



TLJ 3.0 – the ESOT Consensus Conference

TECHNICAL MANUAL



Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for TLJ 3.0 Exhibition.

Please read all the information on this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Conference venue.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Prague and wish you a successful conference and exhibition.

Best Regards,



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TRANSPLANTATION
LEARNING JOURNEY

PRAGUE, 13-15 NOV 2022

ORGANISER

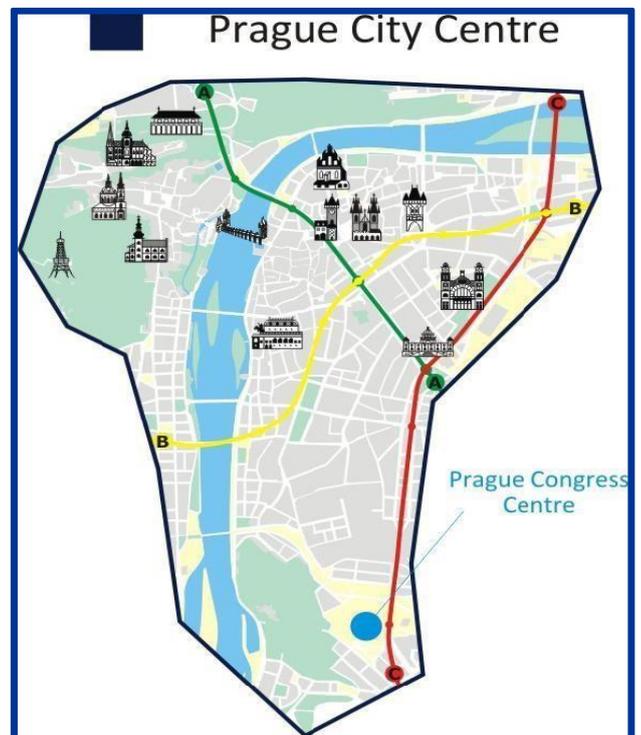


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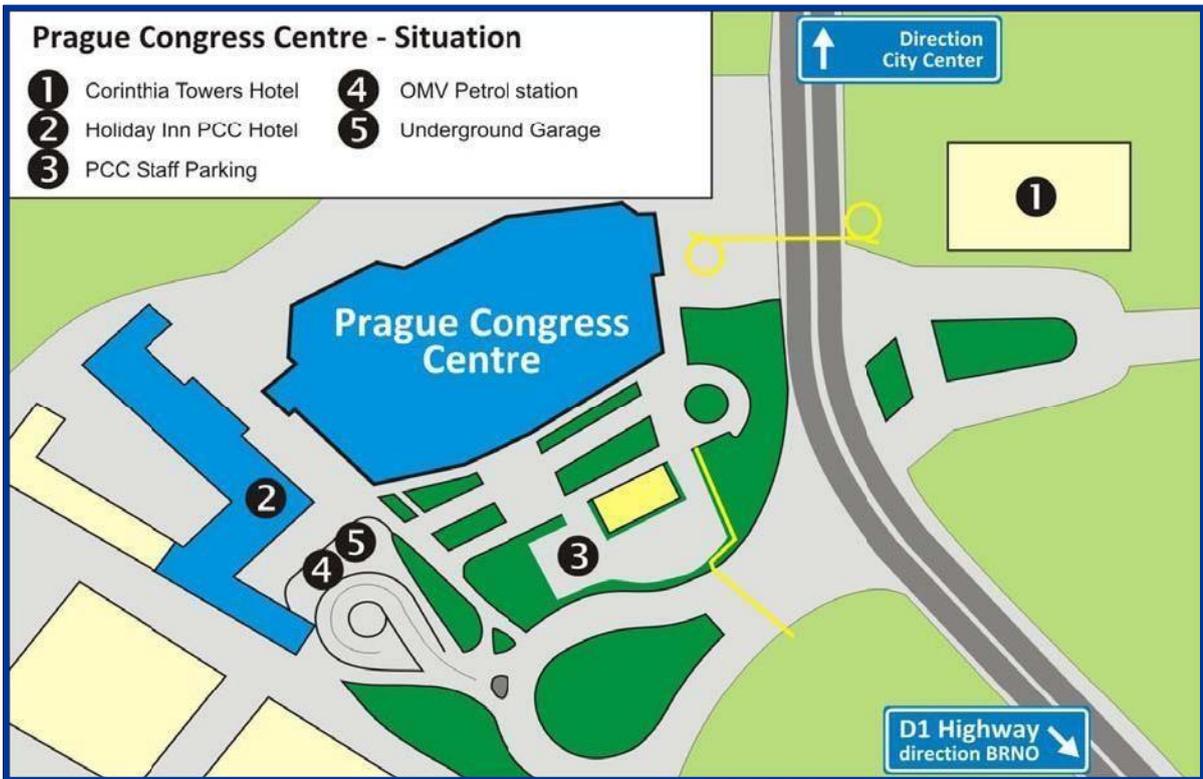
CONFERENCE VENUE

Conference Centre Prague
Kongresové centrum Praha, a.s.
5. května 1640/65, Nusle, 140 00 Praha 4
[How to get there](#)



ACCESS TO THE CONFERENCE VENUE

PCC (Conference Centre Prague)



The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder **MERKUR EXPO LOGISTICS ITALIA SRL** and the local agent.

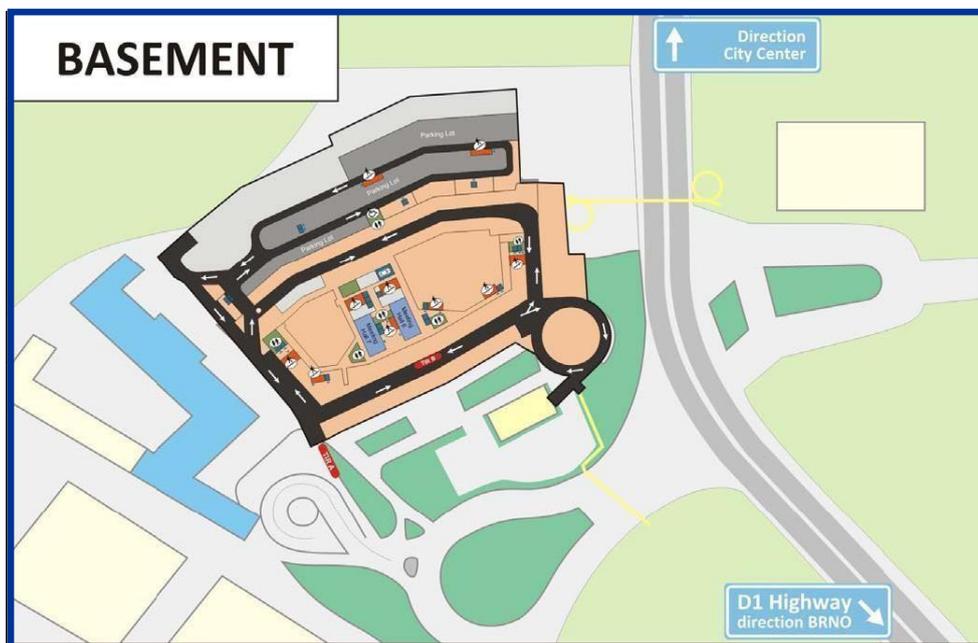
Important note:

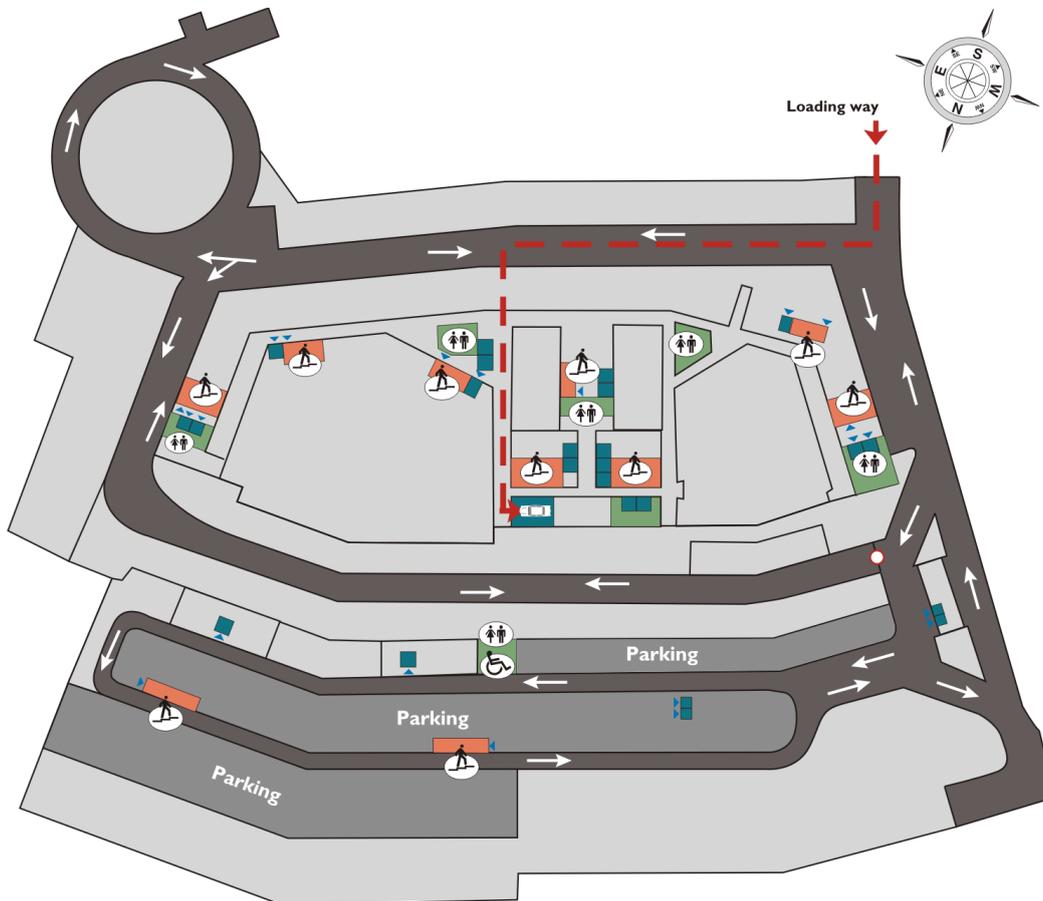
Companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance, and the lifts.

Please carefully read the shipping instructions at the end of this document.

All staff working on the loading bay must wear a safety vest. Builders and exhibitors can use their own vests or borrow some at the loading bay entrance for a deposit 100 CZK per 1 vest.

Goods Entrance for Trucks





Trucks driving into the basement of the PCC through gate number 3 to the passage leading to the lifts may not exceed the following measurements and weight (for vehicles with dimensions up to the limits stated below unloading point TIR A is possible, please see basement map for details):

- height: max 3,3 meters**
- width: max 3,5 meters**
- length: max 10 meters**
- total weight of truck + cargo: max 10 tons**

Trucks with measurements exceeding the above stated measurements need to park temporarily and unload at the truck point in front of the loading bay – point TIR B (please see basement plan for details).

Please contact the official freight forwarder **MERKUR EXPO LOGISTICS ITALIA SRL** to coordinate the arrival, as unloading space is limited.

Please see Merkur contact details in the shipping instructions.

Parking of Trucks

The parking of trucks can be arranged by official freight forwarder. No truck parking is available in the Prague Congress Centre.

Deposits are collected from truck drivers that are temporarily parking at the loading bay during unloading.

Vehicle up to 3.5 t – deposit 1000 CZK or 50 EUR for 1 hour

Vehicle over 3.5 t – deposit 2000 CZK or 100 EUR for a period of 1.5 hours

Parking Passenger Cars

Private cars may be parked at the PCC. Parking passes for the duration of the conference may be ordered through the Organiser upon availability.

Alternatively, payment per hour is possible at an hourly rate of CZK 50 (cash payment at the parking lot, no pre-ordering of tickets).

Technical Specifications at PCC

Loading bay has limited dimension width 2m, height 2m.

Freight Elevators: No. 2 freight elevators are available to access the exhibition areas.

	Lift K	Lift G
Depth:	5 m	2,85 m
Width:	2,40 m	2 m
Height:	2,50 m	2,40 m
Max. load:	5000 kg	2000 kg

EXHIBITION

TIMETABLE			
Saturday	12th November	08:00 - 23:00	Build-up Operations
Sunday	13th November	07:00 - 12:00 12:30 - 20:00	Build-up Operations Exhibition
Monday	14th November	07:00 - 20:00	Exhibition
Tuesday	15th November	07:00 - 13:00 14:00 - 00:00	Exhibition Dismantling

Build-up and dismantling operations must be carried out during the time frame as indicated in this document.

For any proven need for time extension during the build-up and dismantling operations, please e-mail tli2022.expo@aimgroup.eu no later than Friday, 16th September 2022.

Cost for Extra Time will be charged accordingly.

Exhibition area technical information

- The maximum building height is 2,50 m. The dimension of the pillars is 45 x 45 cm
- The floor is covered with white/light grey marble, **carpeting of the space is mandatory.**
The floor bearing capacity (net load) is 400 kg/sq. m.
Please note: Exhibitor will be responsible for any damage to the floor.
- Power supplies and other utilities will be supplied into your stand via the ceiling or via the floor.
- Suspension of banners/signage from the ceiling must be consulted with the Organiser and PCC in advance. Hanging any objects on air conditioning outlets is forbidden due to a threat of release and fall of outlets.
- A ramp must be provided for access for the handicapped for floors of 5 cm or more in height.
- It is strictly forbidden to store anything behind the stand.

IMPORTANT: Unused literature and other waste should be removed from the conference venue by the end of the conference. In case of non-obligance, an additional cost will be charged to the Exhibitor for removal.

PRAGUE, 13-15 NOV 2022

SHELL SCHEME BOOTH

To ensure a smooth and efficient installation and dismantling of your stand, an official Stand Contractor Exposale has been appointed.

Each exhibitor will be shared with Exhibition Service Forms to place their order. Furniture rental is also available. See Exhibition Service Order Forms and contact details at the end of this Manual.



INCLUDES

SHELL SCHEME

- **9 sqm shell scheme stand construction:** silver construction, white panels, height 2,5m
- **1 fascia board:** Company name, max 20 characters (name only no graphical logo)
- **3 x spotlight**
- **1 x electric socket**
- **1 table**
- **2 chairs**

NOT INCLUDED

- Booth cleaning
- Carpeting

Please note:

- All basic shell scheme Booths will be designed and built by the Official Stand Contractor.
- All booths are on rental basis.
- Exhibitors are not allowed to make any alterations to the structure of the Booths or remove any integral parts from the Booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g., spotlights) within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor.
- No additional booth-fitting or display may be attached to the standard booth structure.
- No tape, nail or fixture of any kind allowed to be affixed to the partitions, floor, ceiling, or fascia. Exhibitors are liable to any damage caused to their booth fixtures, fittings at the Congress.
- If you wish to put posters or anything on the Shell Scheme Stands, the builder will be able to provide you with small mounting hooks or tesa strips. Kindly note that these are the only available options to avoid any damage.
- All electricity power points installed are for machine use only, not for lighting. If the exhibitors or non-official contractors bring their own lighting devices for booth, they must submit all lighting distribution details and pay the light connection charges to the Organiser.

