockable folding door, with a rack (3 shelves) • grey carpet • other equipment according to the below specified overview • collar for the exposition identification – height of 30 cm, firm name (15 characters) cover included – height of the font 18 cm, black colour, ceiling raster system • power supply up to 2 kW

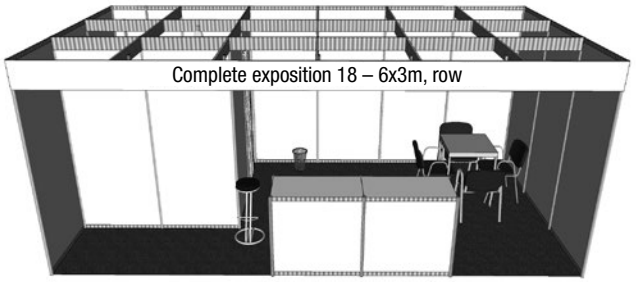
For other equipment orders and power input increase please contact the Trade Fair managers.

If you are interested in graphic covers of internal perimeter walls of the stand, please contact our technical services (trnka@abf.cz).

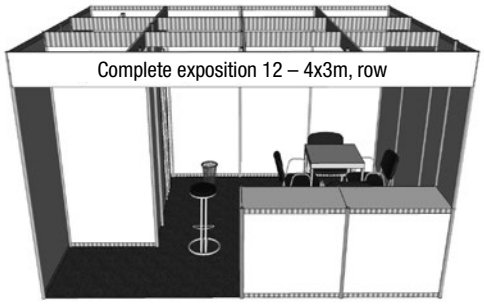
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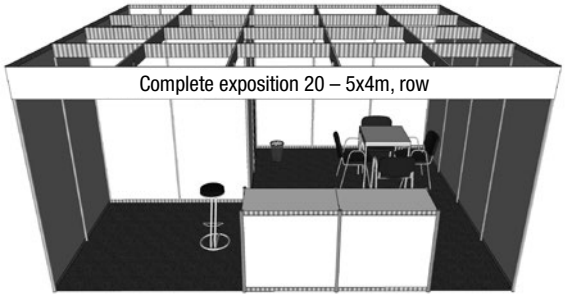
Storage area 1x1 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 1 raising counter 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



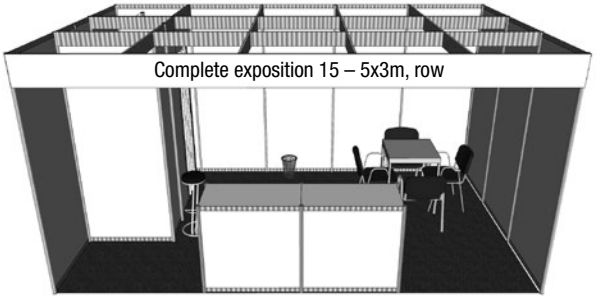
Storage area 2x2 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 2 raising counters 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



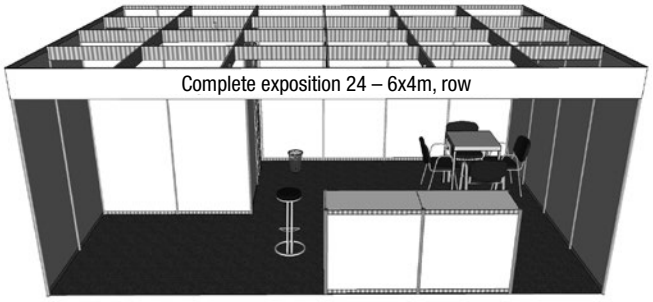
Storage area 2x1 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 2 raising counters 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



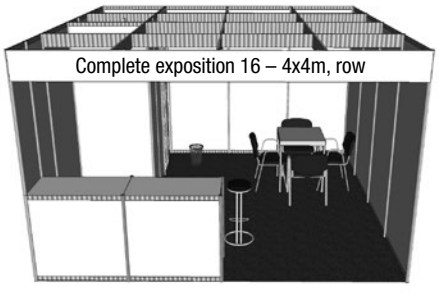
Storage area 2x2 m, three-shelf rack, 1 square table 70x70 cm, 4 upholstered chairs, 1 bar chair, 2 raising counters 100 x 50 cm, height of 110 cm, waste basket, inscription on the collar up to 15 characters, power supply up to 2 kW, point lighting fittings



