



OFFER FOR COMPANY PRESENTATION

# ISSS 2016

ACCOMPANYING INTERNATIONAL CONFERENCE V4DIS

4 – 5 APRIL 2016, HRADEC KRÁLOVÉ

ALDIS CONGRESS CENTRE, ELIŠČINO NÁBŘEŽÍ 375

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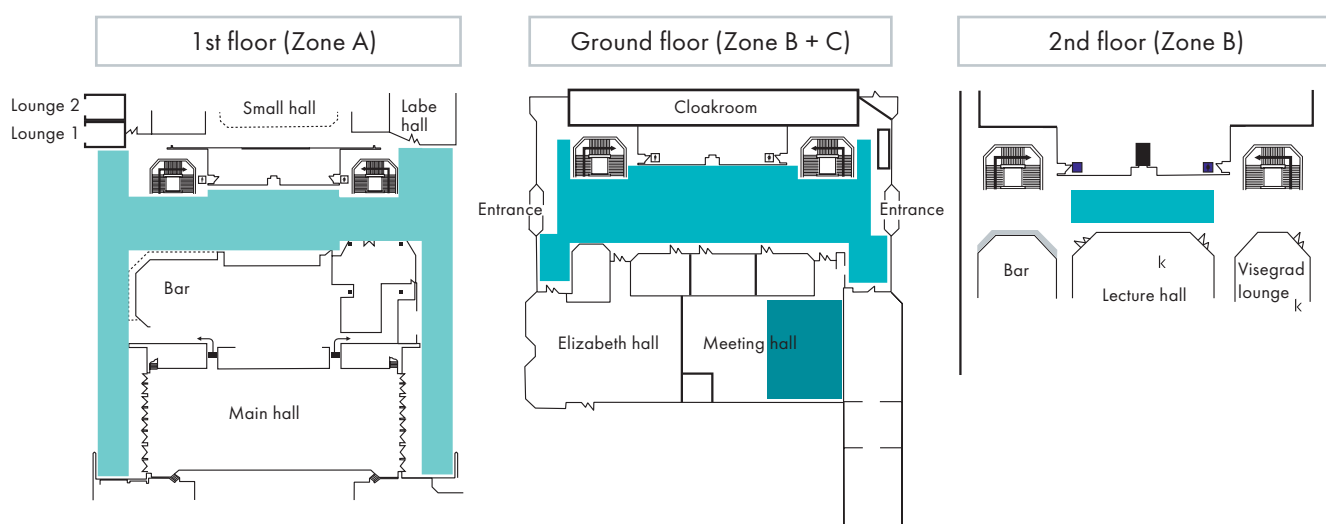
**iss**  
LOCAL AND REGIONAL INFORMATION SOCIETY  
**V4DIS**

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# EXHIBITION EXPOSITIONS

## PLANS OF EXHIBITION AND LECTURE AREAS



### CATEGORIES OF EXHIBITION AREAS

- Zone A Foyer – 1st floor of Aldis CC
- Zone B Ground floor of Aldis CC, 2nd floor of Aldis CC
- Zone C Meeting hall – ground floor of Aldis CC

In case the capacity of given zone is full, you will be informed by the organizer and offered an alternative solution to the stall location.

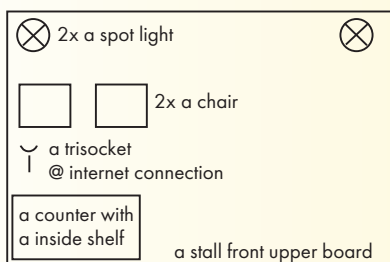
Stalls are assembled mostly from COMBI system in brown colour with white foil boards, on the front side of the stall there is a 30-centimeter high front upper board. The offer does not include graphics.

We offer you the following exposition types including basic equipment and services. Price for each type and rent for the equipment (if not defined otherwise) applies to the whole period of the event.

In case you demand different area than offered, please, contact us so that we can prepare a price offer. A view of the stall and its position will be supplied according to the general conditions of the commercial presentation (Article II part 1c) to the contact e-mail address.



