CZECHBUS

24 – 26 November 2026

INSTRUCTIONS FOR ASSEMBLY, DISMANTLING AND CONDUCTING THE EXHIBITION

PVA EXPO PRAHA
Beranových 667
199 00 Praha 9 – Letňany
GPS: Loc: 50°7'46.54"N,14°30'51.48"E

Organised by ABF, a.s.
Tel.: +420724183013
E-mail: czechbus@abf.cz

EXHIBIT
OR REGISTRATION
ENTRANCE HALL II

- **ISSUANCE OF ASSEMBLY/DISMANTLING ENTRY CARDS AND PASSES**

Takes place in person only, directly at PVA EXPO PRAHA at registration in Entrance Hall II, on the following dates:

20 November 2026	**8:00 – 18:00**	**FRIDAY**
21 November 2026	**8:00 – 16:00**	**SATURDAY**
22 November 2026	**8:00 – 16:00**	**SUNDAY**
23 November 2026	**8:00 – 18:00**	**MONDAY**
24 November 2026	**7:30 – 9:00**	**TUESDAY**

RECOMMENDATION:
If payment is made after **19 November 2026,** we recommend that exhibitors bring proof of payment – an account statement – with them to registration. If invoices are not paid by the stated due dates, exhibitors will not be admitted to the exhibition area. Company registration will be completed only after invoices have been paid in full (100%).

ATTENTION !!!

ACCOUNTANT'S AVAILABILITY AT REGISTRATION

20–22 Nov 2026	**8:00 – 16:00**	**Friday–Sunday**
23 Nov 2026	**8:00 – 18:00**	**Monday**
24 Nov 2026	**8:00 – 9:00**	**Tuesday**

The exhibitor will receive 5 exhibitor passes free of charge at registration for each registered company. If the ordered area exceeds 30 m^2, the exhibitor is entitled to one additional exhibitor pass free of charge for every further 10 m^2 or part thereof. The exhibitor will receive a pass which will be punched upon entry to the grounds each day for the duration of the fair.

The assembly company shall collect assembly/dismantling passes at registration corresponding to the number of assembly workers; these authorise entry to the exhibition grounds and the start of assembly. **The passes may not be used during the fair.**

- **HANDOVER OF STANDS ORDERED FROM ABF**

Stands arranged for exhibitors through ABF, a.s. will be ready for handover according to your orders on 23 November 2026 from 12:00.

- **PARKING CARDS**

From 20 – 23 November 2026, parking during assembly is possible directly on the exhibition grounds upon registration and collection of assembly passes and an assembly entry card.

During the fair on 24 – 26 November 2026, parking in reserved spaces is permitted only with a parking card.
If the exhibitor does not purchase a parking card entitling them to park in reserved spaces on the grounds, their stay on the grounds will be limited to the deposit validity period, i.e. on 24 November 2026 from 7:30 to 8:45 and on 25–26 November from 8:00 to 8:45. Parking will then be provided in an area outside the grounds (the paid visitors' car park). The parking card is valid only for the duration of the fair.

MULTI-DAY PARKING CARD – NON-TRANSFERABLE, price CZK 1,075/pc
MULTI-DAY PARKING CARD – TRANSFERABLE, price CZK 1,240/pc

OVERNIGHT PARKING
A daytime parking card must be purchased in order to use overnight parking.
Overnight parking up to 3.5 t, price CZK 331/night
Overnight parking over 3.5 t, price CZK 538/night

- **ORDER PARKING HERE**

ASSEMBLY

20 – 22 November 2026	8:00 – 20:00	Friday–Sunday
23 November 2026	8:00 – 22:00	Monday

- **UNLOADING OF EXHIBITS**

No equipment intended for unloading exhibits will be admitted to the grounds. This service is provided by the contracted forwarding company CENTRUMSPED, Bc. Filip Červený, Tel.: 602 501 381, e-mail: cerveny@centrumsped.cz, which is based on the premises.

- **INDIVIDUAL SUSPENSION OF BANNERS FROM THE EXHIBITION HALL CEILING**

Carried out only by representatives of PVA EXPO PRAHA on the basis of an approved order. Additional suspension during assembly is carried out only between 9:00 and 18:00 and is charged with a 50% surcharge. Additional suspension is not possible on the last day of assembly.

