CONECO 2020

racioenergia 25. – 28. 3.

We request the exhibitors who did not order the preparation of their expositions from the Oganizer to inform the Contractor of these Organisational Guidelines.

ORGANISATIONAL GUIDELINES

For the assembly, course of the exhibition event and disassembly
(important information for exhibitors and contractors of expositions)

INCHEBA EXPO BRATISLAVA

SCHEDULE OF PREPARATION OF THE EXHIBITION

DEADLINE	SCOPE OF ACTIVITIES
25 February 2020	Order conference rooms
25 February 2020	Order invitations for exhibitors
25 February 2020	Order booth realisation
25 February 2020	Order furniture and equipment
25 February 2020	Order electrical and water outlets
25 February 2020	Submit project documentation for approval
25 February 2020	Order ID badges and parking passes
25 February 2020	Order telecommunication services
25 February 2020	Order hostesses and interpreters
25 February 2020	Order security and cleaning services
25 February 2020	Order forwarding and handling services
21 March 2020	Commencement of assembly works
24 March 2020	End of assembly works
25 March 2020	Beginning of exhibition event
28 March 2020	End of exhibition event
28 March 2020	Commencement of disassembly works
30 March 2020	End of disassembly works

A surcharge of 50% applies to services ordered during the assembly works. The Organizer reserves the right not to accept any service orders placed after the deadline.

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GENERAL RULES

We would like to inform you of the most important regulations concerning assembly, disassembly works and the course of the exhibition event. In order to ensure that the above phases run smoothly and in a mutually pleasant manner, we kindly ask you to become thoroughly familiar with the General Terms and Conditions of Participation which form a part of the Binding Application and which was accepted by you with your signature.

I. TECHNICAL IMPLEMENTATION OF THE EXPOSITION

A/ **Technical implementation of expositions is provided by the Organizer and includes the following full services:**

- >>> free preparation of the initial project including price calculation
- >>> creative and flexible design of the exposition's interior including graphic designs
- >>> comprehensive implementation of the exposition project
  - -standardized expositions from prefabricated material (Octanorm, Maxima, Kvartex)
  - -customized expositions from standardized material
  - -multi-storey expositions
  - -individual expositions

B/ **Those Exhibitors not ordering the technical implementation by the Organizer undertakes to:**

- >>> submit the project documentation of the exposition for approval by 25 February 2020
- >>> submit a confirmation of a contractor of the exposition (Catalogue of Services – Form 17) by 25 February 2020
- >>> submit the Trade Licence or an extract from the Commercial Register by the date of commencement of assembly
- >>> at the beginning of the assembly to present the list of names of all staff groups, including the installation workers who will run electric wiring under the Decree MPSVaRSR č. 508/2009 Z.z. Coll subsequently amended and in the case of welding work to present welding certificate of competency and special activities that require special authorization
- >>> at the beginning of the assembly to present the approved documentation of project exposition (Catalogue of Services - Form 18), including electric projects
- >>> make a deposit for the exhibition area
- >>> submit, upon request, a document acknowledging payment for the exhibition area and all ordered services
- >>> submit, upon request, a document acknowledging payment of fees for the project approval service fee and inspection of wiring invoiced to the Contractor
- >>> **at the beginning of the assembly a copy of the insurance contract - liability insurance for damage caused by own activities pursuant to General conditions of participation**
- >>> take over the exhibition area from the Organiser and, after the end of disassembly works, return it in its original condition
- >>> implementer - the exhibitor is obliged to submit a valid registration in the audit report on the protection and condition of all electric machinery, devices and equipment that will be used during assembly and disassembly before, during, and after the event
- >>> comply with all provisions of the General Terms and Conditions of Participation and Technical and Safety Regulations

II. TRANSPORTATION RULES

Vehicles may access the exhibition centre through the entry gate to locations designated by the Organizer according to the position of the exposition. The Exhibitor/Contractor may enter the centre upon the payment of full day parking or upon presenting a parking pass. The drivers are obliged to follow instructions of security. Motor vehicles must abide by road signs in the exhibition centre. Motor vehicles are allowed to park in the exhibition centre only during the hours allocated for assembly works, the course of the exhibition event and disassembly works. Entering the exhibition hall with motor vehicles is prohibited. Breaching of this rule will result in a fine of EUR 200,-.

