APPLICATION DOCUMENTATION

B

Turnkey Trade Fair Participation

FOR® WOOD 19th Trade Fair for Wooden Buildings, Constructions and Materials

PVA EXPO PRAGUE, 11–13 February 2027

IMPORTANT DATES

The first deadline for the lease of the exhibition area at preferential prices	**31 October 2026**
Deadline for technical services	**25 January 2027**

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 9 - Letňany, Czech Republic
Company ID: 63080575, VAT number: CZ63080575
Registered: at the ČC in Prague, section B, insert 3309
Bank connection: Česká spořitelna, a.s., account number: 10665962/0800
IBAN: CZ59 0800 0000 0000 1066 5962, SWIFT: GIBACZPXXXX
Tel.: +420 739 003 164
E-mail: forwood@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, 11–13 February 2027

Preferential prices up to: 31 October 2026

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 2026	from 1 November 2026
	K09	3 x 3	**1,878**	**1,956**
	K12	4 x 3	**2,330**	**2,435**
	K15	5 x 3	**2,744**	**2,874**
	K16	4 x 4	**2,886**	**3,025**

	select the type **X**	w x h (m²)	Price in EUR/m² according to the application date	
			until 31 October 2026	from 1 November 2026
	K18	6 x 3	**3,169**	**3,326**
	K20	5 x 4	**3,453**	**3,627**
	K24	6 x 4	**4,021**	**4,229**
	K25	5 x 5	**4,163**	**4,380**

	Corner position (the surcharge for corner position being 5% 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		**287**
Assurance of damage liability insurance		**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, 11–13 February 2027

B
1a

Organiser: ABF, a.s., with registered office at 667 Beranových Street, 199 00 Prague 9 - Letňany, ID No.: 63080575 (hereinafter referred to as „ABF")

Exhibitor: A legal or natural person whose participation in the fair has been confirmed by ABF or exhibition

Place of the event: PVA EXPO PRAGUE, Prague 9 - Letňany, Beranových 667 (hereinafter referred to as „PVA EXPO")

Article 1. – Basic conditions of exhibitors' participation in the fair

1. The basic condition for participation in the fair is the delivery of a duly completed and signed Binding Application for participation of the company in the fair (hereinafter referred to as the „Binding Application") in electronic or written form. Upon receipt, ABF will send the exhibitor a confirmation of its acceptance in written or electronic form.
2. By signing the Binding Application Form, the Exhibitor undertakes to comply with the ABF Terms and Conditions and Technical Conditions for Exhibitor Participation in the Fair and the Fair Assembly and Disassembly Instructions.
3. The exhibits and services offered must be in accordance with the focus of the fair (the so-called sectoral division of the fair - nomenclature). In the event that the exhibit does not conform to the nomenclature, the exhibitor is obliged to remove the exhibit without delay at the request of the ABF.
4. Services related to participation in the fair are ordered by the exhibitor by separate orders specified in the application documentation for the Binding Application.
5. The Exhibitor is entitled to exhibit, sell or otherwise make available to the public only those products which it is authorised to offer and sell and whose making available to the public does not infringe the copyright or other rights of third parties.
6. Exhibitor shall not dispose of exhibits and display before the close of the Fair.
7. The exclusive provider of gastronomic and catering services is ABF Catering s.r.o., Company ID: 21942820. Exhibitors are not authorized to operate their own refreshment services or provide food and beverages. The use of another supplier is only possible upon payment of a compensation fee.

