

ORGANIZATIONAL INSTRUCTIONS – LABOREXPO/PROCESEXPO 2024

VENUE

PVA EXPO PRAGUE (PVA), HALL 1, Address: Beranových 667, 199 00 Praha, Czech Republic

<https://www.pvaexpo.cz/en/for-visitors>

DATE AND TIME OF ACCESS TO THE INDOOR AREA OF PVA AND THE EXHIBITION PREMISES

02.06.	13:00-22:00	Assembly of stands (Only for installers)
03.06.	07:00-22:00	Assembly of stands (Only for installers)
04.06.	07:00-22:00	Delivery and installation of exhibits by exhibitors, completion of the assembly of stands <i>Due to the finishing work, we recommend waiting for the morning or afternoon time with the installation of the exhibits. Alternatively, it is necessary to take into account ongoing work. The stands will be 80-100% ready on Tuesday morning.</i>
05.06.	07:00-08:30	Delivery and installation of exhibits
05.06.	09:00-17:00	Opening hours of the fair for the public - Entry to the area only with a parking card, other Parking P2
06.06.	09:00-17:00	Opening hours of the fair for the public - Entry to the area only with a parking card, other Parking P2
06.06.	17:00-22:00	Removal of exhibits and dismantling of stands - It is forbidden to remove exhibits/dismantle stands before 17:00!
07.06.	07:00-13:00	Dismantling of stands

GENERAL INFO FOR THE DELIVERY/REMOVAL OF EXHIBITS AND INSTALLATION COMPANIES

- Exhibitor passes are not required to enter the exhibition area and will not be issued.
- Exhibitor cards are required for the entry of motor vehicles into the PVA premises, which you fill in and place behind the wind-shield of the car (see attachment). On this card, you need to fill in the car's license plate number, driver's name, and mobile phone number. The card identifies the driver of the vehicle for possible contact and must be used by all vehicles moving in the area of handling routes, including vehicles of assembly or forwarding companies.
- The entrance for exhibitors and suppliers to the inner part of the exhibition centre to Hall 1 is through the passage from Entrance B and then through the gatehouse at the gate next to Entrance C. Here the PVA employees will hand over the Entry Assembly Cards and check the exhibitor's cards behind the windscreen.
- The main handling route in the PVA area has one-way traffic.
- The exit from the area is around Hall 1 – Entrance A – see the Map of the PVA area in the attachment.
- Throughout the area, it is mandatory to follow the traffic signs and instructions of the organizer or PVA employees. On all routes, a lane must be maintained for the passage and movement of other vehicles and fire or rescue services. If these conditions are not respected, the organizers or PVA may prevent further entry to the venue.
- To park cars for the necessary time, it is possible to use the areas along Trade Fair Halls 1 and 2.
- Only use the side door to enter Hall 1 – do not use the Main Entrance to Hall I – see Map of Trade Fair Hall 1.

TECHNICAL INFORMATION

- There are no ramps for unloading on the delivery routes. Forklift stacking, handling of large items and forwarding services are provided in the PVA area for a fee by the company CENTRUMSPED – see contacts on other side.
- Storage of exhibits and large packages (boxes, etc.) is provided by CENTRUMSPED for a fee.
- Mixed waste (unnecessary packaging, paper and plastic) must be taken to waste containers on both sides of Hall 1. Other waste must be taken away and disposed of by the exhibitor at their own expense.
- The exhibitor is not allowed to place items that can be considered dangerous in his stand. These are mainly flammables, gases, chemicals, etc. Their possible permission must be consulted in advance with the organizer of the fair and then explicitly authorized by the relevant PVA safety officer.

EXTERNAL INSTALLERS

In the case of the actual assembly of the stands, the exhibitor is obliged to send the organizer the contact details of his supplier no later than 1 week before the start of the assembly. A condition for the actual installers of stands is the possession of a trade license for this activity, or an extract from the Commercial Register, according to the subject of activity that the contractor is authorized to perform for this activity, and to have concluded Liability Insurance for Damage Caused by Own Activity. The implementer is obliged to submit the required documents to the organizer upon request.

