

# GENERAL CONDITIONS OF COMMERCIAL PRESENTATION ISSS 2018

## ARTICLE I

For purposes of this document the following applies: Conference ISSS is "event" or "conference". Organizers of the conference TRIADA, spol. s r.o., Magazine Municipality & Finance, Association Czech At, PONCA spol. s r.o. are "organizer", and that is in any kind of coalition, if they are mentioned separately, or "organizers" if they are mentioned in any kind of coalition.

## ARTICLE II RANGE OF SERVICES

### 1. Stall

- The exhibition area for the stall location is allocated on the grounds of a binding order and payment of an advance invoice.
- The organizer is not obliged to satisfy an eventual client's demand for locating their expositions.
- The client will be informed about the location of the stall by the organizer within 30 days at the latest counting from the date of deadline for applications for company presentation on 31 January 2018.
- The client must not pass the allocated exhibition area, and that is not even its part, either for a limited time, to any third person without a previous written consent of the organizer.
- The client is entitled to promote their products only on their own expositions, the exhibits, promotion goods or equipment must not exceed the ground plan of the stall. Posting promotion or information leaflets is allowed only inside the stall, outer sides of the stall are not part of the rented exposition. Moving or transferring company banners to other parts of the conference premises (including its near surroundings or lecture halls), leaflets distribution, posting promotion and information materials outside the exposition itself and other forms of client's promotion outside the rented area or in violation of the closed contract are not allowed.
- The client must not restrict other exhibitors by their presentations and disturb running lectures and presentations in the halls (e.g. by noise, light effects, projection to the objects outside the stall etc.).
- On the stall it is forbidden to offer other conference participants alcohol in higher amount or addictive drugs, to smoke and to use open fire. At the same time it is strictly forbidden to offer alcohol or other addictive drugs to wider number of beforehand non-defined visitors.
- The stall consists of walls and basic equipment specified in the separate options in the current version of the document Offer for company presentation at the ISSS conference. These options present a basic order and equipment specified in each option cannot be reduced or removed not even at the client's request. Equipment above the standard of each option can be ordered following the conditions described in the same document.

### 2. Presentation board

- A presentation board is intended for posting promotion or information leaflets of the client.
- The rent does not include area in front of (or behind) the board.

### 3. Rent of stall equipment

- The client takes over the equipment from the organizer together with the stall and hands it back after the end of the event. About taking and handing over there will be written a handover and takeover protocol.
- The client is responsible for eventual loss of, and damage to the handed over equipment of the stall.

### 4. Exhibitor passes

- An exhibitor pass is given to the client, who fulfills all conditions of the participation in the event.
- An exhibitor pass entitles one person to enter the event and to obtain refreshment vouchers in usual range and amount. An exhibitor pass does not entitle the person to obtain materials intended for event participants.
- Exhibitor passes are handed out in the place of the event in the time of installation of the expositions and that is to the person named in the order form, or eventually to his or her deputy.
- Main partners are given exhibitor passes in advance, however 7 days before the start of the event at the earliest.
- Exhibitors are obliged to wear exhibitor passes filled and visible in the course of the event. It is not allowed to stay in the area of the event without an exhibitor pass.
- In case the exhibitor pass gets lost, the client is obliged to report this fact immediately to the organizer, who will issue a duplicate for cash refund.
- In case the General conditions are violated or in case of serious violation of decorum of the event, the organizer reserves the right to take back the pass without any compensation.

### 5. Parking cards

- Parking cards are handed out one day before the event in the number given in the order or the contract. Parking cards cannot be ordered later.
- For holders of red parking card there is reserved a parking place for the whole period of the event.
- For holders of green parking card there is a parking place reserved always till 9am for both days of the event.

### 6. Printed materials for the participants

- The client is entitled to publication of basic entry and logo entry free of charge in the catalogue of exhibitors.
- Data in the catalogue are taken from the form which is part of the order. The organizers do not hold responsibility for any inaccuracies in the catalogue originated by incorrect filling of the form. In case the background data are not submitted in the stipulated time, there will be published only the client's address given in the order or the contract.
- Company's logo to be published in the catalogue will be handed over by the client to the organizer together with the order or the contract and that is in the print quality, scripture transferred into curves.