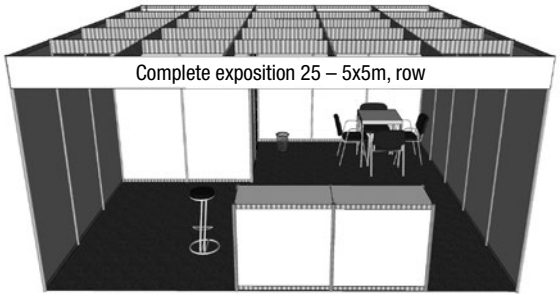
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Business Company: ABF, a.s.
Registered office: Beranových 667,
199 00, Prague, Czech Republic
Workplace, mailing address: Dělnická 12, 170 00, Prague, Czech Republic
Company Registration No.: 63080575, Tax Id. No.: CZ63080575
Registered by Municipal Court in Prague, Section B, File no. 3309
Bank Details: Max banka a.s., Account No. 5085320021/4000
IBAN: CZ7240000000005085320021, SWIFT: EXPNCZPP
Tel.: +420 739 003 133
E-mail: international@abf.cz,internet: www.for-wood.cz, www.pvaexpo.cz

Co-exhibitor application

FOR® WOOD

PVA EXPO PRAGUE, 9–11 February 2023

Deadline for submission of orders: 20 January 2023

B
2

Exhibitor (Company name): _____

We declare that the following firms (our Co-exhibitors) will be presented within the framework of our exposition.
For each of them we will pay the Registration Fee amounting to **EUR 182** (in the case of 1 to 4 co-exhibitors)
EUR 91 (in the case of 5 to 8 co-exhibitors)
EUR 68 (in the case of 9 and more co-exhibitors)

Number of co-exhibiting firms [ ] (in the case of a larger number please fill in more forms no. 2)

1st Co-exhibitor

Company name _____ Reg. No. _____
Registered office* - street _____ Tax ID. No. _____
Town _____ Postal Code _____ Country _____
Internet _____
Contact person _____ Position _____
Tel./mobil _____ E-mail _____

2nd Co-exhibitor

Company name _____ Reg. No. _____
Registered office* - street _____ Tax ID. No. _____
Town _____ Postal Code _____ Country _____
Internet _____
Contact person _____ Position _____
Tel./mobil _____ E-mail _____

3rd Co-exhibitor

Company name _____ Reg. No. _____
Registered office* - street _____ Tax ID. No. _____
Town _____ Postal Code _____ Country _____
Internet _____
Contact person _____ Position _____
Tel./mobil _____ E-mail _____

4th Co-exhibitor

Company name _____ Reg. No. _____
Registered office* - street _____ Tax ID. No. _____
Town _____ Postal Code _____ Country _____
Internet _____
Contact person _____ Position _____
Tel./mobil _____ E-mail _____

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

All prices are without VAT.

I hereby confirm that I read the Business Terms and Conditions of ABF, a.s., which are an integral part of this application form, and that I understand them and agree with them. I take into account that this is a framework agreement which will be realized in steps, based on further orders made in writing or via e-mail. If the orders are issued by a third party, the original is always required.

_____ for ABF, a.s.

_____ date, signature of exhibitor, stamp /representative of the exhibitor

Forms can be completed on a PC and downloaded from www.for-wood.cz/en/forexhibitors

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E-mail: international@abf.cz,internet: www.for-wood.cz, www.pvaexpo.cz

Order of Technical Services

FOR® WOOD

PVA EXPO PRAGUE, 9–11 February 2023

Deadline for submission of orders: 20 January 2023

B 3

Exhibitor (Company name): _____

All services which are not marked herein will be automatically considered as NOT ORDERED.

For Technical Terms and Conditions as well as for specification of services see overleaf.

