

UEGW
PRAGUE 2004



**Exhibitor's
Manual**



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ORGANIZERS

EXHIBITION MANAGEMENT

Triumf-Expo

Contact Person: Zdena Fialová

Address: Triumf Expo s.r.o.
Nad Primaskou 31
100 00 Prague 10
Czech Republic

Tel.: + 420 274 818 065

Fax: + 420 274 772 406

E-mail: zdena.fialova@triumf-expo.cz

CONGRESS SECRETARIAT

Guarant Ltd.

Address: Opletalova 22
110 00 Praha 1

Tel.: + 420 284 001 477 (UEGW hotline)

+ 420 284 001 444 (operator)

Fax: + 420 284 001 448

E-mail: uegw2004-exhibition@guarant.cz

Website: www.uegf.org/uegw2004

ON-SITE EXHIBITION MANAGEMENT OFFICE

Will be situated on the first floor of the Prague Congress Center.

Opening hours are as follows:

Tuesday,	21 September 2004	08:00 - 22:00
Wednesday,	22 September 2004	07:00 - 22:00
Thursday,	23 September 2004	07:00 - 22:00
Friday,	24 September 2004	07:00 - 18:00
Saturday,	25 September 2004	08:00 - 18:00
Sunday,	26 September 2004	09:00 - 18:00
Monday,	27 September 2004	09:00 - 18:00
Tuesday,	28 September 2004	09:00 - 18:00
Wednesday,	29 September 2004	09:00 - 24:00
Thursday,	30 September 2004	07:00 - 22:00

OFFICIAL FORWARDER

BECKSPEDITION

Fairs & Exhibitions

Pavel Beck

Chrastavská 113/4

190 00 Praha 9

Tel./Fax: + 420 286 881 730

Fax: + 420 261 176 150

E-mail: beck.pavel@volny.cz

1.2 BASIC INFORMATION ON THE CONGRESS

Event

12th United European Gastroenterology Week

Dates

25-29 September 2004

Venue

Prague Congress Center (PCC)
5. května 65, 140 21 Praha 4

Exhibition Hours

Monday, 27 September 2004	10:00 - 18:00
Tuesday, 28 September 2004	10:00 - 18:00
Wednesday, 29 September 2004	10:00 - 16:00

Stand Construction (for stands constructed by exhibitors)

Tuesday, 21 September 2004	08:00 - 24:00
Wednesday, 22 September 2004	00:00 - 24:00
Thursday, 23 September 2004	00:00 - 24:00
Friday, 24 September 2004	00:00 - 18:00

Stand Decoration (noiseless arrangements within the stand only)

Saturday, 25 September 2004	08:00 - 18:00
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Stand Deliveries

Friday, 24 September 2004	08:00 - 18:00
Saturday, 25 September 2004	08:00 - 18:00
Monday, 27 September 2004	09:00 - 18:30
Tuesday, 28 September 2004	09:00 - 18:30
Wednesday, 29 September 2004	09:00 - 16:00

Stand Dismantling

Wednesday, 29 September 2004	18:00 - 24:00
Thursday, 30 September 2004	00:00 - 24:00
Friday, 1 October 2004	00:00 - 18:00

Stands constructed by the Exhibitor Management must be cleared on Thursday, 30 September 2004, by 10:00.

GENERAL INFORMATION

2.1 RULES OF PARTICIPATION

In accordance with the Exhibitor Agreement and based on the Organizers' contract with the Prague Congress Center, each exhibitor is, and will be, obliged to adhere to all the rules and regulations outlined in the General Conditions and Rules of Participation. These General Conditions and Rules of Participation are valid throughout the course of the exhibition and govern the ways and means of the use of the Prague Congress Center, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Organizers are entitled to make the final decision.

2.2 FIRE PREVENTION AND OTHER SAFETY RULES

- Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.
- Fire extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to, or behind stands must always be visible and easily accessible.
- Flammable materials - including jute, crepe paper, paperboard, mats, etc., must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein.
- If woven materials are used to decorate the stand, they must be first impregnated with a fire-resistant substance.
- Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands and they are not allowed either to set fire to flammable materials without written permission of the Organizers in advance.
- Without written permission of the Organizers, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual request for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Organizers have already issued a written permission. Organizers reserve the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.
- Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used.
- Each exhibitor is obliged to obey any instructions issued by the Organizers, or by the fireguards in matters of the use of appliances and equipment, demonstrations, storage etc.
- The exhibits and material composition of the stands must be approved by the fire department, Prague Congress Center Management and by the Official Exhibition Management. In case of any doubt, please contact the Exhibition Management. All stands will be inspected by representatives of all three authorities.
- No packing material or any other kind of material has to be stored between resp. behind the exhibits.

2.3 GENERAL CONDITIONS

- The exhibitor is obliged to follow the Organizers' instructions concerning the construction and furnishing of the stand including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).
- Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall. Offenders will be prosecuted.
- It is forbidden to use the following items in the exhibition halls:
 - highly flammable or explosive materials, gas and dangerous materials
 - goods offensive by their scent or some other way, or appliances producing unpleasant sound or light

Any confusion regarding the above will be clarified by the Organizers.
- Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods, which could disturb other exhibitors or visitors. Distributing of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Prague Congress Center equipment is also forbidden.
- Exhibits must stay within the borders of the display; portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other).
- Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.
- Placement of various objects in a way, which obstruct the visitor's view, is forbidden.
- Exhibited goods must not be covered during the opening hours of the exhibition. The Organizers have the right to remove any such covering without being held responsible for any damage this action may cause.
- The exhibitor must not remove exhibited goods from his/her stand during the exhibition. This is permissible only with a written consent of the Organizers.
- All stands must be identified by numbers identical with those on the plan of the exhibition. Those exhibitors who mount their stands themselves must be sure to place their exact number on their stand.
- Written approval from the Organizers is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of congress.
- Advertising of goods and services, which are not included in the exhibition program or of companies and organizations who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.
- Exhibitors are not allowed to:
 - place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area
 - distribute any promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character
 - exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors.
- Exhibitors using elevated podiums when building their exhibitions should be aware of the following:
 - the size of the podium must not exceed the size of the stand
 - it is necessary to inform the Exhibition Management in advance about elevated podiums
- All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities.
- Any other potential issues or problems, not defined by these rules, will be resolved by the Organizers.

2.4 INSURANCE

The Exhibition Management insures the exhibition area against **force majeure**. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. **The Organizers refuse to accept any responsibility whatsoever for the insurance of these objects.** The Organizers will request the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their hired contractors involved in the set-up of the stand are obliged to provide a certificate, which proves that they have **a third party liability insurance coverage for the period of the set-up, exhibition itself and dismantling**. The insurance coverage varies depending on the size of the exhibit (see **form 7 - Contractor Details**).

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or fails to produce documents stating verification, the Organizers have the right to prevent the exhibitor from entering the exhibition area until the provisions are fulfilled.

2.5 SET-UP, STAND DELIVERIES AND DISMANTLING

2.5.1 Octanorm Stands & Modular Stands

The Stand Construction does not include technical connections. Do not forget to order the power connection (3,5 kW connection is obligatory). **It is possible to equip the stand with other furniture, which can be ordered separately** (e.g. furniture, partition walls, counters, video, floral arrangements, electrical appliances, cooking utensils). A telephone line can be ordered and water and sewage pipes can be connected. Please make sure to complete the list of electrical appliances you will need. The placement of the above mentioned items in your stand must be drawn on the **form 8 – Schematic Plan** (see 5.5) with the required location indicated. All changes made to confirmed projects will be charged.

