



**12. – 15. 11. 2026**

**INSTRUCTIONS FOR BUILD-UP,  
DISMANTLING AND THE TRADE  
FAIR**

**PVA EXPO PRAHA**

Beranových 667

199 00 Praha 9 – Letňany

GPS: Loc: 50°7'46.54"N,14°30'51.48"E

Organised by ABF, a.s.

[www.e-salon.cz](http://www.e-salon.cz)

# EXHIBITION CENTRE MAP



e-SALON | e-TECHNOLOGY | 12.–15. 11. 2026

8. VELETRH ČISTÉ MOBILITY, TECHNOLOGIÍ A ŘEŠENÍ PRO E-MOBILITU



8th Trade Fair for Clean Mobility, Technologies and E-Mobility Solutions • Test drive area: Hall 7

## 1. SITE ACCESS HOURS DURING BUILD-UP

### INDOOR AND OUTDOOR AREAS:

|                                                                                |                      |                                             |                                                |
|--------------------------------------------------------------------------------|----------------------|---------------------------------------------|------------------------------------------------|
| <b>early build-up*</b><br><b>AVAILABLE ONLY IN</b><br><b>HALL 3 and HALL 4</b> | Saturday<br>Sunday   | 7. 11. 2026<br>8. 11. 2026                  | 08:00 – 22:00<br>08:00 – 22:00                 |
| <b>indoor area build-up</b>                                                    |                      |                                             |                                                |
| <b>HALL 3 + HALL 4 + HALL 8</b>                                                | Monday–<br>Wednesday | 9. 11. 2026<br>10. 11. 2026<br>11. 11. 2026 | 8:00 – 22:00<br>8:00 – 22:00<br>8:00 – 22:00   |
| <b>HALL 2, HALL 2D, HALL 5, HALL 1</b>                                         | Monday–<br>Wednesday | 9. 11. 2026<br>10. 11. 2026<br>11. 11. 2026 | 12:00 – 22:00*<br>8:00 – 22:00<br>8:00 – 22:00 |

For **early build-up\*** (before the official build-up period), please contact the Trade Fair Manager.

Early build-up is subject to a flat fee of CZK 58 excluding VAT/m<sup>2</sup>/day (to cover lighting, security, etc.) and is available only on 7. 11. and 8. 11. 2026 from 8:00 to 22:00.

On **11. 11. 2026**, no build-up work is permitted after 22.00 because final preparations for the trade fair will be taking place. **The last vehicle will therefore be admitted to the site at 18.00.**

## **2. REGISTRATION**

The registration desk is in Entrance Hall II (see map) and is open as follows:

|                                 |                     |
|---------------------------------|---------------------|
| <b>9. 11. 2026 (Monday)</b>     | <b>8:00 – 18:00</b> |
| <b>10. 11. 2026 (Tuesday)</b>   | <b>8:00 – 18:00</b> |
| <b>11. 11. 2026 (Wednesday)</b> | <b>8:00 – 18:00</b> |
| <b>12. 11. 2026 (Thursday)</b>  | <b>7:00 – 09:00</b> |

**RECOMMENDATION:** For payments made after **6. 11. 2026**, exhibitors should bring proof of payment (a bank statement) to registration. Exhibitors whose invoices have not been paid by the stated due dates will not be admitted to the exhibition area. Company registration will be completed only once all invoices have been paid in full.

**Exhibitors** will receive exhibitor passes at registration. Each pass will be scanned on entry to the site every day during the trade fair. When leaving the exhibition centre during the day, exhibitors will receive a re-entry slip, which allows them to return that same day only when accompanied by a valid exhibitor pass. **Exhibitor passes are non-transferable.** Pre-ordered parking cards for exhibitors' passenger cars will also be available for collection at the registration desk on registration days.

**The stand contractor** must collect one build-up/dismantling pass per worker at registration. These passes authorise entry to the exhibition site and the start of build-up work; they are not valid during the trade fair. After collecting the passes and before starting work, the contractor must always contact the Hall Supervisor. The contractor must also collect Build-up Vehicle Entry Cards, which authorise vehicle access to PVA EXPO PRAHA during build-up/dismantling.

**Hall Supervisors** (identified representatives of the organiser responsible for the operation of each hall) will be present in the individual halls. The start and completion of build-up must always be reported to them. Please also contact them if any problems arise during build-up.

