



# **SICOT 2011**

## **XXV Triennial World Congress**

## **Exhibitors Manual**



**6–9 September 2011  
Prague, Czech Republic**



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

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## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

### SECTION 1 – GENERAL INFORMATION

#### CONTACTS

##### **Congress Secretariat**

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Rue Washington 40 - b.9  
1050 Brussels | Belgium  
Tel.:+32 2 648 68 23  
Fax:+32 2 649 86 01  
E-mail: congress@sicot.org

##### **Commercial Agent**

Lina Salvati  
Linsa Inc.  
Canada  
Tel.:+1 514 924 3476  
E-mail: lsalvati@linsa.ca  
Skype: ripley9423

##### **EXPOSALE-CZ, s.r.o.**

Školská 33/3  
250 92 Šestajovice  
Czech Republic  
Mr. Pavel Smrčka  
Tel: +420 281 962 262-3  
Fax:+420 281 961 285  
E-mail: [smrcka@exposale.cz](mailto:smrcka@exposale.cz)  
www.exposale.cz

##### **BECKSPELITION**

Fairs & Exhibitions  
Chrastavská 113/4  
190 00 Praha 9  
Czech Republic  
Mr. Pavel Beck  
Tel/Fax: +420 286 881 730  
Mobil: +420 602 311 950  
E-mail: beck.pavel@volny.cz

**Garant International  
Security and Hostess Service**  
Opletalova 22  
110 00 Praha 1  
Czech Republic  
Alena Fullsacková  
Mobil: +420 606 905 402  
E-mail: [fullsackova@guarant.cz](mailto:fullsackova@guarant.cz)

**Zátiší Catering Group,a.s.  
Catering Service**  
5. května 65  
140 21 Praha 4  
Czech Republic  
Linda Reitingerová  
Mobil: +420 731 156 614  
E-mail: linda@zatisigroup.cz



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

### SECTION 1 – GENERAL INFORMATION

#### **PRELIMINARY EXHIBITION SCHEDULE**

##### **Stand Constructions :**

September 5, 2011 08:00 – 20:00

##### **Stand Decoration :**

September 6, 2011 08:00 – 13:00

##### **Exhibition Hours :**

September 6, 2011 14:00 – 18:00

September 7, 2011 08:00 – 18:00

September 8, 2011 08:00 – 18:00

September 9, 2011 08:00 – 14:00

##### **Stand Dismantling :**

September 9, 2011 14:00 – 20:00

#### **On-site Exhibition Management Desk**

will be situated on the second floor of the Prague Congress Centre.

### **COMPANY PROFILE**

Each exhibiting company is entitled to a free company description that will be printed in the Final programme.

Each entry should be in the following format:

- company name\*
- the stand number
- contact details (contact person, full address, phone, fax, e-mail, websites)
- a 40-word description of your company's activities.

This entry is intended to give an overview of your services in paragraph form.

If your entry exceeds 40 words we may be forced to edit it.

\* your company name will appear in alphabetical order according to the first letter indicated

**Deadline for sending the description is April 30, 2011**

**Please send your description in the word document to:**

**Mrs. Lina Salvati – [lsalvati@linsa.ca](mailto:lsalvati@linsa.ca)**



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

### **GENERAL INFORMATION**

**PRAGUE** – the capital of the Czech Republic situated on both banks of the Vltava river is a beautiful city with a rich history. Thanks to its location in the centre of Europe, Prague has always been an important crossroads of trade and culture. In the course of its thousand-year history, Prague has always been the political, cultural, and business centre of the country. Prague, often called “Golden” or “Hundred-spired”, is an architecturally unique European city, attractive for tourists from around the world.

Visitors find themselves enjoying a living museum of European architecture from Romanesque time to the present. Prague has 1,200,000 inhabitants and stretches over approximately 500 square kilometres. The dominant feature of the city is Prague Castle, which houses the gothic St. Vitus’s Cathedral. The castle had been the seat of Czech kings since 1087, until 1918 when it became the seat of presidents of Czechoslovakia, and since 1993 it has been the seat of the president of the Czech Republic.

### **TRANSPORTATION**

#### **Public transport**

Prague has a very efficient subway, tram and bus transportation system. On the new Prague underground, peak hours trains run every 1 or 2 minutes, and during off-peak hours at least every 10 minutes.

#### **AIRPORT**

Prague International Airport handles flights of most European carriers and also overseas flights. It is located 30-45 minutes by car from the centre of Prague. There is a good connection between the airport and city centre by public transport and taxis. You can easily get to the city centre using one of the public buses. For the quickest transport to the city centre or the nearest metro station we advise using routes 119 and 100. Unfortunately there is no subway or train connection to the city.

#### **ENTRY FORMALITIES**

All foreign visitors to the Czech Republic must possess a passport valid for at least the next three months. Participants requiring visa should apply in advance to consular offices of the Czech Republic or diplomatic missions in their countries in order to avoid delay in travel to the Congress.

#### **CLIMATE**

Early autumn in Prague can be absolutely beautiful. The city is usually quite pleasant and mild with temperatures around 20°C. Evenings can be cooler and rainy, so we suggest you bring a light coat and an umbrella. You can view the current weather conditions at [www.weather.com](http://www.weather.com).

#### **CURRENCY**

Czech crown (CZK, Kč) is the official currency in the Czech Republic. Exchange of foreign currency is available at Prague International Airport and at most hotels, banks and exchange offices throughout the city. International credit cards are accepted for payments in hotels, restaurants and shops. Payment in cash in EUR is also available in some restaurants and shops, please ask for details on-site. You can find the official exchange rates on the website of the Czech National Bank.



## **SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague**

### **ACCOMMODATION**

All exhibitors are advised to book their hotel accommodation well in advance.

GUARANT International has been appointed as the official hotel accommodation agent for The XXV Triennial World Congress 2011 and will handle all related arrangements.

A number of hotels of various categories at reduced rates will be available for participants of SICOT 2011.

### **List of Hotels**

All hotels are located within a reasonable distance from the Prague Congress Centre (PCC)

**All rates quoted are per room per night including breakfast and 10 % VAT.**



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

Hotel	Category	Price in EUR SGL / DBL	PCC Zone*
<a href="#">Carlo IV. Boscolo</a>	*****	170 / 180	2
<a href="#">Corinthia Hotel Prague – Early Rate till July 04, 2011</a>		148 / 158	1 – within walking distance of PCC
<a href="#">Corinthia Hotel Prague – Standard Rate from July 05, 2011</a>		164 / 175	1 – within walking distance of PCC
<a href="#">Imperial</a>	*****	165 / 170	3
<a href="#">President</a>		150 / 160	4
<a href="#">Radisson BLU</a>		165 / 176	2
<a href="#">Sheraton</a>	*****	160 / 170	2
<a href="#">987 Prague Hotel</a>	****	100 / 110	2
<a href="#">Ankora 4* Apartments</a>	****	98 / 98	1
<a href="#">Ametyst</a>	****	95 / 105	3
<a href="#">Barceló</a>	****	55 / 55	3
<a href="#">Century Old Town</a>	****	120/120	3
<a href="#">Clarion Hotel Prague City</a>	****	99 / 109	1
<a href="#">Coronet</a>	****	119 / 119	1
<a href="#">Green Garden</a>	****	95 / 105	2
<a href="#">Holiday Inn PCC *** - Standard room</a>	****	149 /169	1 – located next to the Congress venue
<a href="#">Holiday Inn PCC *** - Executive room</a>		174 / 194	
<a href="#">Jalta</a>	****	135 / 135	2
<a href="#">Louis Leger</a>	****	85 / 90	2
<a href="#">Novotel Praha Wenceslas Square</a>	****	120 / 120	1
<a href="#">Panorama Hotel Prague</a>	****	83 / 93	2
<a href="#">Park Inn</a>	****	105 /110	1 – free transfer to PCC will be provided
<a href="#">Residence Vyšehrad – Business Suite</a>	****	129 / 137	1 – within walking distance of PCC
<a href="#">Residence Vyšehrad - Executive Suite</a>		155 / 163	
<a href="#">Seven Days</a>	****	119 / 129	2
<a href="#">Vyšehrad</a>	****	80 / 90	1 - within walking distance of PCC
<a href="#">Yasmin</a>	****	130 / 130	2
<a href="#">Ankora 3*</a>	***	75 / 75	1
<a href="#">Atlantic</a>	***	70 / 75	3
<a href="#">Beranek</a>	***	75 / 80	1
<a href="#">Chopin</a>	***	75 / 75	2
<a href="#">Ibis Praha Old Town</a>	***	89 / 89	3
<a href="#">Ibis Praha Wenceslas Square</a>	***	85 / 85	1
<a href="#">Inos</a>	***	65 / 65	1 – within walking distance of PCC
<a href="#">Luník</a>	***	75 / 85	2
<a href="#">Oya</a>	***	77 / 81	2
<a href="#">Residence Hall Petrská **</a>		30 / 51	2
<a href="#">Residence Hall Otava**</a>	5	17 / 27	4