2.5.2 Custom Made Stands

The Exhibition Management provides CUSTOM MADE STANDS to exhibitors interested in individually designed stands for their presentation.

A CUSTOM MADE STAND is a stand built according to unique specifications – especially the graphic. There are a few different options for the custom made stands:

- **Basic graphic** that can unify the exhibit will be created by the Exhibition Management with the individual parts of the stand decorated by the exhibitor him/herself.
- **Complete decoration** of the stands including signs, photos, posters, floral decoration, etc. created by the Exhibition Management.

CUSTOM MADE STANDS are usually prepared with intense communication between the exhibitor and the Exhibition Management. The Exhibition Management will arrange all matters related to the stand (i.e. list of electrical appliances, power connection, water and drain connection, telephone connection, signs, decoration, cleaning and all other possible services and requirements). Based on agreement upon concept, the Exhibition Management submit the budget for approval to the exhibitor.

2.5.3 Space Only Exhibitors

The Space Only Exhibitors are requested to submit the construction plans of their exhibit (including the internal electrical installation plan) to the Exhibition Management not later than **20 July 2004**. It is important to inform the Organizers about the materials the exhibitor is planning to use and whether fire-resistant paint has been used or if other safety precautions have been taken. If plans are not submitted and approved prior to the exhibition, construction will not be allowed to commence on-site.

Please note that the maximum height limit is 2,9 m for all stands.

The price does not include the final electrical revision. The contractor of the exposition (exhibitor) is obliged to order the final electrical revision conducted by the head-electrician of the Prague Congress Center. This service will automatically be invoiced. For more information, please contact the Exhibition Management.

The completed display will be checked by a technical inspection team comprised of representatives of the Organizers, the fire department and the PCC. If the display fails to follow the specified rules, the exhibitor will be required to partly or completely disassemble it, at his/her own expenses and risk. The entire stand including all exhibited items must be available for final inspection before the beginning of the exhibition. For this reason, it is important that the electrical installations at the displays, are finished by **Friday, 24 September 2004, by 12:00 at the latest**.

2.5.4 Stand Deliveries and Decorating before Opening

For exhibitors who order Stand Construction or Custom Made Stand the following time for decoration of the exposition is available:

Friday, 24 September 2004	8:00 – 18:00
Saturday, 25 September 2004	8:00 – 18:00

The decorating must not cause any noise or disturb the participants in another way.

For organizational reasons it is not possible to use any other technical equipment than that one used by the official forwarding company.

The maximum floor load is:

- ground floor - 500 kg / sqm
- first, second, third and fourth floor - 400 kg / sqm
- balcony on the third and fourth floor - 300 kg / sqm
- outside exhibition halls - 300 kg / sqm

To avoid any inconvenience to other exhibitors, the first day of stand building is reserved for those who are **transporting large and heavy exhibits**. The Organizers are not responsible for deliveries of heavy and large exhibits on other days of the set-up period. Any expenses incurred on behalf of such exhibits will be invoiced to the exhibitor.

All construction must be completed by Friday, 24 September 2004, by 18:00, and all decoration must be finished by Saturday, 25 September 2004, by 18:00. The final cleaning will be made afterwards.

2.5.5 Stand Deliveries during the Course of the Congress

Monday, 27 September 2004	09:00 - 18:30
Tuesday, 28 September 2004	09:00 - 18:30
Wednesday, 29 September 2004	09:00 - 16:00

While the exhibition is opened, no delivery cars will be allowed to enter the Prague Congress Center. If delivery staff need permission to enter the exhibition area, the exhibitor must provide them with Exhibitor Badges (see 4.1). Without these badges, delivery staff will be not allowed to enter the exhibition area.

2.5.6 Dismantling

Wednesday, 29 September 2004	18:00 - 24:00
Thursday, 30 September 2004	00:00 - 24:00
Friday, 1 October 2004	00:00 - 18:00

The dismantling work cannot start before **Wednesday, 29 September 2004, 18:00 hours**. In your own interest, please remove all moveable subjects immediately following the end of the exhibition. This will avoid any loss or damage.

Note for companies who ordered the Stand Construction or the Custom Made Stand: **Dismantling of the Stand Construction or the Custom Made Stands will start on Thursday, 30 September, 2004, 10:00 hours**. In your own interest, please check the dismantling and clearance in the mentioned time. The Exhibition Management will adhere strictly to the given time frame.

2.6 HOW TO ORDER SERVICES

2.6.1 Order Forms

Our recommendation:

- make copies before completing the forms in case you indicate a wrong information or need to make an additional order
- fill out the forms in BLOCK CAPITALS or type it
- take a note of different deadlines (see 2.6.2 and 2.7.)
- in case you want to be sure we receive your completed orders, do not fax them but send them by mail to our address:

EXHIBITION MANAGEMENT

Ms. Zdena Fialová
Office: Nad Primaskou 31
100 00 Prague 10
Czech Republic

2.6.2 Late Orders

Orders placed after deadlines cannot be guaranteed.

Late orders received after deadlines or during the set-up period will be fulfilled in accordance with time and capacity and will be subject to the following surcharges:

- + 10% if orders are received between deadlines and 24 August 2004
- + 30% if orders are received between 25 August 2004 and 7 September 2004
- + 50% if orders are received after 8 September 2004 and during the event

The date of the surcharge is the date the order is received by the Exhibition Management. As stated in the General Conditions, in case the exhibitor fails to pay all the fees related to the participation at the congress as well as all other outstanding debts to the Congress Secretariat or the Exhibition Management no requirements will be fulfilled. No exceptions to the rules will be accepted.

2.6.3 On-Site Orders

Services ordered during the set-up period, exhibition itself or after the end of the event, will be provided only according to availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then the order will be actualized. No copies of payment confirmations or similar documents will be accepted. Actualization of requirements made after the deadlines and on-site orders can take longer than orders placed before the deadlines.

2.6.4 Payment Conditions

After receiving orders the Exhibition Management will send an invoice to the exhibitor. The full amount must be paid through a bank in time. On-site payments can be made in cash or by a credit card. For payments in cash, CZK or EUR currency will be accepted. For payments by a credit card, the Exhibition Management accepts VISA or EUROCARD-MASTERCARD only. For on-site payments to the Congress Secretariat, VISA, EUROCARD-MASTERCARD, AMERICAN EXPRESS and DINERS CLUB credit cards are accepted.

The prices include all taxes and cover the rental of selected items during the whole event. The Organizers stipulate the right to change the rates in case the statutory VAT changes. In that case the rates will increase accordingly and automatically as of the day of effectiveness of the new statutory VAT.

2.6.5 Claims

Claims can be made only before the end of the event. Claims must be made in writing and will only be accepted in the Exhibition Management Office. Claims submitted later will not be taken into consideration.

2.7 LIST OF DEADLINES FOR SERVICES ORDERED

Please use this form to keep easy record of orders you have completed and sent, as well as those you are still planning to send. **Please adhere to the deadlines indicated below.**

Required services	Form	Section	Deadline	<input checked="" type="checkbox"/>	Send on
Catalogue Entry	1		20 July 2004		
Inserts	2		1 July 2004		
Exhibitor Badges	3		25 August 2004		
Set-up/Dismantling Passes	4		20 July 2004		
Stand Construction Order	5		20 July 2004		
Stand Equipment Rental	6		20 July 2004		
Carpeting	7		20 July 2004		
Contractor Details	8		20 July 2004		
Schematic Plan	9		20 July 2004		
Power Supply	10		20 July 2004		
Water and Drain	11		20 July 2004		
Cleaning	12		20 July 2004		
Telephone / Fax / Internet / Audio / Video	13		20 July 2004		
Hostesses	14		20 July 2004		
Security	15		20 July 2004		
Floral Decoration	16		20 July 2004		
Catering	17		25 August 2004		

MARKETING SERVICES

3.1 CATALOGUE ENTRY

Each exhibitor is entitled to a free catalogue entry in the following format:

- company name
- contact address
- a 100-word description of its business in English

Please complete your catalogue entry into the order **form 1 – Catalogue Entry**.

