



# ORDER FORM FOR PARTICIPATION /2019/

7. – 10. 2. 2019 | PRAGUE - HOLEŠOVICE EXHIBITION CENTRE

Preparation: 3. 2. – 6. 2. 2019 08.00 a.m. – 10.00 p.m.  
 Event date: 7. – 9. 2. 2019 10.00 a.m. – 06.00 p.m.  
 10. 2. 2019 10.00 a.m. – 04.00 p.m.  
 Dismantling: 10. 2. 2019 04.30 p.m. – 00.00 a.m.  
 11. 2. 2019 00.00 a.m. – 06.00 p.m.

TERINVEST, spol. s r.o.,  
 trade fair management  
 Bruselská 266/14, 120 00 Prague 2, CZ  
 Phone: +420 221 992 151  
 E-mail: drevostavby@terinvest.com  
 Reg. No.: 48115592, Tax No.: CZ48115592  
 Bank: ČSOB, account No.: 3809761/0300

www.drevostavby.eu

| EXHIBITOR  |                |                                      |  |                          |                    |
|--|----------------|--------------------------------------|--|--------------------------|--------------------|
| Business name:*  |                |                                      |  |                          |                    |
| Reg. No.:  |                | Tax No.:                             |  |                          |                    |
| Street:  |                | Town:                                |  | ZIP:                     |                    |
| Contact person:  |                |                                      | E-mail to the contact person:                                      |                          |                    |
| Phone/gsm:   |                |                                      |  |                          |                    |
| Postal address /if different/:   |                |                                      |  |                          |                    |
| CO-EXHIBITOR /We charge 5 000 CZK for each co-exhibitor. In case of more co-exhibitors use an attachment to complete the data, please. /                                 |                |                                      |  |                          |                    |
| Business name:   |                |                                      |  |                          |                    |
| Reg. No.:  |                | Tax No.:                             |  |                          |                    |
| Street:  |                | Town:                                |  | ZIP:                     |                    |
| Contact person:  |                |                                      | E-mail to the contact person:                                      |                          |                    |
| Phone/gsm:   |                |                                      |  |                          |                    |
| Postal address /if different/:   |                |                                      |  |                          |                    |
| REGISTRATION IN THE CATALOGUE OF EXHIBITORS /For correct inclusion in the online catalogue of exhibitors on the fair website. /  |                |                                      |  |                          |                    |
| Nomenclature No.:  |                | E-mail in the catalogue:             |  |                          |                    |
| Website:   |                | E-mail for booking business meeting: |  |                          |                    |
| OBLIGATORY ORDER OF EXHIBITION SPACE /Prices are without VAT. The price of the exhibition space does not include costs for a booth construction or technical services. / |                |                                      |  |                          |                    |
| Exhibition space /min. 6 m <sup>2</sup> /  | m <sup>2</sup> | width x depth /m/                    | till 30. 9. 2018   | from 1. 10. 2018         | Total price        |
| Exhibition space without stall up to 49 m <sup>2</sup>   |                |                                      | 2 250 CZK/m <sup>2</sup>   | 2 450 CZK/m <sup>2</sup> |                    |
| Exhibition space without stall 50 - 99 m <sup>2</sup>  |                |                                      | 2 050 CZK/m <sup>2</sup>   | 2 250 CZK/m <sup>2</sup> |                    |
| Exhibition space without stall 100 m <sup>2</sup> and more   |                |                                      | 1 850 CZK/m <sup>2</sup>   | 1 950 CZK/m <sup>2</sup> |                    |
| Outdoor exhibition space   |                |                                      | 1 200 CZK/m <sup>2</sup>   | 1 300 CZK/m <sup>2</sup> |                    |
| <b>Corner type</b><br>/2 sides open, min. 15 m <sup>2</sup> /  | surcharge      |                                      | <b>Half-island type</b><br>/3 sides open, min. 50 m <sup>2</sup> / | surcharge                |                    |
| <input type="checkbox"/> YES   | +10%           |                                      | <input type="checkbox"/> YES                                       | +15%                     |                    |
| <b>Island type</b><br>/4 sides open, min. 60 m <sup>2</sup> /  | surcharge      |                                      | <b>Location on main hallway</b><br>/min. 20 m <sup>2</sup> /       | surcharge                |                    |
| <input type="checkbox"/> YES   | +20%           |                                      | <input type="checkbox"/> YES                                       | +20%                     |                    |
| Compulsory insurance of exhibitor  |                |                                      |  |                          | <b>550 CZK</b>     |
| Registration fee   |                |                                      |  |                          | <b>4 500 CZK</b>   |
| Registration fee for co-exhibitor <input type="checkbox"/> 5 000 CZK / 1 co-exhibitor  |                |                                      | number of co-exhibitors:   |                          |                    |
| <b>Afterparty for exhibitors, 7<sup>th</sup> February 2019, 6:30 PM</b>  |                |                                      | <b>1 person / 350 CZK</b>  |                          | number of persons: |
|  |                |                                      |  |                          | <b>TOTAL:</b>      |
| Required height of a stand above 2,5 m <input type="checkbox"/> YES height: m  |                |                                      |  |                          |                    |
| Load of stand over 350 kg/m <sup>2</sup> <input type="checkbox"/> YES load: kg/m <sup>2</sup>  |                |                                      |  |                          |                    |
| Other notes for a stand location:  |                |                                      |  |                          |                    |