Article 2. – Payment terms

1. Upon receipt of the Binding Application Form, ABF will send an advance invoice for the rent for the ordered exhibition space and the registration fee.
2. After the deadline for the ordered technical services, ABF will send the exhibitor an advance invoice for the ordered services related to the rental of the exhibition space. Payment of this advance invoice is a condition for the implementation of the order for technical services.
3. The final invoice with the deduction of the advance payment will be sent after the end of the fair.
4. The basic rental and registration fee includes:
   – rental for the exhibition area during the assembly, trade fair and dismantling periods.
   – inclusion in the Catalogue (Fair Guide) of the fair to the extent of the data indicated in the Order for entry in the Catalogue (Guide)
   – inclusion in the orientation system of the fair
   – five exhibitor passes for companies with an ordered area of up to 30 sqm
   – one exhibitor's pass for every 10 sqm of exhibition space exceeding 30 sqm
   – assembly/disassembly passes for implementation teams allowing access (entry) to the premises (ABF is entitled to require a security deposit)
   – Trade Fair Catalogue (Trade Fair Guide) in printed form
5. Not included in the basic rental and registration fee:
   – perimeter walls of the stand, other equipment, walls of neighbouring stands
   – registration fee for co-exhibitors
   – other company records - i.e. branches, divisions, dealerships, etc.
6. Cancellation Policy
   If the exhibitor cancels his/her participation in the fair, he/she is obliged to pay a contractual penalty of in the amount of the registration fee and the amount of the following cancellation fee:
   – 30% of the total rental fee in case of cancellation of the Binding Application within the deadline more than 91 days prior to the start of the fair
   – 50% of the total rental fee for cancellation of the Binding Application within the deadline between 31 and 90 days before the fair
   – 100 % of the total amount of the rental fee and the price for the ordered stand construction including graphic works in case of cancellation of the Binding Application within 30 days before the fair
   Contractual penalties also apply if the exhibitor reduces the size of the ordered exhibition space. The exhibitor whose participation in the fair has been confirmed in accordance with Article 1, paragraph 1, is obliged to pay the contractual penalty even if he has not paid the advance payment or any other invoice.
   Cancellation of the exhibitor's participation in the fair must always be in writing.
7. If, due to force majeure and/or regulatory measures by governmental authorities, ABF is unable to arrange the fair, it will notify the exhibitor immediately. ABF's obligations arising from the application for participation shall be extinguished and the exhibitor shall not be entitled to compensation for damages. In this case, ABF is entitled to retain the registration fee.
8. For each additional company that the exhibitor will present in its stand (by presenting exhibits, panel, company logo, company name, brochures, video programme, etc.), the exhibitor is obliged to pay the co-exhibitor registration fee. A company duly registered in this way will be fully listed as an exhibitor in the Fair Catalogue (Fair Guide). In case of violation of this policy, the exhibitor will be obliged to pay the co-exhibitor's registration fee and a contractual penalty in the amount of the registration fee, at any
9. All prices are exclusive of VAT.

Article 3. – Exhibition area

1. ABF rents an indoor exhibition area without equipment with the possibility of electricity supply, water with waste, telephone and cleaning, or other services on request. The handover of the ordered exhibition space is conditional upon payment of all payments due to date in connection with participation in the fair.
2. ABF also rents outdoor exhibition space on the designated free areas in the PVA EXPO complex. (ATTENTION - for outdoor stands it is necessary to take into account the overlap of the stand roof over the stand - the roof must not interfere with the adjacent area).
3. The minimum sizes of the exhibition areas are specified in the Binding Application Form.
4. ABF has the right, in agreement with the exhibitor, to reduce the ordered area and to change its shape. However, ABF reserves the right to change the location of the exhibition area. If the agreed exhibition space is not available to the exhibitor for reasons attributable to ABF, the exhibitor is entitled to a refund of the registration fee, the rent paid and the price paid for the services ordered. The exhibitor is not entitled to compensation for any damages related thereto.
5. If the exhibitor does not provide a stand or does not order one from ABF, he will have only an unlimited ordered exhibition area. The exhibitor is obliged to respect the grid of the exhibition area, i.e. not to exceed the measured area in plan, even in the case of protruding height landmarks.
6. The exhibitor will receive a grid of the exhibition areas with a drawing of its location after payment of all due payments and after final processing of the Binding Application Form.
7. The architectural concept in the exhibition halls envisages the realisation of a classic rectangular exhibition grid, in which areas for exhibitions will be available:
   – row, with a free front side
   – corner, with two open sides - bypassing
   – U-shaped (front), with three open sides - bypassing
   – island, with all four sides open
8. The exhibitor is obliged to comply with the assembly and dismantling deadlines and to leave the exhibition area after dismantling in the same condition as before the start of assembly. If the exhibitor fails to vacate the exhibition area by the dismantling deadline, ABF is entitled to demand that the exhibitor pay a contractual penalty of EUR 3/hour per sqm of the area not vacated.
   The exhibitor is obliged to pay for any destruction, damage or excessive pollution according to the actual costs incurred in removing the damage (pollution).
9. The Exhibitor is not entitled to sublet the leased exhibition space to a third party.
10. Exhibitors are obliged to observe the time of arrival and departure from the exhibition space.

