APPLICATION FOR PARTICIPATION, A1 – A4

BVV Veletrhy Brno

A1

PLEASE, SEND THE FILLED IN APPLICATION TO:
BVV Trade Fairs Brno
Výstaviště 405/1, CZ – 603 00 Brno
Phone: +420 541 152 888
Fax: +420 541 152 889, E-mail: urbis@bvv.cz
www.bvv.cz/urbis
Commercial register: Krajský soud v Brně, odd. B, vložka 3137
ID: 25582518 Tax ID: CZ25582518

BANK CONNECTION:
ČSOB, a.s., SWIFT: CEKOCZPP, IBAN: CZ85 0300 0000 0000 0340 1803, Account nr.: 3401803/0300
UniCredit Bank Czech Republic, a.s., SWIFT: BACXCZPP, IBAN: CZ97 2700 0000 0047 5043 2011, Account nr.: 4750432011/2700
Česká spořitelna, a.s., SWIFT: GIBACZPX, IBAN: CZ75 0800 0000 0000 0345 7022, Account nr.: 3457022/0800

urbis

April 25–28, 2018
Exhibition Centre Brno
Czech Republic

1 EXHIBITOR

Company / Name, Surname:

Registered office / place of business:

Street: City:

Postcode: Country:

Reg. No.: VAT No.:

We are VAT registered company: ☐ Yes ☐ No

Phone: Fax:

Http://

Bank: SWIFT: IBAN:

E-mail address for sending electronic invoices (a compulsory item in case you have an e-mail address):

CEO:

Person in charge of Public Relations:

Phone: Fax: E-mail:

Contact person and address of exhibitor

Name: Address:

Phone: Fax: E-mail:

Multinational company

The company is part of a supranational corporation: ☐ Yes ☐ No

Definition of multinational company:
A multinational is an enterprise with substantial local operations in several countries. Generally, any company or group that derives an important portion of its revenues from operations outside of its home country may be considered a multinational.

2 AGENCY (a person / a legal entity providing all aspects of trade fair participation for the exhibitor at the fair, including payment for the provided performance)

Company / Name, Surname:

Registered office / place of business:

Street: Postcode: Country:

City: Http://

Phone: Fax: E-mail:

Reg. No: VAT No.:

E-mail address for sending electronic invoices (a compulsory item in case you dispose of an e-mail address):

CEO:

Person in charge of Public Relations:

Phone: Fax: E-mail:

Contact person and address of agency

Name: Address:

Phone: Fax: E-mail:

A 1

For continuation see A2

APPLICATION FOR PARTICIPATION, A1 – A4

BVV Veletrhy Brno

A2

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urbis

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Czech Republic

3 PRICE CONDITIONS – EXHIBITION AREA

Exhibition area required: COVERED _____ **sqm** **OPEN** _____ **sqm**

Space type	Price per sqm per event	
	Price till 15. 1. 2018	Price after 16. 1. 2018
❑ **Covered area:**	1,600 CZK/sqm	1,850 CZK/sqm
❑ **Open area:**	1,000 CZK/sqm	1,150 CZK/sqm

Registration fee - exhibitor 4,000 CZK
Registration fee - co-exhibitor 3,000 CZK Minimum space is 6 sqm. *Given prices are excl. VAT.*

❑ We hereby make a binding request for space for a multi-storey stand construction. Price for multi-storey will be charged at a level of 50% of the price for the ground floor (see the General Conditions – Art. VI, par. 4)

❑ Stand built by BVV Trade Fairs Brno

❑ Exhibitor's own stand

❑ Our stand contractor is:

SPECIAL OFFER – at the fair by one sign
Exhibition area, registration fee, stand construction and technical connections – all in one price! (ground plan, draft, stand furniture and services – see the separate offer)

TYPE OF EXPOSITION	type B1	type B2	type E1	type E2	type BS1	type BS2
Ground plan [m]	4x3	4x3	5x4	5x4	6x4	8x4
Size [sqm]	12	12	20	20	24	32
Price without VAT [CZK] till 15. 1. 2018 [CZK]	48,000	34,500	63,000	68,500	73,500	88,500
Price without VAT [CZK] after 15. 1. 2018 [CZK]	53,000	38,000	70,000	76,000	81,500	99,000
Please indicate your choice:	❑	❑	❑	❑	❑	❑

Given prices are excl. VAT.