- **DELIVERY OF BUSES**

Detailed instructions for the delivery of buses will be communicated individually in advance, and if you use your own contractor we ask you to coordinate with the planned stand-construction schedule.

Recommended date for delivering buses into the hall: 20–21 November 2026
Recommended date for delivering buses to the outdoor area: 23 November 2026
The contact person for bus delivery is Veronika Cihlářová, cihlarova@abf.cz, 724 183 013

- **DELIVERY OF LARGE EXHIBITS**

Delivery gates to the halls will remain open until Monday 23 November 2026 at 12:00. Thereafter only entrances with a maximum size of 2,390 mm (height) × 1,850 mm (width) will be available.

We urgently request that one-way traffic and traffic signs on the grounds be respected, as well as the instructions of traffic and security staff. Vehicles causing an obstruction whose drivers fail to follow the instructions of traffic and security staff will be towed away at the owner's expense.

COURSE OF THE FAIR

- **OPENING HOURS**

EXHIBITOR:

Tuesday	24 November 2026	7:30 – 18:00
Wednesday	25 November 2026	8:00 – 18:00
Thursday	26 November 2026	8:00 – NONSTOP DISMANTLING until 27 November 2026 at 10:00

VISITOR:

Tuesday	24 November 2026	9:00 – 17:00
Wednesday	25 November 2026	9:00 – 17:00
Thursday	26 November 2026	9:00 – 16:00

- **STAND REPLENISHMENT**

For the purpose of restocking stands during the fair, passenger vehicles up to minibus size may remain on the grounds against a refundable deposit of CZK 1,000. Entry (see site plan) – 24 November 2026, 7:30 – 8:45; 25 – 26 November 2026, 8:00 – 8:45.

- **EXHIBITOR ACCESS**

Please note that exhibitor passes authorising entry to the PVA EXPO PRAHA grounds during the fair will be checked at the Visitors' Entrance, where turnstiles are located.

- **SIDE ENTRANCES TO THE HALLS**

During the fair they begin to close at 17:15; the doors at the front of the hall are to be used for exit.

PLEASE respect the opening hours of the fair and the permitted time window for restocking stands.

DISMANTLING

Dismantling of stands and exhibits is permitted after the fair ends on 26 November 2026 from 16:00 and continues NONSTOP until 27 November 2026 at 10:00 (Thu–Fri).

- **STANDS BUILT THROUGH ABF, a.s.**

Clearance of these stands **MUST** begin immediately after the fair ends on Thursday (26 November) and be completed by 22:00 the same day. For organisational reasons, dismantling of uncleared stands will also begin after this deadline; neither ABF nor the contractor accept liability for any loss or damage.

- **ENTRY TO THE GROUNDS**

Exhibitors are asked to enter the grounds only in order to load stands that have already been dismantled and are ready for removal, and to follow the instructions of traffic and security staff.

- **IMPORTANT TIME SLOTS**

On 26 November 2026 from 16:00, entry will be permitted only for passenger cars, vans and trucks with a load capacity of up to 3.5 t. Vehicles over 3.5 t will be allowed to enter the grounds after 19:00.

On 26 November 2026 from 18:00, empty packaging will be delivered. Exhibitors who require empty packaging to be delivered to the stand immediately after the exhibition ends must expressly contact the forwarding company in advance with this request.

On the day of dismantling, from 16:00 to 6:00, only the doors at the front of the halls will be open; all other entrances will be closed.

- **HANDOVER OF THE EXHIBITION SPACE**

By the end of the dismantling period the exhibitor is obliged to hand over the rented exhibition space completely empty and clean, in the condition in which it was taken over, i.e. also to remove floor

coverings and adhesive carpet tapes at their own expense and to return all movable items rented from ABF, a.s. in an undamaged condition.

Companies are required to order a container for waste generated during stand dismantling. A container can be ordered in advance by sending the completed form (see Services Catalogue) or directly at the exhibition grounds at the technical dispatch (registration). Contact person: **Václav Matyska**, M: +420 603 538 257, E-mail: matyska@abf.cz.

In the event of damage to or soiling of the exhibition space or rented movable items, the exhibitor is obliged to pay the damage in full. In the case of damaged OCTANORM system panels, the exhibitor will be charged CZK 600 for each damaged panel on the basis of photographic documentation. The exhibitor is not entitled to have the damaged panels handed over to them.

