



# INSTRUCTIONS FOR ASSEMBLY, DISASSEMBLY AND ORGANIZATION OF A TRADE FAIR

**17 – 18 April 2026**

## **PVA EXPO PRAHA**

Beranových 667

199 00 Praha 9 – Letňany

GPS: Loc: 50°7'46.54"N,14°30'51.48"E

Organized by: ABF, a.s.

e-mail: [veletrhkosmetiky@abf.cz](mailto:veletrhkosmetiky@abf.cz)

web: [www.veletrhkosmetiky.cz](http://www.veletrhkosmetiky.cz)

# Persons responsible for the set-up of the booth FOR BEAUTY 2026

*Fill in only if the construction of the stand is not carried out by ABF, a.s.*

## Exhibitor's confirmation of stand implementation:

<b>Exhibitor's confirmation:</b>	
We hereby confirm that the construction of our exposition will be implemented by:	
Company name _____	Reg. No. _____
Registered office* - street _____	Tax ID. No. _____
Town _____	Postal Code _____ Country _____
Company telephone no. _____	Company e-mail address _____
Company fax no. _____	Internet _____
Person responsible for the exposition implementation _____	Position _____
Tel./mobile _____	E-mail _____
We hereby authorise the above mentioned firm also for negotiations in the matter of the exposition construction and the layout of technical connections. At the same time we attach for approval the stand design (in the front view and ground plan) with the marking and positioning of the inlets of power supply, water and sewerage, of any dominant heights and eye-catchers, surface reinforcement, including the stand orientation within the framework of the ordered area.	
Maximum height of the exposition, including dominants: _____ m	
We furthermore confirm that the above mentioned firm	
- Has made itself familiar with acknowledges the Business and Technical Terms and Conditions for the Participation of Exhibitors in the Trade Fair.	
- Is a holder of authorisation to carry out specialised work	
- Assumes all responsibility for implementation of the exposition	
- Confirms that all the materials used for the exposition construction feature a reduced flammability degree within the meaning of applicable standards and regulations, and that especially textiles have received fire-proofing treatment (impregnation).	

\* For natural persons (individuals) please state the place of business.

# INSTRUCTIONS FOR ASSEMBLY AND DISASSEMBLY

## 1. PERIOD OF USE OF THE EXHIBITION GROUND DURING THE ASSEMBLY WORK

### COVERED AREA:

Covered area and outside area	We, Thu	15 - 16 April 2026	8:00 a.m.–10:00 p.m.
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On **16 April 2026** it is not possible to carry out assembly work after 10:00 p.m. The reason is the finishing work at the trade fair.

Should the so-called **early assembly** (an assembly carried out before the date of the official assembly) be necessary, please contact: Tereza Kutnohorská, mobile: e-mail: kutnohorska@abf.cz. An early assembly is subject to a fee in the amount of CZK 65.00 per sqm without VAT per day (cost item for lighting, security, etc.)

## 2. REGISTRATION

### OPENING HOURS OF REGISTRATION:

<b>Wednesday</b>	<b>15 April 2026</b>	<b>8:00 a.m. – 4:00 p.m.</b>
<b>Thursday</b>	<b>16 April 2026</b>	<b>8:00 a.m. – 6:00 p.m.</b>

The place for registration is located in Entrance Hall II (see the map).

**RECOMMENDATION:** In the case of a payment made after 7 April 2026, we recommend that the exhibitors bring with them for the registration a document evidencing the payment – bank account statement. The registration of a company will be completed after 100 % payment of the invoices.

At the registration, the **exhibitor** will receive free of charge 5 exhibitor identification cards for each company registered. If the area ordered exceeds 30 m<sup>2</sup> the exhibitor is entitled to one free exhibitor identification card for every (even incomplete) 10 m<sup>2</sup>. The exhibitor will receive an exhibitor badge which will be scan on the entry to the exhibition ground every day of the trade fair. Upon leaving the exhibition ground during the day, the exhibitor will receive a return card which the exhibitor can use to return to the exhibition ground on the same day only with a valid exhibitor identification card.