Stand approval

Exhibitors must submit their stand graphic design stating the general dimensions. This applies equally to those companies hiring a standard exhibit stand module from PCC. The drawings shall clearly indicate the planned layout, dimensions, equipment and furnishing of the stand, including the inscriptions. The location of power outlets, electricity cables as well as telephone installations must be indicated.



For more information, please email linda.skarkova@exposale.cz;

cc tlj2022.expo@aimgroup.eu

Stipulations

Exhibitors are asked to pay attention to the following stipulations:

- Any column of the Foyer lying within the stand may be covered without causing any damage and in compliance with the allowed height regulations.
- Fire extinguishing equipment and sensor system must not be covered.
- Goods to be exhibited must be kept within the stand perimeter.
- The exhibition areas may only be covered by fitting platforms or with carpets, which must be withdrawn by the Exhibitor/decorator at the end of exhibition.
- The floor area is finished by aged marble floor tiles. All damages to flooring will be charged to the Exhibitor responsible. Therefore, no mortar may be placed on the floor, nailing is not allowed with percussion tools or painting with spray guns.
- Two-storey structures are not allowed.
- Arches, bridges, or similar constructions connecting two or more stands are not allowed.
- The maximum permissible load on the floors of the PCC is approximately 400 kilograms per square metre (spread). Load capacity will be considered when entering the exhibited goods as well as during their handling.
- Stands should be fully accessible on all “open” sides. Requests to be partially exempted from this rule should be submitted in writing to the Organiser and PCC at least 6 weeks prior the beginning of the event.
- It is to be noted that vehicles (including forklift trucks) are not admitted within the exhibition areas. Pallet trucks and other handling machines must be equipped with rubber wheels and may only be operated by the official freight forwarder.

Exhibitors are not permitted to:

- Drill, screw or nail the walls, ceilings, floors, or columns of the exhibition areas.
- Place any heavy loads either on the structure of the walls and columns, or any of the technical installations of the Halls due to decoration or the objects on display.
- Hang advertising banner/board from the ceilings of the Halls or affix stand parts, posters or other promotional material to columns, walls, girders, etc. of the PCC within or outside the stand space assigned.
- Dig trenches, anchorages or make other structural alterations inside the PCC.
- Paint or glue, any space/wall of the exhibition area

Exhibition stand flooring

A platform floor is strongly advised if heavy equipment is stored on the stand (100kgs/m² or more). Authorization must be requested in writing to the Organiser and PCC at least 6 weeks prior the beginning of the event. A descriptive report and to-scale plans must be presented to the Organiser.

All stands with a floor over 5 cm above the ground level, must present a construction certificate signed by the competent engineer. Any glass fitted inside the top of the floor shall be at least 0,5 cm thick, laminated and be of an approved safety type in the Czech Republic.

The stand area may be covered only by the installation of an elevated platform, use of carpeting that is held in place by its own weight on the floor or by adhesive bands. These items must be removed by the Exhibitor at the end of the exhibition.

The use of wooden platforms is recommended for stands with electrical wiring; the stand construction company must advice on this matter. Exhibitors using such platforms should bear in mind that the maximum height allowed, measured from floor level to the top of the platform, is 5 cm. The platform sides must be closed and finished neatly. The platform edges must be safe (secured, safe and easily visible). Platforms should be placed within the stand perimeter. The platform must allow access to those in wheelchairs. Please note the edges should be sloped for this purpose or a ramp included within stand perimeter.

The floor, columns, and installations (distribution boxes, piping, rented shell stands, etc.) of the Exhibition area shall be left in the same state they were found in. Any damage shall be repaired by the Exhibitors at their expenses.

FIRE AND SAFETY REGULATION OF THE VENUE

1. SMOKING and manipulation with open fire are PROHIBITED during the organisation of individual, social, cultural, sales, sports, or any other event within the entire PCC area, including its hallways and terraces. Smoking can be permitted in a specifically marked area, after an agreement with the PCC fire officer.
2. All escape routes must be always kept free, not blocked by any objects which could possibly hinder evacuation and must have a minimal passage width of 2 m between the rows of stands if these form a continuous line/s/. Between the sides of individual stands, a proper access to these stands, i.e., to each one separately, must be secured, with minimal spacing of 85 cm.
3. Individual profiles of escape routes and exits, electricity distribution boxes, main switches, and media seals (gas, electricity, water etc.) must not be blocked or narrowed. The same rule applies to all facilities for provision of fire protection, i.e., fire extinguishers, fire hydrants, electric fire alarm sensors (EPS), heads of stationary extinguishing systems (sprinklers)
4. Should the stand position be located close to glass surfaces of the building perimeter, it is necessary to keep to so-called fire dividing zone with the minimum distance of 150 cm from the glass surfaces. No flammable or fire-supporting material may be located close to glass area of the outer surface of the building. This area must be kept free at all times; no material is to be stored therein.
5. All event organisers are obliged to supply fire-technical characteristics (FTCH) of all used, exhibited, sold, stored, and used substances, items and goods, etc.
6. Within all premises of the PCC it is generally prohibited to use, store, or handle in any way flammable or fire-supporting substances or liquids, bottled-gas burners, cookers and portable heating (both gas and electric), as well as pressure tanks (bottles) filled with propane-butane or any other compressed technical gases.
7. The lessee is obliged to ensure that the maximum number of persons in individual rooms/areas is not exceeded, with regard to evacuation capacity possibilities.
8. Motor vehicles equipped with permanent of alternative drive using compressed natural gas or propane-butane /PB/ must not park in the underground garages of the PCC.

9. All used materials (textile fabric, wood, etc.) serving as decoration, material for construction for the exhibition stands, scenes, decoration of the halls, hallways, etc., provided by PCC or the individual organisers /lessees/ of cultural, social, sport and other events, must have fireproof finishings. Provision of fireproof finishing must be documented by respective certificates; these must be deposited with the PCC fire technician, as a part of the event documentation.
10. All welding and cutting works, either using welding sets (gas, oxygen), or using electricity (resistance welding), or using electric grinding saw etc., are subject to the obligations stipulated by the Home Office of the Czech Republic, Order No. 87/2000 Coll., and it is necessary to obtain a welding permit for them, including specification of particular conditions for provision of fire protection in the given area of the PCC. This permit is issued, and particular conditions of fire protection provision are stipulated by the PCC fire technician or the commander of the PCC fire brigade. At the same time, it is necessary to report such works in advance to the venue / Exhibition Agent.
11. A permit, issued for each individual event separately, is necessary for all pyro-effects, use of open fire, etc. – regardless of being provided by the PCC or by individual lessees (e.g., during a performance etc.). This permit is issued, and particular conditions of fire protection provision are stipulated by the PCC fire protection officer or the commander of the PCC fire brigade. At the same time, it is necessary to report such works in advance to the venue / Exhibition Agent.
12. In such cases (or at client's request) it is necessary to assign special assistance fire patrols at additional expense. The number of assistance fire patrol members is determined by the PCC fire protection technician, or the commander of the PCC fire brigade, based on individual assessment of each individual event, depending on the particular room.
13. Possible events intended specially for persons with limited mobility /and orientation/ and immobile persons must be discussed with Prague City Hall fire brigade in sufficient advance, for the reason of securing safe evacuation. Organization of this type of events must be reported at least 14 days in advance to the PCC fire protection officer, or the commander of the PCC fire brigade.