III. ASSEMBLY WORKS IN THE RENTED EXHIBITION AREA

The Exhibitor/Contractor undertakes to carry out assembly of the exposition and keep the assembly material as well as exhibits at the rented exhibition area. The outside space of the rented exhibition area may by occupied for a fee of EUR 20/m2/h upon written request sent to the Organizer no later than ten days before the commencement of assembly works. The Organizer reserves the exclusive right to determine the outside space of the rented exhibition area or to restrict its usage. Performing assembly works during the course of the exhibition event is prohibited.

IV. TRANSPORT

Expositions, exhibits and assembly material are to be transported through the gate determined by the Organiser.

V. PROCESSING OF MATERIALS AT THE EXPOSITION

The Exhibitor/Contractor undertakes to carry out the processing of materials which produces any waste only in locations and in line with the conditions specified by the Organizer. It is prohibited to manufacture exposition components, raise dust, rind, mill or carry out other activities in the exhibition halls which may disturb exhibitors/contractors; to that effect, a sanction will be imposed. The Exhibitor/Contractor undertakes to order the location designated for the preparation and processing of materials in advance. The Organizer determines the fee for each location individually, depending on the size of the exhibition event and extent of works.

VI. WASTE PRODUCED DURING ASSEMBLY AND DISASSEMBLY WORKS

The Exhibitor/Contractor undertakes to dispose of any waste produced during preparations for the exposition. The Exhibitor/Contractor undertakes to dispose of such waste daily or to request the Organizer to provide this service for a fee.

VII. STORING OF PACKAGING AND ASSEMBLY MATERIALS

The Exhibitor/Contractor undertakes to store the packaging and assembly material in the Organiser's storage facilities or to remove them from the exhibition centre. Upon failure to comply with these instructions, the Organizer removes and stores the packaging and assembly material at the expense of the Exhibitor/Contractor.

VIII. LIGHTING OF HALLS

Indoor lighting of the halls will be turned on during assembly or disassembly works and turned off ten minutes after the end of assembly or disassembly hours.

IX. HANDING OVER THE AREA AFTER DISASSEMBLY WORKS

The Exhibitor/Contractor undertakes to return, after the disassembly of the exposition, the exhibition area to its original condition and hand it over to the Organizer. In case of any damage to the exhibition area, the Exhibitor/Contractor undertakes to pay expenses for its repair.

X. REPLENISHMENT OF PROMOTIONAL MATERIALS

During the exhibition event, promotional materials may be replenished daily from 8.00 am to 9.00 am and from 6.00 pm to 7.00 pm. The Exhibitor's ID badge issued by the Organizer will enable access to the hall.

XI. SECURITY AND INSURANCE OF EXHIBITS

The Organizer is not liable for any damage or loss of exhibits. The Organizer recommends individual security (see the Catalogue of Services – Form 12) or insurance of exhibits and other movable property of the Exhibitor/Contractor.

A ASSEMBLY HOURS

21 – 24 March 2020 08.00 - 20.00

The Organizer reserves the right to permit, in special cases, the Exhibitor/Contractor to start assembly works earlier for an agreed fee. Permission to start assembly works earlier must be requested in writing at least ten days before the commencement of the exposition's assembly.

The Organizer reserves the right to permit extended assembly hours to the Exhibitor/Contractor for a fee, providing that such request is made 12 hours before the end of assembly on the respective day.
Assembly hours cannot be extended on the last day!!!

B ENTRY INTO EXHIBITION CENTRE (PERSONS)

The registration of exhibitors will take place in the administration building BUSINESS CENTER INCHEBA Viedenská cesta 5, Bratislava. The exhibition centre may be accessed only upon the registration of the Exhibitor/Contractor who has received an Exhibitor's or Assembly worker's ID badge.

