

NOMENCLATURE – “FOR HABITAT 2004” INTERNATIONAL FAIR

1. Furniture	10. Electrical appliances and household accessories	17. Renovation of parts of constructions
1.1 Furniture for living rooms	10.1 Refrigerators, freezers	17.1 Windows and doors
1.2 Furniture for kitchens	10.2 Washing and drying machines	17.2 Roofs and roof coverings
1.3 Furniture for dining rooms	10.3 Dishwashing machines	17.3 Traditional and maintenance plasters
1.4 Furniture for dormitories	10.4 Cookers, heaters, ovens	17.4 Building chemicals
1.5 Furniture for children's rooms	10.5 Air washers and cleaners	17.5 Brick and ceramic materials
1.6 Furniture for bathrooms	10.6 Robots, mixers	17.6 Renovation of wooden structures
1.7 Furniture for antechambers	10.7 Sewing machines	17.7 Maintenance and rehabilitation - dehumidification, desalination
1.8 In-built cases and closets	10.8 Knitting machines	17.8 Maintenance and rehabilitation after biological pests attacks
1.9 Rattan furniture	10.9 Vacuum cleaners and flat-irons	17.9 Heating
1.10 Relaxation and rehabilitation furniture	10.10 Audiovisual technology	17.10 Floors
1.11 Garden furniture	11. Drugstore products for households	17.11 Tinsmith's works
1.12 Furniture components	12. Security systems	17.12 Special works
2. Special furniture	12.1 Safety doors and locks	
2.1 Office furniture	12.2 Safes and vaults	
2.2 Furniture for banks, hotels and restaurants	13. Heating systems	18. Materials and products for renovations and modernisation
2.3 Metal furniture	13.1 Stoves	18.1 Surface treatments of ceilings and walls, wallpapers
2.4 Others	13.2 Fireplaces and tile stoves in interiors	18.2 Sanitary ceramics, saunas, shower enclosures and WC
3. Materials for furniture production and renovation	13.3 Heating bodies of all types	18.3 Tiling and paving systems
4. Textiles for residential applications	13.4 Floor and ceiling heating systems	18.4 Windows, doors, fittings and components
4.1 Carpets	13.5 Local heating bodies	18.5 Lower ceilings and foils
4.2 Curtains, drapes	13.6 Heat exchangers and heat tanks	18.6 Staircases, railings, ladders
4.3 Covering and decorative stuffs, wallpapers	13.7 Heaters for domestic hot water preparation	18.7 Floors, floor systems, floor coverings
4.4 Bed clothes, pillows and blankets	13.8 Radiators	18.8 Cleaning zones and mats
4.5 Bathroom textiles	13.9 Thermal pumps	18.9 Louvers, Venetian blinds, sun blinds
4.6 Table linen, tablecloths, tablemats, etc.	13.10 Heating systems with untraditional heat sources	18.10 Doors and gates
5. Haberdashery	14. Services for living	18.11 Roof coverings
6. Household and residential accessories	14.1 Construction and funding of a house or apartment	18.12 Building materials
6.1 Kitchen and dining equipment	14.2 Residential buildings and their parts	18.13 Insulation materials
6.2 Dishes, cutleries, knives and scales	14.3 Additional buildings and superstructures	19. Residential renovation of technical equipment
6.3 Glass, china, ceramic products and mirrors	14.4 Garages, parking facilities and their equipment	19.1. Electrical installations
6.4 Flowers, fountains, air humidifiers	14.5 Offers of building firms	19.2. Water installations and sewerage systems
6.5 Home intercoms	14.6 Offers of architectonic ateliers and designing firms	19.3. Gas installations
6.6 Clocks and alarms	14.7 Financial and legislative advisory services	19.4. Heating and energy savings
6.7 Gift articles and souvenirs	14.8 Offers of insurance companies, building savings banks with state subsidy schemes and mortgage banks	
7. Small architecture for interiors	14.9 Offers of real estate agencies, investors, developers	20. Professional advisory services
7.1 Stone sculpture elements	15. Services for households	21. Professional literature, sector-based methodologies, legal regulations
7.2 Locksmith's bespoke production	15.1 Clearing, disposal and cleaning	
7.3 Blacksmith's works	15.2 Moving places, decoration and painting	22. Unions, professional societies, schools, associations and institutes
7.4 Glass in architecture	15.3 Repairs and services	
7.5 Porcelain and ceramics in architecture	16. Regeneration of buildings and apartments	
7.6 Wood in architecture	16.1 Service core regeneration	
7.7 Antique furniture	16.2 Kitchen fitment renovation	
7.8 Replicas of antique and period furniture	16.3 Renovation of wardrobes and in-built cases	
7.9 Statues, ornamental sculptures, carvings	16.4 Balconies and loggias	
7.10 Pictures, posters	16.5 Replacement of windows and doors	
7.11 Artistic trades	16.6 Floor renovation	
7.12 Galleries	16.7 Thermal barriers and insulation	
8. Modern designs in residential architecture		
8.1 Luxurious accessories for residential premises		
8.2 Interior textiles		
8.3 Decorative elements and materials		
9. Illumination		
9.1 Indoor		
9.2 Outdoor		
9.3 Special		

