



Exhibition event:

Exhibitor:

Hall:

**We request approval of the project documentation and issuance of the assembly permit**

sqm EXHIBITION AREA

sqm STOREY AREA

sqm AREA CONTAINING GLASS

- exposition of up to 2,5 m of height
- exposition exceeding 2,5 m of height
- multi-storey exposition
- exposition - special structure
- construction components containing glass or other fragile material
- banners suspended above the exposition

project manager  
responsible project designer  
authorised structural designer

/name, telephone, e-mail/  
/name, telephone/  
/name, telephone/

place/date

legally binding signature of the project manager

legally binding signature of the exhibitor

**Project documentation and assembly permit for the exposition specified above**

Comments concerning the project documentation:

in Bratislava, on

for the organiser

for the contractor of the exposition

**NOTICE**

1. Part of the approval of the exhibition stand project documentation is permit of the assembly of the exhibition stand.
2. Deadline for submission of the project documentation for approval is 45 days before the start of the event assembly.
3. Assembly of exhibition stand without approved project documentation and permit of the assembly will be charged with a penalty up to 1 330,-EUR and the exhibition stand will be closed with no right to recover payments.
4. The Exhibitor/Contractor is responsible for technical and static capacity of the exhibition stand.
5. All damages and consequences of wrong technical and static capacity of the exhibition stand shall be borne by the Exhibitor/Contractor.
6. Side and back walls bordering the neighbouring exhibition stands over the basic height of the exhibition stand of 2,5m shall be adjusted as white areas in such way as not to disturb the neighbouring exhibition stands aesthetically.
7. For approval of exhibition stand project documentation it is necessary to submit:
  - Application for approval of the project documentation and authorization for assembly of the exhibition stand
  - Floor plan of all floors with marked supplies of water, electricity and other technical media with a specified drawing scale
  - Structural analysis concerning statics including calculations of authorized structural designer (assembly of multi-storey stands and special structures)
  - Specification of the structure with details, specification of used material stating the flammability class
  - Views (or 3D view) with height quotas
  - Electrical project, fire tests for all used materials, certificates of glass panes
  - All projects and documents must be hand-signed with a specified date
8. Services ordered during assembly will be invoiced by the 50% surcharge and Incheba, Plc. reserves exclusive right to refuse any order placed after deadline.
9. Prices exclude VAT.

The Exhibitor/Contractor hereby declares that he agrees with the General participation terms, Technical and Safety Regulations and conditions specified in the part "Notice" included in this form.

DATE / STAMP / SIGNATURE