Registration of the Exhibitor – the Exhibitor takes over the Exhibitor's ID badges and parking passes. **A condition of registration and entry into the exhibition area is the payment of all invoices for the exhibition area and all services rendered!** If payment was effected immediately before the registration date, the Exhibitor shall produce a bank statement as proof of payment. The Exhibitor's ID badge entitles the Exhibitor to access the exhibition centre during the assembly, the course of the exhibition event and the disassembly. The entitlement of exhibitors to receive free-of-charge ID badges based on the size of the exhibition area is specified in Form 14 of the Catalogue of services.

Registration of the Contractor - a condition of registration is implementing the presentation of proof of project documentation and electrical projects exposition to the Department projections organizer, payment or reimbursement fees for the approval of project documentation exposition service fee and review of electrical equipment; submit names of assembly workers, including worker's certificate, including electrical and in the case of welding work, a valid welding certificate of competency; exhibition spaces and payment of ordered services, review of the submission of reports on security and the state of any isolation of machinery, apparatus and equipment to be used during assembly, during the exhibition and dismantling of action. Security for each exhibition area, an acknowledgment of implementing the exposition (Catalogue of Services - Form 17); trade license, or an extract from the Commercial Register and the certificate of insurance liability for damage caused by own activities; confirmation of compliance with the technical lessons - safety regulations, general conditions and organizational guidelines. The deposit is determined on the basis of the size of the ordered exhibition area as follows:

less than 50 m^2	EUR 200
over 50 m^2	EUR 500

THE DEPOSIT PAYMENT IS POSSIBLE IN CASH ONLY!
Upon meeting these requirements, the Contractor picks up the ordered Assembly worker's ID badges. The Contractor undertakes to wear Assembly worker's ID badges on a visible place upon their person. Upon failure to abide by this instruction, the Contractor's Assembly worker's ID badge will be permanently revoked.

Registration hours:	21 – 22 March 2020	08.00 – 14.00
	23 March 2020	08.00 – 17.00
	24 March 2020	08.00 – 19.00
	25 March 2020	08.00 – 10.00
Cash desk opening hours:	21 – 22 March 2020	08.00 – 14.00
	23 March 2020	08.00 – 17.00
	24 March 2020	08.00 – 19.00
	25 March 2020	08.00 – 10.00

ENTRY INTO EXHIBITION CENTRE (VEHICLES)

Motor vehicles must abide by road signs and leave the exhibition centre no later than by the end of the assembly hours every day. Breaching of this rule will result in a fine of EUR 200. Entry of exhibitors' own handling equipment is prohibited. Entrance to the exhibition area is through a drive-thru gate in presenting an exhibitor's or assembly worker's ID badge and after paying a parking fee or after purchasing a parking pass.

PARKING

Vehicles are prohibited from parking in the exhibition centre after assembly hours. Parking and/or accessing the exhibition halls by motor vehicle is prohibited.

TECHNICAL IMPLEMENTATION OF THE EXPOSITION

The Exhibitor/Contractor undertakes to comply with all provisions of the General Terms and Conditions of Participation and Technical and Safety Regulations

In case of their being breached, entry to the exposition will be prevented by installing a partition, and all technical outlets will be disconnected. **It is not allowed to perform assembly works that cause dust, sawdust and color aerosol during the final day of assembly.**

The Exhibitor must allow the inspection technician and staff authorised by the Organizer to inspect the exposition.

TRANSPORT, CUSTOMS AND HANDLING SERVICES IN THE EXHIBITION CENTRE

The Organizer provides exhibitors/contractors with exclusive forwarding services and acts as an intermediary in the arrangement of exhibition customs services.

The Exhibitor/Contractor undertakes to store the packaging and assembly material in the Organiser's storage facilities or to remove them from the exhibition centre. Upon failure to comply with these instructions, the Organizer removes and stores the packaging and assembly material at the expense of the Exhibitor/Contractor.

DURING THE LAST DAY OF THE ASSEMBLY WORKS (24 MARCH 2020), THE DIRECT ACCESS BY CAR TO THE EXHIBITION HALLS WILL BE POSSIBLE UPON DEPOSIT OF 50,- EUR FOR THE PERIOD OF TWO HOURS ONLY, BECAUSE OF THE CONTINUOUS UNLOADING OF THE EXHIBITION MATERIALS OF EVERY EXHIBITOR.