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March 11 - 13, 2004
Prague Letňany Exhibition Centre

for internal use only

registration number: _____ **date:** _____

Deadline for Binding Applications is December 31, 2003

Company _____ Country _____

Address: Street _____ City _____ Post code _____

Telephone incl. prefix _____ Fax incl. prefix _____

Contact person _____ Telephone incl. prefix _____ Fax incl. prefix _____

Mobile phone _____ e-mail _____

Director (full title) _____

*If the exhibitor applies for space via an advertising agency the name and address of this agent can be given below: all correspondence and invoices will be sent to the address of this agency if its DIC and ICO are filled in. The fields below can also be used if correspondence and invoices are to be sent to any address other than the one given above. NB: DIC and ICO must be given for invoicing purposes.
 (DIC - Tax Identification Number. ICO - Company Registration Number)*

Company _____ Country _____

Address: Street _____ City _____ Post code _____

Telephone incl. prefix _____ Fax incl. prefix _____

Contact person _____ Telephone incl. prefix _____ Fax incl. prefix _____

Mobile phone _____ e-mail _____

DIC _____ ICO _____ Bank connection _____

We hereby order an exhibition area at the trade fair

in the section number _____
 - see the nomenclature (fill in)

INDOOR AREA Width _____ m x Depth _____ m (state only whole metres); in total m² _____ mark with bellow
 (area only, without stand building)

row 60 EUR/m² with open front

corner 63 EUR/m² with two open sides min. area: 15 m²

U - shape 65 EUR/m² with three open sides min. area: 40 m²

island 80 EUR/m² with four open sides min. area: 80 m²

deduction from ordered areas: - 10% from the area over 20 m² (incl.) - 15% from the area over 40 m² (incl.) - 20% from the area over 100 m² (incl.)

surcharge for double floor part of exposition
 25 EUR/m² _____ number of m² _____

Total height of the stand should be _____ cm. The highest point above a 300 cm stand height would be a further _____ cm
 (if this data is not given we will assume that an overall height of 250 cm for the whole area of the stand will be sufficient)

The fee for the total height of the stand and the dominant over 300 cm at expositions smaller than 50 m² - 130 EUR (not related to double floor expositions and standards)
 high dominant over 300 cm YES NO standard (flag) YES NO

OUTDOOR AREA 30 EUR/m² width _____ m x depth _____ m (state whole m only); in total m² _____
 (no stand building included) min. area 12 m²: The area ordered must be sufficient to include **the outer edge of the stand roof**

After receiving the Binding Application we will send you the Advance Invoice for the area charge and the Registration Fee; and after it's paid we will send you the plan of the fair grounds showing the location of your area. We will also send you the Order for Services. This will enable you to order exhibition stands including movable equipment, parking space and advertising, and will provide you with information about the other services.

The Exhibitor Registration Fee is 130 EUR (all prices not including VAT)

In advance we order the erection of our stand by ABF YES NO

If NO, please give name of the company written will do the work _____

The price of standard stands cca 25 - 27 EUR/m² (excluded VAT)

We hereby declare that we understand and accept ABF's Commercial conditions for the participation of exhibitors at the HABITAT 2004 trade fair, which are an integral part of this application form (see page 1a). We take for our information that all prices are given without VAT. We undertake to pay all Advance Invoices and also the Final Invoice including VAT.

place, date _____

stamp, signature _____

Note: The application is only valid when the place, date, stamp and signature are given.

Article 1. - Exhibitors' participation at the fair and assignment of areas

1.1 The basic precondition for the participation at the Fair is the delivery of the properly completed Binding Application to ABF, a.s. (hereinafter referred to as ABF only) by the closing date provided for herein and the payment of the advance for the required area including the Registration Fee within the due term stated in the invoice.

1.2 After the receiving the Binding Application ABF will send to the Exhibitor the confirmation of the receipt of the binding application and an advance invoice for the ordered area and for the amount:

- a/ - in the case of Applications evidently delivered to ABF by mail or in person by December 31, 2003 including
 - 60 % of the price of lease for the ordered area and Exhibitor's Registration Fee in full amount. The Exhibitor will only be registered when the advance payment is evidently on the ABF's account. The remaining part of the area lease amounting to 40% of the total price is due to payment on the basis of an invoice issued by February 15, 2004.
- b/ - in the case of Applications evidently delivered to ABF after December 31, 2003
 - 100 % of the price of lease for the ordered area and Exhibitor's Registration Fee. The Exhibitor will only be registered when the advance payment is evidently on the ABF's account.

