



EXPO CENTER a.s.  
K výstavisku 447/14  
911 40 Trenčín  
Slovak Republic

IČO: 31412581 DIČ: 2020383728  
IČ DPH: SK2020383728  
OR: Okresný súd v Trenčíne  
Oddiel: Sa, Vložka č. 68/R

**ENTRANCE INTO THE EXHIBITION AREA****Order form No. 1**

Exhibitor:

Name of event:

Code	Description	Unit price €	Quantity	Total price €
101	<b>ENTRANCE INTO THE EXHIBITION AREA Exhibitor's ID cards</b> Number corresponds to the space rented: up to 10 m <sup>2</sup> = 2 cards, 11 - 20 m <sup>2</sup> = 3 cards every + 10 m <sup>2</sup> = + 1 cards	free of charge		
102	<b>Additional exhibitor's cards - charged</b>	6,60 €		
103	<b>Assembly ID card</b> Valid only during assembly and dismantling for staff of external assembly company	33 €		
104	<b>Free car entrance</b> Valid only in days of assembly and dismantling and at a delivery of exhibits	free of charge		
105	<b>Parking card</b> allows to park in the exhibition area in the reserved parking area	13,30 €		
106	<b>Company invitation cards</b> They are designed as an invitation to the exhibition for business partners. Invitation cards will be invoiced in advance (before the exhibition) in relation to the number of ordered invitation cards.	1,50 €		
107	<b>Hostess</b> without foreign language knowledge	40,00 € / day		
108	<b>Hostess</b> with foreign language knowledge - conversational level (language knowledge in ..... )	upon agreement		
109	<b>Project approval</b>	3,20 € / m <sup>2</sup>		
	<b>Total</b>	<b>x</b>		

Exhibitor (orderer)

Stamp and signature

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**STAND CONSTRUCTION** **Order form No. 2a**

**Exhibitor:**

**Name of event:**

**EXHIBITION STAND - STAND CONSTRUCTION**

**Stand scheme:** Use the symbols inscribed in part 2b draw ground-plan of your stand including complementary equipment, electric power supply, water connection and other services on the below displayed base.


**The basic price for the stand assembly performed by EXPO CENTER a.s.** also includes instalation of carpet floor covering in gray color, white stand walls, ceiling rastering, lighting and white panel (Brand panel) with the name and address of the company (type, size and color will be specified by the exhibition designer)

**Vertical designing, the maximum height of the stand.....cm (The standard height of the stand is 250 cm on the whole floor space of the stand)**

Dimensions and weight of the largest exhibit:  
 height.....cm, width.....cm, lenght.....cm, weight.....kg

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## STAND CONSTRUCTION

Order form No. 2b

Exhibitor:

Name of event:

Code	Symbol	Description	Unit price €	Quantity	Total price €
201		Wall panel, white	within stand assembly performed by EXPO CENTER, a. s.		
202		Wall panel, glass	14,90 €		
203		Single-wing door	13,30 €		
204		Folding door	18,30 €		
205		Curtain	within stand assembly performed by EXPO CENTER, a. s.		
206		Venetian blinds, horizonta	10,00 €		
207		Sales counter, half	11,60 €		
208		Sales counter, full	15,00 €		
209		Information counter	13,30 €		
210		Glass counter, half	15,00 €		
211		Glass counter, full	18,30 €		
212		Display cabinet-high, half (3 shelves)	31,50 €		
213		Display cabinet-high, full (3 shelves)	34,80 €		
214		Shelf rack (3 shelves)	13,30 €		
215		Shelf rack, full (3 shelves)	16,60 €		
216		Shelf rack (3 inclined shelves)	13,30 €		
217		Tray for booklets	11,60 €		
218		Elevated platform, half	10,00 €		
219		Elevated platform, full	11,60 €		
220		Elevated stage	6,60 €		
221		Window dresser's wire netting	5,00 €		
222		Soffit/lowered ceiling, textile (canvas)	3,30 €		
223		Mirror	10,00 €		
224		Built-in rack for hangers	8,30 €		
225		Rail for hangers	8,30 €		
226		Carpet in colours: yellow, orange, red, burgundy, light blue, dark blue, green, brown, black <u>Note:</u> Order for the carpet colour must be sent to organiser no later than 4 weeks before event beginning. The extra fee +10% is calculated to the price of ordered m <sup>2</sup> (for the cutting work).	6,00 € / m <sup>2</sup> color: _____		
<b>Total</b>			<b>x</b>		

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## ELECTRIC INSTALLATION

Order form No. 3

Exhibitor:

Name of event:

Code	Description	Unit price €	Quantity	Total price €
	<b>Electricity connection and consumption</b>			
300	max. 3 kW / 230 V (up to 10 A)	129,50 €		
301	max. 5 kW / 400 V (up to 10 A)	186,00 €		
302	max. 9 kW / 400 V (up to 16 A)	265,60 €		
303	max. 15 kW / 400 V (up to 25 A)	398,30 €		
304	Additional sockets	16,60 €		
305	Additional spotlights	10,00 €		
306	„Overnight power“ supply for refrigerator (non stop supply)	33,20 €		
307	Rent a refrigerator 110 l	33,20 €		
308	Rent a refrigerator 150 l	40,00 €		
309	Extension cable	4,00 €		
310	Water boiler 120 l	200,00 €		
	<b>Further services</b> (valid for external contractors)			
311	Rent an electric distributing box	50,00 €		
312	Revision of electric installation	26,60 €		
313	Prompt installation of electricity connection 220 V	33,00 €		
314	Prompt installation of electricity connection 380 V	50,00 €		
	<b>Total</b>	<b>x</b>		

### TERMS:

1. An inseparable part of your order must be a ground plan of your stand with designed electricity connection points.
2. Standard stand lighting is the part of basic price of stand assembly performed by EXPO CENTER a.s. There is one ceiling light per each 9 m<sup>2</sup> or one spotlight per each 3 m<sup>2</sup>.
3. External contractor is obliged to close electricity supply network by electricity distributing box /the own or rented one/. Organizer performs connection of the box on request.
4. Total input means summary of inputs of all appliances to the connection point in accordance with project documentation. Organizer is obliged to perform the revision by the licenced company authorised for this kind of revision.
5. Due to actual technical and safety regulations STN the contractor must pay organizer for complete revision of electric insatallation of its stand performed by the organizer. Organizer is obliged to ensure only a specialist qualified for this work.
6. It is strictly forbidden to provide the electric power supply to another subject, for example to the neighbouring stand. Violation of this principle will be affected by forfeiture of bail.

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**WATER INSTALLATION****Order form No. 4**

Exhibitor:

Name of event:

Code	Description	Unit price €	Quantity	Total price €
400	Water supply and discharge connection + a lump sum for consumption	130,00 €		
401	Kitchen sink with a water heater (Electricity supply to 5 kW must be ordered additionally)	50,00 €		
402	Other request:	upon agreement		
	<b>Total</b>	<b>x</b>		

**TERMS:**

1. An inseparable part of your order must be a ground plan of your stand with designed water connection points.
2. Water will be supplied 1 day before the event starts. During the exhibition the water supply will be from 8 a.m. to 7 p.m.
3. It is strictly forbidden to provide water supply to another subject, for example to a neighbouring stand. Violation of this principle will be affected by forfeiture of bail.

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**FURNITURE****Order form No. 5**

Exhibitor:

Name of event:

Code	Description	Size (h/w/d)	Unit price €	Quantity	Total price €
501	Table KODRETA A	55/120/60	10,00 €		
502	Table KODRETA B	55/76/76	10,00 €		
503	Table TRIP - triangular	54/76/76	8,30 €		
504	Table STOMY A	75/80/80	11,60 €		
505	Table STOMY B	75/ø90	11,60 €		
506	Table KOMY	74/80/80	11,60 €		
507	Table OSKAR - circular, white	77/ø60	11,60 €		
508	Bar table		11,60 €		
509	Chair ADA - leatherette	75/50/50	8,30 €		
510	Chair DETA - cloth cover	81/45/45	8,30 €		
511	Chair ŠAMA - cloth cover	81/55/44	10,00 €		
512	Bar stool ZETA	80/ø30	10,00 €		
513	Bar stool BETA	85/ø40	10,00 €		
514	Semi-armchair SEA	88/47/44	10,60 €		
515	Armchair KODETA	80/60/70	10,60 €		
516	PVC Basket	40/30/30	1,70 €		
517	Hanger rack - chrome	185/60/60	4,00 €		
518	Open cupboard EVA, 1 shelf	60/47/36	8,30 €		
519	Open cupboard MÁRIA, 3 shelves	120/47/36	10,30 €		
520	Cupboard ZUZANA, lockable	80/95/40	11,80 €		
521	Cupboard ADAM	80/95/40	10,00 €		
522	Cupboard NORA - hanging	50/90/35	11,60 €		
	<b>Total</b>	<b>x</b>	<b>x</b>		

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**GRAPHIC WORK, PROMOTION, INTERNET**

**Order form No. 6**

Exhibitor:

Name of event:

Code	Description	Unit price €	Quantity	Total price €
600	<b>Standard identification</b> of stand (company name and address) on the Brand panel (height 35 cm)	free of charge		
601	<b>Blank Brand panel</b> for stand identification/branding performed by customer			
602	<b>Special graphic works</b> - company logo, texts (performed by the EXPO CENTER a.s.) Requirement: Specify location of the requested graphics in the stand/exposition. Submit the specification in electronic form in the format CDR, PDF, JPG (min. 300 dpi).	cca 40,00 € / m <sup>2</sup>		
603	<b>Billboard</b> (2,5 x 2,0 m) <b>creation and rental</b> located in the exhibition area during the event	166,00 €		
604	<b>Rental of advertising space</b> for your own advertising panel inside the exhibition area.	26,60 € / m <sup>2</sup>		
605	<b>Rental of the flagpole</b>	66,40 €		
606	Other form of advertisement upon agreement (company logo on the invitation card etc.)	332 €		
607	<b>Advertisement in exhibition area radio broadcasting</b> one message up to 30 seconds one message up to 60 seconds	5,00 € 10,00 €		
608	<b>The conference service</b> Rental of the conference room inside the exhibition area for professional and entertainment events	upon agreement		
609	<b>Internet WiFi connection</b> For exhibitors free of charge in the Business Center	9,00 € / day		
	<b>Total</b>	<b>x</b>		

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**KITCHEN EQUIPMENT AND ACCESSORIES****Order form No. 7**

Exhibitor:

Name of event:

Code	Description	Unit price €	Quantity	Total price €
701	Set of glasses- champagne (6 pcs)	4,70 €		
702	Set of glasses - wine (6 pcs)	4,00 €		
703	Set of glasses - liqueur (6 pcs)	4,00 €		
704	Set of glasses 0,5 dcl (6 pcs)	2,30 €		
705	Set of glasses 2 dcl (6 pcs)	3,60 €		
706	Set of glasses 3 dcl (6 pcs)	5,00 €		
707	Coffee set - cup, saucer, spoon (6 pcs)	5,30 €		
708	Tea set cup, saucer, spoon (6 pcs)	5,30 €		
709	Desert plates (6 pcs)	3,30 €		
710	Shallow plates (6 pcs)	3,30 €		
711	Soup plates (6 pcs)	3,30 €		
712	Tray (stainless steel)	2,70 €		
713	Glass vase	1,30 €		
714	Ceramic vase	1,70 €		
715	Ashtray	1,00 €		
716	Sugar Bowl	1,00 €		
717	Salt shaker	0,70 €		
718	Bread basket	0,70 €		
719	Cutlery - a set (6 + 6 + 6)	5,30 €		
720	Thermos	3,30 €		
721	Pot	1,70 €		
722	Table-cloth (white)	2,00 €		
723	Dish towel	1,00 €		
724	Towel	1,30 €		
725	Corkscrew	0,70 €		
726	Tin opener	0,70 €		
727	Bottle opener	0,70 €		
728	Sugar tongs	0,70 €		
729	Knife	1,30 €		
	<b>Total</b>	<b>x</b>		

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**ARTIFICIAL FLOWERS****Order form No. 8**

Exhibitor:

Name of event:

Code	Description	Unit price €	Quantity	Total price €
	<b>Climbing plant</b>			
801	Ivy	4,30 €		
802	Scindapsus	4,30 €		
803	Green muscat	4,30 €		
	<b>The vase flower (without the vase)</b>			
804	Rose	3,30 €		
805	Wild flower	3,30 €		
806	Azalea	3,30 €		
807	Fern	3,30 €		
	<b>The potted plant (h = up to 70 cm)</b>			
808	Dracena	8,30 €		
809	Pothos	8,30 €		
	<b>The potted plant (h = 120 - 170 cm)</b>			
810	Ficus, Ficus Benjamin	13,30 €		
811	Hazel autumn	13,30 €		
	<b>The potted plant/flower (h = 120 - 160 cm)</b>			
812	Azalea	11,30 €		
813	Oleander	11,30 €		
814	Wisteria	11,30 €		
	<b>Total</b>	<b>x</b>		

**NOTICE:**

1. If the flowers ordered are no longer on stock organiser offers an adequate substitution of the same value.
2. Special requirements concerning the flower decoration can be fulfilled upon a special agreement.

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**ELECTRIC APPLIANCES, DUMMIES, CLOTHES HANGING STANDS**  
Order form No. 9

Exhibitor:

Name of event:

Code	Description	Unit price €	Quantity	Total price €
	<b>PORTABLE ELECTRIC APPLIANCES</b>			
901	Plasma - TV	120,00 €		
902	Overhead projector	83,00 €		
903	DVD	36,00 €		
904	Coffeemaker	16,60 €		
905	Kettle	8,30 €		
906	Table fan	6,00 €		
907	Standing fan	14,00 €		
908	Dish washer with 4 minutes cycle. Price includes: water supply and consumption, disposal of waste water, electricity supply including consumption (3 kW), amortization.	230,00 €		
	<b>DUMMIES AND CLOTHES HANGING STANDS</b>			
909	Dummy, female	66,40 €		
910	Dummy, male	66,40 €		
911	3 Way Stand	13,60 €		
912	Stand ESKO	13,60 €		
913	Stand SILUETA	16,60 €		
914	Cloth rack for hangers, mobile	18,30 €		
915	Plastic cloth hanger	0,30 €		
916	Stand - cross	13,60 €		
917	Stand - spiral	21,60 €		
	<b>Total</b>	<b>x</b>		

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## HANDLING AND STORAGE SERVICES, CLEANING

Order form No. 10

Exhibitor:

Name of event:

Code	Description	Unit price €	Quantity	Total price €
1001	Truck with platform, four wheels	1,70 € / 15 min		
1002	Hydraulic pallet truck	2,30 € / 15 min		
1003	Forklift truck with loading capacity up to 2000 kg	13,30 € / 30 min		
	<b>STORAGE SERVICES</b>			
1004	Material storage - indoor	13,30 € / m <sup>3</sup> / 5 days		
1005	Material storage - outdoor	8,30 € / m <sup>3</sup> / 5 days		
	<b>CLEANING</b>			
1006	Stand cleaning - vacuuming and taking out the trash	2,70 € / m <sup>2</sup> / exhibition		
1007	Scraps liquidation during assembly and dismantling of the stand less than 50m <sup>2</sup> over 50 m <sup>2</sup>	4,00 € 7,00 €		
1008	Other requirements	upon agreement		
	<b>Total</b>	<b>x</b>		

### REQUIREMENTS:

1. This order must be delivered no later than 4 weeks before the beginning of the exhibition.
2. In case of interest in the handling equipment please fill in the supposed time (day and hour) you want to use it.

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