



IMC Prague 2017  
EXHIBITION MANUAL



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



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



MM MONTESSORI  
INSTITUTE  
PRAGUE

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## CONTACTS

### Congress Management and Organisation

#### C-IN

Prague Congress Centre  
5. května 65, 140 21, Prague 4, Czech Republic  
Tel.: +420 261 174 301  
Email: [info@montessoricongress2017.org](mailto:info@montessoricongress2017.org)

### Sponsorship and Exhibition Manager

#### C-IN

#### Ms. Jana Dvořáková

GSM: +420 777 791 252  
Email: [jana.dvorakova@c-in.eu](mailto:jana.dvorakova@c-in.eu)

### Official Forwarding Agency

#### DB SCHENKER fairs

Fairs & Exhibitions dpt. Prague  
5. května 65, 140 21, Prague 4, Czech Republic

#### Mr. Petr Slabý

Tel.: +420 242 405 165  
Email: [petr.slaby@schenker.cz](mailto:petr.slaby@schenker.cz)

#### Mrs. Dagmar Šimková

Tel.: +420 242 405 161  
Email: [dagmar.simkova@schenker.cz](mailto:dagmar.simkova@schenker.cz)

### Catering

#### Zátiší Catering Group

#### Mrs. Linda Reitingerová

GSM: +420 731 156 614  
Email: [linda@zatisigroup.cz](mailto:linda@zatisigroup.cz)

## EVENT LOCATION

Prague Congress Centre  
5. května 65  
140 21 Prague 4, Czech Republic  
Web: [www.kcp.cz](http://www.kcp.cz)



## KEY DATES AND TIMES

### Congress Fair Build up

26 July 2017 12:00 to 18:00 (*Shell scheme booths will be built.*)

27 July 2017 7:00 to 12:00 (*Booths decoration*)

### Congress Fair Opening Hours

27 July 2017 14:00 to 20:00

28 July 2017 9:00 to 18:00

29 July 2017 9:00 to 18:00 (9:00 - 18:00 **Family Market** in the Ground floor)

30 July 2017 9:00 to 14:30

### Dismantling of stands

30 July 2017 15:00 to 20:00

### Inspection of all booths:

27 July 2017 at 12:00

### Booth Design Plans Submission Deadline

26 June 2017

### Exhibition Services Order Deadline

**Regular: 26 June 2017**

**Late: 14 July 2017**

Requests received after the deadline will result in additional charge of 30% and surcharge for onsite orders is 50%.

Full payment of all ordered services is required in advance for all services. Unpaid services at the day of the build-up will not be delivered.

Cancellations or changes must be made in writing to the Exhibition Agent. In case of cancellations less than 7 days before the start of the event, 50% of the contractual price will be charged. No reimbursement shall be applicable in case of cancellation or change forwarded less than 48 hrs before the lease starts.

### Site Visit

If any company wishes to arrange a site visit prior to the congress, this can be arranged independently by contacting the exhibition manager.



## Accommodation

### C-IN

**Online booking is available for registered participants.** Hotel bookings can only be made [during/after the registration process](#).

Participants are advised to reserve accommodation **by 20 June 2017**. Although requests will be accepted after this deadline, we cannot guarantee your reservation, as hotel rooms are subject to availability.

## Passport, Visa and Invitation Letter

Arrangements have been made to assist attendees by processing the official invitation on request. Visitors from non-EU Countries must possess a passport valid for at least a 3 month stay. Participants from countries requiring a visa to enter the Czech Republic are advised to check with the consular office of the Czech Republic or diplomatic missions in their country for specific visa application requirements: [http://www.mzv.cz/jnp/en/diplomatic\\_missions/czech\\_missions\\_abroad/index.html](http://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html)

To request an official invitation letter from Congress secretariat or to get more information, please visit our official

website: <http://www.montessoricongress2017.org/>

Or contact the congress secretariat at +420 261 174 301;

[info@montessoricongress2017.org](mailto:info@montessoricongress2017.org)

## EXHIBITOR BADGES AND REGISTRATION

Each exhibitor receives **2 free exhibitor's badges**. Additional exhibitor registration must be purchased and it costs **250 EUR**. Please obtain the Excel sheet for the registrations from the Exhibition Manager. **Please be aware that Exhibitor's badges do not allow participants to access scientific sessions and do not include social events invitation except the Welcome Reception.**

### EXHIBITOR REGISTRATION INCLUDES:

- Access to the exhibition hall
- Welcome reception on Thursday
- Coffee breaks and lunches
- Saturday Happening
- Friday Morning Run
- Prague public transportation pass
- One Congress Bag for the booth

Sponsor's and Exhibitor's badges can be collected by an authorized person of the company's staff at the Registration Desk at the registration area of the Prague Congress Centre.