The contractual term is caused by the confirmation of the binding application from the side of ABF, a.s.

1.3 In exceptional situations, negotiated with the Exhibitor beforehand, ABF reserves the right to reduce the ordered area, to change its shape and location - the order of the participation is binding for the Exhibitor also in this case.

1.4 The advance invoice for the ordered services will be sent by ABF to the Exhibitor before the beginning of the Fair and its full payment will be a precondition for the beginning of the assembly of the exposition. The final invoice including a deduction of advances will only be sent by ABF to the Exhibitor after the finishing of the Fair. If the Exhibitor fails to settle the charges for the area lease and/or the Exhibitor's Registration Fee in full amount and due term, ABF will confirm the allocation of the area lease to another applicant without the original Applicant being allowed to claim ABF for possible expenditures incurred. If the confirmed area is not available to the Exhibitor for reasons caused by ABF, the Exhibitor is entitled to the reimbursement of the lease charge paid. ABF will not accept and will not indemnify any claims for damages which the Exhibitor could have incurred for this reason.

Article 2. - Terms of Payment

2.1 Basic price of the lease and Registration Fee includes:

- Lease for the area during the assembly, Fair and dismantling
- Insertion into the Fair Catalogue to the extent of data stated in the Order of Registration into the Catalogue
- Insertion into the orientation system of the Fair
- Five Exhibitor's Cards for the firms with an ordered area up to 30 m²
- One Exhibitor's Card for each 10 m² (including a part of this area) exceeding the area of 30 m²
- Fair Catalogue in a printed form

2.2 Basic price of the lease and registration fee does not include:

- External walls of the stand nor any other equipment of the stand, nor the walls of the neighbouring stands. For each of the other firms which the Exhibitors will present in their expositions (by the presentation of exhibits, with an advertisement panel, company logo, commercial name, folders, video programmes, etc.) the Exhibitor is obliged to pay the Co-exhibitor's Registration Fee. The firm properly registered in this way will be presented in the Fair Catalogue to the full extent as Exhibitor. **In the case of any breach of this principle the Exhibitor will be obliged to pay the Co-exhibitor's registration Fee in a double amount during the Fair.**
- other records about the firm - i.e. branches, affiliates, business representations, etc. This data will be subject to payment.

2.3 Cancellation Conditions

ABF will keep the below stated percentages of the price of fulfilment, depending on the term of possible cancellation of the Binding Application by the Exhibitor:

- 30 % on the cancellation of the Binding Application by the Exhibitor in the term from January 31 to February 10, 2004 inclusive
- 60 % on the cancellation of the Binding Application by the Exhibitor in the term from February 10, 2004 to March 1, 2004 inclusive
- 100 % on the cancellation of the Binding Application by the Exhibitor in the term from March 1, 2004 to the commencement of the Fair

2.4 Registration Fees shall not be returned, nor any part thereof, regardless of the term of the cancellation of the Binding Application.

2.5 Mentioned prices does not include VAT

Article 3. - Exhibition area

3.1 ABF leases:

- indoor exhibition area without any equipment, with the possibility of power supply, water pipeline, sewerage, telephone and cleaning facilities on the basis of the Application. Minimum depth of the expositions is 3 m. Minimum sizes of the exhibition areas are stated in the Binding Application for the Participation of the firm.
- outdoor exhibition area on the dedicated free areas of the Exhibition Centre. Minimum areas of the expositions situated on the outdoor area are 12 m², in the case of ordering an assembled stand ("Montistand") for the outdoor area the minimum exhibition area is 16 m².

3.2 If the exhibiting firm by itself does not provide the stand or if it does not order its erection by ABF it will have only the ordered exhibition area without borders at its disposal. The architectural concept in the exhibition halls counts on the implementation of the classical rectangle exhibition raster within which the following exhibition areas will be available:

- row areas with free front side
- corner areas with two open sides - along which the visitors walk
- U-shape areas (front) with three open sides - along which the visitors walk
- island areas where all of the four sides are free.

Article 4. - Safety and insurance

The Exhibitors are not allowed to store or use in their expositions or in the territory of the Exhibition Centre any combustible and radioactive substances, exploding materials, acids, poisons and other health harming substances. The Exhibitors are obliged to observe the technical, fire and safety regulations which are in force. At the Exhibition Centre ABF is not responsible towards the Exhibitors and their Co-exhibitors for any losses, destruction or any damage concerning the exhibits, equipment and outfit of the stands, goods, packages, packing materials whatsoever, whether the loss, destruction or other damage occurred during the assembly, transportation or during the Fair. Therefore the Exhibitors **are obliged to have all the exhibitions and above mentioned materials insured**, it applies to the Exhibitors' own materials as well as to those belonging to their Co-exhibitors and for the entire period of their presence at the Exhibition Centre, such an insurance being made against any danger that can be considered in the connection with the Exhibitors' property.