If the final deadline for clearing the exhibition space is not met, a contractual penalty of CZK 50/m2/h of uncleared area will be charged. In extreme cases the stand will be cleared by ABF, a.s. at the exhibitor's expense. The risks associated with clearance shall be borne by the exhibitor.

TECHNICAL AND OPERATING CONDITIONS

- **CONDITIONS FOR SELF-BUILT STANDS**

The design, visualisation and operation of the stand or advertising banners must not disturb or restrict other stands.

Stand walls (side and rear) that exceed a height of 2.5 m and adjoin the rear or side of neighbouring stands must, above a height of 2.5 m, be designed in a structurally and graphically neutral manner. Use of these raised walls for the company's own advertising purposes is not permitted.

Advertising banners exceeding a height of 2.5 m may be placed by the company above its own area at a distance of at least 1.5 m from neighbouring stands.
The outline of the exhibition stand must not extend beyond the outline of the rented exhibition space, including above the level of the stand's ceiling structure.

The stand or any part of it must not touch the structure, walls or roof of the exhibition hall, and its rear wall must not be less than 1 m from the hall wall. The highest point of the stand must be at least 70 cm from the ceiling structure.

For safety, fire-protection and operational reasons, storage of any material in the service aisles (especially behind the rear wall of the stand) is prohibited. Storage and return of packaging can be ordered from the contracted forwarding company. Any overlaps, discrepancies or advertising displays outside the exhibition space are possible only with prior approval from ABF. If these conditions are breached, the company will be required to remedy the situation at its own expense.

THE DESIGN OF A SELF-BUILT STAND MUST BE SENT TO THE TECHNICAL DEPARTMENT FOR APPROVAL

Technical Department Manager
Václav Matyska
M: +420 603 538 257
E-mail: matyska@abf.cz

- **TECHNICAL SERVICES / CONNECTIONS**

POWER (230 V) for assembly needs will be available from the first permitted day of stand assembly (see point 1.), at several locations in the halls or on the grounds. We recommend bringing your own extension cables – approx. 50 m.

ADDITIONAL SERVICE ORDERS: Any changes to the order for technical services, stand construction or equipment requested by the exhibitor after the start of assembly will be processed only after duly ordered work and services for other exhibitors have been fulfilled. For such additional orders of work and services ABF, a.s. may charge a surcharge of up to 100% of the calculated price. Payment shall be made by the exhibitor on site in cash.

- **SECURITY**

During assembly, the fair and dismantling, basic security of the grounds and a stewarding service are provided by the organiser. Grounds security is entitled to carry out random checks of all vehicles entering and leaving the grounds and of the visible identification of persons entitled to be present on the grounds.

In accordance with the General Terms and Conditions of Participation in ABF, a.s. trade fairs, the organiser is not liable on the exhibition grounds to exhibitors or their co-exhibitors for loss, destruction or any damage to exhibits, stand equipment and fittings, goods, packaging or packing materials, regardless of whether the loss, destruction or other damage occurred during assembly, transport or the fair.

Individual security for your stand can be ordered using form 1a of the SERVICES CATALOGUE (price of individual security: CZK 220/hour, price excl. VAT if ordered by 25 October 2026. After this date the rate is CZK 250/hour).

- **INSURANCE**

The exhibitor has the option of insuring all exhibits and the materials referred to above, both their own and those of co-exhibitors, for the entire period of their presence on the exhibition grounds against all risks that may reasonably apply to the exhibitor’s property.

Insurance may be arranged in advance or directly on the exhibition grounds. Handling of insurance matters has been entrusted to the insurance brokerage company Total Brokers, a.s., whose representative you will find during assembly and on the first day of the fair in Entrance Hall II at the following times:
23 November 2026 from 14:00 to 17:00 and 24 November 2026 from 8:00 to 11:00.

- **MUSIC PERFORMANCES DURING THE FAIR**

Copyright Act No. 121/2000 Coll. applies to all persons who, in the course of their business, use recordings of performing artists and of producers of audio and audiovisual recordings by means of technical devices (radio, television, CD, compact stereo, etc.) and who organise live music performances. We advise all exhibitors that if they carry out the above at their stands, they are obliged to comply with the provisions of the cited Act, and, before the fair begins, to notify the copyright administrators OSA and INTERGRAM of the performance and to pay the copyright fee. Further information is available at www.osa.cz and www.intergram.cz.
Provided the above is complied with, audiovisual, acoustic, musical, dance and other performances are permitted for a maximum of 8 minutes per hour, only on condition that other exhibitors are not disturbed by the operation of these means and subject to prior agreement with ABF.