**\* Required**

Prices are without VAT. The price of the exhibition space does not include costs for a booth construction nor technical services (power, water supply etc.).

TERINVEST, spol. s r.o., is entered on the Trade Register administrated by the Municipal Court in Prague, division C, enclosure 16744.

We declare that we have acquainted ourselves and agree with the terms and conditions of participation in the trade fair organized by TERINVEST.

We declare we agree with sending information to our contact details and we agree with processing and saving our personal data in accordance with EU General Data Protection Regulation (GDPR).

I grant permission to TERINVEST spol s r.o. to send me commercial information in an electronic form, in accordance with Act no. 480/2004 Coll. This permission can be withdrawn anytime in the future by sending a text „stop“ to drevostavby@terinvest.com.

Signature of exhibitor:

**Confirmation for participation:**

Date\*

Confirmation of TERINVEST, spol. s r.o.

Signature, stamp of exhibitor.\*

# GENERAL TERMS AND CONDITIONS FOR TRADE SHOWS/EXHIBITIONS ORGANISED BY TERINVEST

## I. Organizer

TERINVEST, spol. s r.o., Bruselská 266/14, 120 00 Praha 2 (herein 'TERINVEST')

## II. Exhibitor

Any person or legal entity participation of whom/which on a trade show/exhibition has been confirmed by TERINVEST by validating a binding application form.

## III. Application and assignment of space

**III.1.** The application form filled out properly and submitted to TERINVEST, to which a booking form for the exhibit space is affixed, is deemed to be a binding and irrevocable order by the Exhibitor. TERINVEST shall decide on any accepting, rejecting or reducing the order of the exhibit space at its sole discretion without any obligation of reasoning any such decision. No application shall be accepted if Participant's line of business does not comply with the nomenclature of the trade show/exhibition. The contractual relationship, i.e. the Contract, shall be established upon confirmation of the application form, to which a binding booking form for the exhibit space is affixed, unless the order for the exhibit space is reduced by TERINVEST; if this is the case, this reduction shall establish a new proposal of the Contract, which shall be entered into based on accepting such TERINVEST's proposal by the Exhibitor. A letter of acceptance shall be sent by TERINVEST and accompanied by an invoice for a down payment of the rental fee including breakdown of relevant VAT.

**III.2.** Once the down payment of the rental fee in the amount specified by TERINVEST and the full registration fee and after the final processing of Order Forms has been covered by the Participant, a Letter of Location shall be sent to the Exhibitor by TERINVEST through which the space booked and stand number is assigned to the Exhibitor. At the same time, an invoice for a down payment of the remainder of the rental fee including relevant VAT is raised by TERINVEST. A full payment of the rental and registration fee including any relevant VAT is a precondition for handing over the exhibit space within a specified date. An invoice for additional services supplied in the course of the trade show shall be raised by TERINVEST within 14 days upon the closing date of the trade show/exhibition.

