

# 26<sup>th</sup> IUGG

**GENERAL ASSEMBLY 2015**

INTERNATIONAL UNION OF GEODESY AND GEOPHYSICS  
UNION GÉODÉSIQUE ET GÉOPHYSIQUE INTERNATIONALE

PRAGUE CONGRESS CENTRE, CZECH REPUBLIC

**JUNE 22-JULY 2, 2015**



**GUIDELINES  
FOR EXHIBITORS**



**26<sup>th</sup> IUGG**  
**GENERAL ASSEMBLY 2015**  
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## CONTACTS

### Exhibition Manager

C-IN

Prague Congress Centre, 5.Kvetna 65, 140 21, Praha 4, Czech Republic

Mr. Filip Psota

GSM: +420 604 624 909

Email: [exhibition@iugg2015prague.com](mailto:exhibition@iugg2015prague.com)

### Sponsorship Manager

C-IN

Prague Congress Centre, 5.Kvetna 65, 140 21, Praha 4, Czech Republic

Ms. Iva Pelanova

GSM: +420 724 545 505

Email: [iva.pelanova@c-in.eu](mailto:iva.pelanova@c-in.eu)

### Congress Secretariat

C-IN

Prague Congress Centre, 5.Kvetna 65, 140 21, Praha 4, Czech Republic

Tel: +420 261 174 305

Fax: +420 261 174 307

Email: [info@iugg2015prague.com](mailto:info@iugg2015prague.com)

### Official Forwarding Agency

DB SCHENKER fairs

Fairs & Exhibitions dpt. Prague: 5. Kvetna 65, 140 21, Praha 4, Czech Republic

Mr. Petr SLABÝ

Tel.: +420 242 405 165

Email: [petr.slaby@schenker.cz](mailto:petr.slaby@schenker.cz)

Mrs. Dagmar ŠIMKOVÁ

Tel.: +420 242 405 161

Email: [dagmar.simkova@schenker.cz](mailto:dagmar.simkova@schenker.cz)

### Accommodation

C-IN

<http://iugg2015prague.com/accommodation.htm>

### Event Location

Prague Congress Centre  
Prague 4, Czech Republic  
5. Kvetna 65  
CZ-140 21 Czech Republic  
[ww.kcp.cz](http://ww.kcp.cz)



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## EXHIBITION OFFER

The 26th General Assembly of the International Union of Geodesy and Geophysics (IUGG) will be held at the Prague Congress Centre, Prague, Czech Republic, from June 22 till July 2, 2015.

The Congress will be a unique opportunity for exhibitors to present their companies and display their products and new developments. List of exhibitors will be published on the official Assembly webpage and in the printed Final programme.

### EXHIBITION SHELL SCHEME PACKAGE

Price:	<b>3.600 €</b>
Size:	9 sqm (3 x 3 m)
Includes:	2 Exhibitor passes, 1 power supply (230 V), lights, fascia board, leaflet stand

Bigger stands can be accommodated as well, additional sqm will be charged at 320 €

### SPACE ONLY

Charge per sqm:	<b>320 €</b> (minimum space 4 sqm, 1 Exhibitor pass per 4 sqm)
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### SPECIAL RATES AND DISCOUNTS

The IUGG would like to offer the following discounts, please contact the Sponsorship Manager for further information.

### NON-PROFIT/GOVERNMENTAL ORGANIZATIONS

Schell-scheme package	<b>2.500 €</b>
Additional space:	220 € / sq.m



## EXHIBITION STAND APPLICATION FORM

Dear Exhibitor,

Please use this application form to book your exhibition space during the 26<sup>th</sup> IUGG Assembly in Prague. Please select either option A or option B and send the filled form back to [iva.pelanova@c-in.eu](mailto:iva.pelanova@c-in.eu)

### Option A - Space Only

We would like to book a space for our self-build stand with no additional services (9m<sup>2</sup> min.) The charge per square meter is **EUR 320 (+VAT)**.

We would like to book custom sized space:	m <sup>2</sup>	Length:	m	Width:	m
Place our custom sized space instead of booths:					

We would like to book predefined 9 m <sup>2</sup> position			
Preference of booth number	1 <sup>st</sup> choice:	2 <sup>nd</sup> choice:	3 <sup>rd</sup> choice:

Total cost:	€
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*Position and dimensions will be approved by exhibition manager. Refer to the current exhibition floor plan*

### Option B - Stand Scheme Package

We would like to book predefined 9 square meter space with shell scheme stand. Price is **EUR 3600 (+VAT)**.

Package Includes:

- shell scheme construction
- carpet
- fascia board (1) with company name
- light (3 spotlights)
- leaflet stand

Services not included in the package: electrics, furniture, etc.

We are applying for the special rate



Preference of booth number	1 <sup>st</sup> choice:	2 <sup>nd</sup> choice:	3 <sup>rd</sup> choice:
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*Refer to the current exhibition floor plan*

Larger shell scheme stands can be accommodated on request. Charge for additional square meter is **EUR 320 (+VAT if applicable)**.

Total space booked:	m <sup>2</sup>	Total cost:	€
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### CONDITIONS

- Please note that our sponsors will be given priority choice of stand location.
- Cancellations received in writing 3 months before the exhibition results in a cancellation charge of 30% of total exhibit fee. Cancellations received in writing later than 3 months before the start of the exhibition makes the exhibitor liable for the total charge of the application.
- Application deadline: 1<sup>st</sup> March 2015

### INVOICE DETAILS

Use UPPERCASE only!