3.2 INSERTS

Exhibitors are allowed to insert their promotional materials into the congress bags to be distributed to the participants. All interested companies shall pay a standard fee for this service. The deadline for receiving materials to be stuffed into the congress bags is **Wednesday, 1 September 2004**. If materials are received after the deadline, we cannot guarantee that they will be inserted in the bags.

Bags' inserts should be clearly marked for UEGW PRAGUE 2004 and sent to:

BECKSPEDITION

Fairs & Exhibitions
Chrastavská 113/4
190 00 Praha 9
Czech Republic

A sample of your materials to be inserted into the congress bags must be sent to the Congress Secretariat for approval by **1 July 2004, at the latest**.

To order inserts into congress bags, please use order **form 2 – Inserts**.

4.1 EXHIBITOR BADGES

Each exhibitor is allowed to **two (2) free exhibitor badges per basic exhibition space of 9 square meters and one (1) additional badge per each additional 9 square meters of exhibition space** (full access except sessions; including lunches). Free exhibitor badges do not include access to the sessions either the congress bag. The congress bags will be distributed in one piece per one stand.

Extra Exhibitor Badges are available for the price of **45 EUR** (do not include lunches) or **110 EUR** (including lunches). Extra exhibitor badges do not include access to the sessions either the congress bag.

To receive your Exhibitor Badges, it is important to complete the form at the following web address: **www.webasistent.cz/guarant/uegw2004/AdminExhibitor/Login.aspx** by **25 August 2004, at the latest**. After this date no changes/orders will be accepted except of on-site orders. The web address will be available from **1 May 2004**.

Exhibitor Badges will be ready for pick-up at the **Exhibitor's Desk** at the Prague Congress Center, from **Friday, 24 September 2004, 14:00 hours**.

Please do not forget to collect your Exhibitor Badges before the event starts, or you will have problems entering the congress venue where the exhibition is located.

Exhibitor Badges can only be issued to exhibiting companies, who have paid all participation fees related to the exhibition.

4.2 SET-UP / DISMANTLING PASSES

Throughout the set-up and dismantling periods of the exhibition, all suppliers and employees, who will not be taking part in the exhibition itself, are required to wear Set-up/Dismantling Passes. Without these passes, no one will be admitted into the exhibition area.

The Set-up/Dismantling Passes are available to the exhibitors in accordance with **form 3 – Set-up/Dismantling Passes** in a quantity of:

- two (2) free badges per 0 – 30 sqm of exhibition space
- four (4) free badges per 31 – 60 sqm of exhibition space
- six (6) free badges per 61 – 100 sqm of exhibition space
- ten (10) free badges over 100 sqm of exhibition space

Additional Set-up/Dismantling Passes can be ordered for **20 EUR** in advance or on-site at the price of **30 EUR**.

In view of the fact that the passes are issued in order to safeguard the property of the exhibitors, we advise you to choose, whom you give them to carefully, and to make note of the persons carrying them.

In case you prefer the Set-up/Dismantling Passes to be sent to your contractor's address please make a note on the form and add full contractor's mailing address.

STAND CONSTRUCTION

5.1 ADDITIONAL STAND CONSTRUCTION ORDER

If you have not ordered the Stand Construction, but would like to do so, please refer to the order **form 4 – Stand Construction Order**.

5.2 RENTAL OF INTERIOR EQUIPMENT

It is possible to equip your exhibiton with more interior equipment (i.e. furniture), that may be ordered separately. For interior equipment order, please complete **form 5 – Stand Equipment Rental**.

5.3 CARPETING

Using the order **form 6 – Carpeting**, you may request carpeting for your stand. If you place your request in time, you may also choose the color of your carpeting. If you request a specific color, ask the Exhibition Management for confirmation of availability. Color requirements requested after the deadline will not be accepted.

5.4 CONTRACTOR DETAILS

If you are preparing your exhibition independently, please complete **form 7 – Contractor Details**. This will give us important logistical information about set-up and dismantling for other companies.

5.5 SCHEMATIC PLAN

Please use **form 8 – Schematic Plan** to indicate the required location for the power connection, electrical outlets, spotlights, water connection, telephone, fax connection, internet. Also, do not forget to mark the borders of your stand and the orientation of your drawing if you have ordered Stand Construction.

Note: If we do not receive your plan before the deadline, we will be forced to decide on the location of the particular items ourselves. Any changes will then be considered as extra work and will be charged accordingly.

OFFICIAL FORWARDER

6.1 FORWARDING SERVICES

Official Forwarding Company:

BECKSPEDITION

Fairs & Exhibitions
 Pavel Beck
 Chrastavská 113/4
 190 00 Praha 9
 Tel/Fax: +420 286 881 730
 Fax: +420 261 176 150
 E-mail: pavel.beck@volny.cz

Entry to the Prague Congress Center

Generally all vehicles must strictly follow the signs inside the area and must leave the area as soon as the unloading/loading is finished.

The distance from the unloading site to the lifts is about 50 meters.

Access Routes

Arrival of trucks and other vehicles at a tonnage above 6 tons:

Motorway from Brno, třída 5.května (street) – before Nuselský Bridge use the underpass under the motorway to get in front of the Congress Center building: there the forwarder's dispatchers will guide the trucks to their respective loading/unloading sites.

Vehicle at a total weight of up to 6 tons (including freight) may also use another route:

North / Prague center / Sokolská Street / Nuselský Bridge, Congress Center / slip road to the OMV petrol station, where cargo gatekeeper's lodge No. 3 is located. Unloading/loading operations take place there, being organized by the dispatcher.

Truck Limits

Vehicle height: max. 3,40 m
Vehicle width: max 3,50 m
Vehicle length: max 8,00 m

Lift Limits

	Capacity (tonnage)	Width	Height	Length
Lift K	5.000 kg	2,40 m	2,50 m	5,00 m
Lift G	2.000 kg	2,00 m	2,40 m	3,23 m

Doors Dimensions

Main door from the unloading platform to the corridor: 2.2 m (width) x 2.25 m (height)

Door in the corridor leading to lift K: 2.0 m (width) x 2.4 m (height)

Doors from Lift K to foyer level 2 and/or 3: 2.12 m (width) x 2.1 m (height)

To order below mentioned services please contact directly the BECKSPEDITION company:

- loading / unloading
- delivery of goods to the exhibition stand
- transport to and/or from the exhibition
- storage of empties during the event
- customs clearance for consignments from abroad

EXHIBITION SERVICES

7.1 ELECTRICITY

All exhibitors are obliged to order an electrical main. Fees charged for electricity depend on the output of the main. The minimum output is 3,5 kW. In order to correctly determine the necessary output, please complete the list of electrical appliances you plan to use in the order **form 9 – Power Supply**.

Electricity will be connected on **Friday, 24 September 2004**.

Electrical power will be switched on 30 minutes before the opening of the exhibition and switched off 30 minutes after the closing of the exhibition. On the final day of the exhibition, electricity will be switched off at 18:00 sharp. For appliances such as refrigerator, it is necessary to order a special 24-hour connection.

Adapters are not available. If you bring your own wiring, it is necessary to present the electric installation plan to the Exhibition Management for approval not later than **31 August 2004**. Before you use your own wiring, the electrical revision is compulsory.