- The client is responsible for suitability of submitted background data for the given purpose. Use of multicolour photography is not recommended and the client bears all relevant potential risks.

### 7. Printed materials

- The client is entitled to have the information leaflet included in the official documents for the participants, in the range corresponding to the order or the contract.
- Further distribution of the materials among the participants (handing out, putting them on the tables) in the course of the event is not allowed. Distribution of other prints of the client is allowed only in the place reserved for it and only on the grounds of the previous agreement with the organizer.

### 8. Rent of the conference areas

- The client is obliged to strictly keep the time defined for the lecture and to follow the instructions of the moderator being in charge of given hall or conference area.
- If the rent includes the service of Internet connection, it means that "Basic" connection is at disposal according to the article IV.4. and under the conditions defined in the Article IV.

## ARTICLE III.

### CONSTRUCTION AND INSTALLATION OF EXPOSITIONS

- Installation of expositions will take place in the afternoon hours one day prior to the beginning of the event. The client will receive instructions for the construction and installation of the expositions 7 days prior to the event at the latest.

## ARTICLE IV.

### INTERNET CONNECTION

- Internet connection is carried out by means of connection to the local computer network of the organizer (LAN) or to the wireless network (WLAN).
- Technical parameters of the end connector LAN
  - Connector RJ45, speed 10/100 Mbit/s, protocol TCP/IP.
  - Allocated private IP address.
  - Access to the internet is through firewall/proxy with support of standard protocols (https, ftp, pop3).
- The client will be informed about concrete parameters of the end connector at the handover of the exposition. Configuration of the end equipment is provided by the client.
- Options of the internet connection:
  - Connection "LAN Basic" – it enables connection of one PC and allocation of one IP address. It is not allowed to connect active components (hub, switch, router...) or to connect in any other way other items of equipment beyond the scope of number of bought connections.
  - Connection "LAN Profi" – it enables connection of more items of equipment and allocation of necessary number of IP addresses according to the agreement with the organizer. All connected equipment must be approved by the organizer. In standard configuration it contains one end connector without an active component.
  - Connection "WLAN" – it enables equipment connection to the wireless network.
- Demands for non-standard configuration of the service must be consulted with the organizer 7 days before the event at the latest. Their fulfillment depends on possibilities of the organizer.
- The client is forbidden to disturb operation of LAN and WLAN in any way.
- The client is fully responsible for protection of the connected equipment against undesirable software. The organizer is not responsible in any way for possible damage caused by insufficient protection of the client's equipment.
- The client is obliged to enable checking of the connected equipment at the bidding of the organizer and adjust the configuration according to the demands of the organizer, eventually remove other discovered defects. If the client does not immediately fulfill the demands of the organizer, the organizer is entitled to disconnect the client off the LAN or WLAN and that is without any compensation.
- The client shall require demands for technical support of LAN and WLAN at the contact spot of the organizer. Technical support in the time of preparation of the expositions will be provided in the given hours which will be given in the instructions of the organizer for installation of the expositions.
- This service does not guarantee capacity for end connector.
- Availability and quality of WLAN connection depends on local conditions and it can vary depending on location of the end connector. In case the technical parameters of wireless network are exceeded, the quality of the service or availability can be reduced.
- The organizer is not responsible for possible failure of LAN and WLAN connection to the internet.

## ARTICLE V.

### PAYMENT CONDITIONS

- The client will pay the price according to the order or the contract on the grounds of an advance invoice due within 10 days from the date of its issuance, however 21 days before the event takes place at the latest. The organizer issues a tax certificate upon receiving the payment in the full amount.
- By due date it is meant a day on which an appropriate amount is charged on the organizer's account.
- If the payment is not settled in the time limit of maturity, the organizer reserves the right to refuse to provide the agreed fulfillment.
- In case stall equipment or other services are ordered later directly in the place of the conference, the payment will be settled in cash at taking over of the order.
- In case the order is cancelled within 21 days before the event takes place, the client is charged with cancellation fee in the amount of 25% of the total sum. In case the order is cancelled later than 21 days before the conference takes place, the cancellation fee is 100% of the total price of the agreed fulfillment.
- If the client delays with settlement of their obligations originated on the grounds

of the order or the contract, or eventually originated consequently by subsequent ordering of another fulfillment in connection with participation and presentation at the conference, the client is obliged to pay the organizer the stipulated penalty in the amount of 0,5% of the unsettled amount for every day of delay.

