



cannafest[®]

**GENERAL INFORMATION
AND TIME SCHEDULE**

Dear exhibitors,

In the interest of securing a smooth course of the event, please pay your full attention to the following important information:

Name of the event: Cannafest Prague 2021

Character of the event: Information, contract and trade show

Place: PVA Expo Pague - Letnany (Výstaviště Praha Letňany)

Entrance Hall I., Hall No.2, Hall No.3, Hall No.5,

Hall No.7 (V.I.P. & Business Lounge + Gala Evening)

Date of the event: November 5 - 7, 2021

Opening times:

For visitors:

05th November 2021 11:00 a.m. - 08:00 p.m.

06th November 2021 11:00 a.m. - 08:00 p.m.

07th November 2021 11:00 a.m. - 06:00 p.m.

For exhibitors:

05th November 2021 08:00 a.m. - 09:00 p.m.

06th November 2021 09:00 a.m. - 09:00 p.m.

07th November 2021 09:00 a.m. - 07:00 p.m.

Entrance fee:

250 CZK / 10 EUR (incl. VAT) / 1 day ticket

400 CZK / 16 EUR (incl. VAT) / 3 day ticket

750 CZK / 30 EUR (incl. VAT) / Business ticket

Catalog: Free for 10.000 visitors (given on the cash desk)
All exhibitors will be given 1 free copy of the catalogue

V.I.P.& Business Lounge: Entrance from the left side of Hall No.7

Registration centre: Main Entrance Hall I. – middle part

Technical centre: Main Entrance Hall I. – middle part

Organizer's office: Main Entrance Hall I. – right side (next to the entrance to Hall No.2)

Contacts:

Address of the venue

PVA Expo Letnany
Beranovych 667
190 00 Prague 9 – Letnany
GPS: Loc: 50°741.662"N, 14°3051.679"E

Forwarding/handling service

CENTRUMSPED s.r.o. Vystaviste Letnany Beranovych 667
199 00 Praha

Contact person:

Filip Červený

e-mail: cerveney@centrumsped.cz

Tel.: +420 225 291 670 , Cell phone: +420 602 501 381

www.centrumsped.com

Exhibitors and assembly companies must absolutely adhere to the operational and security instructions valid on the premises of expo area that are the part of application form and also stated on the web pages at <https://www.cannafest.com/en/for-exhibitors/safety-rules/>

1) EXHIBITOR REGISTRATION, INVOICE PAYMENT

Upon arrival at the Exhibition Grounds, exhibitors are asked to register at the Registration Centre located in Main Entrance Hall I., on the information stand of Cannafest, marked as Cannafest Info in the Exhibition plan, which is going to be stated on the web pages in section For visitors – List of exhibitors.

Registration dates:

03rd November 2021 09.00 a.m. - 08.00 p.m.

04th November 2021 09.00 a.m. - 08.00 p.m.

05th November 2021 08.00 a.m. - 10.00 a.m.!!!

All issued invoices as well as debts from previous years must be paid before the event!

The final invoice will be issued straight before the show.

As our records of your payments may not be complete when payments are made too close to the show, we would like to ask you that you **have copies of documents confirming that you have paid the relevant amounts on you (bank account statement)** – we may ask you for their submission. If your stand is assembled by another company, such company must submit **copies of these documents** during the registration process.

If all the relevant amounts have been duly paid, you will receive the following:

- **Assembler's Pass** valid during the period of assembly and disassembly
- **Exhibitor's Pass** based on the size of the display. All exhibitors (workers) have to be registered through our system. Please visit <http://trade.cannafest.com/> to apply for the business passes. To enter, please use the same log in which you created during your on-line registration.

- **Parking cards** – you can collect the parking cards at the main entrance in the Cannafest Registration. For the assembly/ disassembly times the parking is for free but you need to use the card. The card allows parking in the designated parking place of the Exhibition Grounds. Parking during the exhibition is possible, you can buy the parking card for day parking during the whole show and for night parking. Night parking card must be purchased for every single night separately. Parking cards must be placed visibly behind the car front window.
- **Exhibition catalogue** – 1 piece.
- Invitation for for the **gala evening** (based on the size of the booth) that will be held on 06th November 2021 from 8:30 p.m. in Hall No.7 (left side, entrance next to the V.I.P. & Business Lounge)

2) LATE ORDERS

Late orders made directly at the Exhibition Grounds is possible to make in the Registration Centre (Cannafest Info stand) and will be invoiced straight. Please take into account there is a 50% surcharge and the offer is limited. We recommend to make all orders in advance.

3) EXHIBITOR'S WRISTBANDS

After having been registered, you will obtain Exhibitor's wristbands, catalogue, invitations and other materials for exhibitors.

You will obtain Exhibitor's and Assembler's wristbands as following (according to the size of the exhibition space):

less than 20 sq.m	5 pieces
less than 30 sq.m.	6 pieces
less than 50 sq.m.	8 pieces
over 50 sq.m.	10 pieces
over 100 sq.m	upon request

4) ASSEMBLY OF THE STANDS

Exhibitors assembling their stand themselves can begin with the installation of the displays from Wednesday, 03rd November 2021 as following:

Wednesday 03rd November 2021 9.00 a.m. – 10⁰⁰ p.m.

