

# LABOREXPO 2022 REGISTRATION PROCEDURE

## EXHIBITOR REGISTRATION PROCESS

Registration for the fair can only be done electronically via **Exhibitor registration form** at web site [www.laborexpo.cz](http://www.laborexpo.cz). During data entry are required complete billing and contact information, name of the company representative and the contact person responsible for the preparation of the fair by the exhibitor, requirements on the size and type of exhibition area, a company profile and other necessary data. They will subsequently be used for the preparation of contractual documents or as the basis for exhibitor entry in the catalogue.

Following confirm of registration and decisions on the allocation on the floor space by the organizer and invoice of Registration fee will be sent. Exhibitor name is also mentioned in the list of exhibitors on the website. Registration fee is not refundable.

The deadline for registration of exhibitors is April 30, 2022.

## FLOOR SPACE ALLOCATION

Free fair space is allocated on the basis of the date of registration of exhibitors and according to the size and type of required area. The exhibitor's consent to the allocated area and the price for its rental is required. The organizer of the fair reserves the right to change the location of exhibits, which are always consulted with the exhibitors and again agreed.

## CONTRACT AND CONDITIONS OF PARTICIPATION

On the basis of the application and allocation of the floor space will be prepared an agreement on lease of floor space, that specifies the commercial and technical conditions for the participation of exhibitor at the fair, such as rent or budget. It includes the determination of terms of payment of advance invoices of floor space lease – 100 % prepaid before the start of the event. Other services associated with participation in the fair, incl. possible construction exposures, electricity, etc. will be accounted in the final invoice issued within 14 days after termination of the event.

## STAND CONSTRUCTION / SERVICE ORDER

Exhibitors have two options for implementation of its stand at the fair. One of them is to contact their certified contractor and ensure the construction by themselves, the other option is to order a stand as a service mediated by the fair organiser. Electricity connection and other requirements such as parking cards, cleaning etc. are provided by the organiser.

The deadline for the order is April 30, 2022. Application will be sent by the organiser in April.

## CATALOGUE

The official trade fair catalogue will contain information about the exhibitor (logo, contacts, profiles, list of represented companies). Before submission of going to print embedded data will be sent to the exhibitor for authorization.

The deadline is April 30, 2022.

## CONTACT

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