TECHNICAL SPECIFICATIONS AT THE PCC

Freight lifts in the PCC

	Capacity	Width	Height	Depth
Lift K	5.000 kg	240 cm	250 cm	500 cm
Lift G	2.000 kg	200 cm	240 cm	285 cm

Ceiling Height

Exhibition Area booth height 2,5 m

Floor Loading

400 kg/m²

Floor Material of Exhibition Areas

The exhibition area floor is marble.

Electricity

Voltage: 230/400/415V AC, 50 Hz (which is 50 cycles)

All electrical connections must be made under the supervision of an authorized venue electrician. At the time of the official inspection the relevant reports on the wiring (information on connections) must be presented to the Exhibition Organiser for submission to the authorities.

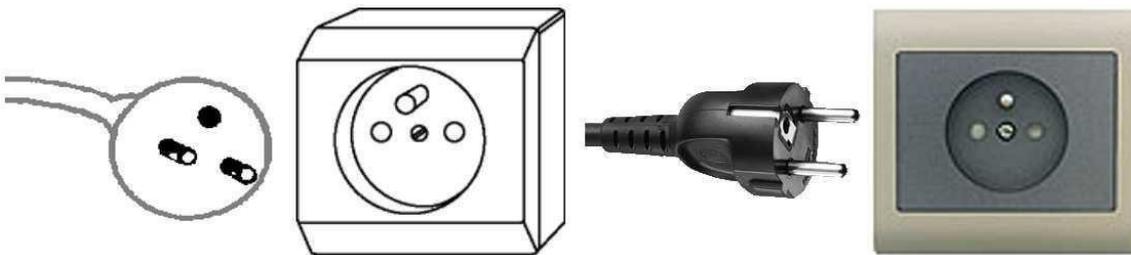
Important: Supplies will be switched on 30 minutes before opening during the duration of the meeting and switched off 15 minutes after Exhibition closed every day.

Twenty-four-hour supplies are available.

A valid report is required at the exhibition stand with own wiring. The report has to be handed to the PCC before connecting to the power distribution network of PCC.

Electricity Plugs, Sockets and Adapters

Czech sockets for 230V/16A are not compatible with the Schuko (basic European sockets). Adapters (for 1 phase up to 16A) are required. For other types of plugs (other than basic European), please make sure to bring your own adapters because these will not be any available on-site). Adapters for 3-phase connections are not available and should be brought by exhibitors.



Voltage Transformers

For equipment from USA or elsewhere with 110/120V, a transformer is required to be able to connect to 230V. Transformers are not available and should be brought by exhibitors.

EXHIBITION SERVICES SUMMARY

Each Exhibitor will be shared with Exhibition Service Order Forms to place their orders for booth and furniture.

Stand Design

Exhibitors must submit their stand graphic design for approval. The drawings shall clearly indicate the planned layout, dimensions, equipment and furnishing of the stand, including the inscriptions, the location of power outlets, electricity cables as well as telephone installations.

Deadline for submitting stand design: Tuesday October 12, 2022

Exhibit Stand Cleaning and Waste Removal

Exhibitors are responsible for the removal of all their refuse or waste from their stand.

Stand Cleaning is mandatory. A general cleaning of the exhibition hall will be done every day and each Exhibitor is obliged to keep the booth/ exhibition space, and surrounding areas perfectly clean.

You can place your order online for daily cleaning of your booth/exhibition space via the **Exhibition Service Order Forms** at the end of this Manual. Any discarded refuse or waste (including promotional material) left by the Exhibitor at any time before, during or after the exhibition, will be removed at the risk and cost of the Exhibitor.

Exhibit Stand Inspection

The PCC and the Organiser refuse to accept any responsibility if the Safety Committee decides to close a stand because the safety rules have not been followed.

Water Connection

Water connections are available upon request and depending on stand location.

Liability for Rented Equipment

Exhibitor accepts full responsibility for all rented equipment, such as standard exhibit stand construction, furniture and carpet, AV and computer equipment etc. by signing the relevant Handing- Over protocol. The Exhibitor will be charged for any loss or damage of the rented equipment.

Exhibitor badge

Badge-wearing is mandatory. Exhibitor badges are only valid for access to the exhibition hall and the meeting rooms areas. Exhibitor badges do not permit access to scientific sessions with the exception of when it is the symposium or workshop organized by your own company.

Exhibitor badges can be ordered online via TLJ 3.0 website <https://tli-esot.org/registration/>

Catering service

Food or beverage served on the stand should be ordered via e-mail tli2022.expo@aimgroup.eu. No food items can be taken into the rooms, used for the scientific sessions.

Catering and the sale of all food and beverage on-site are reserved exclusively from the venue.

Orders will only be confirmed upon full payment. **All requests for catered service must be submitted no later than Tuesday October 31st, 2022.**

No type of permanent catering service is provided during the set-up and breakdown operations. It is prohibited to consume alcoholic beverages within the Congress area.

Transport Regulations/Handling

During the Exhibition goods can only be transported into the halls before the exhibition opens. After that, only small articles can be carried into the area by hand. Goods can be collected when the exhibition has closed if carried out and the exhibit remains visually presentable to delegates.

Do not place anything in the aisles outside the stand. If you do, you will block the passage-way for other transport. The PCC and the Organiser have the right to remove all packaging left in the aisles after the build-up ends.

Storage of Empties

Empty boxes and packing material will be collected and safely stored during the show by Merkur, the Official Freight Handler. All boxes should be strong enough to unpacking and re-use them after closure of the congress. The empties will be stored outside the congress-center and are not accessible after collection. Merkur Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.

Please carefully read the shipping instructions.

Stand Security

Please note the PCC and the Organiser cannot accept responsibility for the security of the stands and their contents, for damage to or theft of any goods whatsoever.

If you wish to order a security guard for the stands, please email tli2022.expo@aimgroup.eu

Surveillance and Security

Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. We strongly urge exhibitors to secure their stand against theft or damage. Valuable objects, which may easily be removed, should be locked away during the night or whenever the stand is left unattended. The PCC and the Organiser accept no responsibility for goods stolen from exhibits. Security services can be ordered via the Exhibitor Service Website (available soon).

Insurance

While on the premises, exhibition goods and packing materials shall be insured at the expense and risk of the Exhibitor. Neither the PCC nor the Organiser can take any responsibility for damage, loss, theft, disappearance or injury of anything or anybody due to any cause. The Exhibitor and any contractors under exhibitor employment are obliged to take an insurance against third party risks before the beginning of the exhibition. The cost for this insurance and responsibility for its arrangement falls to the Exhibitor.

Exhibitors should also be covered against any claims which may ensue from transportation to and from the PCC and against any claims which may be made by third parties, e.g., the PCC, the City and/or their insurers, in respect of injury or damage sustained in any way whatsoever inside or outside the PCC.

If any conditions within the Exhibition Services Kit for Participation are infringed, the responsibility for any accident will be exclusively with the Exhibitor who must have contracted an insurance policy for unlimited civil liability for harm to third parties, albeit person or objects. In case of incidents caused by negligence or inaction on the part of exhibiting companies and their staff, the exhibiting company agrees to indemnify the Organiser against all direct and consequential losses.

