



# ORGANIZATIONAL GUIDELINES FOR EXHIBITORS 3–6 March 2026

Organized by: **MDL Expo s.r.o.**  
Exhibition venue: PVA EXPO PRAHA  
Beranových 667, 190 00 Prague

## EXHIBITOR REGISTRATION ENTRANCE HALL II

- **ISSUANCE OF ASSEMBLY/DISASSEMBLY ACCESS CARDS AND PASSES**

Issued only in person directly at PVA EXPO PRAHA at the registration desk in Entrance Hall II during the following period:

26 February – 2 March 2026 | 08:00–18:00 | Thursday–Monday

### **RECOMMENDATION:**

For payments made after **25 February 2026**, exhibitors are advised to bring proof of payment (bank statement) to the registration desk. If invoices are not paid by the stated due dates, exhibitors will not be allowed access to the exhibition area. Company registration will be completed only after 100% of invoices have been paid.

**The assembly company** will collect assembly/disassembly passes at registration in a number corresponding to the assembly staff. These passes authorize entry to the exhibition grounds and the start of assembly. The passes may not be used during the exhibition itself.

- **HANDOVER OF EXHIBITION STANDS ORDERED THROUGH MDL Expo s.r.o.**

Exhibition stands arranged for exhibitors through MDL Expo s.r.o. will be prepared according to your orders on 2 March 2026 from 9:00 a.m.

**IMPORTANT: ON THE LAST DAY OF ASSEMBLY, 2 MARCH 2026, A FULL-DAY REFUNDABLE DEPOSIT OF CZK 1,000 IS REQUIRED (CASH ONLY).**

- **PARKING CARDS**

From 26 February to 2 March 2026, parking during the assembly period is available directly within the exhibition grounds, subject to registration and collection of assembly passes and an assembly access card.

During the exhibition 3–6 March 2026, parking is permitted in designated areas only with a valid parking card.

If the exhibitor does not purchase a parking card authorizing parking in designated areas within the venue, their stay in the exhibition grounds will be limited to the validity of the deposit, i.e. **3–6 March from 08:00 to 09:50**. Parking will be provided in an area outside the venue (paid visitor parking). The parking card is valid only for the duration of the exhibition.

**MULTI-DAY PARKING CARD – TRANSFERABLE:** EUR 76/pc

**MULTI-DAY PARKING CARD – NON-TRANSFERABLE:** EUR 68/pc

#### **NIGHT PARKING**

For night parking, a valid daily parking card must be purchased.

Night parking up to 3.5 t: EUR 16/night

Night parking over 3.5 t: EUR 25/night

Please send parking orders to the exhibition production manager:

**Nikol Kačínová**

M: +420 603 385 666

E-mail: kacinova@abf.cz

## **ASSEMBLY**

26 February – 1 March 2026 | 08:00–20:00 | Thursday–Sunday

2 March 2026 | 08:00–22:00 | Monday

#### **• UNLOADING OF EXHIBITS**

No machinery intended for unloading exhibits will be allowed into the venue. This service is provided exclusively by the contracted forwarding company:

**CENTRUMSPED**, Bc. Filip Červený,

Tel.: +420 602 501 381

E-mail: cerveny@centrumsped.cz

*The company is based directly in the exhibition grounds.*

#### **• INDIVIDUAL SUSPENSION OF BANNERS FROM THE EXHIBITION HALL CEILING**

This may be carried out only by representatives of **PVA EXPO PRAHA** on the basis of an approved order. Additional suspension during the assembly period is possible only between **9:00 and 18:00** and is subject to a **50 % surcharge**. On the last day of assembly, additional suspension is not possible.

- **DELIVERY OF EXHIBITS**

Detailed instructions regarding vehicle access for deliveries will be communicated individually in advance. If you are using your own contractor, please coordinate deliveries with the planned exhibition stand construction schedule.

- **DELIVERY OF OVERSIZED EXHIBITS**

Loading gates to the exhibition halls will be open until **Monday, 2 March 2026, 12:00 noon**. After this time, only entrances with a maximum size of **2,390 mm (height) × 1,850 mm (width)** will be available.

We strongly request compliance with the one-way traffic system and traffic signage within the venue, as well as with the instructions of traffic and security staff. Vehicles causing obstruction and whose drivers fail to follow the instructions of traffic and security personnel will be towed at the owner's expense.