**III.3.** The location allocated to the Exhibitor may be changed at the discretion of TERINVEST without any Exhibitor's consent, of which, however, the Exhibitor shall be notified without any delay. In such case, the Exhibitor will not be entitled to any compensation for damage suffered based on the alteration of the stand location.

**III.4.** The space allocated may not be rented by the Exhibitor to any other third party, with a joint participation of several enterprises on a single exhibit being the only exception. In such case, the Exhibitor shall be obliged to cover a co-exhibitor's registration fee for every additional enterprise. In case of breach of the provision above, the Exhibitor will be obliged to cover a double co-exhibitor's registration fee in the course of the event.

**III.5.** If the Exhibitor fails to pay the amounts above, i.e. the full rental fee, as well as any down payment due within the periods specified on the invoices, any such Exhibitor's delay shall be deemed a substantial breach of contractual obligations, and TERINVEST shall be entitled to withdraw from the Contract and refuse the Exhibitor to enter the premises. In such case, TERINVEST shall be entitled to require that a contractual penalty be paid in the total amount of the down payments already raised.

## IV. Exhibit space rental fee and registration fee

**IV.1.** Any rental fee for sheltered as well as open space shall be specified in the booking form for the space and trade show/exhibition stand construction. The rental fee shall be specified based on the size of the space, where each incomplete square metre shall be charged as complete. The rental fee shall be specified for the period of preparation work, the event as such and clearing of the stand, and shall include: the exhibit space, primary lighting, heating, fire prevention, cleaning in the premises outside the area of stands, general night surveillance and guarding of the exhibition premises, operation of cloakrooms, toilets, production and publicity and exhibitor's third party liability insurance.

**IV.2.** The exhibitor's and co-exhibitor's registration fee shall be a non-reimbursable payment. It shall cover the following items: including the basic data in the catalogue and information system related to the event, assembly staff and exhibitor's ID cards, where the number depends on a total area of the exhibit, vouchers for free entrance for business partners and five free tickets. The amount of the registration fee shall be specified in the binding application form.

## V. Terms of payment and sanctions

**V.1.** The Exhibitor undertakes to pay to TERINVEST for any and all provided services within the due date as specified in the invoice. If the amount invoiced is not paid by the Exhibitor within the due date as specified in the invoice at the latest, an interest at the rate of 0.1% from the amount that had not been paid within the due date is hereby set up by the Parties for each day of the delay. This arrangement above shall not affect any TERINVEST's right to withdraw from the Contract as stipulated by the section III 5.

**V.2.** If the Exhibitor's participation at a TERINVEST's trade show/exhibition is cancelled or the exhibit space obligatorily booked is reduced by the Exhibitor, any already covered amount of the rental fee or a proportionate part thereof shall be returned to the Exhibitor if a letter of cancellation in writing relating to the booked space or a part thereof is delivered to TERINVEST no later than five months prior launching the trade show/exhibition. Any registration fee already paid shall be fully forfeited.

**V.3.** Any earlier cancellation in writing of an exhibit space already booked or a part thereof by the Exhibitor than five months prior launching the trade show/exhibition shall be deemed a breach of Exhibitor's obligation of regular participation and in such case the Exhibitor shall be obliged to pay to TERINVEST a contractual penalty as follows:

- a) 50% of the rental fee for the exhibit space that had been obligatorily booked if the cancellation takes place sooner than five months prior launching the trade show/exhibition, and
- b) Full rental fee as primarily agreed if the cancellation takes place sooner than two months prior launching the trade show/exhibition. Any registration fee already paid shall be fully forfeited.

## VI. Set up, operation and disposal of exhibits

**VI.1.** The Exhibitor shall have the right of placing an order for building the stand and any additional services related to the stand furnishing with any vendor. The Exhibitor shall have the right of using Exhibitor's own stand and equipment.

**VI.2.** The maximum height of the exhibits including banners shall be 3 m unless permitted otherwise at the sole discretion of TERINVEST. The exhibitor is, during assembly and the exhibition, fully responsible for obeying Technical-Safety Regulations and Organizing Instructions of TERINVEST, which are an integral part of the General Conditions. The Technical-Safety Regulations are stated in the Catalogue of booth construction services for the AMPER trade fair and also on [www.amper.cz](http://www.amper.cz). Design of any exhibit consisting of an additional level above the ground must be submitted to TERINVEST for approval. In addition, the Exhibitor shall be obliged to submit to TERINVEST a structural engineer's certificate for any exhibit consisting of an additional level above the ground on day of launching the trade show/exhibition at the latest.

