



Fairground Letňany, Beranových 667, Praha 9 - Letňany

INSTRUCTIONS FOR EXHIBITORS

STAND SET-UP TIMES

from October 12th (Sunday) till October 15th (Wednesday) 2008 from 8 a.m. to 8 p.m.

DISMANTLING TIMES

October 19th (Sunday) till October 20th (Monday) 2008 from 8 a.m. to 8 p.m. (dismantling of small exhibits is possible already on Saturday, October 18th 2008 **after 3 p.m. - not before – Thank you.**)

OPENING HOURS

For visitors :

October 16th and 17th 2008 from 9 a.m. to 5 p.m.

October 18th from 9 a.m. to 2 p.m.

For exhibitors and their staff:

October 16th and 17th 2008 from 8 a.m. to 6 p.m.

October 18th 2008 from 8 a.m. to 8 p.m.

For the reason of higher security at the Fairground we would kindly ask you to stick to the time schedule listed above. We also recommend the presence of the representative of exhibitor (eventually security) near the exhibits from opening till closing hours of the pavilion (see above).

If you are not able to keep to this time schedule due to important reasons, please inform the fair management.

CLOSING HOURS

The total area of Fairgrounds is closed

- during set-up and dismantling times from 8 p.m. to 8 a.m.

- during the exhibition from 6 p.m. to 8 a.m.

ENTRANCE FOR VISITORS

Based on the registration at <http://www.natoexhibition.org> and after showing a personal document (ID, passport or driving licence). Registration will be possible also at the Fairground **Please inform your guests about this possibility. Thank you.**

EXHIBITORS PASSES

Based on your reservation, the exact number of the passes will be given to you after your arrival on the Fairground (FOYER, opposite of the main entrance) during registration, for the set-up, dismantling and exhibition period.

PASSES for SET-UP AND DISMANTLING

Based on your reservation, the exact number of the passes will be given to your staff after their arrival on the Fairground (FOYER, opposite of the main entrance) during registration, for the set-up, dismantling and exhibition period (**see the form "Confirmation of own realisation of display"**)

After the end of exhibition the area must be given back at the same layout in which it was taken over. Please do inform your realisation companies to use a masking tape, under the double-sided carpet tape, which do not leave the signs on the floor.

REGISTRATION

Registration place will be situated at the entrance hall (FOYER) and will be opened for the whole period of set-up, exhibition and dismantle.

After showing of personal documents (ID, passport or driving licence), the exhibitor will obtain ordered amount of exhibitor passes, parking cards for exhibitors cars (see enclosed form, in case of need and request, it will be possible to buy limited amount of parking cards at the Fairground by cash payment). Exhibitor will also obtain 1 fair catalogue in printed form for free, as well as other informative materials and documents.

SET-UP OF STANDS

Please contact Progres Partners Advertising s.r.o., Prague
Ms. Šimková - phone: 00420 221 602 362
fax: 00420 224 235 033
e-mail: simkova@ppa.cz, more on www.natoexhibition.org.

HEIGHT LIMITS OF CONSTRUCTION

In case of exceeding the limit of approved height of the stand over 3 m, we require sending us a project documentation (see attachment "Cross of halls" for more information about halls)

ENTRANCE OF VEHICLES TO FAIRGROUND AREA

During set-up:

from October 12th 2008 (Sunday) till October 14th 2008 (Tuesday) from 8 a.m. to 8 p.m.

October 15 2008 (last day of set-up) – **DEPOSIT**

- entrance on deposit 1.000,- Kč for period of 3 hours from 7.45 a.m. to 8.15 p.m., in case of exceeding 3 hours, deposit will not be returned.

During exhibition period:

October 16th 2008 till October 18th 2008 - **DEPOSIT**

- entrance on deposit 1000,- Kč for 1 hour period between 8 a.m. to 9 a.m. and between 5 p.m. to 6 p.m.
- On the October 18th 2008 it is possible to dismantle small exhibits already after 3 p.m.
- **does not apply for exhibitors with valid parking card**

During dismantling:

from October 19th 2008 till October 20th 2008 from 8 a.m. to 8 p.m.

- **the parking place (non-supervised) will be reserved for exhibitors cars inside the Fairground area.**
- **after the end of assembling times (set-up and dismantle) all the vehicles must leave the Fairground area.**
- **night parking in the Fairground area is prohibited. In case of not keeping this prohibition, a vehicle will be pulled away.**
- **during gathering of the exhibits to the Fairground we recommend you to unload and park your car at one of the parking places inside the Fairground area.**

Warning notice:

During clearance of the stands, it is a responsibility of each exhibitor to keep an eye on their loose property and exhibits, as well as expensive devices and export them immediately after the end of exhibition.

During the last day of gathering of the exhibits (October 15th 2008) we notice that it is also prohibited to do rough building and preparatory tasks (for instance cutting etc.) that could cause inconveniences due to possible damage of installed exhibits situated all about. Thank you for your understanding.

