



# IMC Prague 2017 Exhibitor Prospectus



[www.montessoricongress2017.org](http://www.montessoricongress2017.org)



**MM** MONTESSORI  
**WI** INSTITUTE  
PRAGUE

## Become a Congress Exhibitor

Become a congress exhibitor at the 2017 IMC, and be part of a worldwide debate on the future of education. Meet world educational leaders.

The International Montessori Congress is a large-scale educational congress, whose history goes back to 1929 when Maria Montessori established her organisation Association Montessori Internationale. Since that time congresses have taken place regularly, currently at four-year intervals; not only is each congress hosted in a different country, but we also change continents, to enable as many people as possible to enjoy the inspiration these congresses bring. Our goal is to raise awareness and understanding of Montessori education, as well as to provide a platform for Montessori professionals to connect with one another.

The Congress is expected to attract over 3000 participants, who will include Montessori trainers, senior representatives from Montessori associations, school directors, teachers, consultants, students, parents, manufacturers of Montessori materials and other didactic materials. Federal government and key representatives from international educational organisations will also be attending.

The theme of the Congress is Pathway to Peace: Montessori Education for Social Change. The Congress will demonstrate that Montessori is an educational approach guided by the natural laws of human development, which enables all human beings to become agents of positive social change, which in the long term can lead to a more harmonious and peaceful world.

We are looking forward to meeting you all in 2017, in the “vibrant city of a hundred spires”



Soňa Havlíčková  
Congress Manager



International Montessori Congress  
Prague, Czech Republic  
27 – 30 July 2017



MM  
IW  
INSTITUTE  
PRAGUE

## Congress Organisers

Association Montessori Internationale (AMI) was established by Maria Montessori in 1929 to protect the integrity of her work and to support high standards in the preparation of teachers and delivery of the curriculum. AMI is the centre of expertise, networking and resources in the internationalisation of Montessori. AMI's mission is to support the natural development of the human being from birth to maturity, enabling children to become the transforming elements of society, leading to a harmonious and peaceful world.

Montessori Institute Prague (MIP) is the Congress organiser, and this AMI-affiliated Training Centre is a leader in the promotion of Montessori in the Czech Republic.

C-IN (CZECH-IN s. r. o.), with over 14 years of experience, provides the highest level of services specialising in congress and association management, corporate events and special event production.

## Where and when is the Congress taking place?

The International Montessori Congress is taking place at the Prague Congress Centre in the Czech Republic, Thursday July 27 – Sunday July 30, 2017. The Prague Congress Centre provides you with one of the most stunning panoramic views of the city. This neo-functional building is an ideal place to meet, share and be inspired.

### History and Nature

The Congress venue is surrounded by peaceful green parks that encourage relaxation; in your free time they are a perfect location to catch up with cultural and spiritual matters.

### Flexibility

- 20 halls and 50 rooms that can accommodate from 20 up to 2,800 people
- The largest hall—the Congress Hall—has a maximum capacity of 2,764 (and ranks among the best concert halls in the world).

### Large Exhibition Space

- The combined space of all five floors and gross exhibition area is no less than 13,000 square metres.

### Easy Travel

- The nearest metro station (Vyšehrad - Line C) is only two stops from downtown Prague.



International Montessori Congress  
Prague, Czech Republic  
27 – 30 July 2017



MM MONTESSORI  
IW INSTITUTE  
PRAGUE

## Congress Fair

The four days of the congress will offer you an ideal opportunity to approach key decision makers, who may be prospective customers. The congress fair is organised on the floor where the majority of the participants will gather and network right after they leave the lectures and workshops for a break and food. Stand out from the crowd and attract new customers thanks to the congress fair. The exhibitors will enjoy the same benefits as the congress delegates and their exposure within the congress is guaranteed.

For Congress Fair exhibitors we guarantee to put their logos with web links on congress website. There will be also advertising space in the congress programme where each exhibitor can add company profile (maximum of 50 words) plus coloured logo. All Congress Fair exhibitors have WIFI connection during the congress at disposal for free.