## TECHNICAL INFORMATION – CONGRESS RULES AND REGULATIONS

In the following regulations and conditions, the term 'exhibitor' describes any company or organization that has made a successful application for space allocation in the technical exhibition to be organized in the framework of the congress or any manager or representative acting on behalf of the company. In its sole discretion, the organizer (C-IN) may amend or modify these regulations by posting notice of the amendment(s) or modification(s) on the congress website before the latter shall become effective. Any aspect that is not covered by these regulations is subject to approval by the organizer. Each company is responsible for communicating these regulations to its staff and its appointed agencies.

### Booth Design Approval

The exhibitor is free to choose his own booth constructor. In case the exhibitor wants to erect his own booth construction or does not require a standard modular booth (shell scheme) that may be provided by the exhibition manager, the exhibitor is to arrange for detailed booth design plans to be sent to the Exhibition manager for submission to Prague Congress Centre not later than **June 26, 2017**. Electronic plans are preferred, please forward those to [jana.dvorakova@c-in.eu](mailto:jana.dvorakova@c-in.eu). It would be helpful if you could also let us know whom you have appointed as your contractor to build the booth.

Booth design approval is not necessary for exhibitors with Shell Scheme booth provided by the congress organizer.

The organizer holds the right to refuse, amend or otherwise deal with any plans as deemed necessary.

Booths should be fully accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Manager. It is strictly forbidden to store anything behind your booth.

Booths may be covered by a roof, if the roofing is in compliance with fire-protection regulations.

Under no circumstances may the exhibitor increase the exhibition space beyond the space that has been allocated to him by the Sponsorship manager.

The drawings shall indicate clearly the planned layout, dimensions, equipment and furnishing of the booth. The location of power outlets, electricity cables as well as telephone/internet installations must be indicated. Only with the written approval of the Organizer shall the booth drawings be deemed released for construction.

### Electricity, Sockets and Adapters

#### Voltage: 230V/400V AC, 50 Hz

Do not forget to indicate your electrical connection location on the booth design visualization. Power supplies will be supplied into your booth via the ceiling or via the floor. Czech sockets for 230V/16A are not compatible with the Schuko (basic European sockets). Adapters (for 1 phase up to 16A) are required. For other types of plugs (other than basic European), please make sure to bring adapters because these will not be available onsite. Adapters for 3 phase connections are not available and



should be brought by exhibitors. For equipment from the USA or elsewhere with 110/120V, a transformer is required to be able to connect to 230V. Transformers are not available and should be brought by exhibitors.

**Important:**

**Supplies will be switched on 30 minutes before and switched off 15 minutes after the official Exhibition opening hours. 24-hour supplies are available and must be ordered as a separate item to the regular electricity connection.**

### **Booth Construction during the Congress**

**During exhibition days**, all booths are to remain in their entirety, no dismantling or removal during this period is permitted. Any special arrangements for build up or break down and removal of exhibits must be made in consultation with the Exhibition manager.

### **Ceiling Height**

The general maximum height of the exhibition booth is **2.50 m**. If you would like to exceed this limit, please contact Exhibition manager.

Suspension of banners/signage from the ceiling is not allowed. No hanging points are available in the Prague Congress Centre.

### **Loading Bay and Lift**

Loading bay of the Prague Congress Centre is located on **-1 floor**. Entrance is on the right side from the OMV petrol station. Follow the signage that will be placed at the entry for trucks.

Trucks of a total gross weight of more than 7500 kg are not allowed to drive in the Czech Republic on Sunday 13.00 – 22:00.

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder and their local manager. Companies bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the goods entrance and the freight lifts.

Loading bay has limited width: 2 m and height: 2 m. Make sure your packages can fit into the bay door.

Freight elevators K and G is available to access the exhibition area.

**Lift K** – Depth 5 m; Width 2.4 m; Height 2.5 m; Maximum load 5000 kg

### **Floor Loading**

The maximum permissible load on the floors of the PCC is approximately 400 kilograms per square meter (spread). Load capacity needs to be considered when entering the exhibited goods as well as during their handling.

The floor, columns and installations (distribution boxes, piping, rented shell booths, etc.) of the venue shall be left in the same state they were found in. Any damage shall be repaired by the exhibition manager at the Exhibitor's expenses.