## **EXHIBITION PERIOD**

- **OPENING HOURS**

**EXHIBITORS:**

Tuesday 3 March 2026 08:00–19:00

Wednesday 4 March 2026 09:00–19:00

Thursday 5 March 2026 09:00–19:00

Friday 6 March 2026 09:00–15:00 – followed by dismantling from 16:00

**VISITORS:**

Tuesday 3 March 2026 10:00–18:00

Wednesday 4 March 2026 10:00–18:00

Thursday 5 March 2026 10:00–18:00

Friday 6 March 2026 10:00–15:00

- **SUPPLY AND REPLENISHMENT**

For the purpose of supplying exhibition stands during the fair, passenger vehicles up to minibus size may remain in the venue against a refundable deposit of **CZK 1,000**.

Access (see map): **3 March 2026: 08:00–09:45, 4–6 March 2026: 09:00–09:45**

- **EXHIBITOR ACCESS**

Exhibitors are advised that exhibitor passes authorizing entry to the PVA EXPO PRAHA grounds will be checked during the exhibition, at the visitor entrance where turnstiles are installed.

- **SIDE ENTRANCES OF THE HALLS**

During the exhibition, side entrances begin closing at **17:15**. Exiting the halls is then possible only through the main doors at the front of the halls.

**PLEASE** respect the exhibition opening hours and the permitted time slots for supplying exhibition stands.

## **DISMANTLING**

Dismantling of stands and exhibitions is permitted after the close of the fair on **6 March 2026 from 15:00 and continues NONSTOP until 8 March 2026 at 10:00 (Fri–Sun)**.

- **EXHIBITION STANDS IMPLEMENTED THROUGH MDL Expo s.r.o.**

Clearing of these stands **MUST** begin immediately after the end of the fair on Friday (6 March) and must be completed no later than 22:00 on the same day from the start of dismantling. For organizational reasons, dismantling of stands that have not been cleared will begin after this deadline; MDL Expo s.r.o. and the installation company assume no responsibility for any losses or damage.

- **VEHICLE ACCESS TO THE VENUE**

Exhibitors are requested to enter the venue only for the purpose of loading already dismantled exhibition stands that are ready for transport, and to follow the instructions of the traffic and security services.

- **IMPORTANT TIME SLOTS**

On 6 March 2026 from 16:00, access will be permitted only to passenger cars, vans, and trucks with a maximum weight of 3.5 t. Vehicles over 3.5 t will be allowed to enter the venue after 18:00.

On 6 March 2026 from 15:00, delivery of empty packaging will take place. Exhibitors who require empty packaging to be delivered to their stand immediately after the exhibition closes must contact the forwarding company in advance with this request.

- **HANDOVER OF EXHIBITION SPACE**

By the end of the dismantling period, the exhibitor is obliged to hand over the rented exhibition space completely empty and clean, in the same condition as received. This includes removing floor coverings, adhesive carpet tapes at the exhibitor's own expense, and returning all movable items rented from MDL Expo s.r.o. in undamaged condition.

For waste generated during dismantling, companies are required to order a waste container. Containers can be ordered in advance by submitting the completed form (see the Service Catalogue) or directly at the exhibition grounds at the technical dispatch office (registration).

**Contact person:****Lukáš Vilímek**

Technical Department Coordinator

Tel.: +420 739 003 169

E-mail: [vilimek@abf.cz](mailto:vilimek@abf.cz)

In the event of damage to or contamination of the exhibition space or rented movable property, the exhibitor is obliged to pay the full amount of the resulting damage. In the case of damaged **OCTANORM system panels**, the exhibitor will be charged **CZK 600 for each damaged panel**, based on photographic documentation. The exhibitor is not entitled to take over the damaged panels.

If the final deadline for clearing the exhibition space is not met, a contractual penalty of **CZK 50 per m<sup>2</sup> per hour** of uncleared space will be charged. In extreme cases, the exhibition stand will be cleared by **MDL Expo s.r.o.** at the exhibitor's expense. All risks associated with the clearing of the stand shall be borne by the exhibitor.

## **TECHNICAL AND OPERATIONAL CONDITIONS**

### **• CONDITIONS FOR CUSTOM-BUILT EXHIBITION STANDS**

The design, visualization, and operation of exhibition stands or advertising elements must not disturb or restrict neighboring exhibits.

Exhibition stand walls (side and rear) exceeding a height of 2.5 m and adjoining the rear or side walls of neighboring stands must be structurally and graphically neutral above the height of 2.5 m. Use of these elevated wall sections for the exhibitor's own advertising purposes is not permitted.

Advertising elements exceeding a height of 2.5 m may be installed only above the exhibitor's own area, at a minimum distance of 1.5 m from neighboring stands.

The outline of the exhibition stand must not extend beyond the outline of the rented exhibition area, including above the level of the stand's ceiling structure.

Neither the stand nor any of its parts may touch the structure, walls, or roof of the exhibition hall, and the rear wall of the stand must be at least 1 m away from the hall wall. The highest point of the stand must be at least 70 cm below the ceiling structure.