WASTE REMOVAL

In relation to the set-up and dismantle, we kindly ask exhibitors, whose stands are not built by organiser, to remove the construction waste and extensive packaging materials by their realisation companies. Containers will be placed at the Fairgrounds near the halls **ONLY during Set-up times**. **During Dismantle times it is strictly forbidden** to place construction materials in the waste bins (with the exception of minor waste). It is possible to liquidate the construction material via the organiser of the trade fair for a fee. Thank you for understanding.

STORAGE OF PACKAGING

It is possible to order it from **BECK SPEDITION** (see Important contacts)

DECLARE OF TRUCKS

Please contact **BECK SPEDITION** (see Important contacts)

SPEDITION SERVICES – CUSTOMS

It is possible to order it from **BECK SPEDITION** (see Important contacts)

PARKING SPACE FOR EXHIBITORS

You can order parking cards for cars at the reserved car park (only for exhibitors) in the "Order Catalogue of Services" (please find enclosed).

Price CZK 50EUR per car - in the reserved car park for exhibitors

Parking is valid during set-up, exhibition and dismantle. You will obtain your parking passes during your registration.

SECURITY

Organiser ensures general night security at the Fairground area. Security of particular exhibits is not included. Timing is as follows:

At night from October 15th (last day of set-up) to October 16th 2008	8 p.m.- 8 a.m.
At night from October 16th to October 17th 2008	6 p.m.- 8 a.m.
At night from October 17th to October 18th 2008	6 p.m.- 8 a.m.
At night from October 18th to October 19th 2008	8 p.m.- 8 a.m.

Security at the entrance and exit gate can require a list of exhibits followed by their control. During your entrance to the Fairground area the security is authorised to make a control of your cars boot area. We offer the possibility to order personal security of the stand. This security we recommend especially for night before the beginning of the exhibition (see enclosed form).

AMBULANCE

Emergency service will be available for the whole period of assembling (set-up and dismantle) and exhibition situated at the entrance hall (FOYER).

ELECTRIC INSTALLATION

You should have ordered electricity installation from the application form "Order for technical mains".

The electricity connection to the stands will be carried out exclusively by staff of Fairgrounds. There are lump sum rates for connection and consumption of electricity for the duration of the fair. The price catalogue is a part of your order (see "Order for technical mains").

Based on our experiences from the previous events and for simplification of realisation your exhibits we ask you to check-up blocking of the switchboard of electric current which is inevitable in case of your order for electric current 6,6 kW and more. Thank you.

WATER CONSUMPTION AND INSTALLATION

You should have ordered water installation from the application form "Order for technical mains" Installation will be carried out by plumbers of Fairgrounds only. There are lump sum rates for water supply and consumption for the duration of the fair. The price catalogue is part of your order (see "Order for technical mains").

CONNECTION OF ELECTRICITY, WATER, NIGHT ELECTRICITY CONNECTION , PHONE

Is available to the certain area of your stand - if you are constructing on your own – please send a draft/map to Progres Partners Advertising, fax: 00420 224 235 033. (at the latest by September 31st 2008).

STAND CLEANING

Can be ordered from the services forms in the "Order for technical mains" catalogue (see enclosed).

HOSTESS, INTERPRETER, SECURITY SERVICE

Can be ordered from the enclosed form "Services order".

ADVERTISING ON THE FAIRGROUNDS

Can be ordered from "Order Catalogue of Advertising Services".

INSURANCE

We recommend you to insure your exhibits at your insurance company.

The representative of one insurance company will be present at the Fairground for the assembling period (FOYER). This is valid only for Czech exhibitors, international exhibitors need to make an insurance contract in their countries.

SMOKING

Smoking in the halls is strictly forbidden.

CATERING

Can be ordered at the Fairgrounds area (see "Price list" enclosed)

For more information please contact:

Maximum Party Service

Mr Vladimír Svoboda

Křivoklátská 527, 199 00 Prague 9

Tel: +420 603 149 297

catering@maxservice.cz, www.maxservice.cz

ACCOMPANYING SPECIALIST PROGRAM

Conference called "**Urban Peacekeepers**" will be set up in the area of entrance hall (FOYER). More information on <http://www.natoexhibition.org> in the section dedicated to Conference.

CATALOGUE

Each exhibitor / organisation will certainly receive 1 catalogue free of charge.

COPY CENTRE

Will be located in the area of entrance hall (FOYER)

POLICE

Emergency number in Prague: 158 (or 112)

Prague 8, Trousilova 1121/3, tel: 974 853 111

FAIR MANAGEMENT

The Fair Management will be located at the entrance hall (FOYER).

***COCKTAIL PARTY FOR EXHIBITORS and VIP guests
will take place on Friday
October 17th 2008 from 6.00 p.m. at the Fairground area.
If you are interested, please fill in the enclosed form***

IMPORTANT

Exhibitors who will have these exhibits in their stand:

1. Devices for night vision
2. Armour-plated vehicles
3. Non-lethal weapons and ammunition
4. Gas grenades
5. Personal weapon systems
6. Other specialised that meets the criteria of weapon, ammunition, explosives, security material
7. Dummies
8. Inert weapons and ammunition
9. Scale models 1:1 or other scale including cross sections models
10. Weapons and ammunition designed for practical display

Please, we kindly ask you to carefully examine enclosed materials “Information for exhibitors of weapons, ammunition and security material at FUTURE SOLDIER CZECH REPUBLIC 2008”
Thank you.