## Saturday Family Market

In addition to the Congress activities, we are also planning a one-day Family market, which will be a good tool to introduce Montessori Pedagogy and the Congress to the Czech public at large. The market will be open on Saturday 29. 7. 2017 from 9 a.m. till 6 p.m. and can be found on the ground floor of the Prague Congress Centre.

The market offers a rich programme for families: A wide range of didactic and Montessori materials will be on display, and for sale. Parents can enjoy interesting presentations with emphasis on the role of the parent and the family. Visitors can see a real Montessori environment where children are working with the materials, in the so-called Glass Classroom. The market will offer workshops for children, giving parents also the chance to have a chat and coffee with other parents. The market and its programme will offer delightful opportunities to showcase products and services.

For Family Market exhibitors we guarantee to put their logos with web links on the congress website. In the congress programme there will be space for the listing of all Family Market exhibitors. There is no WIFI provided on the Family Market for free. It is possible to order this type of service.



## Hours of operation

Exhibitor Move-In / Build up

26 July 2017 12:00 to 18:00

27 July 2017 7:00 to 12:00

Congress Fair Hours

27 July 2017 14:00 to 20:00

28 July 2017 9:00 to 18:00

29 July 2017 9:00 to 15:00 (Family market from 9:00 to 18:00)



30 July 2017 9:00 to 14:30

Dismantling of stands

30 July 2017 15:00 to 20:00

## Exhibition Packages

According to your targeted audience, you can choose to exhibit at the Family market, opened to the public, or at the Congress Fair, accessible only to registered delegates.

	Family Market  Saturday 29 July	Congress Fair  27 - 30 July	
Stand fee include the following	Table top 100 €	Booth A 1 800 €	Booth B 3 600 €
Table	1	1	2
Chair	2	3	4
Power socket	-	1	2
Spotlight	-	2	4
Area in m <sup>2</sup>	2	6	12
Floor	0	2	2
Free registration	-	2	3

The booths in the Congress Fair includes a basic shell scheme construction.



International Montessori Congress  
Prague, Czech Republic  
27 – 30 July 2017



MM MONTESSORI  
IW INSTITUTE  
PRAGUE

More features can be added to your exhibit space, such as carpeting, lighting or more furniture, to be arranged through the vendor service company C-IN. The organisers will provide a security guard to secure the exhibition area after congress hours. Links to your website and contact information will be published in the Programme and on the congress website. Parking is subject to a charge. Wi-Fi is provided to the participants only, in the Congress Fair on the 2<sup>nd</sup> floor. Should you need a dedicated Internet connection at your stand in the Family Market, do not hesitate to order this option from the organiser.

The logo of your company must be sent in curves format along with your weblink and the signed order form.

#### Family Market Hours

29 July 2017 9:00 to 18:00

Contact : [exhibition@montessoricongress2017.org](mailto:exhibition@montessoricongress2017.org)

