



ESGO 2021 Congress

October 23-25

Prague Congress Centre

Exhibitor Manual



Section 1 – General Information

Contacts

ESGO 2021 Congress Secretariat / Congress Management

Contact Person:

Mrs. Alena Fulsacková
Tel.: +420 606 905 402
E-mail: alena.fullsackova@esgo.org
Website: <https://congress.esgo.org>

Official Exhibition Management

TRIUMF EXHIBITIONS CZ, s.r.o.

Contact Person:

Mrs. Zdena Fialová
Tel.: +420 777 570 844
E-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

Transport and Logistics

BECKSPEDITION Fair & Exhibitions

Chrastavská 113/4
190 00 Prague 9, Czech Republic

Contact Persons:

Mr. Pavel Beck
Tel.: +420 602 311 950
E-mail: beck.pavel@volny.cz

Mrs. Monika Veselá
Tel.: +420 724 328 380
E-mail: monik.vesela@seznam.cz

Congress Venue

Prague Congress Centre PCC
5. května 65
140 00 Prague 4, Czech Republic
Website: www.praguecc.cz



IMPORTANT DATES & DEADLINES

August 2, 2021

- Deadline for submission of Company logo and description
- Deadline for reduced registration fee

August 15, 2021

- Deadline for submission of stand plans showing the location of technical supplies for general approval.

September 17, 2021

- Deadline for ordering:
Technical supplies
Furniture for rent
Modular booth construction
Hostesses
Booth catering

September 30, 2021

- Deadline for pre-ordering the exhibitor badges

October 5, 2021

- Submit freight, clearing and loading form to BECKSPEDITION.

Preliminary Exhibition Schedule

Exhibition Set-up

Booths located: on the 2nd floor Congress foyer.

Friday, October 22, 2021	08:00–20:00
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Exhibition Hours

Saturday, October 23, 2021	09:00–18:00
Sunday, October 24, 2021	09:30–16:00
Monday, October 25, 2021	09:30–14:00

Exhibition Dismantling

Monday, October 25, 2021	16:00–20:00
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Preliminary Exhibition Schedule

In accordance with the organiser 's contract with the Prague Congress Centre, each exhibitor is, and will be, obliged to adhere to all of the rules and regulations outlined in the General Conditions and Safety Rules. These General Conditions and Safety Rules are valid throughout the congress of the exhibition and governs the ways and means of the use of the Prague Congress Centre, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor 's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Congress Management is entitled to make the final decision.

Fire Prevention and Safety Rules

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.

Fire-extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

Flammable materials – including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein.

If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings, and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance.

Without written permission of the Congress Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Congress Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used.

Each exhibitor is obliged to obey any instructions issued by the Congress Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the Fire Department, the Prague Congress Centre Management and by the Congress Management. In case of any doubt, please contact the Congress Management. All stands will be inspected by representatives of all three authorities.

No packing material or any other kind of material may be stored either between or behind the exhibits.

The exhibitor is obliged to follow the Congress Management 's instructions concerning the construction and



furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling, or other parts of the building (i.e., by using nails, screws, glue, or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall.

It is forbidden to use the following items in the exhibition halls:

- highly flammable or explosive materials, gas, and dangerous materials
- goods offensive by their scent or some other way, or appliances producing unpleasant sound or light.

Any confusion regarding the above will be clarified by the Congress Management.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Prague Congress Centre equipment is also forbidden.

Exhibits must stay within the borders of the display; portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other).

Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.

Placement of various objects in a way which obstruct the visitors view is forbidden.

Exhibited goods must not be covered during the opening hours of the exhibition. The Congress Management has the right to remove any such covering without being held responsible for any damage this action may cause.

All stands must be identified by numbers identical with those on the plan of the exhibition.

Written approval from the Congress Management is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress.

Advertising of goods and services which are not included in the exhibition program or of companies and organizations who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not allowed to:

- place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area.
- distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political, or dangerous character.
- exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors.

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:

- the size of the podium must not exceed the size of the stand.
- it is necessary to inform the Congress Management in advance about elevated podiums.

All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities.

Any other potential issues or problems, not defined by these rules, will be resolved by the Congress



Management.

Insurance

Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Congress Management refuse to accept any responsibility whatsoever for the insurance of these objects. The Congress Management will request the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their contractors involved in the set up of the stand are obliged to provide a certificate which proves that they have third party liability insurance coverage for the period of the set-up, exhibition itself and dismantling. The insurance coverage varies depending on the size of the booth.

Should this provision be ignored, and the exhibitor fails to verify the insurance coverage or fails to provide documents stating verification, the Congress Management has the right to prevent the exhibitor from entering the exhibition area until the provision is fulfilled.

How to get to Prague and to the PCC

By Public Transport

Prague-Vaclav Havel International Airport is located approximately 20 km northwest of the city centre. The

Airport is served either by public bus or taxi.

