

26th ICOM
General Conference
20→28 Aug

ICOM PRAGUE 2022

HOW TO ORDER SERVICES
FOR YOUR BOOTH →

HOW TO ORDER SERVICES

Our recommendation

- fill out the Forms in BLOCK capitals or type it
- take notes of deadlines for particular services

TRIUMF EXHIBITIONS CZ, s.r.o. – Official Exhibition Management

Mrs. Zdena Fialová

Jurkovičova 1040/3

14900 Praha 4

Czech Republic

e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

mobil: +420 777 570 844

LATE ORDERS, ON-SITE ORDERS

Orders made after the deadline cannot be guaranteed.

Late orders received after deadlines or during the set-up period will be fulfilled in accordance with time and capacity and will be subjected to the following surcharges:

+10% if orders are received after July 18, 2022

+ 50% if orders are received after August 16, 2022 and on site

The date of the surcharge is the date the order is received by the Triumph Exhibitions cz.

As stated in the General Conditions, if the exhibitor fails to cover all the fees related to participation at the congress as well as all other outstanding payments to Triumph Exhibitions, no work will be done. No exceptions from these rules will be made.

On-Site Orders

Services ordered during the set-up period, exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then the service will be provided. No copies of payment confirmations or similar documents will be accepted. Actualisation of requirements made after the deadline and on-site orders can take longer than normal orders.

We therefore recommend to place all orders in time.

Payment Conditions

After receiving orders Triumph Exhibitions cz will send an invoice to the exhibitor and it must be paid through a bank in time. On-site payments can be made in cash or by a credit card. For payments in cash, CZK or EUR currency will be accepted. For payments by a credit card,

Triumf Exhibitions cz accepts Visa, Eurocard-Mastercard, Amex and Diner Club. Cheques are not accepted.

Claims

Claims can be made only by the end of the event. Claims must be made in writing and will only be accepted at the Exhibition Management desk. Claims submitted later will not be taken into consideration.

LIST OF DEADLINES

Please use this form to keep an easy record of orders you have completed and sent, as those you still intend to send.

Please adhere the deadlines indicated below.

REQUIRED SERVICES	DEADLINE	SENT ON
Stand Equipment	July 18, 2022	
Text and graphics	July 18, 2022	
Schematic Plan	July 18, 2022	
Power Supply	July 18, 2022	
Carpet	July 18, 2022	
Cleaning	July 18, 2022	
Audio/Video/PC/Internet	July 18, 2022	
Hostesses	July 18, 2022	
Floral decoration	July 18, 2022	

STAND EQUIPMENT

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

Specification	lxdxh cm	picture No.	pieces	unit price Euro	total price
Spotlight 100W				24	
Halogen spotlight 500W				63	
3-prong plug 220V				18	
Refrigerator	80x80x100	46		115	
Octanorm coat rack set	length 100			13	
High illuminated showcase, 4x halogen 50W	100x100x250	4		150	
High illuminated showcase, 2x halogen 50W	100x50x250	4		130	
Octanorm glass counter	100x100x100	5		75	
Octanorm glass counter	100x50x100	5		65	
Octanorm counter	100x100x100	3		70	
Octanorm counter with shelf, wooden top	100x100x100	1		60	
Octanorm counter	50x50x100	3		40	
Octanorm counter with shelf, wooden top	50x50x100	1		45	
Octanorm counter	100x50x100	3		55	
Octanorm counter with shelf, wooden top	100x50x100	1		60	
Octanorm bar counter	100x100x110	3		70	
Octanorm bar counter with shelf, wooden top	100x100x110	1		80	
Octanorm bar counter	100x50x110	3		60	
Octanorm bar counter with shelf, wooden top	100x50x110	1		65	
Octanorm bar counter	50x50x110	3		50	

Specification	lxdxh cm	picture No.	pieces	unit price Euro	total price
Octanorm bar counter with shelf, wooden top	50x50x110	1		55	
Octanorm semicircular counter	100x50x100	2A		85	
Octanorm semicircular counter, wooden top	100x50x100	2		90	
Octanorm shelf stand	100x50x250			50	
Book shelf panel	100x30			30	
Chair black		25		25	
Chair Gilber		20		48	
Chair chrom black		22		25	
Chair design white*		23		65	
Leather chair (anthracite, black or white)*		24		60	
Leather bar chair white		27		50	
Leather bar chair black		28		35	
White bar chair		29		32	
Plastic bar chairs (black, silver, white)*		30		45	
Chair with wheels white or blue		21		25	
Table	80x80	14		28	
Table with skirting	150x60x80	18		50	
Round table black or white*	80	7		30	
Round table wooden top	80	9		30	
Small table black or white*	50x50x45	11		25	
White table	90 x55x45	16		45	
Small round glass table*	60x45	15		90	
Round glass table*	105x73	17		90	
Buffet table glass*	110x60	13		110	
Buffet table wooden top	60x110	9		45	
Buffet table black top	60x105	8		45	
Buffet table white top	60x105	12		45	
Buffet table chrome	60x105	10		45	
Black leather armchair*		31		148	
Natural color armchair*		32		80	
Small black armchair		33		70	
Sofa red, white, black, blue *	180x88x69/54	42		225	
Tabouret blue, red, white	54x54x39	43		55	

Specification	lxdxh cm	picture No.	pieces	unit price Euro	total price
Sofa leather black and white	177x90x65/40	44,45		270	
Lockable cabinet	100x50x80	6		50	
Coat hanger stand		48		35	
Waste basket				15	
Stand for brochures type A		50		50	
Stand for brochures type B		51		60	
Stand for brochures*		49		80	
Pole with siling belt 2,3m		45		50	
Pole with a holder*		47		60	

* a limited number of items

The prices do not include 21% VAT.