Article 4. – Liability insurance

1. ABF shall not be liable to exhibitors or their co-exhibitors for loss, destruction or damage of any kind to items brought by the exhibitor into the leased premises (i.e. exhibits, booth equipment and furnishings, packaging, packing materials, etc.), regardless of whether the loss, destruction or other damage occurred during assembly, dismantling, transport or during the trade fairs.
2. Participation in the fair is at the exhibitor's own risk. The exhibitor will not be liable to ABF liable for any third party claims for damages arising as a result of the exhibitor's participation in the fair.
3. The exhibitor is obliged to be insured for liability at all times during the fair.
4. ABF provides liability insurance for the benefit of the exhibitors for damage caused in the PVA EXPO premises by the exhibitor's activities during the fair, assembly and dismantling up to the amount of the insurance benefit of EUR 2,300,000, with a deductible of EUR 228 and a sublimit in the event of damage caused by the exhibitors to each other of EUR 91,000 at a price of EUR 55 excluding VAT.
5. If the exhibitor has an individual liability insurance policy liability insurance up to the amount of the insurance benefit of EUR 2,300,000, he/she is obliged to submit to ABF a certificate of insurance from the relevant insurance company.
6. Exhibitors have the option to arrange insurance for a set of their own exhibits, equipment and stand furnishings against the risks of theft or robbery and natural damage for the duration of the fair. This insurance can be taken out at the PVA EXPO premises.

Article 5. – Safety, health and fire protection

1. The exhibitor is obliged to observe the following during the assembly process, throughout the duration of the fairs and dismantling, safety, hygiene, fire protection, environmental and other generally binding legal regulations and internal standards applicable at the PVA EXPO Venue and the principles of handling all technical equipment and combustibles. Furthermore, he/she is obliged to respect the relevant fire safety regulations applicable to the individual exhibition spaces and the instructions of the responsible fire assistance service and ABF staff.
2. The Exhibitor shall not store or use any flammable substances, explosives, poisons or other substances harmful to health in its stand or in the space in the PVA EXPO Complex.
3. Smoking and the handling of open flames are prohibited in all covered areas of the PVA EXPO Complex during the exhibition period and during the assembly and disassembly of the exhibition.
4. The exhibitor is responsible for the condition of the electrical installation of the respective stand (display), including the condition of electrical appliances. Wiring work may only be carried out by a person with a valid authorisation for this activity.
5. The exhibitor is obliged to use designated paths,areas connected to electrical distributord, water closures, internal offtakes - hydrants and roads for walking the exhibitor is obliged to keep clear.
6. The exhibitor is obliged to observe the main principles of safety behaviour in the vicinity of handling trolleys.
7. The exhibitor declares that he/she has familiarized himself/herself with the risks of possible danger to life or health and the protection measures, which are stored on the website www.pvaexpo.cz.