- Exhibitor \_\_\_\_\_
- Company \_\_\_\_\_
- Street \_\_\_\_\_
- City/Zip code \_\_\_\_\_
- Country \_\_\_\_\_
- Contact person \_\_\_\_\_
- Email \_\_\_\_\_
- Phone \_\_\_\_\_
- Cell phone \_\_\_\_\_
- Website \_\_\_\_\_
- VAT Number \_\_\_\_\_
- PO Number \_\_\_\_\_

IUGG 2015 Prague Secretariat, CZECH-IN s.r.o., 5.kvetna 65, Prague 4, 140 21, Czech Republic  
Tel: +420 261 174 308, Fax: +420 261 174 307, E-mail: iva.pelanova@c-in.eu

Date:

Signature:

Stamp:



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### KEY DATES AND TIMES

**Exhibition build-up** 22.6. 08:00 - 20:00

**Exhibition breakdown** 1.7. 21:00 - 24:00

**Stand design plans submission deadline:** 15.5.\*

\*applicable only for exhibitors without pre-ordered shell scheme booth.

**Exhibition services order deadline:**

Submit your order before the deadline of 15th May 2015. Requests received after the deadline will result in additional charge of 30% and surcharge for onsite orders is 50%.

**Registration Opening Hours:**

The registration desk will be located on the ground floor at the Prague CongressCentre, please consult the Assembly website at [www.iugg2015prague.com](http://www.iugg2015prague.com) for updated information.

### PRELIMINARY PROGRAMME

	Mon 22.6.	Tue 23.6.	Wed 24.6.	Thu 25.6.	Fri 26.6.	Sat 27.6.	Sun 28.6.	Mon 29.6.	Tue 30.6.	Wed 1.7.	Thu 2.7.	
8:30–10:00	AM1 Sessions										Business Meetings	
	Coffee Break											
10:30–12:00	AM2 session	Union L.	AM2 session	Union L.	AM2 session	AM2 session	Union L.	AM2 session	AM2 session			
	Lunch Break + Business Meeting											
13:30–15:00	PM1 Sessions											
15:00–16:30	Posters with Coffee (attendance of the authors)											
16:30–18:00	Opening	PM2 Sessions								Closing + Farewell		
18:00–20:00 (21:00)	Reception	Posters with beer + Business Meeting + 2 Panel Discussions										

Please note the Scientific program is subject to change.



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## USEFUL INFORMATION AND EXHIBITION SERVICES

### HOW TO GET TO THE PRAGUE CONGRESS CENTRE

#### From Airport - By Public Transport

Prague International Airport is located approximately 20 km northwest of the city centre. The Airport is served either by public bus or taxi. From the Airport take bus no. 119 (which runs every 10 minutes) to Metro station „Dejvicka“ (Line A). Take Metro Line A (direction Skalka) to the Muzeum; change to Line C (direction Haje). Exit at the stop Vyšehrad (the second stop after the Muzeum). The Prague Congress Centre is next to the Metro station Vyšehrad. Public transport tickets can be purchased from vending machines installed in Prague Airport or tobacco shops. Single journey public transport ticket costs 32 CZK. The journey from the airport to the venue by bus and metro takes approximately 45 minutes.

#### From Airport - By Taxi

By taxi, the Prague Congress Centre is 30 minutes away from the Airport. The price for a taxi should not be higher than approximately 800 CZK (€ 32). Make sure to agree on the price before starting the ride. Credit cards are not accepted. Cash is usually the only means of payment.

#### Recommended taxi services

MODRY ANDEL	tel: +420 737 222 333	web: <a href="http://www.modryandel.cz/en">http://www.modryandel.cz/en</a>
AAA TAXI	tel: +420 222 333 222	web: <a href="http://www.aaataxi.cz">http://www.aaataxi.cz</a>
CITY TAXI	tel: +420 257 257 257	web: <a href="http://www.citytaxi.cz">http://www.citytaxi.cz</a>

### EXHIBITOR'S BADGES AND REGISTRATION

To access the exhibition area and lectures exhibitor badge is required. Exhibitors are therefore requested to pre-register their booth staff. Each exhibitor will receive free exhibitors badges based on exhibition stand size.

Exhibition stand size:	Number of free exhibition registrations
≥ 9 m <sup>2</sup>	2
≥ 18 m <sup>2</sup>	4
≥ 27 m <sup>2</sup>	6
≥ 36 m <sup>2</sup>	8

Exhibitor's badges can be collected by an authorized person of the company's staff at the Registration Desk at the registration area of the Prague Congress Centre. Additional badges are subject to a fee of € 121 each (21% VAT included). These extra badges can be requested and paid online. All registrations are processed online on the Assembly website. Please consult the [registration page](#) on the website.



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**IMPORTANT:** Exhibitors need to apply a coupon code during the online registration received upon booking their space! Code will be emailed to you upon booking of the exhibition space.

Registration type	Rate
EXHIBITOR *	0 €
EXHIBITOR **	121 € (VAT included)

\* Free registration as part of the reserved exhibition space. Two registrations per 9sqm of the exhibition stand area. Exact booth number and company must be stated in the remark during the registration. All registrations will be approved by exhibition manager.

\*\* Additional registration for the exhibition booth personnel. Exact booth number and company must be stated in the remark during the registration process otherwise the registration will be cancelled.