Article 5. - Technical and fire regulations, energy usage regulations and directive for the use of temporary electrical installation

During the time of the Fairs as well as during the assembly and dismantling works **smoking and naked flame handling is prohibited in all of the indoor areas.**

The Exhibitors are obliged to observe, during the assembly, in the course of the Fairs and during the dismantling, law regulations of the Czech Republic and technical standards for the above mentioned areas including work safety regulations and handling all technical equipment. Furthermore, the Exhibitors are obliged to observe appropriate fire regulations valid for individual exhibition areas and the instructions of the authorised members of the fire assistant service and by the ABF staff. Temporary electrical devices must be in accordance with the ČSN 341090 standard and must comply with all other electrotechnical regulations in force. The electrical installation works can only be carried out by a firm duly authorised to do so, i.e. possessing the "Certificate of Competence according to the Law No. 174/1968 Coll., § 4 part f and § 3 par. 2 of the ČÚBP and ČBÚ Regulation No. 20/1979 Coll."

Article 6. - Basic preconditions for the erection of the stand

The erection of the stand is offered and carried out by ABF. The Exhibitors who will not make any use of this offer and who prefer to ensure the erections of their stands by themselves or through their agencies are obliged to produce the ground plan and front view of the stand with the marking of dominant heights for approval to be given by ABF, not later than January 31, 2004 and to announce the name of the implementation firm. The Exhibitors are obliged to maintain the raster of the exhibition area, i.e. they may not exceed the designated area with anything from the ground plan point of view and the same applies to the dominant heights which are shifted out (Important! - the roofs of outdoor stands generally exceed their ground plan).

The Exhibitors are obliged to leave the exhibition area after the dismantling in the same conditions in which it was before the beginning of the assembly. Any destruction, exceeding pollution etc., will have to be paid by the Exhibitor according to the real cost of the damage.

Article 7. - Final provision

The price of standard stands cca 25 - 27 EUR/m² (excluded VAT)

All complaints on the part of Exhibitors towards ABF during the assembly and in the course of the Fair must be put forward only by written form to the Director General of the Trade Fair Administration or to an authorised representative before the end of the Fair, or during the dismantling works until they are completed.

Any other claims on the part of Exhibitors towards ABF should be applied within two (2) weeks after the end of the Fair. All possible claims by the Exhibitors will cease to exist upon the expiration of 6 months after the end of the Fair.

Article 8. - Closing date for applications and orders

The Binding Application, the Binding Order of Technical Services, the Order of Registration of Other Firms - Co-exhibitors and the Order of Additional Records into the Catalogue shall be sent to the address: ABF, a.s. Veletržní správa (Fair Administration), Václavské nám. 29, 111 21 Praha 1 **by December 31, 2003** - we recommend to sent all correspondence **by registered mail.**

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Company _____

All services which are not marked will be automatically considered as **NOT TO BE ORDERED**.

INDOOR AREA

Order for electrical power supply during the fair - mark with below:

supply 230 V - L + N + PE

to 2 kW - 1 socket to 3 kW - 1 socket to 5 kW - 2 sockets to 6 kW - 2 sockets

130 EUR 160 EUR 215 EUR 240 EUR

supply 400 V - 3L + N + PE

to 9 kW - sock. 16 A to 15 kW - sock. 32 A to 21 kW - sock. 32 A to 40 kW - sock. 63 A

310 EUR 435 EUR 530 EUR 960 EUR

Higher voltages - please indicate here and discuss with us.

Refrigerator circuit - 25 EUR

(price does not include power consumption) Number of circuits _____

Water supply order

connection and drainage

price does not include lease of sink

number of branches _____ each 215 EUR

Phone order

price does not include cost of calls

number of branches _____ each 245 EUR

Exhibition area cleaning

daily cleaning

number of m² _____ 0,5 EUR/ m²/day

Internet

123 EUR each

number of connections _____

OUTDOOR AREA

Order for electrical power supply during the fair - mark with below:

supply 230 V - L + N + PE

to 2 kW - 1 socket to 3 kW - 1 socket to 5 kW - 2 sockets to 6 kW - 2 sockets

140 EUR 175 EUR 230 EUR 260 EUR

supply 400 V - 3L + N + PE

to 9 kW - sock. 16 A to 15 kW - sock. 32 A to 21 kW - sock. 32 A to 40 kW - sock. 63 A

345 EUR 480 EUR 590 EUR 1080 EUR

Higher voltages - please indicate here and discuss with us:

Refrigerator circuit - 33 EUR

(price does not include the power consumption) Number of circuits _____

Water supply order

connection and drainage

price does not include lease of sink

number of branches _____ each 245 EUR

Phone order

price does not include cost of calls

number of branches _____ each 270 EUR

Exhibition area cleaning

daily cleaning

number of m² _____ 1 EUR/ m²/day

Internet

120 EUR each

number of connections _____

We hereby declare that we understand and accept ABF's Technical conditions for the participation of exhibitors at the HABITAT 2004, trade fair, which are an integral part of this application form (see page 2a).

place, date _____

stamp, signature _____

Note: The application is only valid when the place, date, stamp and signature are given.