## Space Only Exhibitors

No construction is provided for the self-built booths – raw space orders. Booth drawings for these booths must be submitted to the Organizers for approval no later than **May 26, 2017**.

It is the responsibility of self-build exhibitors to observe the building, fire and health and safety regulations of the venue. All structures, materials, special designs, unusual constructions and all signs shall conform to health & safety standards and comply with the local Fire Department regulations described at the last page of this document. Any display work or materials contravening this clause must be modified to meet requirements.

Please take note that no exhibitor will be permitted to cover an aisle by ceiling or floor covering without authorization from the Exhibition manager. Failure to comply with any of the above-mentioned could result in approval of your booth being withdrawn.

## Island Booth Regulations

Applies to booths potentially accessible from all four sides

- Edge of the raised floor must be sloping on all sides
- Keep the booth as a walk-through area with minimal outer walls
- Be sure to have the booth design approved by the Exhibition manager

## Damage to the Venue Premises

Nails, screws or other fixtures may not be driven into any part of the premises, including floors. Nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur, the Exhibitor responsible will be invoiced for any repair charges.

## Waste Disposal

It is the responsibility of the exhibitor to ensure that all debris and waste material including boxes for packaging arising from his booth construction and booth dismantling are completely removed from the exhibition area prior to the opening of the exhibition and at the end of the event. Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by the organizer or its contractor. For waste removal services and waste container hire, please contact the Exhibition manager at [jana.dvorakova@c-in.eu](mailto:jana.dvorakova@c-in.eu).

## Exhibit Booth Inspection

The Exhibition Organizer and Exhibition Manager and the venue representative will conduct a walk-through inspection to ensure compliance with all applicable booth space use and safety regulations.

The venue, Exhibition Manager and Organizer refuse to accept any responsibility if the Safety Committee decides to close a booth because the Exhibitor has not respected the safety rules of the event or venue or hosting country.

## **Storage of Empties**

No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind in your booth or in the aisles. If any Exhibitor or his contractor(s) leave such materials behind, the costs of removing will be charged to the Exhibitor. Please contact the official forwarder for handling and storage of your empty crates and other packing material through the duration of the exhibition.

## **Water Connection**

Water connections are available upon request, depending on booth location. Please contact the Exhibition manager to check availability for your booth.

## **Liability for Rented Equipment**

Exhibitor accepts full responsibility for all rented equipment, such as standard exhibit booth construction, furniture, AV and computer equipment, etc. by signing the order form. The Exhibitor will be charged for any loss of or damage to rented equipment.

## **Booth Security**

Please note the Prague Congress Centre (PCC) and/or Congress organizers cannot accept responsibility for the security of the booths and their contents, for damage or theft of any goods whatsoever. If you wish to order a security guard for the booth, please contact the Exhibition manager.

## **Surveillance and Security**

The Organizer undertakes the general surveillance service of the PCC both day and night. The Exhibition organizer shall be responsible for the surveillance of booths and exhibits. Exhibitors are recommended to pay closer attention to the exhibits during the booth construction and dismantling periods. We strongly urge exhibitors to secure their booth against theft or damage. Valuable objects, which may easily be removed, should be locked away during the night or whenever the booth is left unattended. The PCC and/or Event organizer accept no responsibility for goods stolen from exhibits.

## **Gases**

Use of liquid gases is not permitted. Helium balloons are not permitted at PCC.

## **Laser Products**

Any exhibitor demonstrating or using laser products must submit full details of equipment that will be used. These details must be submitted to the Exhibition Organizers for final approval no later than four (4) weeks prior to the commencement of the Exhibition. Failure to submit adequate details may result in the display being prohibited. Exhibitors must provide suitable fire extinguishers and warning notices.

## **Smoking**

Smoking is not allowed at the venue; this is a non-smoking event.

## **Leaflet Distribution**

Leaflets, publicity material, giveaways or other promotional material may not be distributed from anywhere else than the exhibition booth. Leaflets displayed or distributed at any other point throughout the venue will be removed and destroyed by the Organizers.

## **Conduct of Exhibitors and Representatives**

The Exhibition Organizers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own booth and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.

Political propaganda may not occur in the booth or in any other place within the exhibition area.

Projected images, however generated, may not play on to aisles or on to other booths.

