

APPLICATION FORM



ZEMĚ ŽIVITELKA 2019

46th year, Výstaviště České Budějovice
22. - 27 August 2019



APPLICATION FORM

ZEMĚ ŽIVITELKA 2019, 46th year of Výstaviště České Budějovice, 22. - 27 August 2019

IMPORTANT DATES

Date for registration at discounted prices	28 February 2019
Final date of registration deadlines	30 April 2019
Final date of orders of technical services and for sending the ground plan marking the supply of electricity, water and waste	31 May 2019

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CONTACTS

Výstaviště České Budějovice a.s.

Exhibition's Business Managers (recruitment of and care for exhibitors)

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Business Director

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Production Coordinator

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Production activity, exhibitors - outdoor spaces, retailers

Ing. Vokatá Martina vokata@vcb.cz +420,602,470,648

Production activity, exhibitors - indoor spaces, retailers

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Professional programme, seminars

Bc. Šefránková Klára sefrankova@vcb.cz +420,778,708,757

Marketing services

Mgr. Čeňková Michaela cenkova@vcb.cz +420,770,143,439

EXPOSALÉ - CZ s.r.o.

Production team (System booths + technical services order forms)

Production team vcb@exposale.cz +420,770,139,795
(Building of booths + technical services order forms)

Production team coordinator + exhibitors, suppliers

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Production activity - service invoicing, order forms

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Send the filled in application forms to the contact person above or email to zivitelka@vcb.cz.

1 Crop production

- 1.1 Seeds and seedlings
- 1.2 Soil conservation
- 1.3 Breeding
- 1.4 Plant nutrition
- 1.5 Fruit farming, vegetable farming

2 Animal farming

- 2.1 Animal breeding
- 2.2 Insemination
- 2.3 Breeding - genetics
- 2.4 Veterinary medicine
- 2.5 Breeding tools and equipment
- 2.6 Feed production

3 Agricultural technology

- 3.1 Tractors
- 3.2 Crop production machinery and equipment
- 3.3 Animal husbandry machinery and equipment
- 3.4 Conservation and storage machinery and equipment
- 3.5 Transport and handling machinery and equipment
- 3.6 Small farm mechanisation

4 Food production

- 4.1 Meat, meat products, smoked meats
- 4.2 Convenience foods, canned foods
- 4.3 Milk, dairy products
- 4.4 Poultry, poultry products
- 4.5 Alcoholic and non-alcoholic beverages, beer
- 4.6 Fats, products of the fat industry
- 4.7 Flour, pasta, milled and bakery products
- 4.8 Seasoning, additives, substitutes
- 4.9 Sugar, chocolate, confectionery
- 4.10 Frozen products
- 4.11 Food technologies

5 Forest and water management

- 5.1 Cultivation, logging and processing machinery and technologies
- 5.2 Forest protection
- 5.3 Maintenance of watercourses and water bodies
- 5.4 Fishing and fishing tackle
- 5.5 Game management and gamekeeping equipment
- 5.6 Weapons and ammunitions

6 Horticulture and cultivation

- 6.1 Small garden mechanisation
- 6.2 Tools and equipment
- 6.3 Seeds and seedlings, plants, ornamental trees
- 6.4 Gardening equipment
- 6.5 Landscape and orchard architecture

7 Agricultural services

- 7.1 Agricultural buildings
- 7.2 Chemicals
- 7.3 Craft supplies
- 7.4 Purchase of products
- 7.5 Municipal and cleaning equipment
- 7.6 Personal protective equipment
- 7.7 Other

8 Rural restoration and development

- 8.1 Local action groups
- 8.2 Landscape planning and protection
- 8.3 Alternative forms of rural enterprise
- 8.4 Multifunctional agriculture
- 8.5 Rural building regeneration
- 8.6 Agrotourism

9 Alliances, institutions, foundations, unions, associations**10 Environmental creation and protection**

- 10.1 Green technologies
 - waste-water treatment plant
 - waste disposal
 - other
- 10.2 Environmentally friendly products
- 10.3 Green buildings
- 10.4 Alternative energy sources
- 10.5 Green heating, biomass, pellets
- 10.6 Healthcare and healthy lifestyle
- 10.7 Bioproducts and rational nutrition
- 10.8 Literature
- 10.9 National and non-governmental organisations
- 10.10 Other

11 Production and agricultural cooperatives

- 11.1 Consumer goods
- 11.2 Metalworking
- 11.3 Electronics
- 11.4 Construction
- 11.5 Home and garden furnishings
- 11.6 Textiles and leather goods
- 11.7 Art and craft products
- 11.8 Agricultural and food products
- 11.9 Other

12 Other

4 Binding application for participation in the exhibition - framework agreement

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EXHIBITOR

Business name _____ ID No. _____
 Registered office* - street _____ Tax ID No. _____
 City _____ Postal Code _____ Country _____
 Website _____ Branch no. (nomenclature) _____
 Contact person _____ Position _____
 Tel./mobile _____ E-mail** _____
 Correspondence address (if different from the registered office) _____
 Email for electronic-invoicing _____
 I represent a foreign company _____ Country _____
 Description of exhibitor (will be stated in the exhibition catalogue - max. 40 strokes including gaps, or possibility of the additional order of an extended description in the advertising services sheet)

EXHIBITOR'S REPRESENTATIVE (fill in if an exhibitor wants to secure his participation through the representative including all invoicing and correspondence)

Business name _____ ID No. _____
 Registered office* - street _____ Tax ID No. _____
 City _____ Postal Code _____ Country _____
 Contact person _____ Position _____
 Tel. _____ E-mail** _____
 Correspondence address (if different from the registered office) _____
 Email for electronic-invoicing _____

* For natural persons Place of business. ** Needs to be filled in for sending location, assembly instructions etc.