## ARTICLE VI. DEADLINES

- Deadline dates are stipulated in the contract, eventually in the order of and offer for company presentation.
- The organizer does not guarantee any possibility of subsequent ordering of equipment, eventually of other services directly in the place of the conference.
- The organizer reserves the right to stop accepting the orders in case the capacity of conference areas gets full even before the deadline dates for separate services are over.

## ARTICLE VII.

### LIABILITY FOR DAMAGE

- The client is responsible for keeping security and fire regulations and for other damage caused by their action or by action (intentional or unintentional) of people appointed by them, including damage caused by unsuitable use of the local computer network or of other equipment.
- In case of damage to the stall, damage or loss of handed over equipment, eventually in case of origination of other damage caused by the client, the client will settle the caused damage to the organizer on the grounds of an invoice due within 14 days after the end of the event. If the client does not keep this date, they will be sanctioned by stipulated penalty in the amount of 10% of caused damage for every day of delay.
- Eventual faults in promotion board and banners, which are part of the supply of services:
  - in case of discovering the fault at handover, the organizer will remove the fault till the beginning of the event,
  - in case any damage occurs in the course of the event, the organizer will remove the defect within 60 minutes from being reported on it.
- The organizer does not account to the client or their co-exhibitors, employees and co-workers for any loss, destruction or any other damage to the exhibits, equipment of the stall, goods, covers and packaging materials, things left alone on the stall, regardless if destruction or any other damage happened before the start of, in the course of or after the end of the event. The organizer does not either answer for damage or theft of the vehicles, and that is not even these parked in the places reserved by parking card, for the object of the fulfillment is only reservation of parking place, not subsequent guarding. The client acknowledges that they are obliged to settle eventual damage caused to the organizer, to other exhibitors or to the third persons.
- Insurance of the exhibits or other goods belonging to the property of the client is not part of the supply of the services.
- The organizer does not answer for non-fulfillment in consequence of intervention of force majeure, power failure outside the building of the congress centre, in case of terrorist attack or any other criminal act, vandalism and in other cases when the fulfillment is not possible due to reasons, which are not caused on the side of the organizer.
- In the course of the event and in the area as well as the surroundings where the event takes place the client is obliged to refrain from any other activities not agreed in the order or the contract, and leading or possibly leading to the presentation of the client, their products or services to the participants of the conference outside the area stipulated in the order or the contract.
- The client is obliged to refrain from any such action which would lead to any violation of decorum and prestige of the event, third persons or violation of good manners.
- In case the rules are violated according to the point VII.7 or VII.8, the client will pay the organizer fulfillment price according to the price list of the organizer, which corresponds to the unstipulated activity of the client. The client is obliged to stop such activity at the bidding of the organizer immediately and eventually remove all consequences connected with this activity. The payment will be settled on the grounds of an invoice due within 14 days after the end of the event.
- In case the stipulation is violated according to the points VII.7 or VII.8, the client will pay the organizer a stipulated penalty in the amount of 10 000,- CZK for each violation of the rules. Stipulated penalty will be settled on the grounds of an invoice due within 14 days after the end of the event. This does not impinge the right of the organizer for compensation of the caused damage or even for termination of the client's participation in the event.

## ARTICLE VIII.

### OTHER STIPULATION

- Special stipulations agreed in the contracts precede the rules presented in these General conditions.
- The contact spot of the organizer will be given in the instructions for installation of the expositions.
- The client agrees with presentation of their names or company name and contact information in the book of proceedings of the conference, in the internal materials of the organizer, in promotion materials concerning organization of the conference and other years of the conference, with giving the name or company name and eventual contacts to other clients – exhibitors, sponsors, co-organizers and people who are related to the conference or the future conferences and that is according to the organizer's discretion and provided that this information will be used in a way dignified and relevant to the general business contact.
- The organizer does not supply the lists with conference participants with regard to the statutory text of the Act on Personal Data Protection.

Current version of the General conditions of commercial presentation can be found on

[WWW.ISSS.CZ](http://WWW.ISSS.CZ)