Article 6. – Basic conditions for the implementation of the stand

1. The construction of the stand is offered and implemented by ABF. The exhibitor who is building the stand himself and not through ABF is obliged to submit a floor plan and a front view of the stand with height landmarks and the location of the power supply to ABF for approval no later than 30 days prior to the opening of the fair.
2. The exhibitor is obliged to ensure the construction of the perimeter walls (except for stands with an island location) of his stand at a minimum height of 2.5 m.
3. The exhibitor is responsible for the structural and technical design of the stand and is thus liable for any damage to property and health caused by improper design of the stand.

Article 7. – Presentation of the Exhibitor

1. The exhibitor is entitled to promote its products or services only at its own stand and may not interfere with or restrict surrounding exhibits.
2. Placing any advertising or promotional material outside the stand is permitted only after prior written consultation with ABF and for a fee.
3. ABF is entitled to prohibit or remove at the exhibitor's expense any advertising that does not comply with the above conditions or that promotes fascism, racial, religious or other intolerance, or that degrades human dignity.
4. Audiovisual, musical, dance and other productions are permitted during the fair only if these productions do not disturb other exhibitors and ABF has given its written consent to these productions. The exhibitor is obliged to seek the consent of the relevant collective copyright manager (in particular OSA, INTEGRAM). The noise level outside the booth must not exceed the level permitted by law.
5. ABF is entitled to prohibit all productions causing excessive noise, dust, fumes, shocks, endangering the safety of visitors or other exhibitors or disturbing the trade fair operation and to demand a contractual fine of EUR 228 from the exhibitor.

Article 8. – Deadline for applications and orders

1. The Binding Application, Order for Technical Services, Order for Stand Construction, Order for registration of other companies co-exhibitors, and any other order forms must be sent to the designated email address by the specified deadlines.

Article 9. – Processing of personal data

1. ABF processes the Exhibitor's personal data (hereinafter also referred to as „Data Subject") in accordance with 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 acts as a data controller and may be contacted by the Exhibitor at its registered office in connection with the processing of personal data.
3. ABF processes the Exhibitor's personal data provided by the Exhibitor in connection with the signing of the application form or the contract for reasons of necessity for the performance of the contract, for reasons of necessity for the fulfilment of legal obligations, as well as for reasons of necessity for the protection of ABF's legitimate interests. ABF processes and collects personal data for the purpose of concluding the contract, providing performance under the contract and terminating the contract, as well as for the purpose of enforcing any claims arising from the contract.
4 The personal data transmitted by the exhibitor is processed in writing by means of a contract, application form, and is further entered into the ABF computer system, which has taken such measures to prevent unauthorized or accidental access access to personal data, other unauthorised processing or other misuse of personal data. Access to personal data shall be restricted to responsible persons.
5. Detailed information, including the rights of the exhibitor in relation to personal data, can be found on the website www.abf.cz.

Article 10. – Final Provisions

1. ABF reserves the right to refuse or cancel an exhibitor's participation in the fair if the exhibitor's behaviour violates good manners, the rules for concluding contracts with consumers or fails to comply with technical and safety regulations and guidelines.
2. All requests and changes made by the exhibitor must be agreed in advance with ABF be sent in writing to ABF, a.s. All complaints from the exhibitor against ABF, during the assembly and the course of the fair must be submitted in writing to ABF, until the end of the fair, and during dismantling until the end of the fair.
3. These Terms and Conditions are an integral part of the Binding Application Form for the participation of the company in the fair.

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Visualisation of complete expositions

FOR® WOOD

PVA EXPO PRAGUE, 11–13 February 2027

Deadline for submission of orders: 25 January 2027

B

1b

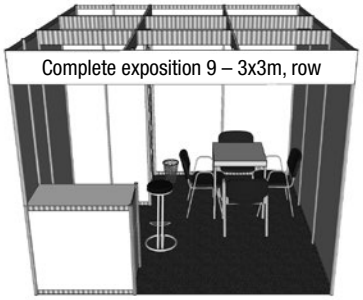
Complete expositions contain:

• 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.