Article 1. - Time data

The Fair will start on March 11, 2004 and end on March 13, 2004.

For the public the Fair will be open	Thursday	10 a.m. - 6 p.m.
	Friday	10 a.m. - 6 p.m.
	Saturday	9 a.m. - 6 p.m.

The assembly of exhibitions will be carried out	9 th and 10 th of March 2004	from 8 a.m. - 10 p.m.
while dismantling will be carried out	13 th of March 2004	6 p.m. - 12 p.m.
	14 th of March 2004	0 p.m. - 12 a.m.

Article 2. - Exhibition area

ABF leases:

- indoor exhibition area without equipment with the options of the inlet of power supply, water and sewerage lines, telephone, connection to the Internet and cleaning services on the basis of the Exhibitor's order. The minimum depth of the expositions is 3 m. The minimum sizes of the exhibition areas are provided for in the Binding Application for the Participation of the Firm.
- outdoor exhibition area in the designated outdoor areas of the Exhibition Centre. The minimum sizes of the exposition in the outdoor area are 12 m², in the case of ordering an assembled stand ("Montistand") for the outdoor area the minimum exhibition area is 16 m².

Height of halls, load of floors

It makes it possible for a limited number of expositions to erect double-floor stands as well as dominant heights. The effective height varies from 3.0 to 8.0 m depending on the location of the stand with regard to the longitudinal axis of the hall. Maximum height of an exhibit for transportation to the halls is 3 m and maximum weight is 2500 kg. The basic load capacity of floors is 1.500 kg/m².

Article 3. - Technical services

On the Exhibitor's order it is possible to provide the inlet of power supply, water and sewerage, telephone and cleaning services to all expositions in both indoor and outdoor areas. **The inlets of power supply, water, sewerage system and telephone lines are conducted from the floor channels whose location will be marked in the raster specifying the location of the Exhibitor's exposition.**

The advance invoice for the ordered services will be sent by ABF to the Exhibitors before the beginning of the Fair and its settlement will be a necessary condition for the beginning of the assembly of the exposition. The final invoice, together with VAT and invoice deduction will only be sent by ABF to the Exhibitors after the finishing of the Fair.

- Order of power supply

For the stands which are not ordered with ABF your own switchboard is presupposed - it should be adapted to the 5-wire distribution system, or the voltage system TNS 3L + N + PE, 50 Hz, respectively. Single-phase connection of the exposition is carried out through a usual plug of 220V/16A - L + N + PE, three-phase consumers must be fitted with a recommended ball plug of 400V/32 A - 3L + N + PE. The connection of larger power inputs will be carried out upon an agreement with ABF. Electrical equipment of Exhibitors which is not fitted with separate operation N and protecting PE (zero) wires, or which is not fitted with a protecting wire, without its featuring double insulation, or the wires of which do not have appropriate section, will not be allowed for the reason of the protection of visitors from electric accidents and for fire reasons. In the case of necessity it is possible to use the work of an electrician at a price of EUR 9.- per hour (each hour started is taken into account), which is to be paid immediately at the cash desk of the Trade Fair Administration. The price for the inlet of power supply includes an inlet to the stand (230 V or 400 V) with a possibility of its use for the time of assembly and dismantling (the maximum consumption being 2kW/230V for electrical tools). It furthermore includes a lease of the corresponding part of the hall switchboard, power consumption and electric inspection for the time of the Fair. The actual inlet to the stand represents the installation of 1 or 2 sockets - 230 V (without distribution lines in the stands) or 1 socket for 400 V, possibly a combination of 230 and 400 V. The power input to the stand required by Exhibitors must include a total of all power inputs of electrical appliances in the exposition, i.e. illumination, cooker, coffee machine, fast water heating unit, through-flow water heater, computer, television set, video recorder, exhibits, etc. For the purpose of a more exact order we provide the following **examples**: the illumination of a 9 m² stand about 0.5 kW, kitchen complete set about 3.5 kW, coffee machine about 0.8 - 1.2 kW, fast water heating unit about 2 kW, two hot-plate cooker about 2 kW. These power inputs are only for your orientation - it always depends on the particular electrical appliance which is connected. **Electric inspection is carried out by ABF and is obligated. Its price is included in the price of electrical inlet.** If the electrical installation does not comply with the requirements, it will not be connected to the prejudice of the Exhibitor.