If electrical wiring is found to be installed contrary to the regulations, your stand will not be connected. Connections will occur only after the defects are corrected.

In case an exhibitor surcharges the requested connection capacity for the stand, the electricity to his/her stand will be switched off.

7.2 WATER AND DRAIN CONNECTION

Water and drain connection is limited in the exhibition area of the Prague Congress Center. We therefore ask you to complete the order **form 10 – Water and Drain** as soon as possible and contact the Exhibition Management for more details.

Due to technical conditions at the Prague Congress Center, water supply and drainage can only be connected after all kitchenettes are installed. The water will be turned on centrally for all stands on **Saturday, 25 September 2004, in the afternoon**.

7.3 CLEANING

All exhibitors can order stand cleaning by using **form 11 – Cleaning**.

Cleaning includes: general cleaning before the opening of the exhibition, daily cleaning of carpeting with vacuum cleaner, waste disposal, cleaning of furniture and counters.

Cleaning will be done mainly at night, when the exhibition area is closed. It is therefore necessary to:

- put out waste baskets and all rubbish from closed parts of the stands
- unlock the secure sections of your stand in the morning before the opening of the exhibition

Cleaning of the exhibition area will be provided daily by exhibition Organizers.

7.4 TELEPHONE / FAX / INTERNET / AUDIO / VIDEO / PC

Telephones will be connected during the last day of set-up period (**Saturday, 25 September 2004**).

Telephones will be stored at the Exhibition Management Office and they should also be returned there in the end of the exhibition. Faxes and Internet will be connected according to agreements made with each particular exhibitor.

The amount remaining from the initial deposit for telephone charges will be credited to the exhibitor's account according to the Czech Telecom bill, in **October 2004**. Telephone charges are billed to each phone line separately.

Audio-visual equipment for your stand (VHS player, TV, slide projector, sound equipment, etc.), can be ordered, too. In case you require different equipment from that stated in the form, please contact the Exhibition Management; we will be glad to help you.

Audio-visual equipment will be installed at particular stands during the last day of set-up period (**25 September 2004**). In case you need to have the equipment installed at a specific time, please inform the Exhibition Management Office on-site.

To order phone, fax, Internet services, audio and/or video, please complete the order **form 12 – Audio/Video/Telephone/Fax/Internet/PC**.

7.6 HOSTESSES

One working day of a hostess consists of a maximum of 9 (nine) hours. Exhibitors are obliged to allow hostesses a break for meals or, as the case may be, to provide meals for them at the stand. You can order hostesses by using order **form 13 – Hostesses**.

Please note: Although the hostesses we provide possess a solid knowledge of a required language, they are not professional interpreters. If you require a professional interpreter, we will be happy to arrange one for you.

If you require knowledge of a language other than those listed in the form, or knowledge of two or more languages, please contact the Exhibition Management. A price quotation for these extra services will be prepared for your approval.

7.7 SECURITY

In case you have some expensive exhibits or technical equipment at your stand, we recommend you to order an extra security for your stand.

To order security service, please complete **form 14 – Security** and return it to the Exhibition Management.

7.8 FLORAL DECORATION

Floral decoration can be ordered for your stand, both plants and flowers. To make an order, please complete **form 15 – Floral Decoration**.

Real or artificial pot plants and fresh flowers will be delivered to your stand one day before the exhibition will be opened (**Sunday, 26 September, 2004**).

In case the decorations are not returned, you will be charged the full price of each plant.

7.9 CATERING SERVICES FOR STANDS

Exhibitors can order drinks and small refreshments to be served at their stands. Catering services must be ordered by **25 August 2004, at the latest**. In case of special requirements, please contact Congress Secretariat. On-site offer of drinks and refreshments may be different from the one published in this Manual.

To order catering services, please use order **form 16 – Catering Services**.

ADVERTISING GUIDELINES

UST-16 Sponsoring in Accordance with the Advertising Regulation Act

In force from December 1, 2002

From June 1, 2002 sponsoring activities are regulated by Act No. 40/1995 Coll., as subsequently amended (hereinafter referred to merely as "the Act"). The legal regulation draws on EU Directive 2001/83/EC (which has replaced Directive 92/28/ECC), whose aim *inter alia* was to enable experts (doctors, pharmacists, pharmaceutical laboratory technicians) to execute their duties objectively without being influenced during prescription or supply of medicinal products by either direct or indirect financial incentives.

According to Section 1 paragraph 3 of the Act sponsoring is deemed to mean the provision of a contribution with the aim of supporting the production or sale of goods, provision of services or other performance by the sponsor. A sponsor is a legal or natural person who provides such a contribution. According to Section 1 paragraph 7 of the quoted Act the provisions of the Advertising Regulation Act apply also to sponsoring.

In relation to advertising of medicinal products for human use, the Act explicitly names in Section 5 paragraph 1 d) and e) two types of sponsoring which it considers to be advertising:

- sponsoring of meetings of experts, and
- sponsoring of scientific congresses attended by experts and payment of their travelling and accommodation expenses in connection therewith.

Section 5 paragraph 1 of the Act extends the definition of the concept of advertising in the field of medicinal products for human use by listing as advertising of medicinal products for human use also any "information, inducement or incentive designated to support the prescription, supply, sale, dispensation or consumption of medicinal products for human use". Since the provision of a sponsorship contribution may be considered an "incentive", it is necessary to consider also such case as constituting advertising of medicinal products for human use. Thus, both the general provisions of the Advertising Act and the provisions regulating the advertising of medicinal products for human use, and all the ensuing restrictions, apply to such sponsoring.

A sponsor (e.g. a pharmaceutical company) may sponsor a scientific congress, meeting of experts or the participation of experts at such events. The aims of sponsoring, as perceived by the Act, may be different, but sponsoring is always subject to the conditions stipulated by the Advertising Regulation Act. Thus, in the context of sponsoring it is necessary to distinguish between scientific congresses and other meetings of experts. The difference reflects the fact that the aim of a scientific congress is, especially, to provide expert information and professional education of participants; during a scientific congress there may be no promotion of sale and consumption of medicinal products for human use; publication of information on specific medicinal products follows mainly scientific and educational purposes. Act No. 40/1995 Coll. does not contain any detailed definition of "meetings attended by experts"; these meetings can thus be of diverse nature, e.g. social, sport or technical events, etc. The Act, in this regard, is not entirely consistent in the transposition of the corresponding provision of Directive 2001/83/EC, which refers to "promotional meetings". SUKL will therefore lay stress in its supervisory activities on such meetings of experts during which support of prescription, supply or consumption of medicinal products for human use takes place.

Wherever targeted at experts, the Advertising Regulation Act significantly restricts advertising of medicinal products for human use, and thus also sponsoring, especially by the provisions of Section 5b paragraphs 4, 5 and 6. According to these provisions it is forbidden, in connection with advertising of medicinal products for human use, to offer, promise or donate gifts or any other bonuses to experts unless their intrinsic value is minimal and they are relevant to the professional practice. Both conditions must be met simultaneously. Since the term “minimal intrinsic value” may be interpreted very broadly, SUKL in defining such amount draws on the provision of Section 28 of Decree No. 247/2002 Coll., and considers as having minimal intrinsic value such gifts or other bonuses provided during the course of one calendar year by one company to one expert which do not have a value exceeding the amount of CZK 1,500. -. The assessment of the “minimal” value of the gift will take into account, besides the mentioned guiding financial indicator, also the fact whether the value of the gift is an incentive which may, under given circumstances, influence the objectiveness of the expert during the prescription or supply of medicinal products..