Lending of a power switchboard

(The same price for both indoor and outdoor areas)

Switch board 400V/32A for power supply of **9 – 21 kW** ☐ EUR 91

Night power supply

(Night power supply can only be ordered with an electrical connection line min. to 2 kW). Examples of use: refrigerator, aquarium

☐ EUR 41

Order of connection to the Internet

Fixed connection by means of a cable (RJ45):

1 x connection (the first one) ☐ EUR 114

Number of additional connections ☐ EUR 32

Fixed IP address (equipment configuration) ☐ EUR 45

Connection to the Wi-Fi network for 1 device in the 5GHz band.
(802.11a, n, ac, not available on outdoor areas)

Number of connections ☐ EUR 41

Order of water supply and sewerage

(The same price for both indoor and outdoor areas)

Number of connections lines ☐ EUR 205

Order of swimming pool water filling (including drainage)

(The same price for both indoor and outdoor areas)

A one-off amount charged ☐ EUR 55
plus EUR 11 for each m^3

Number of m^3 ☐ EUR 11

Order of cleaning services

(The same price for both indoor and outdoor areas)

Daily cleaning – number of m^2 ☐ EUR 2 per m^2/ and event
(Includes also overhaul cleaning)

Overhaul cleaning – number of m^2 ☐ EUR 1 per m^2
(One-off cleaning after the end of the assembly)

All prices are given without VAT.

We hereby declare that we have made ourselves familiar with and accept without reservations the ABF, a.s. Business and Technical Terms and Conditions of the Participation of Exhibitors at the Trade Fair, which form an integral part of the Application Documentation. We undertake to pay all of the advance invoices and the final invoice including VAT in due terms.

Date, signature for the Exhibitor/ Exhibitor's representative, stamp

Forms can be completed on a PC and downloaded from www.for-wood.cz/en/forexhibitors

Business Company: ABF, a.s.
Registered office: Beranových 667,
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Tel.: +420 739 003 133
E-mail: international@abf.cz,internet: www.for-wood.cz, www.pvaexpo.cz

Technical Conditions of ABF, a.s. for the Participation of Exhibitors in the Trade Fair

FOR® WOOD

PVA EXPO PRAGUE, 9–11 February 2023

B
3a

Article 1. – Technical services
On the Exhibitor's order it is possible to provide the inlet of power supply, water and sewerage, telephone, Internet, cleaning and possibly other services to all expositions in both indoor and outdoor areas. The inlets of the power supply, water and sewerage, Internet and telephone connections are brought from the floor conduits and channels, whose location will be marked on the raster with the location of the Exhibitor's exposition.

a) Order of power supply
For the stands which are not ordered from ABF, a.s. the Exhibitors are obliged (apart from the exceptions permitted by ABF, a.s.) to have their own switchboard - adapted to the 5-wire distribution system, or the voltage system TNS 3L + N + PE, 50 Hz. A single-phase connection of the exposition is carried out through a standard plug of 230V/16A - L + N +PE, three-phase consumers must be fitted with a recommended ball plug of 400V/32 A - 3L + N + PE. The connection of larger power inputs will be carried out upon an agreement with ABF, a.s. Electrical equipment of Exhibitors which is not fitted with separate operation N (neutral) and protecting PE (grounding) wires, or which is not fitted with a protecting wire, without its featuring double insulation, or the wires of which do not have appropriate cross section, will not be allowed for connection, for the reason of the protection of visitors from electric accidents and for fire safety reasons. If necessary, it is possible to order, before the assembly deadline, the services of an electrician at a price of EUR 20 per hour (every started hour of work is billed), which is to be paid in cash at the cash desk of the Trade Fair Administration. The price for the power supply inlet includes the inlet to the stand (230 V or 400 V) with a possibility of its use for the duration of assembly and dismantling (maximum consumption of 2 kW/230V for electrical tools). It also includes the lease of the appropriate part of the hall switchboard, consumption of electricity and electrical inspection in the course of the exhibition. The actual inlet the stand represents 1 to 2 sockets - 230V (without a distribution within the stand), or 1 socket of 400V, possibly a combination of 230 and 400 V.
The power input required by the Exhibitor to the stand must include the total of all the power inputs of electrical appliances in the exposition, i.e. illumination, cooker, coffee machine, tea kettle heating unit, through-flow water heater, computer, television set and video recorder, exhibits etc. For the purpose of a more exact order we provide the following examples: Illumination of a 9 m^2 stand about 0.5 kW, kitchen complete set about 3.5 kW, coffee machine (for drip coffee) about 0.8 - 1.2 kW, tea kettle heating unit about 2 kW, two hot-plate cooker about 2 kW. These power inputs are only for your orientation - it always depends on the particular electrical appliance which is connected.
The firm implementing the stand shall be liable for the inspection of the electrical installation. If the electrical installation does not meet the requirements, it will remain, to the Exhibitor's detriment, unconnected.
ATTENTION! If you use a refrigerator, we recommend ordering a separate refrigerator circuit (with max. power input 0.4 kW), which will not be switched off overnight. The refrigerator circuit can be ordered only for the main power input of energy to a minimum power input of 2 kW.

