# **APPLICATION FOR PARTICIPATION, A1 – A4**

PLEASE, SEND THE FILLED IN APPLICATION TO:

IN APPLICATION 10: BVV Trade Fairs Brno Výstaviště 405/1, CZ – 603 00 Brno Phone: +420 541 152 744, 818 E-mail: opta@bvv.cz, www.opta.cz

Commercial register: Krajský soud v Brně, B 3137 ID: 25582518 Tax ID: CZ25582518

Phone:

Fax:

## BANK CONNECTION:

ČSOB, a.s., SWIFT: CEKOCZPP, EUR: 00180280/0300, IBAN: CZ91 0300 1712 8000 0340 1803; JSD: 00180031/0300, IBAN CZ11 03001880 3100 0340 1803 UniCredit Bank Czech Republic, a.s., SWIFT: BACXCZPP, EUR: 4750439002/2700, IBAN: CZ05 2700 0000 0047 5043 9002; USD: 4750432089/2700, IBAN: CZ28 2700 0000 0047 5043 2089 Česká spořítelna, a.s., SWIFT: GIBACZPX, EUR: 3457102/0800, IBAN: CZ49 0800 0000 0000 0345 7102; USD: 3457292/0800, IBAN: CZ60 0800 0000 0000 0345 7292

Specification note: 17022

Regular date for registration till October 15, 2016





23<sup>rd</sup> International Eye Optics, Optometry and Ophthalmology Fair

March 10-12, 2017 Brno - Czech Republic www.opta.cz

Company / Name, Surname:			
Registered office / place of bus	siness:		
Street:			
City:			
Postcode:	Country:		
Phone:			
Fax:			
Bank:	SWIFT:	IBAN:	
Reg. No.:		VAT No.:	
Http://			
E-mail address for sending e	lectronic invoices (a compu	sory item in case you have an e-mail address):	
CEO:			
Person in charge of Public R	elations:		
Phone:	Fax:	E-mail:	
Contact person and contact	t address of exhibitor		
Name:		Address:	
Phone:	Fax:	E-mail:	
Multinational company			
The company is part of a su	pranational corporation:	☐ Yes ☐ No	
Definition of multinational co	mpany: A multinational is an e	nterprise with substantial local operations in several countries. its home country may be considered a multinational.	Generally, any company or group that derive
2 AGENCY (a person / a lega	al entity providing all aspects	of trade fair participation for the exhibitor at the fair, includ	ling payment for the provided performance)
Company / Name, Surname:			
Registered office / place of	business:		
Street:		Postcode:	Country:
City:		http://	
Phone:	Fax:	E-mail:	
E-mail address for sending e	lectronic invoices (a compu	sory item in case you have an e-mail address):	
Reg. No.:		VAT No.:	
CEO:			
	elations:		
CEO: Person in charge of Public R Phone:	elations: Fax:	E-mail:	
Person in charge of Public R	Fax:	E-mail:	

E-mail:

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## 3 PRICE CONDITIONS - EXHIBITION AREA

Exhibition area required:	COVERED sqm					
Type of stand		till 15.10.2016	after 16.10.2016			
Row	up to 50 sqm	1,890 CZK/sqm	2,100 CZK/sqm			
	51-100 sqm	1,710 CZK/sqm	1,900 CZK/sqm			
	over 100 sqm	1,440 CZK/sqm	1,600 CZK/sqm			
Additional fee in %:						
☐ Corner		10%	10%			
☐ Head		15%	15%			
☐ Island		20%	20%			

Given prices are without VAT.

**MOTIVATIONAL INCENTIVE** 

If a larger exhibition area is ordered compared to 2016, and it does not exceed 30%, each sqm ordered above the exhibition area in 2016 will be charged 300 CZK/sqm with no fees for the shape of the exhibition area.

Registration fee: 5,000 CZK Registration fee - co-exhibitor: 3,000 CZK

The special price applies on condition that the exhibitor submits the Application for Participation and pays the first deposit invoice within its due date, that is until October 15, 2016 (in accordance with the General Conditions for Participation Article IV par. 1). Otherwise the prices after the deadline are valid.