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PARKING

- During the opening hours of the fair for the public (05.-06.06.), it is possible to park inside the premises only on the basis of a pre-purchased parking card – 1 exhibitor/1 card applies. Parking is available along the trade fair halls 1 and 2, or in other parts of the PVA complex, outside the designated pedestrian areas. Pick up your pre-ordered parking cards upon arrival at the Exhibition Centre at the Information Desk of the Organiser in Entrance Hall I during the installation days or before the start of the fair.
- To park other vehicles, use Parking P2 – ENTRANCE B. Parking fee is 200 CZK/day (debit/credit cards accepted). The P1 car park will be reserved especially for visitors to the fair and thank you in advance for respecting this.

FORWARDING SERVICES

The official forwarding partner in the PVA area, which exclusively provides all logistics services for trade fairs and events that take place at the exhibition centre, is CENTRUMSPED. Its services include: unloading and loading of installation material, exhibits and other trade fair goods, technical assistance in the assembly or disassembly of exhibits, storage of empty containers or exhibits, transport of exhibits, installation materials and other trade fair goods to/from the trade fair, and customs clearance and representation in customs proceedings.

RENTAL OF MACHINERY AND EQUIPMENT

For short-term rental of a 12 m self-propelled platform or other equipment, please contact the organizers of the fair.

CATERING

During public opening hours, a restaurant with hot meals in Entrance hall II and a café in Entrance hall I will be available. At the time of the assembly of the exhibitions and the delivery of the exhibits, refreshments will be open – hot and cold buffets in the passage between Hall 1 and Entrance Hall II. Catering for the stands is provided by the general contractor for PVA, STONES CATERING – see contacts below.

CLEANING

General cleaning of the exhibition premises will be provided after the completion of the construction of the exhibitions on June 4 at night. Cleaning of expositions (ordered Carpet vacuuming) will take place on 05.06. after the end of the opening hours of the fair. Garbage removal will be provided for each stall only if the waste bin is placed within reach of the cleaning service (ideally at the edge of the stand) after the end of opening hours. A cleaning service will be present for any unexpected situations – the contact person is the organizer of the fair.

INSURANCE AND ASSET PROTECTION

Exhibitors take out their own insurance for the duration of the fair at their own expense and are responsible for items taken over, borrowed (trade fair stands and their equipment) or placed in the rented exhibition area, as well as for persons located there.

The exhibition areas of Hall 1 and Entrance Hall I will be hermetically sealed outside of opening hours for the public and the time of bringing exhibits. During the opening hours of the fair for the public and during the assembly, the exhibitor ensures the security of the rented premises at his own expense.

PHOTOGRAPHER / VIDEO PRODUCTION

During the fair, it will be possible to order the services of a photographer and professional video production – see contacts below.

WI-FI CONNECTION

There will be free public Wi-Fi access in Hall 1 and Entrance Hall I with limited capacity.

ACCOMMODATION

The organizer does not provide accommodation. You can use accommodation facilities in the vicinity or visit the page: <https://www.pvaexpo.cz/en/ubytovani>.

