

18th Trade Fair of Student Firms 2012,

which is organized by student firm Antre, Inc. at Obchodní akademie Prague
10, Heroldovy sady 1

20th – 22nd March 2012, Prague - Czech Republic
Prague Exhibition Centre – Výstaviště (Exhibition Grounds) – KŘÍŽÍKOVY PAVILONY
(PAVILION B), Praha Holešovice

The following instructions are binding!!!

I. TIME SCHEDULE OF THE TRADE FAIR FOR THE EXHIBITORS

Tuesday	20 th March 2012	9.00 AM - 5.00 PM
Wednesday	21 st March 2012	9.00 AM - 5.00 PM
Thursday	22 nd March 2012	9.00 AM - 2.00 PM

Tuesday 20th March 2012

9.00 AM - 10.00 AM	Presentation at the organisers' stand (Antre Company)
10.00 AM - 1.00 PM	Set up of the stands
2.00 PM - 5.00 PM	Official Opening Ceremony with the attendance of V.I.P. guests Introduction of the conditions for the competitions Trades and business among student companies, social programme (rehearsals of the performance appearing the next day)

Wednesday 21st March 2012

9.00 AM – 5.00 PM	First exhibition day for the public, public trading Cultural programme
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Thursday 22nd March 2012

9.00 AM - 1.00 PM	Second exhibition day for the public
12.00 AM - 1.00 PM	Proclamation of the winners of competitions Official closing ceremony
1.00 PM - 2.00 PM	Dismantling, handing the stands over to the Antre Company

We would like to ask you not to leave the Trade Fair before it is officially closed.
The stand must not be closed before the official ending of the Trade Fair. The stand must be
passed on to a member of Antre Company on Thursday, 22nd March 2012 by 2.00 PM!!!



OA Heroldovy sady 1
101 00 Praha 10
tel.: +420 271 742 313
fax.: +420 271 741 593
e-mail: antre.prague@gmail.com
<http://www.antreprague.cz>

II. THE STAND EQUIPMENT - STANDARD

(Included in the price of registration fee, see section V)

Dimension of the stand: 3 x 1 m

- 1 electric connection
- 1 table
- 3 chairs
- 1 spotlight
- floor covering

The stand is formed by three walls of white laminated plastic and will be furnished with the name of your company and school and with the number of the stand. The standard equipment is covered by the participant payment.

It is possible to use a hang-up or stick-on decoration in the stand, but you are not allowed to hammer anything into the walls. You can place your advertisement outside the stand, but it must be easy to despatch it later. Each company is responsible for the removal of the advertisements from the stand. **The stand must be handed over in the same condition as it was taken from the member of Antre Company!!!**

The labelling of the stands will be uniform in accordance with this pattern:

BLACK GOLD, GmbH

AUSTRIA

Hamerlingplatz 5-6, 1080 Wien, Austria

number of the stand.....

Note: The number of your stand will be determined by Antre Company.

Please point out the labelling of your stand in the entry form!

It will be possible for all participants to connect to the Wi-Fi free of charge in pavilion B.

The participants who will not have their own PC will be able to use free internet café throughout the Trade Fair.

III. THE STAND EQUIPMENT - HIGH-STANDARD

You can also order higher standard equipment mentioned below. Any high-standard orders are charged with extra payments in CZK.

The payment for such equipment will be charged on-site at the trade fair.

Item	Dimensions	Price in CZK*	Price in EUR*
Showcase	1 x 0.5 m	900.--	38.--
Counter	1 x 0.5 m	400.--	17.--
Book-shelf	1 x 0.5 x cca 2 m	650.--	27.--
Chair	-----	90.--	4.--
Table	0.6 x 1.2 m	140.--	6.--
Fee for each 3 extra square metres		3x 1000.-- = 3,000.--	125.--

* It is possible to pay in CZK or EUR. It is necessary to choose one of these options.

IV. TRANSPORT

You can reach the Prague Exhibition Grounds by underground to the station Nádraží Holešovice and then by tram (No. 5, 12, 14, 15, 17) getting off at the Výstaviště, which is located right in front of the Exhibition Grounds.

There might be some changes in the way how to reach the Exhibition Grounds. If these appear, we will let you know.

All the exhibits and the equipment you bring can be delivered directly to the hall where the trade fair is going to be held (About the permission of the entrance we will inform you during March 2012).

Parking is available in front of the Exhibition Grounds - Výstaviště.

V. PAYMENT

1. You can choose if you want to pay the real fee in Czech crown or in Euro. The charge is € 170.-- or Kč 4,000.--. You will receive the invoice in January 2012. The fee must be paid by a bank transfer to the bank account No. 0283384349/0800 Česká spořitelna, a. s. Prague 10, or it is possible to make payment to IBAN: CZ9808000000000283384349. This possibility is recommended to foreign participants.

Variable symbol is the number of the invoice which you will get in mail.

Please send us a photocopy of your account from which the real payment has been made by February 28th, 2011 at the latest.

Please send us your exact invoicing indications (the school address, organisation and taxpayer identification numbers, the address of the student firm organisation, and taxpayer identification numbers).

2. **The real invoice for the high-standard will be handed over to you during the trade fair. The amount will be due within 14 days from the end of the trade fair.**

Fictitious payment

The fictitious invoice will be sent to you after receiving the filled-in form for the technical equipment of your stand. The payment must be paid in cash. Please, send a copy of the "Cash voucher" by mail to our mailing address. The copy must contain a valid signature and company stamps.