#### SPECIAL OFFER - AT THE FAIR BY ONE SIGN

Exhibiting area, registration fee, stand building, electrical supply – all in one price!

TYPE OF EXPOSITION	NEW	Basic Economy		nomy			
	Type 1B1	Type B1	Type B2	Type B3	Type B4	Type E1	Type E2
	6 sqm	6 sqm	9 sqm	12 sqm	15 sqm	15 sqm	30 sqm
	row	row	row	row	corner	corner	corner
Price without VAT (CZK) till 15. 10. 2016	27,370	25,800	34,100	40,900	51,700	51,200	86,400
Price without VAT (CZK) after 16. 10. 2016	28,630	27,060	35,990	43,420	54,850	54,350	92,700
Please indicate your choice							

Given prices are without VAT.

The invoice will be issued in CZK.

Your text on the fascia (max. 15 letters):

Colour of the text:

Carpet: □ blue □ green □ red □ grey

<ul> <li>We hereby make a binding request for space for a multi-storey stand construction. Price for m of the price for the ground floor (see the General Conditions – Art. VI)</li> </ul>	ulti-storey will be charged at a level of 50%
☐ Stand built by BVV Trade Fairs Brno	
□ Fxhibitor's own stand	

Special requirements for stand location (see A4 - General Conditions for Participation, Art. II/par. 1)

4 LIST OF PROD	UCTS (for code num	ber see enclosure)	:		
	Main branch with	regards to stand lo	cation		

### 5

Our stand contractor is:

INFORMATION OF THE EXHIBITOR								
Type of company: Number of employees:								
☐ Manufacturer ☐ Trading company ☐ up to 25 ☐ 26–250	☐ over 250							
□ Association □ Organiser of joint participation								

We agree without reservation with General Conditions for Participation that are an inseparable part of the Application for Participation (page A4); you can find them also on www.opta.cz. With my signature I am giving permission for my personal data to be used by BW Trade Fairs Brno in order to send their business reports and notifications by means of electronic devices.

Place, date

Name and surname of person authorised to sign on behalf of the exhibitor / agency

Stamp and signature of person authorised to sign on behalf of the exhibitor / agency

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**6 CO-EXHIBITORS** (if number of co-exhibitors is greater, please copy this form) Registration fee amounting CZK 3,000 will be charged for one co-exhibitor.

1. Company / Name, Surname:					List of products	Company wil	l be presented by
			M	lain field		☐ its own stu	iff and products
Registered office incl. post code	:					☐ its own pro	oducts only
						Manufacture	
Contact person:						☐ yes	□ no
Phone:	Fax:					Number of em	ployees in the company
E-mail:						☐ up to 25 ☐	26–250 <b>u</b> over 250
2. Company / Name, Surname:					List of products	Company wil	l be presented by
			М	lain field		☐ its own stu	iff and products
Registered office incl. post code	:					its own pro	oducts only
						Manufacture	
Contact person:						☐ yes	□ no
Phone:	Fax:					Number of em	ployees in the company
E-mail:						☐ up to 25 ☐	26–250 <b>u</b> over 250
3. Company / Name, Surname:					List of products	Company wil	l be presented by
			М	lain field		☐ its own stu	ff and products
Registered office incl. post code	:					☐ its own pro	oducts only
						Manufacture	-
Contact person:						□ yes	□ no
Phone:	Fax:					Number of em	ployees in the company
E-mail:						☐ up to 25 ☐	26–250 <b>u</b> over 250
4. Company / Name, Surname:					List of products	Company wil	l be presented by
			М	lain field		☐ its own stu	ff and products
Registered office incl. post code	:					☐ its own pro	oducts only
						Manufacture	•
Contact person:						□ yes	□ no
Phone:	Fax:					Number of em	ployees in the company
E-mail:						☐ up to 25 ☐	26–250 <b>u</b> over 250
7 REPRESENTED COMPANIE	S AND BE	RANDS					
			LIST OF PRO	DDUCT			LIST OF PRODUCT
1. Company:		Country:			4. Brand:		
2. Company:					5. Brand:		
3. Company:		_ Country:	_		6. Brand:		_

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#### GENERAL CONDITIONS FOR PARTICIPATION

#### Article I Fair Organizer

Veletrhy Brno a.s., Výstaviště 405/1, CZ – 603 00 Brno (hereinafter referred to as Fair Administration).