Only the first name, the last name and the company name of the Exhibiting Company will appear on the badges.

## EXHIBITION SERVICES

All exhibition services may be ordered via booking forms included in these guidelines. Make sure to submit your order before the deadline of **15th May 2015**. Requests received after the deadline will result in additional charge of **30%** and surcharge for onsite orders is **50%**.

If you wish to order services which are not mentioned in the order forms contact the exhibition manager.

Full payment of all ordered services is required in advance for all services. Unpaid services at the day of the build-up will not be delivered.

Cancellations or changes must be made in writing to the Exhibition Manager. In case of cancellations less than 14 days before the start of the event, 50% of the contractual price will be charged. No reimbursement shall be applicable in case of cancellation or change forwarded less than 48 hrs before the lease starts.

## SITE VISIT

If any company wishes to arrange a site visit prior to the Assembly, please contact Exhibition Manager/Sponsorship Manager and make an appointment.

NOTE! We strongly suggest that you confirm your date(s) before finalizing your travel arrangements.

## SCIENTIFIC SESSIONS

Exhibitors are permitted to attend the scientific sessions during 26th IUGG General Assembly.

## ACCOMMODATION

For further information, please visit the Assembly website at: <http://www.iugg2015prague.com/accommodation.htm>





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## PASSPORT, VISA and INVITATION LETTER

Arrangements have been made to assist attendees by processing the official invitation on request. Visitors from non-EU Countries must possess a passport valid for at least a 3 month stay. Participants from countries requiring a visa to enter the Czech Republic are advised to check with the consular office of the Czech Republic or diplomatic missions in their country for specific visa application requirements:

[http://www.mzv.cz/jnp/en/diplomatic\\_missions/czech\\_missions\\_abroad/index.html](http://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html)

To request an official invitation letter from Assembly secretariat or to get more information, please visit our official website: <http://www.iugg2015prague.com/visa-issues.htm>

## CATERING

Food or beverage served on the stand should be ordered through **Zatisi Catering**, the official venue caterer. For detailed offer, please contact **Linda Reitingerova +420 731 156 614**

## PARKING FOR TRUCKS

Parking of trucks can be arranged by the official freight forwarder and their manager. No truck parking is available at the Prague Congress Centre.

## BUSINESS CENTRE

No business centre is available within the meeting venue.

## CUSTOMS

When bringing goods into the Czech Republic there are limits set on certain commodities. If a certain amount is exceeded, duty must be paid and the importer is required to inform customs of the amount of the commodity he or she is bringing in to the country. It is the Exhibitor's responsibility to carry out correct customs formalities for equipment and products arriving from abroad into the Czech Republic. All related services will be arranged by official forwarding agency if ordered.

## BEST PLACES TO CHANGE MONEY IN PRAGUE

To exchange cash for Czech Crowns, good rates are available in Prague, however be careful in choosing the right place. Our best tip is eXchange at Kaprova 15, near the Old Town Square - excellent rates and no commission. Alternatively, you can try Samiko at Štěpánská 39, near Wenceslas Square.

Czech and International banks in Prague, mostly around Wenceslas Square, offer good exchange rates but they do charge commission.



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## TECHNICAL INFORMATION / ASSEMBLY RULES AND REGULATIONS

In the following regulations and conditions the term 'exhibitor' describes any company or organisation that has made a successful application for space allocation in the technical exhibition to be organized in the framework of the Assembly, or any manager or representative acting on behalf of the exhibitor. In its sole discretion the organiser may amend or modify these regulations by posting notice of the amendment(s) or modification(s) on the meeting website before the latter shall become effective. Any aspect that is not covered by these regulations is subject to approval by the organiser. Each company is responsible for communicating these regulations to its staff and its appointed agencies. In its sole discretion, C-IN may amend or modify these terms and conditions.

### EXHIBITION FLOOR PLAN

Exhibition floor plan will be published in February 2015 on the Assembly website.

### STAND DESIGN APPROVAL

The exhibitor is free to choose his own stand constructor. In case the exhibitor wants to erect his own stand construction or does not require a standard modular stand that may be provided by the exhibition manager, the exhibitor is to arrange for detailed stand design plans to be sent to the Exhibition manager for submission to Prague Congress Centre not later than **15th May 2015**. Electronic plans are preferred, please forward those to [exhibition@iugg2015prague.com](mailto:exhibition@iugg2015prague.com). It would be helpful if you could also let us know whom you have appointed as you contractor to build the stand.

The organizer holds the right to refuse, amend or otherwise deal with any plans as deemed necessary. It is strictly forbidden for the exhibitor to exceed the maximum construction height **2.80 m**.

Stands should be fully accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Manager.

It is strictly forbidden to store anything behind your stand.

Stands may be covered by a roof, provided that the roofing is in compliance with fire-protection regulations.

Under no circumstances may the exhibitor increase the exhibition space beyond the space that has been allocated to him.

The drawings shall indicate clearly the planned layout, dimensions, equipment and furnishing of the stand. The location of power outlets, electricity cables as well as telephone/internet installations must be indicated. Only with the written approval of the Organiser shall the stand drawings be deemed released for construction.

### CEILING HEIGHT

The general maximum height of the exhibition booth is **2.80 m**.

Suspension of banners/signage from the ceiling is not allowed. No hanging points are available in the Prague Congress Centre.