I consent to the sending of business messages in accordance with Act No. 480/2004 Coll. Consent can be withdrawn by sending an email with a text "do not send" to info@vcb.cz.

EXHIBITION SPACE		reduced price CZK/m ² (by 28 February 2019)	basic price CZK/m ² (by 30 April 2019)	increased price CZK/m ² (from 1 May 2019)	fill in the dimensions in whole metres		
					length	depth	total m ²
Indoor exhibition space (min. 6 m ²)	under 30 m ²	2,400 CZK/m ²	2,500 CZK/m ²	2,600 CZK/m ²			0
	over 30 m ²	2,300 CZK/m ²	2,400 CZK/m ²	2,500 CZK/m ²			0
Outdoor exhibition space (min. 6 m ²)	1st cat. - under 100 m ²	1,300 CZK/m ²	1,400 CZK/m ²	1,500 CZK/m ²			0
	1st cat. - over 100 m ²	1,250 CZK/m ²	1,350 CZK/m ²	1,450 CZK/m ²			0
	2nd cat. - under 100 m ²	1,200 CZK/m ²	1,300 CZK/m ²	1,400 CZK/m ²			0
	2nd cat. - over 100 m ²	1,150 CZK/m ²	1,250 CZK/m ²	1,350 CZK/m ²			0

Extra charge for advantageous space corner exposition 10% 3 open sides 20% island exp. 30% double-storey exposition 50%

In am interested in participating in the Zlatý klas competition

Yes / the exhibitor shall be contacted No I don't know / the exhibitor shall be contacted

ATTENTION! Up to the Date for registration at discounted prices 28. February 2019 a registration fee of 2,500 CZK on top of the basic price shall be charged for an exhibition space. Up to the final date of registration deadlines 30 April 2019 the registration fee is 5,000 CZK. After the final date of registration deadlines, i.e. from 1 May 2019 a registration fee shall be charged of 8,000 CZK. Fill in the list of co-exhibitors on a separate sheet of the order form. The listed prices apply for the entire time of the exhibition. Prices shall be inclusive of VAT according to valid legislation. An integral part of this order is the "General Terms and Conditions of Participation". By signing this order I also confirm that I agree with its contents in full.

 date, stamp and signature of the exhibitor / exhibitor's representative

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Organiser: Výstaviště České Budějovice a.s. (hereinafter referred to as "VČB a.s.")
Husova 523/30, 370 05 České Budějovice, ID No.: 60827475

The exhibitor: legal entity or natural person that confirmed to Výstaviště České Budějovice a.s. its participation at the trade fair or exhibition

Venue: Výstaviště České Budějovice a.s., Husova 523/30, 370 05 České Budějovice

- The exhibitor (retailer) is connected to the electrical supply lines in the grounds solely by the Organiser's authorised person who shall clearly mark this on the connecting cables.
- It is not permitted to use combustion engine power generators in the grounds during exhibitions and other events. If this ban is not observed, the procedure taken shall be as specified in Article XX.6. hereof.

I. REGISTRATION AT THE EXHIBITION AND ALLOCATION OF A SPACE

- Based on an application duly filled by the specified date, the exhibition Organiser shall register the application and allocate an exhibition space to the exhibitor (retailer). The Organiser shall then send to the exhibitor (retailer) confirmation of the order of the space and pro forma invoice in the amount of the registration fee and price for the allocated space. If the exhibitor (retailer) does not file an objection within 5 working days after receiving this invoice, it shall be deemed that he agrees with the allocated space.

II. EXHIBITOR'S OWN PRESENTATION

- The exhibitor (retailer) is entitled to present only the registered range at the exhibition.
- The allocated exhibition space and registered range cannot be changed without the exhibition Organiser's consent. An exhibition space that has not been ordered/paid for cannot be filled. The exhibitor (retailer) may not transfer the allocated space or a part thereof to a third person without the exhibition Organiser's written consent.
- The exhibitor (retailer) is obliged to register all co-exhibitors making presentations in the ordered space and pay the registration fee on their behalf.
- The co-exhibitor shall be a legal entity or entrepreneur-natural person exhibiting (selling) in the space ordered and paid for by the exhibitor (retailer) under his own ID No.
- Refreshments can be sold during the exhibition in the buildings and spaces designated for this purpose, it is not permitted to sell hot refreshments, beer and ice cream apart from coffee, mixed drinks, pancakes, waffles and spit cakes.
- The exhibitor (retailer) may not operate any form of unfair conduct and aggressive trade practices at said exhibition.
- If the terms and conditions specified in provision II shall be breached, the exhibitor shall be charged a fine of 10,000 CZK and repeatedly, if within 60 minutes after the demand for amends he does not make amends. An exhibitor shall be excluded from the exhibition or any further exhibitions if required for repeated breach or not making amends.

III. OWN ALTERATIONS TO THE ALLOCATED EXHIBITION SPACE

- Exhibition booths may not extend into the road for safety reasons.
- There must not be any foundation and anchoring work without the Organiser's consent. Otherwise there will be a fine of 10,000 CZK and repeatedly if there are no amends within 60 minutes after the demand for amends.

IV. ASSEMBLY AND DISASSEMBLY

- The schedule for the start and completion of assembly and disassembly is provided in the Exhibitor Information Sheet
- Upon request assembly and disassembly can be permitted outside the time specified in point V.1., but this service is subject to a charge. The price is listed in the Exhibitor Information Sheet.