#### Article II Applications and Exhibition Area Allocation

1. The Application for Participation to the extent of the electronic application or written forms A/1, A/2, A/3 and A/4 is binding on the exhibitor. The Fair Administration rules on the approval of the application, Any and A/4 is binding on the exhibitor. The rail ruliminstation lutes on the application the rail ruliminstation in the curtainment or enlargement of the ordered area, and the size and type of exhibition area. The Fair Administration is not obliged to comply with an exhibitor's request for the placement of his or her stand.

2. After the Fair Administration receives the duly completed Application for Participation, it will sent the exhibitor written notification of the acceptance of the application. The Fair Administration will inform the exhibitor of the placement and size of the exhibition area allocated by means of written confirmation of the allocation of exhibition area. The part of the electronic catalogue for the placement of the exhibitor's details. will be open to the exhibitor following the allocation of his or her exhibition area. The exhibition area will be made available to the exhibitor for exhibition stand assembly at the time given in the Organisational Instructions issued by the Fair Administration. The handing over of the exhibition area to the exhibitor at the fixed date can take place only if the total price has been settled.

#### Article III Price for provision of exhibition area (hereinafter referred to as "price")

- 1. The price must be stated in the application form or in the Fair Administration letter. Every incomplete square metre will be charged as if it were the whole square metre. The least allocated exhibition area is 6 sqm.
- 2. The exhibitor must not cede the allocated exhibition area to a third party without prior written consent of the Fair Administration.

  3. Should an exhibitor notify the Fair Administration in writing before the receipt of the written confirmation
- of allocation of exhibition area of not taking part in the fair, this represents a breach of the contract on the part of the exhibitor. If such violation occurs the exhibitor is obliged to pay the Fair Administration a contractual penalty amounting to the sum of the registration fee + 30% of the total price. Similarly, should an exhibitor notify the Fair Administration in writing of not taking part in the fair following the written confirmation of allocation of exhibition area, this represents a breach of the contract on the part of the exhibitor. If such violation occurs the exhibitor is obliged to pay the Fair Administration a contractual penalty amounting to the sum of the registration fee + 100% of the total price. The Fair Administration is entitled to withdraw from the contract following the receipt of a written notification of the exhibitor's non-participation in the fair. The obligations of the contracting parties arising from this contract cease to exist on the payment of the contractual penalty.

  4. The exhibitor must not occupy a larger exhibition area than officially allocated. If the exhibitor is interested
- in an extension of the assigned area and if such free area is available, the matter of extension of the exhibition area has to be discussed with the Fair Administration in advance. The Fair Administration decides at its own discretion about the approval of such extension. If the approval is granted, the exhibitor shall pay for the extra occupied area within the date of payment stated in the invoice – the tax document issued by the Fair Administration.

#### **Article IV Price and Payment Conditions**

- 1. Along with written notification of the receipt and confirmation of the exhibitor's Application for Participation in the fair, the Fair Administration will also send the exhibitor an advance invoice to an amount corresponding to the the late, the rain withinstation with asso send the exhibition and avalate involve that all the exhibition area. The registration fee also includes the use of space in the electronic catalogue for the given fair. Along with the confirmation of the allocation of the exhibition area, the Fair Administration will also send the exhibitor an invoice (tax document) for the total remaining price, including VAT. Invoices will be issued in accordance with valid legal regulations.

  2. Should the advance invoice not be paid by the due date of payment, the exhibitor shall be obliged
- to pay the Fair Administration a contractual penalty to an amount corresponding to the invoices sum. Should the invoice for the total price not be paid duly by the date of payment, the exhibitor shall be obliged to pay the Fair Administration a contractual penalty to the amount of the registration fee + 100% of the total price. Furthermore, if the advance invoice or the invoice (tax document) is not paid duly by the date of payment, the Fair Administration is entitled to withdraw from the contract. The obligations of the contracting parties
- arising from this contract cease to exist on the payment of the contractual penalty.