### STAND CONSTRUCTION DURING THE ASSEMBLY

During the official programme of the Assembly all stands are to remain in their entirety, no dismantling or removal during this period is permitted. Any special arrangements for build up or break down and removal of exhibits must be made in consultation with the exhibition organisers.



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## ELECTRICITY, SOCKETS AND ADAPTERS

Voltage: 230V/400V AC, 50 Hz

Please order your electricity input and connection through the e-shop and do not forget to indicate your electrical connection location on the stand design visualization. Power supplies will be supplied into your stand via the ceiling or via the floor. Czech sockets for 230V/16A are not compatible with the Schuko (basic European sockets). Adapters (for 1 phase up to 16A) are required. For other types of plugs (other than basic European), please make sure to bring adapters because these will not be available onsite. Adapters for 3phase connections are not available and should be brought by exhibitors. For equipment from USA or elsewhere with 110/120V, a transformer is required to be able to connect to 230V. Transformers are not available and should be brought by exhibitors.

**Important: Supplies will be switched on 30 minutes before opening during the duration of the meeting and switched off 15 minutes after Exhibition closed every day. 24-hour supplies are available and must be ordered via e-shop as separate item to regular electricity connection.**

## LOADING BAY AND LIFT

Loading bay of the Prague Congress Centre is located on -1 floor. Entrance is on the right side from the OMV petrol station. Follow the signage that will be placed by the entry for trucks.

Trucks of a total gross weight of more than 7500 kg are not allowed to drive in the Czech Republic on Sunday 13.00 – 22:00.

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local manager. Companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the goods entrance and the freight lifts.

Loading bay has limited width: 2 m and height: 2 m. Make sure your packages can fit into the bay door.

Freight elevator **K** is available to access the exhibition area.

Lift K -Depth 5 m; Width 2.4 m; Height 2.5 m; Maximum load 5000 kg

## FLOOR LOADING

The maximum permissible load on the floors of the PCC is approximately 400 kilograms per square meter (spread). Load capacity needs to be taken into account when entering the exhibited goods as well as during their handling.

## DAMAGE TO THE VENUE PREMISES

Nails, screws or other fixtures may not be driven into any part of the premises, including floors. Nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur, the Exhibitor responsible will be invoiced for any reparation charges.

## SHELL SCHEME STANDS

C-IN is the official contractor for the provision of shell scheme and shell scheme accessories. The stands provided will consist of a modular system consisting of white panels with aluminium uprights at 1 m width intervals and fascia with one-off name board. For those who have ordered Shell Scheme, this includes the following items:

- Set up and dismantling
- Modular stand
- Carpeting
- Fascia along open sides - name board, black lettering on white background
- 3 spotlights per 9 square meters
- Leaflet stand



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Please note that Shell Scheme and rental furniture will be complete by **20th June 2015**. Any additional / on-site orders are without guarantee and time limit for delivery.

The floor, columns and installations (distribution boxes, piping, rented shell stands, etc.) of the venue shall be left in the same state they were found in. Any damage shall be repaired by the exhibition manager at the Exhibitor's expenses.

## NAME BOARDS

Each shell scheme stand will be provided with a fascia along open sides (company name, max. 20 letters, Arial black) Please specify the exact company name that will be printed on the fascia. Note: For safety reasons, exhibitors are not permitted to affix their own material to fascia boards.

## SPACE ONLY STANDS

Free-build stands are allocated on a space only basis. This means that no stand services are provided within the package. Stand drawings of all proposed space only stands must be submitted to the Organizers for approval, no later than **1st May 2015**.

It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the venue. All structures, materials, special designs, unusual constructions and all signs shall conform to health & safety standards and comply with the local Fire Department regulations. Any display work or materials contravening this clause must be modified to meet requirements.

Please take note that no exhibitor will be permitted to span an aisle by ceiling or floor covering without authorisation from the Exhibition Organisers. Failure to comply with any of the afore-mentioned could result in approval of your stand being withdrawn.

## ISLAND BOOTH REGULATIONS

Applies to booths potentially accessible from all four sides

- Edge of the raised floor must be sloping on all sides
- Keep the stand as a walk-through area with minimal outer walls
- Be sure to have the booth design approved by the exhibition manager

## WASTE DISPOSAL

It is the responsibility of the exhibitor to ensure that all debris and waste material including boxes for packaging arising from his stand construction and stand dismantling are completely removed from the exhibition area prior to the opening of the exhibition and at the end of the meeting. Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by the organiser or its contractor. For waste removal services and waste container hire, please contact the exhibition manager at [exhibition@iugg2015prague.com](mailto:exhibition@iugg2015prague.com)

## EXHIBIT STAND INSPECTION

The Exhibition Organiser and Exhibition Manager and PCC representative will conduct a walk-through inspection to ensure compliance with all applicable stand space use and safety regulations. The walkthrough inspection begins at the end of each build-up day. You are requested to have a stand representative present.

**The PCC, Exhibition Manager and Organiser refuse to accept any responsibility if the Safety Committee decides to close a stand because the Exhibitor has not respected the safety rules of the event or hosting country or the venue.**

## STORAGE OF EMPTIES

No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind in your booth or in the aisles. If any Exhibitor or his contractor(s) leave such materials behind, the costs of removing will be charged to the



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Exhibitor. Please contact the official forwarder for handling and storage of your empty crates and other packing material through the duration of the exhibition.