## 1.A BASIC TYPE (3 × 2 m)



### STALL EQUIPMENT (without graphics)

- 1× a counter (50 × 100 × 100 cm) with an inside shelf
- 2× a chair
- 1× a trisocket
- 2× a spot light
- a stall front upper board (300 × 30 cm)
- Internet Basic – enables connection of one PC and allocation of one IP address (for internet connection it is necessary to have a PC equipped with network card 10/100)

### THE OFFER ALSO INCLUDES

- 2× an exhibitor pass  
(entry to the lectures, refreshment for the whole period of the event, an invitation to the Monday social evening, a ticket to the town spa, possibility to use public city transport free of charge)
- 1× conference materials  
(an electronic book of proceedings, press releases, annotations of the lectures)

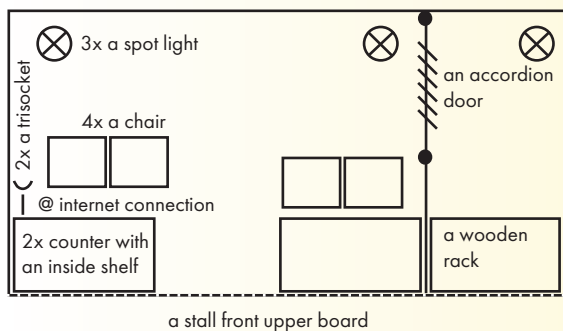
### ENTRY TO THE CATALOGUE OF FIRMS

In case the background data are not submitted by 12 February 2016, there will be entered only the client's address.

1. A	action price till 30 November 2015	basic price till 31 January 2016, after deadline + 10 %
Zone A	54 475 CZK	65 310 CZK
Zone B	45 450 CZK	54 475 CZK
Zone C	40 945 CZK	45 450 CZK

Prices do not include VAT.

## 1.B ABOVE STANDARD TYPE (4 × 2 m)



1. B	action price till 30 November 2015	basic price till 31 January 2016, after deadline + 10 %
Zone A	70 150 CZK	84 120 CZK
Zone B	58 985 CZK	70 150 CZK
Zone C	52 693 CZK	58 985 CZK

### STALL EQUIPMENT (without graphics)

- 2× a counter (50 × 100 × 100 cm) with an inside shelf
- 4× a chair
- 2× a trisocket
- 3× a spot light
- a stall front upper board (400 × 30 cm)
- Internet Basic – enables connection of one PC and allocation of one IP address (for internet connection it is necessary to have a PC equipped with network card 10/100)

### REAR AREA (1 × 2 m)

- 1× an accordion door, lockable
- 1× a wooden rack (95 × 50 × 200 cm, 4 shelves)

### THE OFFER ALSO INCLUDES

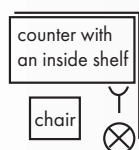
- 3× an exhibitor pass (entry to the lectures, refreshment for the whole period of the event, an invitation to the Monday social evening, a ticket to the town spa, possibility to use public city transport free of charge)
- 1× conference materials (an electronic book of proceedings, press releases, annotations of the lectures)

### ENTRY TO THE CATALOGUE OF FIRMS

In case the background data are not submitted by 12 February 2016, there will be entered only the client's address.

Prices do not include VAT.

## 1.C TYPE PRESENTATION SPOT (at least 1 × 1 m)



### STALL EQUIPMENT (without graphics)

- 1× a counter (50 × 100 × 100 cm) with an inside shelf
- 1× a chair
- 1× a trisocket
- 1× a spot light

Internet Basic – enables connection of one PC and allocation of one IP address (for internet connection it is necessary to have a PC equipped with network card 10/100)

1–2 COMBI display boards (size about 1 × 2 m)

	action price till 30 November 2015	basic price till 31 January 2016, after deadline + 10 %
1. C	21 475 CZK	25 710 CZK

### THE OFFER ALSO INCLUDES

- 1× an exhibitor pass (entry to the lectures, refreshment for the whole period of the event, an invitation to the Monday social evening, a ticket to the town spa, possibility to use public city transport free of charge)
- 1× conference materials (an electronic book of proceedings, press releases, annotations of the lectures)

Presentation spots are allocated after orders' deadline and with respect to the location of the stalls, which are prioritized in this case.

### ENTRY TO THE CATALOGUE OF FIRMS

In case the background data are not submitted by 12 February 2016, there will be entered only the client's address.

Prices do not include VAT.

## 1.D ADDITIONAL OFFER TO THE EXPOSITION

### EXPANSION OF PRESENTATION AREA OF THE STALL (relevant only for the points 1.A and 1.B)

The price for every 2 m<sup>2</sup> above the area of the ordered stall includes:

- 1 × an exhibitor pass
- 1 × a spot light
- 1 × a trisocket
- 1 × a chair

### LEAFLET DISTRIBUTION (1 × A4)

1 pc of promotion leaflet will be included in the materials that will be given to all event participants at their arrival.