Dismantling

The Exhibitor must vacate his exhibition space within the time specified by the Organiser for exhibition dismantling. Failing to do so, The Exhibitor will be liable for additional rental costs of each started hour.

The Exhibitor is to comply to all national and international rules and regulations related to advertising and promotion of all products and services as part of the booth. The PCC and the Organiser bear no responsibility for non-compliance of this rule by the Exhibitor.

OFFICIAL FREIGHT FORWARDER

MERKUR EXPO LOGISTICS is the official forwarding, customs clearance and logistic agent for TLJ 3.0.

For security, insurance, and efficiency reasons, Merkur is the sole official agent to handle cargo inside the venue. Exhibitors and stand builders are prohibited from using trolleys during set-up and dismantling periods.

CONTACT DETAILS



Address: Merkur Expo Logistics Italia Srl
Corso Italia, 1
20020 Lainate (MI)

Phone: +39 02 93300835

Email:

markus.meyer@merkur-expo.com

cleris.benato@merkur-expo.com

Web: **www.merkur-expo.com**

Range of services:

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting,
- Storage of empty boxes and crate during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and super-vision

The shipping instructions are provided to assist with your preparation for the correct and timely dispatch of materials to the congress.

The shipping instructions include:

- Shipping Instructions
- Tariff
- Material Handling Form

UNEXPECTED CANCELLATION OF THE EVENT OR IMPOSSIBILITY TO HOLD IT

In the unlikely case that the TLJ 3.0 Conference cannot be held in whole or in part due to any event beyond the Organizers' control or force majeure (such as riot, fire, explosion, accident, flood, earthquake, sabotage, strikes, acts of law or regulation by Italian or foreign Authorities, epidemic outbreak, sanitary emergency, etc.) the Congress Organizers cannot be held liable for any damage, cost, or loss incurred, such as registration fee, transportation and accommodation costs, or any other direct or indirect loss or consequential damage.

Should the meeting format change due to unexpected circumstances becoming totally virtual, adjustments will be made to the registration fees and the Organizing Secretariat will take care of the refunds.

This notice states that you have read, understood and accepted the rules of the exhibition.

Date _____

Signature _____

(name and surname)

SHIPPING INSTRUCTIONS

Introduction

Merkur Expo Logistics has been appointed as the official forwarder, customs clearance and logistic agent for Esot TLJ 3.0 Prague. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue. The range of services provided by Merkur Expo Logistics include

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting,
- Storage of empty boxes and crate during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and super-vision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to Athens. Please follow the instructions closely.

General Information's

The handling of your shipment will be charged as per **official handling tariff**. All shipments must be pre advised by using the attached **order form sheet**. Please use only attached **labels**.

Shipments via advanced warehouse can be sent direct to our warehouse. If you want to arrange the arrival of shipment earlier please do not hesitate to contact us. Pls. follow the advanced shipment procedures procedure.

Small Courier shipments (Bag Inserts, Brochures and printed matters) must be sent via our warehouse in Lainate. Direct shipments to the venue will be charged with additional 100% surcharge on the handling tariff. Please follow the advanced shipments procedure.

Important Dates

Build up:	November 12 th 2022 / 08.00-23.00
Break down:	November 15 th 2022 / 14.00-00.00
Time Slot Deadline:	28st October 2022
Arrival warehouse:	7th November 2022
Arrival shipments by Air:	2nd November 2022
Airport of Arrival:	Milano Malpensa (MXP)

PLEASE CONTACT US FOR SHIPMENTS UNDER TEMPORARY IMPORTATION. Deadlines and Instructions may vary for these kind of shipments

MAXIMUM DIMENSIONS for handling with forklift:

200 cm Width x 200 cm Height x 200 cm Length
Maximum weight 1000 kg

Shipping via advanced warehouse

Please send the attached order form sheet to Merkur Expo until **28th October 2022**.

Delivery address for shipments from European Union is:

Merkur Expo Logistics Italia SRL c/o FERT
SPEDIZIONI Corso Europa, 1
20020, Lainate (MI)

Shipments which will arrive without preadvise will be charged with 75,00 Euro + expenses as per outlay in addition to the handling tariff.

Direct delivery of standfitting material

It's mandatory to reserve a time slot for the unloading of the standfitting material, all vehicles that arrive without a confirmation will not be accepted and cannot access.

Please arrange shipping of part and full load trailers with stand fitting material direct to the venue only. We need the order form (see underneath) until **28th October 2022**. Please address the CMR as follows:

MERKUR EXPO LOGISTICS ITALIA SRL
Conference Centre Prague
Kongresové centrum Praha,
a.s.
5. května 1640/65, Nusle, 140 00 Praha 4

Due to the limited space and the tight time-schedule all unloading operations are strictly operated by Merkur Expo only.

Trucks have to leave the unloading area immediately after unloading is finished. All vehicles must arrive at a pre-appointed time for unloading.

Trucks arriving after the loading time must face waiting time until the next free time-slot is available. In general waiting time may occur for which Merkur cannot be held responsible.

No acceptance of shipment under this address before the 12th of November.

It is mandatory to bring carpets in order to cover the floor before leaving the pallets on the ground. Only rubber wheels pallet jacks are allowed inside the exhibition area.

Shipments which will arrive direct to the venue without confirmation from us and registered time slot will be charged with 75,00 Euro and have to face waiting times until the next free time slot.

Storage and Empties

Empty boxes and packing material will be collected and safely stored during the show. All boxes should be strong enough to unpacking and re-use them after closure of the congress. The empties will be stored outside the congress-center and are not accessible after collection. Merkur Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.

If you require assessable storage of promotion material please let us know seven days prior to opening of the congress. Small quantities of storage material can be handed over to our on-site staff.

Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo are not liable for any losses, theft or pilferage.

Basic Conditions of Contract

All services will be billed according to the official ESOT TLJ 3.0 Prague Forwarding & Handling Tariff. All work undertaken is subject to the Italian Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions 2016, D.L. (decreto legge 285 / 286/05) and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation. The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitors responsibility to ensure the security of material until collected from the stand by Merkur Expo.

No unauthorized Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

Methods of Payment Accepted

Please note that all payments must be done prior to the beginning of the event

Bank Transfer: a copy of the Transfer Statement must be provided before the beginning of the event. Credit Card: regarding the payments by credit card we will send you a link by e-mail.

Contact Details

markus.meyer@merkur-expo.com +39 333 3659454
cleris.benato@merkur-expo.com +39 351 0182386

Order Form Sheet

This is a compulsory form for all exhibitor or suppliers

Deadline for receipt 28st October 2022
Please return by e-mail markus.meyer@merkur-expo.com | cleris.benato@merkur-expo.com

Please indicate:

- Domestic Shipment (via Milano warehouse)
- Direct delivery to Venue (Subject to confirmed time slot)

Preferred time slot (only subject to direct deliveries)	
Volume of shipment (number of pieces, weight and volume)	
Type of shipment (Exhibition goods, standfitting material, printed matters)	

Name of Exhibitor	
Hall / Stand #	
Contact on-site	
Phone #	

Invoice Details	
Company Name	
Contact Person	
Mail	
Street	
ZIP Code	
City	
Country	
VAT #	
SDI Code for electronicalinvoice	