b) Order of water and sewerage
The connection of the sink, i.e. of an ordinary battery to the closing valve and of an ordinary siphon outlet with a 5/4" hose is included in the price of the "water inlet and sewerage". The lease of the sink is not included in the price of water inlet and sewerage. If you want to make a wider use of the plumber's service exceeding the connection of the sink, you will be charged EUR 20 per hour (every started hour of work is billed). The settlement of this service is payable in cash at the cash desk of the Trade Fair Administration.

c) Daily cleaning includes vacuum cleaning of the Exhibitor's stand carpet+ emptying of the waste basket every day, after the end of the Exhibition business day, i.e. in evening hours, or on the basis of the special requirements of the Exhibitor in morning hours before the opening of the Trade Fair. Any additional requirements beyond the above mentioned framework will be charged separately to the Exhibitor.

d) Overhaul cleaning - cleaning of the exposition after the end of the assembly before the beginning of the Trade Fair. This includes removal of the cover foil from the carpet, vacuum cleaning, emptying of the waste basket every day, dust removal from the shelves.

e) Other services
ABF, a.s. will provide, free of charge, working illumination, fire brigade and health service, Trade Fair protocol, and for consideration it will ensure ordinary cleaning of expositions, florist's service, dispatching and customs services, insurance service, postal service, telephone and fax centre, hostesses and interpreters, promotional and photograph services, graphic design and production, arrangements services, accommodation and catering services.
ABF, a.s. will send the Order Catalogue of Services, Organisational Instructions and the exhibition raster system to the Exhibitors sufficiently in advance of the Trade Fair commencement.

f) Connection to the Internet
Two types of connection are possible at the Exhibition Centre – fixed connection by means of a cable and wireless network "Wi-Fi" (not available in the outdoor areas).
Fixed connection by means of a cable is carried out with the help of a connection line to the local Ethernet 10/100/1000 MBit/s network. The devices to be connected must be equipped with the Ethernet 10/100/1000 MBit/s network card with a possibility of connection of the RJ-45 connector. The standard baud rate of the connection is 5 MBit/s. This type of the connection line is recommended if connection stability is required.
Connection to the Wi-Fi wireless network can be used in the case when the exhibitor does not require high connection stability. It is not recommended for VPN connection. The quality is influenced by the number of currently connected clients. In the case of non-permitted use of the transmission Wi-Fi equipment by the exhibitor it is possible to register interference and connection quality reduction. In such a case ABF, a.s. is not liable for full functionality of the connection line. The standard connection baud rate is 3 MBit/s. The device connected must be equipped with a WiFi network card. The Wi-Fi network is transmitted only in the 5 GHz band (802.11a,n,ac standard).
For connection to the network (at both the types of connection lines) it is necessary to set acquisition of the IP address from the DHCP server. For connection to the network it is necessary to enter subsequently, in the Internet browser, a unique code, which is to be handed over to the exhibitor at the technical control workplace during the exhibitor's registration.
For connection of the equipment which does not make it possible to enter the unique code (payment terminals, routers etc.), it is necessary to additionally order the equipment configuration service.
The equipment configuration service means that the technician will put the access to the Internet on the given equipment into service on the WAN interface. The matter does not concern a complete configuration of the equipment - for example LAN interface of a possible Wi-Fi etc. For both the types of connection the basic price of the connection line includes connection of one device. In the case of the use of a router and ordering of the equipment configuration service it is then possible to connect an unlimited number of devices to the router. The connection line baud rate with the equipment configuration service is 10 MBit/s. If the unique code is used on another device, the previous device will be logged off automatically – this means that the unique code is transferable between the devices.
The exhibitor who has ordered a fixed connection line by means of a cable can order additionally an advantageous connection of another device. The Internet connection line is active not later than at 6 p.m. of the day preceding the first day of the event.
The SLA during the business hours of the event is 98 %. In the case that SLA is not adhered to on the part of ABF, a.s., the exhibitor is entitled to a proportional reduction of the fee for the Internet connection. ABF, a.s. is not responsible for the damage or other detriments incurred by the exhibitor through the fact that the service required was not provided in the full extent. ABF, a.s. does not bear any responsibility for possible misuse of the Internet connection line.
The requirements for a higher connection baud rate must be discussed by the exhibitor with ABF, a.s. The exhibitor is responsible for protection of the connected device against viruses, spyware, adware and other malicious programs. In the case that any of the above mentioned malicious programs is identified on the connected device of the exhibitor, ABF, a.s. is authorised to disconnect the connection line without compensation until the removal of those programs by the exhibitor.
In order to avoid interference of the Wi-Fi network at the exhibition centre it is forbidden to use one's own Wi-Fi transmitters. In the case of a requirement for necessary operation of such a device it is necessary to consult the situation and obtain the consent of the technician of ABF, a.s. The service of the DHCP server on the WAN interface must not be activated on the connected device.