## **SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague**

\*Travelling time to the Congress venue:

Zone 1 – less than 5 minutes  
Zone 2 – from 5 to 10 minutes  
Zone 3 – from 10 to 15 minutes  
Zone 4 – from 15 to 20 minutes

\*\* Please note that the price of accommodation at Residence Hall Petrská and Otava does not include breakfast

\*\*\* Change of the date of departure at Holiday Inn is possible until 12 noon prior to the scheduled arrival date. In case the request of a change is received after 12 noon, hotel will charge you cancellation fee for shortened stay according to their valid cancellation policy.

**Please note that price of accommodation is not included in the registration fees.**

### **Group reservations**

For group reservations with special rates and benefits please contact GUARANT International: e-mail address: [sicot2011@guarant.cz](mailto:sicot2011@guarant.cz), telephone number: +420 281 001 444 or fax number: +420 284 001 448.

### **How to make a hotel reservation**

To make a hotel reservation, it is necessary to fill in the on-line [Accommodation Form](#).

Please note that the on-line Accommodation Form is only accessible with a password. Simply fill in the Personal Data Form and a password will be sent to you. Reservations will be processed on a “first come, first-served” basis. Due to heavy demand and to the fact that distribution of rooms in many hotels is limited, accommodation cannot be guaranteed after August 07, 2011 although GUARANT International will make every effort to meet participants’ requirements.

Any reservation made after August 07, 2011 is subject to availability.

All rates quoted are per room per night including 10 % VAT, fees and breakfast (except for Residence Halls which do not include breakfast). Should VAT change before the beginning of the Congress, GUARANT International will automatically change the price of your hotel room and inform you in writing about the new rate.

**Extras are to be paid directly at the hotel reception before departure.**

### **Reservation confirmation for Residence Halls**

The full payment of accommodation is required to guarantee the reservation. After the full payment is received, your reservation will be confirmed in writing by e-mail. Accommodation must be paid before August 07, 2011.



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### **Reservation confirmation for other hotels**

A one-night deposit is required to guarantee the reservation. After the first night deposit is received, your hotel reservation will be confirmed by e-mail. The remaining amount has to be paid directly to the hotel upon check-in/out.

A one-night deposit must be paid until August 07, 2011.

### **Cancellations, changes and refunds**

Please inform GUARANT International about any amendments or cancellations in writing by fax: + 420 284 001 448 or e-mail: [sicot2011@guarant.cz](mailto:sicot2011@guarant.cz) Telephone amendments will not be accepted.

Date of delivery of your written cancellation to GUARANT International will be considered as the date of cancellation.

Please do not contact the hotel directly for any reservation changes or cancellations. The appropriate refunds will be made after the congress.

### **Cancellation conditions for Residence Halls**

The following cancellation conditions apply to the cancellation or shortening of a reservation:

<b>Until August 07, 2011</b>	Full refund (less 10 EUR handling fee)
<b>August 08, 2011 – August 17, 2011</b>	20% of total amount
<b>August 18, 2011 – August 24, 2011</b>	50% of total amount
<b>From August 25, 2010</b>	100% of total amount
<b>No show</b>	100% of total amount

### **Cancellation conditions for other hotels**

The following cancellation conditions apply to the cancellation of a hotel reservation:

<b>Cancellation before and on August 07, 2011:</b>	<b>full refund (less 30 EUR handling fee)</b>
<b>Cancellation after August 07, 2011:</b>	<b>one night cancellation fee</b>
<b>No show:</b>	<b>one night cancellation fee</b>

In case of a no show, the room will be kept for the guest until 12 noon of the day following the date of expected arrival; the room will then be released.

Change of the date of arrival is possible until 12 noon prior to the scheduled arrival date. In case the request of a change is received after 12 noon, a one-night cancellation fee will be charged.

Change of the date of departure at Holiday Inn is possible until 12 noon prior to the scheduled arrival date. In case the request of a change is received after 12 noon, hotel will charge you cancellation fee for shortened stay according to their valid cancellation policy.

**GUARANT International reserves the right to charge a handling fee of 30 EUR at any name change of a hotel reservation.**



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

### Terms of payment

**For reservations after August 07, 2011: Please note that payment by bank transfer is possible until August 13, 2011.**

**After this date only payments by credit cards will be accepted (you can either use on-line payment system or send us an authorization form as mentioned below).**

Hotel accommodation must be paid in Euro by:

### Bank Transfer

Bank name: Ceskoslovenska obchodni banka  
Bank address: Na Prikope 18, 110 00 Prague 1, Czech Republic  
Account name: GUARANT International spol s.r.o.  
Account number: 478 533 893  
IBAN: CZ69 0300 0000 0004 7853 3893  
BIC/SWIFT code: CEKOCZPP  
Details of payment: SICOT 2011 / participant's name

*The participant's name should be clearly legible otherwise the payment cannot be identified.*

*All payments made by bank transfer have to be net of all bank charges. bank charges payscharges .*

*To simplify the identification of your payment please enclose a copy of your bank transfer with the registration form and send it to the GUARANT International by fax: +420 284 001 448 or e-mail: [sicot2011@guarant.cz](mailto:sicot2011@guarant.cz)*

### Credit Cards

Only Mastercard/Eurocard, VISA credit cards are accepted.

For payment by credit card please use the **Online Payment System** (available after login). Please note that payment through the online system is available once the Letter of Confirmation is received.

You can also complete [Credit Card Payment Authorization Form](#) and send it signed by a card holder to GUARANT International by fax: + 420 284 001 448 or scanned copy via e-mail: [sicot2011@guarant.cz](mailto:sicot2011@guarant.cz).

In case of Diners Club and American Express cards, payments will be charged in local currency – Czech crowns (CZK) by using the exchange rate of the [Czech National Bank](#) on the date of payment. The approximate exchange rate is 1 EUR = 24,65 CZK (September 2010).



## **SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague**

### **RULES OF PARTICIPATION**

In accordance with the organiser's contract with the Prague Congress Centre, each exhibitor is, and will be, obliged to adhere to all of the rules and regulations outlined in the General Conditions and Safety Rules. These General Conditions and Safety Rules are valid throughout the course of the exhibition and govern the ways and means of the use of the Prague Congress Centre, 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 Exhibition Management is entitled to make the final decision.

### **FIRE PREVENTION AND 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, paper board, 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 first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance.

Without written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves 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 Exhibition Management, or by the fire guards 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, the Prague Congress Centre Management and by the 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 may be stored either between or behind the exhibits.

### **GENERAL CONDITIONS AND INSURANCE**

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).



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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.

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 Exhibition Management.