- in case of building the stand on your own (by your realisation team), it is important to follow the fire-police norm ČSN 730823 (or its amendment) about usage of non-flammable materials and other technical proprieties (see “Technical-service conditions”).
- in case of a stand consisting of more than one storey, a confirmation report from a structural engineer (static) is required. Please send a copy of a draft (possibly confirmation document) to Progres Partners Advertising by Fax: +420 224 235 033 till September 30th 2008.

IMPORTANT ADDRESSES:**FAIR MANAGEMENT:**

International Coordination Centre
PROGRES PARTNERS ADVERTISING s.r.o.,
Opletalova 55, 110 00 Praha 1
Tel.: 00420 221 602 362, 224 236 506, 224 218 403
Fax: 00420 224 235 033
www.natoexhibition.org

Project Manager:

Mr. Michal Dráždanský
tel: +420 221 602 162, fax: +420 224 235 033, e-mail: drazdanskyp@ppa.cz

Production manager:

Ms. Silvie Šimková
tel: +420 221 602 362, fax : +420 224 235 033, e-mail: simkova@ppa.cz

Manager:

Ms. Lucia Karaková
tel : +420 221 602 362, fax: +420 224 235 033, e-mail: natoexhibition@ppa.cz

SPEDITION SERVICES – customs, storage of packaging materials:**BECK SPEDITION**

Dipl. Ing Pavel Beck
Chrastavská 113/4, 190 00 Praha 9
Tel : +420 286 881 730, +420 602 311 950 Fax: +420 222 891 671
e-mail: beck.pavel@volny.cz

Services: storage of packaging material, assistant and manipulation workers, high-lift truck, crane, complete loading/unloading, customs clearance. In case of transporting the goods "under customs control" it is necessary to consult the export and backward import procedure with the spedition company. Representatives of the company listed above will be available at the Fairground area for the period of set-up and dismantling, in the SPEDITION Hall. For further information please contact company BECK SPEDITION.

ACCOMMODATION and FLIGHT TICKETS RESERVATION:**HOLIDAYS Czech Airlines , a.s.**

Kolejní 550/2, 160 00 Praha 6
Tel: +420 222 101 471
fax: +420 222 101 499
e-mail: Pavla.Sebestova@holidayscsa.com, www.holidayscsa.com

CATERING:**Maximum Party Service**

pan Vladimír Svoboda
Křivoklátská 527, 199 00 Praha 9, Tel: +420 603 149 297
catering@maxservice.cz, www.maxservice.cz

ARMOURER OF EXHIBITION:

Ing. Vladimír Maršík
Tádžická 1424, 101 00 Praha 10 – Vršovice
tel: +420 602 742 346
e-mail: v.marsik@tiscali.cz

Information for exhibitors of weapons, ammunitions and security materials at FUTURE SOLDIER Czech Republic 2008

- **PLEASE CHECK** page No 7 where is the list of exhibits which underlie special norms
- **FOR INTERNATIONAL EXHIBITORS:** If you will exhibit these exhibits from the page No 7 and you do not have your business partner in Czech Republic, please fill in the enclosed document "Declaration of military material for exhibition FUTURE SOLDIER PRAGUE 2008".
- **FOR CZECH EXHIBITORS:** If you will exhibit these exhibits from the page No 7, please do inform armourer of the exhibition about this (see Important contacts).
- **IMPORTANT: only foreign exhibitors** who import military material according to statute 38/94 Sb.(see enclosed SVM) **will ask for licence.** Czech exhibitors do not need a licence for their military material. If you import to your exhibits military material of your co-exhibitor from abroad which underlie the licence, please contact appropriate authorities.

**Please, we ask you to send the documents listed below to our address till
September 3rd 2008. Thank you.**

Exhibits at **FUTURE SOLDIER Czech Republic 2008** will be highly secured with the aim to ensure the highest level of convenience for exhibitors to guarantee and secure their property, even though this arrangement lowers comfort to access the exhibits.

The entrance to the Fairground area is for visitors as well as for exhibitors through security area that means the entry and exit is possible only through security frames. The Security project of the fair is authorised by the members of the State authority. This **Security project** (the shortcut ISMS – Information Security Management System used as well) **create complex solution of safety with the understanding of international norms and standards ISO/ IEC 27001** (old notation BS 7799 or ISO/ IEC 17799) **and other partial European norms**, which are solved by particular segments of security. The organiser of the exhibition does not assume that some secret information will be spread in the exhibits. The responsible person for security regulation and evidence of weapons and ammunition exhibits is armourer of exhibition Ing. Vladimír Maršík.