### 3. BUILD-UP

Access to the exhibition area is permitted after the exhibitor has registered, on presentation of build-up/dismantling passes, during the hours stated in Section 1, *Site Access Hours During Build-up*. Build-up passes are valid only during the trade fair's build-up and dismantling periods.

**NOTICE:** **By 18.00 on 11. 11. 2026 (Wednesday), all leftover materials and transport packaging must be removed from the exhibition halls and all aisles cleared for final cleaning and carpet laying.** If this deadline is not met, ABF, a.s. may have all such items removed at the exhibitor's expense, without entitlement to compensation.

**SITE VEHICLE ACCESS:** During the build-up days, 9. – 11. 11. (Mon – Wed), vehicle entry is permitted only with a completed Build-up Vehicle Entry Card. This card is issued at registration in Entrance Hall II.

**UNLOADING EXHIBITS:** **No equipment intended for unloading exhibits will be admitted to the site.** This service is provided by the contracted freight forwarder CENTRUMSPED, based on site: Filip Červený, tel.: 602 501 381, e-mail: cerveny@centrumsped.cz.

**Please also note that vehicles over 3.5 t are prohibited from entering outdoor area V1 (the area in front of Entrance Hall II).** Exceptions may be agreed with ABF, a.s. Trade Fair Administration.

**SUSPENDING INDIVIDUAL SIGNS FROM THE HALL CEILING:** This work may be carried out only by PVA EXPO PRAHA representatives, against an approved order. Additional suspension work during build-up is available only from 9.00 to 18.00 and incurs a 50 % surcharge. No additional suspension work is possible on the last build-up day.

**DELIVERY OF LARGE EXHIBITS:** **The delivery gates to the halls will remain open until 12.00 on Wednesday, 11. 11. 2026.** After that, only entrances measuring a maximum of 2 390 mm (width) × 1 850 mm (height) will be available. Exhibits exceeding these dimensions must be delivered to the halls before this deadline.

**DEPOSIT:** **On 11. 11. 2026 (Wednesday), a deposit of CZK 1 000 including VAT will be collected on vehicle entry. It will be refunded on departure provided the permitted stay has not been exceeded, or in accordance with the operator's instructions. The deposit will be valid for the whole day.** If the permitted stay is exceeded, the deposit will not be refunded; PVA EXPO PRAHA will issue a receipt for the penalty charge on request.

Please strictly observe the one-way traffic system, road signs and instructions of traffic and security staff. Vehicles obstructing traffic whose drivers fail to follow these instructions will be towed away at the owner's expense.

**PARKING during build-up:** **From 9. – 11. 11. 2026**, parking is available on the exhibition site only during the hours stated in Section 1. Entry requires company registration, build-up passes and a Build-up Vehicle Entry Card. **On 11. 11., parking on site is limited to the period covered by the deposit.**

OVERNIGHT PARKING AT PVA EXPO PRAHA IS POSSIBLE BY AGREEMENT WITH THE ORGANISER and upon purchase of an OVERNIGHT PARKING CARD (see Order Catalogue).

**Stands over 30 m<sup>2</sup> arranged for exhibitors through ABF, a.s. will be ready for handover in accordance with your orders on 11. 11. 2026 from 10.00. Stands of up to and including 30 m<sup>2</sup> and outdoor stands will be ready on 11. 11. 2026 from 12.00. Delivery of exhibits and supplies to exhibitors' stands ends at 18.00 on 11. 11. 2026. No vehicles will be admitted to the site after that time.**

Under the ABF, a.s. Terms and Conditions for Exhibitor Participation, the exhibition centre's internal rules and generally applicable legislation, the use of flammable substances, explosives, poisons, harmful substances or hazardous equipment in the exhibition halls or on stands is prohibited, as is the placement or use of pressure cylinders, containers or other equipment containing flammable or combustion-supporting gases. If their use is necessary for demonstrations, it must be discussed with and approved by ABF, a.s. in advance.

#### **4. DURING THE TRADE FAIR**

##### **OPENING HOURS:**

###### **exhibitors:**

|                 |                  |              |
|-----------------|------------------|--------------|
| Thursday        | 12. 11.          | 7.00 – 18.00 |
| Friday–Saturday | 13.11. – 14. 11. | 9.00 – 18.00 |
| Sunday          | 15. 11.          | 9.00 – 17.00 |

###### **visitors:**

|                 |                  |               |
|-----------------|------------------|---------------|
| Thursday        | 12. 11.          | 9.00 – 17.00  |
| Friday–Saturday | 13.11. – 14. 11. | 10.00 – 17.00 |
| Sunday          | 15. 11.          | 10.00 – 16.00 |

Access to the exhibition areas is prohibited outside the stated trade fair opening hours and the permitted stand replenishment periods. Please follow the instructions of ABF staff and security personnel.