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. Distribution 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 Centre 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 visitors' view is forbidden.

Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has 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 or her stand during the exhibition. This is permissible only with a written consent of the Exhibition Management.

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 Exhibition Management is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the 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 their 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.



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Any other potential issues or problems, not defined by these rules, will be resolved by the Exhibition Management.

### **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 alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Exhibition Management refuse to accept any responsibility whatsoever for the insurance of these objects. The Exhibition Management will request the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their contractors involved in the set up of the stand are obliged to provide a certificate which proves that they have 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 booth.

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or fails to provide documents stating verification, the Exhibition Management has the right to prevent the exhibitor from entering the exhibition area until the provision are fulfilled.



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

### SECTION 2 – HOW TO ORDER SERVICES

#### EXHIBITION ORGANIZER

EXPOSALE-CZ s.r.o.

Školská 33/3

250 92 Šestajovice

Czech Republic

Tel: +420 281962 262-3

Fax: +420 281961 285

E-mail: [smrcka@exposale.cz](mailto:smrcka@exposale.cz)

Web: [www.exposale.cz](http://www.exposale.cz)

Contact Person: Ing. Pavel Smrčka, Account manager

#### DEADLINES

Deadline for Submission: 15 August 2011

Deadline for Late Orders: 25 August 2011  
(25% Late Order Surcharge will apply, payments by credit card only)

On-site Orders: Subject to availability  
(50% On-site Surcharge will apply, payments by credit card or cash only)

#### PRICES AND VAT

All prices in the Order Forms are stated excluding VAT. The VAT will be added automatically when issuing an invoice. The VAT rate as per the current Czech law applies.

For all late orders (ordered between 15 and 25 August 2011), the Late Order Surcharge of 25% will apply. Late Order services cannot be guaranteed, will be confirmed individually. On-site orders are possible, but are subject to availability. 50% surcharge to be charged for all on-site orders.

All prices stated per event unless otherwise indicated.

#### PAYMENT CONDITIONS

All services are to be paid in full before the event, 100% deposit is required. The payment can be made either by bank transfer or by credit card for orders submitted before 15 August 2011. Bank transfer details will be sent together with an invoice.

For late orders made after 15 August 2011, only payments by credit card will be accepted. On-site orders to be paid by credit card or in cash.



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

### SECTION 3 – BADGES

#### EXHIBITORS BADGES

Each exhibiting company is entitled to a certain number of free exhibitor badges as follows:

- 9 sqm 2 free Exhibitor Badges
- 18 sqm 3 free Exhibitor Badges
- 27 sqm 6 free Exhibitor Badges
- 45 sqm 8 free Exhibitor Badges
- Over 60 sqm 12 free Exhibitor Badges

Exhibitor badge includes:

- Access to the exhibition and poster area and all the scientific sessions

Exhibiting company badges are forbidden to be used by surgeons or guests at any time!  
Additional badges for exhibiting company representatives may be purchased for EUR 100.00 + VAT each.

Non exhibiting companies wishing to visit the exhibition may do so at the cost of EUR 250.00 + VAT per badge.



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## SECTION 4 - STAND CONSTRUCTION AND EXHIBITION SERVICES



### FORM F04: SHELL-SCHEME STANDS

Deadline: 15 August 2011

Company Name: \_\_\_\_\_

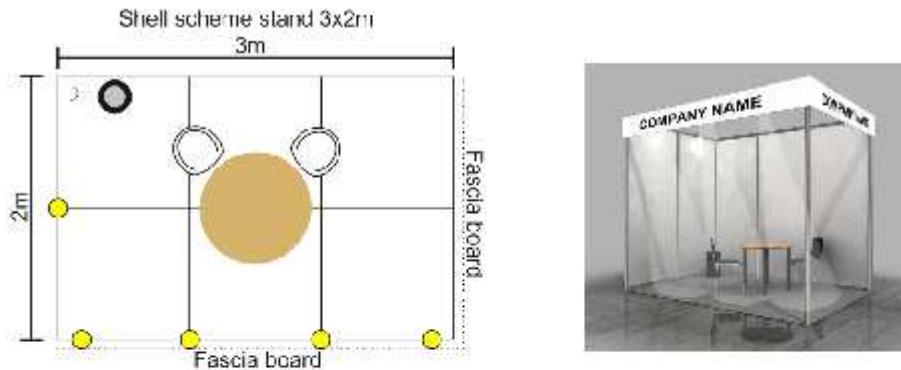
Company Name: \_\_\_\_\_

#### SHELL-SCHEME STAND

Price per booth: 462EUR + 20%VAT

- shell-scheme stand construction: silver construction, white panels, height 2,5m
- Fascia board: company name, max. 20 characters (name only, not the logo)
- 9m<sup>2</sup> - carpet – gray or blue
- 3x spot light (power supply not included, to be ordered via form F11)
- Electrical connection revision
- 1x extension cable
- 1x waste basket
- The other equipment can be ordered via order forms F5 (shell scheme extra) and F9 (furniture)

Yes, I want to have corner booth, 2 sides open



Name / Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send this form by fax or by e-mail to:



EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrká, tel: +420 281 962 262-3, gsm: +420 775 745 511, fax: +420 281 961 285, e-mail: smrcka@exposale.cz



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### FORM F05: SHELL SCHEME - OPTIONAL EXTRAS

Deadline: 15 August 2011

**Company Name:** .....

Please specify number of required items:

	Showcase: high, 2 glass shelves, (#2002) size: 100x50cm/250 cm	Unit Price	60 EUR	Units: .....
	Showcase: low, 1 glass shelf, (#2052) size: 100x50cm/100 or 80cm	Unit Price	42 EUR	Units: .....
	Welcome counter, 1 shelf, (#2302) size: 100x50cm/100 or 80cm	Unit Price	30 EUR	Units: .....
	Bar counter, 1 shelf, (#2202) size: 100x50cm/115cm	Unit Price	34 EUR	Units: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [smrcka@exposale.cz](mailto:smrcka@exposale.cz)



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### FORM F05: SHELL SCHEME - OPTIONAL EXTRAS

Deadline: 15 August 2011

Company Name: .....

Please specify number of required items:

<input type="checkbox"/> Shelf: laminate, rectangular, 30x100cm (#2361)	Unit Price	8 EUR	Units: .....
<input type="checkbox"/> Shelf: laminate, rectangular, variable slope 30x100cm (#2362)	Unit Price	11 EUR	Units: .....
<input type="checkbox"/> Table desk for the bar counter (#2381)	Price per m	20 EUR	Units: .....
<input type="checkbox"/> Folding door: lockable, 100cm/250cm (#2601)	Unit Price	40 EUR	Units: .....
<input type="checkbox"/> Wall hanger (for shell-scheme walls only) (#3322)	Unit Price	7 EUR	Units: .....
<input type="checkbox"/> Separating wall: 50 cm/250cm (#2501)	Unit Price	8 EUR	Units: .....
<input type="checkbox"/> Separating wall: 70 cm/250cm (#2502)	Unit Price	10 EUR	Units: .....
<input type="checkbox"/> Separating wall: 100 cm/250cm (#2503)	Unit Price	14 EUR	Units: .....
<input type="checkbox"/> Separating wall: 140 cm/250cm (#2504)	Unit Price	19 EUR	Units: .....

*All separated walls: an aluminium construction with a white panel (schell-scheme construction system)*

*Other than above stated items available upon request, please see the full list at our website [www.exposale.eu/construction](http://www.exposale.eu/construction)*

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [smrcka@exposale.cz](mailto:smrcka@exposale.cz)



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F07: GRAPHICS

Deadline: 15 August 2011

Company Name: .....