Exhibitors who will have in their exhibits:

Nomenclature	Name
2.1.1.4.	Optical components, night vision equipment
2.1.3.	Armoured-plated vehicles – security material
2.3.3.	Non-lethal weapons and ammunition
2.3.4.	Gas grenades
2.3.5.	Personal weapon systems
2.3.6.	Other, what meets the criteria of weapons, ammunition, explosives, security material and military material according to specific SVM

Please, we ask you to send us (via e-mail, see the contact below) a list of these exhibits with the presentation of technical status and purpose of their usage:

TYPES:

- A** **Dummy** – temporarily deactivated weapons – that underlie licence control for international exhibitors
- B** **Inert weapons** – weapons and ammunition with permanently disabled functioning, exhibitor will show this disability by appropriate confirmation document
- C** **Scale Models** 1:1 or other scale including cross section models
- D** **Actual weapons and ammunition** - use for practical display, that underlie licence control for international exhibitors

Organiser prefer **Scale Models** and **Inert weapons and ammunition** in the exhibits which do not underlie any licence control in the Czech Republic, also because this part of soldiers equipment is additional exhibit at this fair. The method of practical display at the Fairground area must not cause to other people. Armourer will decide about the struggle situations.

PURPOSE OF USE:

1. For display during the exhibition FUTURE SOLDIER Czech Republic 2008 only. Shipment out of the Czech Republic will be ensured immediately after the end of FUTURE SOLDIER Czech Republic 2008.
2. For display during FUTURE SOLDIER Czech Republic 2008 and subsequent display in exhibitions, shows, events or similar contractual agreed purposes within the Czech Republic. Shipment out of the Czech Republic will be ensured right after the end of these events.
3. For entire consumption or devaluation during FUTURE SOLDIER Czech Republic 2008 or subsequent contractual exhibition show or similar contractual agreed purpose within the Czech Republic.

If a foreign exhibitor would like to exhibit these kind of exhibits that underlie licence control and do not have his business partner in the Czech Republic who is authorised for business with military material (according to statute No 38/1994Sb. about international business with military material) organiser will require issuance of documents in the Czech Republic via the company : OMNIPOL a.s. IČ 25063138. Address: CZ11000 Prague 1, Nové Město, Nekázanka 11/880. (see below)

We will send (via e-mail) „**Instructions for exhibitors of weapons, ammunition and security material at FUTURE SOLDIER Czech Republic 2008**” to exhibitors who will have any **type** of weapons and ammunition, explosives, security material in their exhibit, where will be the basic information for realisation and manipulation with these exhibits at the Fairground.

From armourer, it is possible to require (on your personal cost) individual security guard or setting technical devices (electronic security alarm) for the exhibits or particular exhibit whose usage is common for the weapons in the Czech Republic, or based on agreement with the armourer you can install your own suit.

For optimal and successful running of exhibition we would kindly ask your expert to send an email to the armourer (at v.marsik@tiscali.cz) with the subject of the interest of security (of the exhibits), how the exhibit will be secured (against unauthorised manipulation – examination) for security submission and what kind of possible threat the exhibit has, at the latest **till September 3rd 2008**. Thank you very much.

- On a request the armourer will directly send (via e-mail) printed documents No 4 for evidence of their exhibits to Czech exhibitors of weapons and ammunition.
- The armourer is a qualified and authorised person to discuss specific conditions and solutions of security of the exhibit and its presentation with you.

DECLARATION OF MILITARY MATERIAL at FUTURE SOLDIER Czech Republic 2008 Exhibition

FOR INTERNATIONAL EXHIBITORS: in case you will exhibit following exhibits from the page No 7 and you do not have your business partner in the Czech Republic

Please send these documents to our address till September 3rd 2008. Thank you.

Information about the exhibitor at FUTURE SOLDIER Czech Republic 2008 Exhibition:

1. Organisation name.....
2. Country.....
3. Company address
4. Contact person

Phone: Fax: E-mail:.....

We hereby declare that all exhibits of military nature (see list from the page No 7) will be handled fully in accordance with legal requirements of our company's home country. With all items that are of military nature will be handled at any time of their presence in the Czech Republic in a manner causing no conflict with the enforced legal requirements of the Czech Republic. Subsequent shipment of exhibited items out of the Czech Republic will take place no later than by the end of October 2008, if it is not agreed differently with the organiser of FUTURE SOLDIER Czech Republic 2008 Exhibition.

We hereby declare that all the material of military nature we listed in the Form No 2 (excluding material declared as „D“ type) has been deactivated or made inert to such an extent that it is fully equivalent to all legal provisions of our company's home country. A professional representative of FUTURE SOLDIER Czech Republic 2008 will be allowed to check deactivation of all exhibited material. We hereby declare that we accept all legal obligations and consequences arising from inadequate deactivation of exhibited military material.

City2008

.....
*Signature and Stamp of an authorised
representative of the exhibiting company*

To be completed by FUTURE SOLDIER 2008 representative

The above listed exhibiting company has met all the obligations required by the organiser and may take part in the FUTURE SOLDIER Czech Republic 2008 Exhibition.