V. FURTHER SERVICES

- Exhibitors (retailers) can order all and any services using this application form. It is crucial for their fulfilment to meet the date for each order.

VI. ENTRY AND PARKING IN THE GROUNDS

- The entry of motor vehicles within the grounds is regulated by the visitors' and traffic regulations which are posted on www.vcb.cz. For the time of the exhibition entry and parking in the grounds is possible only to the extent specified in the Exhibitor Information Sheet which also sets out the system for issuing Parking Permits.
- Throughout the exhibition the Parking Permit must be clearly displayed behind the windscreen of a vehicle parked in the grounds.
- It shall not be possible to park a vehicle in the grounds without a valid Parking Permit. Likewise it shall not be possible to park outside the car park specified in the Parking Permit.
- If point VI.2. and VI.3 is breached, the procedure taken shall be as specified in Article XX. Unauthorised use of services.

VII. ELECTRICAL INSTALLATIONS AND SAFETY MEASURES

- Exhibitors (retailers) or their authorised exposition Organisers shall be fully responsible for the condition of internal electrical installation lines of the exhibition booths they install at their own costs and for the inspection of these lines. The exhibitor (retailer) must have a valid inspection report at his disposal on the day that the booth is connected to the electricity supply and at any other time after this day. All other electrical equipment used by an exhibitor (retailer) must also have a valid inspection report which they exhibitor (retailer) must have at his disposal so it is presented by the exhibitor (retailer) at any time for a check carried out by the Organiser's authorised person. Inspection of electrical supply lines and equipment can also be ordered by an Application Form available from the Organiser's authorised person.
- If the exhibitor (retailer) is unable to present the inspection report he shall be disconnected from the electricity supply lines
- The exhibitor (retailer) shall also be liable for any damage that may occur due to a faulty or unprofessionally carried out electrical installation or use of faulty electrical appliances.

VIII. EXHIBITS AND RETAIL GOODS

- The exhibitor (retailer) shall be fully responsible for their exhibits, retail goods and personal effects. The exhibition Organiser cannot be held responsible to the exhibitor (retailer) for any losses, theft, damage or destruction of exhibits or retail goods, equipment, personal effects and means of transports. The exhibitor (retailer) can insure his exhibits or retail goods at his own cost.
- Exhibitors exhibiting live exhibits shall be responsible for observing the Veterinary Terms and Conditions issued for each calendar year by the Regional Veterinary Administration for the South Bohemian Region. Výstaviště České Budějovice a.s. shall arrange an inspection, and more information applying to said exhibition is presented in the Exhibitor Information Sheet.

IX. FIRE PREVENTION

- Participants of all events in the Výstaviště České Budějovice a.s. grounds shall be obliged to observe fire safety instructions, i.e. fire safety rules, fire alarm guideline and fire evacuation plan. All these documents are displayed at accessible points in the grounds and in the exhibition pavilions.
- A smoking ban and making an open fire applies to all buildings. Permission is required to use an open fire, pyrotechnic special effects, artificial smoke and work with welding equipment, angle grinder etc. Smoking is not permitted in the pavilions.
- The exhibitor (retailer), Organiser or supplier shall be responsible for the fire safety of the exposition or exhibition booth at a given time. During several day events each exhibitor (retailer) or the Organiser shall be obliged to ensure that the electrical appliances in their expositions or equipment are switched off, apart from separately refrigerators or equipment which shall be under the constant supervision of service staff.
- All participants of events must not allow their activities to block access to escape routes, fire extinguishers and hydrants, including the access areas for fire-fighting equipment. The exhibitor (assembly company) shall ensure that the aisles between expositions shall be kept clear at all times.
- The event participant shall immediately report every fire even if extinguished by his own equipment to the Organiser's staff. The event participant shall be obliged to immediately report all damage or use of fire safety equipment to the Organiser's staff.
- The event participant shall be responsible for no pressure cylinders, pressure vessels and other equipment containing flammable or combustible gases being placed in indoor premises. If their use is necessary for presentation or assembly, the event participant shall not use them without discussion with and the written approval of the Organiser's authorised staff. The event participant shall be obliged to submit to the Organiser's authorised staff as requested a certificate of the pressure test of such equipment including any distribution line and location. The Organiser's authorised staff in the written approval shall define the conditions under which such equipment can be used. If the event participant used such equipment without written permission, he shall pay a fine of 10,000 CZK.
- In the case of double-storey expositions the exhibitor shall be obliged, as requested, to submit a calculation of the fire load.
- If advertising balloons and eye-catchers are used, they must not be filled with flammable or explosive gases, must not obscure fire alarm systems and must not be installed above roads.
- If heating appliances are used whose documents do not specify the safe distance from flammable surfaces, the safe distance observed shall be as specified under ČSN 06 1008 and Decree No. 23/2008 Coll. A heating appliance must be under constant supervision. The event participant shall be responsible for its operation and after the event such equipment must be demonstrably disconnected from the electrical network and all valves must be closed.
- The Organiser may, if required, carry out a fire safety inspection through the appointed fire watches. Each event participant shall be obliged to allow the fire watch access to all its used premises. If regulations are breached, members of the fire watch shall have the right to demand that immediate amends are made. If there is gross breach of regulations, members of the fire watch shall be authorised to stop the work of anyone who breaches such regulations.

