

# ORGANIZATIONAL INSTRUCTIONS FOR LABOREXPO / PROCESEXPO 2026

## VENUE

**PVA EXPO PRAGUE (PVA), HALL 3, 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 EXPO AND THE EXHIBITION PREMISES

May 30	15:00-22:00	<b>Assembly of stands</b> (Only for Construction companies)
May 31	07:00-22:00	<b>Assembly of stands</b> (Only for Construction companies)
June 1	07:00-22:00	<b>Delivery and installation of exhibits by exhibitors, completion of the assembly of stands</b>
June 2	07:00-08:00	Delivery and installation of a small-scale exhibits
June 2-3	08:30-16:00	<b>Opening hours of the fair for the public</b> Entry inside the PVA EXPO area is permitted only with a valid paid parking card. Other vehicles must use Parking P2.
June 4	08:30-15:00	<b>Opening hours of the fair for the public</b> Entry inside the PVA EXPO area is permitted only with a valid paid parking card. Other vehicles must use Parking P2.
June 4	15:00-24:00	<b>Removal of exhibits (from 15:00) and dismantling of stands (from 16:00)</b> - It is forbidden to remove exhibits/dismantle stands before 3 p.m.!

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

- Exhibitor passes are not required for entry to the exhibition area and will therefore not be issued.
- **We require the sending of construction drawings and a 3D design for our approval at least one month before the start of the assembly.**
- The hanging of objects in the hall ceiling structure must be ordered in advance. We will prepare a price offer based on the submitted requirements and construction design.
- Technical connections (water, waste, electricity) must be ordered by the exhibitor no later than April 30. The connections will be prepared before the assembly of the stands and their connection to the stand is entirely within the competence of the operator of the PVA EXPO PRAGUE exhibition area.
- VEHICLE ENTRY CARD are required for the entry of motor vehicles into the PVA premises, which you fill in and place behind the windshield 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 (exit) for exhibitors and suppliers to the inner part of the exhibition centre to HALL 3 is through the passage from PVA EXPO PRAGUE **Entrance B**. At this point the PVA employees will hand over the Vehicle Entry Card behind the windscreen. 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 3 and 4.
- Use only the designated side doors when entering HALL 3

## TECHNICAL INFORMATION

- There are no ramps for unloading on the delivery routes. Forklift handling, stacking of large items, and forwarding services within the PVA area are provided for a fee by CENTRUMSPED - see contacts on the next page.
- 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 3. 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 their 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 4 weeks 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 contractor shall send all required documents to the Organizer no later than April 30.

# ORGANIZATIONAL INSTRUCTIONS FOR LABOREXPO / PROCESEXPO 2026

## PARKING

- During the opening hours of the fair for the public (June 2-4), it is possible to park inside the premises only on the basis of one or more pre-purchased parking cards. Parking is available along the HALLs 3 and 4, 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 III during the installation days or before the start of the fair.
- To park other vehicles, use Parking P2 - ENTRANCE B. Parking fee is charged - see [PVA EXPO Parking](#).

## 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 and a café in Entrance HALL III 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 3 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 1st at night. Cleaning of expositions (ordered Carpet vacuuming) will be done 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 3 and Entrance HALL III will be secured and closed outside public opening hours and delivery times. During public opening hours and the assembly period, the exhibitor is responsible for the security of the rented premises at their own expense.

## WI-FI CONNECTION

There will be free public Wi-Fi access in HALL 3 and Entrance HALL III with limited capacity.

## ACCOMMODATION

The organizer does not provide accommodation. You can use accommodation at WE HOTEL: [www.we-hotels.com](http://www.we-hotels.com).

## IMPORTANT CONTACTS

- **ORGANIZER:** CHEMAGAZÍN - Mr. Tomas ROTREKL, T: +420603211803, [info@laborexpo.cz](mailto:info@laborexpo.cz)
- **VENUE:** PVA EXPO PRAGUE, T: +420703199006, [info@pvaexpo.cz](mailto:info@pvaexpo.cz), [www.pvaexpo.cz](http://www.pvaexpo.cz)
- **FORWARDING SERVICES:** CENTRUMSPED - Mr. Filip CERVENY, tel. +420602501381, [cerven@centrumsped.cz](mailto:cerven@centrumsped.cz), [www.centrumsped.com](http://www.centrumsped.com)
- **CATERING:** ABF CATERING, T: +420722692463, [www.abf-catering.cz/kontakt](http://www.abf-catering.cz/kontakt)
- **PHOTOGRAPHER:** Mrs. Stephanie KRISTL - T: +420776172658, [photo@stephaniekristl.com](mailto:photo@stephaniekristl.com), [www.stephaniekristl.com](http://www.stephaniekristl.com)

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