### PROMOTION MATERIALS DISTRIBUTION (1 pc)

1 pc of materials (a promotion item, a catalogue, a brochure) will be given to the event participants at their arrival. Materials specification must be negotiated with the organizer before the order is made.

*Deadline for accepting the leaflets/promotion materials is 1 March 2016. Materials in number of 2000 pc are to be sent to the address of the secretariat of the conference.*

### ASSEMBLY OF AN ATYPICAL STALL

A stall according to your requirements (a stall equipped with carpet, partitions inside the stall, a lockable door, a ceiling grid, non-standard size etc.)

A complete price list can be found in the order of company presentation on [www.iss.cz](http://www.iss.cz).  
Prices do not include VAT.

### EQUIPMENT

Equipment is rented for the whole period of the exhibition. A complete offer is presented in the order of company presentation.

### INTERNET CONNECTION

Basic – it enables connection of one PC and allocation of one IP address.  
Profi – extension of Basic connection: it enables connection of more PCs and allocation of more IP addresses; eventually it is possible to connect active network components. Concrete configuration must be consulted with the organizer till the deadline.

### CHANGE OF BASIC CONNECTION TO PROFI CONNECTION

Basic connection is included in the standard equipment of the exposition offer. In case you require more PC connections you can indicate the change directly in the order.

### GRAPHICS

Production and execution is provided by ALDIS Promotion. This service offers an advantage in its flexibility and good-knowledge of the environment. The price is calculated according to the graphic requirements.

### ARRANGEMENT OF A HOSTESS

We offer to provide for hostesses that are students of the secondary school of tourism industry. Dress code, working time and qualification requirements must be specified in the order.

	action price till 30 November 2015	basic price till 31 January 2016, after deadline + 10 %
Area expansion		7 900 CZK /1 m <sup>2</sup>
A4 leaflet distribution	4 500 CZK	5 500 CZK
Promotion materials distribution	8 500 CZK	13 000 CZK





# LECTURE AREAS

Offered lecture halls and lounges are closely connected with exhibition expositions as well as with other areas of ALDIS Congress Centre. Commercial presentations are generally included in the conference programme scheme so that integrity of each programme block is secured, which makes them more attractive for expert public.

## 2.A SMALL HALL

Capacity: 360 people

Location: 1<sup>st</sup> floor

Description: a table setting with a balcony along the room line, a speaker's counter, a chair table for about 10 people

### ZÁKLADNÍ CENA ZAHRNÚJE

- a 30-minute lecture
- an entry in the official conference programme (registration form must be submitted in time)
- personal support: 2× a hostess, technical assistant of the speaker
- technical support: sound distribution, 2× a microphone (1× a portable one, 1× a speaker's counter), Internet connection, data projector, a screen
- refreshment for the participants

### THE OFFER ALSO INCLUDES

- 4× a ticket for the speakers (it includes free entry for both days of the event, refreshment, lunch, a ticket to the town spa, possibility to use public city transport free of charge)
- 4× conference materials (an electronic book of proceedings, press releases, annotations of the lectures)
- 4× an invitation to the Monday social evening
- 2× an invitation to the Sunday gala opening evening

### PUBLISHING AN EXPERT CONTRIBUTION TO THE SPEECH TOPIC IN THE BOOK OF PROCEEDINGS OF THE CONFERENCE

An expert article in the scope of about seven norm pages (7× 1800 signs including gaps) will be published in the electronic book of proceedings of the conference. Expert contributions will not include commercial and offer advertising. According to production time the deadline for receiving the article is 12 February 2016 at the latest, later received contributions cannot be included in the electronic book of proceedings distributed at the event. They will be included in the electronic supplement of the book of proceedings which will be available after the event on the web pages of the conference. The address for supplying the background material is: [sbornik@iss.cz](mailto:sbornik@iss.cz)

### ENTRY TO THE CATALOGUE OF FIRMS

In case the background data are not submitted by 12 February 2016, there will be entered only the client's address.

	action price till 30 November 2015	basic price till 31 January 2016, after deadline + 10 %
SMALL HALL	165 500 CZK	183 000 CZK

Prices do not include VAT.