## **Health and Safety at Work**

It is the responsibility of the exhibitor to ensure that his employees, exhibition staff and temporary staff comply with the latest legislation regarding health and safety at work. The organizer bears no responsibility for non-compliance to this rule by the exhibitor.

## **National and International Regulations**

The exhibitor is to comply with all national and international rules and regulations related to advertising and promotion of all products and services as part of the booth. The organizer bears no responsibility for non-compliance with this rule by the exhibitor.

## **Changes in Location**

The Exhibition manager and Symposium Organizers reserve the explicit right to change the location of display space on short notice, even after initial confirmation, if necessary to achieve the event target. Neither restitution nor claims of any kind are applicable.

## EXHIBITION SERVICES

Each exhibiting company will have their company logo and link featured on the congress sponsor website and in the printed programme.

### Prices

<b>Stand fee include the following</b>	<b>Booth A 1 800 €</b>	<b>Booth B 3 600 €</b>
<b>Table</b>	1	2
<b>Chair</b>	3	4
<b>Power socket</b>	1	2
<b>Spotlight</b>	2	4
<b>Area in m<sup>2</sup></b>	6	12
<b>Floor</b>	2	2
<b>Free exhibitors' registration</b>	2	3

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

To order any additional items or services, please complete the separated order form and send it back to the Exhibition manager; [jana.dvorakova@c-in.eu](mailto:jana.dvorakova@c-in.eu)



## Furniture list

Find below the list of additional items that may be ordered for your booth and refer to the order form to see the prices.

Item	Description	Code	Item	Description	Code
	Showcase: high, 2 glass shelves size: 100x50cm / 250 cm	JK001		Rectangular table black: size: 120x80cm / 73cm	JK007
	Showcase: low, 1 glass shelf size: 100x50cm / 110 cm	JK002		High table black top: size: 60cm diameter / 125cm	JK008
	High lockable counter: sliding-doors size: 100x50cm / 110 cm	JK003		Round table silver: size: 60cm diameter / 73cm	JK009
	Regular lockable counter: sliding-doors size: 100x50cm / 83 cm	JK004		Conference table white/black: size: 55x55cm / 45cm	JK010
	Storage with lockable door: size: 1x1m / 250 cm	JK005		Conference table large white: size: 95x55cm / 45cm	JK011
	Square table black: size: 80x80cm / 73cm	JK006		Lightweight chrome frame chair: black upholstered seat and back	JK012
	Chrome frame chair: black upholstered seat and back	JK013		Literature rack: aluminium/acrylic	JK017

	Chrome frame bar stool: black leather seat	JK014		Coat rack white:	JK018
	Black sofa: size: 180x88cm / 60cm	JK015		Additional spotlight:	JK019
	Black/White upholstered armchair: size: 80x80cm / 70cm	JK016			

## Graphics

Graphics printed on:	Details	Price for the event	Order code
Fascia board - custom print (full color)	visible height 300 mm x length of the fascia	20 EUR	GR001
Counter high - front panel, custom print (full color)	visible height 995 mm x width 972 mm	44 EUR	GR002
Wall - single panel, custom print (full color)	visible height 2380 mm x width 960 mm	102 EUR	GR003
Wall - single panel, single color vinyl	visible height 2380 mm x width 960 mm	40 EUR	GR004

Printed graphic files (PDF) must be sent to the exhibition manager ([jana.dvorakova@c-in.eu](mailto:jana.dvorakova@c-in.eu)) by **June 26, 2017**.

## Electricity

Electricity	details	Price for the event	Order code
Basic electricity supply up to 3,5 kW*		170 EUR	KCP001
Electricity connection up to 10,5 kW	1 phase or 3 phase connection	335 EUR	KCP002
Electricity connection up to 21 kW	3 phase connection	600 EUR	KCP003
24 Hrs circuit**		165 EUR	KCP004

\*Included in the booth equipment package

\*\*Available only in addition to the regular electricity connection. Suitable for servers / fridges that need to run overnight.

## Internet Connection

The public wi-fi for participants is free. High speed wired or wi-fi connections are available for a fee.