  3. All prices for services and performances granted by the Fair Administration are to be understood and are agreed upon pursuant to provisions of the Act No. 526/1990 Coll., Act on Prices, as amended later on. Among others, the price also covers the lighting of the exhibition hall or outside exhibition areas, heating or cooling of the exhibition hall according to the terms determined by the Fair Administration and technical parameters of the appropriate exhibition spaces, and the basic cleaning of the exhibition hall according to the terms determined by the Fair Administration and technical parameters of the appropriate exhibition spaces, and the basic cleaning of the exhibition hall according to the ordinate or the price of the appropriate exhibition spaces, and the basic cleaning of the exhibition and technical parameters of the appropriate exhibition spaces, and the basic cleaning of the exhibition hall or outside exhibition areas as well. Unless agreed otherwise, the exhibitor is obliged to pay the Fair Administration for all ordered and invoiced services and performances by the due date of payment given on the invoice. Given prices are without VAT. The VAT will be charged in accordance with the valid legislation.

  4. For exhibitors based in the EU: If the exhibitor gives a valid tax number (for VAT) on his/her application, Czech VAT will not be charged on the invoice for the provision of exhibition area. If the exhibitor does not do so, then Czech VAT will be charged on the invoice at the current legal rate.

  For exhibitors based outside the EU: If the exhibitor gives a valid tax number (for VAT) on his/her application and submits to the trade fair administration a copy of confirmation of registration for this tax in his/for even state. Czech VAT will not be charged on the invoice for the provision of exhibition area. If the exhibitor

own state, Czech VAT will not be charged on the invoice for the provision of exhibition area. If the exhibitor does not do so, invoicing without Czech VAT will still be possible if the exhibitor submits to the trade fair administration confirmation issued by a tax authority or other state body to the effect that the exhibitor is engaged in business activity in his/her own country.

#### Article V Exhibits

- As exhibits are understood objects, goods or the right to immaterial assets which are displayed on an area designated by the Fair Administration and which comply with the List of Products of the event.
   The exhibitor is entitled to display at the fair only such exhibits of which he is the owner or the authorised
- user and which are not illegal imitations of a tangible or intangible nature violating the legal regulations relating to intellectual property valid in the Czech Republic. If the contrary is found to be the case, the Fair Administration is entitled to proceed in accordance with Article IX, Paragraph 4 of the General Conditions of Participation. The Fair Administration is not responsible for any damage incurred by the exhibitor as a result of the violation of this provision caused by the exhibitor.
- 3. The exhibitor is obliged to report any changes in exhibits without undue delay to the Fair Administration. The exhibitor accepts and respects that the fairs are designed as contractual, not for selling goods or services. The exhibitor is obliged to insure the presented exhibits against burglary.
- 4. The delivery and removal of exhibits are carried out in accordance with the Fair Administration instructions. The exhibitor is obliged to send all installation material and exhibits to the exhibitions carriage-paid to their stand. Should the installation material and exhibits not be removed by the deadline of the dismantling
- to their stand. Should the installation material and exhibits not be removed by the deadline of the dismantling period, handling and storage fees shall be charged by the Fair Administration.

  5. The takeover of products and commodities (exhibits) is carried out exclusively by the exhibitor. If neither the exhibitor, nor his representative are present, the exhibit will be left on the allocated exhibition area at the risk of the exhibitor. It is not permissible to remove the exhibits in the course of the event.

  6. Exhibits registered by an exhibitor for presentation at the fair must correspond with the nomenclature of the event. Data on exhibits as well as the ones concerning the exhibitor's company, agency or co-exhibiting companies given by the exhibitor in the Application for Participation must be complete, accurate and truthful. If there are any differences between the data on exhibits presented in the fair and the ones given in the Application for Participation, the exhibitor is obliged to remove such exhibits immediately upon an instruction of the Fair Administration. If the exhibitor is the days its todays can be conflict. immediately upon an instruction of the Fair Administration. If the exhibitor fails to do so, such conduct shall be deemeda substantial breach of the General Conditions for Participation and the Fair Administration is entitled to act according to Article IX, Paragraph 4 of the General Conditions for Participation.