## 2.B OTHER HALLS

### LECTURE HALL

Capacity: 100 people

Location: 2nd floor

Description: a theatre setting, seats equipped with small writing desks, a chair table for about 5 people

### MEETING HALL

Capacity: 120 people

Location: ground floor

Description: a conference setting, a speaker's counter, a chair table for about 8 people

### ELISABETH HALL

Capacity: 120 people

Location: ground floor

Description: a conference setting, a chair table for about 8 people

### LABE HALL

Capacity: 90 people

Location: 1st floor

Description: a conference/theatre setting, a chair table for about 5 people

### GIS ARENA

Capacity: 140 people

Location: 1st floor – Main hall

Description: a theatre setting, this lecture section is specially built in the area of Main hall of the ALDIS Congress Centre, a chair table for about 8 people

### BASIC PRICE INCLUDES

- a 30-minute lecture
- an entry in the official conference programme (registration form must be submitted in time)
- personal support: a hostess, technical assistant of the speaker
- technical support: sound distribution, 2× a microphone (1× a portable one, 1× a speaker's counter), Internet connection, data projector, a screen
- refreshment for the participants

### THE OFFER ALSO INCLUDES (relevant for all halls in the point 2.B)

- 2× a ticket for the speakers (it includes free entry for both days of the event, refreshment, lunch, a ticket to the town spa, possibility to use public city transport free of charge)
- 2× conference materials (an electronic book of proceedings, press releases, annotations of the lectures)
- 2× an invitation to the Monday social evening
- 1× an invitation to the Sunday gala opening evening

### PUBLISHING AN EXPERT CONTRIBUTION TO THE SPEECH TOPIC IN THE BOOK OF PROCEEDINGS OF THE CONFERENCE

An expert article in the scope of about seven norm pages (7× 1800 signs including gaps) will be published in the electronic book of proceedings of the conference. Expert contributions will not include commercial and offer advertising. According to production time the deadline for receiving the article is 12 February 2016 at the latest, later received contributions cannot be included in the electronic book of proceedings distributed at the event. They will be included in the electronic supplement of the book of proceedings which will be available after the event on the web pages of the conference. The address for supplying the background material is: [sbornik@iss.cz](mailto:sbornik@iss.cz).

### ENTRY TO THE CATALOGUE OF FIRMS

In case the background data are not submitted by 12 February 2016, there will be entered only the client's address.

Prices do not include VAT.

	action price till 30 November 2015	basic price till 31 January 2016, after deadline + 10 %
OTHER HALLS	79 500 CZK	89 000 CZK

## 2.C LOUNGE

Capacity: about 25 people

Location: 1st floor

Description: area adjustment (restaurant setting, meeting setting), a speaker's counter – according to the client's requirement

### BASIC PRICE INCLUDES

- a 30-minute lecture
- an entry in the official conference programme (registration form must be submitted in time)
- Internet connection, refreshment for the participants

### THE OFFER ALSO INCLUDES

- 1 × a ticket for the speakers (it includes free entry for both days of the event, refreshment, lunch, a ticket to the town spa, possibility to use public city transport free of charge)
- 1 × conference materials (an electronic book of proceedings, press releases, annotations of the lectures)
- 1 × an invitation to the Monday social evening

### PUBLISHING AN EXPERT CONTRIBUTION TO THE SPEECH TOPIC IN THE BOOK OF PROCEEDINGS OF THE CONFERENCE

An expert article in the scope of about seven norm pages (7 × 1800 signs including gaps) will be published in the electronic book of proceedings of the conference. Expert contributions will not include commercial and offer advertising. According to production time the deadline for receiving the article is 12 February 2016 at the latest, later received contributions cannot be included in the electronic book of proceedings distributed at the event. They will be included in the electronic supplement of the book of proceedings which will be available after the event on the web pages of the conference. The address for supplying the background material is: [sbornik@iss.cz](mailto:sbornik@iss.cz)

### ENTRY TO THE CATALOGUE OF FIRMS

In case the background data are not submitted by 12 February 2016, there will be entered only the client's address.

	action price till 30 November 2015	basic price till 31 January 2016, after deadline + 10 %
LOUNGE	21 000 CZK	25 500 CZK

Prices do not include VAT.





## 2.D ADDITIONAL OFFER TO THE LECTURE

### PROLONGED RENT

Lecture time can be prolonged only in 15-minute intervals.

### LEAFLET DISTRIBUTION (1 × A4)

1 pc of promotion leaflet will be included in the materials that will be given to all event participants at their arrival.

### PROMOTION MATERIALS DISTRIBUTION (1pc)

1 pc of materials (a promotion item, a catalogue, a brochure) will be given to the event participants at their arrival. Material specification must be negotiated with the organizer before the order is made.

*Deadline for accepting the leaflets/promotion materials is 1 March 2016. Materials in number of 2000pc are to be sent to the address of the secretariat of the conference.*

### SEPARATE INVITATION TO THE LECTURE

Distribution is provided by conference hostesses directly at the event or at the registration with official materials to the event. Size up to A5 size.