Signature and stamp:

FUTURE SOLDIER Prague (October 16th – 18th 2008) Exhibition

LIST OF EXHIBITS

Item No.	Code No.	Exhibit Name	Type No.	Production No.	Number of units	Unit price in EUR (*)	Exhibit type (A, B, C, D) And purpose of usage (1, 2, 3)
1	2	3	4	5	6	7	8
Total							

(*) For customs and insurance purposes only

We herewith confirm the completeness, accuracy and truthfulness of all information provided above and we are aware of possible legal consequences arising from the provision of false or otherwise distorted information. Upon the request of competent authorities of the Czech Republic in charge of import/ export of material of military nature, we will provide additional information necessary for the issuance of the export/import licence.

Information about any changes in the above list of exhibits will be provided to the organiser of FUTURE SOLDIER exhibition 2008 in written form. We are aware that any changes in the above mentioned list might only be made with a prior consent by competent authorities of the Czech Republic in charge of import/export of material of military nature and without their approval we will not import any other items that are not listed in the list of exhibits to the Czech Republic.

City2008

Signature of an authorized
representative of the exhibitor

SERVICES ORDER

EXHIBITOR	TRADE FAIR	CONTACT ADDRESS:
	 FUTURE SOLDIER CZECH REPUBLIC 2008 EXHIBITION & CONFERENCE Under the aegis of the National Armaments Director of the Czech Republic Prague, 16 th to 18 th October 2008	International Coordination Centre FUTURE SOLDIER 2008 Progres Partners Advertising, s.r.o. Opletalova 55 CZ 110 00 Prague1 Fax: +420/224 235 033

Request for interpreter (min. 6 hours)

Number	Language	Date from - to	Time from - to	Price according to agreement

Request for hostess (from 1 hour/ 8 EUR)

Number	Language	Date from - to		Price according to agreement

Order for security service (1 hour/11EUR)

Date	Number of guard	Time from - to	Total hours	Price

Parking passes for private cars

**Parking passes for private cars on the appropriate parking place /only for exhibitors/
 Parking permission valid during set-up time, exhibition and dismantling.
 Parking passes will be given to you during your registration.**

Reserved parking place for exhibitors	pc	50 EUR
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All prices given are VAT excluded.

.....
 Place, date

.....
 Company stamp and signature of the exhibitor (client)

ORDER OF HIRING THE FLOWERS

EXHIBITOR	TRADE FAIR	CONTACT ADDRESS:
	 FUTURE SOLDIER CZECH REPUBLIC 2008 EXHIBITION & CONFERENCE <small>Under the aegis of the National Armaments Director of the Czech Republic Prague, 16th to 18th October 2008</small>	International Coordination Centre <i>FUTURE SOLDIER 2008</i> Progres Partners Advertising, s.r.o. Opletalova 55 CZ 110 00 Prague 1 Fax: +420/224 235 033

Price list for hire of plants:

TYPE	SIZE	PRICE OF HIRE FOR THREE DAYS	NUMBER OF ITEMS
Natural			
Ficus benj.	140 - 200 cm	30 EUR	
Ficus benj.	100 - 140 cm	23 EUR	
Ficus benj.	up to 100 cm	18 EUR	
Yucca, palm	130 - 200 cm	30 EUR	
Large pot	diameter 50 cm	18 EUR	
Small pot	diameter 20 cm	9 EUR	
Flowerbox	70 - 80 cm	14 EUR	
Tall pot plants.	50 - 100 cm	6 EUR	
Medium pot plants	do 50 cm	3 EUR	
Small pot plants		2 EUR	
Artificial			
Large trees	150 - 190 cm	29 EUR	
Large pot	90 - 100 cm	18 EUR	
Small pot	30 - 50 cm	9 EUR	
Hanging flowers		7 EUR	
Sale			
Large Ikebana	diameter 35 cm	25 EUR	
Medium Ikebana	diameter 25 cm	19 EUR	
Small Ikebana	diameter 15 cm	11 EUR	
Arrangement for stand	150 cm	105 EUR	

*Flowers will be given to your stand before opening of the exhibition.
The prices given are VAT excluded.*

.....
Place, date

.....
Company stamp and signature (client)

COCTAIL PARTY FOR EXHIBITORS

EXHIBITOR	FAIR	CONTACT ADDRESS:
	 <p>FUTURE SOLDIER CZECH REPUBLIC 2008 EXHIBITION & CONFERENCE Under the aegis of the National Armaments Director of the Czech Republic Prague, 16th to 18th October 2008</p>	International Coordination Centre <i>FUTURE SOLDIER 2008</i> Progres Partners Advertising, s.r.o. Opletalova 55 CZ 110 00 Prague 1 Fax: +420/224 235 033

**WE ORDER TICKETS FOR
COCTAIL PARTY FOR EXHIBITORS**

and

**VIP GUESTS OF FUTURE SOLDIER Czech Republic 2008 Exhibition
which will take place on 17th October 2008 from 6 p.m. in Fairground area**

..... pc

Price 20 EUR/ pc (not including 19 % VAT)