IMPORTANT CONTACTS

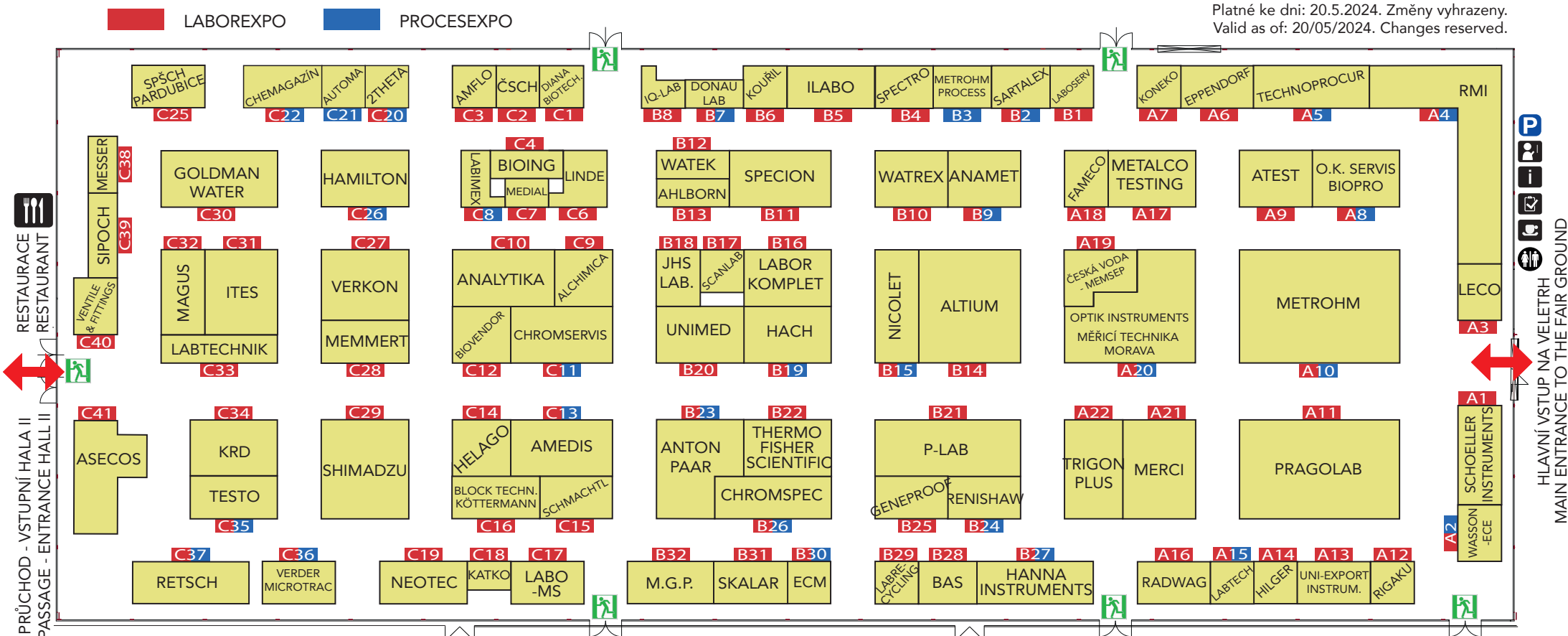
- **ORGANIZER:** CHEMAGAZÍN – Mr. Tomas ROTREKL, T: +420603211803, info@laborexpo.cz
- **FORWARDING SERVICES:** CENTRUMSPED – Mr. Filip CERVENY, tel. +420602501381, cerveny@centrumsped.cz, www.centrumsped.com
- **CATERING:** STONES CATERING – Mrs. K. REICHMAN, T: +420773635856, karolina.reichman@stonescatering.cz, www.gastropva.cz
- **FOTOGRAPHER:** Mrs. Stephanie KRISTL – T: +420776172658, photo@stephaniekristl.com, www.stephaniekristl.com
- **VIDEO PRODUCTION:** Mr. Ivo NOVOTNY – T: +420724309027, ivo.novotny@labrulez.cz
- **INSURANCE:** Mr. Josef ZACEK – T: +420731424709, josef.zacek@totalbrokers.cz
- **GRAPHIC SERVICES, COPYCENTRE:** Mrs. Pavla KLEMENCOVA – T: +420770698858, +420777325762, grafika@creativsro.cz

Notice: In addition to these Organizational Instructions, the Exhibitor is obliged to abide by other terms and conditions arising from the Agreement on the Lease of Exhibition Space, Services and Work.

PLÁN VELETRŽNÍ PLOCHY – HALA 1

EXHIBITION FLOOR PLAN – HALL 1

Platné ke dni: 20.5.2024. Změny vyhrazeny.
Valid as of: 20/05/2024. Changes reserved.