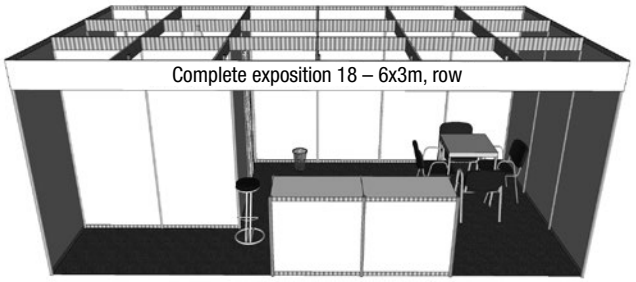
If you are interested in graphic covers of internal perimeter walls of the stand, please contact our technical services (trnka@abf.cz).

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



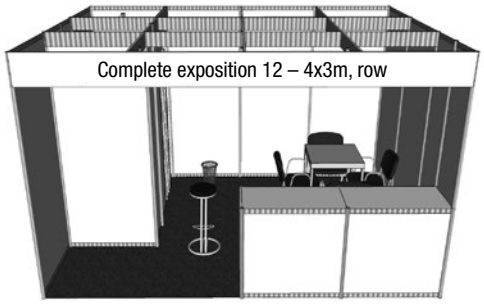
Complete exposition 9 – 3x3m, row

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



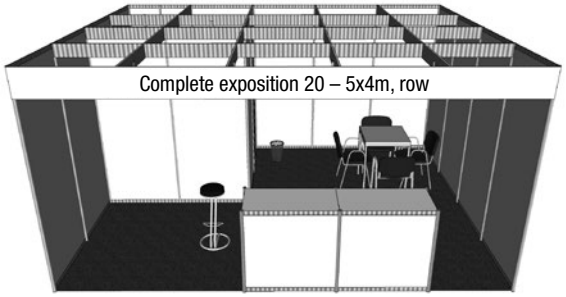
Complete exposition 18 – 6x3m, row

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



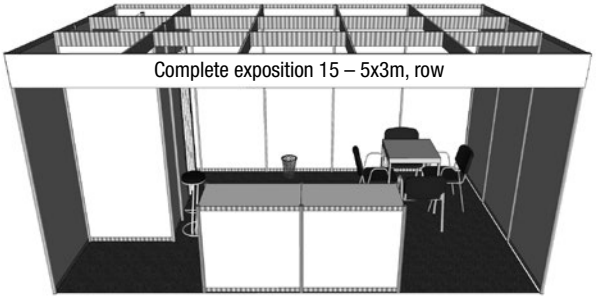
Complete exposition 12 – 4x3m, row

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



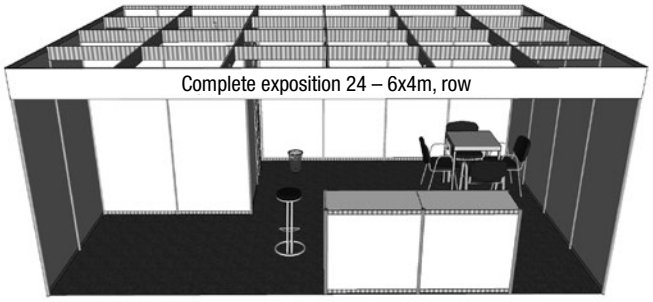
Complete exposition 20 – 5x4m, row

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



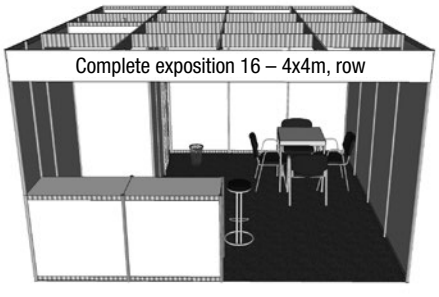
Complete exposition 15 – 5x3m, row

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



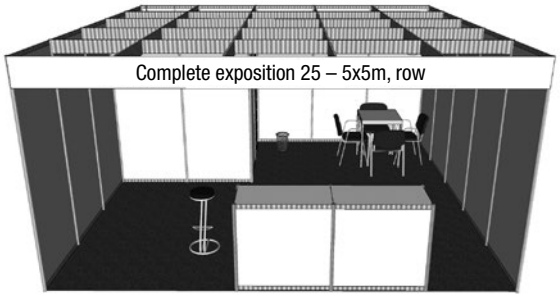
Complete exposition 24 – 6x4m, row

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



Complete exposition 16 – 4x4m, row

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



Complete exposition 25 – 5x5m, row

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

Business Company: ABF, a.s.
Registered office: Beranových 667,
199 00 Prague 9 - Letňany, Czech Republic
Company ID: 63080575, VAT number: CZ63080575
Registered: at the ČC in Prague, section B, insert 3309
Bank connection: Česká spořitelna, a.s., account number: 10665962/0800
IBAN: CZ59 0800 0000 0000 1066 5962, SWIFT: GIBACZPXXXX
Tel.: +420 739 003 164
E-mail: forwood@abf.cz, internet: www.for-wood.cz, www.pvaexpo.cz

Co-exhibitor application

FOR® WOOD

PVA EXPO PRAGUE, 11–13 February 2027

Deadline for submission of orders: 25 January 2027

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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 266** (in the case of 1 to 4 co-exhibitors)
EUR 175 (in the case of 5 to 8 co-exhibitors)
EUR 153 (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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Order of Technical Services

FOR® WOOD

PVA EXPO PRAGUE, 11–13 February 2027

Deadline for submission of orders: 25 January 2027

B 3

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

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

The refrigerator circuit

The refrigerator circuit (with an input of up to 0.4 kW) can only be ordered together with a connection of min. 2 kW.

Examples of use: refrigerator, aquarium

☐ EUR 45

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 250

Order of swimming pool water filling (including drainage)

(The same price for both indoor and outdoor areas)