X. TECHNICAL AND ARCHITECTURAL CONDITIONS FOR THE REALISATION OF AN EXPOSITION

- The exhibitor or his authorised person shall submit to the exhibition Organiser for discussion and approval of such exposition he realises himself or through another person, except people authorised by the Organiser. The application for discussion and approval is submitted on a prescribed form, and the architectural design is also subject to approval! This must not aesthetically disturb the neighbouring exposition. Each exhibitor must bear in mind the demands of surrounding exhibitors.
- A double-storey exposition must meet the conditions of fire prevention and the fire safety solution must meet valid regulations.

XI. SAFETY REGULATIONS

- The exhibitor (retailer) shall be obliged to observe valid laws and standards applying to work safety and technical safety, operational, traffic and fire regulations of Výstaviště České Budějovice a.s.

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- The exhibitor (retailer) shall be obliged to report to the Organiser his intention to use or exhibit flammable liquids, compressed gases or other flammable and hazardous substances.
- If the exhibitor's (retailer's) employee has an accident in the Výstaviště (Exhibition) grounds, those responsible are obliged to report the accident to the Organiser's staff. A record shall be drawn up in the accident log of the accident.
- All exhibitors (retailers) shall follow the safety signs located around the grounds.
- The exhibits that shall be presented while in operation and farm animals can only be handled by those people authorised to do so.
- Exhibits and adverts can be hung up only with the prior written consent of the Organiser's authorised person.
- Means of transport equipped with a combustion engine may enter pavilions only for the necessary period of time and cannot be parked in the pavilions. If a means of transport is used as an exhibit, it may contain only so much fuel that allows it entry and exit.

XII. HANDLING

- Exhibitors (retailers) and their assembly firm may not use their own forklift truck and one they acquire to handle exhibits and other material in the Výstaviště grounds. If they breach this regulation, they shall be charged a fine of 10,000 CZK and repeatedly if they do not make amends.
- The exhibitor (retailer) may order a forklift in the Order Form.

XIII: WASTE DISPOSAL

- It is prohibited to flush remains of substances which would pollute and otherwise pose a hazard to the environment down the sewage drain. The exhibitor (retailer) must take away such substances and dispose of them at his own costs.
- Category no. 200125 of edible oils and fats shall be disposed of upon agreement with the Organiser.
- The exhibitor (retailer) shall be obliged to dispose of all waste created by the exhibitor (retailer) (packaging, assembly material, presentation samples, etc.), at his own costs.
- When breaching the terms and conditions in the provision of XIII. 1 and 3 the exhibitor shall be charged a fine of 10,000 CZK and repeatedly, if within 60 minutes after the demand for amends he does not make amends. An exhibitor shall be excluded from the exhibition or any further exhibitions if required for repeated breach or not making amends.

XIV. ADVERTISING

- Any advert (advertising activity) can be installed (operated) in the Výstaviště grounds only on the basis of a permit. If a not permitted advert is found, the procedure shall be as specified in Article XX. Unauthorised use of services. Details for each exhibition are found in Exhibitor Information Sheet.
- The advert can be ordered based on the order stated in the Application Form.

XV. PAYMENT TERMS - ATTENTION!

- As well as confirmation of the order of the space, the exhibitor (retailer) shall receive a pro forma invoice drawn up for the amount of the registration fee and 100% of the price for the space. All other ordered services, including the registration fee for the co-exhibitor (co-retailer), shall be invoiced with a maturity date of 14 days prior to the exhibition. The exhibitor (retailer) shall receive the invoice within the statutory period. On arrival at the exhibition the exhibitor (retailer) shall produce proof of payment of all invoices, otherwise he shall not be able to participate in the exhibition, the rent paid for the space is forfeited and payment of all issued invoices shall be recovered through legal proceedings. All and any additional work and services required by the exhibitor (retailer) on site shall be paid for in cash prior to the performed service together with a 50% surcharge. A contractual fine shall be charged of 0.8% for each day in arrears if the invoice maturity date is not observed.

XVI. COMPLAINTS

- If the exhibitor (retailer) wants to complain about the supplied services, he shall draw up a record with the project or business manager during the exhibition and both shall sign it. Any complaint made after the exhibition shall be disregarded.

XVII. CANCELLATION

- If the exhibitor cancels his participation in the exhibition after registering the application and confirming the space, he shall be charged for the entire registration fee inclusive of VAT. If the exhibitor cancels his participation in the exhibition more than 5 working days after receiving the order of the space, he shall pay a contractual fine of 50% of the space rent price. When cancelling participation 30 days and less before the exhibition starting date the contractual fine shall be 100% of this price.
- If the exhibitor reduces the number of ordered metres less than 5 working days after receiving the order of the space, he shall pay a contractual fine of 50% of the space rent price for the cancelled number of m². When reducing the order of the space 30 days and less before the start of the exhibition the contractual fine shall be 100% of this price.
- If the exhibitor cancels the realisation order, he shall pay 30% of the negotiated realisation price. When cancelling the realisation order 1 month and less prior to the start of the exhibition, the exhibitor shall pay 100% of the realisation price.
- If the exhibitor (retailer) does not arrive at the exhibition by the start of the exhibition, he shall pay the contracted costs for the space and realisation and his space can be rented out by the

Organiser to another exhibitor (retailer).

- All the above cancellations must be submitted in writing.
- In case of cancellation of an already ordered seminar more than 30 days before its start, a cancellation fee shall be charged 50% of the seminar price. In case of cancellation less than 30 days before its start, a cancellation fee shall be charged of 100% of the seminar price.