VYSTAVOVATEL - ČÍSLO STÁNKU / EXHIBITOR - STAND NUMBER

2 THETA ASE - C20
AHLBORN - B13
ALCHIMICA - C9
ALTUM INTERNATIONAL - B14
AMEDIS - C13
AMFLO (PRC) - C3
ANALYTIKA - C10
ANAMET - B9
ANTON PAAR - B23
ASECOS (D) - C41
ATEST - A9
AUTOMA - C21
BAS RUDICE - B28
BIOING - C4

BLOCK TECHNOLOGY - C16
ČESKÁ SPOLEČNOST CHEMICKÁ - C2
ČESKÁ VODA - MEMSEP - A19
DIANA BIOTECHNOLOGIES - C1
DONAU LAB - B7
ECM ECO MONITORING - B30
EPPENDORF CZECH & SLOVAKIA - A6
FAMECO ANALYTICAL INSTR. (F) - A18
GENEPROOF - B25
GOLDMAN WATER - C30
HACH - B19
HAMILTON (CH) - C26
HANNA INSTRUMENTS CZECH - B27
HELAGO-CZ - C14

HILGER - A14
CHEMAGAZÍN - C21
CHROMSERVIS - C11
CHROMSPEC - B26
ILABO - B5
IQ-LAB - B8
ITES VRANOV (SK) - C31
JHS LABORATORY - B18
KATKO - C18
KONEKO MARKETING - A7
KÖTTERMANN (D) - C16
KOUŘIL DÁVKOVACÍ ČERPADLA - B6
KRD - C36
LABIMEX CZ - C8
LABO-MS - C17
LABOR-KOMPLET - B16

LABOSERV - B1
LABRECYCLING (NL) - B29
LABTECH - A15
LABTECHNIK - C33
LECO INSTRUMENTE PLZEŇ - A3
LINDE GAS - C6
M.G.P. - B32
MAGUS MICROSYSTEMS - C32
MEDIAL - C7
MEMMERT (D) - C28
MERCY - A21
MĚŘICÍ TECHNIKA MORAVA - A20
MESSER TECHNOLOGAS - C38
METALCO TESTING - A17
METROHM ČR - A10 + B3
MICROTRAC (VERDER) - C36

