

# EXHIBITORS KIT

## for event organizers in PCC

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## 1. ARRIVAL TO THE PCC

### Maps of the PCC surroundings

<https://www.praguecc.cz/en/neighborhood-plans>

### Restrictions and Ban on Truck Traffic

In the Czech Republic, trucks over 7.5 t (or over 3.5 t with a trailer) are prohibited from driving on Sundays and public holidays from 13:00 to 22:00. During the summer holidays, the ban is extended to Friday from 17:00 to 21:00 and Saturday from 7:00 to 13:00. This regulation is set by an official Czech Decree.

### Access to Exhibition Areas

We recommend that companies transporting their own goods contact Schenker, s.r.o., which will coordinate their arrival, venue access, unloading, and elevator use.

Everyone who enters the loading route must wear a safety vest. Builders and exhibitors may use their own vests or borrow one at the security booth before the loading route for a deposit of CZK 100 per vest.

### Deposit

By agreement with the event organizer, a deposit can be collected from drivers unloading goods on the loading route to improve efficiency. This service can be provided by PCC for 430 CZK/hour.

- Vehicle up to 3.5 t – deposit CZK 1,000 or €50  
**for 1 hour**

- Vehicle over 3.5 t – deposit CZK 2,000 or €100  
**for 2 hours**

The deposit will be refunded if loading/

unloading is done within the time limit. Parking fee for every additional hour is CZK 500.

### Limits and Dimensions of the Loading Route

Trucks that do not exceed the limits below may enter the loading bay and unload in front of the elevator access hall with the following maximum dimensions:

#### Dimensions:

height: max 3,30 m

width: max 3,50 m

length: max 10 m

Total weight incl. load: max 10 t

Trucks exceeding these limits must unload before entering the loading route, and goods must be transported manually/by carts to the freight elevators.

### Truck Parking

With prior agreement with the production team, 1–2 trucks up to 7.5 t may be parked directly in the PCC parking area, depending on the type of event.

### Recommended Parking Option

Výstaviště Praha, ul. Beranových 111, Praha 9 – Letňany

<https://maps.app.goo.gl/EgrvDoeYwwVUybjB8>

To arrange another parking option, please contact Schenker DB.

### Parking for Passenger Cars

Passenger cars can be parked on the South-Terrace in front of the building, or in the underground garages of the PCC. It is possible to pre-order Congress Parking Cards at a discounted

rate. The loading route is intended only for loading and unloading – parking of unloaded vehicles is not allowed.

## 2. EXHIBITION

### Exhibition Areas and Their Technical Spec.

The rental price includes only the exhibition space. Other services (standard booth, electricity, furniture, etc.) must be ordered from the exhibition organizer.

The ceiling height in the PCC ranges from **2.80 m to 11 m**, therefore the height of the booth may be limited depending on its location. The dimensions of pillar bases in the foyer are **45 cm x 45 cm**.

The floor is covered with marble. To prevent damage, we recommend using carpet flooring in the booths.

The floor load capacity is **400 kg/m<sup>2</sup>**.

Suspension of logos and banners from the ceiling must be consulted with the event production team.

Suspending any objects on ventilation outlets is strictly prohibited (risk of detachment and fall).

For safety reasons, it is not allowed to store any materials behind the stands.

**Important:** Unused promotional materials, brochures, and other waste must be removed from the premises after the event. If left behind, the PCC may charge the organizer for waste disposal.

### Floor Plans

<https://www.praguecc.cz/en/room-setups>

### Exhibition Approval

The exhibition organizer must submit a precise drawing with booth dimensions and descriptions in advance. All booths must be shown within the exhibition grid. These grids are available on the PCC website: <https://www.praguecc.cz/en/room-setups>

This rule also applies to organizers who order exhibition infrastructure from the PCC. Each booth plan must indicate connections for electricity, water, low-voltage cabling, etc.

**The drawn exhibition layout must be approved by the PCC fire and safety technician.**

### Conditions

Exhibition organizers are obliged to adhere to the following provisions:

- Pillars in the PCC premises may be covered only if no damage occurs. Fire protection equipment and air-conditioning sensors must remain uncovered.
- The booth layout must correspond to the pre-approved floor plan (grid).
- For atypical booths (e.g., higher than 2.8 m, double-deck stands, etc.), the PCC may ask organizer to submit technical documentation for approval in advance, including a structural description and a static assessment. If a structure exceeding 2.8 m is approved, the PCC requires proof of the organizer's authorization to work at heights.
- Exhibition booths and displays with their own

electrical installations must have a valid inspection report before being connected to the PCC distribution network (TN-S type).