**VI.3.** The Exhibitor shall be obliged to submit to TERINVEST a design plan of the exhibit within a specified date prior launching any preparation work. Any architectural design of the exhibit may not be restricting any other exhibits in the neighbourhood. Stands are to comply with fire prevention conditions (see Technical-Safety Regulations). Projects of multi-storey stands must be submitted to the Fair Administration fire-fighting 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.

**VI.4.** If the back part of the exhibit exceeds 2.5 m in height, it must be designed to not visually disturb the look of the neighbouring exhibits.

**VI.5.** The Exhibitor shall be obliged to check and comply with the heights, carrying capacity, or also other technical parameters that exceed the standard parameters specified in the booking form or those existing in the exhibition premises, e.g. sizes of doors, etc.

**VI.6.** Any order for power and water supply as well as a telephone line may be placed by the Exhibitor exclusively with TERINVEST within a specified date prior launching the trade show/exhibition.

**VI.7.** Any assembly work related to the Exhibitor's own stand can be carried out only within a time specified by TERINVEST at its sole discretion. When building exhibits, the Exhibitor shall be fully responsible for activities of a builder company authorized by the Exhibitor in the exhibition premises.

**VI.8.** The Exhibitor or any company authorised by the Exhibitor may not clear any exhibit items and exhibit as such before the trade show/exhibition is over.

**VI.9.** Any damage caused by defective wiring inside the exhibit shall be a full responsibility of the Exhibitor. The Exhibitor must submit to TERINVEST an inspector's report concerning the wiring inside the exhibit made by an authorized engineer on the day of launching the trade show/exhibition at the latest.

**VI.10.** The Exhibitor shall be responsible for the exhibit space and any equipment and installations rented by TERINVEST; the space and any such equipment and installations must be returned undamaged when the event is closed. If the exhibit space, exhibition premises and any equipment and installations rented by TERINVEST are damaged, fouled or contaminated by the Exhibitor, any such damage caused must be fully covered by the Exhibitor to TERINVEST.

**VI.11.** The Exhibitor shall be obliged to dispose of any waste borne by the Exhibitor on Exhibitor's account. To fulfil this, the Exhibitor shall be obliged to book waste containers or remove any such waste by Exhibitor's own means. Following the disassembly, the Exhibitor must hand over the exhibit space cleaned up and undamaged, which must be recorded by means of a hand over certificate in writing made by and between the Exhibitor and TERINVEST. If the Exhibitor fails to hand over the exhibit space as required, TERINVEST shall be entitled to charge a contractual penalty of CZK 100 / 1 m<sup>2</sup> of the booked exhibit space corresponding to the cleaning expenses.

**VI.12.** The Exhibitor undertakes to adhere to the times of entry into and departure from the exhibition premises as specified by TERINVEST. All Exhibitor's personnel shall be obliged of bearing Exhibitor's ID cards in a visible manner over the period of the trade show/exhibition.

**VI.13.** In the exhibition halls is forbidden smoking and manipulation with open fire.

## VII. Promotion and publicity

**VII.1.** The Exhibitor shall be entitled to presenting Exhibitor's basic data in the Trade Fair Guide. The Exhibitor shall have the right of publishing additional information about the Exhibitor's company in the online catalogue.

**VII.2.** The Exhibitor shall be entitled to promoting the Exhibitor's products solely in Exhibitor's own exhibit. Installation of company's eye-catchers, distribution of leaflets or sticking promotional or info materials outside 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. No presentation of the Exhibitor may disturb or restrain any other neighbouring exhibit. Any posters, banners and other promotional media may be placed outside the exhibit only where specified by TERINVEST; any such placement shall be subject to special charges. Any presentation may be prohibited or limited by TERINVEST in case that noise, dust, waste products and vibrations are generated and normal operation of the event is affected. Fees related to operating any musical production at the stand or any other presentation within the trade show/exhibition shall be arranged by the Exhibitor alone. 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 Administrator only.