Connection	details	Price	Order code
Cable internet connection 2 Mb/s	Wire internet connection	Price per day 35 EUR	IT001
Cable internet connection 5 Mb/s	Wire internet connection	Price per day 55 EUR	IT002
Wireless internet package up to 10 pax	Wi-Fi access point, including 2 Mb internet connection; individual setting of network name and password possibility.	Price per day 61 EUR	IT003
Wireless internet package up to 40 pax	Wi-Fi access point, including 5 Mb internet connection; individual setting of network name and password possibility.	Price per day 95 EUR	IT004



## Audio-Visual Equipment

LCD screen 60"	Full HD - HDMI, USB playback (jpg, avi, mpg4), inbuilt speakers and high screen stand included	Price per day 244 EUR	AV001
LCD screen 50"	Full HD - HDMI, USB playback (jpg, avi, mpg4), inbuilt speakers and high screen stand included	Price per day 133 EUR	AV002
LCD screen 42"	Full HD - HDMI, USB playback (jpg, avi, mpg4), inbuilt speakers and high screen stand included	Price per day 76 EUR	AV003
Notebook HP	Intel Core i3, 1 GB RAM, Win 2007 ENG/CZ, MS Office 2010 ENG/CZ (431)	Price per day 53 EUR	AV004
Notebook Apple	Mac OS X	Price per day 89 EUR	AV005
LCD monitor 19"		Price per day 22 EUR	AV006
LCD monitor 24"		Price per day 31 EUR	AV007

## Parking

1-day parking ticket	venue public car parking garage (24 hours)	19,80 EUR	PAR001
2-day parking ticket	venue public car parking garage (48 hours)	30,80 EUR	PAR002
3-4-day parking ticket	venue public car parking garage (max. 96 hours)	41,80 EUR	PAR003
5-6-day parking ticket	venue public car parking garage (max. 144 hours)	52,80 EUR	PAR004

If you have a request for equipment which is not mentioned in the offer, please send your request to exhibition manager at [jana.dvorakova@c-in.eu](mailto:jana.dvorakova@c-in.eu).





## Carpet Color

Carpet is included in the booth equipment package - please mark your choice of color, stipulating its code on the order form. Exhibitors without the package may order carpet as a separate item.

	1969		1323
	1380		1366
	1370		1963
	1964		1982
	1375		1897
	1360		1961

**All prices mentioned above are VAT exclusive (21% in the Czech Republic).  
Companies registered in EU with valid VAT number will be charged without VAT.**

Any furniture or service (hostess, special AV requests, promo materials...) not mentioned in these order forms may be requested from the exhibition manager on an individual basis:

**Ms. Jana Dvořáková**

GSM: +420 777 791 252

Email: [jana.dvorakova@c-in.eu](mailto:jana.dvorakova@c-in.eu)

## GENERAL CUSTOMS-FORWARDING INFORMATION FOR EXHIBITORS

### Addressing

Consignments are to be shipped and addressed as follows:

Consignee: <b>SCHENKER spol. s.r.o.</b>	<b>Notify: IMC Prague 2017</b>
Kongresové centrum Prague	<b>Exhibitor Name:</b>
5. května 65	<b>Booth No.:</b>
140 00 Prague 4, Czech republic	<b>Person in charge:</b>
Phone: +420 242 405 160, -161, -165	

All exhibition goods dispatched either by air/sea/road/courier freight must be consigned „Freight Prepaid”.

Customs office of destination: PRAGUE – Uhřetěves (code: CZ 510202)/on working days only!

### Small Parcel Services

We kindly offer small parcel services provided by our corporate partner UPS.

### Consignment Notification

All consignments have to be notified by an e-mail and the following information is to be advised 48 hours before arrival of your shipments to Prague:

A copy of transport documents - B/L, HAWB/MAWB, CMR, loading/packing list, etc.

A copy of customs documents - Proforma-Invoice, ATA Carnet, etc.

### Terms of Payment

All customs-forwarding services are paid by the exhibitors directly to the provider. Exhibitors who are not using services of SCHENKER worldwide network or its authorized managers have to pay our customs-forwarding services by remittance in advance or in cash/by credit card in Prague.

### Insurance

Exhibitors are obliged to arrange insurance of all exhibition material for the duration of transport, building-up/breaking down of the exhibition for all possible risks.

### Customs Clearance / non-EU-shipments

Exhibits, exhibition materials/merchandise for temporary use: PROFORMA-INVOICE (3x original in English) with proper consignment details (i.e. gross/net weight, the number of freight pieces, the number of particular pieces, price, delivery terms – DAP Prague/according to INCOTERMS, Brussels customs code).

For merchandise which is being imported only for the exhibition purposes and for which sale during the exhibition is not expected and it is obvious that will be in an unchanged form returned back abroad, we recommend to use CARNET ATA as the accompanying customs document (issued by Chamber of Commerce and Industry in the country of origin).