XVIII. CANCELLATION - ADVERT ORDER

- If the ordering party cancels the advert order less than 4 weeks prior to the start of the exhibition, it shall pay a contractual fine of 100% of the order. If the ordering party cancels the advert order more than 4 weeks prior to the start of the exhibition, it shall pay a contractual fine of 50 % of the cancelled order.

XIX. PRESENTATION, OPERATION OF LIVE AND RECORDED MUSIC

- All forms of presentation in or outside one's own exhibition space (e.g. Machinery and equipment in operation, films, live and recorded music, fashion shows) are subject to the Organiser's approval, who is authorised, despite an earlier granted permit, to restrict or ban a presentation in the event that it causes noise, dust, fumes, vibrations endangering the safety of visitors and exhibitors or restricting or disrupting the operation of the exhibition.
- The exhibitor shall be obliged to legalise live music production by paying a fee for this production at the Organiser's cash desk by 12.00 noon on the starting day. The amount of the fee is specified at a daily rate of 180 CZK inclusive of VAT.
- In the event that this obligation is not fulfilled, the Organiser shall be authorised to charge, apart from the above daily rate, a fine of 5,000 CZK.
- The exhibitor shall be obliged to secure, pay and settle with the respective administrator (OSA, INTERGRAM, DILIA...) the copyrights and similar rights for recorded and live music by his own costs.

XX. UNAUTHORISED USE OF SERVICES

- In case that the exhibitor (retailer) connects up to the electricity supply himself without a valid order, he shall be disconnected and pay a fine of 5,000 CZK.
- In case that the exhibitor (retailer) connects up to the electricity supply himself and has a valid order, he shall be disconnected and pay a fine of 2,000 CZK. The connection shall be carried out after payment of the fine.
- For unauthorised parking (parking without a valid Parking Permit or for not keeping to the designated parking space) the vehicle shall be made immobile and a fine of 5,000 CZK shall be charged and repeatedly if amends are not made within 60 minutes. The vehicle can then be towed away and the vehicle operator shall be charged for the towing service.
- Not permitted advert (hanging up posters, tarpaulins, positioning of display stands or distribution of leaflets, etc.) shall be removed and a fine shall be charged of 5,000 CZK + costs of removal.
- For not permitted connection to the water supply and sewage system a fine shall be charged of 5,000 CZK.
- If the exhibitor (retailer) shall use combustion engine power plants, he shall be charged a fine of 5,000 CZK and participation cancelled without reimbursement.

XXI. OTHER

- The exhibition has not been granted exhibition priority by the Office for Patents and Inventions.
- Exhibitors (retailers) and their assembly firm shall be obliged to follow the "Exhibitor Information Sheet" when preparing for the exhibition.
- The exhibition Organiser reserves the right to cancel without reimbursement an exhibitor's (retailer's) at the exhibition in the event of a breach of the "General Terms and Conditions of Participation" and instructions specified in the "Exhibitor Information Sheet".
- Only one agency in contract with the Organiser provides a security service at the time of the exhibition. So an order can be placed only with this agency to ensure security of exhibits.
- The Organiser reserves the right to include increased costs in the price due to increased entry prices.
- The exhibitor (retailer) shall be obliged to operate his activity as part of the exposition in accordance with hygiene standards and in consideration of the surrounding exhibitors (retailers). This above all concerns noise and dust, presentations, sale and food tasting.
- If the exhibitor (retailer) does not observe the exhibition's opening hours or vacates the exposition before the end of the exhibition, the Organiser shall be authorised to charge him a contractual fine of 5,000 CZK.
- The price of all penalties is exclusive of VAT. This shall be included in accordance with valid regulations.
- Water supplied to the exhibition booths is not intended for direct consumption.

Ing. Mojmír Severin

Chairman of the Board of Directors
Výstaviště České Budějovice a.s.

ZEMĚ ŽIVITELKA 2019, 46th year, Výstaviště České Budějovice, 22 - 27 August 2019**EXHIBITOR (business name)** _____

We declare that the following companies (our co-exhibitors) shall be presented as part of our exposition.

For each of these companies we shall pay a registration fee of 2,500 CZK (from 1 May 2019 a registration fee of 5,000 CZK)

Number of co-exhibiting companies _____**1st co-exhibitor**

Business name _____ ID No. _____

Registered office* - street _____ Tax ID No. _____

City _____ Postal Code _____ Country _____

Website _____ Branch no. (nomenclature) _____

Contact person _____ Position _____

Tel./mobile _____ E-mail** _____

Company description (characteristics for the catalogue - max. 40 strokes including gaps, or possibility of the additional order of an extended presentation in the advertising services sheet)

2nd co-exhibitor

Business name _____ ID No. _____

Registered office* - street _____ Tax ID No. _____

City _____ Postal Code _____ Country _____

Website _____ Branch no. (nomenclature) _____

Contact person _____ Position _____

Tel./mobile _____ E-mail** _____

Company description (characteristics for the catalogue - max. 40 strokes including gaps, or possibility of the additional order of an extended presentation in the advertising services sheet)

3rd co-exhibitor

Business name _____ ID No. _____

Registered office* - street _____ Tax ID No. _____

City _____ Postal Code _____ Country _____

Website _____ Branch no. (nomenclature) _____

Contact person _____ Position _____

Tel./mobile _____ E-mail** _____

Company description (characteristics for the catalogue - max. 40 strokes including gaps, or possibility of the additional order of an extended presentation in the advertising services sheet)

In case of a higher number of exhibitors, fill in more copies of this form._____
date, stamp and signature of the exhibitor / exhibitor's representative

8 Order for other technical services

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EXHIBITOR (business name) _____

All unmarked services shall be automatically considered NOT ORDERED

OTHER TECHNICAL SERVICES

Order for internet connection

Throughout the grounds it is possible to order an exclusively guaranteed internet connection supported by WiFi 802.11b/g technology. Each order for internet connection shall be individually considered and confirmed.

