



Trade Fairs Brno  
Výstaviště 405/1  
603 00 Brno, Czech Republic

Company ID 25582518  
TAX ID CZ25582518  
Regional Court Brno, section B, insert 3137

## General conditions for participation

**Important:** This is general version of conditions for participation. Specifics regarding each exhibition are included in the application for participation.

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### Clause I. Event organiser

Veletrhy Brno, a.s., Výstaviště 405/1, 603 00 Brno (hereunder referred to as the "Trade Fair administration").

### Clause II. Registration and Allocation of Exhibition Space

1. The Registration Form delivered to the Trade Fairs administration is binding on the lessee. The Trade Fair administration decides on the acceptance, reduction or extension or rejection of the Registration Form without having any obligation to justify the decision. The Trade Fairs administration is not obliged to accommodate any potential requirement raised by the lessee with respect to the location of his exhibition stand.
2. Once the advance payment is made, the Trade Fair administration issues a confirmation of the exhibition space allocation and submits to the lessee for payment a invoice for the total rental or the amount for the services ordered. The exhibition space will be made accessible to the lessee for the installation of the exhibition stand on a date specified in the Trade Fair administration's Instructions for Exhibitors. This date is also taken as the tax point. The payment of the full rental on the due date is a condition for providing the exhibition space to the lessee.
3. A failure to pay the full rental within the period stipulated on the invoice is considered a material breach of the lessee's contractual obligations and in such a case the Trade Fair administration is entitled to terminate the contract. In this case, the lessee undertakes to pay the Trade Fair



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administration a penalty of 100 % of the rental or the price of services ordered. The contractual obligations of the Parties terminate on the payment of the penalty.

4. The lessee undertakes to fulfil all obligations resulting in connection with his participation, the participation of his co-exhibitors and firms commissioned to build the stand or transport the exhibits. A potential change is subject to a previous approval of the Trade Fair administration.

### Clause III. Exhibition space rental

1. The exhibition space rental is always specified in the Registration Form or in the letter of the Trade Fair administration. Each commenced square meter is charged as a whole meter.
2. The allocated exhibition space shall not be let by the lessee to a third party without a previous written consent of the Trade Fair administration.
3. If the lessee cancels his participation in the trade fair event after the written allocation of the exhibition space, the lessee undertakes to pay the Trade Fair administration a penalty of 100 % of the rental or the price of the services ordered. The contractual obligations of the Parties terminate on the payment of the penalty. The participation may only be cancelled in writing.
4. The lessee may not occupy a larger exhibition space than the space officially allocated. If the lessee wishes to expand the space and the conditions allow to do so, this must be discussed with the Trade Fair administration and it is at the Trade Fair administration's discretion whether such expansion will be permitted. If the consent is granted, the lessee undertakes to pay for the extra occupied space on the due date specified on the invoice – tax certificate to be issued by the Trade Fair administration.

### Clause IV. Price and terms of payment

1. The lessee shall send the duly filled in Registration Form along with making the advance payment totalling the amount of the registration fee and 20% of the rental or the amount for the services ordered. The Registration Form will not be registered without making this payment. For further terms of payment see Clause II. – IV.
2. The prices of the exhibition space rental and all other services provided by the Trade Fair administration are prices set by agreement in line with the provisions of Act No. 526/1990 Sb., on Prices, as amended. The lessee shall, unless agreed otherwise, pay the Trade Fair administration for all services provided by the due date given on the invoice – tax certificate.

### Clause V. Exhibits

1. An exhibit is an object with a binding registration and presentation in the space defined by the Trade Fair administration and corresponding to the event nomenclature.
2. Changes in exhibits shall be promptly reported by the lessee to the Trade Fair administration. The exhibits on display are not allowed to indicate prices. The lessee acknowledges and respects that the trade fair is a contract making, not a selling event. The exhibits must be safeguarded against theft by the lessee.
3. The transport of the exhibit onsite and offsite is governed by instructions issued by the Trade Fair administration. The lessee shall deliver all installation materials and exhibits to the trade fairs and



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exhibitions FCA exhibition stand. Exhibits and installation materials not delivered as of the date of renting the space shall be subject to handling and storage charges.