Advertising, consumer materials/catalogues, brochures, advertising gifts, i.e. pens, CDs, etc., consumer goods – refreshments, i.e. merchandise for consumption:

For these goods a separate PROFORMA-INVOICE has to be available (requirements above) as this merchandise follows valid customs regulations after arrival identified



for release into free circulation, or for consumption during the exhibition and customs fees (customs duty, VAT, Consumer tax) are applicable to this merchandise.

### Handling with Empty Boxes

The empty boxes of your exhibition material and exhibits will be delivered into a warehouse, stored during the whole time period of the exhibition and during breaking-down of the exhibition will be brought back to your booths. (Empty cases are cases, cardboards, pallets, baskets, barrels, etc. without exhibits, any of their parts, or without any exhibition materials for which is the forwarder not liable during the storage period, if storage of such a material is not properly ordered!)

### Case Marking / Packaging

All exhibitors are requested to use proper packaging suitable for transportation, unpacking, storage and repacking.

All packages are to be clearly marked on 2 sides as follows(\*):

#### IMC Prague 2017

<b>Exhibitor:</b>	.....	<b>Hall/Booth No.:</b>	
	.....		
Gross/Net Weight in kgs:	.....	Dimensions in cms:	
	.....		
Case No./Total colli:	.....		

### General Conditions

Forwarder's responsibility ends at the moment of delivery of the goods to the exhibition booth or to the nearest possible accessible location and by the handover to the exhibition booth, even if the exhibitor or his accredited representative is not present and begins with the following pick-up at the exhibition location.

We would be happy to answer any further questions from your side or to prepare preliminary price calculation if you let us know your requirements for our customs-forwarding services and advise all necessary details concerning your shipments.

### DB SCHENKER fairs

Fairs & Exhibitions dpt. Prague: 5. května 65, 140 21 Prague 4, Czech Republic

**Mr. Petr SLABÝ** Tel.: +420 242 405 165 E-mail: [petr.slaby@schenker.cz](mailto:petr.slaby@schenker.cz)

**Mrs. Dagmar ŠIMKOVÁ** Tel.: +420 242 405 161 E-mail: [dagmar.simkova@schenker.cz](mailto:dagmar.simkova@schenker.cz)

All contractual arrangements concluded between SCHENKER spol. s.r.o. and its Clients are ruled by General Terms of Trade SCHENKER spol. s.r.o. Czech Republic in the full issue and the Client declares His acceptance, acknowledgment and understanding therewith by concluding the Contract.



## QUOTATION REQUEST

return to: [petr.slaby@schenker.cz](mailto:petr.slaby@schenker.cz) or [dagmar.simkova@schenker.cz](mailto:dagmar.simkova@schenker.cz)

return to:	name and address of exhibitor:
SCHENKERS.r.o.	
Fairs & Exhibitions dpt.	
Kongresové centrum Prague	
5. května 65	
CZ-140 21, Prague 4	
	person in charge:
Tel: + 420 -24 24 05 160, -161	e-mail:
E-mail:	Phone:
<a href="mailto:petr.slaby@schenker.cz">petr.slaby@schenker.cz</a>	
<a href="mailto:dagmar.simkova@schenker.cz">dagmar.simkova@schenker.cz</a>	

Quantity of packages	Total volume/cbm	Total gross weight/kg	Total value/EUR

kind of package	length/cm	width/cm	height/cm	volume	weight/kg	return
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>

To be picked up:	yes <input type="checkbox"/>	no <input type="checkbox"/>	Address of collection and contact person:
Date			
Time: (morning)			
Time: (afternoon)			

Special instructions:	
Remarks / Additional requests:	
Transport insurance	yes <input type="checkbox"/> / no <input type="checkbox"/>
Small parcel service / UPS	yes <input type="checkbox"/> / no <input type="checkbox"/>