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

Order of cleaning services

Daily cleaning – number of m^2 (Includes one-time cleaning)	☐	EUR 2 per m^2/ and event
One-time cleaning – number of m^2 (Includes: removing the cover film from the carpet, vacuuming or wiping the floor, emptying of waste basket)	☐	EUR 1 per m^2

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

Business Company: ABF, a.s.
Registered office: Beranových 667,
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Company ID: 63080575, VAT number: CZ63080575
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Technical Conditions of ABF, a.s. for the Participation of Exhibitors in the Trade Fair

FOR WOOD

PVA EXPO PRAGUE, 11–13 February 2027

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 27 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 27 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) One-time cleaning - cleaning of the exposition after the end of assembly before the start of the fair. Includes removing the covering film from the carpet, vacuuming, emptying of waste basket.

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, dispatching and customs services, insurance service, hostesses and interpreters, promotional and photograph services, graphic design and production, 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 carts, entry into the covered exhibition spaces by any means of transport of the exhibitors is prohibited. In the event of damage to the floor of the hall, the exhibitor is obliged to pay for the damage in full. Motor vehicles, including vehicles powered by electricity or hydrogen, may be exhibited as exhibits, provided that they are secured against starting (battery disconnected, switched to exhibition mode, use of special equipment, etc.) and the tank does not contain fuel.
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 41 for each panel damaged. The Exhibitor will not be entitled to the handover of the panels damaged.
17. All changes related to the order of technical services, the construction and equipment of stands, requested by the exhibitor additionally after the deadline for technical services, may be charged with a surcharge of up to 30% (7 or less days before the installation start date) and 100% during the assembly itself. Additional orders during assembly will only be processed after they have been properly completed ordered works and services towards other exhibitors.
18. The exhibitor declares that he has read the overview of risks in the activities of external suppliers and their elimination stored on www.pvaexpo.cz

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.