Thursday 04th November 2021 9.00 a.m. – 10⁰⁰ p.m.

Friday 05th November 2021 8.00 a.m. – 10⁰⁰ a.m. - installation and arrangement of exhibits only

The stands assembled by Cannafest will be available for the exhibitors to be taken over and ready for installation of the exhibits on:

Thursday 04th November 2021 04⁰⁰ p.m. – 10⁰⁰ p.m.

Earlier delivery of the ordered stand is possible only by mutual agreement.

In this case please contact nikola.hegrova@cannafest.cz no later than 25th October 2021.

Please note: Assembly companies are strictly prohibited to cut and sand particleboards and similar materials in the exhibition halls.

5) DISASSEMBLY OF THE STANDS

Sunday 07th November 2021 6.00 p.m. – 12.00 a.m. (midnight)

(Please inform your assembly company that before 6 p.m. nobody will be allowed to enter the exhibition area based on an Assembler's Card and that disassembly will be allowed only after this time, i.e. 6 p.m.)

Monday 08th November 2021 12.00 a.m.(midnight) – 07.00 a.m.

We request that all exhibitors having their display installed by Cannafest remove their equipment and exhibits from the displays already on 07th November 2021 after 6.00 p.m., so that the stands can be disassembled from 07th November 2021 7.00 p.m. till 08th November 2021 07.00 a.m.

6) WASTE DISPOSAL

In relation to assembly and disassembly, we would like to remind the exhibitors whose stands are not assembled by Cannafest that it is the responsibility of assembly companies to **secure the removal of assembly waste and bulky wrapping materials**. Unfortunately it is impossible to continue in tolerating the situation when assembly companies fill the waste cans provided for common waste with bulky assembly waste and wrapping materials. In case you want to have a waste container provided, please contact us in advance.

7) FORWARDING AND HANDLING SERVICES

The forwarding and handling service means:

Unloading of your truck, storage, bringing your load to your stand, storage of the free pallets and packaging, bringing your free pallets and packaging back to your stand, loading your stuff to the truck.

Contact for the company fully responsible for these services:

CENTRUMSPED s.r.o.
Vystaviste Letnany
Beranovych 667
199 00 Praha
Czech Republic

Mr. Filip Červený
e-mail: cerveney@centrumsped.cz , Tel.: +420 225 291 670
Cell phone: +420 602 501 381 www.centrumsped.com

Forwarding services are charged by the forwarder, the price list is published on:

<https://www.cannafest.com/en/for-exhibitors/important-information/>

8) PROTECTION OF PROPERTY

Starting with the first assembly day and ending with the last disassembly day the protection of property against stealing is secured if possible by the organizer and the security service. After closing down the exhibition area after 8⁰⁰ p.m. (during the course of the fair) or after 10⁰⁰ p.m. (on days when assembly and disassembly take place), the security of the exhibition hall will be provided on electronic basis.

There is also a camera system installed in the halls. However, the organizer of the fair is not liable for losses caused by third persons during the course of the fair and on the days of assembly and disassembly. For that reason, exhibitors are obliged to take out their own insurance for the purpose of protection of property.

9) INTERNET CONNECTION

There is a Wi-Fi Internet connection free of charge for all our exhibitors. For more information, please ask at the Cannafest Info stand in the Entrance Hall where you will receive the password. However it is possible to order the LAN internet connection through our on-line registration system to have a fluent internet access.

10) TRANSPORT TO THE EXHIBITION GROUNDS

Public transport

The most comfortable transport to the Expo PVA Letnany is by subway (metro) C the station "Letnany".

Bus (Public transport) – for more information, please check web pages <http://spojeni.dpp.cz/ConnForm.aspx?cl=E5> or ask by the Cannafest Info.

11) IMPORTANT NOTICE – ADVERTISEMENT DURING THE SHOW

All promotional activities outside the exhibitor's stand (posters, banners, stickers etc.) must be enabled by the organizer for the stated fee. All unconfirmed advertisements will be removed. For more information about the advertisement possibilities, please check our on-line registration system.

12)V.I.P EXHIBITOR'S GALA EVENING

V.I.P. exhibitor's gala evening will be held in Hall. No.7 (the same as in 2019). The evening starts at 08:30 p.m. and ends at 02:00 a.m. There will be food and drinks (wine and beer) for free. You can look forward to delicious Chinese food and cool program, this year's topic is "Fuck covid-19".

You will receive the invitations during registration. Entry is allowed only to persons with V.I.P & Business badges + invitation card. Since there is a really huge interest of participants every year, we can give away only a limited number of entrances to individual companies.

13)EUROPEAN – AMERICAN CANNABIS BUSINESS CONFERENCE

This year's edition of EuroAmCBC Prague which is B2B conference from a set of conferences focusing on closer cooperation and trade and information exchange between Europe and America is postponed due to the limited possibility of oversea speakers attendance.