## WATER CONNECTION

Water connections are available upon request, depending on stand location. Please contact the Exhibition Manager to check availability for your stand.

## LIABILITY FOR RENTED EQUIPMENT

Exhibition Organiser accepts full responsibility for all rented equipment, such as standard exhibit stand construction, furniture and carpet, AV and computer equipment etc. by signing the relevant Handing-Over protocol. The Exhibition Organiser will be charged for any loss of or damage of rented equipment.

## STAND SECURITY

Please note the PCC and/or Assembly organisers cannot accept responsibility for the security of the stands and their contents, for damage or theft of any goods whatsoever. If you wish to order a security guard for the stands, please contact Exhibition Manager.

## SURVEILLANCE AND SECURITY

The Organiser undertakes the general surveillance service of the PCC both day and night. The Exhibition organiser shall be responsible for the surveillance of the stands and exhibits. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. We strongly urge exhibitors to secure their stand against theft or damage. Valuable objects, which may easily be removed, should be locked away during the night or whenever the stand is left unattended. The PCC and/or Assembly organisers accepts no responsibility for goods stolen from exhibits.

## GASES

Use of liquid gases is not permitted. Helium balloons are not permitted at PCC.

## LASER PRODUCTS

Any exhibitor demonstrating or using laser products must submit full details of equipment that will be used. These details must be submitted to the Exhibition Organisers for final approval no later than four (4) weeks prior to the commencement of the Exhibition. Failure to submit adequate details may result in the display being prohibited. Exhibitors must provide suitable fire extinguishers and warning notices.

## LEAFLET DISTRIBUTION

Leaflets or other promotional material may not be distributed from anywhere other than the exhibition stands. Leaflets displayed or distributed at any other point throughout the venue will be removed and destroyed by the Organisers.

## CONDUCT OF EXHIBITORS AND REPRESENTATIVES

The Exhibition Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.

Publicity material and giveaways shall be displayed and/or given away only from the Exhibitor's own stand. Leaflets displayed at any other point throughout the Premises will be removed or destroyed by the Exhibition Organisers.

Political propaganda may not occur in the stand or in any other place within the exhibition area.

Projected images, however generated, may not play on to aisles or on to other stands.



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## HEALTH AND SAFETY AT WORK

It is the responsibility of the exhibitor to ensure that his employees, exhibition staff and temporary staff comply with the latest legislation regarding health and safety at work. The organizer bears no responsibility for non-compliance to this rule by the exhibitor.

## NATIONAL AND INTERNATIONAL REGULATIONS

The exhibitor is to follow all national and international rules and regulations related to advertising and promotion of all products and services as part of the booth. The organiser bears no responsibility for non-compliance of this rule by the exhibitor.

## SMOKING

Smoking is not allowed at the venue; the Assembly is a non-smoking event.

## CHANGES IN LOCATION

Exhibition Manager and Assembly Organisers reserves the explicit right to change location of display space on short notice, even after initial confirmation, if necessary in order to achieve the event target. Neither restitution nor claims of any kind are applicable.



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### ORDER FORMS - page 1/8

return to [exhibition@iugg2015prague.com](mailto:exhibition@iugg2015prague.com) before **15th May 2015**

#### EXHIBITION SHELL SCHEME PACKAGE

Price: **3.600 €**  
 Size: 9 sqm (3 x 3 m)  
 Includes: 2 Exhibitor passes (lecture attendance)

#### SPACE ONLY

Charge per sqm: 320 € (minimum space 4 sqm, 1 Exhibitor pass per 4 sqm)

#### NON-PROFIT/GOVERNMENTAL ORGANIZATIONS

Schell-scheme package (9 sqm) 2.500 €  
 Additional space: 220 € / sqm

#### Shell Scheme Package Includes:

- White panels/silver alloy construction
- Front fascia board - corner stands get 2
- Basic electricity supply (up to 3.5 KW)
- Carpet according to the size
- Leaflet stand
- 3 Spot lights (9 sqm Shell Scheme)
- The other equipment can be ordered via order forms



Company Name: .....

Company name will be printed on the fascia of the booth.



## ORDER FORMS - page 2/8

return to [exhibition@iugg2015prague.com](mailto:exhibition@iugg2015prague.com) before **15th May 2015**

### OPTIONAL BOOTH EXTRAS



Showcase: high, 2 glass shelves  
size: 100x50cm / 250 cm

Unit Price 90 EUR Units:



Showcase: low, 1 glass shelf  
size: 100x50cm /110 cm

Unit Price 50 EUR Units:



High lockable counter: 100x50  
Height: 110 cm  
Sliding-doors

Unit Price 45 EUR Units:



Regular lockable counter: 100x50  
Height: 83 cm  
Sliding-doors

Unit Price 45 EUR Units:



Storage with lockable door.  
Size 1x1m

Unit Price 99 EUR Units:





## ORDER FORMS - page 3/8

return to [exhibition@iugg2015prague.com](mailto:exhibition@iugg2015prague.com) before **15th May 2015**

### FURNITURE ORDER FORM



SQUARE TABLE BLACK  
80x80, height 73 cm

Unit Price 20 EUR Units:



RECTANGULAR TABLE BLACK  
120x80, height 73 cm

Unit Price 25 EUR Units:



HIGH TABLE BLACK TOP  
60 cm diameter, height 125 cm

Unit Price 25 EUR Units:



ROUND TABLE SILVER  
60 cm diameter, height 73 cm

Unit Price 20 EUR Units:



CONFERENCE TABLE WHITE / BLACK  
55x55, height 45 cm

Unit Price 20 EUR Units:



CONFERENCE TABLE LARGE WHITE  
95x55, height 45 cm

Unit Price 25 EUR Units:



Chrome frame, grey upholstered seat

Unit Price 15 EUR Units:



## ORDER FORMS - page 4/8

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Lightweight chrome frame, black upholstered seat and back

Unit Price 20 EUR Units:

Chrome frame, grey upholstered seat and back

Unit Price 13 EUR Units:

Chrome frame, black leather seat

Unit Price 25 EUR Units:

Black sofa, 180 x 88 cm, 66 cm high

Unit Price 80 EUR Units:

Black/White upholstered armchair  
80 x 80 cm, 70 cm high

Unit Price 50 EUR Units:

LEAFLET RACK WHITE

Unit Price 25 EUR Units:

LEAFLET RACK PROSPECTOR

Unit Price 45 EUR Units:



## ORDER FORMS - page 5/8

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COAT RACK WHITE

Unit Price 20 EUR Units:



Additional spotlight

Unit Price 10 EUR Units:

### ELECTRICITY

Basic electricity supply up to 3,5 kW*	Price 170 EUR
Electricity connection up to 10,5 kW	Price 335 EUR
Electricity connection up to 21 kW	Price 600 EUR
24 Hrs circuit**	Price 165 EUR

\*Included in the exhibition package

\*\*Available only in addition to regular electricity connection. Suitable for servers / fridges that need to run overnight.

### INTERNET

INTERNET 2 Mb/s	Price per day 40 EUR
INTERNET 5 Mb/s	Price per day 75 EUR
INTERNET 10 Mb/s	Price per day 140 EUR
Wi-Fi Router	Price per event 30 EUR
TELEPHONE LINE	Price per event 190 EUR

All internet connection is wired – for Wi-Fi you need to rent a Wi-Fi router.



## ORDER FORMS - page 6/8

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### AUDIO VISUAL TECHNICS

Plasma Screen 42" (107 cm) 16:9	Unit Price/Day 75 EUR	Units/Days:
Plasma Screen 50" (126 cm) 16:9	Unit Price/Day 85 EUR	Units/Days:
Plasma Screen Floor Stand 42"-50"	Unit Price/Day 30 EUR	Units/Days:
DVD player	Unit Price/Day 35 EUR	Units/Days:
LCD Monitor 24"	Unit Price/Day 50 EUR	Units/Days:
Notebook, Windows	Unit Price/Day 65 EUR	Units/Days:
Office PC, 24" LCD, Windows	Unit Price/Day 75 EUR	Units/Days:

All the above prices are stated per item and PER 1 DAY.

If you have a request for equipment which is not mentioned in the offer please send your query to exhibition manager at [exhibition@iugg2015prague.com](mailto:exhibition@iugg2015prague.com)

### GRAPHICS

Logo (full color, size of the print up to 50x50cm) Suitable for counters or system wall elements	40 EUR
Logo (full color, size of the print up to 1x1m) Suitable for counters or system wall elements	70 EUR
Fascia board Full color, graphics provided by the exhibitor	12 EUR per 1m of length
Print on self-adhesive foil Full color, suitable for panels	65 EUR per 1sqm
Print on sail-cloth - Banner	65 EUR per 1sqm
Print on board (kapa, forex)	Price to be quoted individually
Other prints	Price to be quoted individually

Specify your requirements:

.....

.....

Please send your logo as a vector file (EPS, AI, CDR, PDF). If any other artwork than logo, please send a graphic file specifying all the details necessary.

Height of the fascia board is 30 cm.



## ORDER FORMS - page 7/8

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### CLEANING OF THE STAND

Stand Cleaning







1 EUR / sqm / day

Cleaning of the floor, withdrawal of the wastebaskets, cleaning of the tables, desks and show cases. No cleaning of exhibited goods.

Stand Area (sqm): ..... Days when the cleaning is required: .....

### CARPET COLOUR

Carpet is included in the Shell Scheme package - please mark your choice of colour. Exhibitors without the package may order carpet as separate item.

	1969		1323
	1380		1366
	1370		1963
	1964		1982
	1375		1897
	1360		1961

Stand Area in sqm: .....

Price: 8 EUR/ sqm



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PRAGUE CONGRESS CENTRE, CZECH REPUBLIC  
**JUNE 22-JULY 2, 2015**  
[www.iugg2015.org](http://www.iugg2015.org)

## ORDER FORMS - page 8/8

return to [exhibition@iugg2015prague.com](mailto:exhibition@iugg2015prague.com) before **15th May 2015**

**All prices mentioned above are VAT exclusive (21% in Czech Republic). Companies registered in EU with valid VAT number will be charged without VAT.**

Any furniture or service (hostess, special AV requests, promo materials...) not mentioned in these order forms may be requested at the exhibition manager on individual basis.

Name and Signature: .....

Date: ..... Total amount to be charged: .....(+21% VAT)

Payment method: Bank Transfer\*  Credit card\*\*

\*Available only until 1st June 2014

\*\*Provide the credit card authorisation form which is at the next page.

## INVOICE DETAILS

Company:

Street:

City/Zip code:

Country:

Contact person:

Email:

Phone:

Cell phone:

VAT No.