For safety, fire protection, and operational reasons, storage of any materials in technical aisles (especially behind the rear wall of the stand) is prohibited. Storage and return delivery of packaging can be ordered from the contracted forwarding company.

Any overhangs, discrepancies, or advertising elements outside the rented exhibition area are permitted only with prior approval from MDL Expo s.r.o. In the event of a breach of these conditions, the exhibitor will be required to remedy the situation at their own expense.

**THE DESIGN PROJECT FOR A CUSTOM-BUILT EXHIBITION STAND MUST BE SUBMITTED FOR APPROVAL TO THE TECHNICAL DEPARTMENT BY 15 FEBRUARY 2026**

**Lukáš Vilímek**

Technical Department Coordinator

Tel.: +420 739 003 169

E-mail: [vilimek@abf.cz](mailto:vilimek@abf.cz)

**• TECHNICAL SERVICES / CONNECTIONS**

**ELECTRICITY (230 V)** for assembly purposes will be available from the first permitted day of stand assembly (see point 1), at several locations within the halls or the exhibition grounds. Exhibitors are advised to arrange their own extension cables – approx. **50 m**.

**ADDITIONAL SERVICE ORDERS:** Any changes requested by the exhibitor regarding orders for technical services, stand construction, or stand equipment after the start of the assembly period will be handled only after all duly ordered works and services for other exhibitors have been completed. For such additional orders of work and services, MDL Expo s.r.o. may charge a surcharge of up to 100% of the calculated price. Payment must be made on site in cash.

**• SECURITY**

During assembly, the exhibition period, and dismantling, the organizer provides basic site security and stewarding services. Site security is authorized to carry out random inspections of all vehicles entering and leaving the venue and to check visible identification of persons authorized to be present in the venue.

In accordance with the General Terms and Conditions of Participation in Fairs organized by MDL Expo s.r.o., the organizer is not liable to exhibitors or co-exhibitors for any loss, destruction, or damage to exhibits, stand equipment and furnishings, goods, packaging, or packing materials, regardless of whether such loss, destruction, or damage occurs during assembly, transport, or during the exhibition.

Individual security for your exhibition stand can be ordered using Form 1a in the Service Catalogue (Price of individual security: CZK 220/hour, price excl. VAT when ordered by 2 February 2026. After this date, the rate is CZK 250/hour).

**• INSURANCE**

The exhibitor is obliged to insure all exhibits and the above-mentioned materials, both their own and those of co-exhibitors, for the entire period of their presence at the exhibition grounds, against all risks that may reasonably arise in relation to the exhibitor's property.

Insurance can be arranged in advance or directly at the exhibition grounds. The administration and processing of insurance matters are handled by the insurance brokerage company Total Brokers, a.s.,

whose representative will be available during assembly and on the first day of the exhibition in Entrance Hall II at the following times:

**2 March 2026: 14:00–17:00**

**3 March 2026: 08:00–11:00**

#### • MUSIC PRODUCTION DURING THE EXHIBITION

All persons who, in the course of their business activities, use recordings of performing artists and producers of sound and audiovisual recordings by means of technical devices (radio, television, CD players, mini hi-fi systems, etc.), or organize live music performances, are subject to **Copyright Act No. 121/2000 Coll.**

All exhibitors are hereby notified that if they operate any of the above-mentioned activities at their exhibition stands, they are obliged to comply with the provisions of the above-mentioned Act and **notify the copyright administrators OSA and INTERGRAM prior to the start of the exhibition**, and to pay the required copyright fees. More detailed information is available at [www.osa.cz](http://www.osa.cz) and [www.intergram.cz](http://www.intergram.cz).

Provided that the above conditions are met, audiovisual, acoustic, musical, dance, and other performances are permitted for a **maximum of 8 minutes per hour**, on the condition that such activities do not disturb other exhibitors and **only with prior agreement with MDL Expo s.r.o.**

**PLEASE** comply with the above conditions. Otherwise, **any music production as described above is prohibited by MDL Expo s.r.o.**, and a fine of **CZK 5,000** may be imposed. In the event of repeated violations, a complete ban on such productions may be enforced.

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## GALA EVENING for exhibitors and business partners

**4 March 2026 from 19:00**

Invitations will be handed to you during your registration.

Further information regarding the event and confirmation of your participation will be sent to you prior to the start of the exhibition.

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## CONTACTS

### Project Team

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**SMOKING AND OPEN FLAMES**

SMOKING AND THE USE OF OPEN FLAMES ARE PROHIBITED IN ALL INDOOR AREAS OF THE PVA  
LETŇANY EXHIBITION GROUNDS.