A OPENING HOURS

25. - 28. March 2020 09.00 – 18.00

B ENTRY INTO EXHIBITION CENTRE (PERSONS)

The holders of Exhibitor's ID badges are allowed to enter the exhibition centre during opening hours, as well as one hour before the start and one hour after the end of the event. The entitlement of exhibitors to receive free-of-charge ID badges based on the size of the exhibition area is specified in Form 14 of the Catalogue of Services. Exhibitor's ID badges may be purchased in cash at the registration desk in accordance with the valid pricelist of the exhibition event.

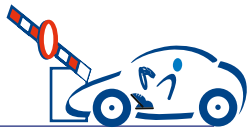
The Exhibitor's ID badge is non-transferable and may only be used by one person to enter the exhibition centre. Upon failure to abide by this instruction, the Exhibitor's ID badge will be permanently revoked.

C RULES FOR VISITORS

During the exhibition events it is prohibited to move around the exhibition area on bicycle, skateboard, roller skates, or two-wheel vehicles and is required to adhere to the visitor rules and regulations policy.

D RULES FOR EXHIBITORS

The exhibitor is required before departure from the exhibition to check and switch off all electrical appliances from the electrical current and allow daily access after the exhibition period to the premises, where are the. appliances and equipment are stored to workers of Incheba, a.s. for the purpose of checking . The exhibitor is prohibited to use electric cookers as compensation for boiling kettles and microwave ovens.



E ENTRY INTO EXHIBITION CENTRE (VEHICLES)

Entrance to the exhibition area is accessed through a drive-thru gate. Only passenger cars and utility vehicles of up to 3.5 tonnes are allowed. During the exhibition event, the entry of trucks weighing more than 3.5 tonnes in the exhibition centre is prohibited. The entry of such vehicles is permitted only on the last day of the event and one hour after the end of the exhibition event.

F PARKING

The exhibitors with the parking cards are allowed to park in the exhibition centre during the night too, in the period from 25 to 28 March 2020. The exhibitors without the parking cards should buy the single parking daily at the entrance in the amount of 6,-Eur (utility vehicle - 10,- Eur) and in case of interest, they can buy the night parking in the amount of 15,-Eur per night at the hall administrator. The hall administrator should be informed about every night parking before.

A OPENING HOURS

		Cash desk opening hours:	
28. March 2020	19.00 – 24.00	28. March 2020	19.00 – 24.00
29. - 30. March 2020	08.00 – 20.00	29. - 30. March 2020	08.00 – 20.00

The time allocated for disassembly cannot be extended !!!
The Exhibitor/Contractor hereby undertakes to comply with the hours of disassembly. Disassembly of the exhibition event commences immediately after the end of the exhibition event. One hour following the end of the exhibition event, empty packaging containers stored in the storage facilities of the Organizer are brought in. One hour after the end of the exhibition event, all outlets (electricity, water and compressed air) will be disconnected.

B ENTRY INTO EXHIBITION CENTRE (PERSONS)

Exhibitors/Contractors may enter the exhibition centre via their Exhibitor's ID badge or Assembly worker's ID badge which the Exhibitor/Contractor was wearing during the assembly; these badges are valid also during disassembly hours.

C ENTRY INTO EXHIBITION CENTRE (VEHICLES)

Motor vehicles must abide by road signs and leave the exhibition centre no later than by the end of assembly hours every day. Breaching of this rule will result in a fine of EUR 200. Entry of exhibitors' own handling equipment is prohibited. Entrance to the exhibition area is accessed through a drive-thru gate, in presenting an exhibitor's or assembly worker's ID badge and after paying a parking fee or after purchasing a parking pass.

D PARKING

Vehicles may not park inside the exhibition centre after disassembly hours. Parking of vehicles and their entry into the exhibition halls is prohibited.

