



SICOT 2011

XXV Triennial World Congress

Exhibitors Manual



6–9 September 2011
Prague, Czech Republic



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SECTION 1 – GENERAL INFORMATION

CONTACTS

Congress Secretariat

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Commercial Agent

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BECKSPEDITION

Fairs & Exhibitions
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190 00 Praha 9
Czech Republic
Mr. Pavel Beck
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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

Zátiší Catering Group, a.s. Catering Service

5. května 65
140 21 Praha 4
Czech Republic
Linda Reitingarová
Mobil: +420 731 156 614
E-mail: linda@zatisigroup.cz



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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 9, 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



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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.

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.



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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.



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



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*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 Petřská 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, 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 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:

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

Cancellation conditions for other hotels

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

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

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.



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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. The payer pays the bank charges of their bank, and the beneficiary pays the charges of their bank, if any.

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.

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.

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).



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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.



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SECTION 2 – HOW TO ORDER SERVICES

EXHIBITION ORGANIZER

EXPOSALÉ-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
Web: 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.



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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

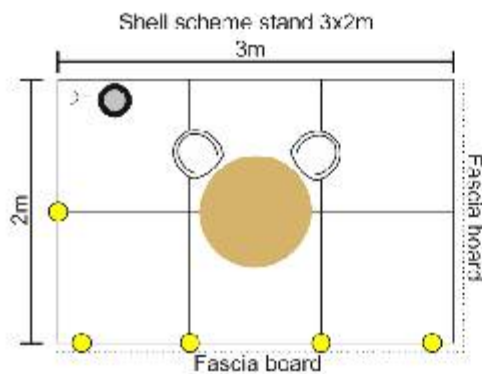
Company Name:

Company Name:

SHELL-SCHEME STAND

Price per booth: 462 EUR + 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)
- 9m² - 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)



Name / Signature:

Date:

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



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

Contact person: Ing. Pavel Smrčka, 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



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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 (shell-scheme construction system)

Other than above stated items available upon request, please see the full list at our website www.exposale.eu/construction

Name / Signature:

Date:

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

EXPOSALÉ-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



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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:

EXPOSALÉ-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"/> Émeraude (# 1366) |  |
| <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:

EXPOSALÉ-CZ s.r.o., Školská 33/3, 250 92 Žestajovice, 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 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:

EXPOSALÉ-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 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:

EXPOSALÉ-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 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:

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

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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










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:

EXPOSALÉ-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 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:

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 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

Name / Signature:

Date:

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

EXPOSALÉ-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 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 ½", drainage 1 ½". 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:

EXPOSALÉ-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: |
| <i>Three-phase power supplies require a fuse board – to be provided individually by an exhibiting company or to be rented.</i> | | | |
| | | | |
| <input type="checkbox"/> Electrical connection revision / certificate - obligatory | 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:

EXPOSALÉ-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

Please note that prices do not include VAT.

Name / Signature:

Date:

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

EXPOSALÉ-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 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:

EXPOSALÉ-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 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"
<i>Touch Screens to be used with MS Windows only.</i> | Unit Price | 59 / 65 EUR | Units: |

*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:

EXPOSALÉ-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 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:

EXPOSALÉ-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:

EXPOSALÉ-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



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 hoists | 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:

EXPOSALÉ-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 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:

EXPOSALÉ-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 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 EXPOSALÉ-CZ s.r.o. (Reg. No. CZ 252 261 77) to charge the above credit card for the services ordered with EXPOSALÉ-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:

EXPOSALÉ-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 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 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



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

EXPOSALÉ-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

SECTION 5 –FREIGHT FORWARDING INFORMATION

FORWARDING INSTRUCTIONS

Consigning address - all forms of transportation:

BECKSPEDITION

Fairs & Exhibitions

Dipl. Ing. Pavel Beck

Chrastavská 113/4

190 00 Praha 9

Czech Republic

Tel/Fax: +420 286 881 730

Fax : +420 261 176 150

Mobil: +420 602 311 950

E-mail: beck.pavel@volny.cz

Notify: SICOT exhibition
Prague Congress Centre
Street 5. května 65
Prague 4, Czech Republic
Exhibition venue / dates
Exhibitor
Stand No.
c/o BECKSPEDITION PRAGUE

ARRIVAL deadline: August 31,2011

Advice of shipment

All shipments should be advised by fax or by e-mail 2 days before the arrival of the goods to the Czech Republic at the latest.

Case marking

Each case should be clearly marked as follows:

Name & Location of exhibition

Exhibitors name

Stand No.

Case No.

c/o BECKSPEDITION PRAGUE



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

Documentation:

1) Temporary importation

ATA-Carnet with a packing list or Pro-forma Invoice and EUR 1 (2) certificate (where applicable) or other certificate of origin showing details as above and the values of each item and the total value of the goods.

2) Permanent importation

Pro-forma Invoice prepared as a packing list with value of each item is needed for customs - clearance.