City	Date	Company stamp	Signature



## FIRE AND SAFETY REGULATION OF THE VENUE

- SMOKING and manipulation with open fire are PROHIBITED during social, cultural, sales, sports or other events within the entire PCC object, including its hallways and terraces.
- All escape routes must be kept free at all times, not blocked by any objects which could hinder a possible evacuation, and must have a minimal passage width of 2 m between the rows of the booth if these form a continuous line(s). Between the sides of individual booths, a proper access to these booths, i.e. to each one separately, must be secured, with a minimal spacing of 85 cm.
- Individual profiles of escape routes and exits, electricity distribution boxes, main switches, and media seals (gas, electricity, water etc.) must not be blocked or narrowed. The same rule applies to all facilities for the provision of fire protection, i.e. fire extinguishers, fire hydrants, electric fire alarm sensors (EPS), heads of stationary extinguishing systems (sprinklers).
- Should the booth position be located close to glass surfaces of the building perimeter, it is necessary to keep to so-called fire dividing zone with the minimum distance of 150 cm from the glass surfaces. No flammable or fire-supporting material may be located close to glass area of the outer surface of the building. This area must be kept free at all times; no material is to be stored therein.
- All exhibitors are obliged to supply fire-technical characteristics (FTCH) of all used, exhibited, sold, stored and used substances, items and goods, etc.
- Within all premises of the PCC, it is generally prohibited to use, store, or handle in any way flammable or fire-supporting substances or liquids, bottled gas burners, cookers and portable heating (both gas and electric), as well as pressure tanks (bottles) filled with propane-butane or other compressed technical gases.
- The lessee is obliged to ensure that the maximum number of persons in individual rooms are not exceeded, with regard to evacuation capacity possibilities.
- Motor vehicles equipped with permanent of the alternative drive using compressed natural gas or propane-butane /PB/ must not park in the underground garages of the PCC.
- All used materials (textile fabric, wood, etc.) brought into the object and serving as decoration material for construction of exhibition booths, scenes, decoration of halls, hallways, etc., provided by both PCC and individual organizers /lessees/ of cultural, social, sport and other events, must have fireproof finishing of its own way. Provision of fireproof finishing must be documented by respective certificates; these must be deposited with the PCC fire technician, as a part of the event documentation.
- All welding and cutting works, either using welding sets (gas, oxygen), or using electricity (resistance welding), or using electric grinding saw etc., are subject to the obligations stipulated by the Home Office of the Czech Republic, Order No. 87/2000 Coll., and it is necessary to obtain a welding permit for them, including specification of particular conditions for provision of fire protection in the given area of the PCC. This permit is issued, and particular conditions of fire protection provision are stipulated by the PCC fire technician or the commander of the PCC fire brigade. At the same time, it is necessary to report such works in advance to the venue and Exhibition Manager.
- A permit, issued for each individual event separately, is necessary for all pyro-effects, use of open fire, etc. – regardless of being provided by the PCC or by individual lessees (e.g. during a performance etc.). This permit is issued, and particular conditions of fire protection provision are stipulated by the PCC fire protection officer or the commander of the PCC fire brigade. At the same time, it is necessary to report such works in advance to the venue / Exhibition Manager.
- In such cases (or at client's request) it is necessary to assign special assistance fire patrols at additional expense. The number of assistance fire patrol members is determined by the PCC fire protection technician, or the commander of the PCC fire brigade, based on individual assessment of each individual event, depending on the particular room.



## 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>		<b>€</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 to the Exhibition manager; [jana.dvorakova@c-in.eu](mailto:jana.dvorakova@c-in.eu)



## 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

Thermic Bottles and Tablets  
Box of Fabrics, Baric Tablets  
Smelling Boxes  
Bells  
Music Strip Boards (the Charts) Staff Boards  
Box with Notes, Clefs and related Music Material  
Binomial Cube  
Binomial, Trinomial Cubes: Box  
Brown Stairs Thin Prisms Colour Tablets  
Constructive Triangles: First Rectangular Box  
Constructive Triangles: Second Rectangular Box  
Constructive Triangles: Identical Blue  
Triangles Constructive Triangles: Triangular Box

### Language

Grammar Boxes  
Detective Adjective Game  
Filler Boxes for the Grammar Boxes  
Grammar Boxes Grammar Boxes Grammar Symbols

### Mathematics

Addition Charts (1 and 2)  
Addition Charts (3, 4, 5 and 6)  
Addition Snake Game  
Addition Strip Board  
Bank Game  
Bead Cabinet  
Chequered Board

Bead Bars for Decanomial  
Cards and Counters  
Cut-out Fraction Pieces  
Decimal Chequered Board  
Decimal Fractions  
Decimal Fraction Board  
Division Charts  
Dot Game  
Flat Bead Frame  
Fraction Skittles  
Decimal System Material  
Guide Squares  
Guide Squares  
Large Bead Frame; Small Bead Frame  
Long Division  
Metal Frame divided into 100 parts

### Geometry

Box of Sticks for Geometry  
Hollow Metal Solids  
Geometric Solids, Elementary  
Geometric Solids, Elementary  
Metal Insets: Equivalences – Decagon  
Metal Insets: Equivalences Equal base/height  
Metal Insets: Graded Circles and Squares