Please tick required services:

<input type="checkbox"/> Logo, width 60 cm, self-adhesive foil, one colour (for the counter, welcome desk or the system wall element)	Unit Price	40 EUR	Units:	.....
<input type="checkbox"/> Print on self-adhesive foil, full colour	Per sqm	55 EUR	Units:	.....
<input type="checkbox"/> Print on sail-cloth (PVC weathercloth), full colour	Per sqm	55 EUR	Units:	.....
<input type="checkbox"/> Print on board (kapa, forex)		Price to be quoted individually		
<input type="checkbox"/> Other prints		Price to be quoted individually		

Please specify your requirements:

.....

.....

.....

Please send your logo as an EPS illustrator file and the print-out in correct colour, or specify Pantone code numbers as an example.  
If any other artwork than logo, please send a graphic file specifying all the details necessary.  
Please note that prices do not include VAT.

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: smrcka@exposale.cz



**SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague**



**FORM F08: CARPET COLOUR**

**Deadline: 15 August 2011**

**Company Name:** .....

Carpet colours available – please tick your choice:

<input type="checkbox"/> Bleu Fonce (# 1380)	
<input type="checkbox"/> Bleu Adm. (# 1390)	
<input type="checkbox"/> Light red (#037)	
<input type="checkbox"/> Rouge (#1964)	
<input type="checkbox"/> Cerise (# 1375)	
<input type="checkbox"/> Emaraude (#1356)	
<input type="checkbox"/> Anis (# 1323)	
<input type="checkbox"/> Orange (#1370)	
<input type="checkbox"/> Agneau (#1963)	
<input type="checkbox"/> Camel (# 1982)	
<input type="checkbox"/> Gris Clair (# 1893)	
<input type="checkbox"/> Gris Moyen (# 1897)	
<input type="checkbox"/> Noir (# 1961)	

**Stand Area in sqm:** .....

**Name / Signature:** .....

**Date:** .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školní 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrká, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: smrcka@exposale.cz



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F09: FURNITURE

Deadline: 15 August 2011

Company Name: .....

	Chair: chrome frame, padded, black (#3001)	Unit Price 14 EUR	Units: .....
	Chair: chrome frame, padded, blue (#3003)	Unit Price 32 EUR	Units: .....
	Bar stool, type Z (#3031)	Unit Price 26 EUR	Units: .....
	Bar stool, wood (#3032)	Unit Price 38 EUR	Units: .....
	Bar stool, type Bombo (#3033)	Unit Price 35 EUR	Units: .....
	Table: laminate, size 80x80cm/70cm (#3203) (colour: black, white or wood)	Unit Price 32EUR	Units: .....
	Table: laminate, size 120x80/70cm (#3204) (colour: black, white or wood)	Unit Price 36 EUR	Units: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrká, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [smrkova@exposale.cz](mailto:smrkova@exposale.cz)



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F09: FURNITURE

Deadline: 15 August 2011

Company Name: .....

	Table: laminate, size 80/70cm (#3214) (colour: white)	Unit Price 34 EUR	Units: .....
	Bar table: laminate, 60cm/115 cm (#3241)	Unit Price 43 EUR	Units: .....
	Bar table: type Bombo (#3242)	Unit Price 58 EUR	Units: .....
	Brochure rack: type A, large (#3301)	Unit Price 32 EUR	Units: .....
	Brochure rack: type A, small for the table (#3302)	Unit Price 12 EUR	Units: .....
	Brochure rack: type „Prospektor“ (#3303)	Unit Price 36 EUR	Units: .....
	Brochure rack: type „Litstand“ (#3304)	Unit Price 36 EUR	Units: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [smrcka@exposale.cz](mailto:smrcka@exposale.cz)



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F09: FURNITURE

Deadline: 15 August 2011

Company Name: .....

	Coat rack (#3321) (colour: black, white or wood)	Unit Price 8EUR	Units: .....
	Lockable cabinet, size 80x40/70cm (#3401) (colour: black or cherry)	Unit Price 28 EUR	Units: .....
	Chair: plastic x chrome, transparent (#3013)	Unit Price 36 EUR	Units: .....
	Chair: wood x blue padded seat (#3014)	Unit Price 38 EUR	Units: .....
	Chair: white steel, blue plastic seat (#3015)	Unit Price 38 EUR	Units: .....
	Conference armchair : white leather (#3135)	Unit Price 55 EUR	Units: .....
	Conference armchair : violette suede, with wheels size 65x60/70cm (#3101)	Unit Price 49 EUR	Units: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [smrcka@exposale.cz](mailto:smrcka@exposale.cz)



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F09: FURNITURE

Deadline: 15 August 2011

Company Name: .....

	Conference armchair : blue suede, with wheels size 65x66/70cm (#3103)	Unit Price 49 EUR	Units: .....
	Conference armchair : blue size 65x66/70cm (#3108)	Unit Price 52 EUR	Units: .....
	Conference armchair : ivory leather size 86x80/90cm (#3121)	Unit Price 58 EUR	Units: .....
	Conference armchair : blue suede, wooden frame size 70x70/90cm (#3127)	Unit Price 50 EUR	Units: .....
	Conference armchair : yellow suede size 73x65/63cm (#3131)	Unit Price 48 EUR	Units: .....
	Conference armchair : beige suede size 95x77/85cm (#3131)	Unit Price 52 EUR	Units: .....
	Conference armchair : nature size 78x68/77cm (#3110)	Unit Price 40 EUR	Units: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrká, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [smrkova@exposale.cz](mailto:smrkova@exposale.cz)



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F09: FURNITURE

Deadline: 15 August 2011

Company Name: .....

	Sofa, violette suede (#3117) size 130x60/70cm	Unit Price 96 EUR	Units: .....
	Sofa, black leather (#3401) size 170x75/75cm	Unit Price 155 EUR	Units: .....
	Sofa, blue suede, wooden frame (#3128) size 150x70/90cm	Unit Price 77 EUR	Units: .....
	Sofa, white (other colors on request) (#3106) size 180x88/66cm	Unit Price 75 EUR	Units: .....
	Table Zenith, glass and steel(#3225) size 120x80/74cm	Unit Price 95 EUR	Units: .....
	Table Zenith, glass and steel(#3226) size 80x80/74cm	Unit Price 59 EUR	Units: .....
	Conference table, beech wood (#3232) size 50x50/45cm	Unit Price 35 EUR	Units: .....

Please send this form by fax or by e-mail to:

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Contact person: Ing. Pavel Smrká, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [smrkova@exposale.cz](mailto:smrkova@exposale.cz)



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F09: FURNITURE

Deadline: 15 August 2011

Company Name: .....

	Conference table Lack, white wood (#3233) size 90x55/45cm	Unit Price 38 EUR	Units: .....
	Conference table, white wood and glass (#3235) size 55/45cm	Unit Price 42 EUR	Units: .....
	Conference table, white wood and glass (#3239) size 55/45cm	Unit Price 55 EUR	Units: .....
	Round table, white wood and chrome (#3243) size 80/70cm	Unit Price 49 EUR	Units: .....
	Fridge 110l (#6001)	Unit Price 95 EUR	Units: .....
	Coffeemachine Lavazza (#6062)	Unit Price 65 EUR	Units: .....
	Coffeemachine Jura (#6065)	Unit Price 55 EUR	Units: .....

Please send this form by fax or by e-mail to:

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Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [smrcka@exposale.cz](mailto:smrcka@exposale.cz)



**SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague**



**FORM F09: FURNITURE**

**Deadline: 15 August 2011**

**Company Name:** .....

	Water automat (#6081)	Unit Price	55 EUR	Units: .....
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For more items visit our web [www.exposale.eu/rent-of-equipment](http://www.exposale.eu/rent-of-equipment)

**Name / Signature:** .....

**Date:** .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [smrcka@exposale.cz](mailto:smrcka@exposale.cz)



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F10: WATER AND DRAINAGE

Deadline: 15 August 2011

Company Name: .....