*Deadline for accepting the invitations is 18 March 2016.*

### CONTACT SPOT (concerning only points 2.A and 2.B)

Equipment: a counter with an inside shelf, a promotion leaflet rack, a bar stool. If required 1× entry for a hostess (one day entry, refreshment and materials not provided).

Description: Intended for e.g. distribution of company materials or promotion items before the lecture or after the end of the lecture for a personal contact with conference participants. Located near the hall where the client's lecture takes place or on the 1st floor in the attractive zone A. The contact spot is provided with a plate with the client's logo in size of about 80 × 40 cm. The contact spot is available 30 minutes before and 30 minutes after the end of ordered lecture. Client's activities connected with this promotion form must not restrict other lectures.

### REFRESHMENT FOR THE PARTICIPANTS

Refreshment can be provided according to the client's requests – price according to the individual calculation at the request.

	action price till 30 November 2015	basic price till 31 January 2016, after deadline + 10 %
Prolonged rent		15 min. = 50 % of the hall price
A4 leaflet distribution	4 500 CZK	5 500 CZK
Promotion materials distribution	8 500 CZK	13 000 CZK
Separate invitation to the lecture		4 500 CZK
Contact spot		8 000 CZK

A complete price list can be found in the order of company presentation on [www.issc.cz](http://www.issc.cz). Prices do not include VAT.

## OTHER OPTIONS

### 3.A LEAFLET DISTRIBUTION (1 × A4)

1 pc of promotion leaflet will be included in the materials that will be given to all event participants at their arrival.

### 3.B PROMOTION MATERIALS DISTRIBUTION (1pc)

1 pc of materials (a promotion item, a catalogue, a brochure) will be given to the event participants at their arrival. Material specification must be negotiated with the organizer before the order is made.

*Deadline for accepting the leaflets/promotion materials is 1 March 2016. Materials in number of 2000pc are to be sent to the address of the secretariat of the conference.*

### 3.C PRESENTATION BOARD

A display board made of COMBI system, white, size 1 × 2 m (width × height), intended for posting own promotion posters or programmes. Located in the foyer on the ground floor and on the 1st floor of the ALDIS Congress Centre.

		action price till 31 January 2016	price after deadline
3.A	A4 leaflet distribution	8 500 CZK	13 000 CZK
3.B	Promotion materials distribution	13 000 CZK	cannot be ordered
3.C	Presentation board	10 000 CZK	15 000 CZK

A complete price list can be found in the order of company presentation on [www.issc.cz](http://www.issc.cz). Prices do not include VAT.

# OTHERS

## 4.A EXHIBITOR PASS

Entry to the lectures, refreshment for the whole period of the event, invitation to the Monday social evening, a ticket to the town spa, possibility to use public city transport free of charge. Exhibitor pass can be used only by companies with purchased presentation according to the point 1.A to 1.D.

## 4.B TICKET FOR THE GUESTS FROM PUBLIC ADMINISTRATION

The ticket is intended only for the guests from public administration – participant´s address and name must be supplied for registration purposes. The ticket is non-transferable and it is invalid without supplying registration data.

## 4.C COMPANY TICKET

The ticket is intended for other conference participants. Supplying data for registration is voluntary, but advisable (for securing smooth participants´ attendance).

PA guests and company ticket includes: entry for both days of the conference, an electronic book of proceedings and event materials, an invitation to the Monday social evening, refreshment for both days of the conference, a ticket to the town spa, possibility to use public city transport free of charge. The ticket does not include accommodation and transport.

## 4.D GOLD TICKET

A ticket, whose main purpose is to ease the top managers, VIP guests and other conference participants their attendance during demanding conference programme. Holders of the GOLD ticket can use extended range of services. This ticket is non-transferable and in this regard registration data of the participant must be supplied.

The GOLD ticket includes: entry for both days of the conference, an invitation to the Sunday gala opening evening, an invitation to the Monday social evening, buffet refreshment for both days of the conference, rest area in the VIP lounge, meeting area in the total scope of 3 hours (after previous booking), parking for the whole period of the event, an electronic book of proceedings of the conference and complete conference materials.

## 4.E A SEPARATE INVITATION TO THE SUNDAY GALA OPENING EVENING

A ticket to the Sunday gala opening evening with culture programme. The ticket can be ordered only in case of simultaneous ordering of company presentation according to the points 1.A, 1.B and 2. The organizer reserves the right to stop accepting the orders in case the place gets full.