4. The exhibits are taken over exclusively by the lessee. If neither the lessee nor his representative is present on site, the exhibit will be unloaded to the allocated exhibition space at the lessee's risk. Exhibits are not allowed to be removed during the event.

### Clause VI. Construction and installation of exhibition stands, installation of exhibits

1. The dates of the mounting, dismantling and operating hours are determined by the Trade Fair administration. Exemptions from these dates are permitted on request of the lessee or his representative by the Trade Fair administration for a fee. The fee shall be paid by the lessee or his representative. The Technical & Safety Requirements and Instructions for Exhibitors issued by the Trade Fair administration forming an integral part of these Terms are binding for the stand construction and the displaying of exhibits. If these fail to be followed, the Trade Fair administration will not permit the operation of the stand. Technical & Safety Requirements are presented in the Trade Fair administration order form of work and services.
2. The official exhibition stand construction contractor is the Stand Construction and Services division of Trade Fairs Brno, a.s. If the exhibition stands are constructed by a contractor other than this official contractor, the lessee shall be fully liable to the Trade Fair administration for damage caused by this work, in particular with respect to the observance of the deadlines for exhibition stand construction and dismantling. These deadlines are provided in the Instructions for Exhibitors issued by the Trade Fair administration.
3. Wall-mounted hydrants, fire alarms, fire extinguishers and other equipment ensuring safety shall not be relocated or blocked. Self-acting fire extinguishing sprinklers are installed in the ceilings in halls E, F and V. A potential roofing over a stand or textile canopies fitted horizontally or aslant must follow normative attachment E to applicable ČSN 73 0831 and be made of a materials with openings with a minimum size of 3 x 3 mm or 2 x 4 mm in a non-stretched condition in order to ensure the protective function of the self-acting sprinklers. The proportion of open space shall not be below 50 % per m<sup>2</sup>. The properties of the employed materials must be demonstrated by means of a "test protocol" issued by an accredited Czech test-room or a protocol of fire-resistant impregnation and the efficiency of the preparation must be documented by a valid "test protocol" issued by an accredited Czech test-room.
4. The maximum permitted height of the exhibition stand including eye-catchers is 5 metres (**except double-storey stands**); any deviations may be permitted exclusively by the exhibition centre administrator. The exhibit must meet basic fire protection precautions (see the Technical & Safety Requirements). Double-storey stand designs must be submitted for review and approval by the exhibition centre fire safety specialist at the stage of the design proposal or study. In the fair registration form the tenant must express the binding interest to install a double-storey stand in the exhibition space. The intention to install a double-storey stand after submitting a binding registration form is not permitted. If the tenant dismisses the intention to install a double-storey stand after being allocated an exhibition space, the tenant undertakes to pay the exhibition centre administrator a penalty of 25% of the total exhibition space on the stand ground floor.
5. The exhibitor acknowledges that a situation may occur when a multi storey exhibition stand will be permitted to be constructed in the vicinity of his stand. Therefore, he shall confirm that he does not object to the neighbouring stand being of the same structural height, or potentially higher in the registration form.



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6. 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](http://www.bvv.cz/orderforms)). If the exhibition space size is up to 30 m<sup>2</sup> 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 m<sup>2</sup>, 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.
7. Water service pipes and wastewater drains, electricity connections, compressed air supply or telecommunication services connections may be ordered exclusively from the Stand Construction and Services division of Trade Fairs Brno, a.s. solely for the purposes of the exhibitor's own exhibition stand and the leased space.
8. The lessee is responsible for all movables leased out to him by the Trade Fair administration and he shall return these undamaged after the end of the event.
9. Any damage to the exhibition space and equipment of the Trade Fair administration shall be made good by the lessee at his cost or he shall pay the Trade Fair administration the incurred costs.
10. The lessee (or a firm he commissions) must not dismantle the exhibition stand prior to the end of the event.