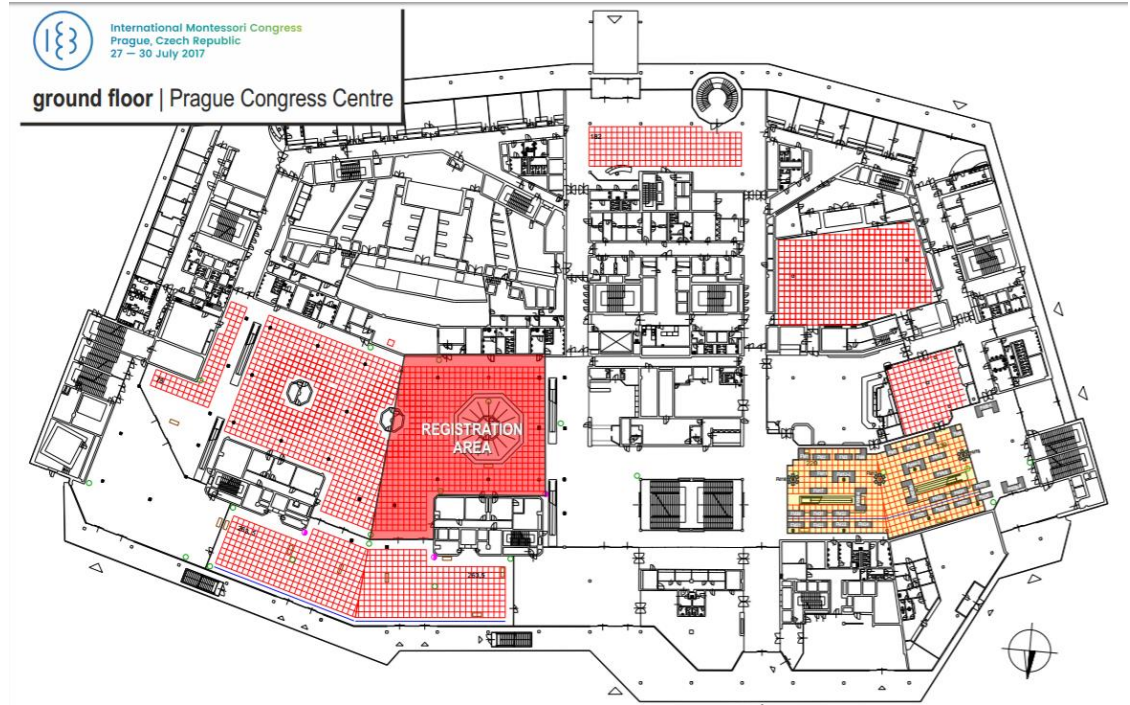


International Montessori Congress  
Prague, Czech Republic  
27 – 30 July 2017



MM MONTESSORI  
IW INSTITUTE  
PRAGUE

# Family market Location



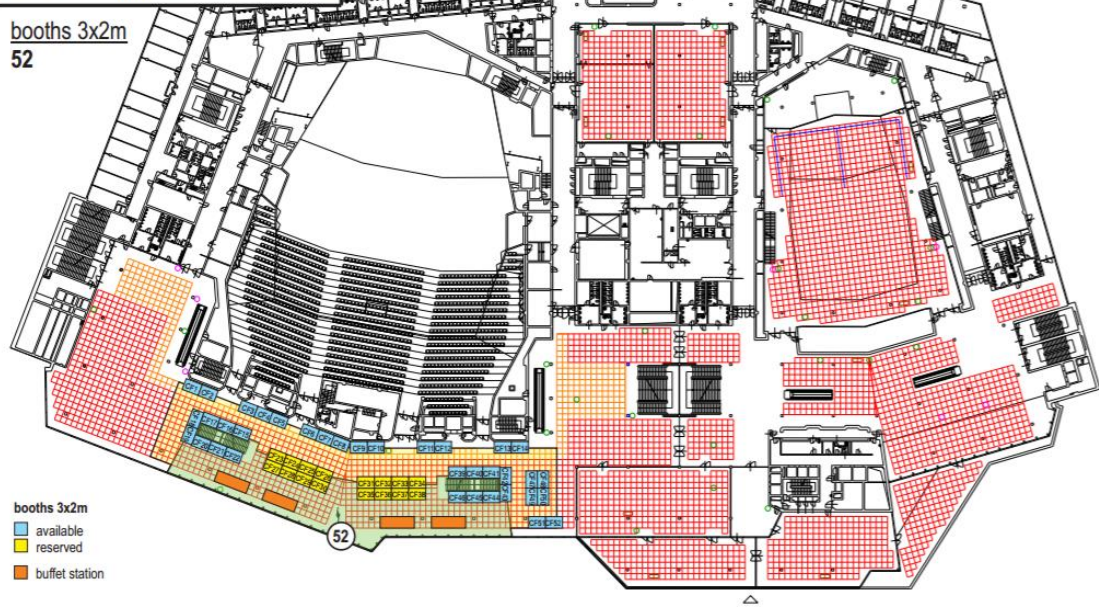
# Congress Fair Location



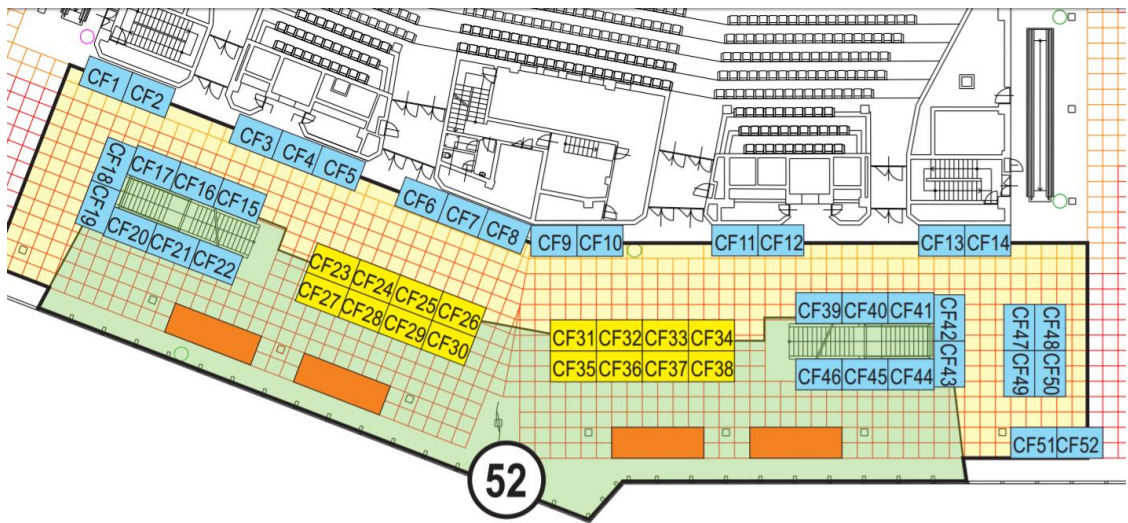
International Montessori Congress  
Prague, Czech Republic  
27 – 30 July 2017

2<sup>nd</sup> floor | Prague Congress Centre

booths 3x2m  
52



booths 3x2m  
■ available  
■ reserved  
■ buffet station



International Montessori Congress  
Prague, Czech Republic  
27 – 30 July 2017



MM MONTESSORI  
INSTITUTE  
PRAGUE



## FAQs

Q: Does the fact that my organisation is exhibiting at this congress indicate an endorsement by the International Montessori Congress or the Association Montessori Internationale (AMI)?

No. Your involvement with the 2017 International Montessori Congress does neither indicate nor imply that your organisation and its products are endorsed by the International Montessori Congress or AMI.

Q: Can I share my booth space with another vendor?

No.

Q: Can I promote my teacher training programme?

No. The exhibitor and its representatives may not publicise Montessori teacher training courses, centres, or programmes at the 2017 International Montessori Congress. This applies to all signage and materials distributed. Signage may neither promote nor solicit membership for the exhibiting organisation, although membership forms may be available.

Q: Are there restrictions on what I can sell?

Yes. The sale of certain manufactured Montessori materials is restricted to Manufacturers of AMI approved materials only. For a list of specific Montessori materials see the last page.

Q: How do I register for an exhibition space?

Allocations will be made on a first-come, first-served basis. All potential exhibitors need to complete and submit the attached application form to the Congress. Upon receipt of the application, we will generally send you confirmation of your space reservation within two weeks, but no later than 1 JUNE 2017.

Q: What is the confirmation process?

Specific space will be allocated and confirmed by the International Montessori Congress upon receipt of all the following:

- (1) completed and signed contract,
- (2) full payment of fees.