From the Airport take bus No. 119 (which runs every 10 minutes) to Nadrazi Veleslavin Metro station (Line A). Take Metro Line A (direction Skalka) to the Muzeum; change to Line C (direction Haje). Exit at the stop Vysehrad (the second stop from Muzeum). The Prague Congress Centre is located next to the Metro station Vysehrad. The journey takes approximately 45 minutes by bus and metro.

Travelling by public transport requires prior purchase of a ticket which you must validate when you enter the first means of public transportation. For the journey from the Airport to the PCC a single transfer ticket is required. The ticket is valid for 75 minutes after marking. During the off-peak hours (8 p.m. to 5 a.m. on working days and all-day Saturdays and Sundays) the ticket validity is lengthened to 90 minutes.

By Taxi

By taxi, the Prague Congress Centre is 30 minutes away from the Airport. The price for a taxi should not be higher than approximately 700 CZK (€ 25). Make sure to agree on the price before starting the ride. Taxi stands are located on the arrival level (ground floor) of the passenger terminal.

By Car

From the North – HIGHWAY E55

While on the North-South E55, motorway from Dresden, follow the signs to the city centre. After crossing the Vltava River drive through the city centre and onwards over the Nuselsky bridge. At the end of the bridge turn right following the signs towards Kongresove centrum Praha. Once driving through the roundabout in front of the venue, turn right towards the OMV petrol station to enter the parking lot.

From the South – HIGHWAY E50

If driving from North-South E50 motorway from Brno / Bratislava / Vienna, follow the signs to the city centre. While driving through the 5.kvetna street take the turn with signs directing towards Corinthia Hotel and Kongresove centrum Praha. Once driving through the roundabout in front of the venue, turn right



towards the OMV petrol station to enter the parking lot.

From the West – HIGHWAY E50

On the way from the west, follow the E50 and join the outer ring road Prazsky okruh towards the city centre. After crossing the river and joining the Jizni spojka, follow the signs showing towards the city centre. After driving through the 5.kvetna street take the turn with signs directing toward Corinthia Hotel and Kongresove centrum Praha. Once driving through the roundabout, turn right towards the OMV petrol station to enter the parking lot.

From the East – HIGHWAY E67

When approaching the city of Prague from the highway E67 from Hradec Kralove or from Mlada Boleslav, follow the sign Cerny Most quarter and continue towards the city centre/ Karlin. Drive through short Tesnovsky tunel and turn left immediately towards the centre to join the city expressway. Following this road, drive through the city centre and onwards over the Nuselsky bridge. At the end of the bridge turn right following the signs towards Kongresove centrum Praha. Once driving through the roundabout in front of the venue, turn right towards the OMV petrol station to enter the parking lot.

Access to the Exhibition Area

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

Important note:

Companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

Trucks can drive into the basement of the PCC through the gate number 3 to the passage leading to the lifts. Trucks may not exceed the following measurements and weight:

Height: max 3,4 meters

Width: max 3,5 meters

Length: max 10 meters

Total weight of truck + cargo: max 10 tons

Trucks within the above measurements use unloading point TIR A. Trucks with measurements exceeding the above stated measurements need to park temporarily and unload at the truck point in front of the loading bay – point TIR B.

Please contact official freight forwarder to coordinate the arrival of your trucks.