Please tick services ordered and specify number of items required:

<input type="checkbox"/> Water and Drainage	Unit Price	250 EUR	Units:
(Water intakes / outlets are provided with thread endings. Water 1 1/2", drainage 1 1/2". The price includes the connection of the sink or the dishwasher by a plumber and the water consumption during the event.)			
<input type="checkbox"/> Sink	Unit Price	90 EUR	Units:
(Does not include the water / drainage connection)			
<input type="checkbox"/> Dishwasher	Unit Price	195 EUR	Units:
(Does not include the water / drainage connection)			
<input type="checkbox"/> Single-use filling the pond or similar / emptying	Price to be quoted individually		

*Please note that prices do not include VAT.*

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: smrcka@exposale.cz



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F11: ELECTRICITY

Deadline: 15 August 2011

Company Name: .....

Please tick services ordered and specify number of items required:

<input type="checkbox"/> 3,5 kW (single-phase, 230V, 16A, 50Hz)	Unit Price	175 EUR	Units: .....
<input type="checkbox"/> 7,0 kW (single-phase, 230V, 2x16A, 50Hz)	Unit Price	280 EUR	Units: .....
<input type="checkbox"/> 10,5 kW (single-phase, 230V, 3x16A, 50Hz)	Unit Price	366 EUR	Units: .....
<input type="checkbox"/> Fridge socket (230V, max.6A, 50Hz, 24 hours a day)	Unit Price	150 EUR	Units: .....
<input type="checkbox"/> 10,5 kW (three-phase, 400V, 16A, 50Hz)	Unit Price	366 EUR	Units: .....
<input type="checkbox"/> 21,0 kW (three-phase, 400V, 32A, 50Hz)	Unit Price	660 EUR	Units: .....

*Three-phase power supplies require a fuse board – to be provided individually by an exhibiting company or to be rented.*

<input type="checkbox"/> Electrical connection revision / certificate - <b>obligatory</b>	Unit Price	39 EUR	Units: .....
<input type="checkbox"/> Rental of the fuse board	Unit Price	90 EUR	Units: .....

*All items include the electricity consumption. Only one electrical revision per stand needed.*

*Other than above stated items available upon request.*

*Please note that prices do not include VAT.*

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: smrcka@exposale.cz



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F12: LIGHTING AND ELECTRO

Deadline: 15 August 2011

Company Name: .....

Please tick services ordered and specify number of items required:

<input type="checkbox"/> Spotlight 60W, adjustable (#5001)	Unit Price	12 EUR	Units: .....
<input type="checkbox"/> Halogen reflector: extension jib, 50W, 40cm	Unit Price	29 EUR	Units: .....
<input type="checkbox"/> Halogen reflector: extension jib, 200W, 40cm, „scoop“	Unit Price	38 EUR	Units: .....
<input type="checkbox"/> Spotlight for the showcase, 220V, 100W (#5041)	Unit Price	12 EUR	Units: .....
<input type="checkbox"/> Discharge lamp, 150W (#5051)	Unit Price	45 EUR	Units: .....
<input type="checkbox"/> Extension cable, 3m, 3 sockets, 10A	Unit Price	9 EUR	Units: .....
<input type="checkbox"/> Rental of the fuse board (three-phase, 32A)	Unit Price	90 EUR	Units: .....

Other than above stated items available upon request, see the full list at our website [www.exposale.cz](http://www.exposale.cz)  
Please note that prices do not include VAT.

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic  
Contact person: Ing. Pavel Smrká, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [smrkka@exposale.cz](mailto:smrkka@exposale.cz)



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F13: FLOWERS

Deadline: 22 August 2011

Company Name: .....

Please tick services ordered and specify number of items required:

<input type="checkbox"/> Ficus Benjamina (up to 0,8m high)	Unit Price	38 EUR	Units: .....
<input type="checkbox"/> Ficus Benjamina (up to 1,5m high)	Unit Price	42 EUR	Units: .....
<input type="checkbox"/> Little vase with one gerbera	Unit Price	12 EUR	Units: .....
<input type="checkbox"/> Ikebana small (20 cm wide)	Unit Price	24 EUR	Units: .....
<input type="checkbox"/> Ikebana large (40 cm wide)	Unit Price	38 EUR	Units: .....
<input type="checkbox"/> Cut flowers in a glass vase (15 cm)	Unit Price	30 EUR	Units: .....
<input type="checkbox"/> Cut flowers in a glass vase (30 cm)	Unit Price	58 EUR	Units: .....
<input type="checkbox"/> Mixed bouquet wrapped in foil	Unit Price	45 EUR	Units: .....

Please specify the preferred colour: .....

*Please note that vases are provided as rental only.*

*Please note that prices do not include VAT 20%.*

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrká, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: smrkka@exposale.cz



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F14: AUDIO VISUAL

Deadline: 15 August 2011

Company Name: \_\_\_\_\_

Please tick services ordered and specify number of items required:

<input type="checkbox"/> Plasma Screen 42" (107 cm), 1024x768, 16:9	Unit Price	80 EUR	Units: _____
<input type="checkbox"/> Plasma Screen 50" (126 cm), 1280x768, 16:9	Unit Price	180 EUR	Units: _____
<input type="checkbox"/> Plasma Screen Floor Stand 42"-50", 170 cm high	Unit Price	25 EUR	Units: _____
<input type="checkbox"/> Plasma Wall 84" (213 cm), size 204x122x9cm <i>Built of 42" plasma screens.</i>	Unit Price	310 EUR	Units: _____
<input type="checkbox"/> Plasma Screens / Walls – No Edge Screens	Price to be quoted individually		

<input type="checkbox"/> Data projector	Price to be quoted individually according to your specification		
<input type="checkbox"/> DVD player	Unit Price	15 EUR	Units: _____

<input type="checkbox"/> Office PC, 15" LCD monitor, MS Office	Unit Price	72 EUR	Units: _____
<input type="checkbox"/> Notebook, MS Office / Windows Vista	Unit Price	89 / 99 EUR	Units: _____
<input type="checkbox"/> LCD Monitor 15" / 17"	Unit Price	20 / 25 EUR	Units: _____
<input type="checkbox"/> LCD Monitor 19" / 21"	Unit Price	33 / 52 EUR	Units: _____
<input type="checkbox"/> LCD Monitor – Touch Screen 15" / 17"	Unit Price	59 / 65 EUR	Units: _____

*Touch Screens to be used with MS Windows only.*

*Equipment other than stated above available upon request, please send your requirements to below e-mail and we will prepare an individual quotation. All the above prices are stated per item and **PER DAY**.*

*Please note that prices do not include VAT 20%.*

Name / Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrká, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: smrkka@exposale.cz



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F15: INTERNET

Deadline: 15 August 2011

Company Name: .....

Please tick services ordered and specify number of items required:

<input type="checkbox"/> Internet Cable Access 64 kbps, 1 PC / 1 IP address	Unit Price	22 EUR	Units: .....
<input type="checkbox"/> Internet Cable Access 128 kbps, 1 PC / 1 IP address	Unit Price	29 EUR	Units: .....
<input type="checkbox"/> Internet Cable Access 256 kbps, 1 PC / 1 IP address	Unit Price	39 EUR	Units: .....
<input type="checkbox"/> Internet Cable Access 512 kbps, max 5 IP addresses	Unit Price	50 EUR	Units: .....
<input type="checkbox"/> Internet Cable Access 1 Mbps, max 10 IP addresses	Unit Price	72 EUR	Units: .....
<input type="checkbox"/> Internet Cable Access 2 Mbps, max 16 IP addresses	Unit Price	93 EUR	Units: .....
<input type="checkbox"/> Internet Cable Access 5 Mbps, max 26 IP addresses	Unit Price	132 EUR	Units: .....

*Please note that prices for Internet Cable Access are stated per DAY.*

*Please note that prices do not include VAT 20%.*

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: smrcka@exposale.cz



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F11: CLEANING OF THE STAND

Deadline: 15 April 2010

Company Name: .....