Website:

Please make sure to submit your order before the deadline of **15<sup>th</sup> May 2015**  
**Surcharge 30% to the prices above will be added after deadline (50% for onsite orders).**

**Email:** [exhibition@iugg2015prague.com](mailto:exhibition@iugg2015prague.com) **Tel:** +420 261 174 301



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## CREDIT CARD PAYMENT AUTHORISATION

I hereby authorize CZECH-IN s.r.o. (Prague Congress Centre, 5. května 65, CZ – 140 21 Prague 4, Czech Republic, Commercial Registration number: CZ48582387) to charge my credit card for the following payment:

Payment description: \_\_\_\_\_

Total amount to be charged: \_\_\_\_\_,-EUR

Credit Card details:	
Credit card type:	
Credit card number:	
Valid from:	Expiry date:
CVC*/Security Code**:	Issue number***:
Cardholder's name:	
Cardholder's billing address:	
Country of cardholder:	
Cardholder's email:	
Cardholder's phone number:	

\* CVC (Card verification Code) is printed on the reverse side of your card (EC/MC, VISA) at the signature panel, last three digits.

\*\*Security Code: American Express cards have a four-digit number printed on the front of the card, above the account number.

\*\*\*mandatory for some cards only

Important note:

The copy of both sides of the credit card with cardholder's signature must be attached to this form.

\_\_\_\_\_  
Cardholder's Signature

Please, email the filled and signed Authorisation with copy of the credit card to: [exhibition@iugg2015prague.com](mailto:exhibition@iugg2015prague.com)



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## GENERAL CUSTOMS-FORWARDING INFORMATION FOR EXHIBITORS

### 1/ ADDRESSING

Consignments are to be shipped and addressed as follows:

Consignee: <b>SCHENKER spol. s.r.o.</b>	Notify: <b>IUGG Prague 2015</b>
Kongresové centrum Prague	Exhibitor Name:
5. Května 65	Stand No.:
140 00 Prague 4, Czech republic	Person in charge:
Phone: +420 242 405 160, -161, -165	

All exhibition goods dispatched either by air/sea/road/courier freight must be consigned „Freight Prepaid”.

Customs office of destination: PRAGUE – Uhřetíněves (code: CZ 510202)/on working days only!

### 2/ SMALL PARCEL SERVICES

We kindly offer small parcel services provided by our corporate partner UPS.

### 3/ CONSIGNMENT NOTIFICATION

All consignments have to be notified by e-mail and the following information are to be advised 48 hours before arrival of your shipments to Prague:

Copy of transport documents - B/L, HAWB/MAWB, CMR, loading/packing list, etc.

Copy of customs documents - Proforma-Invoice, ATA Carnet, etc.

### 4/ TERMS OF PAYMENT

All customs-forwarding services are paid by the exhibitors directly to the provider. Exhibitors who are not using services of SCHENKER worldwide network or its authorized managers have to pay our customs-forwarding services by remittance in advance or in cash/by credit card in Prague.

### 5/ INSURANCE

Exhibitors are obliged to arrange insurance of all exhibition material for the duration of transport, building-up/breaking down of the exhibition for all possible risks.

### 6/ CUSTOMS CLEARANCE/non EU-shipments

Exhibits, exhibition materials/merchandise for temporary use: PROFORMA-INVOICE (3x original in English) with proper consignment details (i.e. gross/net weight, number of freight pieces, number of particular pieces, price, delivery terms – DAP Prague/according to INCOTERMS, Brussels customs code).

For merchandise which is being imported only for the exhibition purposes and for which sale during the exhibition is not expected and it is obvious that will be in an unchanged form returned back abroad, we recommend to use CARNET ATA as the accompanying customs document (issued by Chamber of Commerce and Industry in the country of origin).

Advertising, consumer materials/catalogues, brochures, advertising gifts, i.e. pens, CDs,





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etc., consumer goods – refreshments, i.e. merchandise for consumption:

For these goods a separate PROFORMA-INVOICE has to be available (requirements above) as this merchandise follows valid customs regulations after arrival identified for release into free circulation, or for consumption during the exhibition and customs fees (customs duty, VAT, Consumer tax) are applicable to this merchandise.

### 7/ HANDLING WITH EMPTY BOXES

The empty boxes of your exhibition material and exhibits will be delivered into a warehouse, stored during the whole time period of the exhibition and during breaking-down of the exhibition will be brought back to your stands. (Empty cases are cases, cardboards, pallets, baskets, barrels, etc. without exhibits, any of their parts, or without any exhibition materials for which is the forwarder not liable during the storage period, if storage of such a material is not properly ordered!)

### 8/ CASE MARKING/PACKAGING

All exhibitors are requested to use proper packaging suitable for transportation, unpacking, storage and repacking.

All packages are to be clearly marked on 2 sides as follows(\*):

IUGG Prague 2015

Exhibitor: ..... Hall/Booth No.: .....  
Gross/Net Weight in kgs: ..... Dimensions in cms: .....  
Case No./Total colli: .....

### 9/ GENERAL CONDITIONS

Forwarder's responsibility ends at the moment of delivery of the goods to the exhibition stand or to the nearest possible accessible location and by the handover to the exhibition stand, even if the exhibitor or his accredited representative is not present and begins by the following pick-up at the exhibition location.

We would be happy to answer any further questions from your side or to prepare preliminary price calculation if you let us know your requirements for our customs-forwarding services and advise all necessary details concerning your shipments.

