



cannafest[®]
prague 2024

1-3/11/2024

PVA EXPO PRAGUE

LETNANY

WWW.CANNAFEST.COM

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 2024

Character of the event: Information, contract and trade show

Place: PVA Expo Prague Letnany (Výstaviště PVA Expo Praha Letňany)

Entrance Hall II., Hall No.1AB, Hall No.2ABCD, Hall No.5AB, Hall No.5CD, Hall No.7 (V.I.P. & Business Lounge + V.I.P. Party for exhibitors and business partners)

Date of the event: November 1 - 3, 2024

Opening times

For visitors:

01st November 2024 11:00 a.m. - 08:00 p.m.

02nd November 2024 11:00 a.m. - 08:00 p.m.

03rd November 2024 11:00 a.m. - 06:00 p.m.

For exhibitors:

01st November 2024 08:00 a.m. - 09:00 p.m.

02nd November 2024 09:00 a.m. - 09:00 p.m.

03rd November 2024 09:00 a.m. - 07:00 p.m.

Entrance fee:

300 CZK / 12 EUR (incl. VAT) / 1 day ticket

500 CZK / 20 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 catalog

V.I.P.& Business Lounge: Entrance from the left side of Hall No.7. Private smoking friendly place with bar

Registration center: Main Entrance Hall II. – middle part

Technical center: Main Entrance Hall II. – middle part

Organizer's office: Main Entrance Hall II. – middle part

Contacts

Address of the venue:

PVA Expo Letnany

Beranovych 667

199 00 Prague 9 – Letnany

GPS: Loc: 50°741.662"N, 14°3051.679"E

Forwarding/handling service:

CENTRUMSPED s.r.o.

PVA Expo Letnany

Beranovych 667

199 00 Praha 9- Letnany

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/disassembly companies must absolutely adhere to the operational and security instructions valid on the premises of the expo area that are the part of an application form and also stated on the official web pages of the show at <https://www.cannafest.com/en/forexhibitors/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 II.

Registration dates:

30th October 2024 09.00 a.m. - 08.00 p.m.

31st October 2024 09.00 a.m. - 08.00 p.m.

01st November 2024 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 a few weeks after the show (according to the Czech law). 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 to have copies of documents confirming that you have paid the relevant amounts (bank account statement) – we may ask you for their submission. In exceptional cases it is possible to cover the unpaid invoices by cash during the registration on site but in this case we must apply a 10% surcharge therefore we suggest completing all payments in advance. The only person accepting all payments is the Cannafest accountant who will issue the proper documents.

If your stand is assembled by another company, such a 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 or straight (below)

- Exhibitor's Pass based on the size of the display.

All exhibitors (workers) have to be registered through our on-line system. Please visit <http://trade.cannafest.com> to apply for the business passes. To enter, please use the same login which you created during your on-line registration.

- Parking cards – you can get 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 also possible, you can buy the parking card for one + night or three days + nights (times of the show) during registration on the spot. Parking cards must be placed visibly behind the car front window.

- Exhibition catalog – 1 piece
- Invitation for the V.I.P. party for exhibitors and business partners (based on the size of the booth) that will be held on November 2nd 2024 from 8:30 p.m. in Hall No.7 (left side, entrance next to the V.I.P. & Business Lounge as usual)

2. LATE ORDERS

Late orders made directly at the Exhibition Grounds are possible to make in the Registration Centre and will be invoiced straight. Please take into account there is a 20% surcharge and the offer is limited. Late orders of the electric power supply are charged with an extra 50% surcharge. We recommend making all orders in advance.

3. EXHIBITOR'S WRISTBANDS

After the registration, you will obtain Exhibitor's wristbands, catalog, 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

All the VIP/ business passes for your team members as well as the VIP Party tickets must be pre-registered in our on-line system in the section "entry passes" till October 25.

4. ASSEMBLY OF THE STANDS

Exhibitors assembling their stand themselves can begin with the installation of the displays from Wednesday, November 2nd, 2022 as follows:

Wednesday	30th October, 2024	9.00 a.m. – 10.00 p.m.
Thursday	31st October, 2024	9.00 a.m. – 10.00 p.m.
Friday	1st November, 2024	8.00 a.m. – 10.00 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 Wednesday 30th October 2024 04.00 p.m. – 10.00 p.m.

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 03rd November 2024 6.00 p.m. – 12.00 a.m. (midnight)

Monday 04th November 2024 12.00 a.m.(midnight) – 08.00 a.m.

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.. In case of the booths dismantling during times of the show there will be a fine of 500 EUR applied.

We request that all exhibitors having their display installed by Cannafest remove their equipment and exhibits from the displays already on 3rd November, 2024 after 6.00 p.m., so that the stands can be disassembled from 3rd November, 2024 7.00 p.m. till 4th, November 2024 08.00 a.m.

6. WASTE DISPOSAL AND CLEANING

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 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.

Please be considerate and do not occupy the area around someone's else spot and keep your spot clean, Cannafest trade show has its own cleaning service for public areas but for a cleaning of your spot you have to order cleaning service separately in our online system for each of the day in the section "additional services".

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 service at the expo:

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:

www.cannafest.com/en/for-exhibitors/important-information/

Caution! In case you have your own forwarder that can help you with everything, you don't need to use the forwarding service of Centrumsped but in case you have your own forwarder that can help you with everything, you don't need to use the forwarding service of Centrumsped, the forwarder can bring the goods straight to your booth during the registration times but your team has to overtake the goods/pallets from him. If you want to use the storage for empty boxes and pallets there during the trade show you need to contact Centrumsped for that as well as they are in charge of that too. The storage of empty boxes is for free.

8. FURNITURE, HOSTESSES, HOTELS, CLEANING SERVICE, ADVERTISING

For the offer of these services please visit the section "additional services" in our on-line system.

9. PROTECTION OF PROPERTY

Starting with the first assembly day and ending with the last disassembly day the protection of property is secured if possible by the organizer and the security service. After closing down the exhibition area after 08.00 p.m. (during the course of the fair) or after 10.00 p.m. (on days when assembly and disassembly take place), the security of the exhibition hall will be provided on an 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.

10. INTERNET CONNECTION

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

11. 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 the Cannafest staff.

12. IMPORTANT NOTICE - ADVERTISEMENT DURING THE SHOW

All promotional activities outside the exhibitor's stand (posters, roll ups, banners, stickers, flyers etc.) must be enabled by the organizer for the stated fee. All unconfirmed

advertisements will be removed and a penalty will be charged . For more information about the advertisement possibilities, please check our on-line system “additional services”.

13. V.I.P PARTY FOR EXHIBITORS AND BUSINESS PARTNERS

V.I.P. party for exhibitors will be held in Hall No.7 (the same as in previous years). The evening starts at 08:30 p.m. and ends at 02:00 a.m. There will be food and beer for free, spirits can be bought at a bar. You can look forward to the accompanying entertainment - this year's topic is “Make Love not War”. All registered companies will receive the special wristband allowing entry to the party during registration. Entry is allowed only to persons with V.I.P & Business badges + party badges. The tickets must be pre-registered as well as the VIP/business tickets on-line in the section “entry passes”. Since there is a really huge interest of participants every year, we can give away only a limited number of badges to individual companies so please register online till the required date.

You can collect your party badges during the registration or through the show hours but no later than 6:00 p.m. on Saturday November 2nd.

Link to our on-line system: <https://trade.cannafest.com/>