.....
Place, date

.....
Company stamp and signature (client)

CONFIRMATION OF THE OWN REALISATION THE EXPOSITION

EXHIBITOR	TRADE FAIR	CONTACT ADDRESS:
	 <p>FUTURE SOLDIER CZECH REPUBLIC 2008 EXHIBITION & CONFERENCE <small>Under the aegis of the National Armaments Director of the Czech Republic</small> Prague, 16th to 18th October 2008</p>	International Coordination Centre <i>FUTURE SOLDIER 2008</i> Progres Partners Advertising, s.r.o. Opletalova 55 CZ 110 00 Prague 1 Fax: +420/224 235 033

We hereby confirm that we got acquainted with the technical-safety regulations of the Prague Exhibition Grounds PVA and that we will follow the provisions.

.....
Place, date

.....
Taken into consideration by (stamp and signature)

Confirmation

a) WE WILL USE OUR STAFF TO REALIZE THE EXHIBIT YES NO

b) THE CONSTRUCTION OF OUR STAND WILL BE REALIZED BY THE FIRM:
To be filled out only by exhibitors whose stands are not to be realized by organiser.

Name:

Address:

Contact person:

Tel.: Fax:

Confirmation We herewith confirm that we are aware of and acquainted with Conditions for participation including Technical-safety regulations for participation at FUTURE SOLDIER Czech Republic 2008 Exhibition and also we confirm the acceptance of our responsibility for realisation of the exhibit. The realisation team of our exhibit has an authorised document for conducting all technical work. Next, we confirm that all the materials used for the constructing of the stand have lower degree of flammability according to the norms and regulations, especially textiles are water-proofed/ impregnated against the fire.

Order for the set-up and dismantling passes

We request following number of the passes: pc

Based on copy of this document, ordered number of the passes will be given to your co-workers at the registration desk after their arrival (FOYER, opposite the main entrance).

.....
Place, date

.....
Company stamp and signature of the exhibitor (client)

TECHNICAL - SAFETY REGULATIONS

*for exhibitors at exhibition
FUTURE SOLDIER Czech Republic 2008*

All foreign and domestic participants are obliged to maintain the principles contained within them.

Technical Conditions

I.

The basic height of an exhibit is 3 m. In the case of a taller exhibit, the exhibitor is obliged to present the exhibit project for approval. He must demonstrate this approval at the receipt of the allocated exhibition site. For stands with more than one storey it is necessary to present a stress analysis calculation along with the project.

II.

All exhibits must conform to fire prevention regulations, and neither their architectural form nor their operation may interfere with neighbouring exhibits.

III.

It is forbidden to pour the remains of paints or other toxic substances which would contaminate or otherwise endanger the environment into sewer inlets or sinks. The exhibitor (or a firm delegated by him) is obliged to remove and destroy these unused substances at his own expense.

IV.

The exhibitor (or implementation firm) is obliged to take up and remove floor coverings including adhesive tape.

V.

The exhibitor has the right to promote his goods solely at his own exhibit. Promotion at other places at the trade fair is only possible after agreement with Progres Partners Advertising, s.r.o.

VI.

The operational period and deadlines for assembly and disassembly must be adhered to. It is only possible to extend the operational time with the consent of the administration of the trade fair. In the event that the operational period is not adhered to and the request to leave the pavilion is not accepted, there is a possibility that costs associated with it will be billed. It is not possible to extend the deadlines for assembly and disassembly.

VII.

Under no circumstances is the use of a combustion engine vehicle allowed on the premises of the pavilion. In the event that it is used as an exhibit, the fuel and electrical source must be removed (the battery must be disconnected). In the event that the owner of the vehicle does not adhere to this regulation, he may be fined.

VIII.

In the event of delay during the removal of packaging materials, the organiser has the right to have all packaging materials removed at the expense of the exhibitor and without a right to reimbursement for the exhibitor.

IX.

It is forbidden to stick informative or promotional materials on the construction of the pavilions.

X.

The exhibitor is obliged, before his own assembly starts, to assume the area from the organiser (in the event of his own assembly), and to return that area clean and undamaged after disassembly.

Technical and fire regulations, energy usage regulations and directive for the use of temporary electrical instalations

During the time of the Fairs as well as during the assembly and dismantling works **smoking and naked flame handling is prohibited** in all of the indoor areas.

The Exhibitors are obliged to observe, during the assembly, in the course of the Fairs and during the dismantling, generally binding law regulations of the Czech Republic and the EU, as well as technical standards for the above mentioned areas including work safety regulations and handling all technical equipment.

Furthermore, the Exhibitors are obliged to observe appropriate fire regulations valid for individual exhibition areas and the instructions of the authorised members of the fire assistant service and of the ABF staff.

Temporary electrical

devices must be in accordance with the âSN 341090 standard and must comply with all other electro-technical regulations in force. The electrical installation works can only be carried out by a firm duly authorised to do so, i.e. possessing the "Certificate of Competence according to the Law No. 174/1968 Coll., Art. 4(f) and Art 3(2) of the âÚBP and âBÚ Regulation No. 20/1979 Coll.".