PLEASE comply with the conditions above. Otherwise ABF prohibits any music performance of the kind described above and a fine of CZK 5,000 may be imposed. In the event of a repeated breach, the performance may also be banned.

CONTACTS

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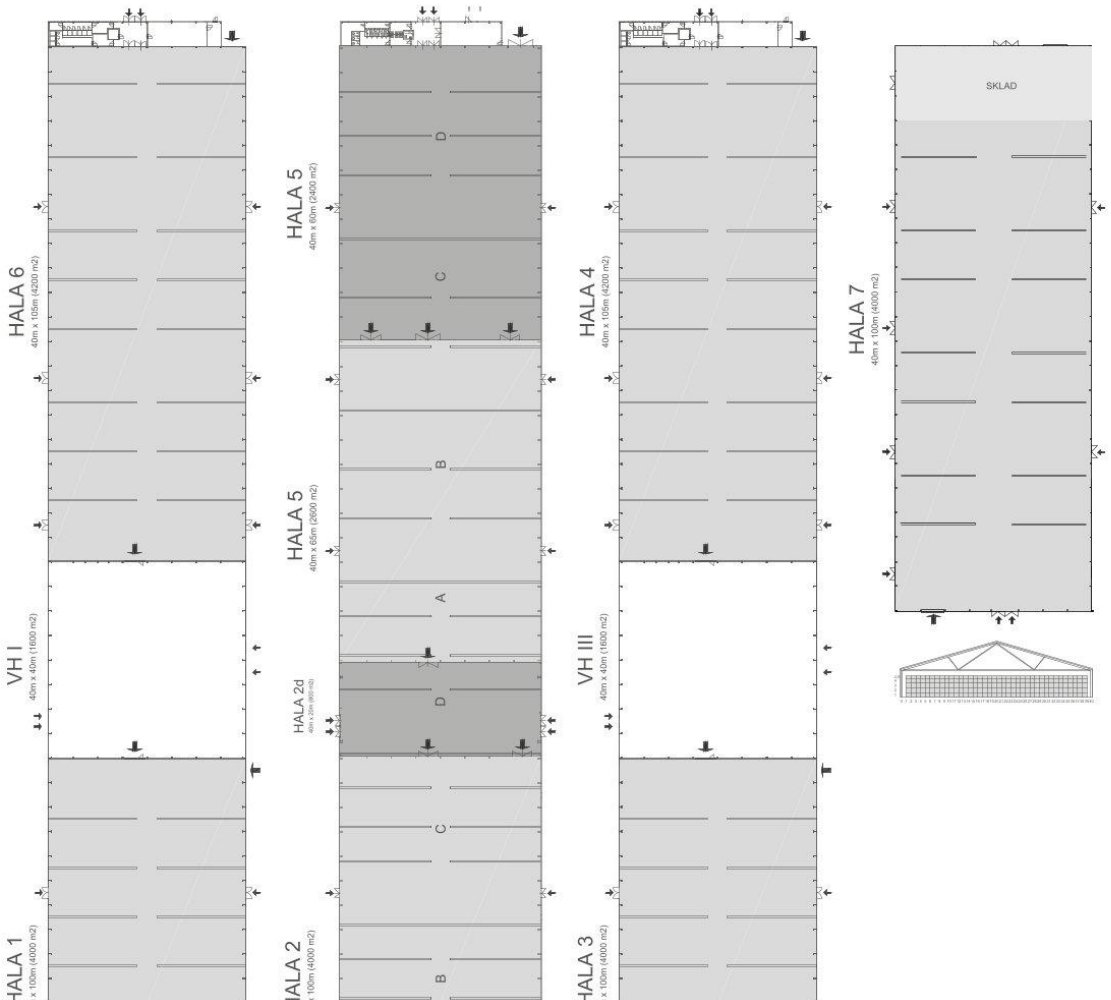
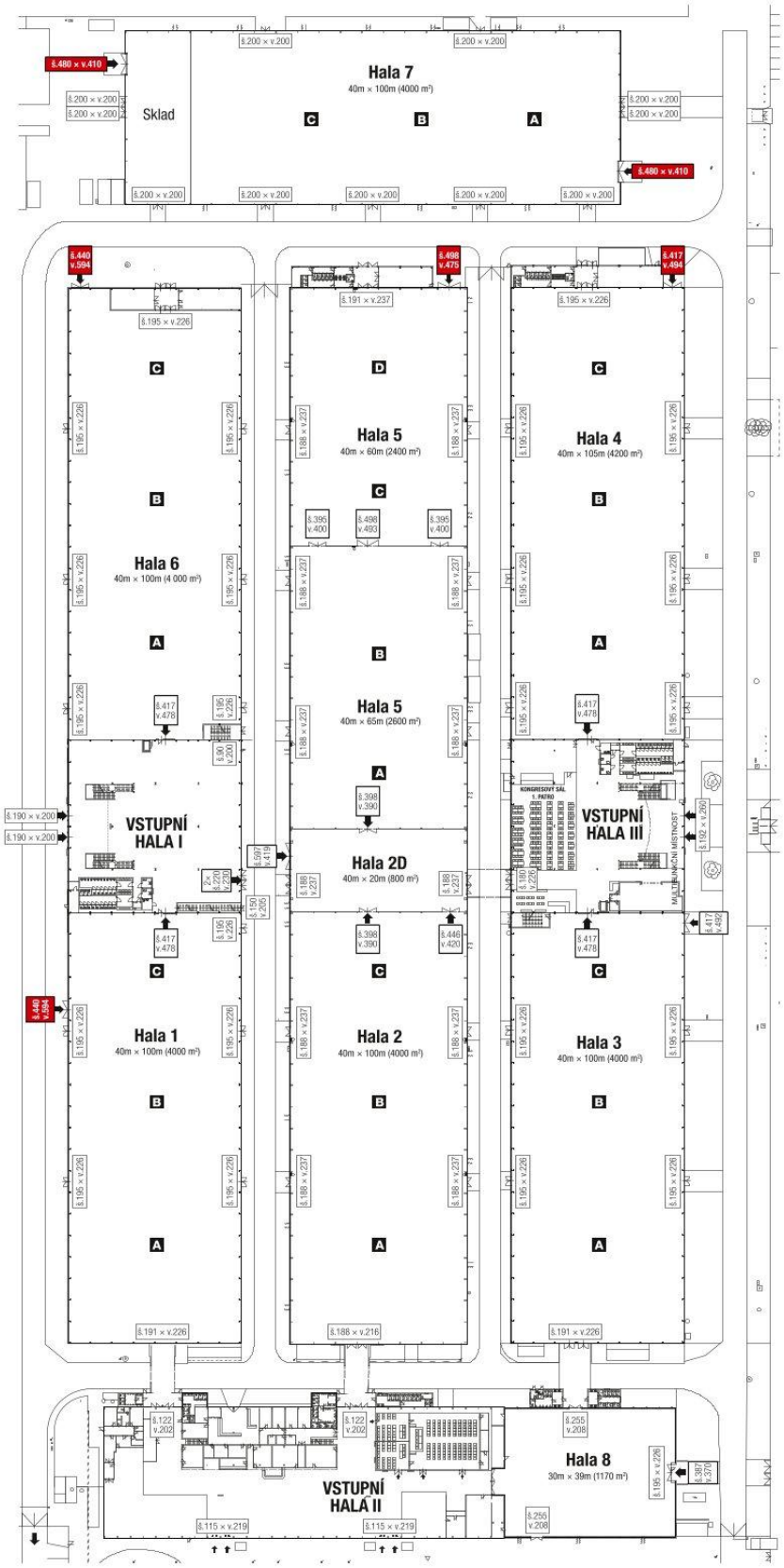
Total Brokers a.s. – Insurance of exhibits and stands
Tel.: 244 400 876, Mobile: 731 424 709, E-mail likvidace@totalbrokers.cz

LS production, Ing. Lenka Rohlíková Svatošová – Hostesses
Tel.: 603 286 243, enquiries: svatosova@hostesky-on-line.com

CENTRUMSPED s.r.o., Bc. Filip Červený – Forwarding
Mobile: 602 501 381, E-mail cerveny@centrumsped.cz

HALLS



TECHNICAL SPECIFICATIONS