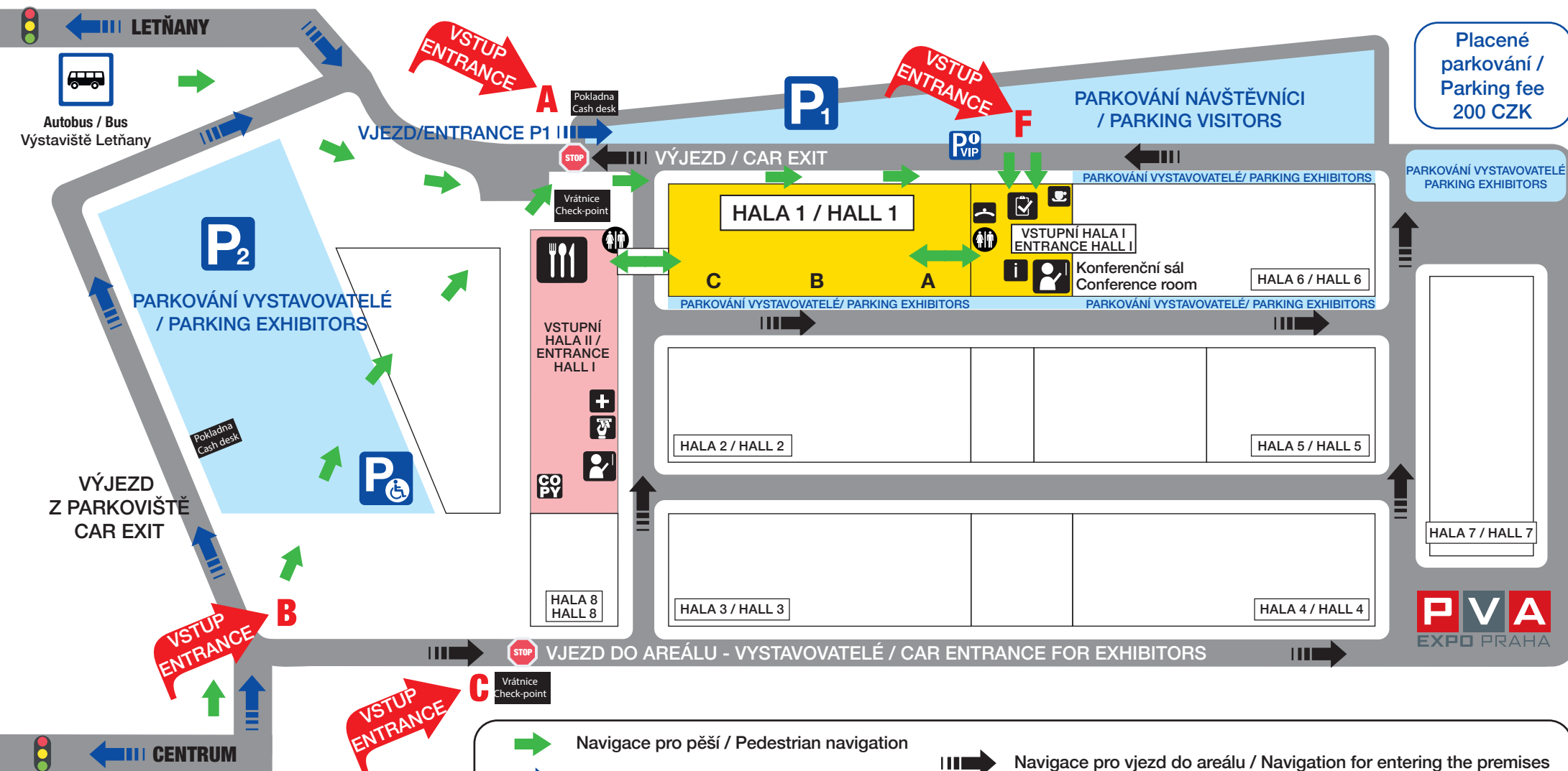
NICOLET CZ - B15
NEOTEC - C19
O.K. SERVIS BIOPRO - A8
OPTIK INSTRUMENTS - A20
P-LAB - B21
PRAGOLAB - A11
RADWAG VÁHY - A16
RENISHAW - B24
RETSCH (VERDER) - C36 + C37
RIGAKU - A12
RMI - A4
SARTALEX - B2
SCANLAB PRAHA - B17
SHIMADZU - C29
SCHMACHTL CZ - C15
SCHOELLER INSTR. - A12

SIPOCH - C39
SKALAR - B31
SPECION - B11
SPECTRO CS - B4
SPŠ CHEMICKÁ PARDUBICE - C25
TECHNOPROCUR CZ - A5
TESTO - C35
THERMO FISHER SCIENTIFIC - B22
TRIGON PLUS - A22
UNI-EXPORT INSTR. - A13
UNIMED PRAHA - B20
VENTILE & FITTINGS PRAHA - C40
VERKON - C27
WASSON-ECE INSTR. - A2
WATEK - B12
WATREX PRAHA - B10

PLÁN AREÁLU VÝSTAVIŠTĚ EXHIBITION AREA PLAN

LABOREXPO PROCESXPO

PVA EXPO PRAHA · 05-06/06/2024



Placené parkování /
Parking fee
200 CZK

PARKOVÁNÍ VYSTAVOVATELÉ
PARKING EXHIBITORS

PVA
EXPO PRAHA

M
Metro linka C - stanice Letňany
Subway line C - Letňany station

5-10 min. chůze / walk