**DELIVERIES: During the trade fair, passenger vehicles up to minibus size may enter the site to replenish stands against a refundable deposit of CZK 1 000. Morning entry: 12. 11. 2026, 8.00 – 8.45 (Thu); 13. 11. – 15. 11. 2026, 9.00 – 9.45 (Fri – Sun).**

Vehicles must leave the site no later than 15 minutes before the trade fair opens. **Delivery vehicles are prohibited from remaining on site outside these periods.** A purchased Parking Card permits unrestricted entry and exit only during the trade fair.

During the trade fair, the side entrances to the halls start closing at 17.15. Please use the doors at the front of each hall to leave.

PARKING during the trade fair: Parking on site is permitted only in designated spaces and with a parking card. The MULTI-DAY parking card is valid for all 4 trade fair days. Two types are available: transferable and non-transferable. Exhibitors who do not purchase a card may use the visitors' car park (CZK 200 per exit, passenger car). **OVERNIGHT PARKING AT PVA EXPO PRAHA REQUIRES THE PURCHASE OF AN OVERNIGHT PARKING CARD (see Order Catalogue).**

EXHIBITOR ENTRY: Please note that exhibitor passes authorising admission to PVA EXPO PRAHA during the trade fair will be checked at the site entrance.

## **5. DISMANTLING**

**Dismantling of stands and displays is permitted after the trade fair closes on 15. 11. 2026 from 16.00 and continues NONSTOP until 16. 11. 2026 at 10.00 (Sun – Mon).**

STANDS ARRANGED THROUGH ABF, a.s.: **Clearance of these stands MUST begin immediately after the trade fair closes on Sunday (15. 11.) and must be completed by 22.00 that same day.** For operational reasons, dismantling will begin after this deadline even if a stand has not been cleared. Neither ABF nor the stand contractor accepts liability for any resulting loss or damage.

SITE VEHICLE ACCESS: Exhibitors are requested to enter the site only to load dismantled stands and displays that are ready for removal, and to follow the instructions of traffic and security staff.

### **KEY TIMES:**

- On 15. 11. 2026 **from 16.00**, entry is permitted only for passenger cars, vans and trucks with a load capacity of **up to 3.5 t**. Vehicles **over 3.5 t** will be admitted **after 17.00**.
- Delivery of empty packaging will start at **22.00** on 15. 11. 2026. Exhibitors requiring delivery of empty packaging to their stand immediately after the exhibition closes must expressly arrange this with the freight forwarder in advance.
- On the dismantling day, **from 24.00 to 6.00**, only the doors at the front of the halls will be open. All other entrances will be closed.

HANDOVER OF THE EXHIBITION SPACE: By the end of the dismantling period, exhibitors must hand back their rented exhibition space completely empty, clean and in its original condition. They must also remove all floor coverings and adhesive carpet tape at their own expense and return all movable items rented from ABF, a.s. undamaged.

Companies must order a waste container for waste generated during stand dismantling. Containers may be ordered in advance by submitting the completed form (see Services Catalogue), or on site at the Technical Services Desk (registration).

Contact for container orders: Lukáš Vilímek, mobile: 739 003 169, e-mail: vilimek@abf.cz.

Exhibitors must pay the full cost of any damage to or soiling of the exhibition space or rented movable items. Damaged OCTANORM panels will be charged at CZK 600 per damaged panel, based on photographic evidence. Exhibitors are not entitled to receive the damaged panels.

Failure to clear the exhibition space by the final deadline will incur a contractual penalty of CZK 30/m<sup>2</sup>/hour for the area not vacated. As a last resort, ABF, a.s. will clear the stand at the exhibitor's expense. The exhibitor bears the risks associated with this clearance.