OFFICIAL HANDLING TARIFF

Air Freight / Sea Freight	
Forwarding Commission ** applicable for every shipment	75,00 Euro
From free arrival Milano Malpensa up to free delivered booth (Minimum per shipment 333,00 kgs)	1,70 Euro/ kgs
Outlay fee Airport charges, storage fees etc. will be charged as per outlay	10 %
Shipments via advanced warehouse (MILAN)	
Exhibition Goods From free arrival Milano warehouse up to free delivered booth (Minimum per shipment 3 cbm)	125,00 Euro/cbm
Printed Matters / Small Shipments up to 25 kgs (No Minimum)	105,00 Euro/cbm
Direct deliveries to venue	
From free arrival Prague up to free delivered booth, unloading included (Minimum per shipment 3 cbm)	145,00 Euro/cbm
Direct Unloading Truck 6 ldm	850,00 Euro
Direct Unloading Truck 13,6 ldm	1180,00 Euro
Printed Matters / Small Shipments up to 25 kgs (No Minimum)	125,00 Euro/cbm
Additional services	
HANDLING OF EMPTIES INCLUDING PICK UP, STORAGE AND RETURN (MINIMUM PER SHIPMENT 2 CBM)	75,00 Euro/ cbm
Storage of tools, pallet jacks, leddars, toolboxes and full good storage	105,00 Euro/ unit
Renting of machineries	On request
Labeling (if shipment arrives unlabeled) (Minimum 25,00 Euro)	7,50 Euro/ Piece
Customs Formalities (on request)	
Temporary Importation on Carnet ATA, per shipment / document	
Customs Bond Fee	
Permanent Importation, per shipment / document	
Per additional customs heading	
Fee for outlay of Duties & Taxes	
Customs Inspection, per shipment / document	
Special clearance (food, beverages, pharmaceuticals, restricted products etc.)	
SAME RATES APPLY FOR OUTBOUND SERVICES	

Exclusives:

- ❖ Above rates do not include VAT
- ❖ Overtime Surcharges (19:00 – 22:00) additional 50 %
- ❖ Overtime Surcharges (22:00 – 07:00) additional 100 %
- ❖ Saturday Surcharges additional 50 %
- ❖ Sunday Surcharges additional 100 %
- ❖ Holiday Surcharges additional 100 %
- ❖ Late Arrival Surcharge 50 % (Deadlines as per Shipping Instructions)
- ❖ 1 cbm equivalent to 333 kg
- ❖ Subject to Italian Terms and Conditions, available on request
- ❖ Fee for not pre-advised shipments 75,00 Euro / shipment

The same rates are valid for both incoming and outgoing goods.

ADVANCED WAREHOUSE SHIPMENT LABEL

Shipper Name and address:	
Congress:	TLJ 3.0 ESOT Consensus Conference
Type of shipment (Bag Inserts / Exhibition Goods)	
Number of pieces:	
Weight:	

INdirizzo/Address:

Merkur Expo Logistics Italia Srl c/o FERT

SPEDIZIONICorso Europa 1

I - 20045 Lainate

(MI)Name of

Exhibitor: Stand

Number:

Piece No. ___/ of ___



Exhibitor Information Terms and Payment Conditions

EXHIBITOR:

Deadline : October 12th, 2022

Company:	Stand Size :	VAT number:
Address:		
Postcode:	Country :	
Contact person:		
Phone:	Cell phone:	
E-mail address:	Website:	

Exhibition Constructor EXPOSALÉ-CZ, Ltd. Terms and Payment Conditions:

All prices in the Order Forms are stated without VAT. VAT in the currently applicable amount according to Czech law will be added automatically when issuing an invoice. VAT is charged to all companies with a Czech VAT number and to all companies based in the EU (including those without a VAT number). Reverse charges will apply to EU companies with a valid VAT number. We do not charge VAT to companies based outside the EU.

Late Order Surcharge of 50% will apply for all late orders (ordered after the deadline October 12th, 2022). Late Order services cannot be guaranteed and will be confirmed individually.

On-site Orders are possible, but are subject to availability. A 100% surcharge will be charged for all On-site Orders and must be paid by credit card or in cash.

All prices are stated per event unless otherwise indicated.

All services are to be paid in full before the event; a **100% deposit is required**. The payment can be made either by bank transfer or by credit card. Bank transfer details will be sent together with the invoice.

You can find our payment gateway on our websites at www.exposale.cz/gpwebpay/index.php

Date :

Name / Signature:

Please send this form by e-mail to:
linda.skarkova@exposale.cz



EXHIBITOR:

Deadline : October 12th, 2022

Company:	Stand Size :	VAT number:
Address:		
Postcode:	Country :	
Contact person:		
Phone:	Cell phone:	
E-mail address:	Website:	

Consent to the processing of personal data

- The aforementioned Company hereby gives approval to the company Exposale – CZ s.r.o., with its official seat at Školská 33/3, 250 92 Šestajovice, VAT Nr.: 25226177, registered in the Commercial Register maintained at the Municipal Court in Prague, Section C 90690 (hereinafter only the „Controller“) in the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as „Regulation“) to process personal data as stated below:
-First name, surname
-Name of the company
-E-mail address
- It is permitted to process the name, surname, name of the company, phone number and e-mail on the respective approval and if necessary to process given data for marketing purposes and furthermore to process personal data for the identification of the client. Such information and data shall be processed by the Controller only for the duration of the exhibition and the duration of validity and effectiveness of the contract on the provision of services.
- You hereby provide your mutual consent to the processing of the data. The provision of personal data is voluntary. The consent may be withdrawn any time, and thus e.g. in writing and by sending e-mail a letter to the address of the company info@exposale.cz.
- The processing of personal data shall be done by the Controller, i.e. company Exposale-CZ s.r.o. Based on Exposale-CZ Regulations you have rights as a subject of personal data specified on the company website www.exposale.cz.

Date :

Name / Signature:

Please send this form by e-mail to:

linda.skarkova@exposale.cz



Deadline : October 12th, 2022

EXHIBITOR:

Company:	Stand No. :
Contact person:	E-mail address:
Phone:	Cell phone:

Please tick services ordered and specify number of items required :

ELECTRICITY

3,5 kW (single-phase, 230V, 16A, 50 Hz)	Unit Price 290 EUR / event	Units:	Total Price :
7 kW (single-phase, 230V, 2x16A, 50 Hz)	Unit Price 400 EUR / event	Units:	Total Price :
10,5 kW (single-phase 230V, 3x16A,50Hz)	Unit Price 570 EUR / event	Units:	Total Price :
10,5 kW (three-phase, 400V, 16A, 50Hz)	Unit Price 570 EUR / event	Units:	Total Price :
21 kW (three-phase, 400V, 32A, 50Hz)	Unit Price 930 EUR / event	Units:	Total Price :
Fridge socket (230V, max. 6A, 24 hours a day)	Unit Price 265 EUR / event	Units:	Total Price :
Spotlight 60W, adjustable (no. 5001)	Unit Price 42 EUR / event	Units:	Total Price :
Halogen reflector: extension jib, 50W, 40cm	Unit Price 53 EUR / event	Units:	Total Price :
Extension cable, 3m, 3 sockets, 10A	Unit Price 23 EUR / event	Units:	Total Price :
Rental of the fuse board	Unit Price 150 EUR / event	Units:	Total Price :

*Other than above stated items are available upon request.
Please note, prices do not include VAT.*

Declaration

**I honestly declare that all appliances used at our exhibition stand at the TLJ 3.0
have an electrical revision according to the Standard No. 331610.**

Date :

Name / Signature:

Please send this form by e-mail to:

linda.skarkova@exposale.cz





PRAGUE, 13-15 NOV 2022

Internet

EXHIBITOR:

Deadline : October 12th, 2022

Form with fields: Company, Stand No., Contact person, E-mail address, Phone, Cell phone

Please tick services ordered and specify the type of the internet connection and speed :

TYPE OF INTERNET CONNECTION

Table with 4 columns: Connection type, Unit Price, Days, Total Price. Rows: Wi-Fi connection, Wired connection

REQUIRED CONNECTION SPEED:

Table with 5 columns: Speed, Unit Price, Unit, Days, Total Price. Rows: 10 Mb, 20 Mb, 50 Mb

Other than above stated items are available upon request. Please note, prices do not include VAT.