**VII.3.** The Exhibitor thereby agrees with forwarding offers and proposals related to Exhibitor's participation on the trade show/exhibition in accordance with Act 480/2004 Coll. on advertisement control.

**VII.4.** In accordance with Act 121/2000 Coll., copyright act, the Exhibitor thereby grants its consent to TERINVEST with production of and publishing sound and picture records related to presenting TERINVEST and/or any exhibition or trade show, in which the Exhibitor was participating, without any Exhibitor's right for compensation.

**VII.5.** TERINVEST shall be entitled to using any text and picture data and materials submitted by the Exhibitor in order to promote and present TERINVEST and/or any exhibition or trade show, in which the Exhibitor was participating.

**VII.6.** In accordance with the EU General Data Protection Regulation (GDPR), TERINVEST as the organizer has a right to process, save and store personal data obtained from the Exhibitor, in order to properly organize the fair or exhibition in which the Exhibitor participates and to which Exhibitor gives a full permission.

## VIII. Losses and insurance

**VIII.1.** TERINVEST shall not be responsible for any Exhibitor's and/or co-exhibitor's loss and destruction of or any damage to exhibited items, equipment and installations within the stand, merchandise, packages and packaging materials, no matter if any such destruction or any other damage took place before opening, in course of, or after closing the trade show/exhibition. TERINVEST shall arrange for general night surveillance and guarding of the exhibition premises. Any case of stealing any exhibited item must be reported by the Exhibitor to the Police Department. Any compensation for the damage will be only possible via an insurance company. In order to make this possible, the Exhibitor shall arrange a policy concerning the insurance of any exhibited items, exhibit installations, and merchandise or materials displayed.

**VIII.2.** The act of booking shall include establishment of Exhibitor's third party insurance arranged by TERINVEST, where the Exhibitor undertakes to cover the related insurance rate as a part of the rental fee. The Exhibitor shall be insured within the third party liability insurance in connection with Exhibitor's activities, where the insurance benefit shall make up to CZK 1 million, and Exhibitor's contribution shall make CZK 10,000.

**VIII.3.** The Exhibitor is free to place an order for a special guarding of the Exhibitor's stand with TERINVEST.

## IX. Final provisions

**IX.1.** If TERINVEST is unable, as a result of circumstances for which TERINVEST cannot be held responsible (force majeure), to open the trade show/exhibition in question or arrange for the activities of such trade show/exhibition, either fully or in part, it shall notify the Exhibitor without any delay. All and any obligations established upon the contract on Exhibitor's participation already signed shall expire and the Exhibitor shall not be entitled to any claim for compensation of any damage incurred.

**IX.2.** If TERINVEST is unable, as a result of circumstances for which TERINVEST cannot be held responsible, to realize the trade show/exhibition in question or make sure such trade show/exhibition can take place at its regular venue, Prague - Holešovice, it shall have the right of relocating any such exhibition/trade show onto another venue, i.e. exhibition premises in the territory of the Czech Republic that are relevant to the importance and extent of the exhibition/trade show, to be specified by TERINVEST. The Exhibitor shall be notified of such fact by TERINVEST and at the same time informed on the new location of the Exhibitor's stand within the new venue. The right of changing the venue mentioned above can be applied by TERINVEST three months prior scheduled opening of the exhibition/trade show at the latest. The change of venue shall not affect the Exhibitor's obligation of fulfilling the Exhibitor's duties resulting from the signed contract on participation.

**IX.3.** Any alterations and additions to this contractual relationship shall not be valid and take effect unless agreed in writing.

**IX.4.** Any Exhibitor's claims towards TERINVEST must be raised by means of TERINVEST's responsible staff member in writing once any defect is found without any delay, however, on the last day of the exhibition/trade show at the latest, otherwise such Exhibitor's right shall expire.

**IX.5.** The Exhibitor shall have the right to claim the amount that is equal to maximum of 100% of fully covered payments for rental of the exhibit space as compensation for damage, which shall be at the same time the maximum foreseeable damage incurred as a result of breach by TERINVEST.

**IX.6.** Any contractual relationships shall be subject to the Czech law.