Further, the Act limits the scope of free hospitality in the context of sale support. The scope of hospitality provided free in the context of sale support must be reasonable, i.e. it must not overshadow the main purpose of the meeting (which at a scientific congress may be, for instance, the exchange of professional information) and may not be extended to other persons than the experts, i.e. it should not apply to the family members of the experts. The condition is that such hospitality must be provided only in the framework of the specific event.

Sponsoring of meetings attended by experts

Sponsoring of meetings attended by experts and the payment of their travelling and accommodation expenses is considered advertising of medicinal products for human use. The amount of the sponsoring contribution offered to the organiser is not restricted by the Act. It is, however, possible to give to the expert a gift or some other bonus of minimal intrinsic value and relevant to the practice of medicine or pharmacy use. An expert may receive during the event only reasonable hospitality (see above).

The sponsor will find himself in conflict with the law if he, as a part of his sponsorship contributions, reimburses to the expert expenses exceeding the “minimal intrinsic value”, e.g. in travelling expenses, accommodation, facultative trips, concert and theatre tickets, unreasonable hospitality, accommodation of wives etc., since such performance constitutes “other bonuses”.

Sponsoring of scientific congresses

The sponsoring of scientific congresses and the reimbursement of costs is considered advertising of medicinal products for human use. The amount of the sponsor’s contribution provided to the organiser is not limited by the Act. It is prohibited to provide to experts in this context gifts and other bonuses that have more than an intrinsic minimal value and have no relevance to the practice of medicine and pharmacy. In follow-up to the EU directive, where the text explains “payment of travelling expenses and accommodation” by a list of examples, SUKL is of the opinion that sponsors of scientific congresses may reimburse the unavoidable expenses of the participants incurred in connection with their participation at the congress, e.g. membership fees, travelling expenses and accommodation.

Anything provided to the expert beyond the unavoidable expense (e.g. the payment of the accommodation and travelling expenses of the expert’s wife, husband, better than standard services in hotels, pocket money, facultative trips, concert and theatre tickets, unreasonable hospitality, etc.) would constitute “other bonuses” that according to the law may not be provided.

GUIDELINES FOR PROVISION OF PROMOTIONAL SAMPLES

UST-23 Provision of promotional samples of medicinal products for human use

This guideline replaces, with effect from November 1, 2003, guideline UST-14.

According to Act No. 40/1995 Coll., on regulation of advertising, as subsequently amended, the supply of medicinal products for human use to doctors and pharmacists is deemed to be advertising. According to the Act, it is possible to provide samples of medicinal products for human use only to persons qualified to prescribe or supply such products. It is prohibited to provide such samples to the lay public. Only medicinal products for human use registered in compliance with Act No. 79/1977 Coll., on medicinal products, as subsequently amended, may be offered as promotional samples. Unregistered medicinal products, including products used in specific therapeutic programmes, or those listed in Section 5a paragraph 3 of the Medicinal Products Act, may not be distributed as promotional samples.

I. Provision of samples of medicinal products to experts

Samples of medicinal products are provided to allow persons qualified to prescribe or supply such products to familiarize themselves with the new products and to acquire experience with their use (this objective is recommended in the preamble to EU Directive 2001/83/EC).

From the Advertising Regulation Act it ensues that samples may be provided only to doctors (persons qualified to prescribe) and to pharmacists and pharmaceutical laboratory technicians (persons qualified to supply). "To familiarize themselves with the product" means, in the case of doctors, to become familiar with the appearance, properties of the application form and use in the provision of medical care. In the case of pharmacists and pharmaceutical laboratory technicians this means, namely, becoming acquainted with the appearance and content of the medicinal product.

1. Samples may be provided in limited amounts in the smallest presentation available on the market

Limited amount – it is not possible to stipulate a unified limit for the number of samples per one expert; thus, according to the State Institute for Drug Control, the corresponding amount will be set on a case-to-case basis. As a quick cue, a limited amount may constitute the amount needed, according to the recommended dosage, in the case of short-term illness, to treat five patients for one year, and in the case of chronic diseases to treat five patients for three months.

The smallest registered presentation – this means the smallest package of the medicinal product registered under a separate registration number (e.g. package with the smallest number of tablets).

Availability on the market – this can be interpreted as the possibility of obtaining the given package size of the product from pharmacies or distributors. In cases when for different reasons such package has not been available for a long time (practically this would mean for two to three months) larger registered presentations may be permitted in the smallest available package.

2. Every sample must be marked "Not for Sale" or "Free Medical Sample"

The marking should be visible, easily readable, adequately resistant and durable; it must not cover any of the details of the label on the cover of the medicinal product. This mark shall not be considered a violation of the package of the product approved during the registration procedure. In practice it may be considered sufficient to attach the mark to the outer package only, even if the presentation has both an inner and outer package.

Promotional samples may be taken only from a batch of the medicinal product which has been released by a qualified person authorised by the producer pursuant to Section 41d of Act No. 79/1997, on medicinal products, as subsequently amended.

3. Medicinal products containing narcotic and psychotropic substances may not be provided as samples

The fact whether the products contain such substances is recorded in the registration licence.

4. Samples may be provided only on the basis of a written application

Persons qualified to prescribe or supply medicinal products must apply in writing for the samples. The applications must be dated and signed by the applicants. The recommendation of the State Institute for Drug Control, referring to the provisions of Section 26 paragraph 9 f) and g) clause 3 of Act No. 79/1997 Coll., requires applications to contain the following data:

- a) name of the provider of the sample,
- b) applicant's identification (name, address, ICO – identification number),
- c) sample identification (name, strength, product form and size of package of the medicinal product),
- d) number of required samples,
- e) date and signature of applicant; use of stamp containing identification details is useful.

Further, it recommends to holders of registration licences issued by the State Institute for Drug Control to request from applicants a confirmation, on delivery of the samples, of the number and other identification details of the received samples (name, drug form, strength, batch number and size of package).

The inclusion of the details in the application and the confirmation is recommended to comply with the product liability requirements of the licence holder as stipulated by Section 26 paragraph 9 f) and g) clause 3 of Act No. 79/1997 Coll., on medicinal products, as subsequently amended, and to ensure, in case of need, the traceability of the sample to the doctor, pharmacist or, possibly, to an individual patient.

The distributor, when supplying medicinal products, must be able to document compliance with the provisions of Section 42b paragraph 1 c) clause 6 of Act No. 79/1997 Coll., on medicinal products, as subsequently amended, which permits the delivery of medicinal products only to a sales representative qualified to receive them by the holder of the registration licence. A suitable document for this purpose is e.g. the list of sale representatives qualified to collect samples issued by the holder of the registration licence.

5. Every sample presented by the sale representative to the expert must have an attachment containing a summary of the product data including the date of its approval or of the last review.
6. Updated information on the manner of reimbursement of the product must be presented with every sample.
7. The holder of the registration must ensure the implementation and maintenance of a system, which provides a record of every promotional sample and its traceability.

II. Provision of samples of medicinal products to the public

The Advertising Regulation Act prohibits the provision of samples of any medicinal product whatsoever to the general public (understood as the lay public). Due to this ban, promotional samples may not be supplied by pharmacies either. This fact is confirmed by the provisions of Section 26 paragraph 9 f) and g) clause 3 of Act No. 79/1997 Coll., on medicinal products, since otherwise it would not be possible to implement and maintain a system providing a record of each promotional sample and its traceability. The provisions of Directive 2001/83/EC support this interpretation. Since the supply of samples of medicinal products to the general public is not prohibited it is also not possible to allow situations when samples of medicinal products are offered to patients directly in pharmacies by representatives of individual companies or as components of a package of another medicinal product.