### Music

Tone Bars  
Tone Bar Boards  
Constructive Triangles: Small Hexagonal Box  
Constructive Triangles: Large Hexagonal Box  
Constructive Triangles: Boxes

Cylinder Blocks (1 and 2)  
Cylinder Blocks (3 and 4)  
Flags  
Geometric Solids  
Geometric Solids: Cards  
Geometry Cabinet  
Geometry Cabinet: Demonstration Tray  
Geometry Cabinet: First Drawer  
Geometry Cabinet: Second Drawer  
Geometry Cabinet: Third Drawer  
Geometry Cabinet: Fourth Drawer  
Geometry Cabinet: Fifth Drawer  
Geometry Cabinet: Sixth Drawer  
Geometry Cabinet: Cards

Material for a complete reconstructed environment  
Metal Insets  
Movable Alphabet; Small Movable Alphabets  
Reading Analysis: Blank Movable  
Reading Analysis: First Chart  
Reading Analysis: Movable Material  
Reading Analysis: Second Chart

Multiplication Board  
Multiplication Charts (1 and 2)  
Multiplication Charts (3, 4 and 5)  
Notation Paper, Large Bead Frame  
Notation Paper, Small Bead Frame  
Number Rods and Cards  
Peg Board  
Positive and Negative Snake Game  
Powers of Three  
Powers of Two  
Printed Booklets of Addition Combinations  
Printed Booklets of Division Combinations  
Printed Booklets of Subtraction  
Combinations Printed Booklets of Multiplication Combinations  
Printed Table with 100 Small Circles  
Multiples of Numbers, Study of Multiples  
Multiples: Table a  
Multiples: Table b  
Factors: Table c  
Sandpaper Cyphers  
Séguin Boards: Teens and Tens Boards  
Square Root Board  
Spindle Boxes  
Stamp Game

Metal Insets: Triangles, Squares and Circles  
Metal Insets: Equivalences - Triangle, Rhombuses, Trapezium  
Metal Inset: Equivalence - Trapezium  
Theorem of Pythagoras  
Montessori protractor  
Area Material  
Yellow Volume Material

### Practical Life

Dressing Frames  
Globes  
Knobbles Cylinders  
Leaf Cabinet  
Leaf Cabinet Cards

Long Rods  
Puzzle Maps: Map of world with Two Hemispheres  
Pink Tower  
Small Cubes  
Touch Boards: Rough and Smooth Boards  
Touch Tablets: Rough and Smooth Tablets  
Sensorial Decanomial  
Sound Boxes  
Graded Geometrical Figures  
Trinomial Cube  
Roman Arch  
Roman Arch/scaffolding: support, centring & wedge  
Roman Arch / building pieces

Reading Analysis: Movable Material (Box 1)  
Sentence Analysis: Movable Material (Box 2)  
Sentence Analysis: Movable Material (Box 3)  
Sandpaper Letters  
Sentence Analysis: Chart A  
Solid Grammar Symbols  
Classified Nomenclature: Land and Water Forms

Subtraction Chart 1  
Subtraction Charts 2 and 3  
Subtraction Snake Game  
Subtraction Strip Board  
Trinomial Cube for Numerical Values  
Unit Division Board  
Wooden Cubes  
Wooden Cubing Material Wooden  
Hierarchical Material Tray for Wooden Cubing Material  
Multibase Material: Board  
Multibase Material: Board and cardboard Circles  
Multibase Material: Base Two  
Multibase Material: Base Three Algebraic  
Binomial Cube  
The Fourth Power of a Sum  $(a+b)^4$  - First Box  
The Fourth Power of a Sum  $(a+b)^4$  - Second Box  
The Fourth Power of a Sum  $(a+b)^4$  - Third Box  
The Fourth Power of a Sum  $(a+b)^4$  - Fourth Box  
The Fifth Power of a Sum  $(a+b)^5$  - First Box  
The Fifth Power of a Sum  $(a+b)^5$  Box  
The Fifth Power of a Sum  $(a+b)^5$  Second Box  
Multibase Rods  
Guide Squares with Decimals

Regular Polyhedrons  
Trisected Cube - Projection of the Trisected cube  
Trisected Cube - Projection of one pyramid  
Trisected Cube - Axonometric pyramid  
Trisected Cube - Development of one pyramid  
Puzzle Maps: One of Each Continent  
Puzzle Maps: the Child's Country