On the date of the registration, the pre-ordered parking cards for the exhibitors' cars can be collected at the registration counter. In addition, the exhibitor will receive one free fair guide in printed form.

The assembly company shall collect at the registration the assembly/disassembly identification cards in the number of the installers which grant the right to access the exhibition ground and commence the assembly work. The identification cards cannot be used during the trade fair. After the installation company has received these identification cards before the commencement of the assembly work, it shall always contact the representatives of the halls. In addition, the company shall collect the Assembly Access Cards, which grant the right to access the exhibition ground of PVA EXPO PRAHA during the time of the assembly/disassembly work.

**Hall floor managers** (identified representatives of the organizer who are responsible for organization in the hall) will be present in each hall. The start and end of the assembly

work shall be always reported to them. Contact them also should any difficulties occur during the assembly work.

### **3. ASSEMBLY**

Presence on the exhibition ground is permitted from the moment of registration of the exhibitor, based on the assembly and disassembly identification cards at the time specified in section 1. *Period of use of the exhibition ground during the assembly work.* The assembly identification card is good for access only during the time of the assembly and disassembly of the fair.

**By 6:00 p.m. on 16 April 2026 (Thursday) it is necessary to remove from the exhibition halls all residual material and transport packaging and clear the traffic routes for general cleaning and laying of carpets.** In the event of a failure to comply with the set time limit for the removal thereof, ABF, a. s. will be entitled to have everything removed at the exhibitor's cost without any entitlement to compensation.

**ACCESS TO THE EXHIBITION GROUND:** During the assembly days 15 – 16 April 2026 (Wednesday–Thursday), access is permitted only with the filled-out Assembly Access Card. You can obtain this card at the registration in Entrance Hall II.

**UNLOADING OF EXHIBITS:** **No mechanical equipment intended for unloading of exhibits will be allowed to enter the exhibition ground.** This service is provided by CENTRUMSPED, a contractual freight-forwarding company, Filip Červený, phone #: 602 501 381, e-mail address: cerveny@centrumsped.cz, which is based on the exhibition ground.

**Please note that vehicles with load-carrying capacity over 3.5 tons are not allowed to enter area in front of Entrance Hall II** (exemptions subject to agreement with the Fair Administration, ABF, a.s.).

**INDIVIDUAL INSTALLATION OF BANNERS SUSPENDED FROM THE CEILING OF THE EXHIBITION HALL:** This is to be only carried out by the representatives of PVA EXPO PRAHA based on an approved job order. An ex-post installation during the assembly work shall only be carried out from 9:00 a.m. to 6:00 p.m.; on the last day of the assembly work from 9:00 a.m. to 12:00 noon and subject to a 50% surcharge.

**DELIVERY OF OVERSIZED EXHIBITS:** **The delivery gates to the halls will be open until Thursday 16 April 2026 at 12:00 p.m. (noon).** After that, only entrances with the maximum size of 2,390mm (width) x 1,850 mm (height) will be available. If you have exhibits larger than this size you need to deliver to the exhibition halls before this deadline.

**We strongly request you to respect the one-way traffic and traffic signage within the exhibition ground, and the instructions of the traffic and security service staff. Vehicles causing impassability of the traffic routes and those whose drivers fail to comply with the instructions of the traffic and security service staff will be towed away at the owner's cost.**

**PARKING during the assembly work:** **On 15 – 16 April 2026** parking during the assembly work is possible directly in the exhibition ground (entry after registration of the company based on the assembly identification cards and the assembly access card) only at times specified in section 1.

**On the 16 April 2026 (Thursday), a deposit of EUR 50 including VAT will be collected upon entering the complex, which will be refunded upon departure if the permitted stay is not exceeded (3 hours) or according to the operator's**

**instructions. If this time is exceeded, there is no entitlement to a refund and the PVA EXPO PRAGUE will issue a proof of the penalty fee upon request.**

OVERNIGHT PARKING IN THE EXHIBITION GROUND OF PVA EXPO PRAHA IS POSSIBLE (more information in Order Catalogue of Services).