No applications will be processed until all necessary paperwork and full payment of fees have been received by the Congress. If any exhibitor is turned away by the Congress for any reason, the exhibiting company will receive a refund of 100% of its money within 14 days of such notification. Since certain booth locations and levels may sell out quickly, we encourage you to submit your application as soon as possible.

Q: What is the cancellation policy?

Fifty percent (50%) of the exhibition fees paid will be refunded provided that written cancellation is received via email or mail by 1 APRIL 2017. There will be NO REFUNDS for cancellations received after 2 APRIL 2017. The exhibiting company acknowledges that a cancellation of its contract includes forfeiture of all passes to the congress and related event functions. It is the sole responsibility of the exhibitor to ascertain if the congress organisers have received written notice of their cancellation of exhibit space. All cancellation notices should be sent to C-IN, +420 261 174 301 CZECH-IN s. r. o., 5.května 65, Czech Republic or to [exhibition@montessoricongress2017.org](mailto:exhibition@montessoricongress2017.org).

Q: Is it possible to see the site prior to the congress?

If any company wishes to arrange a site visit prior to the congress, this can be arranged independently by contacting Mrs Audrey Gabarre from C-IN ([audrey.gabarre@c-in.org](mailto:audrey.gabarre@c-in.org)).

NOTE! We strongly suggest that you confirm your date(s) before finalising your travel arrangements.



## Exhibition Order Form

Company name .....

Contact name .....

Postal address .....

ZIP and code city .....

Country .....

E-mail .....

Telephone .....

VAT number .....

LIST OF ITEMS	SELECT	PRICE € incl. VAT
Family Market / Economy		€ 100
Family Market/ Standard		€ 180
Family Market/ Exclusive		€ 360
Congress Fair/ Booth A		€ 1 800
Congress Fair/ Booth B		€ 3 600
		€
		€
<b>TOTAL</b>		€

Date .....

Signature and Company stamp .....

The logo of your company must be sent in curves format along with your weblink and the signed order form.



International Montessori Congress  
Prague, Czech Republic  
27 – 30 July 2017



MM MONTESSORI  
IW INSTITUTE  
PRAGUE

## Product and material limitations

The sale of specific manufactured Montessori materials is restricted to Manufacturers of AMI-approved materials only. For a list of specific Montessori materials see below.

Manufactured Montessori materials include:

Sensorial	Constructive Triangles: Small Hexagonal Box	Practical Life
Thermic Bottles and Tablets	Constructive Triangles: Large Hexagonal Box	Dressing Frames
Box of Fabrics, Baric Tablets	Constructive Triangles: Boxes	Globes
Smelling Boxes	Cylinder Blocks (1 and 2)	Knobbles Cylinders
Bells	Cylinder Blocks (3 and 4)	Leaf Cabinet
Music Strip Boards (the Charts) Staff Boards	Flags	Leaf Cabinet Cards
Box with Notes, Clefs and related Music Material	Geometric Solids	Long Rods
Binomial Cube	Geometric Solids: Cards	Puzzle Maps: Map of world with Two Hemispheres
Binomial, Trinomial Cubes: Box	Geometry Cabinet	Pink Tower
Brown Stairs Thin Prisms Colour Tablets	Geometry Cabinet: Demonstration Tray	Small Cubes
Constructive Triangles: First Rectangular Box	Geometry Cabinet: First Drawer	Touch Boards: Rough and Smooth Boards Touch
Constructive Triangles: Second Rectangular Box	Geometry Cabinet: Second Drawer	Tablets: Rough and Smooth Tablets Sensorial
Constructive Triangles: Identical Blue Triangles	Geometry Cabinet: Third Drawer	Decanomial
Constructive Triangles: Triangular Box	Geometry Cabinet: Fourth Drawer	Sound Boxes
	Geometry Cabinet: Fifth Drawer	Graded Geometrical Figures
	Geometry Cabinet: Sixth Drawer	Trinomial Cube
	Geometry Cabinet: Cards	Roman Arch
		Roman Arch/scaffolding: support, centring & wedge
Language	Material for a complete reconstructed environment	Roman Arch / building pieces
Grammar Boxes	Metal Insets	
Detective Adjective Game	Movable Alphabet; Small Movable Alphabets	Reading Analysis: Movable Material (Box 1)
Filler Boxes for the Grammar Boxes	Reading Analysis: Blank Movable	Sentence Analysis: Movable Material (Box 2)
Grammar Boxes Grammar Boxes Grammar Symbols	Reading Analysis: First Chart	Sentence Analysis: Movable Material (Box 3)
	Reading Analysis: Movable Material	Sandpaper Letters
	Reading Analysis: Second Chart	Sentence Analysis: Chart A
		Solid Grammar Symbols
		Classified Nomenclature: Land and Water Forms
Mathematics	Multiplication Board	
Addition Charts (1 and 2)	Multiplication Charts (1 and 2)	Subtraction Chart 1
Addition Charts (3, 4, 5 and 6)	Multiplication Charts (3, 4 and 5)	Subtraction Charts 2 and 3
Addition Snake Game	Notation Paper, Large Bead Frame	Subtraction Snake Game
Addition Strip Board	Notation Paper, Small Bead Frame	Subtraction Strip Board
Bank Game	Number Rods and Cards	Trinomial Cube for Numerical Values
Bead Cabinet	Peg Board	Unit Division Board
Chequered Board	Positive and Negative Snake Game	Wooden Cubes
	Powers of Three	Wooden Cubing Material
	Powers of Two	Wooden Hierarchical
Bead Bars for Decanomial	Printed Booklets of Addition Combinations Printed	Material Tray for Wooden Cubing Material
Cards and Counters	Booklets of Division Combinations Printed	Multibase Material: Board
Cut-out Fraction Pieces	Booklets of Subtraction Combinations Printed	Multibase Material: Board and cardboard Circles
Decimal Chequered Board	Booklets of Multiplication Combinations	Multibase Material: Base Two
Decimal Fractions	Printed Table with 100 Small Circles	Multibase Material: Base Three Algebraic
Decimal Fraction Board	Multiples of Numbers, Study of Multiples	Binomial Cube
Division Charts	Multiples: Table a	The Fourth Power of a Sum $(a+b)^4$ - First Box
Dot Game	Multiples: Table b	The Fourth Power of a Sum $(a+b)^4$ - Second Box
Flat Bead Frame	Factors: Table c	The Fourth Power of a Sum $(a+b)^4$ - Third Box
Fraction Skittles	Sandpaper Cyphers	The Fourth Power of a Sum $(a+b)^4$ - Fourth Box
Decimal System Material	Séguin Boards: Teens and Tens Boards	The Fifth Power of a Sum $(a+b)^5$ - First Box
Guide Squares	Square Root Board	The Fifth Power of a Sum $(a+b)^5$ Box
Guide Squares	Spindle Boxes	The Fifth Power of a Sum $(a+b)^5$ Second Box
Large Bead Frame; Small Bead Frame	Stamp Game	Multibase Rods
Long Division		Guide Squares with Decimals
Metal Frame divided into 100 parts		
	Metal Insets: Triangles, Squares and Circles	Regular Polyhedrons
Geometry	Metal Insets: Equivalences - Triangle, Rhombuses, Trapezium	Trisected Cube - Projection of the Trisected cube
Box of Sticks for Geometry	Metal Inset: Equivalence - Trapezium	Trisected Cube - Projection of one pyramid
Hollow Metal Solids	Theorem of Pythagoras	Trisected Cube - Axonometric pyramid
Geometric Solids, Elementary	Montessori protractor	Trisected Cube - Development of one pyramid
Geometric Solids, Elementary	Area Material	Puzzle Maps: One of Each Continent
Metal Insets: Equivalences - Decagon	Yellow Volume Material	Puzzle Maps: the Child's Country
Metal Insets: Equivalences Equal base/height		
Metal Insets: Graded Circles and Squares		
Music		
Tone Bars		
Tone Bar Boards		