CAUTION! In the case you intend to use a refrigerator in your stand, we recommend to order the refrigerator circuit separately so, it will not be turned off overnight. Price of the refrigerator circuit does not include a power consumption. It obliged to include (add) it into the total Order For electrical power supply.

- Order of water and sewerage

The connection of the sink, i.e. of an ordinary battery to the closing valve and of an ordinary siphon outlet with a 5/4" hose is included in the price of the "water inlet and sewerage". **The lease of the sink is not included in the price of water inlet and sewerage.** If you want to make a wider use of the plumber's service exceeding the connection of the sink, you will be charged EUR 9 per hour (each hour started is taken into consideration) and you will pay this service at the cash desk of the Trade Fair Administration.

- Daily cleaning

Daily cleaning embraced vacuum cleaning of the stand carpet once a day and taking out the bin after finish of the exhibiting day, it means in evening hours; if the exhibitor has special request in morning hours before the exhibition will be open. Any supplementary requests above mentioned frame will be accounted besides.

- Connection to the INTERNET network

Connection to the INTERNET network of one PC is realised with the help of a commuted line - maximum modulation rate is 56 kb/s V.90+. The Exhibitor will use its own PC fitted with its own software and hardware equipment, including a modem. The price of connection includes costs of the establishment of a telephone line, telecommunication fees for the connection with the ABF, node and inspection and technical assistance during the Fair. The Exhibitor is obliged to have all software equipment properly registered and to produce this registration on request of authorised bodies.

Other services

ABF will ensure, free of charge, working illumination, fire and health services, the Fair Protocol, for consideration it will provide for ordinary cleaning of expositions, flower services, dispatching and customs services, health service, insurance service, postal service, telephone and fax centre for the Exhibitors, press centre service, business centre, hostesses and interpreters, advertising and photograph services, production of graphic materials, arrangement services and catering facilities.

Article 4. - Erection of stand

ABF will ensure the erection of stand in both indoor and outdoor areas on the basis of a separate order distributed by ABF together with the raster of the exhibition areas.

a) There will be type stands in the OCTANORM system available for the indoor area, their dimensions are: 3x3, 3x4, 3x5, 3x6, 4x4, 4x5, 4x6, and 5x5 metres. These stands contain:

- external walls of white panels and partition walls of small storage rooms
- ceiling raster
- carpet - grey
- collar for the exposition identification - height 30 cm (according to the length of the front side)
- from 9 m² small storage room 1 x 1 m with shelf and door

- from 12 m² small storage room 1 x 2 m with shelf and door
- from 18 m² small storage room 2 x 2 m with shelf and door
- 1 ceiling lighting fitting in the storage room (without power supply inlet)
- 2 to 6 point lighting fittings according to the size of stand (without power supply inlet)
- 2 electrical sockets 230 V (without power supply inlet)

- IMPORTANT! Consumption of power supply for the type stands must be ordered separately It will be possible to order the additional furnishing with movable items of the type stands.

- Furthermore ABF offers the erection of individually designed stands for the indoor area according to special requirements of the Exhibitor including their furnishing with movable items.
- For the outdoor area the "Monti" stands of the dimensions 9, 18, and 27 m² (or 16, 28, and 40 m² - the edge of the roof, respectively) will be available. It will be possible to order the additional furnishing with movable items of the type stands.

The Order List and specifications for the stand erection will be sent by ABF to the Exhibitors together with the raster of the exhibition areas after the closing date of the Binding Applications. The furnishing with movable items of the stands which are not erected by ABF can only be ordered in a limited amount subject to the surcharge of 30 %.