**During the trade fair (17 – 18 April 2026)** – Unless the exhibitor purchases a parking card entitling him to park at reserved places within the exhibition ground, his presence within the exhibition ground will be limited to the validity period of the security paid. An area outside the exhibition ground will be defined for the parking (visitor parking lot). The parking card will be valid for 2 days of the trade fair.

**Exhibitions which are arranged for the exhibitor via ABF, a.s., will be prepared, according to your orders, for takeover on 16 April 2026 from 12:00 p.m. (noon).**

#### **4. DURING THE TRADE FAIR**

##### **OPENING HOURS:**

###### **Exhibitor:**

Friday	17 April 2026	8:00 a.m. – 7:00 p.m.
Saturday	18 April 2026	9:00 a.m. – 6:00 p.m.

###### **Visitor:**

Friday	17 April 2026	10:00 a.m. – 6:00 p.m.
Saturday	18 April 2026	10:00 a.m. – 6:00 p.m.

Presence within the exhibition area is prohibited except at the specified business hours of the trade fair and the permitted times for delivery to the booths. Therefore, please respect the instructions of the ABF staff and the security service.

**DELIVERY:** A deposit of CZK 1,000 (EUR 50) including VAT will be collected upon entering the complex, which will be refunded upon departure. Entry (see the map) – morning on **17 April 2026, 8:00 a.m. – 9:45 a.m. (Friday) and on 18 April 2026 at 9:00 a.m. – 9:45 a.m. (Saturday)**. The vehicles must leave the exhibition ground within 15 minutes before the start of the trade fair. Except for the above-specified times, presence of delivery vehicles within the exhibition ground is prohibited.

With the parking card purchased, it is possible to enter or leave at any times only at the time of the trade fair.

The side entrances to the halls during the trade fair will start to be closed on 17 April 2026 (Friday) at 6:15 p.m., the door at the front of the hall shall be used for departure.

**PARKING at the time of the trade fair:** It is possible park vehicles within the exhibition ground only in reserved areas only with a parking card. The MULTI-DAY parking card is transferrable or non-transferrable and is valid for 2 days of the trade fair and is only intended for passenger cars. If the exhibitor does not purchase the card he can park in the visitor parking area (CZK 200 per day). OVERNIGHT PARKING IN THE EXHIBITION GROUND OF PVA EXPO PRAHA IS POSSIBLE WITH A VALID MULTI-DAY PARKING CARD AND ALSO OVERNIGHT PARKING CARD. Vehicles with load-carrying capacity up to 3.5 t – EUR 16 excluding VAT, vehicles with load-carrying capacity over 3.5 t – CZK 25 excluding VAT.

**ARRIVAL OF THE EXHIBITOR:** Exhibitors should note that the exhibitor identification cards granting the right to access the exhibition ground of PVA EXPO PRAHA during the of the trade fair will be checked at the entrance to the exhibition ground.

## **5. DISASSEMBLY**

Disassembly of booths and exhibits is permitted after the end of the trade fair **on 18 April 2026 from 6 p.m. until 12 a.m.** (Saturday).

**EXHIBITIONS IMPLEMENTED VIA ABF, a.s.:** The process of removing these exhibits **MUST start immediately after the end of the trade fair on Saturday (18 April 2026) and must be completed on the same day by 10:00 p.m.** For organizational reasons, disassembly of also the exhibits which have not been removed will start after this deadline, and neither ABF nor the contractor will be held liable for the losses and damage, if any.

**ACCESS TO THE EXHIBITION GROUND:** We ask the exhibitors to enter the exhibition ground only for the purpose of loading of exhibits which have already been disassembled, are prepared for transport, and to comply with the instructions of the traffic and security service staff.