Safety

Exhibitors must not gather or use any flammable or atomic materials, explosives, acids, poisons or other harmful staff in their exhibits. Exhibitor is obligated to follow valid technic, fire-police and security regulations.

Exhibits defined as a military material underlie special licence control.

CATERING VÝSTAVIŠTĚ LETŇANY

Maximum Party Service

pan Vladimír Svoboda

Křivoklátská 527, 199 00 Praha 9, Tel: +420 603149297

catering@maxservice.cz, www.maxservice.cz.

Open sandwiches (minimum order of 1 unit - 10 pieces)

Camembert	1 pcs.	17,00 Kč
Moravian smoked meat	1 pcs.	17,00 Kč
Salami	1 pcs.	17,00 Kč
Cheese	1 pcs.	17,00 Kč
Ham	1 pcs.	17,00 Kč

Snacks (minimum order of 1 unit - 10 pieces)

Garlic	1 pcs.	15,00 Kč
Eidam flower with green olive	1 pcs.	15,00 Kč
Blue cheese cube with grape wine	1 pcs.	15,00 Kč
Ham mousse an red pepper	1 pcs.	15,00 Kč
Parma ham and honeydew melon	1 pcs.	22,00 Kč
Smoked salmon and lemon	1 pcs.	22,00 Kč
Roasted chicken breast and black olive	1 pcs.	22,00 Kč
Baby mozzarella with sherry tomato	1 pcs.	22,00 Kč

Bagel and baguette (minimum order of 1 unit - 10 pieces)

Baguette with cheese and vegetables	1 pcs.	42,00 Kč
Baguette with ham and vegetables	1 pcs.	42,00 Kč
Bagel with cheese and vegetables	1 pcs.	30,00 Kč
Bagel with ham and vegetables	1 pcs.	30,00 Kč

Cold platters

Smoked salmon with limes	700 gr	990,00 Kč
Fine meat and salami platter with vegetables	700 gr	380,00 Kč
Selection of Czech cheeses with dried fruits	700 gr	380,00 Kč
Parma ham and honeydew melon	700 gr	590,00 Kč
Roasted chicken breast stuffed with dried plums	700 gr	380,00 Kč
Tomatoes with Mozzarella, basil and olive oil	700 gr	380,00 Kč
Decorated Prague ham with honey dew melon	700 gr	380,00 Kč

Hot dishes (incl. plastic cuttlery and thermo pack)

According to a daily restaurant offer	portion	150,00 Kč
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Salads, fruits

Fresh fruit platter	1000 gr	350,00 Kč
Mixed vegetable salad with herb dip	500 gr	180,00 Kč
Caesar salad with roasted chicken pieces	500 gr	180,00 Kč
Greek vegetable salad with black olives	500 gr	180,00 Kč
Balkan style salad with Feta cheese	500 gr	180,00 Kč
Pasta salad with basil pesto and tuna fish	500 gr	180,00 Kč

Bread and baguettes (only with cold platters)

French baguettes	10 pcs.	50,00 Kč
Roll	10 pcs.	40,00 Kč
Dark and sunflower bread	10 pcs.	50,00 Kč

Minidesserts (minimum order of 1 unit - 10 pieces)

Pineapple patisserie	1 pcs.	16,50 Kč
Choco-almond patisserie	1 pcs.	16,50 Kč
Chocolate roll	1 pcs.	16,50 Kč
Strawberry roll	1 pcs.	16,50 Kč
Nougat patisserie	1 pcs.	16,50 Kč
Fresh fruit basket	1 pcs.	16,50 Kč
Cheesecake with forest strawberries	1 pcs.	16,50 Kč
Egg ring	1 pcs.	16,50 Kč

Sweets (minimum order of 1 unit - 10 pieces)