.....
Stamp & Authorized Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions cz, Jurkovičova 1040/3, 14900 Praha 4

Mobil: +420/777570844

e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

1. Counter wooden top



dimensions: 100 x 50 x 100 cm
other option: 100 x 100 x 100 cm
50 x 50 x 100 cm
50 x 50 x 80 cm

Also as a bar counter:
100 x 50 x 110 cm
other option: 100 x 100 x 110 cm
50 x 50 x 110 cm

2. Semicircular counter wooden top



dimensions: 100 x 50 x 100 cm

also with white top (2A)



3. White counter



dimensions: 100 x 50 x 100 cm
other option: 100 x 100 x 100 cm
100 x 50 x 110 cm

4. High illuminated showcase (2 x halogen 50W)



dimensions: 100 x 50 x 250 cm
other option: 100 x 100 x 250 cm

5. Glass counter (glass top)



dimensions: 100 x 50 x 100 cm
other option: 100 x 100 x 100 cm

6. Lockable cabinet white



dimensions: 100 x 50 x 80 cm

TABLES

7. Round table white



dimensions: 80 x 75 cm
other option: black 80 x 75 cm

8. Buffet table black



dimensions: 60 x 105 cm

9. Round table chrome - wooden top



dimensions: 80 x 75 cm
also as buffet table (9A)
dimensions: 60 x 110 cm



10. Buffet table chrome



dimensions: 60 x 105 cm

11. Table white - lack



dimensions: 55 x 55 x 45 cm
also in black (11A)

12. Buffet table white



dimensions: 60 x 105 cm

13. Round glass table

dimensions: 60 x 110 cm



14. Square table glass

dimensions: 80 x 80 cm



15. Round table glass top

dimensions: 60 x 45 cm



16. Table white

dimensions: 90 x 55 x 45 cm



17. Round table glass

dimensions: 105 x 73 cm



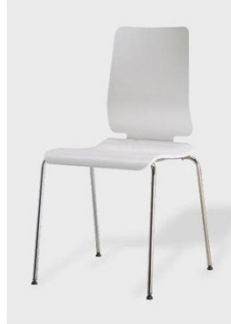
18. Table with blue skirting 150 x 60 x 80 cm



19. Plastic chair dark grey



20. White chair Gilbert



21. White chair



22. Chair chrome / black



23. Chair design white



24. Chair leather anthracite black or white



25. Black chair



CHAIRS, BAR CHAIRS

26. Wooden bar chair



27. Black design bar chair



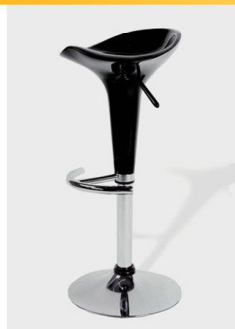
28. Black bar chair



29. White bar chair



30. Plastic bar chairs 40 x 86 cm - black.(30A) / silver, (30B) / white (30C)



31. Black leather armchair

dimensions: 73 x 75 x 75-46 cm



32. Natural color armchair

dimensions: 80 x 72 x 78-46 cm



33. Small black armchair



42. Sofa 180 x 88x69/54 cm - red (42A) / blue (42B) / white (42C)



43. Tabouret 54 x 54 x 39 cm - blue (43A) / red (43B) / white (43C)



44 Sofa leather 177x90x65/40 cm - black



45. Sofa leather 177x90x65/40 cm - white



OTHER EQUIPMENT

45. Poles with sliding belts 2,3 m



46. Refrigerator 80 x 80 x 100 cm



47. Pole with a holder



48. Clothes hanger



49. Stand for brochures



50. Stand for brochures A



51. Stand for brochures B



TEXT & GRAPHICS

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

Name	price Euro	pc.	total price
Logo on a counter 80 cm wide	120		
Logo on a fascia 25 cm high	95		
Poster full colour 90x100 cm on system wall	135		
Poster full colour W95 x H225,5 cm on system wall	230		
Flat lamino wall with graphic 3 x 2,32m(height) – back wall of a booth 9sqm or booth 6sqm	1 190		

The prices do not include 21% VAT.

Please, send us your logo or poster by e-mail in pdf or cdr format.

I case you wish to have other signage, please write below your requirements including the dimensions, material etc. On the basic of this specification we will work out price quotation and present it for approval.