### **IMPORTANT TIME PERIODS:**

- On 18 April 2026 **from 6:00 p.m.**, only passenger cars, delivery vans and trucks with load-carrying capacity **up to 3.5 t** will be allowed to enter. Entry of vehicles **over 3.5 t** to the exhibition ground will be allowed **after 7:00 p.m.**
- On 18 April 2026 **from 10:00 p.m.**, delivery of empty packaging will take place. Exhibitors who require delivery of empty packaging to the booth immediately after the end of the exhibition must specifically contact the shipping company with such request.
- On the day of the disassembly **from 6:00 p.m. to 12:00 a.m. (midnight)**, only the door from the front part of the halls will be open; other entrances will be closed.

**HANDOVER OF THE EXHIBITION AREA:** The exhibitor is obliged to hand over the completely empty and clean exhibition area before the expiry of the disassembly period in the same condition in which it took it over, i.e., to remove also the flooring and adhesive carpet tapes at its own cost and to return all movables rented from ABF, a.s. undamaged.

The companies are obliged to order a container for the waste produced during the disassembly of the booth. The container can be ordered in advance, by submitting a filled-out form (see the Service catalog) or directly at the exhibition ground at the technical control room (registration). Contact person for ordering containers: Zuzana Knapová, Mob.: +420 739 003 165, Mail: knapova@abf.cz

Should the exhibition area or the leased movables be damaged and contaminated the exhibitor shall compensate the damage in full. Should the OCTANORM panels be damaged the exhibitor will be charged, according to the photo documentation, EUR 41 for each panel damaged. The exhibitor will not be entitled to receive the damaged panels.

A failure to comply with the final deadline for vacation of the exhibition area will result in a contractual fine in the amount of CZK 50 per sqm per hour of the non-vacated area. In an extreme case, the exhibition will be vacated by ABF, a.s. at the exhibitor's cost. The risks associated with the vacation shall be borne by the exhibitor.

## **6. TECHNICAL AND OPERATIONAL CONDITIONS**

**EXHIBITION:** The architectural design and operation of the exhibition or the advertising banners must not interfere with or restrict the other exhibitions. A company whose exhibition walls (side and back wall) exceed the height of 250 cm and are adjacent to the back or side wall of the surrounding booths shall design this wall exceeding the height of 250cm neutrally in terms of structure and graphic design. Use of such elevated walls for own advertising purposes is inadmissible – if they are used for such purposes the company will have to remove the advertisement and implement graphically neutral design of the wall at its own cost. Advertising banners exceeding the height of 250cm must be placed at least 1.5 m away from the adjacent booths.

The contour of the exhibitor's booth must not exceed the contour of the exhibition area rented by the exhibitor or the ceiling structure of the booth. An overreach, if any, of a collar or banner to the aisle is only permitted subject to prior approval by ABF, a.s..

No part of the structure of the booth may touch the structure, walls or roof of the exhibition hall and its back wall must not be less than 1m from the wall of the hall. The highest point of the booth must be at least 70 cm from the ceiling structure.

Storage of any material in the technical aisles (in particular behind the back wall of the booth) is inadmissible for fire, safety and operational reasons. Storage of packaging including their removal and re-delivery to the booth can be ordered from the contractual shipping service.

The exhibitor and its contractors are obliged to familiarize themselves with the internal guideline of the PVA EXPO PRAHA exhibition ground which lays down the individual risks and measures to protect against these risks and to cooperate in the process of ensuring occupational safety and health.

**UTILITIES:** Installation electricity (230 V) will be available from the day of permitted assembly of the booths (see section 1.) at several points in the halls or in the exhibition ground, in the location of the installation power connection. **For this reason, provide your own extension cords – approximately 50m.**

**ORDERING ADDITIONAL SERVICES:** All changes related to the order of technical services, construction or equipment of the booths required by the exhibitor additionally after the date of commencement of the assembly work will not be processed until the completion of the duly ordered works and services for the other exhibitors. ABF, a.s. may charge a surcharge in the amount of up to 100% of the quoted price for such additionally ordered work and services. The payment shall be made by the exhibitor on site in cash.

