

26th ICOM
General Conference
20→28 Aug

ICOM PRAGUE 2022

MUSEUM FAIR – MANUAL
FOR EXHIBITORS

Section 1 – General Information

Contacts

ICOM 2022 Conference Secretariat / Museum Fair Management

GUARANT International spol. s r.o.

Českomoravská 90
190 00 Prague 4
Czech Republic

Museum Fair Management

Contact Person:

Mrs. Jindra Dudová
+420 602 294 767

dudova@guarant.cz

<https://prague2022.icom.museum/>

Exhibition Services

TRIUMF EXHIBITIONS CZ, s.r.o.

Contact Person:

Mrs. Zdena Fialová
+420 777 570 844

zdena.fialova@triumfexhibitions.cz

Conference Venue

Prague Congress Centre

5. května 65
140 00 Prague 4
Czech republic
www.praquecc.cz

Freight Forwarder

Beckspedition

Fair & Exhibitions

Contact Persons:

Mr. Pavel Beck
+420 602 311 950

beck.pavel@volny.cz

Mrs. Monika Veselá

+420 724 328 380

monik.vesela@seznam.cz

Accommodation Information

For more details about the ICOM conference including the scientific programme, social events, accommodation, pre- and post-conference activities please visit the official conference website <https://prague2022.icom.museum/>.

All exhibitors are recommended to order their accommodation in time through the form on the official conference website.

GUARANT International (further referred to also as the Conference Secretariat) has been appointed as the official hotel accommodation agent for the ICOM general conference 2022 and has been handling all related arrangements. A number of hotels of various categories at reduced rates are available for participants.

All hotels are located within a reasonable distance from the Prague Congress Centre (PCC).

Please send your accommodation request to <https://prague2022.icom.museum/registration>.

Museum Fair Schedule

Museum Fair Set-up	August 21, 2022	08:00-16:00
Stand Decoration	August 21, 2022	16:00-20:00
Museum Fair	August 22, 2022	08:00-18:00
Museum Fair Opening	August 22, 2022	13:00
Museum Fair	August 23, 2022	08:00-18:00
Museum Fair	August 24, 2022	08:00-18:00
Museum Fair Dismantling	August 24, 2022	18:00-20:00

Section 2 – How to order services

Exhibition Equipment a Exhibition Services

For all necessary information including the order forms contact:
zdena.fialova@triumfexhibitions.cz

Catering Services

Official catering service provider is company Zatiší catering Group. Please send your catering requests to Mrs Jindra Dudová to the E-mail address:
dudova@guarant.cz

Freight Forwarding Services

Company Beckspedition is as the logistics contractor for Prague Congress Centre as such the only company providing lifting, storage, delivery to the exhibition stands and customs clearance for the conference.

For more information contact: beck.pavel@volny.cz

ICOM Bags Inserts

In case you will use the possibility insert to the conference bags, please, note the following address below and mark this shipment as follows:

ICOM Conference 2022 – BAGS INSERTS

In case you will use the possibility to send your booth materials, please, note the following address below and mark this shipment as follows:

ICOM Conference 2022 – EXHIBITION BOOTH

In both cases the shipment should be sent to the Beckspedition by August 15–19, 2022.

Contact

Beckspedition

Pavel Beck

Výstaviště 67

Street "Za elektrárnou"

170 00 Prague 7 – Holešovice

Phone Nr.: +420 602 311 950

Partners and Sponsors Badges

PLATINUM	exhibitor 8 free badges
GOLD	exhibitor 6 free badges
SILVER	exhibitor 4 free badges
BRONZE	exhibitor 2 free badges

Exhibitors Badges

6 sqms	exhibitor 2 badges	12-15 sqms	4 badges
9 sqms	exhibitor 3 badge	16-25 sqms	5 badges

Exhibitor Badges will be ready for pick-up on-site.

Additional exhibitor badges can be ordered for 100 EUR + 21% VAT in advance.

By Taxi

By taxi, the Prague Congress Centre is 30 minutes away from the Airport. The price for a taxi should not be higher than approximately 800 CZK (€ 32). Make sure to agree on the price before starting the ride.

By Own Transportation

From the North – HIGHWAY E55

While on the North-South E55, motorway from Dresden, follow the signs to the city centre. After crossing the Vltava River drive through the City centre and onwards over the Nuselsky bridge. At the end of the bridge turn right following the signs towards Kongresove centrum Praha. Once driving through the roundabout in front of the venue, turn right towards the OMV petrol station to enter the parking lot.

From the South – HIGHWAY E50

If driving from North-South E50 motorway from Brno / Bratislava / Vienna, follow the signs to the citycentre. While driving through the 5. kvetna street take the turn with signs directing towards Corinthia Towers Hotel and Kongresove centrum Praha. Once driving through the roundabout in front of the venue, turn right towards the OMV petrol station to enter the parking lot.

From the West – HIGHWAY E50

On the way from the west, follow the E50 and join the outer ring road Prazsky okruh towards the city centre. After crossing the river and joining the Jizni spojka, follow the signs showing towards the city centre. After driving through the 5. kvetna street take the turn with signs directing toward Corinthia Towers Hotel and Kongresove centrum Praha. Once driving through the roundabout, turn right towards the OMV petrol station to enter the parking lot.