Article 5. - Technical and operating preconditions

- The architectural realisation and the operation of the exposition must not disturb or limit other expositions.
- The outline of the exhibition stands must not exceed the outline of the exhibition area leased by the Exhibitor, which applies also to the space above the ceiling structure of the stand as well. Possible overhang of the collar or eye-catcher of the stand to the path is allowed on the basis of a preliminary approval given by ABF, if the minimum height of the bottom edge is 3 m, and it will be subject to the payment of EUR 30 for each m² of its projection into the ground plan (including a fractional part of m²)
- Except for handling trucks entry into the exhibition areas is prohibited for any means of transport and cars of the Exhibitors. If the floor of the hall is damaged the Exhibitor will be obliged to reimburse the damages to the full amount.
- **Smoking and naked flame handling is strictly prohibited** in all of the indoor exhibition areas, any breach of this ban will result in a fine paid on site.
- No electrical appliances may be left in operation without any control. When leaving the place the appliances must be disconnected from the mains.
- **It is not allowed** to hang any eye-catchers and flags of the Exhibitors, on the structure of the halls with the exception of the cases pre-discussed with ABF and subject to a firm payment of EUR 155.
- **During the assembly it is forbidden to cut and grind any building elements, which causes excessive pollution and dust (plasterboard, tile materials, fibreboard and other similar materials).**
- The stand must not touch the structure, walls and roof of the exhibition halls with any of its parts. The distance between the highest point of the stand and the hall roof must be at least 70 cm.
- It is forbidden to discharge the remains of paints and other toxic substances which could pollute or otherwise endanger the environment into the sewerage, sinks and basins. The Exhibitors or the firms authorised by the Exhibitors are obliged to take these substances away and ensure their disposal on their own expenses.
- **During the Fair it is permitted to perform audio-visual, acoustic, musical, dancing and other productions for the time not exceeding 8 minutes once an hour and only provided that the other Exhibitors will not be disturbed by the operation of these facilities. If this condition is breached the Exhibitor will have to pay a fine amounting to EUR 155 and in the case of repeated breach it will be forbidden for the breaching Exhibitor to operate all such productions.**
- The exhibits which will be presented in the operation can only be serviced by the persons authorised thereto. The exhibits to be presented must be secured by the Exhibitor in such a way that no third party could handle them wilfully.
- **Technology of the carpets sticking in the halls No. 1, No. 2 and No. 7**
For the placing of the carpets in the exposition in the halls No. 1, No. 2, No.7 it is necessary to keep the following process:
At first to stick on the concrete floor a mask sticking paper tape and then any sticking double-faced caset tape. The mask sticking tape is possible to buy in the venue. The Exhibitor is obliged to hand, by the deadline of disassembly works, over the leased exhibition area is fully empty and in the conditions in which it was taken over. If the exhibition area be damaged and polluted the Exhibitor will be obliged to reimburse the damages in full. Detailed information: Ing. Čehýl, M. Steiner: +4202 22 891 612.
- The storage of any material in the technical paths (pathways) (especially behind the back wall of the stand) is prohibited for the fire, safety and operating reasons. The stowage of the wraps including its carting and reimport to the stand is available to order by ABF's contracting dispatch service.
- **Except for the prescribed working business hours of the Fair and permitted time interval for the supplying of the stands it is forbidden to stay in the exhibition areas. Please, respect for this reason the instructions of the Security Service and of the ABF staff.**
- Those Exhibitors who ensure the erection of the stand with their own means, or through the mediation of an advertising or realisation agency are obliged to hand, by the deadline of disassembly works, over the leased exhibition area fully empty and in the conditions in which it was taken over, i.e. also the floor covering (carpets, PVC) must be removed as well as the sticking carpet tapes, such a removal being carried out at the expenses of the Exhibitors. If the exhibition area be damaged (by drilling cutting, breaking, excessive polluting, etc.), the Exhibitor will be obliged to reimburse the damages in full.
- If the deadline for the clearing of the exhibition area fails to be observed, a penalty amounting to EUR 155 per m² of the non-cleared area will be charged. In the necessary case the exposition will be cleared by ABF at the expense of the Exhibitor. The risks associated with the clearing shall be borne by the Exhibitor.
- The placement of billboards, eye-catchers, banners as well as the distribution of printed and other materials out of the Exhibitor's exposition is permitted only for consideration after prior negotiations with the ABF Trade Fair Administration and subject to the latter's approval.
- Any changes relating to the Order of Technical Services, construction and equipment of stands required by the Exhibitor additionally after the term of commencement of the assembly will only be managed after the fulfilment of the properly ordered work and services towards the other Exhibitors. These additional orders of work and services can be charged by ABF with a surcharge amounting to as much as 100% of the price calculated. The payment shall be made by the Exhibitor in cash on site.

Article 6. - Handing over the bases for the realisation of technical connections and stands

The Exhibitors who order the erection of the stand with ABF will send their orders within the term provided for in the Order Catalogue of Services which they receive together with the raster of the exhibition area.

The Exhibitors who ensure the erection of the stand on their own or through an advertising or realisation agency will send to ABF **by January 31, 2004 the binding design of the stand for approval** (in the front view and ground plan) where all possible dominant heights and eye-catchers, including the stand orientation within the framework of the ordered area will be drawn by means of the **location dimensioning of the inlets of power supply, water and sewerage.** In the case that the Exhibitors fail to send appropriate backgrounds within the requested terms, they will expose themselves to the danger of possible difficulties during the realisation of the stands and possibly to additional costs connected with the displacement of the inlets of power supply, water and sewerage, water supplies and drainage connections.