#### Article VI Building-up and Installation of Stands, Assembly of Exhibits

1. Assembly, dismantling and operation times are specified by the Fair Administration. The Fair Administration can allow exceptions to these terms upon the request of the exhibitor or his authorised representative at extra charge. The extra charge is to be paid by the exhibitor. Technical Safety Regulations and Organizational Instructions which are integral parts of the General Conditions are binding during the whole period

of the building-up of stands and demonstrations of exhibits. Shall they not be followed, the Fair Administration will not permit the operation of the stand. Technical Safety Regulations are included in the Order Forms for Works and Services. These terms are specified in the Organizational Instructions and are released at www.opta.cz as well.

2. The official contractor for the build-up of stands is the company BVV Trade Fairs Brno. If the stand

- is built-up by a different contractor, the exhibitor is fully responsible for the activity of such contractor on the premises of the Fair Administration, with a particular regard to the observation of the build-up and dismantling times.
- 3. Wall hydrants, fire-alarm boxes, fire extinguishers and other safety equipment must not be transferred or obstructed. No interventions in the structure of pavilions or open areas are allowed. Small adaptations upon the request of the exhibitor are to be carried out by the Fair Administration only and may be rejected. 4. The maximum permitted height of the exhibition stand including the fascia and eye-catchers is 5 meters unless a reduced height is specified in the documentation of the allocated space (raster). Exceptions may be allowed when approving the design. The maximum possible height of the exhibition stand in halls is determined by their designs – the overview of these heights is provided at www.bvv.cz/rent. All graphically conceived areas facing the neighbouring stand (including suspended eye-catchers) may be placed in a minimum distance of 2m from the neighbouring exhibition stand boundaries. Exceptions may only be granted with a written consent of the neighbouring stand. The architectonic design and exhibition stand operation shall not disturb or limit the neighbouring exhibition stands. The rear or side walls facing the neighbouring stands and exceeding the basic stand height of 2.5 m shall be painted white so as not to aesthetically disturb the design of the neighbouring stand. Exceptions in the colour design of these walls may only be granted with a written consent of the neighbouring exhibition stand. The outline of the leased
- may only be granted with a written consent of the neighbouring exhibition stand. The outline of the leased space may not be exceeded, not even above the roof line.

  5. The Exhibitor or appointed contractor shall submit to the Fire, Health and Safety Department of the Company a design approval application form (see the order form). If the size of the exhibition space is up to 30 sqm and the highest point of the exhibition stand is not above 3.5 m (a simple single-store whibition stand), the duty to submit the exhibition stand design is not subject to approval. If the exhibition stand height including suspensions is more than 3.5 m tall, or the exhibition space exceeds 30 sqm, the design shall be submitted (dimensions and spot heights, axonometry, structural description, contact details of the designer and the contractor, including information about the material applied for the construction of the exhibition stand). The design approval application form shall alwave be submitted. The approval of the exhibition stand). The design approval application form shall always be submitted. The approved documentation is a compulsory document for the exhibition space takeover.

  6. Water supplies and outlets, electrical and compressed air connections as well as telecommunication services are to be ordered with the Fair Administration exclusively.
- The exhibitor is responsible for all materials leased from the Fair Administration and is obliged to return them undamaged after the event has finished.
- 8. The exhibitor is obliged to recondition any damage to the exhibition area and the rendered equipment at his own expense or to pay the Fair Administration for any such accrued costs, i.e. to compensate the damages.
  9. The exhibitor (or the agency authorized by him) is not allowed to dismantle the stand before the termination
- 10. The exhibitors are not authorized to install their own Wifi network, neither through their own Wifi router installed to a fixed connection provided by the Fair Administration, nor through a shared connection from mobile devices. In case of finding out the breach of the above given ban, the Fair Administration appeal the exhibitor to stop running of such a Wifi network and the exhibitor must stop using this immediately, no later than 30 minutes after receiving the appeal. After expiration of this deadline, the Fair Administration is authorized to seek a contractual penalty of CZK 10,000.

#### Article VII Promotion, Advertising, Signs and Catalogues

- 1. The exhibitor is entitled to promote his/her products in his/her own exposition only.