Article 2. – Stand construction
1. ABF, a.s. will ensure the construction of the stand in both indoor and outdoor areas on the basis of the receiving of an order. There are schell scheme in the OCTANORM system available for the indoor area, with dimensions according to the schell scheme Order. ATTENTION! Consumption of power supply for the schell scheme must be ordered separately. It is possible to order the additional furnishing with movable items of the schell scheme.
2. Furthermore ABF, a.s. offers the construction of individually designed stands (lease) for the indoor area according to special requirements of the Exhibitor, including their furnishing with movable items (lease).
3. In the case that the construction is implemented through ABF, a.s., it is possible to ask for a free-of-charge 3D visualisation. Nevertheless, if the visualisation is processed and the construction is not implemented through ABF, a.s., the organiser will charge an amount of EUR 159 without VAT for the design creation.
4. The preassembled stands („Montistand") are available for the outdoor area with dimensions according to the order. It is possible to order additional furnishing with movable items of these preassembled stands.

Article 3. – Technical and operating preconditions
1. The architectural realisation and the operation of the exposition or billboard must not disturb or limit other expositions. The firm whose walls (side as well as the rear) exceed the height of 250 cm and neighbour on the rear or side wall of the surrounding stands is obliged to design this height above 250 cm in a neutral way from the construction and graphic points of view. The use of these raised walls for one's own advertising purposes is inadmissible and if used this way – the firm will be forced to remove the advertising and to design the walls on a graphically neutral way at its own expense.
   Billboards exceeding the height of 250 cm have to be placed at a distance of at least 1.5 m from neighbouring stands.
2. The outline of the exhibition stands must not exceed the outline of the exhibition area leased by the Exhibitor, which applies also to the space above the ceiling structure of the stand as well. Possible overhang of the fascia or eye-catcher of the stand to the path is allowed on the basis of the prior approval given by ABF, a.s., if the minimum height of the bottom edge is 3 m, and it will be subject to the payment of EUR 45 for each m^2 of its projection into the ground plan (including a fractional part of m^2).
3. Except for handling trucks, the entry into the exhibition areas is prohibited for any means of transport and cars of the Exhibitors. If the floor of the hall is damaged, the Exhibitor is obliged to reimburse the damages to the full amount. Motor vehicles as exhibits can be put on display under the condition that their tank does not contain any fuel and is disconnected from the battery.
4. Smoking and naked flame handling are strictly prohibited in the entire indoor exhibition areas, any breach of this ban will result in the charging of a contractual fine amounting to EUR 227, payable immediately in cash.
5. No electrical appliances may be left in operation without any supervision. When leaving the place, the appliances must be disconnected from the mains.
6. It is not allowed to hang any eye-catchers and flags of the Exhibitors, on the structure of the halls with the exception of the cases pre-discussed with ABF, a.s. and subject to a fee.
7. During the assembly in the indoor exhibition premises it is forbidden to cut and grind any building elements, which causes excessive pollution and dust formation (plasterboard, tile materials, fibreboard and other similar materials).
8. The stand must not touch the structure, walls and roof of the exhibition halls with any of its parts. The distance between the highest point of the stand and the hall roof must be at least 70 cm.
9. Height of halls, loading of floors – For a limited number of expositions it is possible to implement two-storey stands, as well as height dominants. The height usable oscillates between 3.0 and 8.0 m (depending on the specific place of the exposition in the raster). The height of hall doors is from 3.5 metres up to 5 metres depending on the hall. The hall floor in terms of the length is at a ratio of 1/140. In the case that the basic load bearing capacity exceeds 1500 kg/m^2, it is necessary to consult such a fact with ABF, a.s.