Date :

Name / Signature:

Please send this form by e-mail to: linda.skarkova@exposale.cz





PRAGUE, 13-15 NOV 2022

Water and Drainage Cleaning - MANDATORY

Deadline : October 12th, 2022

EXHIBITOR:

Form with fields: Company, Stand No., Contact person, E-mail address, Phone, Cell phone

Please tick services ordered and specify number of items required :

WATER AND DRAINAGE

Water and Drainage Unit Price 480 EUR / event Units: Total Price :
(Water intakes / outlets are provided with thread endings. Water 1/2", drainage 1 1/2".)
The price includes the connection of the sink or the dishwasher by a plumber and the water consumption during the event.)
*The possibility of connection is only on request (depends on the expositions locations)

Sink Unit Price 115 EUR / event Units: Total Price :
(Does not include the water / drainage connection)

Dishwasher Unit Price 185 EUR / event Units: Total Price :
(Does not include the water / drainage connection)

CLEANING - MANDATORY

Stand Cleaning Unit Price 5 EUR / sqm / day Sqm: Days: Total Price :
(Cleaning of the floor, withdrawal of the wastebaskets, cleaning of the tables and desks, showcases. No cleaning of exhibited goods)

Other than above stated items are available upon request.

Please note, prices do not include VAT.

Date :

Name / Signature:

Please send this form by e-mail to: linda.skarkova@exposale.cz



PRAGUE, 13-15 NOV 2022

Schell Scheme Stand

Deadline : October 12th, 2022

EXHIBITOR:

Company:	Stand No. :
Contact person:	E-mail address:
Phone:	Cell phone:

Schell scheme package includes:

- Schell scheme stand construction: silver construction octanorm or isogon, white panels (height 2,5m)
- Fascia incl. company name (black colour, max. 20 letters, no logo)
- Waste bin
- 1x spotlight / 3sqm
- 1x extension cable with 3 sockets



PLEASE NOTE :

Electrical Power Supply is NOT INCLUDED in the Shell Scheme Package. Please refer to the Order Form "Electricity"

OPTION A - 2x2m - price 290 EUR

OPTION B - 3x2m - price 430 EUR

OPTION C - 4x2m - price 570 EUR

OPTION D - 3x3m - price 640 EUR

If you are interested in other shell scheme sizes, please fill in your request : m length x m depth

Yes, we wish to have a two sides open stand - please draw in the Schematic Plan

Yes, we wish to have a three sides open stand - please draw in the Schematic Plan

Please note, prices do not include VAT.

Date :

Name / Signature:

**Please send this form by e-mail to:
linda.skarkova@exposale.cz**





PRAGUE, 13-15 NOV 2022

Carpet Offer - MANDATORY

EXHIBITOR:

Deadline : October 12th, 2022

Company :	Stand No. :
Contact person:	E-mail address:
Phone:	Cell phone:

Carpet colours available - please mark your choice :



No. 1380
blue



No. 1964
red



No. 202
grey

Carpet colour

Price 17 EUR/ sqm

Stand Area in sqm:

Total Price :

**Other than above stated items are available upon request.
Please note, prices do not include VAT.**

Date :

Name / Signature:

**Please send this form by e-mail to:
linda.skarkova@exposale.cz**





PRAGUE, 13-15 NOV 2022

Fascia Text and Graphics

Deadline : October 12th, 2022

EXHIBITOR:

Company :	Stand No. :
Contact person:	E-mail address:
Phone:	Cell phone:

One text included in the Shell Scheme Stand. Maximum 20 characters. Arial Bold, capital letters, black colour.
Please specify below the required text for the fascia board of your stand:

Please tick required services :

Logo on the fascia (25 cm high)	Unit Price 95 EUR /pc	Units:	Total Price :
Print on the fascia - size 3000mm x 300mm (h)	Unit Price 110 EUR /pc	Units:	Total Price :
Logo/graphics on the info counter - size 930mm x 980mm (h)	Unit Price 120 EUR /pc	Units:	Total Price :
Print on 1 panel in the Shell scheme stand - size 930mm x 2350mm (h) - the silver poles are visible	Unit Price 150 EUR /pc	Units:	Total Price :
Print on a white board attached on the Shell Scheme construction - the silver poles are not visible			
1) size 1000mm (w) x 2480mm (h)	Unit Price 175 EUR /pc	Units:	Total Price :
2) size 2000mm (w) x 2480mm (h)	Unit Price 340 EUR /pc	Units:	Total Price :
3) size 3000mm (w) x 2480mm (h)	Unit Price 490 EUR /pc	Units:	Total Price :
Roll up incl. print , size 85cm (w) x 210cm (h)	Unit Price 190 EUR /pc	Units:	Total Price :

Please send your logo/ graphics through WeTransfer.com in printable PDF format including texts in curves, 300 DPI, 1:1, + 10mm bleeds.

Please specify your requirements:

**Other than above stated items are available upon request.
Please note, prices do not include VAT.**

Date :

Name / Signature:

**Please send this form by e-mail to:
linda.skarkova@exposale.cz**



PRAGUE, 13-15 NOV 2022

Furniture Catalog Schell scheme - Optional Extras



Armchair Margot
Colour : white
(no. 1)
Unit Price 70 EUR



Plastic conference chair
black
(no. 2)
Unit Price 50 EUR



Chair, chrome frame
padded, white beige
(no. 3)
Unit Price 70 EUR



Chair chrome
frame padded, black
(no. 4)
Unit Price 30 EUR



Chair chrome frame, padded, blue
(no. 5)
Unit Price 40 EUR



Plastic chairs, white
(no. 6)
Unit Price 60 EUR



Clear plastic chairs
(no.7)
Unit Price 55 EUR



Bar stool Valejjo
Colour: white
(no. 8)
Unit Price 60 EUR



Bar chair Manchester
Colour: white
(no.9)
Unit Price 60 EUR



Bar stool
type BOMBO
(no. 10)
Unit Price 50 EUR



Bar stool, type "Z"
(no. 11)
Unit Price 40 EUR



Bar table laminate
size 60cm/115cm
(no.12)
Unit Price 60 EUR



Table laminate size 80x80cm/70cm
Colour: white or wood
(no. 13)
Unit Price 45 EUR



Table laminate, size 120x80cm/70cm
Colour: white or wood
(no. 14)
Unit Price 45 EUR



Table laminate size 80cm/70cm
Colour: white or wood
(no. 15)
Unit Price 45 EUR



Round table, size 80cm/70cm
white wood and chrome
(no. 16)
Unit Price 65 EUR



Tabouret, size 40x40cm
Colour :white
(no. 17)
Unit Price 45 EUR



Conference table, glass
(no. 18) ..
Unit Price 50 EUR



Sofa, white, size 180cmx88cm/66cm
(other colours on request)
(no.19)
Unit Price 120 EUR



Conference table Lack, white wood
size 90cmx55cm/45cm
(no. 20) ..
Unit Price 60 EUR



Lockable cabinet
size 80cmx40cm/70cm
Colour: black or white
(no. 21)
Unit Price 60 EUR