E DISASSEMBLY OF EXPOSITIONS AND TEARING DOWN OF EXHIBITS

The Exhibitor/Contractor hereby undertakes to complete the tearing down and removal of exhibits by the end of the hours of disassembly. Failure to comply with this deadline shall be governed in accordance with the General Terms and Conditions of Participation. The Exhibitor/Contract further undertakes to complete the disassembly and removal of the exposition, and to hand over the exhibition area to the hall technician after returning it to its original condition; having inspected the area, the technician shall confirm the deposit refund document accordingly. In case of any damage to the exhibition area, the Exhibitor/Contractor undertakes to pay expenses for its repair. Following the end of the exhibition event, the Exhibitor whose exposition/equipment was prepared by/rented from the Organizer undertakes to hand over the exposition/equipment to an authorised employee of the Organizer; to that effect, a respective protocol shall be signed.

ORGANISATION OF THE EXHIBITION EVENT

Manager of the exhibition event >>> Ľubica Nagyová
T +421-2-6727 2140 **F** +421-2-6727 2201 **M** +421-903-284 794
E lnagyova@incheba.sk

Organizational staff >>> Hala A1, A0, D - Drahomíra Salihbegović
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E dsalihbegovic@incheba.sk

>>> Hala B1 a Bstred - Monika Zvalová
T +421-2-6727 3090 **F** +421-2-6727 2201 **M** +421-911-100 714
E mzvalova@incheba.sk

>>> Hala B0, B2, VP - Natália Cíbiková
T +421-2-6727 2414 **F** +421-2-6727 2201 **M** +421-911-100 702
E ncibikova@incheba.sk

A EXHIBITION SERVICE CENTRE

Located at the entrance of the A1 Hall and offers the following services:
- fax and copy – for payment in cash
- reporting and removal of malfunctions during the exhibition event

Zuzana Pavlačičová >>> **T** +421-2-6727 2691
Peter Majerský – hall administrator >>> **M** +421-911-103 629

B PRESS CENTRE

Hall A1 - accreditation, services for journalists

Press centrum >>> **T** +421-2-6727 2177

Marketing manager a PR: Gabriela Nagyová >>> **T** +421-2-6727 3031 **M** +421-903-204 453
Communication manager: Martina Macková >>> **T** +421-2-6727 3345 **M** +421-911-100 726
E mmackova@incheba.sk

C PROTOKOL

Expo Club – 2nd floor
- official guests entry for the exhibition event
- VIP guests entry for the exhibition event

general director secretariat >>> **T** +421-2-6727 3332 **M** +421-903-204 454 **E** sgr@incheba.sk

D TELECOMMUNICATION SERVICES - INTERNET

Telecommunication services, internet
IT manager: Peter Babej >>> **T** +421-2-6727 2125 **M** +421-903-282 128

Telecommunication services – ISDN, analogue connection
Andrej Klein >>> **T** +421-2-6727 2783 **M** +421-911-100 734

E ACCOMMODATION

Hotel EXPO***
- apartments, single, double rooms
- Hotel safes
- Exchange offices
- Negotiation and business rooms with complete services
- Left luggage space
- Telephone, fax, postal services
- Internet connection in rooms*** free of charge
- Satellite TV reception
- Parking

HOTEL EXPO*** Accommodation in apartments, single and double rooms. Every room includes a separate bathroom and toilet, TV, telephone, radio and internet.

Reception >>> **T** +421-2-6727 5111, 3121 **F** +421-2-6727 2542 **E** hotel@incheba.sk

F GASTRONOMIC SERVICES

- Hotel Expo***
- Refreshments, halls A1,B1

It is possible to order catering services directly to the exposition during an exhibition

>>> Mr. Chovan >>> **M** +421-908-943 222 **E** info@cocktailtime.sk

ADDRESS OF THE ORGANIZER >>>

Incheba, a.s., Viedenská cesta 3-7, 851 01 Bratislava
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E coneco@incheba.sk **W** www.incheba.sk

OTHER CONTACTS

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Head of exhibition centre administration Igor Gažo	>>>	**T** +421-2-6727 2691	**M** +421-903-963 346
Design section Alan Ďuratný	>>>	**T** +421-2-6727 2224	**M** +421-903-963 348
Transport and forwarding services section Peter Lukačka	>>>	**T** +421-2-6727 2402	**M** +421-903-282 102
Certified safety technician Veronika Kevešová	>>>	**T** +421-2-6727 2420	**M** +421-911-659 902