3

FREE OF CHARGE

Company _____ Country _____

Address: Street _____ City _____ Post code _____

Telephone incl. prefix _____ Fax incl. prefix _____

e-mail _____ internet (www) _____

Brief description of the exhibits or services on offer (for ABF use) maximum 240 characters:

The text in English to be presented in the Catalogue (maximum 240 characters):

The data above will be presented free of charge in the Fair Catalogue and in the information system (signage). Please give the name of the firm exactly as you want it to be published in the Fair Catalogue. The first letter must correspond to the letter under which you want the firm to be indexed. The text is subject to editing by ABF.

We request that the Fair Catalogue should include an entry for our firm with the following contact addresses (without description of exhibits) for our branches, (or divisions, commercial representatives etc.), and we agree to pay the fee of 15 EUR (+ VAT) for each address:

Number of additional addresses for the Catalogue: _____ (if necessary please copy the form)

1.

Branch name _____

Address: Street _____ City _____ Post code _____ Country _____

Telephone incl. prefix _____ Fax incl. prefix _____

e-mail _____ internet (www) _____

2.

Branch name _____

Address: Street _____ City _____ Post code _____ Country _____

Telephone incl. prefix _____ Fax incl. prefix _____

e-mail _____ internet (www) _____

3.

Branch name _____

Address: Street _____ City _____ Post code _____ Country _____

Telephone incl. prefix _____ Fax incl. prefix _____

e-mail _____ internet (www) _____

place, date _____

_____ stamp, signature

Note: The application is only valid when the place, date, stamp and signature are given.

4

Company _____

We hereby declare that the following firms (our co-exhibitors) will also be presented on our exhibition area. We will pay the registration fee of EUR 130 (+ VAT) for each firm and ask that they should be included in the Fair Catalogue.

Number of co-exhibiting firms. _____ (if necessary please copy the form)

1.

Co-exhibitor _____

Address: Street _____ City _____ Post code _____ Country _____

Telephone incl. prefix _____ Fax incl. prefix _____

e-mail _____ internet (www) _____

Characteristics of the exhibits or services on offer (for ABF use) maximum 240 characters:

The text in English to be presented in the Fair Catalogue (maximum 240 characters):

The data above will be presented free of charge in the Catalogue and in the information system (signage) exactly as you write it. Please give the name of the firm exactly as you want it to be published in the Catalogue. The first letter must correspond to the letter under which you want the firm to be indexed. The text is subject to editing by ABF.

Contact person _____ Telephone incl. prefix _____

Fax incl. prefix _____ Mobile telephone _____ Co. Regn No. _____

2.

Co-exhibitor _____

Address: Street _____ City _____ Post code _____ Country _____

Telephone incl. prefix _____ Fax incl. prefix _____

e-mail _____ internet (www) _____

Characteristics of the exhibits or services on offer (for ABF use) maximum 240 characters:

The text in English to be presented in the Fair Catalogue (maximum 240 characters):

The data above will be presented free of charge in the Catalogue and in the information system (signage) exactly as you write it. Please give the name of the firm exactly as you want it to be published in the Catalogue. The first letter must correspond to the letter under which you want the firm to be indexed. The text is subject to editing by ABF.

Contact person _____ Telephone incl. prefix _____

Fax incl. prefix _____ Mobile telephone _____ Co. Regn No. _____

place, date _____

_____ stamp, signature

Note: The application is only valid when the place, date, stamp and signature are given.

5

Registration fee for each exhibit taking part in the competition is EUR 33.
 A package of exhibits representing one topical unit can be declared as one exhibit.

for internal use only registration number: _____ date _____

Basic criteria: technological solution, original idea, outstanding quality for acceptable price, ecological points of view, chemical and biological beneficial nature, general properties characterising a considerate relationship to the environment and design.

The Committee will assess all parameters of the products beforehand on the basis of the sent documentation (test protocols, certificates, leaflets, folders, specialised documentation, price list, etc.) and the complying with the criteria will be verified directly at the Fair as well as the visual appearance of the exhibits.

Please, send the above mentioned documentation together with the Application for the Participation in the Competition **by January 31, 2004**. The supplementary applications will be accepted on the basis of preliminary negotiation.

1.
 Commercial name of firm _____

Title _____

Producer _____

Description of exhibit _____

Characteristics of the properties for which we declare the product to the Competition _____

2.
 Commercial name of firm _____

Title _____

Producer _____

Description of exhibit _____

Characteristics of the properties for which we declare the product to the Competition _____

3.
 Commercial name of firm _____

Title _____

Producer _____

Description of exhibit _____

Characteristics of the properties for which we declare the product to the Competition _____

place, date _____

_____ stamp, signature

Note: The application is only valid when the place, stamp and signature are given.
The documentation and samples will not be returned if not explicitly requested