### DB SCHENKERfairs

Fairs & Exhibitions dpt. Prague: 5. Května 65, 140 21 Prague 4, Czech Republic  
Mr. Petr SLABÝ phone: +420 242 405 165 / e-mail: [petr.slaby@schenker.cz](mailto:petr.slaby@schenker.cz)  
Mrs. Dagmar ŠIMKOVÁ phone: +420 242 405 161 / e-mail: [dagmar.simkova@schenker.cz](mailto:dagmar.simkova@schenker.cz)

All contractual arrangements, concluded between SCHENKER spol. s.r.o. and its Clients are ruled by General Terms of Trade SCHENKER spol. s.r.o. Czech Republic in the full issue and the Client declares His acceptance, acknowledgement and understanding therewith by concluding the Contract.



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### QUOTATION REQUEST/return to: [fairs@schenker.cz](mailto:fairs@schenker.cz)

return to:	name and address of exhibitor:
SCHENKERS.r.o.	
Fairs & Exhibitions dpt.	
Kongresové centrum Prague	
5. Května 65	
CZ-140 21, Prague 4	
	person in charge:
Tel: + 420 -24 24 05 160, -161	e-mail:
E-mail:	Phone:
petr.slaby@schenker.cz	
dagmar.simkova@schenker.cz	

Quantity of packages	Total volume/cbm	Total gross weight/kg	Total value/EUR

kind of package	length/cm	width/cm	height/cm	volume	weight/kg	return
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>

To be picked up:	yes <input type="checkbox"/>	no <input type="checkbox"/>	Address of collection and contact person:
Date			
Time: (morning)			
Time: (afternoon)			

Special instructions:	
Remarks / Additional requests:	
Transport insurance	yes <input type="checkbox"/> / no <input type="checkbox"/>
Small parcel service / UPS	yes <input type="checkbox"/> / no <input type="checkbox"/>

City	Date	Company stamp	Signature



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## FIRE AND SAFETY REGULATION OF THE VENUE

- 1) SMOKING and manipulation with open fire are PROHIBITED during social, cultural, sales, sports or other events within the entire PCC object, including its hallways and terraces.
- 2) All escape routes must be kept free at all times, not blocked by any objects which could hinder possible evacuation, and must have a minimal passage width of 2 m between the rows of stands if these form a continuous line(s). Between the sides of individual stands, a proper access to these stands, i.e. to each one separately, must be secured, with minimal spacing of 85 cm.
- 3) Individual profiles of escape routes and exits, electricity distribution boxes, main switches, and media seals (gas, electricity, water etc.) must not be blocked or narrowed. The same rule applies to all facilities for provision of fire protection, i.e. fire extinguishers, fire hydrants, electric fire alarm sensors (EPS), heads of stationary extinguishing systems (sprinklers).
- 4) Should the stand position be located close to glass surfaces of the building perimeter, it is necessary to keep to so-called fire dividing zone with the minimum distance of 150 cm from the glass surfaces. No flammable or fire-supporting material may be located close to glass area of the outer surface of the building. This area must be kept free at all times; no material is to be stored therein.
- 5) All exhibitors are obliged to supply fire-technical characteristics (FTCH) of all used, exhibited, sold, stored and used substances, items and goods, etc.
- 6) Within all premises of the PCC it is generally prohibited to use, store, or handle in any way flammable or fire-supporting substances or liquids, bottled-gas burners, cookers and portable heating (both gas and electric), as well as pressure tanks (bottles) filled with propane-butane or other compressed technical gases.
- 7) The lessee is obliged to ensure that the maximum number of persons in individual rooms/areas is not exceeded, with regard to evacuation capacity possibilities.
- 8) Motor vehicles equipped with permanent or alternative drive using compressed natural gas or propane-butane /PB/ must not park in the underground garages of the PCC.
- 9) All used materials (textile fabric, wood, etc.) brought into the object and serving as decoration, material for construction of exhibition stands, scenes, decoration of halls, hallways, etc., provided by both PCC and individual organisers /lessees/ of cultural, social, sport and other events, must have fireproof finishing of its own way. Provision of fireproof finishing must be documented by respective certificates; these must be deposited with the PCC fire technician, as a part of the event documentation.
- 10) All welding and cutting works, either using welding sets (gas, oxygen), or using electricity (resistance welding), or using electric grinding saw etc., are subject to the obligations stipulated by the Home Office of the Czech republic, Order No. 87/2000 Coll., and it is necessary to obtain a welding permit for them, including specification of particular conditions for provision of fire protection in the given area of the PCC. This permit is issued, and particular conditions of fire protection provision are stipulated by the PCC fire technician or the commander of the PCC fire brigade. At the same time, it is necessary to report such works in advance to the venue and Exhibition Manager.
- 11) A permit, issued for each individual event separately, is necessary for all pyro-effects, use of open fire, etc. – regardless of being provided by the PCC or by individual lessees (e.g. during a performance etc.). This permit is issued, and particular conditions of fire protection provision are stipulated by the PCC fire protection officer or the commander of the PCC fire brigade. At the same time, it is necessary to report such works in advance to the venue / Exhibition Manager.



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12) In such cases (or at client's request) it is necessary to assign special assistance fire patrols at additional expense. The number of assistance fire patrol members is determined by the PCC fire protection technician, or the commander of the PCC fire brigade, based on individual assessment of each individual event, depending on the particular room.