## **6. TECHNICAL AND OPERATING CONDITIONS**

**STANDS:** The architectural design and operation of a stand or advertising sign must not disturb or restrict other stands. If a company's stand walls (side or rear) exceed 250 cm in height and adjoin the rear or side of neighbouring stands, the parts above 250 cm must be structurally and visually neutral. These raised walls may not be used for the company's advertising. Any such advertising must be removed and the walls made visually neutral at the company's own expense. Advertising signs exceeding 250 cm in height must be positioned at least 1.5 m from neighbouring stands.

No part of an exhibitor's stand may extend beyond the boundaries of the rented exhibition space, including above the stand's ceiling structure. Any fascia or sign projecting into an aisle requires prior approval from ABF, a.s.

No part of a stand may touch the structure, walls or roof of the exhibition hall. Its rear wall must be at least 1 m from the hall wall. The highest point of the stand must be at least 70 cm below the hall's ceiling structure.

**Service aisles must remain clear.** Storage of any material in these aisles, especially behind the rear stand wall, is prohibited for fire safety, security and operational reasons. Packaging storage, including collection and return delivery to the stand, may be ordered from the contracted freight forwarder.

**Attaching stands to the hall structure is strictly prohibited.**

**Exhibitors wishing to use smoke effects must notify the Trade Fair Manager/Production Coordinator.**

**UTILITY CONNECTIONS:** Build-up electricity (230 V) will be available from the permitted start date for stand build-up (see Section 1) at several temporary power connection points in the halls or on the site. **Please therefore provide your own extension cables, approximately 50 m long.**

**ADDITIONAL SERVICE ORDERS:** Any changes to technical services, stand construction or equipment requested after build-up begins will be dealt with only after all duly ordered work and services for other exhibitors have been completed.

ABF, a.s. may apply a surcharge of up to 100 % of the quoted price for such additional work and services. Exhibitors must pay on site in cash.

## **7. SECURITY AND INSURANCE**

The organiser provides basic site security and stewarding during build-up, the trade fair and dismantling. Security staff may carry out random checks of any vehicle entering or leaving the site and of the visible identification authorising individuals to remain on site. Under the ABF, a.s. General Terms and Conditions of Participation in Trade Fairs, the organiser is not liable to exhibitors or their co-exhibitors for the loss, destruction or damage of exhibits, stand equipment or fittings, goods, packaging or packing materials, whether occurring during build-up, transport or the trade fair.

Exhibitors must insure all their own and their co-exhibitors' exhibits and the materials listed above for the entire period they are at the exhibition centre, against all risks applicable to the exhibitor's property. Insurance may be arranged in advance or on site (information is available at ABF, a.s. registration in Entrance Hall II). Insurance arrangements are handled by the insurance broker **Total Brokers, a.s.**, whose representative will be in Entrance Hall II on the first day of the trade fair.

Dagmar Míková, mobile: +420 604 211 974, dagmar.mikova@totalbrokers.cz

**Dedicated security for your stand may be ordered using the form in the SERVICES CATALOGUE.**

## **MUSIC PERFORMANCES**

Under Act No. 121/2000 Coll., the Copyright Act, all public use of musical and literary works is subject to copyright fees. The Act applies to anyone who, in the course of business, uses recordings of performers and producers of audio or audiovisual recordings through technical equipment (radio, television, CD player, mini hi-fi system, etc.), or organises live music performances. Before commencing such activities, they must obtain consent from the collecting societies and pay the appropriate remuneration. OSA represents lyricists, composers and music publishers and grants permission on their behalf. Intergram represents performers and producers of recordings (CDs, DVDs) and grants permission on their behalf.

All exhibitors presenting live music or playing recorded music on their stands must comply with the above Act. Before the trade fair begins, they must notify the copyright collecting societies OSA and **INTERGRAM of the intended use and pay the copyright fees. Further information is available at [www.osa.cz](http://www.osa.cz) and [www.intergram.cz](http://www.intergram.cz).**

If an exhibitor fails to comply, the trade fair organiser, ABF, a.s., prohibits any music performance or playback of the type described above.

Once the above notification and registration requirements have been met, audiovisual, acoustic, musical, dance and other performances are permitted for a maximum of 8 minutes per hour, provided they do not disturb other exhibitors. Failure to comply will result in a fine of CZK 5 000; repeated breaches will result in a ban on all performances.

## 8. IMPORTANT CONTACTS

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**Head of Sales Team**

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**Total Brokers a.s. - Insurance of exhibits and stands, Dagmar Míková**

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**CENTRUMSPED s.r.o., Filip Červený - Freight forwarding**

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