Fridge 110l
(no.22)
Unit Price 120 EUR



Coffee machine Lavazza
Unit Price 100 EUR
Coffee capsules are not included
Unit price for 1 coffee capsule 0,5 EUR
(no. 23)



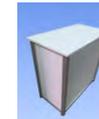
Water automat
incl. 19l water barrel
(no.23)
Unit Price 90 EUR



Showcase, 2 glass shelves
size: 100x50cm / 250cm
(no.25)
Unit Price 150 EUR



Showcase low
size: 100x50cm / 80cm
(no.26)
Unit Price 110 EUR



Welcome counter, 1 shelf, lockable
size: 100x50cm / 100cm
(no.27)
Unit Price 110 EUR



Brochure rack: type LITSTAND
(no.28)
Unit Price 65 EUR



Dragon Fly Banner incl. print
size: 85cm / 210cm
(no.29)
Unit Price 190 EUR



Waste basket
(no.30)
Unit Price 20 EUR

For more items please visit our web sites on <http://www.exposale.eu/rental-of-equipment>

PRAGUE, 13-15 NOV 2022

**Furniture
Schell scheme - Optional Extras**

Deadline : October 12th, 2022

EXHIBITOR:

Company:	Stand No. :
Contact person:	E-mail address:
Phone:	Cell phone:

Please, fill in catalogues numbers and number of pieces from furnitures catalog

<input type="checkbox"/> No. of Furniture Catalog:	Unit Price in EUR / event:	Units:	Total Price :
<input type="checkbox"/> No. of Furniture Catalog:	Unit Price in EUR / event:	Units:	Total Price :
<input type="checkbox"/> No. of Furniture Catalog:	Unit Price in EUR / event:	Units:	Total Price :
<input type="checkbox"/> No. of Furniture Catalog:	Unit Price in EUR / event:	Units:	Total Price :
<input type="checkbox"/> No. of Furniture Catalog:	Unit Price in EUR / event:	Units:	Total Price :
<input type="checkbox"/> No. of Furniture Catalog:	Unit Price in EUR / event:	Units:	Total Price :
<input type="checkbox"/> No. of Furniture Catalog:	Unit Price in EUR / event:	Units:	Total Price :
<input type="checkbox"/> No. of Furniture Catalog:	Unit Price in EUR / event:	Units:	Total Price :
<input type="checkbox"/> No. of Furniture Catalog:	Unit Price in EUR / event:	Units:	Total Price :
<input type="checkbox"/> No. of Furniture Catalog:	Unit Price in EUR / event:	Units:	Total Price :

Other requiements please fill in below .

**Other than above stated items are available upon request.
Please note, prices do not include VAT.**

Date :

Name / Signature:

**Please send this form by e-mail to:
linda.skarkova@exposale.cz**



EXHIBITOR:

Company name :	Stand No. :
Contact person:	E-mail:
Telephone:	Cell phone:

Please tick services ordered and specify number of items required :

AV Equipment

LCD monitor 42'' (incl. USB), full HD	Unit Price 160 EUR / 1 day	Units:	Days:	Total Price :
LCD monitor 50'' (incl. USB), full HD	Unit Price 180 EUR / 1 day	Units:	Days:	Total Price :
LCD monitor 60'' (incl. USB), full HD	Unit Price 250 EUR / 1 day	Units:	Days:	Total Price :

Please fill the required specification for LCD monitor:

HDMI Cable

VGA Cable

LCD Monitor Floor Stand 42'' - 50'', 170cm high	Unit Price 40 EUR / 1 day	Units:	Days:	Total Price :
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We wish to have the LCD screen mounted on wall in the Shell Scheme Stand - please draw the exact position in the Schematic Plan

Notebook, MS Office / Windows Vista	Unit Price 80 EUR / 1 day	Units:	Days:	Total Price :
LCD Monitor 32'' (self-standing)	Unit Price 110 EUR / 1 day	Units:	Days:	Total Price :
LCD Monitor 24'' (self-standing)	Unit Price 80 EUR / 1 day	Units:	Days:	Total Price :
LCD Monitor - Touch Screen 15'' - 22''	Unit Price 210 EUR / 1 day	Units:	Days:	Total Price :

Touch Screens to be used with MS Windows only.

Equipment other than stated above available upon request, please send your requirements to below e-mail and we will prepare an individual quotation. All the above prices are stated per item and PER 1 DAY.

Please note that prices do not include VAT.

Date :

Name / Signature:

**Please send this form by e-mail to:
linda.skarkova@exposale.cz**





PRAGUE, 13-15 NOV 2022

Hostess, Security, Helpers

Deadline : October 12th, 2022

EXHIBITOR:

Company:	Stand No. :
Contact person:	E-mail address:
Phone:	Cell phone:

Please tick services ordered and specify number of items required :

HOSTESS, SECURITY, HELPERS

- | | | | | | |
|---|---------------------------------|----------|--------|-------|---------------|
| <input type="checkbox"/> English speaking hostess
(4 hours per day minimum) | Price 32 EUR/hour | Hostess: | Hours: | Days: | Total Price : |
| <input type="checkbox"/> Individual Security | Price to be quoted individually | | | | |
| <input type="checkbox"/> Helper | Price 22 EUR/hour | Helper: | Hours: | Days: | Total Price : |

Please specify days, hours and your requirements :

Other than above stated items are available upon request.

Please note, prices do not include VAT.

Date :

Name / Signature:

Please send this form by e-mail to:

linda.skarkova@exposale.cz



PRAGUE, 13-15 NOV 2022

Floral Decoration

EXHIBITOR:

Deadline : October 12th, 2022

Company:	Stand No. :
Contact person:	E-mail address:
Phone:	Cell phone:

Please tick services ordered and specify number of items required :

DECORATIVE PLANTS RENTAL

Schefflera	Unit Price 75 EUR / event	Units:	Total Price :
Ficus Benjamina	Unit Price 70 EUR / event	Units:	Total Price :
Kentia (Palm)	Unit Price 72 EUR / event	Units:	Total Price :
Dracena Marginata	Unit Price 75 EUR / event	Units:	Total Price :



Schefflera



Kentia (Palm)



Ficus Benjamina



Dracena Marginata

FLOWER ARRANGEMENTS

Flower arrangement large	Unit Price 80 EUR / event	Units:	Total Price :
Flower arrangement small	Unit Price 65 EUR / event	Units:	Total Price :
Mixed bouquet in a glass vase	Unit Price 80 EUR / event	Units:	Total Price :

Other than above stated items are available upon request.

Please note, prices do not include VAT.

Date :

Name / Signature:

Please send this form by e-mail to:

linda.skarkova@exposale.cz



PRAGUE, 13-15 NOV 2022

Custom Stand - On Request

Deadline : October 12th, 2022

EXHIBITOR:

Company :

Contact person:

If you prefer to have a custom stand we would be glad to prepare the stand design and proposal. Of course if you have already your own design, please send it to us for price proposal.

For more information please contact directly Mrs. Linda Skarkova at email linda.skarkova@exposale.cz



Some of our references from congresses - for more references visit us on:

www.exposale.eu/atypical-expositions

Please send this form by e-mail to:

linda.skarkova@exposale.cz





PRAGUE, 13-15 NOV 2022

Standsketch

Deadline : October 12th, 2022

EXHIBITOR:

Company:

Please draw a sketch of your stand within the grid, indicating the aisles, the neighbouring stands and the places where you want different services (main electricity supply connection, telecommunications, etc.)

Date :

Name / Signature:



