June 12 – 14, 2012
EXPO CENTER a.s.

INFORMATION FOR EXHIBITORS
June 12 – 14, 2012

Opening hours for exhibitors:	June 12	7:00 – 18:00
	June 13	9:00 – 18:00
	June,14	9:00 – 16:00
		after 16:00 h dismantling the expositions
Opening hours for public:	June 12-13	10:00 – 17:00
	June 14	10:00 – 16:00

Exhibition manager:
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1. After coming to the exhibition area, please stop first at business department, pavilion No. 1, 2-nd floor, door No. 36, where you get installation cards, exhibitor's cards, parking cards, protocols and a catalogue of the exhibition.
   You can do so on June 8-11 from 8:00 to 15:00.

2. **Installation of expositions – companies with their own design**, may start with erection
   on June 8 **from 8:00 – 20:00**
   on June 9 **from 8:00 – 20:00**
   on June 10 **from 8:00 – 20:00**
   Overtime will be charged extra, i.e. **35 € / hr.**

   We would like to ask them to:
   - Submit two (2) copies of a design of their exposition identifying places of water and electricity connections and an Electric Project **(to be sent no later than on May 31).**
   - Pay **the security for the area in the amount 150 €** per company.

   It is not allowed to start erection without approval of the design and payment of the security.

3. Exhibits **can be brought in to the exposition** on: **June 10 from 8:00 to 20:00** and **June 11 from 8:00 to 18:00**
   Overtime will be charged extra, i.e. **35 € / hr.**

4. **Dismantling the expositions** will start immediately after the end of the exhibition on:
   June 14 **after 16:00** and then on
   June 15 **from 7:00 to 16:00**

5. **To be able to provide you handling equipment,** we would like to ask you to let us know weight and size of exhibits, time, as well as required type of equipment.

6. The pro forma invoice for lease, erection and ordered services should be paid so that you could prove your payment by **a bank statement and provide one copy of it upon coming to the exhibition**. Payments in cash, if any, are accepted at the cash register, pavilion 1, first floor.