10. For the laying of carpets into expositions in the halls it is necessary to adhere to the following procedure: First glue a masking – paper tape onto the concrete floor, and then an arbitrary two-sided carpet tape. It is possible to buy the masking tape directly in the Exhibition Centre.
11. It is forbidden to discharge the remains of paints and other toxic substances which could pollute or otherwise endanger the environment into the sewerage, sinks and basins. The Exhibitors (or the firms authorised by the Exhibitors) are obliged to take these substances away and ensure their disposal at their own expense.
12. Storage of any materials in technical corridors (in particular behind the rear wall of the stand) is unacceptable for fire, safety and operational reasons. The storage of the packages, including their removal and return delivery to the stand can be ordered from the contractual forwarding service of ABF, a.s.
13. The exhibits which are to be presented in the operation can only be serviced by the persons authorised thereto. The exhibits to be presented must be secured by the Exhibitor in such a way that no third party could handle them wilfully.
14. Except for the prescribed business hours of the Trade Fairs and permitted time interval for the supplying of the stands it is forbidden to stay in the exhibition areas. Please, respect for this reason the instructions of the Security Service and of the ABF, a.s. staff.
15. If the final deadline for the clearing of the exhibition area fails to be observed, a contractual penalty amounting to EUR 3 per m^2 and hour of the non-cleared area will be charged. In the necessary case, the exposition will be cleared by ABF, a.s. at the expense of the Exhibitor. The risks associated with the clearing shall be borne by the Exhibitor.
16. The Exhibitors are obliged to hand over, by the deadline for disassembly works, the leased exhibition area completely empty, clean and in the condition in which it was taken over, i.e. also the floor covering (carpets, PVC) must be removed as well as the sticking carpet tapes, such a removal being carried out at the expense of the Exhibitors, and the Exhibitors are also obliged to return all movable assets which they have taken into lease from ABF, a.s., in an undamaged condition. Should the exhibition area or leased areas be damaged and/or contaminated, the Exhibitors will be obliged to reimburse the damages in full. In the case of damage to the panels of the OCTANORM system, the Exhibitor will be charged, on the basis of photo-documentation, an amount of EUR 27 for each panel damaged. The Exhibitor will not be entitled to the handover of the panels damaged.
17. Any changes relating to the Order of Technical Services, construction and equipment of stands required by the Exhibitor additionally after the term of commencement of the assembly will be accommodated only after the timely ordered work and services towards the other Exhibitors. These additional orders of work and services can be charged by ABF, a.s. with a surcharge amounting to as much as 100% of the price calculated. The payment shall be made by the Exhibitor in cash on site.

Article 4. – Submission of details for the installation of technical connections and stands
1. The Exhibitors who order the erection of the stand from ABF, a.s. will send their orders by the closing date stated in the Application Form documentation.
2. The Exhibitors who ensure the erection of the stand on their own or through an advertising or realisation firm will send to ABF, not later than 30 days before the Trade Fair commencement, the binding design of the stand for approval (in the front view and ground plan) where all possible dominant heights and eye-catchers, including the stand orientation within the framework of the ordered area will be drawn by means of the location dimensioning of the inlets of power supply, water and sewerage. In the case that the Exhibitors fail to send appropriate backgrounds within the requested deadlines to ABF, a.s., they will expose themselves to the danger of possible difficulties during the implementation of the stands and possibly to additional financial costs connected with the relocation of power supply, water, sewerage or other services.
3. The Exhibitors are fully responsible for the activity in the exhibition premises of the advertising or realisation firm authorised by them.

The present Technical Conditions form an integral part of the Binding Order of Technical Services.