III. Management of samples of medicinal products

All persons manipulating promotional samples of medicinal products (e.g. holders of registration licences, sale representatives, persons qualified to prescribe or supply medicinal products), may dispose of the samples only in compliance with the provisions of both the Advertising Regulation Act and Act No. 79/1997 Coll., on medicinal products, as subsequently amended, e.g. conditions for storage, use-by dates, intactness of the package. For purposes of performance in practice we recommend especially to holders of registration licences and to sale representatives to familiarize themselves with the rules of best distribution practice as stipulated by Decree No. 296/2000 Coll., as subsequently amended. Another recommendation is to attach documentation of observance of storage requirements to the record of promotional samples as mentioned above under item I/7.

Exhibitor:	Stand No.:
Contact person:	
Mailing address:	
Telephone:	Fax:
E-mail:	

Company details	
Company:	
Address:	
City:	ZIP Code:
Country:	
Telephone:	Fax:
E-mail:	Internet:

A 100-word description of your company's activities. This entry is intended to give an overview of your services in paragraph form. In case your entry has more than 100 words, we may be forced to edit it.

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

.....
Authorised Signature

.....
Date & Place

Please return this form to:

Guarant Ltd., Opletalova 22, 110 00 Prague 1

Tel.: +420/284 001 444, Fax: +420/284 001 448, e-mail: uegw2004-exhibition@guarant.cz

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Item	Price per unit	Units	Total price
1 Insert	EUR 5000		

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

.....
Authorised Signature

.....
Date & Place

Please return this form to:

Guarant Ltd., Opletalova 22, 110 00 Prague 1

Tel.: +420/284 001 444, Fax: +420/284 001 448, e-mail: uegw2004-exhibition@guarant.cz

BAG INSERTS

BECKSPEDITION

Mr. Pavel Beck

Chrastavská 113/4

190 00 Praha 9

Czech Republic

SET-UP/DISMANTLING PASSES

3

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Throughout the set-up and dismantling period of the exhibition, all suppliers and employees who will not be taking part in the exhibition itself, are required to wear set-up/dismantling passes. If needed, additional passes can be ordered.

Item	Price per unit	Units	Total price
Set-up/Dismantling passes	free of charge		EUR 0
Set-up/Dismantling pass	EUR 20		

Please send the set-up/dismantling passes to the following address:

Company:	
Contact person:	
Mailing address:	
Country:	
Telephone:	Fax:

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

.....
Authorized Signature


.....
Date & Place

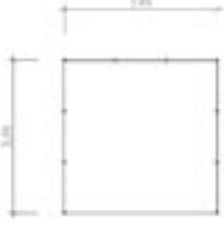
Please return this form to:

Triumf Expo, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

OCTANORM STANDS




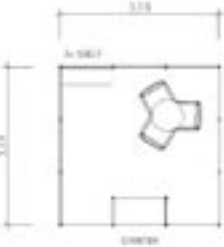


**OCTANORM STAND
without furniture**

price: 59 Euro/m2
size: from 6 m2
equipment:

1. rear and side walls
2. ceiling with spotlights
3. light grey carpet
4. fascia with the company name






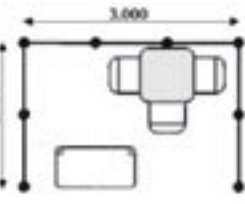
**OCTANORM STAND
with furniture**

price: 66 Euro/m2
size: from 9 m2
equipment:

1. rear and side walls
2. ceiling with spotlights
3. light grey carpet
4. table 80x80 cm
5. 3x chair
6. infodesk
7. fascia with the company name

MODULAR STANDS




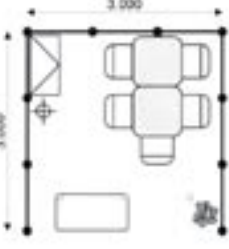


MODULAR STAND A

price: 74 Euro/m2
size: from 6 m2
equipment:

1. rear and side walls
2. ceiling with spotlights
3. light grey carpet
4. table 70x70 cm
5. 3x chair
6. infodesk
7. fascia with the company name



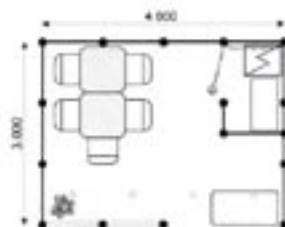
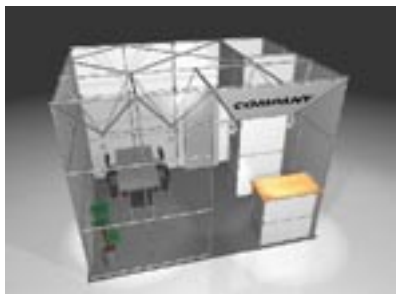


MODULAR STAND B

price: 79 Euro/m2
size: from 9 m2
equipment:

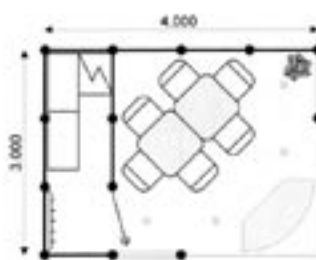
1. rear and side walls
2. ceiling with spotlights
3. light grey carpet
4. 2x table 70x70 cm
5. 5x chair
6. lockable cabinet
8. coat rack
9. infodesk
10. flower
11. fascia with the company name

MODULAR STANDS



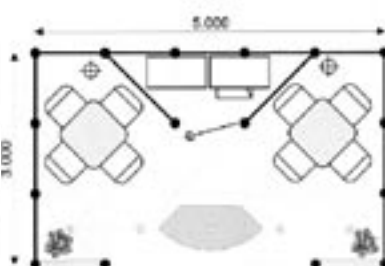
MODULAR STAND C1

- price: 89 Euro/m²
 size: from 12 m²
 equipment:
1. rear and side walls with storage
 2. glass front wall
 3. ceiling with spot lights
 4. light grey carpet
 5. 2x table 70x70 cm
 6. 5x chair
 7. shelf
 8. refrigerator
 9. wall coat rack set
 10. infodesk
 11. flower
 12. fascia with the company name



MODULAR STAND C2

- price: 92 Euro/m²
 size: from 12 m²
 equipment:
1. rear and side walls with storage
 2. glass front wall
 3. ceiling with spotlights
 4. light grey carpet
 5. 2x table 70x70 cm
 6. 6x chair
 7. 2x shelf
 8. refrigerator
 9. wall coat rack set
 10. infodesk
 11. flower
 12. fascia with the company name



MODULAR STAND D

- price: 98 Euro/m²
 size: from 15 m²
 equipment:
1. rear and side walls with storage
 2. glass front wall
 3. ceiling with spotlights
 4. light grey carpet
 5. 2x table 70x70 cm
 6. 8x chair
 7. 2x shelf
 8. refrigerator
 9. 2x wall coat rack set
 10. infodesk
 11. 2x flower
 12. fascia with the company name

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

FURNITURE PACKAGE

Item	Price	Total price
Octanorm furniture package	EUR 99	

The furniture package consists of: 4x chairs, 1x table, 1x lockable cabinet, 1x waste basket, 1x coat rack

Item	w×d×h cm	Picture No.	Price per unit	Units	Total price
Spotlight 100W			EUR 19		
Halogen spotlight 500W			EUR 51		
3-prong plug 220V			EUR 13		
Refrigerator	80x80x100	09	EUR 89		
Octanorm coat rack set	length 100		EUR 10		
High illuminated showcase, 4x halogen 50W	100x100x250	02	EUR 120		
High illuminated showcase, 2x halogen 50W	100x50x250	02	EUR 99		
Octanorm glass counter	100x100x80	01	EUR 58		
Octanorm glass counter	100x50x80	01	EUR 45		
Octanorm counter	100x100x80	08	EUR 37		
Octanorm counter with shelf, wooden top	100x100x80	04	EUR 47		
Octanorm counter	50x50x80	06	EUR 25		
Octanorm counter with shelf, wooden top	50x50x80	06	EUR 35		
Octanorm counter	100x50x80	08	EUR 35		
Octanorm counter with shelf, wooden top	100x50x80	04	EUR 45		
Octanorm bar counter	100x100x110	08	EUR 41		
Octanorm bar counter with shelf, wooden top	100x100x110	04	EUR 50		
Octanorm bar counter	100x50x110	08	EUR 39		
Octanorm bar counter with shelf, wooden top	100x50x110	04	EUR 48		

Please return this form to:

Triumf Expo, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

Item	w×d×h cm	Picture No.	Price per unit	Units	Total price
Octanorm bar counter	50x50x50	06	EUR 29		
Octanorm bar counter with shelf, wooden top	50x50x100	06	EUR 38		
Octanorm semicircular counter	100x50x80	05	EUR 65		
Octanorm semicircular counter, wooden top	100x50x80	05	EUR 69		
Octanorm shelf stand	100x50x250	03	EUR 39		
Modular counter	100x50x100	18	EUR 43		
Modular counter with shelf, wooden top	100x50x100	17	EUR 53		
Modular shelf stand	100x50x200	19	EUR 48		
Book shelf panel	100x30		EUR 30		
Chair		14	EUR 15		
Leather bar chair		15	EUR 23		
Table	80x80	13	EUR 18		
Round table black or white*	80	10/11	EUR 20		
Buffet table	60	12	EUR 35		
Table with a blue skirting	150x60	20	EUR 35		
Lockable cabinet	100x50x80	07	EUR 35		
Coat hanger stand		16	EUR 13		
Waste basket			EUR 8		
Ratan three-piece suite with a table*		23	EUR 92		
Black armchair*		21	EUR 60		
Blue armchair*		22	EUR 85		
Stand for brochures			EUR 35		

* a limited number of items

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

.....
 Authorised Signature

.....
 Date & Place

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Triumf Expo, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

OCTANORM FURNITURE



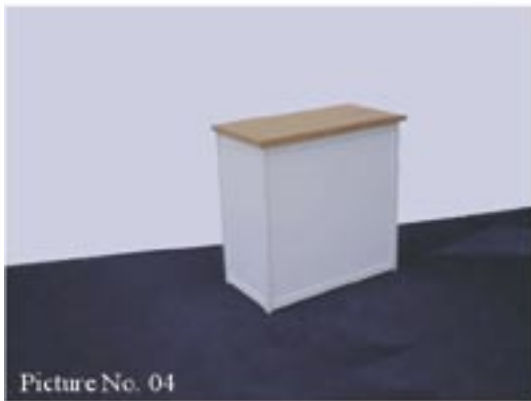
Octanorm glass counter (glass top) 100x50x80 cm
Other option: 100x100x80 cm



High illuminated showcase
100x50x250 cm (2x halogen 50W)
Other option: 100x100x250 cm



Shelf stand 100x50x250 cm



Octanorm counter 100x50x80 cm
Other option: 100x100x80 cm
Also as a bar counter 100x50x110 cm
Other option: 100x100x110 cm



Octanorm semicircular counter
100x50x80 cm



Octanorm counter 50x50x80 cm
Also as a bar counter 50x50x110 cm



Lockable cabinet 100x50x80 cm



Octanorm counter 100x100x80 cm
Other option: 100x50x80 cm
Also as a bar counter 100x100x110 cm
Other option: 100x50x110 cm



Refrigerator 80x80x100 cm

OCTANORM FURNITURE



Picture No. 10
Round table white 80x75 cm



Picture No. 11
Round table black 80x75 cm



Picture No. 12
Buffet table black 60x110 cm



Picture No. 13
Table 80x80x80 cm



Picture No. 14
Chair



Picture No. 15
Leather bar chair



Picture No. 16
Coat hanger stand

MODULAR FURNITURE



Modular counter
100x50x100 cm



Modular counter
100x50x100 cm



Modular schelf stand
100x50x200 cm

OTHER FURNITURE

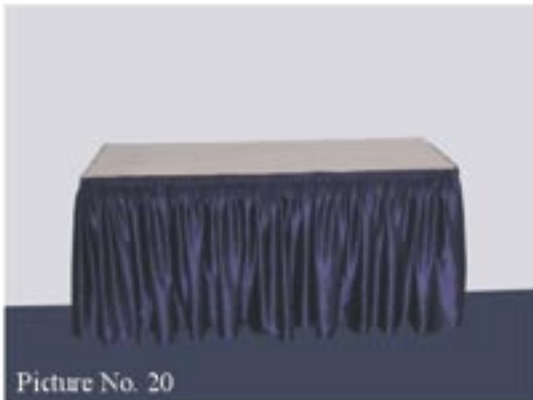
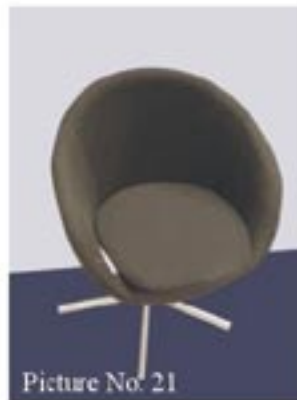


Table with a blue skirting



Black armchair



Blue armchair



Ratan three-piece suite with a table

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

This form is intended for Space Only Exhibitors, neither Stand Construction nor Custom Made Stand exhibitors.

Item	Price per sqm	Space (sqm)	Total price
Carpet	EUR 19		
Required color	<i>light gray</i> <input type="checkbox"/> <i>dark gray</i> <input type="checkbox"/> <i>green</i> <input type="checkbox"/> <i>red</i> <input type="checkbox"/> <i>blue</i> <input type="checkbox"/>		

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

.....
 Authorised Signature

.....
 Date & Place

Please return this form to:

Triumf Expo, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

CONTRACTOR DETAILS

7

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Exhibitors who have ordered Stand Construction of Custom Made Stand do not need to complete this form.

Stand construction

Company:	
Title:	Name:
Surname:	
Position:	
Address:	
ZIP Code:	City:
Country:	
Telephone:	Fax:

Decoration

Company:	
Title:	Name:
Surname:	
Position:	
Address:	
ZIP Code:	City:
Country:	
Telephone:	Fax:

Please state where your contractors and workers are insured for damages caused by their own activities during UEGW 2004 and the amount to which they are insured.

Insurance Company:	Coverage line up to:
--------------------	----------------------

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

.....
Authorised Signature

.....
Date & Place

Please return this form to:

Triumpf Expo, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

1. Please sketch the location of your utilities, such as furniture, power outlets, spotlights and water, on the plan below. Do not forget to mark on this Schematic Plan the border of your stand, as well as the orientation of your drawing (to clarify where there is a passage and where a neighbouring stand is).

2. If the schematic plan is not returned by 20 July 2004 at the latest, the ordered items will be placed at the discretion of the Exhibition Management and any relocation will be at the Exhibitor's expenses.

PLAN OF YOUR BOOTH

PLEASE INDICATE DIMENSIONS OF YOUR BOOTH

GRID FOR SCHEMATIC PLAN:

Key:

-  electric supply
- S** spotlight
-  water/drain
- T** telephone/fax
- I** Internet

.....
 Authorised Signature

.....
 Date & Place

Please return this form to:
 Triumf Expo, Nad Primaskou 31, 100 00 Prague 10
 Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

The stand construction does not include any power supply. All exhibitors are required to order an electrical main. The order made for power supply covers the entire exhibition time.