The rental of the exhibition space includes basic cleaning of the stand at the end of each congress day (not during the set-up and dismantle days); cleaning of the floor (vacuuming), withdrawal of the wastebaskets.

Additional Stand Cleaning      Unit Price      2 EUR / sqm / day  
(Cleaning of the floor, withdrawal of the wastebaskets, cleaning of the tables and desks, show cases. No cleaning of exhibited goods.)

Stand Area (sqm): .....

Days when the cleaning is required: .....

*Please note that prices do not include VAT.*

Name / Signature: .....

Date: .....

*Please send this form by fax or by e-mail to:*

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ingrid Vojteková, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [vojtekova@exposale.cz](mailto:vojtekova@exposale.cz)



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F17: RIGGING

Deadline: 15 August 2011

Company Name: .....

Please tick services ordered and specify number of items required:

<input type="checkbox"/> Steel cables	Unit Price	TBC	Units: .....
<input type="checkbox"/> Chain hosts	Unit Price	TBC	Units: .....
<input type="checkbox"/> Safety cables (obligatory)	Unit Price	TBC	Units: .....
<input type="checkbox"/> Assembly and Dismantle of Banners	Unit Price	TBC	Units: .....

(Banner to be provided by the exhibiting company. Maximum size to be confirmed according to the stand area.

Maximum weight 10 kg.)

*The above services are subject to availability according to the location of the stand at the congress venue, costs will be quoted individually.*

Please specify your requirements: .....

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: smrcka@exposale.cz



SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



**FORM F18: STANDSKETCH**

Deadline: 15 August 2011

Company Name: \_\_\_\_\_

Please draw a sketch of your stand within the grid, indicating the aisles, the neighbouring stands and the places where you want different services (main electricity supply connection, telecommunications, etc.)

A blank 10x10 grid for drawing or plotting. The grid consists of 100 equal-sized squares, formed by 11 vertical and 11 horizontal lines. The lines are black and the grid is on a white background.

Name / Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školní 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrká, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: smrcka@exposale.cz



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F19: STAND CONSTRUCTOR DETAILS

Deadline: 15 August 2011

Exhibitor Name: .....

Stand Constructor: .....

Address: .....

City: .....

Postcode: .....

Country: .....

VAT number: .....

Contact Person: .....

Mobile phone: .....

Telephone: .....

Fax: .....

E-mail: .....

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrká, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: smrcka@exposale.cz



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F20: CREDIT CARD PAYMENT AUTHORIZATION FORM

Company Name: .....

Credit Card Type:  Mastercard  
 VISA

*Unfortunately, we do not accept American Express and Maestro cards. Thank you.*

Credit Card Number: .....

Cardholder Name: .....

Expiry Date: .....

CVC / CVV: .....

Billing Address: .....

I hereby authorize EXPOSALE-CZ s.r.o. (Reg. No. CZ 252 261 77) to charge the above credit card for the services ordered with EXPOSALE-CZ for SICOT 2011 - XXV Triennial World Congress , 6-9/9/2011, Prague, Czech Republic.

Date: .....

Cardholder's Signature: .....

Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrká, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: smrcka@exposale.cz



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague



### FORM F21: CUSTOM STAND – ON REQUEST

Company Name: \_\_\_\_\_

If you prefer to have a custom stand we would be glad to prepare the stand design and proposal. Of course if you have already your own design, please send it to us for price proposal.

For more informations please contact us on email: [smrcka@exposale.cz](mailto:smrcka@exposale.cz) or call us on +420 775 745 511 or +420 281 962 262-3

Some of our references from congresses – for more references visit us on: [www.exposale.eu/atypic-expositions](http://www.exposale.eu/atypic-expositions)



Please send this form by fax or by e-mail to:

EXPOSALE-CZ s.r.o., Školská 33/3, 250 92 Šestajovice, Czech Republic

Contact person: Ing. Pavel Smrčka, tel: +420 281 962 262-3, fax: +420 281 961 285, e-mail: [smrcka@exposale.cz](mailto:smrcka@exposale.cz)



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

### SECTION 5 –FREIGHT FORWARDING INFORMATION

#### **FORWARDING INSTRUCTIONS**

All goods should be shipped on a prepaid basis and should arrive to Czech Republic

##### **1. Courier Shipments**

- from European Union countries	3 days before the build-up of the exhibition/congress
- from all other countries	5 days before the build-up of the exhibition/congress

In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

Consigning address: BECKSPEDITION

Kongresové centrum Praha (Prague Congress Centre)  
5. května 65  
140 00 Praha 4  
Czech Republic

Fax: \*\*420/286 881 730, Phone: Monika Veselá +420 724 328 380  
Pavel Beck +420 602 311 950  
E-mail: [beck.pavel@volny.cz](mailto:beck.pavel@volny.cz) , [monik.vesela@seznam.cz](mailto:monik.vesela@seznam.cz)

Notify: The name of the exhibition / congress: SICOT 2011  
Exhibitor  
Hall no... Stand no...  
c/o BECKSPEDITION PRAGUE

##### **2. Airfreight Shipments**

Please send all airfreight shipments to Prague airport only. Airway bill (AWB) must be sent prepaid and consigned to:

Consignee:  
Ing. Pavel Beck  
Chrastavská 113/4  
190 00 Praha 9  
Czech Republic

Notify: The name of the exhibition / congress: SICOT 2011  
Exhibitor  
Hall no... Stand no...  
c/o BECKSPEDITION PRAGUE

**IMPORTANT!!!!**

**Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.**



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

### 3. Full load trucks deadline: 5.9.2011

#### **Delivery Address:**

Kongresové centrum Praha ( Prague Congress Centre)  
C/o BECKSPEDITION  
5. kvetna 65  
140 00 Prague 4  
Czech Republic

#### **ADVICE OF SHIPMENTS:**

All shipments should be advised by E-mail to us latest 2 days before the arrival of the goods to Czech Republic.

#### **INSURANCE**

All goods must be fully insured with all risk coverage. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

#### **PAYMENT TERMS**

In order to ensure move in/out of your shipment/s please complete and sign the attached material handling form/payment confirmation and return it to our attention. Please note that your signature will be used as payment guarantee based on the general tariff.

All invoices must be settled by exhibitors/contractors and agents in advance of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Please note that all payments are in €.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Please find enclosed our Tariff for the services as above and our order form.

With kind regards

Pavel Beck



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

FORWARDING TARIFF	EUR
1. HANDLING CHARGES – direct deliveries / collections at exhibition site	
1.1. Unloading / delivery to the stand or collection from the stand / loading on the truck minimum rate	18/100,-Kgs 112/consignment
2. AIR CARGO , POST, COURIER CONSIGNMENTS	
2.1. Consignments up to 50 kilograms	75/consignment
2.2. Consignments up to 100 kilograms	95/consignment
2.3. Consignments over 100 kilograms minimum rate over 100Kgs	25/100,-Kgs
112/consignment	
2.4. Transport from the airport PRG-Ruzyne to exhibition site	105/consignment
3. SURCHARGES (will be added to the basic charge – if applicable)	
3.1. Upper Floor surcharge	25% of the rate
3.2. Unpacked goods	25% of the rate
3.3. Saturdays, Sundays , Holidays surcharges	25% of the rate
4. CUSTOMS CHARGES	
4.1. Opening of the temporary customs admission, prolongation or cancellation of temporary admission	10/100Kgs
4.2. Definitive importation minimum rate maximum rate	10/100Kgs 75/consignment 125/consignment
4.3. Customs declaration	5/declaration
4.4 . each customs item (BTN number)	3/item
4.5. Customs security charges for temporary admission minimum rate	0,5% from the value 36/consignment
4.6. ATA-Carnet import or export customs clearance	50/Carnet
4.7. Issuing and TIR Carnet customs clearance for reexport	65/Carnet
4.8. Issuing and T1 tranzit customs clearance for reexport	45/T1 document
4.9. Customs security charges for tranzit / reexport minimum rate	0,5% from the value 36/consgmt.
5. EMPTIES AND FULL GOODS STORAGE	
5.1. removal , storage and return of empties	25/m <sup>3</sup>
5.2. removal, storage and return of full goods	65/m3/week
6. WORKMEN AND TECHNICAL SERVICE	
6.1. Skilled worker	15/hour
6.2. Fork lift 2-3,5 ton	110/hour
6.3. Fork lift 9 ton	150/hour
6.4. Crane-lifting capacity 8-16 ton/hour	120/hour
6.5. Crane-lifting capacity 20-20 ton/hour	175/hour
6.6. hand-lift trolley	10/hour
7. OTHER SERVICES	
7.1. Providing packages with straps	1 per 1 m
7.2. Service charges / on site attention	16/consignment