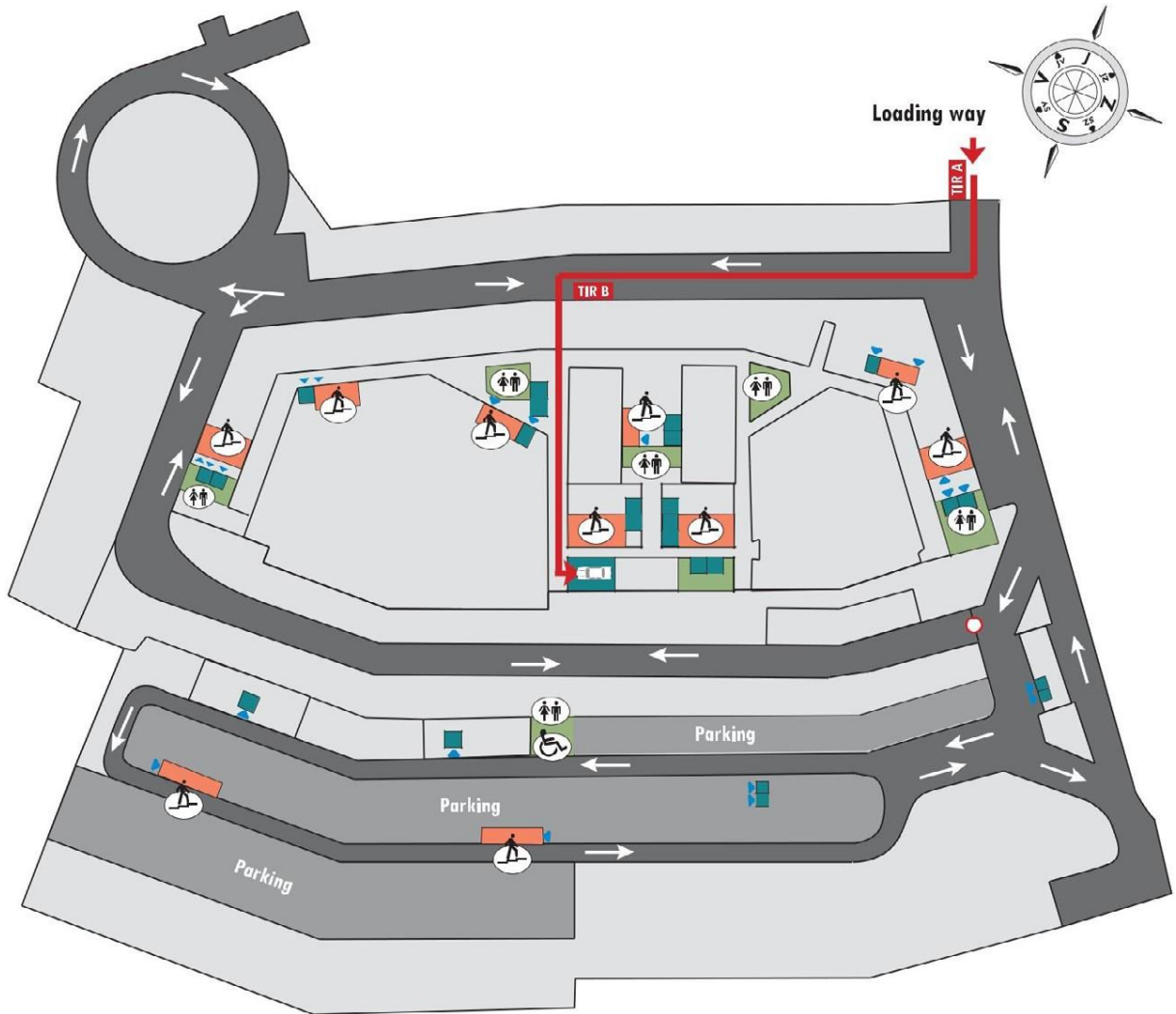
Parking of Trucks

The parking of trucks can be arranged by official freight forwarder and their agent. No truck parking is available in the Prague Congress Centre.

Parking Passenger Cars

Private cars may be parked at the PCC. Parking passes for the duration of the congress may be ordered through organizer in advance.

Alternatively, payment per hour is possible at an hourly rate of CZK 50 (cash payment at the parking lot, no pre-ordering of tickets).



Goods Entrance for Trucks



Section 2 – How to order services

Exhibition Equipment and Facilities

Company TRIUMF EXHIBITIONS has been appointed as the official exhibition management for ESGO Congress 2021.

You can find all necessary information [HERE](#)

For the orders, please use the online system [HERE](#)

Catering

Exhibitors may distribute select food and beverage items only with permission from the Organizer. Official catering service provider is company Zatiší catering Group.

Please send your catering request to Mrs. Linda Reitingerová to the e-mail address:

linda.reitingerova@zatisigroup.cz

Or you can order the catering via online form [HERE](#)

Freight Forwarding Information

Company BECKSPEDITION has been appointed as the logistics contractor for Prague Congress Centre. It is the only company providing lifting, storage, delivery to the exhibition stands and customs clearance for the congress.

All necessary information including the order form is [HERE](#)

Sponsor Registration

All sponsors are required to be registered and will receive a badge displaying their name and a company name. Sponsor registrations allow access to the exhibition area and the scientific lectures as well. The number of sponsor badges depends on a sponsor category. Compulsory badges for main partners are as follows:

- PLATINUM sponsor 10 free PREMIUM badges
- GOLD sponsor 6 free PREMIUM badges
- SILVER sponsor 4 free PREMIUM badges
- BRONZE sponsor 2 free PREMIUM badges

Exhibitor Registration

All exhibitors are required to be registered and will receive a badge displaying the company name. Exhibitor registrations allow access to the exhibition area (NOT to the scientific lectures) and shall be used by company staff only. One exhibitor badge will be given for the each 6sqm booked.

Exhibitor Badges will be ready for pick-up on-site.

Additional exhibitor badges can be ordered for **350 EUR (incl. 21% VAT)** in advance or on-site, additional full registration will be provided by the registration department for standard delegate price.

Please collect your badges before the event opens otherwise you will have problems entering the exhibition. Exhibitor badges can only be issued to companies that have paid all participation fees related to the exhibition.

Please find the order form [HERE](#)