

IDEB 2010

May 5 -7, 2010

ORGANISATIONAL GUIDELINES

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

SCHEDULE OF PREPARATION OF THE EXHIBITION

DEADLINE SCOPE OF ACTIVITIES

28 March 2010 Order stand realisation
31 March 2010 Order conference rooms, accompanying program, dynamic demonstrations
31 March 2010 Order furniture and equipment
31 March 2010 Order electrical and water outlets
31 March 2010 Order ID badges and parking passes
31 March 2010 Order Internet, phone and fax connections
31 March 2010 Order hostesses and interpreters
31 March 2010 Order security and cleaning services
31 March 2010 Order forwarding and handling services
31 March 2010 Order invitations for exhibitors
31 March 2010 Submit project documentation for approval

30 April 2010 Assembly start
04 May 2010 Assembly Hours will be specified
04 May 2010 Opening and trade show tour - 2.00 PM
– opening ceremony
– polygon area demonstrations and exposition tour
05 May 2010 Start of Exhibition
07 May 2010 End of exhibition
07 May 2010 Start of Dissassembly - from 4.30 PM
09 May 2010 End of Dissassembly

A) GENERAL RULES

B) ASSEMBLY

C) COURSE OF EXHIBITION EVENT

D) DISSASSEMBLY

E) SERVICES, CONTACTS

F) ACCOMMODATION

G) GASTRONOMIC SERVICES

H) OTHER CONTACTS

A) GENERAL RULES

A surcharge of 10% applies to services ordered after any deadline. A surcharge of 50% applies to services ordered after the commencement date of assembly works. A surcharge of 100% applies to services ordered on the last day of assembly works. The Organizer reserves the right not to accept any service orders placed after the deadline.

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.

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, Kwartex)
- 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 31 March 2010
- >>> submit a confirmation of a contractor of the exposition (Catalogue of Services – Form 7.7 and 7.6) By 31 March 2010
- >>> 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 718/2002 Coll 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 (Directory Services - Form 7.7), 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 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 Article XIII. Item 2 of 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

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,- (6 025,- Sk).

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 be 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.

TRANSPORT

Expositions, exhibits and assembly material are to be transported through the gate determined by the Organizer. If requested by the Exhibitor/Contractor, a gate near their exhibition area may be opened by the Organizer for a fee of EUR 10.

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.

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.

Height of the exposition

The maximum height of the exposition, including the topmost board, is three metres; deviations are permitted by the Organizer for a fee. The topmost board or banner may overlap with the walkway only with the consent of the Organizer and on condition that the minimum height of the bottom edge of the overlapping object is 2.5 meters above ground which is subject to a fee of EUR 100. For overlapping objects with ground area of up to 4 m², the fee is EUR 200. The price for an overlapping object exceeding the ground area of 4 m² is EUR 400.

Storing of packaging and assembly materials

The Exhibitor/Contractor undertakes to store the packaging and assembly material in the Organizer'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.

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.

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.

Replenishment of promotional materials

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

Security and insurance of exhibits

The Organizer is not liable for any damage to or loss of exhibits. The Organizer recommends individual security (see the Catalogue of Services – Form 7.1) or insurance of exhibits and other movable property of the Exhibitor/Contractor.

B) ASSEMBLY

Assembly hours

30 April – 2 May 2010 8.00 am – 9.00 pm

3 May 8.00 am – 10.00 pm

4 May 8.00 am – 10.00 am

heavy exhibits installation - from 30 April, exhibits can be parked in the reserved area, tracked vehicles (interior) until May 2, wheeled vehicles (interior) until May 2, we recommend individual agree for heavy exhibits (exterior) until May 2.

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!!!

Entry into exhibition centre (persons)

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. The registration of Exhibitors/Contractors will take place in the administration building of Incheba a.s., Viedenská cesta 3 – the parking lot under the Nový Most bridge.

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 7.2 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 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 (Directory Services - Form 7.7); 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 m² EUR 200 over 50 m² EUR 500 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. A na servise si protokolárne od technika prevezme plochu od technika haly. Upon failure to abide by this instruction, the Contractor's Assembly worker's ID badge will be permanently revoked.

Registration hours:

30 April – 3 May 8.00 am – 5.00 pm

4 May 8.00 am – 4.30 pm

5 May 8.00 am – 9.00 am

Cash desk opening hours:

30 April – 3 May 8.00 am – 9.00 pm

4 May 8.00 am – 4.30 pm

5 May 8.00 am – 9.00 am

7 May 4.00 pm – 10.00 pm

8 May – 9 May 8.00 am – 8.00 pm

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. Vehicles may enter the exhibition centre through the gate facing Viedenská cesta street (under the Nový Most bridge) upon submitting an Exhibitor's ID badge or Assembly worker's ID badge 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.

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.