**excluded on all rates are 20 % VAT and insurance charges**



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

E-mail: [monik.vesela@seznam.cz](mailto:monik.vesela@seznam.cz), [beck.pavel@volny.cz](mailto:beck.pavel@volny.cz)

<b>Pre advise – Material handling form</b>	
<b>Congress name</b>	
<b>Exhibitor name if applicable</b>	
<b>Booth no</b>	

<b>Company details responsible for shipping</b>	
---	--

Publisher / Stand Builder / PR Company

**COMPANY NAME** \_\_\_\_\_ **V.A.T. No.:** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_

**ZIP** \_\_\_\_\_ **STATE** \_\_\_\_\_

**CONTACT** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**FAX** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_  
\_\_\_\_\_

**P.Order** \_\_\_\_\_

### SHIPMENT INFORMATION

Purchase order	
Truck size	
Currier tracking No.:	
Airway bill number (AWB)	
Number of pieces	
Weight in Kg	
CBM	

### PAYMENT CONFIRMATION

Please write YES or NOT

By bank transfer before the exhibition	
By credit card on the site in Prague Congress Centre	



SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

Ing. Pavel Beck - BECKSPELITION

Chrastavská 113/4

190 00 Praha 9

## Czech Republic

VAT-Number: CZ 5611220098

phone/fax: 420-286881730

mobil: 420-602311950 mobil: 420 724 328 380

e-mail: [beck.pavel@volny.cz](mailto:beck.pavel@volny.cz) e-mail: [monik.vesela@seznam.cz](mailto:monik.vesela@seznam.cz)

<b>Pick up / transport and exhibition site handling form</b>	
We company: (full invoicing address)	
VAT-Number:	
c/o fair / exhibition: booth No.	
consignment-details: No of packages/weight/dimension	
pick up date:	
working hours on pick up day:	
pick up address:	
pick up contact - name/phone	
requested delivery to the exhibition stand	
onsite delivery contact - name/phone	

order following services, chargeable to ourselves:

**PLEASE TICK WHERE APPLICABLE**

PLEASE TICK WHERE APPLICABLE		
INBOUNDHANDLING:	YES	NO
transport from - to		
unloading/delivery to the exhibition booth including short storage at exhibition site		
customs clearance: <b>non EC countries only</b>		
handling with empties incl. storage during exhibition		
<b>OUTBOUNDHANDLING:</b>		
collection from the exhibition booth/short storage		
and loading on the truck		
customs clearance for return transport - <b>non EC countries only</b>		
return transport from - to		
return delivery address (if different from inbound)		
special orders		

This written Job Order is the basis for invoicing.

This written Job Order is the basis for invoicing.  
Transport charges will be invoiced as per calculation/agreed price:

Handling charges will be invoiced as per Pavel Beck Spedition.

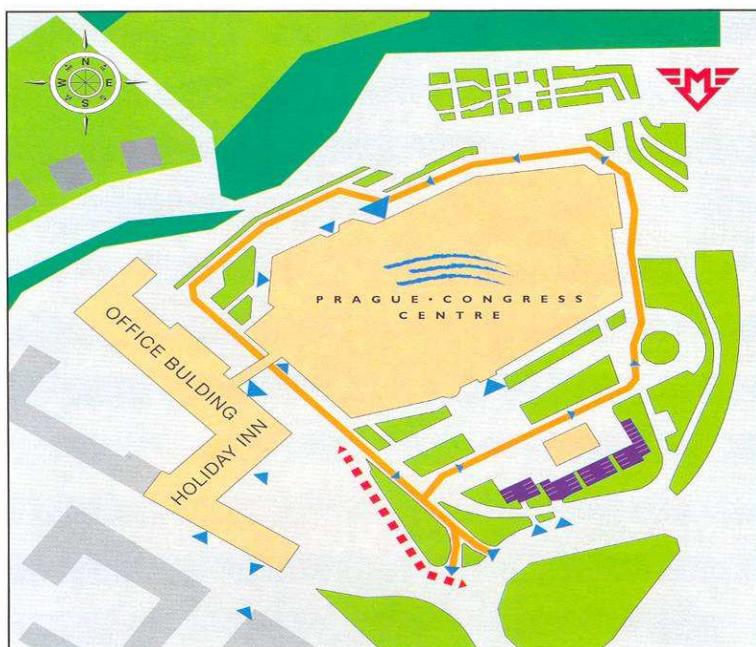
Handling charges will be invoiced at the forwarding tarif valid for year 2011.



**SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague**

## Prague Congress Centre

VICINITY OF PRAGUE CONGRESS CENTRE - OKOLÍ KCP



■ Parking lot / parkovací místa





## **SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague**

### **SECTION 6 – CATERING SERVICE and HOSTESS / SECURITY**

#### **EXHIBITION HOSTESSES / SECURITY**

<b>Specification</b>	<b>Price per hour</b>
Hostess with a knowledge of English	Euro 10

Hostesses are dressed in a white shirt and a black skirt. If you require a hostess dressed in your company colours, please contact [fullsackova@quarant.cz](mailto:fullsackova@quarant.cz) and we will prepare a price quotation for you according to your requests.

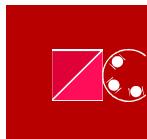
<b>Specification</b>	<b>Price per hour</b>
Individual security service for your stand	Euro 10

**The above prices do not include 20% VAT**



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

### CATERING SERVICE



zátiší catering

**Zátiší Catering Group, a.s.**

**Invoice adress**

Novotného Lávka 5, Prague 1

VAT no: CZ 15269574

**Offices**

Prague Congress Center

5.Května 65, Prague 4

**Catering Services:**

**Contact person of ZCG**

Linda Reitingerová

**mobile**

420 731 156 614

**email**

[linda@zatisigroup.cz](mailto:linda@zatisigroup.cz)

**phone:**

420 261 174 040

**Exhibitor:**

\_\_\_\_\_

**Street / P.O. Box**

\_\_\_\_\_

**Country, Town, PC**

\_\_\_\_\_

**VAT no:**

\_\_\_\_\_

**Stand no.**

\_\_\_\_\_

**Contact Person**

\_\_\_\_\_

**Phone no.**

\_\_\_\_\_

**Email address**

\_\_\_\_\_

The following order is valid once confirmed by Zátiší Catering Group. We would ask you to return the form three working days prior to opening of the trade fair at the latest. We raise a one off charge for transport cost amounting to 20 EUR for each day supplies are delivered. The price quoted are excluding VAT 20%.

