



cannafest[®] prague 2019

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 2019**
Character of the event: Information, contract and trade show

Place: **PVA EXPO PRAGUE LETNANY**
(Výstaviště Praha Letnany)
Entrance Hall I., Hall No.1, No.2, Hall No.5,
Hall No.7 (V.I.P. & Business Lounge + Gala Evening)

Date of the event: 01st November – 03rd November 2019

Opening times:

For visitors:	
01 st November 2019	11 ⁰⁰ a.m. – 08 ⁰⁰ p.m.
02 nd November 2019	11 ⁰⁰ a.m. – 08 ⁰⁰ p.m.
03 rd November 2019	11 ⁰⁰ a.m. – 06 ⁰⁰ p.m.
For exhibitors:	
01 st November 2019	08 ⁰⁰ a.m. – 09 ⁰⁰ p.m.
02 nd November 2019	09 ⁰⁰ a.m. – 09 ⁰⁰ p.m.
03 rd November 2019	09 ⁰⁰ a.m. – 07 ⁰⁰ p.m.

Entrance fee: 200 CZK / 8 EUR (incl. VAT) / 1 day ticket
350 CZK /15 EUR (incl. VAT) / 3 day ticket
500 CZK / 20 EUR (incl. VAT) / Business ticket

Catalogue: 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

Press centre: Right side of the Main Entrance Hall I.

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](tel:+420225291670) , Cell phone: [+420 602 501 381](tel:+420602501381)

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 website in section For visitors – List of exhibitors.

Registration dates:

30 th October 2019	08.00 a.m. - 08.00 p.m.
31 st October 2019	08.00 a.m. - 08.00 p.m.
01 st November 2019	08.00 a.m. - 11.00 a.m.

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

The final invoice which all the exhibitors will receive at latest till **October 25, 2019** must be paid no later than **October 29, 2019**, otherwise they will not be permitted to enter the exhibition space.

As our records of your payments may not be complete, 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 online 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 Info. 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 20 EUR (500 CZK) for day parking during the whole show and 10 EUR (250 CZK) for night parking. Night parking card must be purchased for every single night separately. The amount will be included in the additional invoice which you will receive after the show. Parking cards must be placed visibly behind the car front window. To receive the parking card the applicant needs to inform our staff at the registration desk about the car's registration mark (make).
- **Exhibition catalogue** – 1 piece.
- Invitation for for the **gala evening** (based on the size of the booth) that will be held on 02nd November 2019 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 of the furniture, hostesses, catering or some advertising made directly at the Exhibition Grounds is possible to make in the Registration Centre (Cannafest Info stand) and will be invoiced straight after the show.

3) EXHIBITOR'S CARDS

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

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

less than 20 sq.m	5 pcs
less than 30 sq.m	6 pcs
less than 50 sq.m	8 pcs
over 50 sq.m	10 pcs
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, 31st November 2019 as following:

Wednesday	30th October 2019	8⁰⁰ a.m. – 09⁰⁰ p.m.
Thursday	31st October 2019	8⁰⁰ a.m. – 09⁰⁰ p.m.
Friday	01st November 2019	8⁰⁰ a.m. - 10⁰⁰ a.m. - only installation and arrangement of exhibits

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

Thursday	31st October 2019	04⁰⁰ p.m. – 08⁰⁰ p.m.
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Earlier delivery of the ordered stand is possible only by mutual agreement. In this case please contact vendula.vaculova@cannafest.cz no later than 25th October 2019.

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 2019	6⁰⁰ p.m. – 12⁰⁰ a.m. (midnight) <i>(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.)</i>
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Monday 04th November 2019

12⁰⁰ a.m.(midnight) – 12⁰⁰ p.m.

Disassembly during the late night hours is possible upon request at Cannafest Info stand during the exhibition.

We request that all exhibitors having their display installed by Cannafest remove their equipment and exhibits from the displays already on 03rd November 2019 after 6 p.m., so that the stands can be disassembled from 03rd November 2019 7⁰⁰ p.m. till 04th November 2019 12 p.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 on the phone number +420 724861168.

7) FORWARDING AND HANDLING SERVICES

The forwarding and handling service means:

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

<p>CENTRUMSPED s.r.o. Vystaviste Letnany Beranovych 667 199 00 Praha Czech Republic</p> <p>Mrs. Filip Červený e-mail: cerveney@centrumsped.cz Tel.: +420 225 291 670 Cell phone: +420 602 501 381 www.centrumsped.com</p>

Forwarding services are charged, the pricelist is published on:

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

Cannafest is covering 50% from the charged services. The services will be invoiced straight after the show in the additional invoice.

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 2018). The evening starts at 08:30 p.m. and ends at 02:00 a.m. There will be the entertainment dedicated to the holiday of Día de los Muertos (Day of the Dead) during the whole evening as well as Mexican food and drinks (wine and beer) for free. The whole program will be announced.

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. The total number of issued invitations is 1200 pieces.

13) EUROPEAN – AMERICAN CANNABIS BUSINESS CONFERENCE

We would like to highlight the EuroAmCBC Prague which is B2B conference from a set of conferences focusing on closer cooperation and trade and information exchange between Europe and America.

The conference is being held at the same exhibition grounds as Cannafest, 31th October 2019 in the conference center.

The entry for full day of the conference is for 250 EUR for all exhibitors and includes also food and beverages. The tickets is possible to order through the on-line registration systém of Cannafest.

14) MAP