### Clause VII. Promotion, advertising, signs and catalogue

1. The lessee is entitled to promote his products solely in his own exhibition space.
2. All kinds of promoting in the exhibitor's own exhibition space or beyond (e.g. machines and equipment in operation, films, music production, fashion shows etc.) are subject to approval by the Trade Fair administration authorised, despite the previously granted permit, to restrict or forbid the exhibit promotion provided that it generates noise, dust, exhaust fumes or vibrations endangering the safety of visitors and exhibitors or restricts or disturbs the trade fair operation. A noise level of 70 dB in accordance with Government Decree No. 502/2000 Sb., on health protection against unfavourable effects of noise and vibrations, as amended, shall not be exceeded on the stand borders. As regards music production in the exhibition space, the lessee shall also seek consent of the relevant collective copyright administrator (OSA, INTERGRAM) in line with Act No. 121/2000 Sb., on copyright, as amended. Acoustic advertising may only be used with the previous written consent of the Trade Fair administration. Carrying or transporting corporate eye-catchers, leaflet distribution, displaying promotional and information materials outside the lessee's own exhibition space, on windows, walls, floors or columns in the halls is not permitted. The Trade Fair administration is entitled to forbid all advertising failing to comply with the provisions herein above, i.e. have it removed at the lessee's cost.
3. The lessee is entitled to be freely listed in the event catalogue and in the information system in section "alphabetical list of exhibitors", issued by the Trade Fair administration featuring his corporate address presented in the Registration Form. Further presentation of the lessee can be provided for a consideration.



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1. The Trade Fair administration is not liable to the lessee or to his co-exhibitors for any loss, destruction, or any damage to the exhibits, equipment and installations at the stand, goods, a packaging, or packaging materials, belongings left at the stand, regardless whether the destruction or other damage occurred before the commencement, during or after the end of the trade fair or another event organised by the Trade Fair administration. The lessee shall take out insurance to this end.

### Clause IX. Final provisions

1. If the Trade Fair administration may not open a trade fair or another event, ensure the course of the event throughout its duration or a part thereof in the entire exhibition centre or a part thereof, or at a different event venue as a result of circumstances not attributable to it ("Force Majeure"), it shall promptly notify the lessee accordingly. All obligations incurred by the Trade Fair administration under the concluded participation contract shall terminate. In this case, the lessee shall not be entitled to any compensation for damage. The Trade Fair administration is entitled to retain a proportionate part of payments made by the lessee in the meantime.
2. If the Trade Fair administration or relevant public authorities issue instructions to clear a hall (premises) in order to avoid imminent damage and if, as a result of this instruction, the exhibitor's property gets damaged, i.e. the property gets damaged, destroyed or stolen, this is considered a state of emergency and the Trade Fair administration is not liable for such damage.
3. The lessee may, without undue delay, object to the quality of work and services delivered by the Trade Fair administration with the employee in charge in writing, no later than the end of the event. Failing this, this right expires.
4. Unless stated otherwise, the Trade Fair administration is entitled to exclude the lessee from further participation in the trade fair or another event if any of the provisions of these Terms is violated. In such a case, the lessee is not entitled to any compensation for damage nor to a refund of the rental paid in the meantime.  
The place of performance of the mutual obligations of the lessee and the Trade Fair administration is the trade fair or exhibition venue in the Czech Republic. The relationships resulting from these obligations and the resulting legal implications are governed by the law of the Czech Republic. All disputes arising out of or in connection with this contract shall be finally adjudicated according to the Rules of the Arbitration Court attached to the Economic Chamber of the Czech Republic and Agricultural Chamber of the Czech Republic. The venue for the oral hearing shall be Prague. Each Party undertakes to abide by the ruling given by the aforesaid court.
5. Provisions of Clauses V-IX of the Terms of Participation apply also to a sub-lessee (sub-exhibitor) who has been let the exhibition space for use by the lessee with the consent of the Trade Fair administration. The lessee shall familiarise the sub-lessee (sub-exhibitor) with the wording of the Terms of Participation and incorporate the provisions of Clause V –IX of the Terms of Participation into the relevant sublease contract. Shall any of the provisions of the Terms of Participation be violated by the sub-lessee (sub-exhibitor), the provisions of Clause IX (4) of the Terms of Participation shall apply by analogy to the sub-lessee (sub-exhibitor).