**Date of delivery:**

**Delivery time : daily at 8.30 and 14.30**

ITEM	pcs	CZK	EUR	packages	ITEM	pcs	CZK	EUR	packages
<b>Beverages</b>									
Sparkling Water Mattoni 0,5 l	12	360,00 Kč	14,40 €	_____	Pilsner Urquell 0,33 l	24	840,00 Kč	€ 33,60	_____
Sparkling Water Mattoni 1,5 l	6	450,00 Kč	18,00 €	_____	Radegas Birrell - non alcoholic 0,33 l	24	840,00 Kč	€ 33,60	_____
Still Water Aquila 0,5 l	12	360,00 Kč	14,40 €	_____	Bohemia Regia Brut 1,5 l	1	550,00 Kč	€ 22,00	_____
Still Water Aquila 1,5 l	6	450,00 Kč	18,00 €	_____	Prosecco Valdo Brut	1	850,00 Kč	€ 34,00	_____
Coca cola 0,5 l	12	480,00 Kč	19,20 €	_____	Veuve Cliquot	1	2 250,00 Kč	€ 90,00	_____
Coca cola 2 l	6	570,00 Kč	22,80 €	_____	Moravian White Wine	1	345,00 Kč	€ 13,80	_____
Cola Diet 0,5 l	12	480,00 Kč	19,20 €	_____	Moravian Red Wine	1	345,00 Kč	€ 13,80	_____
Cola Diet 2 l	6	570,00 Kč	22,80 €	_____	<b>Coffee Machine Rental</b>				
Fresh Orange Juice 0,2 l	6		0,00 €	_____					



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

Fresh Orange Juice 1 l	3	0,00 €	<input type="text"/>	Nespresso Coffee Machine Gemini CS 220	2 500,00 Kč	€ 100,00	<input type="text"/>		
Orange Juice 0,2 l	24	540,00 Kč	21,60 €	<input type="text"/>	Nespresso Coffee Machine Gemini CS 200	2 500,00 Kč	€ 100,00	<input type="text"/>	
Orange Juice 2 l	6	750,00 Kč	30,00 €	<input type="text"/>	Nespresso Coffee Barretto CS 100			<input type="text"/>	
Apple Juice 0,2 l	24	540,00 Kč	21,60 €	<input type="text"/>	Coffee Capsules	50	1 250,00 Kč	€ 50,00	<input type="text"/>
Apple Juice 2 l	6	750,00 Kč	30,00 €	<input type="text"/>	Ristretto	50	1 250,00 Kč	€ 50,00	<input type="text"/>
Energy Drink Red Bull 0,33 l	24	1 440,00 Kč	57,60 €	<input type="text"/>	Lungo	50	1 250,00 Kč	€ 50,00	<input type="text"/>
<b>Coffee and Tea</b>				Decafeinnato	50	1 250,00 Kč	€ 50,00	<input type="text"/>	
				<b>Recommendation from 15 - 50 cups per day CS 100, from 50 cups per day CS 200, CS 220</b>					
Filred Coffee1,5 l incl. Sugar, milk	1	195,00 Kč	7,80 €	<input type="text"/>	Filred Coffee machine Douwe Egberts	1	950,00 Kč	€ 38,00	<input type="text"/>
Tea 1,5 l incl. Sweetner, sugar and milk	1	155,00 Kč	6,20 €	<input type="text"/>	Coffee concentrate 1,2 l (300 coffees)	1	2 950,00 Kč	€ 118,00	<input type="text"/>
<b>English Sandwiches 6 pcs to be order at minimum</b>				<b>French Baquettes 5 pcs to be order at minimum</b>					
with ham and cheese	6	150,00 Kč	6,00 €	<input type="text"/>	with ham and lettuce	5	250,00 Kč	€ 10,00	<input type="text"/>
with salami and lettuce	6	150,00 Kč	6,00 €	<input type="text"/>	with salami and cheese	5	250,00 Kč	€ 10,00	<input type="text"/>
with brie cheese	6	180,00 Kč	7,20 €	<input type="text"/>	with chicken guacamole	5	300,00 Kč	€ 12,00	<input type="text"/>
with vegetable	6	150,00 Kč	6,00 €	<input type="text"/>	with tuna	5	300,00 Kč	€ 12,00	<input type="text"/>
with tomato and mozarella	6	150,00 Kč	6,00 €	<input type="text"/>	<b>Salads minimum to be order 5 pcs</b>				
with roastbeef	6	180,00 Kč	7,20 €	<input type="text"/>	Mixed green leaves with Vinaigrette	5	325,00 Kč	€ 13,00	<input type="text"/>
with tuna	6	180,00 Kč	7,20 €	<input type="text"/>	Tomatoes with Mozarella and basil pesto	5	325,00 Kč	€ 13,00	<input type="text"/>
with salmon	6	180,00 Kč	7,20 €	<input type="text"/>	Mixed vegetable with olives and Feta Cheese	5	325,00 Kč	€ 13,00	<input type="text"/>
<b>Pastries 10 pcs to be order at minimum</b>				<b>Fresh Fruit</b>					
Mini Croisants		180,00 Kč	7,20 €	<input type="text"/>	Selection of Seasonal fruit	20	550,00 Kč		<input type="text"/>



## SICOT 201, XXV Triennial World Congress, 6 – 9 September, 2011, Prague

Snails with Raisins	180,00 Kč	7,20 € <input type="text"/>	Fruit Platter (for 10 guests)	1	750,00 Kč <input type="text"/>
Chocolate rolls	180,00 Kč	7,20 € <input type="text"/>	Dessert set - selection of mini desserts - carrot cake, Fresh Fruit tartlet, Pecan mini cake, Balls fill with Vanilla, Cheese cakes		
Czech pastry "Kolace" with different fillings	200,00 Kč	8,00 € <input type="text"/>	A - 30 pcs - 3 kinds	900,00 Kč	€ 36,00 <input type="text"/>
Mini Carrot cakes	200,00 Kč	8,00 € <input type="text"/>	B - 50 pcs - 5 kinds	1 500,00 Kč	€ 60,00 <input type="text"/>
mini chocolate brownies	220,00 Kč	8,80 € <input type="text"/>	C - 40 pcs of Chocolate truffles	1 200,00 Kč	€ 48,00 <input type="text"/>
<b>Sets - all sets are served cold</b>					
<b>Sushi set - selection of tuna, salmon, cucumber, egg</b>					
Maki sushi A (9pcs)	390,00 Kč	15,60 € <input type="text"/>	D - Chocolate cake (12 pax)	1 350,00 Kč	€ 54,00 <input type="text"/>
Maki sushi B (12pcs)	490,00 Kč	19,60 € <input type="text"/>	A - 50 pcs of cold canapes	1 750,00 Kč	€ 70,00 <input type="text"/>
A - sandwich, dezert, fruit	245,00 Kč	10,00 € <input type="text"/>	B - 50 pcs of cold canapes + 15 sweet canapes	2 275,00 Kč	€ 91,00 <input type="text"/>
B - sandwich, salad, dezert, fruit, biscuit	325,00 Kč	13,00 € <input type="text"/>	C - 100 pcs of cold canapes	3 500,00 Kč	€ 140,00 <input type="text"/>
C - sandwich, salad, 2x dezert, quiche, fruit, biscuit	375,00 Kč	15,00 € <input type="text"/>	D - 100 pcs of cold canapes + 40 pcs of sweet canapes	4 900,00 Kč	€ 196,00 <input type="text"/>
<b>Cuttlery and Inventory are not included in the price</b>					

Place and Date \_\_\_\_\_

Company stamp and signature \_\_\_\_\_

Please let us know your credit card details below

After the invoice has been issued, we deduct to invoice amount from your credit card and send you the original invoice and debit slip.

Eurocard/MasterCard

Are you planning a Press Conference, Conference Party, Gala dinner or do your require assistance with any catering needs please contact us. We provide full service support.

Visa Card

Zatiši Group Team would be happy to advise you and supply with a quote, menus, allocation of venue. We are looking forward to meeting you personally

AMEX card

Date of validity \_\_\_\_\_

4 restaurants in Prague center with marvius view

Signature of cardholder \_\_\_\_\_

IF you rely on our service and experience you can enjoy your party