A detailed packing list in English showing:

- Exhibitor's name and address with contacts, VAT number
- Name of the exhibition, location, stand No.
- Description of the goods
- Measurements in centimetres and gross/ net weights of each case in kilos

Terms and conditions

The exhibitors should ensure they have adequate cover whilst their goods are being transported to and from the event, as well as during handling operations and the exhibition period.

ACCESS ROUTES

Limits of freight – trucks

The truck which can drive in to the basement through the porters-lodge No. 3 to the passage can have maximal dimensions as follows:

- Height (of the truck) max 3,4 m
- Width max 3,5 m
- Length max 10 m
- Total weight of the truck (together with the cargo) is max. 10 ton

The truck, which can drive in front of the Prague Congress Centre, has the below mentioned limits:

- Max weight to one axle 6 ton
- Max length of the truck is 15 m

If the driver will use the reinforced route round the building, he must not turn aside to the normal pavement, which could burst. The driver cannot drive round the building, he must make back way.

Other trucks, which do not correspond to the mentioned limits have to be loaded/unloaded on the traffic-circle in front of Prague Congress Centre and the material must be delivered (about 400 meter) to the lift K by smaller vehicles.



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

LIFTS:	Capacity	Width	Height	Depth
Lift K	5.000 kg	240 cm	250 cm	500 cm
Lift G	2.000 kg	200 cm	240 cm	323 cm
Lift C3	1.000 kg	170 cm	240 cm	234 cm
Lifts C4, C5	500 kg	110 cm	195 cm	173 cm

Parking of the trucks

Prague Exhibition Area, Beranových 667, Prague 9 – Letňany

Price: EUR 40/truck/day

Motel parking-place, direction highway Brno (about 20 km), Průhonice (petrol station, Motel-parking-place).

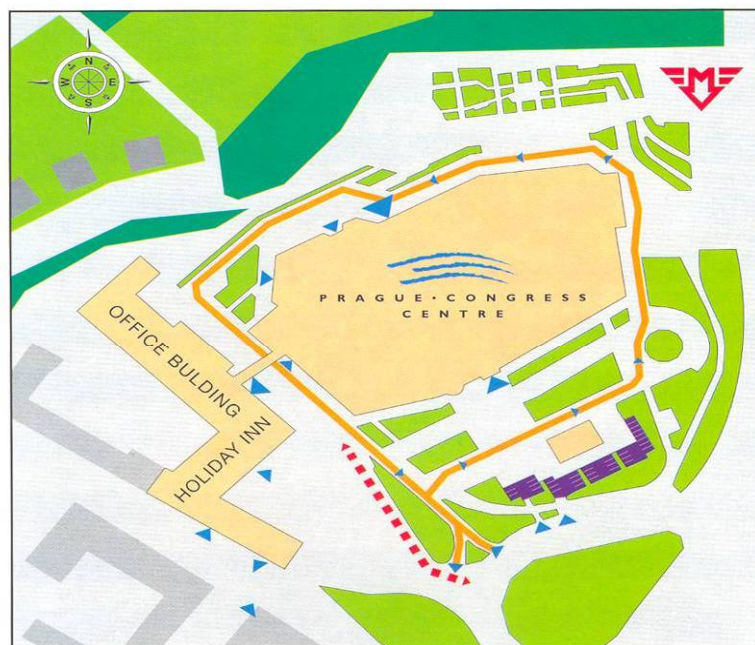
These possibilities are not obligatory. They are our recommendation only.



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


KONGRESOVÉ CENTRUM
PRAHA



FORWARDING TARIFF

1. HANDLING CHARGES	Price/Euro
1.1. Unloading/loading and delivery of goods to the stand; consignment from the grouped lorry and from the complete lorry	18/100 kilograms
1.2. minimum	75/consgmt.
1 m ³ = 300 Kg	
2. AIR CARGO, POST CONSIGNMENTS	
2.1. Consignments	75/100 kilograms
Minimum	75/consgmt.
3. SURCHARGES (will be added to the basic charges)	
3.1. Heavy lift surcharge (for packages from 250 up to 3000 kilograms)	25 % of the rate
3.2. Saturdays Sundays Holidays surcharges	25 % of the rate
3.3. Upper Floor surcharge	25 % of the rate
4. CUSTOMS CHARGES	
4.1. Opening of the temporary customs admission , its cancelling or prolongation if any , of final customs clearance	12/100 kilograms
4.1.1. minimum	75/consgmt.
4.1.2. maximum	240/consgmt.
4.2. Reimbursement for the customs-security	0,5% from the value
4.3. minimum for reimbursement for the customs-security	EUR 36/consgmt.
4.4. Issuing TIR Carnet	50/Carnet
4.5. Carnet A.T.A. – import	50/Carnet
4.6. Carnet A.T.A. - export	50/Carnet
5. HANDLING OF EMPTIES	
5.1. Loading, carriage, discharging, storing during the fair and delivery as near as possible to the stand	25/m ³
6. WORKERS AND TECHNICAL SERVICE	
6.1. Skilled worker	15/hour
6.2. Fork lift 2-3,5 ton	90/hour
6.3. Crane (lifting capacity 8-16 ton)	120/hour
6.4. Vehicles	10/hour
7. OTHER SERVICES	
7.1. Providing packages with straps	1/1 m
7.2. Fixed charge (postage,papers,phone,fax cost)	16