## **7. SECURITY GUARD AND INSURANCE**

During the assembly work, during the trade fair, and during the disassembly work the organizer provides basic security surveillance of the exhibition ground a marshal service. The security guards of the exhibition ground are entitled to check randomly all vehicles upon entry to and exit from the exhibition ground and the visible identification of persons granting the right to be present at the exhibition ground. Pursuant to the Terms and Conditions of Participation in the Fairs of ABF, a.s., the organizer is not liable to the exhibitors at the exhibition ground or their co-exhibitors for any loss, destruction of or any damage to the exhibits, equipment of the booths, goods, packaging, packaging materials irrespective of whether the loss, destruction or other damage occurred during the assembly work, transport, or during the trade fair.

The exhibitor is obliged to have all exhibits and the above-mentioned materials belonging to the exhibitor as well as the co-exhibitors insured during the entire time of their presence on the exhibition ground against all risks which are conceivable with respect to the exhibitor's property. The insurance can also be purchased in advance directly within the exhibition ground (information available at the registration of ABF, a.s. in Entrance Hall II.). The company commissioned to manage and prepare the insurable interest is **Total Brokers, a.s.**, an insurance broker company whose representative can be found on the last day of the assembly work **16 April 2026 from 1:00 p.m. to 6:00 p.m.** and first day of the fair **18 April 2026 from 9:00 a.m. to 1:00 p.m.** in Entrance Hall II.

**Individual security service to guard your exhibition can be ordered by form 1a of the SERVICE CATALOG** (price of the individual security guard service: EUR 18 or 20 per hour, excluding VAT).

## **8. MUSICAL PERFORMANCE**

Pursuant to Act No. 121/2000 Sb. (Collection of Laws), the Copyright Act, all dissemination of musical and literary works with public access is subject to copyright fees. The provisions of this Act apply to all persons and entities that use in their business activities images of performing artists and producers of audio and audio-video recording using technical equipment (radio, television, CD, stereo set, etc.) and organize live music performances. They are all obliged under the law to request consent prior to such activities from the copyright protection organizations and to pay the relevant fee to them. Authors, composers and music publishers are represented and permissions are granted by OSA (Copyright Protection Association). Performing artists, producers of recordings (CD, DVD) are represented and permissions are granted by Intergram.

We inform all exhibitors that if they intend to hold any live music performance or play recorded music within their exhibitions they are obliged to comply with the provisions of the above-quoted Act and report the performance before the commencement of the trade fair to the copyright administrators, OSA and **INTERGRAM**, and **pay the copyright fee.** **For more detailed information see [www.osa.cz](http://www.osa.cz) and [www.intergram.cz](http://www.intergram.cz).**

If the exhibitor fails to do so the organizer of the trade fair, ABF, a.s., prohibits any kind of music performance according to the above.

**Subject to compliance with the above-mentioned reporting obligation and the registration condition, it is allowed to perform audiovisual, acoustic, music, dance and other performances for the maximum period of 8 minutes per hour, provided that the operation of such equipment will not disturb the other exhibitors. In the event of a failure to comply with these conditions the exhibitor will be obliged to pay a fine in the amount of CZK 5,000, and in the event of a recurrent violation the exhibitor may be penalized by a prohibition to present any performances.**

## **9. IMPORTANT CONTACT INFORMATION**

### **Michaela Volná**

Sales Team Manager  
Mobile: +420 724 122 084  
E-mail: volna@abf.cz

### **Lucie Vrtalová**

Account Manager  
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### **Tereza Kutnohorská**

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### **Martina Krušinová**

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### **Zuzana Knapová**

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### **Jiřina Nováková**

Accountant, Invoice Clerk  
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### **Total Brokers a.s. - Insurance of Exhibits**