## 4.F CONFERENCE MATERIALS

An electronic book of proceedings, press releases, annotations of the lectures, expert articles, conference bag, gift items.

		price for 1pc till the deadline 1 March 2016	price for 1pc after the deadline
4.A	Exhibitor pass	1 700 CZK	3 400 CZK
4.B	Ticket for the PA guests	1 479 CZK	2 802 CZK
4.C	Company ticket	3 950 CZK	5 289 CZK
4.D	GOLD ticket	24 950 CZK	33 250 CZK
4.E	Ticket to the Sunday gala opening evening	4 500 CZK	4 900 CZK
4.F	Conference materials	1 900 CZK	2 800 CZK

A complete price list can be found in the order of company presentation on [www.issz.cz](http://www.issz.cz). Prices do not include VAT.



# GENERAL CONDITIONS OF COMMERCIAL PRESENTATION ISSS 2016

## ARTICLE I

For purposes of this document the following applies: Conference ISSS is "event" or "conference". Organizers of the conference TRIADA, spol. s r. o., Magazine Municipality & Finance, Association Czech At, PONCA spol. s r. o. are "organizer", and that is in any kind of coalition, if they are mentioned separately, or "organizers" if they are mentioned in any kind of coalition.

## ARTICLE II RANGE OF SERVICES

### 1. Stall

- The exhibition area for the stall location is allocated on the grounds of a binding order and payment of an advance invoice.
- The organizer is not obliged to satisfy an eventual client's demand for locating their expositions.
- The client will be informed about the location of the stall by the organizer within 30 days at the latest counting from the date of deadline for applications for company presentation on 31 January 2016.
- The client must not pass the allocated exhibition area, and that is not even its part, either for a limited time, to any third person without a previous written consent of the organizer.
- The client is entitled to promote their products only on their own expositions, the exhibits, promotion goods or equipment must not exceed the ground plan of the stall. Posting promotion or information leaflets is allowed only inside the stall, outer sides of the stall are not part of the rented exposition. Moving or transferring company banners to other parts of the conference premises (including its near surroundings or lecture halls), leaflets distribution, posting promotion and information materials outside the exposition itself and other forms of client's promotion outside the rented area or in violation of the closed contract are not allowed.
- The client must not restrict other exhibitors by their presentations and disturb running lectures and presentations in the halls (e.g. by noise, light effects, projection to the objects outside the stall etc.).
- On the stalls it is forbidden to offer other conference participants alcohol in higher amount or addictive drugs, to smoke and to use open fire. At the same time it is strictly forbidden to offer alcohol or other addictive drugs to wider number of beforehand non-defined visitors.
- The stall consists of walls and basic equipment specified in the separate options in the current version of the document Offer for company presentation at the ISSS conference. These options present a basic order and equipment specified in each option cannot be reduced or removed not even at the client's request. Equipment above the standard of each option can be ordered following the conditions described in the same document.

### 2. Presentation board

- A presentation board is intended for posting promotion or information leaflets of the client.
- The rent does not include area in front of (or behind) the board.

### 3. Rent of stall equipment

- The client takes over the equipment from the organizer together with the stall and hands it back after the end of the event. About taking and handing over there will be written a handover and takeover protocol.
- The client is responsible for eventual loss of, and damage to the handed over equipment of the stall.

### 4. Exhibitor passes

- An exhibitor pass is given to the client, who fulfils all conditions of the participation in the event.
- An exhibitor pass entitles one person to enter the event and to obtain refreshment vouchers in usual range and amount. An exhibitor pass does not entitle the person to obtain materials intended for event participants.
- Exhibitor passes are handed out in the place of the event in the time of installation of the expositions and that is to the person named in the order form, or eventually to his or her deputy.
- Main partners are given exhibitor passes in advance, however 7 days before the start of the event at the earliest.
- Exhibitors are obliged to wear exhibitor passes filled and visible in the course of the event. It is not allowed to stay in the area of the event without an exhibitor pass.
- In case the exhibitor pass gets lost, the client is obliged to report this fact immediately to the organizer, who will issue a duplicate for cash refund.
- In case the General conditions are violated or in case of serious violation of decorum of the event, the organizer reserves the right to take back the pass without any compensation.

### 5. Parking cards

- Parking cards are handed out one day before the event in the number given in the order or the contract. Parking cards cannot be ordered later.
- For holders of red parking card there is reserved a parking place for the whole period of the event.
- For holders of green parking card there is a parking place reserved always till 9am for both days of the event.