Wired connection by cable (RJ45)

1 x connection (first) for 2,500 CZK
number of further connections for 700 CZK

Wireless wifi connection for 1 device

(Not available in the outdoor spaces)

router hire 2,500 CZK
number of connections for 900 CZK

FURTHER SERVICES

Order for cleaning service

(The price is the same for an indoor and outdoor space)

Daily cleaning - number m² 15 CZK/m²

(Does not include general cleaning)

General cleaning - number m² 25 CZK/m²

(one-off cleaning once assembly is complete)

The expositions shall be cleaned from 6.00 to 8.00 pm. The exhibitor shall be obliged to ensure access for the cleaning service to the exposition.

Season passes, parking permit tickets and exchange invitations

The exhibitor is entitled to the issue of the following number of entry passes allowing entry into the grounds according to the ordered metres: up to 6 m²/2 pc, 7 - 20 m²/4 pc, 21 - 50 m²/5 pc, for each further ordered 50 m²/3 pc. An entry pass allows 1 person entry into the grounds for the time of the exhibition and is provided free of charge according to the above terms and conditions.

In the event of a further request the exhibitor can order a season pass

	price/pc	number pc
season pass	580 CZK incl. VAT	<input type="text"/>
parking permit tickets	1,400 CZK incl. VAT	<input type="text"/>
exchange invitations (entry tickets)*	80 CZK incl. VAT	<input type="text"/>

Other services

	Date	Number pc (hour/min./photo)	Number of people	Comment	Price
Hostesses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1,800 CZK/person/day
Security service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	200 CZK/person/hour
Photographer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1,000 CZK/person/hour
Photographer (photos)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	150 CZK/person/photo



*Exchange invitations

In the event of a request for feedback concerning which guests exchanged exchange invitations at the cash desks, the exhibitor must keep a record of the numbers of the sent exchange invitations of the respective guests.

All prices are quoted exclusive of VAT.

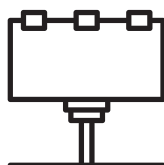
We undertake to pay all pro forma invoices and the final invoice inclusive of VAT by the maturity dates.

date, stamp and signature of the exhibitor / exhibitor's representative

ZEMĚ ŽIVITELKA 2019, 46th year, Výstaviště České Budějovice, 22 - 27 August 2019

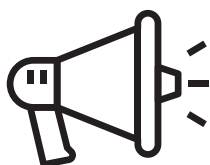
EXHIBITOR (business name) _____

WE RECOMMEND



BILLBOARD
5.1 x 2.4

TARPAULIN
5 x 2.2



**ADVERTISEMENT
ON THE RADIO**



**ADVERTISEMENT
IN THE RADIO**



**DISTRIBUTION
OF LEAFLETS**

Other services (all documents must be sent in by 1 August 2019)

	Date	Number pc	Dimension	Comment	Price
billboard (including printing)	for the time of the exhibition		5.1 x 2.4 m		10,000 CZK
positioning of a spatial eye-catcher (inflatable, advert display stand, signpost, panel)	for the time of the exhibition				6,500 CZK / up to 3 m ² / pc 8,000 CZK / up to 3 m ² / pc
positioning of advertising banners	for the time of the exhibition				6,500 CZK / up to 15m ² / pc under 15m ² individually
advertising masts	for the time of the exhibition				1,900 CZK
distribution of advertising leaflets during the event				The exhibitor shall hire people to distribute the leaflets Výstaviště České Budějovice a.s. shall hire people to distribute the leaflets	2,000 CZK / person / day 4,000 CZK / person / day
broadcasts of the exhibition radio					1,500 CZK/20s/day
production of an advertising spot	for the time of the exhibition				500 CZK/spot
advert in the exhibition catalogue	for the time of the exhibition		148 x 210 mm		5,000 CZK
advert in the exhibition catalogue	for the time of the exhibition		148 x 105 mm		2,500 CZK
company logo in the exhibition catalogue	for the time of the exhibition				1,500 CZK
extra lines in the exhibition catalogue	for the time of the exhibition		200 strokes		1,000 CZK
advert on the back of a ticket	for the time of the exhibition <input type="checkbox"/>		60 x 210 mm		individually

*All advertising services (unless specified otherwise in writing) are without production, i.e. shall be supplied by the exhibitor. In case you are interested in the services, including production, please contact the business manager of Výstaviště České Budějovice a.s. for a price quote.

Organisation of seminars (lectures)

Date: _____ from: _____ to: _____

Name: _____

Room hire

- up to 50 people 3,700 CZK + VAT / 1/2 day 4,500 CZK + VAT/whole day
 up to 80 people 4,500 CZK + VAT / 1/2 day 5,500 CZK + VAT/whole day
 over 80 people 5,200 CZK + VAT / 1/2 day 7,000 CZK + VAT/whole day

To organise we order the following services

arranging the room theatre school other

Technical facilities:

- screen 500 CZK laptop 1,500 CZK
 data projector 2,500 CZK technician 500 CZK/hour
 room sound distribution 3,500 CZK (no sound distribution)

Refreshments and catering at the seminar

According to the offer price. A month before the exhibition Výstaviště České Budějovice a.s. shall send a food menu and the current food offer to the email address:

All prices are quoted exclusive of VAT.