DHL Freight Slovakia

Na Pantoch 18 • 831 06 Bratislava • Slovakia

T +421 (0) 2/ 49 616 370 **M** +421 (0) 915 912 241 **F** +421 (0) 2/ 49 616 347

skfreightspecialities@dhl.com, www.dhl.sk

C) COURSE OF THE EXHIBITION EVENT

Opening hours

4 May 2.00 pm - Opening and trade show tour, only for exhibitors and invited guests

5 May 9.00 am – 6.00 pm

6 May 10.00 am – 6.00 pm

7.5. 10.00 am – 4.00 pm

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 7.2 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.

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.

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 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.

Entry into exhibition centre (vehicles)

Vehicles may enter the exhibition centre through the gate facing Viedenská cesta street (under the Nový Most bridge) after purchasing a parking pass or paying the parking fee. 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.

Parking

Parking inside the exhibition centre is permitted only in marked parking spaces. Parking outside the marked spaces is prohibited.

D) DISASSEMBLY

Disassembly hours

7 May 2010 4.30 pm – 10.00 pm

8 - 9 May 2010 8.00 am – 8.00 pm

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 half hour after the end of the exhibition event (4.30 pm) . 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.

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.

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. Vehicles may enter the exhibition centre through the gate facing Viedenská cesta street (under the Nový Most bridge) upon submitting an Exhibitor's ID badge or Assembly worker's ID badge or after paying the parking fee or purchasing a parking pass.

Parking

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

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 Article VI of 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.

E) SERVICES, CONTACTS

Organisation of the exhibition event

Manager of the exhibition event >>> Lubomir Kopecky

T +421-2-6727 2194 **F** +421-2-6727 2201 **M** +421-911-963 344,

E lkopecy@incheba.sk

Organizational staff >>> Marek Mesaros (halls B0, B2, middle area B and outside area)

T +421-2-6727 2485 **F** +421-2-6727 2201 **M** +421-911-100 720,

E mmesaros@incheba.sk

Organizational staff >>> Zdenka Fereje (hall B1)
T +421-2-6727 2132 **F** +421-2-6727 2201 **M** +421-911-100 702,
E zfereje@incheba.sk

Exhibition service centre

Located at the entrance of the A1 Hall and offers the following services:

- sale of phone cards and Hotspot coupons
 - fax and copy – for payment in cash
 - reporting and removal of malfunctions during the exhibition event
- Zuzana Pavlacicova >>> **T** +421-2-6727 2691

Peter Majersky – hall administrator >>> **M** +421-911-103 629

Catalogue of exhibitors

- sale of catalogues at the cash register
- catalogues ordered by exhibitors will be delivered to their expositions on the first day of the exhibition event

advertising and exhibitors registration in exhibitor catalogue

Magnet Press Slovakia, a.s., P.O.BOX 169, 830 00 Bratislava, Slovakia, E ideb@press.sk;
www.press.sk, **M** +421-903 265 392

Press centre

Hall A1 - accreditation, services for journalists, editorial office of the exposition's magazine
Press centrum >>> **T** +421-2-6727 2177

Marketing manager a PR: Gabriela Nagyova >>> **T** +421-2-6727 3031 **M** +421-903-204 453

Communication manager: Martina Sekulova >>> **T** +421-2-6727 3345 **M** +421-911-100 790

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

Telecommunication services

Ordered phones may be picked up during registration at the registration desk located in the administration building at the Nový Most bridge upon a deposit of EUR 35 for one phone. The Exhibitor/Contractor undertakes to return the phone after the exhibition event in the same location.

Telecommunication services, internet

Head of IT services: Pavol Ret >>> **T** +421-2-6727 2126 **M** +421-903-490 962

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

Telecommunication services – ISDN, analogue connection

Miroslav Dej >>> **T** +421-2-6727 2427 **M** +421-903-204 450

F) Accommodation

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

HOTEL INCHEBA* Accommodation in double and triple rooms. The double rooms are joined with the triple rooms and share a single bathroom between them. All rooms have radio and telephone.

Reception >>> **T** +421-2-6727 2000, 3121 **F** +421-2-6727 2542 **E** hotel@incheba.sk

G) Gastronomic services

- Hotel Incheba Expo
- Wineroom Expo Arena
- Refreshments, halls A1,A2,B1,B2

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

Cocktail Time >>> Mr. Chovan >>> **M** +421-910-942 222, **E** stevo@cocktailtime.sk

H) OTHER CONTACTS

Head of business group

Slavomír Machala >>> **T** +421-2-6727 2138 **M** +421-903-963 338

Head of exhibition centre administration

Anton Schubert >>> **T** +421-2-6727 2691 **M** +421-903-204 457

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

Miroslav Adamov >>> **T** +421-2-6727 2420

Address of the Organizer >>> Incheba, a.s., Viedenská cesta 3-7, 851 01 Bratislava

T +421-2-6727 2485, 6727 2485, **F** +421-2-6727 2201

E lkopecky@incheba.sk **W** www.incheba.sk