### 6. Printed materials for the participants

- The client is entitled to publication of basic entry and logo entry free of charge in the catalogue of exhibitors.
- Data in the catalogue are taken from the form which is part of the order. The organizers do not hold responsibility for any inaccuracies in the catalogue originated by incorrect filling of the form. In case the background data are not submitted in the stipulated time, there will be published only the client's address given in the order or the contract.
- Company's logo to be published in the catalogue will be handed over by the client to the organizer together with the order or the contract and that is in the print quality, scripture transferred into curves.

- The client is responsible for suitability of submitted background data for the given purpose. Use of multicolour photography is not recommended and the client bears all relevant potential risks.

### 7. Printed materials

- The client is entitled to have the information leaflet included in the official documents for the participants, in the range corresponding to the order or the contract.
- Further distribution of the materials among the participants (handing out, putting them on the tables) in the course of the event is not allowed. Distribution of other prints of the client is allowed only in the place reserved for it and only on the grounds of the previous agreement with the organizer.

### 8. Rent of the conference areas

- The client is obliged to strictly keep the time defined for the lecture and to follow the instructions of the moderator being in charge of given hall or conference area.
- If the rent includes the service of Internet connection, it means that "Basic" connection is at disposal according to the article IV.4. and under the conditions defined in the Article IV.

## ARTICLE III.

### CONSTRUCTION AND INSTALLATION OF EXPOSITIONS

- Installation of expositions will take place in the afternoon hours one day prior to the beginning of the event. The client will receive instructions for the construction and installation of the expositions 7 days prior to the event at the latest.

## ARTICLE IV.

### INTERNET CONNECTION

- Internet connection is carried out by means of connection to the local computer network of the organizer (LAN) or to the wireless network (WLAN).
- Technical parameters of the end connector LAN
  - Connector RJ45, speed 10/100 Mbit/s, protocol TCP/IP.
  - Allocated private IP address.
  - Access to the internet is through firewall/proxy with support of standard protocols (https, ftp, pop3).
- The client will be informed about concrete parameters of the end connector at the handover of the exposition. Configuration of the end equipment is provided by the client.
- Options of the internet connection:
  - Connection "LAN Basic" – it enables connection of one PC and allocation of one IP address. It is not allowed to connect active components (hub, switch, router...) or to connect in any other way other items of equipment beyond the scope of number of bought connections.
  - Connection "LAN Profi" – it enables connection of more items of equipment and allocation of necessary number of IP addresses according to the agreement with the organizer. All connected equipment must be approved by the organizer. In standard configuration it contains one end connector without an active component.
  - Connection "WLAN" – it enables equipment connection to the wireless network.
- Demands for non-standard configuration of the service must be consulted with the organizer 7 days before the event at the latest. Their fulfillment depends on possibilities of the organizer.
- The client is forbidden to disturb operation of LAN and WLAN in any way.
- The client is fully responsible for protection of the connected equipment against undesirable software. The organizer is not responsible in any way for possible damage caused by insufficient protection of the client's equipment.
- The client is obliged to enable checking of the connected equipment at the bidding of the organizer and adjust the configuration according to the demands of the organizer, eventually remove other discovered defects. If the client does not immediately fulfil the demands of the organizer, the organizer is entitled to disconnect the client off the LAN or WLAN and that is without any compensation.
- The client shall require demands for technical support of LAN and WLAN at the contact spot of the organizer. Technical support in the time of preparation of the expositions will be provided in the given hours which will be given in the instructions of the organizer for installation of the expositions.
- This service does not guarantee capacity for end connector.
- Availability and quality of WLAN connection depends on local conditions and it can vary depending on location of the end connector. In case the technical parameters of wireless network are exceeded, the quality of the service or availability can be reduced.
- The organizer is not responsible for possible failure of LAN and WLAN connection to the internet.

## ARTICLE V.

### PAYMENT CONDITIONS

- The client will pay the price according to the order or the contract on the grounds of an advance invoice due within 10 days from the date of its issuance, however 21 days before the event takes place at the latest. The organizer issues a tax certificate upon receiving the payment in the full amount.
- By due date it is meant a day on which an appropriate amount is charged on the organizer's account.
- If the payment is not settled in the time limit of maturity, the organizer reserves the right to refuse to provide the agreed fulfillment.
- In case stall equipment or other services are ordered later directly in the place of the conference, the payment will be settled in cash at taking over of the order.
- In case the order is cancelled within 21 days before the event takes place, the client is charged with cancellation fee in the amount of 25% of the total sum. In case the order is cancelled later than 21 days before the conference takes place, the cancellation fee is 100% of the total price of the agreed fulfillment.
- If the client delays with settlement of their obligations originated on the grounds

of the order or the contract, or eventually originated consequently by subsequent ordering of another fulfillment in connection with participation and presentation at the conference, the client is obliged to pay the organizer the stipulated penalty in the amount of 0,5% of the unsettled amount for every day of delay.