We undertake to pay all pro forma invoices and the final invoice inclusive of VAT by the maturity dates.

date, stamp and signature of the exhibitor / exhibitor's representative

10 Exhibitor Information Sheet

ZEMĚ ŽIVITELKA 2019, 46th year, Výstaviště České Budějovice, 22. - 27 August 2019



INFORMATION OVER THE PHONE
770,166,185



INFORMATION BY EMAIL
zivitelka@vcb.cz

Entry passes

An entry pass authorised 1 person entry into the VCB grounds during the time of the exhibition (22 - 27 August 2019). It is submitted at the gates to VCB at each entry into the grounds and the security guard marks the entry in the pass. For -re-entry into the grounds the exhibitor shall be obliged to request a "re-entry pass" at the gate in the form of an invisible stamp. The entry pass has no name with an empty space for filling in the exhibitor's name (passes containing the exhibitor's stamp are also acceptable), entry shall be refused if the entry pass is not filled in.

Season passes

If the exhibitor does not have a sufficient number of issued entry passes, he needs to order season passes for further entry into the grounds which are subject to a fee. The price of one season pass is 580 CZK inclusive of VAT.

Parking permits

The exhibitor who has paid the registration fee and the exhibition space, SHALL RECEIVE PRE-ORDERED PARKING PERMITS BY POST BEFORE THE START OF THE EXHIBITION. Such exhibitor does not need to pick them up from the VCB administration building. The exhibitor who has not paid the registration fee and exhibition space shall pick up the parking permit from the VCB administration building, office no. 112 (on the ground floor). Additional parking permits can be purchased by cash payment at the VCB cash desk on the administration building's ground floor at door no.102. Parking permits can be sold only if exhibitor passes are presented. The number of parking permits is restricted due to the restricted number of parking spaces in the Výstaviště grounds.

Deposit

It is possible to enter the grounds during the exhibition (22 - 27 August) against a deposit of 2,000 CZK, however by observing the following times:

MORNING: 7:00 - 8:00 am > entry and exit possible 8:00 - 8:30 am > only exit, Attention! After 8:30 am the deposit is forfeited and is not re-issued.

EVENING: 6:00 - 8:30 pm > entry and exit possible 8:30 - 9:00 pm > only exit, Attention! After 9:00 pm the deposit is forfeited and is not re-issued.

On the first day of the exhibition assembly can start from 6:00 am.

Assembly

During the assembly the exhibitor or assembly firm that is building the exhibitor's booth shall be obliged to pick up the assembly passes. Without these passes ENTRY INTO THE VCB GROUNDS SHALL BE REFUSED.

Issue of assembly passes:

1) Main gate no. 1 - entry (Husova 523/30) 16 - 18 August / 8:00 am - 8:00 pm, 19 - 20 August / 7:00 am - 9:00 pm, 21 August / 7:00 am - 10:00 pm

2) Gate no. 3 - two-way (U Výstaviště 486/15) 19 - 20 August / 7:00 am - 9:00 pm, 21 August / 7:00 am - 10:00 pm

Passes are issued free and are valid throughout the time of the assembly (16 - 21 August).

The assembly passes are always issued for 1 person that comes to pick them up against a signature at the booth on behalf of the vehicle crew. Each assembly worker moving around the VCB grounds must have an assembly pass during the assembly. The person picking up the passes shall report the precise number of passes he requires at the booth. The entry pass has no name with an empty space for filling in the exhibitor's name and exhibition space. If this data is not filled in the assembly pass it shall be invalid and the person holding a pass that is not filled in may be refused entry into the VCB grounds.

Passes are issued against the declaration of the exhibitor's name, exhibition space, name of the assembly firm (if the exhibitor is not building his own booth), name of the person picking up the assembly passes and this person's telephone number. As well as the assembly passes, an M type pass is also issued authorising the exhibitor or assembly firm that is assembling the exhibitor's booth to park in the VCB grounds at the time of the assembly (16 - 21 August). The M pass is issued against the declaration of the vehicle's number plate, name of the person picking up the assembly passes and this person's telephone number. Entry into the exhibition grounds for the purpose of assembly on 16 - 21 August is also possible against a P type pass and E type pass. Holders of a P and E type pass can freely continue enjoying the benefits of these passes after the assembly and park at the designated area within the grounds.

ATTENTION! It is not permitted to spend the night in the grounds as this could result in a fine of 5,000 CZK. It is necessary to leave the grounds every assembly and disassembly day by 10:00 pm at the latest. On the last day of assembly (21 August) the Assembly Pass holders must leave the VCB grounds by 8:00 pm at the latest.

If the assembly passes and M type passes are not returned after assembly at the exiting gate this shall incur a fine of 5,000 CZK.

Early assembly

It is possible to order early assembly by email a week before the required date. There is a charge for early assembly at a flat rate of 3,500 CZK exclusive of VAT/day between the following hours 7:00 am - 5:00 pm.

OPENING OF THE PAVILIONS - ASSEMBLY:

16 - 18 August / at 7:00 am - 8:00 pm

19 - 20 August / at 7:00 am - 8:00 pm

21 August / at 7:00 am

22 August / at 6:00 am

Ramp operation:

16 August / 7:00 am - 3:00 pm

19 - 21 August / 7:00 am - 4:00 pm, and outside these hours as agreed over the phone by calling 602 661 847.

Disassembly

We request all exhibitors to draw their haulier's attention to the fact that no vehicles shall be allowed into the grounds for disassembly before 5:00 pm!

The road must not be blocked by material, exhibits and packaging for security reasons. Escape routes must be kept clear. Costs of any such removal shall be charged to the exhibitor's account.

