



SAG EXPO 2022

SUPPLIER GUIDELINE

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PREFACE:

This guideline serves the purpose to explain all important and necessary topics around the SAG EXPO 2022 to you. For any additional questions or issues which need to be resolved, please contact the **Expo Organization Team** (in the following **EOT**):

- | | | |
|--------------------------------|------------------|-------------------------|
| • Dominik Misik (CZ, ENG): | +420 602 758 889 | dominik.misik@sag.cz |
| • Ralf Kiesenbauer (GER, ENG): | +420 734 793 006 | ralf.kiesenbauer@sag.cz |

ADDRESS OF EXPO FAIRGROUNDS:

PVA EXPO PRAHA, Hala č. 3, 4 and 6
Beranových 667, 199 00 Praha 9 - Letňany
GPS: 50°7'41.662"N, 14°30'51.679"E

MOUNTING / PREPARATION OF BOOTHS:

Pre-made booths will be made accessible for exhibitors **on Friday 10. 6. 2022 from 09:00**.

Exhibitors, which will be on the EXPO **with their own stand** will have access to the premises **from Thursday, 9. 6. 2022 from 09:00**

Please note, that it is generally not permitted to enter the inside exhibition area by car. In case special arrangements have to be agreed on, please contact the EOT in advance.

Mounting the respective booths **must be completed** by latest **Friday, 10. 6. 2022, 24:00**. Additional mounting time and subsequently the participation on the SAG EXPO 2022 cannot be guaranteed to a later point of time.

BOOTH CONSTRUCTION:

The booths including interior, samples and advertising materials have to be constructed in a way, that there is no risk and danger for public safety. General safety of the booth must be guaranteed for each constructional stage (mounting, preparation, demounting). We advise exhibitors to disconnect all electric devices after closure of the EXPO from **17:00 on Saturday, 10. 6. 2022**.

Please pay especially attention to following points:

- Floor capacity is max. 5 t/m²
- Drilling into the flooring is not permitted, occurring damages will be charged respectively
- Interference with AC systems and heating as well as phone & internet lines and especially electrical installations is strictly forbidden

DEMOUNTING:

Demounting can be earliest started on Saturday, **11. 6. 2022 from 17:30** after closing the EXPO and has to be finalized latest until Sunday, **12. 6. 2022, 24:00**. For transportation from and to the Expo, solely the exhibitor carries responsibility.

HOTEL:

During the EXPO 2022, SAG CZ co-operates with Hotel Duo which is situated in close proximity to the exhibition area.

The price (per single room or double room) is **95 €** per night. Payment for accommodation will be paid during check-in.

You can book your hotel room via following link:

<http://bookings.ihotelier.com/bookings.jsp?groupID=3404503&hotelID=85417>

For more information about the Hotel itself please visit their website: <https://www.hotelduo.cz/en>

If the registration is not completed by the exhibitor's side, availability of the rooms cannot be guaranteed by SAG.

Please fill this form for each person until 30. 3. 2022.

In case of any issues please contact the EOT for consultation.

PARKING @ EXPO

For the day of mounting & demounting, supplier parking tickets can be requested at the EOT. Please note, that nevertheless parking is limited to 3 hours and overnight parking will not be tolerated.

On the EXPO day, the 11. 6. 2022, exhibiting suppliers can leave their passenger cars on the designated visitor parking space.

DELIVERIES:

Handling and logistics services in the PVA EXPO PRAGUE fairgrounds are performed exclusively by our partner, **CENTRUMSPED**.

We ask exhibitors to contact CENTRUMSPED and pre-advise / order the below listed services well in advance. (Especially with regard to handling of heavy and bulky exhibits.)

- storage of shipments before the EXPO - exhibits, samples, promotional material, etc. - directly on the PVA EXPO fairgrounds is possible from **Monday 6. 6. 2022**. Warehouse opening hours are weekdays from 08:00 to 15:00
- storage of shipments after the EXPO
- transport to / from the EXPO
- unloading or loading of installation material, exhibits and other trade fair goods. **On 10. 6. 2022 possible only until 18:00 due to carpet laying**
- technical assistance during the assembly or disassembly of exhibits
- storage of empty cases or exhibits
- customs clearance and customs representation

These services will be invoiced to the exhibitors directly by our partner **CENTRUMSPED**. Costs of services will be sent based on your inquiries / orders.

Contact CENTRUMSPED:

Filip Cervený
cervený@centrumsped.cz
+420 602 501 381

Non pre-advised services will be performed only after providing for exhibitors who have notified their shipments and services.

Please do not send any shipments to the SAG CZ headquarters – Those shipments cannot be processed and thus not be brought to the PVA EXPO fairgrounds!

Mandatory shipment labeling:

CENTRUMSPED s.r.o.
c/o SAG EXPO 2022, Exhibitor name, Hall / Stand number, Contact onsite: Name + phone + e-mail
PVA EXPO PRAGUE
Beranových 667
CZ – 199 00 PRAGUE 9
CZECH REPUBLIC

- [All other information on logistics, shipment addressing](#)
- [The price list](#)

COLLECTIONS:

Collections of the exhibits by transport companies have to be executed until **Sunday, 12. 06. 2022 until 24 p.m.** The responsibility about collections is solely carried by the exhibitor. SAG CZ does not carry any responsibility in case of damages or losses.

ESCAPE ROUTES:

All escape routes specified in the floorplans must be kept clear and accessible in full length and width for the entire duration of the event. Blocking them by positioning items or the booth construction itself is strictly forbidden and will result in removal of bespoke items

VEHICLES:

Vehicles on the Expo must be locked and their state must be in accordance to the respective safety regulations of PVA Expo Praha. The petrol tank must be emptied to a minimum and in general cases the battery must be disconnected.

GOODS & EXHIBITS:

It is only permitted to show exhibits, which are listed by SAG CZ and do have a respective SAG item number. The exhibitors are not allowed to sell or give away exhibits on their exhibition booth. In special cases, please consult and clarify with the EOT or your responsible Product Manager

Generally, exhibits have to be samples only - that means that e.g. oil cases, detergents, etc... have to be emptied and must not contain any liquids.

Exceptions have to be discussed with the EOT in advance.

BROCHURES & PRINTOUTS:

Exhibitors are only permitted to give out brochures and printing materials within their booth area. It is forbidden to place rollups and exhibits on the corridors for safety reasons. Placement of any advertising outside the booth areas will be organised by the EOT.

ADVERTISING MATERIALS & ANNOUNCEMENTS:

Due to safety regulations, it is not permitted to fill air balloons with gas. Sprinklers in the hall can be activated when getting in contact with the air balloons. A therefrom occurring false alarm is connected to immense costs.

Demonstrations and acoustic advertising in form of announcements or moderation have to be clarified with the EXPO organisational team in advance and be executed in a way, that neighbouring exhibitors are not disturbed on their booths.

LIABILITY:

Generally, every exhibitor is self-responsible. SAG CZ does not take any liability in regard of damages or losses during the EXPO. This includes above all the insurance of the exhibition booth, exhibits and all other materials presented on the SAG EXPO 2022.

SMOKING:

Due to safety regulations, smoking inside the EXPO premises is strictly forbidden.