#### **Dagmar Míková**

Mobile: +420 604 211 974  
E-mail: dagmar.mikova@totalbrokers.cz

### **CENTRUMSPED s.r.o. - Forwarders**

#### **Filip Červený**

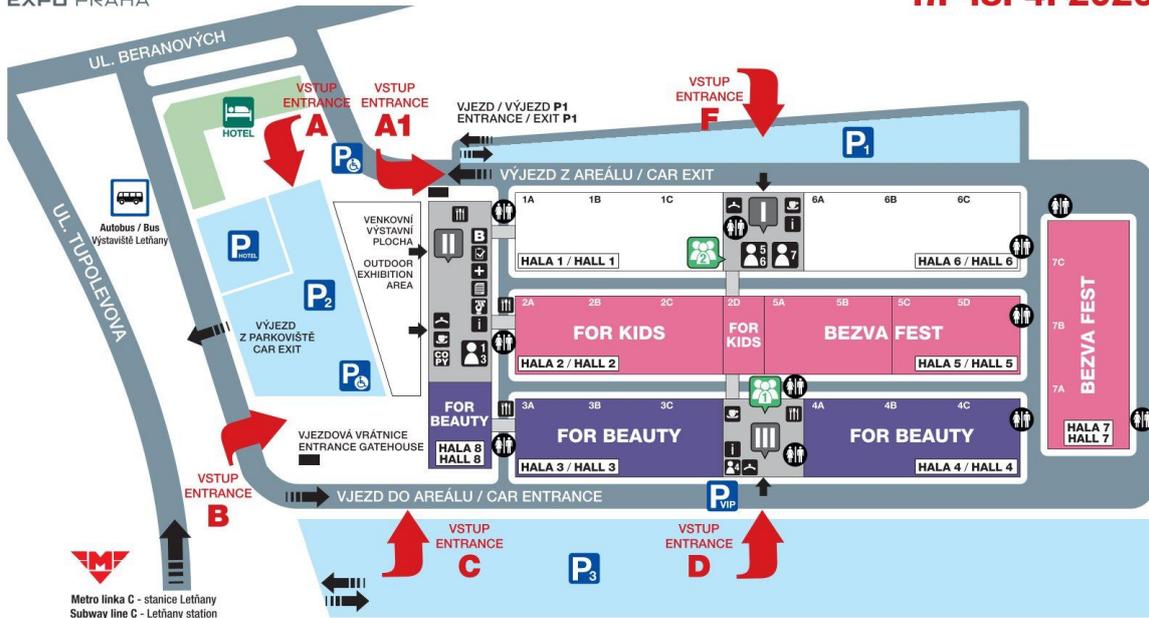
Mobile: +420 602 501 381  
E-mail: cerveny@centrumsped.cz

### **ABF Catering s.r.o. - Catering**

Apolena Zemková  
Business Director  
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zemkova@abf-catering.cz  
Pavel Petřina  
Event manager & Chef Catering  
Mobile: +420 775 992 898  
petrina@abf-catering.cz

### **LS Production - Hostesses**

Lenka Rohlíková Svatošová  
Mobile: +420 603 286 243  
E-mail: svatosova@hostesky-online.com



- I Vstupní hala I / Entrance Hall I
- II Vstupní hala II / Entrance Hall II
- III Vstupní hala III / Entrance Hall III
- Kongresový sál (1. patro Vstupní haly I a III)  
Congress Hall (1st floor in the Entrance Hall I and III)

- Konferenční sály ve Vstupní hale II (sály 1, 3)  
Conference rooms in the Entrance Hall II (conference rooms 1, 3)
- Konferenční sál 4 (přízemí Vstupní haly III)  
Conference room 4 (ground floor of the Entrance Hall III)
- Konferenční sály (přízemí Vstupní haly I)  
Conference rooms (ground floor of the Entrance Hall I)
- Konferenční sály (přízemí Vstupní haly I)  
Conference rooms (ground floor of the Entrance Hall I)

- I Informace / Informations
- Registrace / Registration
- Parkoviště / Parking Area
- Gratický a veletržní servis CREATIV EXPO  
Graphic and Exhibition Service CREATIV EXPO

- Bankomat / ATM Machine
- Šatna / Cloakroom
- WC
- První pomoc / First Aid
- Press centrum / Press Centre
- Business centrum / Business Centre
- Kavárna / Café
- Restaurace / Restaurant