From the East – HIGHWAY E67

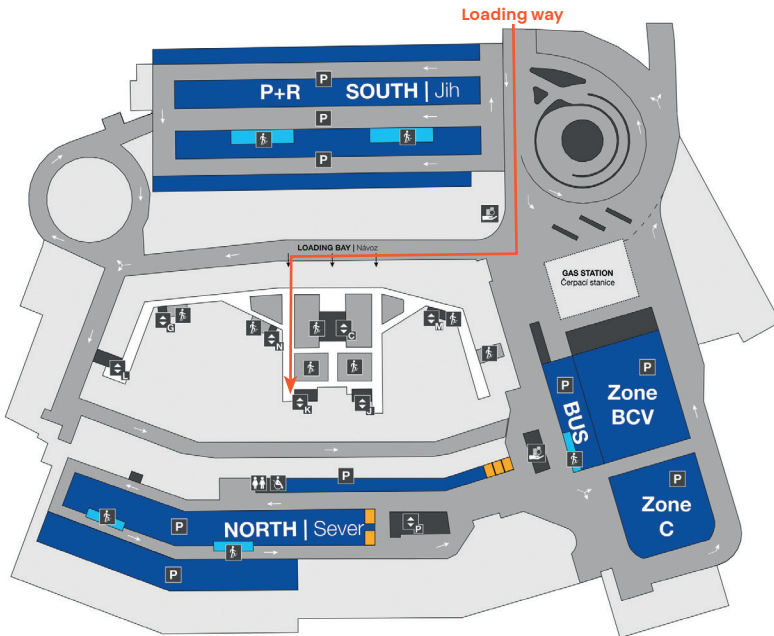
When approaching the city of Prague from the highway E67 from Hradec Kralove or from Mlada Boleslav, follow the sign Cerny Most quarter and continue towards the city centre/ Karlin. Drive through short Tesnovsky tunel and turn left immediately towards the centre to join the City expressway. Following this road, drive through the City centre and onwards over the Nuselsky bridge. At the end of the bridge turn right following the signs towards Kongresove centrum Praha.

Entrance for Trucks

Important note: Companies which are bringing their own goods should contact the freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts. Trucks drive into the basement of the PCC through the gate number 3 to the passage leading to the lifts.

Trucks may not exceed the following measurements and weight:

height: max 3,4 meters	width: max 3,5 meters	length: max 10 meters
total weight of truck + cargo: max 10 tons		



Parking of Trucks

The parking of trucks can be arranged by official freight forwarder and their agent. No truck parking is available in the Prague Congress Centre.

Parking Passenger Cars

Private cars may be parked in the parking at the PCC. Parking passes for the duration of the conference may be ordered through organizer in advance.

Alternatively, payment per hour is possible at an hourly rate of CZK 50 (cash payment at the parking lot, no pre-ordering of tickets).

Rules of Participation

In accordance with the organiser's contract with the Prague Congress Centre, each exhibitor is, and will be obliged to adhere to all of the rules and regulations outlined in the General Conditions and Safety Rules. These General Conditions and Safety Rules are valid throughout the course of the exhibition and govern the ways and means of the use of the Prague Congress Centre, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. In the case of any confusion concerning the application of these rules, the Conference Management is entitled to make the final decision.

Fire Prevention and Safety Rules

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.

Fire-extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

Flammable materials – including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein.

If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance.

Without written permission of the Conference Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Conference Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used.

Each exhibitor is obliged to obey any instructions issued by the Conference Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc.

General Conditions and Insurance – Prague Congress Centre

The exhibitor is obliged to follow the Congress Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall.

It is forbidden to use the following items in the exhibition halls:

- highly flammable or explosive materials, gas and dangerous materials
- goods offensive by their scent or some other way, or appliances producing unpleasant sound or light.

Any confusion regarding the above will be clarified by the Museum Fair Management.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Prague Congress Centre equipment is also forbidden.

Exhibits must stay within the borders of the display, portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other).

Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.

Placement of various objects in a way which obstruct the visitors' view is forbidden.

Exhibited goods must not be covered during the opening hours of the Museum Fair. The Museum Fair Management has the right to remove any such covering without being held responsible for any damage this action may cause.

All stands must be identified by numbers identical with those on the plan of the exhibition. Written approval from the Museum Fair Management is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress.

Exhibitors are not allowed to:

- place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area
- distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character
- exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:

- the size of the podium must not exceed the size of the stand
- it is necessary to inform the Conference Management in advance about elevated podium

All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities.

Any other potential issues or problems, not defined by these rules, will be resolved by the Museum Fair Management.

Insurance

Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Museum Fair Management waives any responsibility whatsoever for the insurance of these objects. The Museum Fair Management will request the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their contractors involved in the set up of the stand are obliged to provide a certificate which proves that they have third party liability insurance coverage for the period of the setup, exhibition itself and dismantling. The insurance coverage varies depending on the size of the booth.