For those stands, which are constructed by the Exhibition Management, the electrical inspection is included in the price of the stand.

Item	Price per unit	Units	Total price
Connection up to 3.5 kW/16A	EUR 257		
Connection up to 7.0 kW/2x16A	EUR 337		
Connection up to 10.5 kW/3x16A	EUR 425		
Connection up to 21.0 kW/3x32A	EUR 795		
Electrical inspection	EUR 48	1	EUR 48
24-hour connection for refrigerator	EUR 195		
TOTAL			

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

.....
 Authorised Signature

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 Date & Place

Please return this form to:

Triumpf Expo, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Item	Price per unit	Units	Total price
Water and drain connection	EUR 460		

Water and drain connection is limited in the exhibition area of the Prague Congress Centre. For more details, please contact the Exhibitor Management.

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

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Authorised Signature

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Date & Place

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Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

This form is not intended for Modular Stand C2 or D constructed by the Exhibitor Management. Cleaning of these stands is included in the price of the stand.

Cleaning includes: general cleaning before opening of the event, daily cleaning of carpeting with vacuum cleaner, waste disposal, cleaning of furniture. Cleaning will be done mainly at night, when the exhibition area is closed. Listed prices cover the entire exhibition time.

Item	Price per 1 sqm	sqm	Total price
Stand cleaning	EUR 4		

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

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 Authorised Signature

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 Date & Place

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Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Item	Price per unit	Units	Total price
Video player (PAL, SECAM, NTSC) + VHS	EUR 240		
TV - 63 cm	EUR 230		
TV - 72 cm	EUR 260		
Plasma screen 42"	EUR 1056		
DVD player	EUR 280		
Data projector (1200 ANSI lm) and screen (200 x 200 cm)	EUR 735		
Telephone	EUR 189		
Fax	EUR 410		
+ deposit for tel. and fax charges	EUR 130		
ISDN line – EURO ISDN 2	EUR 375		
+ deposit for minutes for ISDN line – EURO ISDN 2	EUR 150		
Internet - 64kb/s (connection via Ethernet network)	EUR 430		

If you require any PC equipment please contact directly: zdena.fialova@triumf-expo.cz

SPECIAL REQUIREMENTS

Specification

All listed prices cover the whole time of the exhibition.
After the end of the exhibition, the equipment will be collected from the stands.

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

.....
Authorised Signature

.....
Date & Place

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Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Item	Price per hour
Hostess with knowledge of English	EUR 11
Briefing of a hostess (120 minutes maximum)	EUR 18

Hostesses are dressed in a white shirt and a black skirt. If you require a hostess dressed in your company colours, please contact zdena.fialova@triumf-expo.cz

Date	No. of persons	From	To	Hours	Briefing Yes/No	Price incl. briefing
25 September 2004						
26 September 2004						
27 September 2004						
28 September 2004						
29 September 2004						
TOTAL						

Date and place of the briefing (if required) or any additional requirements:

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

.....
 Authorised Signature

.....
 Date & Place

Please return this form to:

Triumf Expo, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Item	Price per hour
Individual security service for your stand - 1 person	EUR 16

Date	No. of persons	From	To	Hours	Total
25 September 2004					
26 September 2004					
27 September 2004					
28 September 2004					
29 September 2004					
TOTAL					

.....
 Authorised Signature

.....
 Date & Place

Please return this form to:

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Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Item	Price per unit	Units	Total price
<i>Plants 150 – 180 cm</i>			
Ficus Benjamina	EUR 25		
Kentia (palm)	EUR 43		
Schefflera	EUR 39		
Dracaena Marginata	EUR 39		
<i>Plants 100 – 120 cm</i>			
Ficus Benjamina	EUR 19		
Schefflera	EUR 22		
<i>Ikebana</i>			
small	EUR 28		
middle	EUR 39		
large	EUR 55		

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 Authorised Signature

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 Date & Place

Please return this form to:

Triumf Expo, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: gabriela.svobodova@triumf-expo.cz

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Item	Amount	Price per unit	Units	Date	Time
Coca Cola	0,5 l bottle	EUR 2,40			
Coca Cola Light	0,5 l bottle	EUR 2,40			
Fanta	0,5 l bottle	EUR 2,40			
Sprite	0,5 l bottle	EUR 2,40			
Tonic	0,5 l bottle	EUR 2,40			
Mineral water - sparkling	0,5 l bottle	EUR 2,40			
Mineral water - gently sparkling	0,5 l bottle	EUR 2,40			
Mineral water - still water	0,5 l bottle	EUR 2,40			
Juice Orange	0,5 l bottle	EUR 4,81			
Juice Multivitamine	0,5 l bottle	EUR 4,81			
Juice Black current	0,5 l bottle	EUR 4,81			
Juice Apple	0,5 l bottle	EUR 4,81			
Pilsner Urquell beer	0,3l can	EUR 2,30			
White Wine (Czech)	0,75 bottle	EUR 8,82			
Red Wine (Czech)	0,75 bottle	EUR 8,82			
Sparkling Wine (Czech)	0,75 bottle	EUR 9,97			
Coffee*	1 l	EUR 8,74			
Tea**	1 l	EUR 6,99			
Sandwich Gourmet (smoked ham, cheese, egg, lettuce, tomato, dressing)	1 pc	EUR 2,62			
Sandwich Vegetarian (eidam cheese, blue cheese, lettuce, tomato)	1 pc	EUR 2,62			
Sandwich Comet (chicken, lettuce, cucumber, tomato)	1 pc	EUR 2,62			
Potato chips	100g	EUR 1,31			
Roasted peanuts	100g	EUR 1,31			
Chocolade	100g	EUR 2,19			
Vanilla biscuits	150g	EUR 1,75			
Coconut biscuits	150g	EUR 1,75			
Nougat biscuits	150g	EUR 1,75			

Please return this form to:

Guarant Ltd., Opletalova 22, 110 00 Prague 1

Tel.: +420/284 001 444, Fax: +420/284 001 448, e-mail: uegw2004-exhibition@guarant.cz

Item	Amount	Unit Price	Units	Date	Time
Fresh fruits - apple	1 pc	EUR 1,31			
Fresh fruits - banana	1 pc	EUR 1,31			
Fresh fruits - orange	1 pc	EUR 1,31			
Fresh fruits - kiwi	1 pc	EUR 1,31			
Fresh fruits - peach	1 pc	EUR 1,31			
Coffee (beans for espresso)	1 kg	EUR 30			
Sugar	100 pc á 5 g	EUR 6,99			
Coffee creamer	10 pc	EUR 1,31			
Plastic plates	100 pc	EUR 12,65			
Plastic cups 0,2 l	100 pc	EUR 12,65			
Plastic cups for tee & coffee	100 pc	EUR 12,65			
Plastic teaspoons	100 pc	EUR 4,22			
Plastic forks	100 pc	EUR 4,22			
Plastic knives	100 pc	EUR 4,22			
Plastic napkins	100 pc	EUR 1,15			

All items to be delivered without cups. Plastic cups must be ordered separately.

* To be served in a flask, including sugar and milk. Approximately 15 cups per 1,5 litre.

** To be served in a flask, including sugar, milk and lemon. Approximately 10 cups per 1,5 litre.

We hereby order the items indicated in this form in accordance with the General Conditions and with the Conditions of Participation.

.....
 Authorised Signature

.....
 Date & Place

Please return this form to:

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Tel.: +420/284 001 444, Fax: +420/284 001 448, e-mail: uegw2004-exhibition@guarant.cz