## ARTICLE VI. DEADLINES

- Deadline dates are stipulated in the contract, eventually in the order of and offer for company presentation.
- The organizer does not guarantee any possibility of subsequent ordering of equipment, eventually of other services directly in the place of the conference.
- The organizer reserves the right to stop accepting the orders in case the capacity of conference areas gets full even before the deadline dates for separate services are over.

## ARTICLE VII.

### LIABILITY FOR DAMAGE

- The client is responsible for keeping security and fire regulations and for other damage caused by their action or by action (intentional or unintentional) of people appointed by them, including damage caused by unsuitable use of the local computer network or of other equipment.
- In case of damage to the stall, damage or loss of handed over equipment, eventually in case of origination of other damage caused by the client, the client will settle the caused damage to the organizer on the grounds of an invoice due within 14 days after the end of the event. If the client does not keep this date, they will be sanctioned by stipulated penalty in the amount of 10% of caused damage for every day of delay.
- Eventual faults in promotion board and banners, which are part of the supply of services:
  - in case of discovering the fault at handover, the organizer will remove the fault till the beginning of the event,
  - in case any damage occurs in the course of the event, the organizer will remove the defect within 60 minutes from being reported on it.
- The organizer does not account to the client or their co-exhibitors, employees and co-workers for any loss, destruction or any other damage to the exhibits, equipment of the stall, goods, covers and packaging materials, things left alone on the stall, regardless if destruction or any other damage happened before the start of, in the course of or after the end of the event. The organizer does not either answer for damage or theft of the vehicles, and that is not even these parked in the places reserved by parking card, for the object of the fulfillment is only reservation of parking place, not subsequent guarding. The client acknowledges that they are obliged to settle eventual damage caused to the organizer, to other exhibitors or to the third persons.
- Insurance of the exhibits or other goods belonging to the property of the client is not part of the supply of the services.
- The organizer does not answer for non-fulfilment in consequence of intervention of force majeure, power failure outside the building of the congress centre, in case of terrorist attack or any other criminal act, vandalism and in other cases when the fulfillment is not possible due to reasons, which are not caused on the side of the organizer.
- In the course of the event and in the area as well as the surroundings where the event takes place the client is obliged to refrain from any other activities not agreed in the order or the contract, and leading or possibly leading to the presentation of the client, their products or services to the participants of the conference outside the area stipulated in the order or the contract.
- The client is obliged to refrain from any such action which would lead to any violation of decorum and prestige of the event, third persons or violation of good manners.
- In case the rules are violated according to the point VII.7, the client will pay the organizer fulfillment price according to the price list of the organizer, which corresponds to the unstipulated activity of the client. The client is obliged to stop such activity at the bidding of the organizer immediately and eventually remove all consequences connected with this activity. The payment will be settled on the grounds of an invoice due within 14 days after the end of the event.
- In case the stipulation is violated according to the points VII.7 or VII.8, the client will pay the organizer a stipulated penalty in the amount of 10 000,- CZK for each violation of the rules. Stipulated penalty will be settled on the grounds of an invoice due within 14 days after the end of the event. This does not impinge the right of the organizer for compensation of the caused damage or even for termination of the client's participation in the event.

## ARTICLE VIII.

### OTHER STIPULATION

- Special stipulations agreed in the contracts precede the rules presented in these General conditions.
- The contact spot of the organizer will be given in the instructions for installation of the expositions.
- The client agrees with presentation of their names or company name and contact information in the book of proceedings of the conference, in the internal materials of the organizer, in promotion materials concerning organization of the conference and other years of the conference, with giving the name or company name and eventual contacts to other clients – exhibitors, sponsors, co-organizers and people who are related to the conference or the future conferences and that is according to the organizer's discretion and provided that this information will be used in a way dignified and relevant to the general business contact.
- The organizer does not supply the lists with conference participants with regard to the statutory text of the Act on Personal Data Protection.

Current version of the General conditions of commercial presentation can be found on

[WWW.ISSS.CZ](http://WWW.ISSS.CZ)



Deadlines are defined in this offer or they are specified at items of the order form.

Payment conditions and presentation conditions are part of the General conditions of commercial presentation.

A complete price list can be found in the order of company presentation on [www.issc.cz](http://www.issc.cz)

Prices do not include VAT.

# CONTACT

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CONFERENCE MANAGER

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