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ORDER FORM FOR TRANSPORT SERVICES

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

	DATE	QUANTITY
Complete lorry loads		
<hr/>		
Storage (empties)		
<hr/>		
Help workers		
<hr/>		
Fork-lift		
<hr/>		
Pallet truck		
<hr/>		
Crane		
<hr/>		
Customs charges		
<hr/>		

.....
Stamp & Signature

.....
Date & Place

Please return this form to BECKSPEDITION, fax no. +420 261 176 150

BECK
SPEDITION



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SECTION 6 – CATERING SERVICE and HOSTESS / SECURITY

EXHIBITION HOSTESSES / SECURITY

Specification	Price per hour
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@guarant.cz and we will prepare a price quotation for you according to your requests.

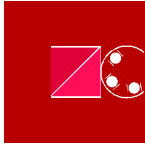
Specification	Price per hour
Individual security service for your stand	Euro 10

The above prices do not include 20% VAT



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CATERING SERVICE



zátiší catering

Zátiší Catering Group, a.s.

Invoice adress

Novotného Lávkva 5, Prague 1

VAT no: CZ 15269574

Offices

Prague Congress Center

5.Května 65, Prague 4

Catering Services:

Contact person of ZCG

Linda Reitingarová

mobile 420 731 156 614

email 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 Caterin 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 amountig to 20 EUR for each day supplies are delivered. The price quoted are exluding VAT 20%-

Date of delivery:

Delivery time : daily at 8.30 and 14.30

ITEM	pcs	CZK	EUR	packages	ITEM	pcs	CZK	EUR	packages
Beverages					Beer and wine				
Sparkling Water Mattoni 0,5 l	12	360,00 Kč	14,40 €	<input type="text"/>	Pilsner Urquell 0,33 l	24	840,00 Kč	€ 33,60	<input type="text"/>
Sparkling Water Mattoni 1,5 l	6	450,00 Kč	18,00 €	<input type="text"/>	Radegas Birrell - non alcoholic 0,33 l	24	840,00 Kč	€ 33,60	<input type="text"/>
Still Water Aquila 0,5 l	12	360,00 Kč	14,40 €	<input type="text"/>	Bohemia Regia Brut 1,5 l	1	550,00 Kč	€ 22,00	<input type="text"/>
Still Water Aquila 1,5 l	6	450,00 Kč	18,00 €	<input type="text"/>	Prosecco Valdo Brut	1	850,00 Kč	€ 34,00	<input type="text"/>
Coca cola 0,5 l	12	480,00 Kč	19,20 €	<input type="text"/>	Veuve Cliquot	1	2 250,00 Kč	€ 90,00	<input type="text"/>
Coca cola 2 l	6	570,00 Kč	22,80 €	<input type="text"/>	Moravian White Wine	1	345,00 Kč	€ 13,80	<input type="text"/>
Cola Diet 0,5 l	12	480,00 Kč	19,20 €	<input type="text"/>	Moravian Red Wine	1	345,00 Kč	€ 13,80	<input type="text"/>
Cola Diet 2 l	6	570,00 Kč	22,80 €	<input type="text"/>					<input type="text"/>
Fresh Orange Juice 0,2 l	6		0,00 €	<input type="text"/>					Coffee Machine Rental
Fresh Orange Juice 1 l	3		0,00 €	<input type="text"/>	Nesspresso Coffee Machine Gemini CS 220		2 500,00 Kč	€ 100,00	<input type="text"/>



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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"/>
Sets - all sets are served cold				D - Chocolate cake (12 pax)	1 350,00 Kč	€ 54,00 <input type="text"/>
Sushi set - selection of tuna, salmon, cucumber, egg				Finger food set		
Maki sushi A (9pcs)	390,00 Kč	15,60 €	<input type="text"/>	A - 50 pcs of cold canapes	1 750,00 Kč	€ 70,00 <input type="text"/>
Maki sushi B (12pcs)	490,00 Kč	19,60 €	<input type="text"/>	B - 50 pcs of cold canapes + 15 sweet canapes	2 275,00 Kč	€ 91,00 <input type="text"/>
Lunch box set includes napkin, water 0.5 l, and it is pack in paper bag				C - 100 pcs of cold canapes	3 500,00 Kč	€ 140,00 <input type="text"/>
A - sandwich, dezert, fruit	245,00 Kč	10,00 €	<input type="text"/>	D - 100 pcs of cold canapes + 40 pcs of sweet canapes	4 900,00 Kč	€ 196,00 <input type="text"/>
B - sandwich, salad, dezert, fruit, biscuit	325,00 Kč	13,00 €	<input type="text"/>			
C - sandwich, salad, 2x dezert, quiche, fruit, biscuit	375,00 Kč	15,00 €	<input type="text"/>			

Cuttlery and Inventory are not included in the price

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

Visa Card

AMEX card

Date of validity _____

Signature of cardholder _____

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

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

4 restaurants in Prague center with marvius view

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