VI. CANCELLATION CHARGES

If you cancel your participation in the terms mentioned below we will charge you:

cancellation before	2012-02-22	<u>50%</u> of your real participation fee EUR 170.-- or Kč 4.000.--
cancellation after	2012-02-22	<u>100%</u> of your real participation fee EUR 170.-- or Kč 4,000.--

VII. ACCOMMODATION

Participants will arrange their accommodation on their own. Currently we are trying to find suitable accommodation close to the Exhibition Grounds. As soon as we know the information, we will publish it on the web-pages (<http://www.antreprague.cz>).

VIII. CATERING

The catering will be provided by the students of Commercial Academy Heroldovy sady. In the vicinity of the Exhibition Grounds there are many restaurants and stands with various cuisines and fast food.

IX. IMPORTANT AND OBLIGATORY DATES

- **By 30th November 2011** at the latest deliver to our address:
 - **Properly filled-in, signed and stamped registration form**
 - You can also send the registration form by e-mail or fax, but afterwards you have to send it also by mail
 - The registration form must be properly filled-in
 - We will confirm your registration by e-mail
 - Expected capacity of the exhibition hall is 160 stands.
 - **In case of reaching the full capacity, registrations sent after the binding deadline will be included among the alternatives!**
 - **Without valid P.F. code it is not possible to take part in the fair. In case you do not know your code, please contact your Central Office.**



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- By 4th January 2012 at the latest deliver to our address:

- Requests for high-standard equipment
- The exact text for the labelling that will be placed on your stand (company, school, address...)

X. PRESENTATION OUT OF COMPETITION

Having the experience from previous years, when the company presentations gained a great success, we are offering the opportunity to present your company again and we highly recommend you to do so.

The company has the opportunity to present themselves:

PowerPoint presentation - the company will make a short (three minutes) spot, which will be presented separately or simultaneously with oral manifestation. Presentations should be sent, preferably in Microsoft Office PowerPoint 2007, to e-mail address antre.prague@gmail.com by 29th February 2012.

We emphasize that during the fair you are not allowed to play or use any music at your stand (see Law about copyright).

XI. COMPETITION

1. Competition for the best stand – each firm that has sent an application form will automatically take part in our trade fair

Valuation:

- general appearance (originality, design)
- behaviour to the customer (ability to communicate in foreign languages - English, German)
- proper completion of accounting documents
- using the advertisement during the trade

2. Competition for the best catalogue 2012 – it is necessary to fill in the registration form

You are not allowed to use a catalogue from the previous year, even though your activity is still the same. Only current students are allowed to work on the catalogue. No professional company is allowed to work on it. The catalogue must be handed in no later than at the time of your company's registration at the trade fair.

Valuation:

- **the standard of the language (mother tongue, or perhaps English)**
- general impression (originality, design – ability to interest)
- lucidity, comprehensibility
- without grammatical and stylistic mistakes

3. Competition for the best advertisement – it is necessary to fill in the registration form

The maximum length of the advertising spot is 30 seconds. It must be compatible with Windows Media Player (only in *.avi format in the basic Windows codec). Again, the most important will be lucidity, value of information and overall impress. The advertisement must not be submitted to a professional company and must be made by nobody else but the students of the school.

The Czech companies must include English captions. Foreign companies can make the advertisement in English or in their native language and include English captions.

4. Competition for the best presentation

Companies that want to compete should send their presentation in form nameofcompany.ppt (“nameofcompany” should be replaced by the name of your company) to the e-mail address pavla.srchova@nuov.cz with the subject of e-mail “presentation-competition.” Please save presentation bigger than 10 MB in the internet address www.uschovna.cz Presentations should be sent in the period from 1st February to 28th February 2012. The presentations which will be sent after the time-limit may be disregarded!


Please note that this is the electronic presentation of the company, not an interconnection between the in-person presentation on the stage with the electronic presentation.

The competition is divided into two categories- Czech and foreign companies. Czech companies will compete in Czech language and foreign companies will compete in English (quality of English will not be taken as one of the main criteria, but it will be evaluated, too).

Competition results will only be published at the closing ceremony of the fair.

CATEGORIES OF THE COMPETITION

- The best Czech catalogue
- The best Czech stand
- The best Czech advertisement
- The best Czech electronic presentation
- The best foreign catalogue
- The best foreign stand
- The best foreign advertisement
- The best foreign electronic presentation



**Absolute
winner**

The competitions are organised by the Antre Company in cooperation with Acamedia Company at Obchodní akademie Heroldovy sady 1, Prague 10.

XII. CULTURAL PROGRAMME



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The companies have the opportunity to take part in the cultural programme of the Trade Fair. In case you are interested in having a short appearance, fill in the attached form and send it together with your application for participation at the Trade Fair and presentation.

We will do our best to satisfy you. We will immediately confirm you are enlisted in the cultural programme of the Trade Fair.

Watch our Web page (<http://www.antreprague.cz>), where the information will be continually updated.

For further information do not hesitate to contact us at the following phone number:
+420 271 742 313 every Wednesday from 01:00 pm until 04:00 pm.

Fax: 271 741 593

Web page: <http://www.antreprague.cz>

E-mail: antre.prague@gmail.com, borovick@heroldovysady.cz

We would like to invite you, your friends, families and teachers to come and enjoy the atmosphere of the 18th Trade Fair of Student Firms with us!

Please send us a properly filled-in, signed and stamped registration form as soon as possible per post.

2011-10-05

**Vojtěch Klimenta
Director of Antre**