Before leaving the grounds the exhibitor shall be obliged to return all and any items and keys borrowed from Výstaviště České Budějovice a.s. The exhibitor shall be charged in full for unreturned items.

Additional order of services

All and any services, except adverts and Technical Services, can be additionally ordered by 1 August to 19 August at a 50% surcharge. The order is made via the respective order form which is sent to the email krejlichova@vcb.cz (sent here by exhibitors exhibiting in an indoor exhibition space, i.e. in a pavilion) or to the email vokata@vcb.cz (sent here by exhibitors exhibiting on an outdoor space) and is subject to the Organiser's approval.

Handover of the exhibition space

Each of the sector workers shall have at their disposal on the starting day a list for the assigned sector of all ordered services of individual exhibitors of the given sector. The space and all and any services shall be handed over to each exhibitor against a signature. These forms shall be signed between 17 to 22 August 2018 in view of the operational time delays of individual arrivals of exhibitors and their signature shall be secured by the sector worker. The handover form shall serve as protection for the exhibition Organiser against theft or damage of borrowed elements of orders services and realisation. The exhibitor has the right to arrive at his own rented space and start building the booth or bring in the technology and material before signing the handover form. The sector workers shall be responsible for the smooth running of the entrusted sector and flexibly respond to the needs of the exhibitors of the given sector. They are authorised to immediately charge a fine of 5,000 CZK in a situation when the exhibitor ends the operation of his booth and leaves before the end of the exhibition, i.e. before 27 August at 5:00 pm. The exhibitor shall not leave the VCB grounds on the day the exhibition ends without a counterfoil which shall be issued to him by the sector worker against the takeover of the space and all and any services, and any elements related thereto (extension cables, connection lines, etc.).

ZEMĚ ŽIVITELKA 2019, 46th year, Výstaviště České Budějovice, 22. - 27 August 2019


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Overview table of entrances, entries and exits into/out of the Výstaviště České Budějovice grounds

GATE		1 main entry	3 two-way	4 two-way and for tall equipment	6 exit	TESCO for pedestrians	
ASSEMBLY	16 - 18 August	entry	8:00 am - 8:00 pm				
		entry	8:00 am - 8:00 pm		8:00 am - 8:00 pm		
		exit	8:00 am - 8:00 pm		8:00 am - 8:00 pm	8:00 am - 8:00 pm/BY PHONE REQUEST	
	19 August	entry	7:00 am - 9:00 pm				
		entry	7:00 am - 9:00 pm	7:00 am - 9:00 pm	7:00 am - 9:00 pm		
		exit		7:00 am - 9:00 pm	7:00 am - 9:00 pm	7:00 am - 9:00 pm	
	20 August	entry	7:00 am - 9:00 pm				
		entry	7:00 am - 9:00 pm	7:00 am - 9:00 pm	7:00 am - 9:00 pm		
		exit		7:00 am - 9:00 pm	7:00 am - 9:00 pm	7:00 am - 9:00 pm	
	21 August	entry	7:00 am - 10:00 pm				
		entry	7:00 am - 10:00 pm	7:00 am - 10:00 pm	7:00 am - 10:00 pm		
		exit		7:00 am - 10:00 pm	7:00 am - 10:00 pm	7:00 am - 10:00 pm	
EXHIBITION	22 August	entry	6:00 am - 9:00 pm	6:00 am - 9:00 pm		6:00 am - 9:00 pm	
		entry	6:00 - 9:00 am, 6:00 - 8:30 pm	6:00 - 9:00 am, 6:00 - 8:30 pm	6:00 - 9:00 am, 6:00 - 8:30 pm		
		exit		6:00 - 9:00 am, 6:00 - 9:00 pm	6:00 - 9:00 am, 6:00 - 9:00 pm	6:00 - 9:00 am, 6:00 - 9:00 pm	
	23 - 26 August	entry	7:00 am - 9:00 pm	7:00 am - 9:00 pm			8:00 am - 9:00 pm
		entry	7:00 - 9:00 am, 6:00 - 8:30 pm	7:00 - 9:00 am, 6:00 - 8:30 pm	7:00 - 9:00 am, 6:00 - 8:30 pm		
		exit		7:00 - 9:00 am, 6:00 - 9:00 pm	7:00 - 9:00 am, 6:00 - 9:00 pm	7:00 - 9:00 am, 6:00 - 9:00 pm	
	27 August	entry	7:00 am - 5:00 pm	7:00 am - 5:00 pm			7:00 am - 9:00 pm
		entry	7:00 - 9:00 am	7:00 - 9:00 am	7:00 - 9:00 am		
		exit		7:00 - 9:00 am	7:00 - 9:00 am	7:00 - 9:00 am	
DISASSEMBLY	27 August	entry	5:00 - 10:00 pm	5:00 - 10:00 pm			
		entry	5:00 - 10:00 pm	5:00 - 10:00 pm	5:00 - 10:00 pm		
		exit		5:00 - 10:00 pm	5:00 - 10:00 pm	5:00 - 10:00 pm	
	28 August	entry	8:00 am - 6:00 pm				
		entry	8:00 am - 6:00 pm		8:00 am - 6:00 pm		
		exit			8:00 am - 6:00 pm	8:00 am - 6:00 pm	
	29 August	entry	8:00 am - 6:00 pm				
		entry	8:00 am - 6:00 pm				
		exit	8:00 am - 6:00 pm				

More Exhibitor Information Sheet will be sent to exhibitors before the exhibition. It shall also be available on the website www.zemezivitelka.cz