  2. All demonstrations carried out on the exhibitor's exhibition area or outside (e.g. machines in action, film and musical performances, fashion shows etc.) are subject to approval by the Fair Administration which is entitled to restrict or forbid a demonstration inrespective of the previously granted permit in case it produces noise, dust, toxic products or vibrations endangering the visitors' safety, or if such presentation restricts or disturbs the operation of the fair. On the edge of the fair stand, the noise level must not exceed the limit of 70 dB as defined in the government regulation No. 148/2006 Coll., as amended later on. For purposes of music production the exhibitor is obliged to ask for the approval of the competent ror purposes or music production the exhibitor is obuged to ask for the approval of the competent administrator of copyrights (OSA, INTERGRAM) – according to the Act No. 121/2000 Coll., Act on Copyright, as amended later on. The acoustic advertisement may be performed on grounds of the prior written consent issued by the Fair Administration only. Installation of company's eye-catchers, distribution of leaflets or sticking promotional or info materials outside the exhibitor's own stands – on windows, walls, floors or columns in pavilions are not permitted. The Fair Administration is entitled to forbid any advertising which does not comply with the provisions of the aforesaid paragraphs or to remove it at the exhibitor's expense.

  3. Payment of the registration fee entitles the exhibitor and properly registered co-exhibitors to publication in the electronic catalogue – i-catalogue and the printed catalogue for the event, should there be one, and in the "alphabetical directory of exhibitors" in the Fair Administration's information system to the extent of their company addresses as given in their application. This service is included in the price of the registration fee, as are the duty stamps issued on the exhibition area. The exhibitor and co-exhibitors may order an expanded entry in the printed catalogue for the event in accordance with the given details. There is limited space for presentation in the electronic catalogue.

#### Article VIII Insurance

1. The Fair Administration is not responsible to the exhibitor or his/her co-exhibitors for any loss, destruction or other damage to exhibits, stand equipment or goods, packages and packing materials or other items left, irrespective of whether the destruction or damage occurred prior to the opening of the event, during it or after the end of the fair or another event organized by the Fair Administration. The exhibitor undertakes to take out an insurance against these hazards.

#### Article IX Final Provisions

- In case the Fair Administration cannot start the event or its part at all or cannot hold it for the whole time of its duration at the premises of the Exhibition Centre resp. any part of it or on another venue due to Force Majeure, the exhibitor shall be notified without undue delay. All obligations arising for the Fair Administration in accordance with the contracts concluded cease to exist. In such cases the exhibitor has no rights of indemnification.

  2. Shall the premises of pavilions (the exhibition area) be vacated on the basis of instructions, issued by the Fair
- Administration or thereby competent State Administration to prevent the imminent loss, and the property of the exhibitor shall be damaged, i.e. impaired, destroyed or purloined, such situation means state of destitution, and the Fair Administration is not responsible for any indemnity.
- 3. The exhibitor can raise a daim of warranty for works and services provided by the Fair Administration with the person in charge without any delay. Otherwise his/her right ceases to exist.
- 4. Unless otherwise agreed, the Fair Administration is entitled to exclude the exhibitor from any further participation in the fair or another event if there is a breach of any of the provisions of the General Conditions for Participation caused by the exhibitor. In such a case the exhibitor has no right to be indemnified or to get his already paid money reimbursed.

  5. Provisions of Articles V–DX of the General Conditions for Participation also apply to exhibitors to whom, with the consent
- of the Fair Administration, the exhibition area has been relinquished by the Agency. The Agency is obliged to make the exhibitor acquainted with the wording of the General Conditions for Participation and to make the provisions of Articles V–IX of the General Conditions for Participation a component of the respective agreement, on the basis of which the Agency has relinquished the exhibition area to the exhibitor for use. Should any of the provisions of the General Conditions for Participation be breached by the exhibitor to whom the exhibition area has been relinquished for use by the Agency the provision of Article IX Paragraph 4 of the General Conditions for Participation shall be applied analogously, 6. The following clause has been agreed between the contracting parties if the exhibitor's head offices or residence is located in a state other than the Czech Republic or Slovakia. All legal relations between the exhibitor and the Fair Administration based on this contract, i.e. Application for Participation and the General Conditions of Participation, are subject to the legal code of the Czech Republic. Any disputes resulting from or related to this contract will be ruled upon by the competent court designated in accordance with the head offices of the Fair Administration.