Apple strudel with cinnamon	1 pcs.	12,00 Kč
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Caramel patisserie with egg whipped cream	1 pcs.	30,00 Kč
Village fair scones - 3 kinds	1 pcs.	6,50 Kč
Italian Tiramisu	1 pcs.	35,00 Kč
Honey cake	1 pcs.	35,00 Kč
Snacks		
Peanuts - salted	100 gr	20,00 Kč
Czech cookies - sweet	pack	35,00 Kč
Crisps Bohemia - salted	90 gr	25,00 Kč
Keshew nuts	60 gr	30,00 Kč
Almonds - salted	60 gr	40,00 Kč
Nachos with picant dip	250 gr	70,00 Kč
Green olives stuffed with peppers	195 gr	25,00 Kč
Pistacio nuts	80 gr	40,00 Kč
Mix of salted pastry	250 gr	50,00 Kč
Sticks Stickletti - salted	100 gr	20,00 Kč
Czech wafer - hazelnut	pack	25,00 Kč
Supplements		
Fine Vienna sausage - cold	1000 gr	190,00 Kč
Mustard	400 gr	15,00 Kč
Horse-radish	185 gr	30,00 Kč
Juice orange	1 lt	45,00 Kč
Juice apple	1 lt	45,00 Kč
Juice multivitamin	1 lt	45,00 Kč
Ice tea Aquila lemon (6 pcs.)	1,5 lt	40,00 Kč
Ice tea Aquila peach (6 pcs.)	1,5 lt	40,00 Kč
Mattoni mineral water - bottle	0,33 lt	20,00 Kč
Mattoni mineral water - PET (6 pcs.)	1,5 lt	30,00 Kč
Natural water sparkling - PET (6 pcs.)	1,5 lt	25,00 Kč
Natural water still - PET (6 pcs.)	1,5 lt	25,00 Kč
Coca cola - PET (6 pcs.)	2 lt	65,00 Kč
Fanta orange - PET (6 pcs.)	2 lt	65,00 Kč
Sprite - PET (6 pcs.)	2 lt	65,00 Kč
Tonic water - PET (6 pcs.)	2 lt	65,00 Kč
Beer		
Gambrinus 10° - can	0,33 lt	25,00 Kč
Pilsner Urquell 12° - can	0,33 lt	35,00 Kč
Radegast Birell (non alcoholic) - can	0,33 lt	25,00 Kč
Pilsner Urquell 12° - KEG	30 lt	2 000,00 Kč
Wines - Karlův sklep		
Müller Thurgau	0,75 lt	110,00 Kč
Rulandské bílé	0,75 lt	110,00 Kč
Frankovka	0,75 lt	110,00 Kč
Modrý portugal	0,75 lt	110,00 Kč
Sekt and Champagne		
Soare brut	0,75 lt	140,00 Kč
Piper Heidsieck	0,75 lt	940,00 Kč
Liqueurs, spirits, tobacco		
Bacardi black	1 lt	500,00 Kč
Bacardi carta blanca	1 lt	500,00 Kč
Bailey´s	1 lt	610,00 Kč
Becherovka	1 lt	370,00 Kč
Fernet Stock citrus	1 lt	310,00 Kč
Fernet Stock	1 lt	310,00 Kč
Gin Beefeater	1 lt	580,00 Kč
Johnnie Walker red label	1 lt	600,00 Kč
Metaxa *****	0,7 lt	580,00 Kč
Tequila Sierra gold	1 lt	700,00 Kč
Tequila Sierra silver	1 lt	700,00 Kč
Tullamore Dew	1 lt	680,00 Kč

Vodka Absolut blue	1 lt	480,00 Kč
Vodka Finlandia	1 lt	460,00 Kč
Vodka Smirnoff red	1 lt	450,00 Kč
Supplements		
Coffee NESCAFÉ	100 gr	120,00 Kč
Tea Pickwick black	25 pcs.	55,00 Kč
Tea Pickwick fruit	25 pcs.	55,00 Kč
Coffeecream 7 gr	10 pcs.	30,00 Kč
Sugar hyg. Pack	100 pcs.	200,00 Kč
Whiteware-porcelain		
Dessert plate 19 cm	1 pcs.	10,00 Kč
Bread plate 15 cm	1 pcs.	10,00 Kč
Cup and a saucer coffee	1 pcs.	10,00 Kč
Ashtray	1 pcs.	10,00 Kč
Cutlery Toner		
Dessert knife	1 pcs.	10,00 Kč
Dessert fork	1 pcs.	10,00 Kč
Cake fork	1 pcs.	10,00 Kč
Coffee spoon	1 pcs.	10,00 Kč
Cake server-scoop	1 pcs.	10,00 Kč
Glass		
Soft drinks - long	1 pcs.	10,00 Kč
Wine classic 240	1 pcs.	10,00 Kč
Sekt classic	1 pcs.	10,00 Kč
Whisky glass	1 pcs.	10,00 Kč
Ashtray	1 pcs.	10,00 Kč
Jug 1,3 l	1 pcs.	40,00 Kč
Jug 1,6 l	1 pcs.	40,00 Kč
Linens		
Tablecloths 140 x 140 cm	1 pcs.	50,00 Kč
Other equipment		
Serving tray round 35 cm	1 pcs.	60,00 Kč
Eisbucket stainless	1 pcs.	40,00 Kč
Basket for bread	1 pcs.	20,00 Kč
Thermos for coffee	1 pcs.	40,00 Kč
Napkins paper white	1 pcs.	30,00 Kč
Tea candles 100 pcs	pack	150,00 Kč
Ice cubes - bag	5 kg	90,00 Kč
Tapmachine for beer - complete set	1 pcs.	3 000,00 Kč
Cleaning equipment, hygienics		
paper napkins 100 pcs.	1 pcs.	25,00 Kč
Paper handsheets 2 rolls	1 pcs.	25,00 Kč
Garbage bags 20 lt - 20 pcs.	1 pcs.	25,00 Kč
Washing liquid 500 ml	1 pcs.	40,00 Kč
Washing spunge 5 pcs.	1 pcs.	35,00 Kč
Fresh foil wrapper	1 pcs.	40,00 Kč
Dish towerl 10 pcs.	1 pcs.	100,00 Kč