Special offer:

❑ Exposition with a common back area
4x4 m 40 000 CZK 50% price advantage for the public sector (counties, cities and municipalities)

❑ Exposition „Start Up" – BVV Trade Fairs Brno, the organizer of the event reserve the right to allocate the exposition „Start Up" after review of internal criteria, which enables to put the applicant's company into this category.
2x3 m 6 000 CZK

The prices are valid till 15th January 2018. After the deadline, the total price will increase by 20%.

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

Colour of the text: _____

Carpet: ❑ blue ❑ green ❑ red ❑ grey ❑ black

SPECIAL REQUIREMENTS FOR STAND LOCATION (see A/4 – General Conditions for Participation, Art. II/par. 1)

4 LIST OF PRODUCTS (for code number see enclosure – List of products):

_____ Main branch with regards to stand location

5 INFORMATION OF THE EXHIBITOR

Type of company:

❑ Manufacturer ❑ Trading company
❑ Association ❑ Organiser of joint participation

Number of employees:

❑ up to 25 ❑ 26–250 ❑ over 250

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.bvv.cz/urbis. With my signature I am giving permission for my personal data to be used by BVV 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

** If you do not agree, cross the sentence.*

For continuation see A3

A 2

APPLICATION FOR PARTICIPATION, A1 – A4

BVV Veletrhy Brno

A3

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Czech Republic

6 CO-EXHIBITORS (If number of co-exhibitors is greater, please copy this form)

Registration fee amounting CZK 3,000 will be charged for each co-exhibitor.

1. Company / Name, Surname:

Registered office incl. post code:

Country:

Contact person:

Tel.: Fax:

E-mail:

List of products

Main field

Company will be presented by

❑ its own stuff and products

❑ its own products only

Manufacturer

❑ yes ❑ no

Number of employees in the company

❑ up to 25 ❑ 26–250 ❑ over 250

2. Company / Name, Surname:

Registered office incl. post code:

Country:

Contact person:

Tel.: Fax:

E-mail:

List of products

Main field

Company will be presented by

❑ its own stuff and products

❑ its own products only

Manufacturer

❑ yes ❑ no

Number of employees in the company

❑ up to 25 ❑ 26–250 ❑ over 250

3. Company / Name, Surname:

Registered office incl. post code:

Country:

Contact person:

Tel.: Fax:

E-mail:

List of products

Main field

Company will be presented by

❑ its own stuff and products

❑ its own products only

Manufacturer

❑ yes ❑ no

Number of employees in the company

❑ up to 25 ❑ 26–250 ❑ over 250

4. Company / Name, Surname:

Registered office incl. post code:

Country:

Contact person:

Tel.: Fax:

E-mail:

List of products

Main field

Company will be presented by

❑ its own stuff and products

❑ its own products only

Manufacturer

❑ yes ❑ no

Number of employees in the company

❑ up to 25 ❑ 26–250 ❑ over 250

A 3

7 REPRESENTED COMPANIES AND BRANDS

		LIST OF PRODUCT			LIST OF PRODUCT
1. Company: _____	Country: _____		4. Trade mark: _____	Country: _____	
2. Company: _____	Country: _____		5. Trade mark: _____	Country: _____	
3. Company: _____	Country: _____		6. Trade mark: _____	Country: _____	

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

For continuation see A/4

APPLICATION FOR PARTICIPATION, A1 – A4

BVV Veletrhy Brno

A4

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Výstaviště 405/1, CZ – 603 00 Brno
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Commercial register: Krajský soud v Brně, odd. B, vložka 3137
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BANK CONNECTION:

ČSOB, a.s., SWIFT: CEKOCZPP, IBAN: CZ85 0300 0000 0000 0340 1803,

Account nr.: 3401803/0300

UniCredit Bank Czech Republic, a.s., SWIFT: BACXCZPP, IBAN: CZ97 2700 0000

0047 5043 2011, Account nr.: 4750432011/2700

Česká spořitelna, a.s., SWIFT: GIBACZPX, IBAN: CZ75 0800 0000 0000 0345 7022,

Account nr.: 3457022/0800

urbis

April 25–28, 2018
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Czech Republic

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, the curtailment 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, they shall inform the exhibitor on it by sending a letter of acceptance or a letter of registration. In case of on-line registration, the Exhibitor is obliged to return the Application signed to the fair administration within 14 days from the receipt thereof. In the opposite case, the fair administration is entitled to ignore such Application. The Fair Administration shall also issue a written confirmation of the allocated exhibition area specifying its placement and size. The exhibition area will be made available to the exhibitor for exhibition stand build-up 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 the written notification of the receipt of the Application for Participation in the fair, the Fair Administration shall send the exhibitor an advance invoice to an amount corresponding to the registration fee + 30% of the total price, including VAT. The registration fee also includes the use of space in the electronic catalogue for the given fair. Exhibitors registered for tax purpose outside the Czech Republic will be invoiced an advance to the amount of the registration fee plus 30% of the total price not including VAT. The preceding sentence will not apply for foreign exhibitors, who have permanent business establishment in the Czech Republic, i.e. a Czech legal entity and the exhibition area in question is provided to this permanent business establishment. Along with the confirmation of the allocation of the exhibition area, the Fair Administration shall send the exhibitor an invoice (tax document) for the total remaining price, including VAT. Invoices shall 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 invoiced 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 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/her 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

1. 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.
2. 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 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 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.salima.eu 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 permissible height of stand including eye-catchers is 5 metres (does not apply to multi-storey stands). Exceptions are permitted by the Fair Administration exclusively. Stands are to comply with fire prevention conditions (see Technical Safety Regulations). Projects of multi-storey stands must be submitted to the Fair Administration firefighting specialist for evaluation and approval as early as in the stage of their designing. The exhibitor must state on the application his/her intention of building a multi-storey stand on the exhibition area.
5. The exhibitor or an entity authorised by the exhibitor shall always submit to the fire protection and H&S department of BVV Trade Fairs Brno, a.s. the exhibition stand approval request form (see the Online Order Forms ESO www.bvv.cz/orderforms). If the exhibition space size is up to 30 m2 with a height not exceeding 3.5 m in the tallest point of the stand (simple single-storey standardised stands), the stand design need not be submitted for approval. If the stand height including the gantry exceeds 3.5 m or if the exhibition space size exceeds 30 m2, the stand design must be submitted (size and heights, axonometry, description of the structure including the specification of materials used for the stand construction, structural analysis of all complex stands and eye catchers, stands higher than 3.5 m, including double-storey stands, atypical and large structures, contact data of the design engineer and the contractor). The stand approval request form must always be submitted. The approved documentation is compulsory 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.
7. 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 of the event.
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 irrespective 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 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 coexhibitors
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. The exhibitor and co-exhibitors may order an expanded entry in the printed catalogue for the event in accordance with the given details.

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

1. 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 claim 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–IX 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. Should the exhibitor reside in a different country than in the Czech Republic or Slovak Republic the contracting parties have agreed upon the following arbitration clause. All legal relationships between the exhibitor and the Fair Administration arising from this contract, i.e. the Application for Participation and the General Conditions for Participation, conform to the judicial code of the Czech Republic. All lawsuits resulting from or related to the above-stated relations shall be finally decided with the Arbitration Court attached to the Economic Chamber of the Czech Republic and the Agricultural Chamber of the Czech Republic by three arbitrators in accordance with the Rules of that Arbitration Court. The oral proceedings will be held in Brno.

BVV Trade Fairs Brno

A 4