.....
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Mobil: +420/777570844

e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

SCHEMATIC PLAN

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

1. Sketch the location of your utilities, such as furniture, power outlets, spotlights and water, on the plan below. Do not forget to mark on this Schematic Plan the border of your stand, as well as the orientation of your drawing (to clarify where there is a passage and where a neighboring stand is).

2. If the schematic plan is not returned, then the ordered items will be placed at the discretion of Triumpf Exhibitions and any relocation will be at the Exhibitor's expense.

PLEASE INDICATE DIMENSIONS OF YOUR BOOTH

GRID FOR SCHEMATIC PLAN:

⌚ electric supply

S spotlight

Your company name will be executed in standard lettering in the HELVETICA font. The total length of the name is restricted to 20 letters.

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.....
Stamp & Authorised Signature

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Date & Place

Please return this form to: zdena.fialova@triumfexhibitions.cz

POWER SUPPLY

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

PRICE LIST:

Specification	price/pc/EUR
Connection up to 3,5 kW/16A	290
Connection up to 7,0kW/2x16A	465
Connection up to 10,5kW/3x16A	590
Connection up to 21kW/3x32A	990
Electrical inspection	55
24-hour connection for refrigerator	270

The prices do not include 21% VAT.

REQUIREMENTS:

Specification	number	total price
Connection up to 3,5 kW/16A		
Connection up to 7,0 kW/16A		
Connection up to 10.5/3x16A		
Connection up to 21 kW/3x32A		
Electrical inspection	1	55
24-hour connection for refrigerator		
Total		

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CARPETING

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

This form is intended for space exhibitors only.

REQUIREMENTS:

Specification	space (m ²)		price per m ²		total price	
Carpet			Euro 26			
Required colour	<i>light grey</i> <input type="checkbox"/>	<i>dark grey</i> <input type="checkbox"/>	<i>green</i> <input type="checkbox"/>	<i>red</i> <input type="checkbox"/>	<i>blue</i> <input type="checkbox"/>	

The prices do not include 21% VAT.

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CLEANING

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

Cleaning Includes: general cleaning before opening of the event, daily cleaning of carpeting with vacuum cleaner, waste disposal, washing of furniture. Cleaning will be done mainly at night, when the exhibition halls are closed. Listed prices are for the entire exhibition time.

REQUIREMENTS:

Specification	space m ²	price per m ²	total price
Stand cleaning		Euro 8	

The prices do not include 21% VAT.

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AUDIO/VIDEO/PC/INTERNET

Exhibitor:	
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

PRICE LIST:

Specification	Price per item	Required number	Price total
LCD 22", FULL HD, HDMI, VGA	Euro 75		
LCD 24", FULL HD, HDMI, VGA	Euro 90		
LCD 32", FULL HD, HDMI, USB	Euro 150		
LCD 42" with floor-stand, FULL HD, HDMI, USB	Euro 190		
LCD 50" with floor-stand, FULL HD, HDMI, USB	Euro 240		
LCD 55" with floor stand, UHD, HDMI, USB	Euro 260		
LCD 65" with floor stand, FULL HD, HDMI, USB	Euro 380		
LCD 75" with floor stand, UHD, HDMI, USB	Euro 510		
Touch screen 55" with floor stand, Full HD, HDMI, VGA	Euro 590		
Notebook IntelCore i5, 8GB RAM	Euro 150		
Internet – 30Mb/s (cable connection)	Euro 490		
Internet – 50Mb/s (cable connection)	Euro 580		
Internet – 100Mb/s (cable connection)	Euro 820		
WIFI for booth max. 50 devices	Euro 490		

The prices do not include 21% VAT

If you require any other equipment please contact directly:

zdena.fialova@triumfexhibitions.cz

All the listed prices are for the entire exhibition time. When the exhibition is over, the equipment will be collected from expositions.

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Date & Place

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e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

HOSTESSES

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

PRICES LIST:

Specification

price per hour/Euro

Hostess with knowledge of English (3 hours per day minimum)	24
Briefing of a hostess (120 minutes maximum)	26

The prices do not include 21% VAT.

Hostesses are dressed in a white shirt and a black skirt. If you require a hostess dressed in clothes with your company colors, please contact zdena.fialova@triumf-expo.cz and we will prepare for you a price quotation according to your requests.

REQUIREMENTS:

Date	No.	from	to	hours	price
August 22, 2022					
August 23, 2022					
August 24, 2022					
TOTAL					

Stamp & Authorized Signature

Date & Place

Please return this form to:

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e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

FLORAL DECORATION

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

Name	Picture No.	price Euro	pc.	total price
<i>Plants 150 – 180 cm</i>				
Ficus Benjamina	56	45		
Kentia (palm)	54	65		
Schefflera	55	70		
Dracaena Marginata		70		
<i>Plants 100 – 120 cm</i>				
Ficus Benjamina	56	40		
Schefflera	55	50		
<i>Ikebana</i>				
small	50A	35		
medium	52	50		
large		70		

The prices do not include 21% VAT.

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50. Ikebana small



A



B

51. Ikebana medium



52. Ikebana medium



54. Kentia



55. Schefflera



56. Ficus benjamina



57. Dracena marginata