- Materials may be delivered into exhibition areas only using carts with rubber wheels. **Forklifts are not permitted inside the building.**

- Drilling, screwing, or nailing into walls, ceilings, or columns of the exhibition area is forbidden.

- Work generating flammable waste (e.g., wood shavings) may be permitted by the PCC fire and safety technician, but only if machines/tools are equipped with vacuum bags or extraction.

- It is prohibited to hang heavy structures or materials on walls, suspended ceilings, or columns.

- Posters and promo displays may be placed on walls only using suitable mounting materials that do not damage the surface.

- Any modification of the premises without prior consent from the PCC is forbidden.

- All rented premises and equipment (including floors, walls, columns, etc.) must be returned in their original, undamaged condition after the event. In the event of any damage, the PCC will invoice the organizer for compensation.

### **Booth Construction with Flooring**

For all raised floors higher than 50 cm, a technical certificate may be required. Any glass surface placed on the floor must be laminated and at least 0.5 cm thick.

We recommend installing raised floors for stands with more complex electrical installations. The edges

of these floors must be safely covered and secure.

Floors must be installed strictly within the boundaries of the booth area.

These floors must not obstruct the movement of persons with disabilities. For this reason, access ramps are recommended.

### **3. FIRE SAFETY AND SECURITY REGULATIONS**

**Smoking and working with open flames are prohibited in all PCC premises.**

All escape routes must remain **clear at all times** and must not be blocked by any objects that could obstruct movement during evacuation. The walkways between booths must be **at least 2 m wide**. A free space of 85 cm must be maintained between individually placed booths.

The passage must especially remain unobstructed near emergency exits, electrical distribution panels, water supply connections, etc. The same rule applies to all fire safety equipment, such as hydrants, fire sensors, etc.

If a booth is located near a glass surface or building wall, it must be placed at least **150 cm** away from that surface. No flammable materials may be placed close to this area. This space must remain empty and free of stored materials at all times.

The event organizer may be asked to provide certificates proving the fire-resistant treatment of booth materials and exhibited goods.

In all PCC premises, it is strictly prohibited to use,

store, or handle any flammable materials or objects such as burners, cookers, portable heaters, pressurized propane-butane containers, or other compressed gases.

The event organizer is responsible for ensuring that the maximum permitted number of persons in each space is not exceeded.

Special conditions apply to the entry of vehicles running on LPG into the PCC premises.

Grinding, welding, open-flame work, and similar activities are subject to prior approval by the PCC safety technician or the Fire Rescue Service commander.

In such cases, the PCC fire personnel supervision will be provided at the organizer's expense. For dust-producing work – grinding, cutting – the air-conditioning extraction and floor ventilation grilles along windows must be switched off and covered.

If an event is expected to host a larger number of wheelchair users, this must be reported to the event production team in advance, who will notify the Fire Rescue Service accordingly.

### **Conditions for Entry of LPG-Powered Vehicles into the PCC Premises**

When entering and exhibiting vehicles in the PCC Prague exhibition spaces, it is necessary to follow fire safety regulations for the building. In particular, it is mandatory to respect:

- the maximum permitted fire load of the space where the vehicle will be displayed,
- the clear accessibility of escape routes,

- the accessibility of fire safety devices and firefighting equipment.

Charging electric vehicles or performing any maintenance or repair work on vehicles is strictly prohibited in exhibition areas.

For vehicles with alternative propulsion, exhibitors must comply with the following requirements before placing a vehicle inside the PCC:

#### **Homologated vehicles:**

- provide confirmation from the manufacturer proving the vehicle is safe for display,
- present a certificate of conformity for operation in the Czech Republic,
- ensure disconnection of the vehicle's batteries.

#### **Non-homologated vehicles:**

- provide confirmation from the manufacturer proving the vehicle is safe for display,
- remove all batteries or replace them with a dummy unit,
- batteries must not be stored inside the PCC premises

#### **Technical equipment for the exhibition:**

- mandatory equipment: snow-type fire extinguisher

## **4. TECHNICAL SPECIFICATIONS AT PCC**

### Technical specifications of freight elevators at PCC

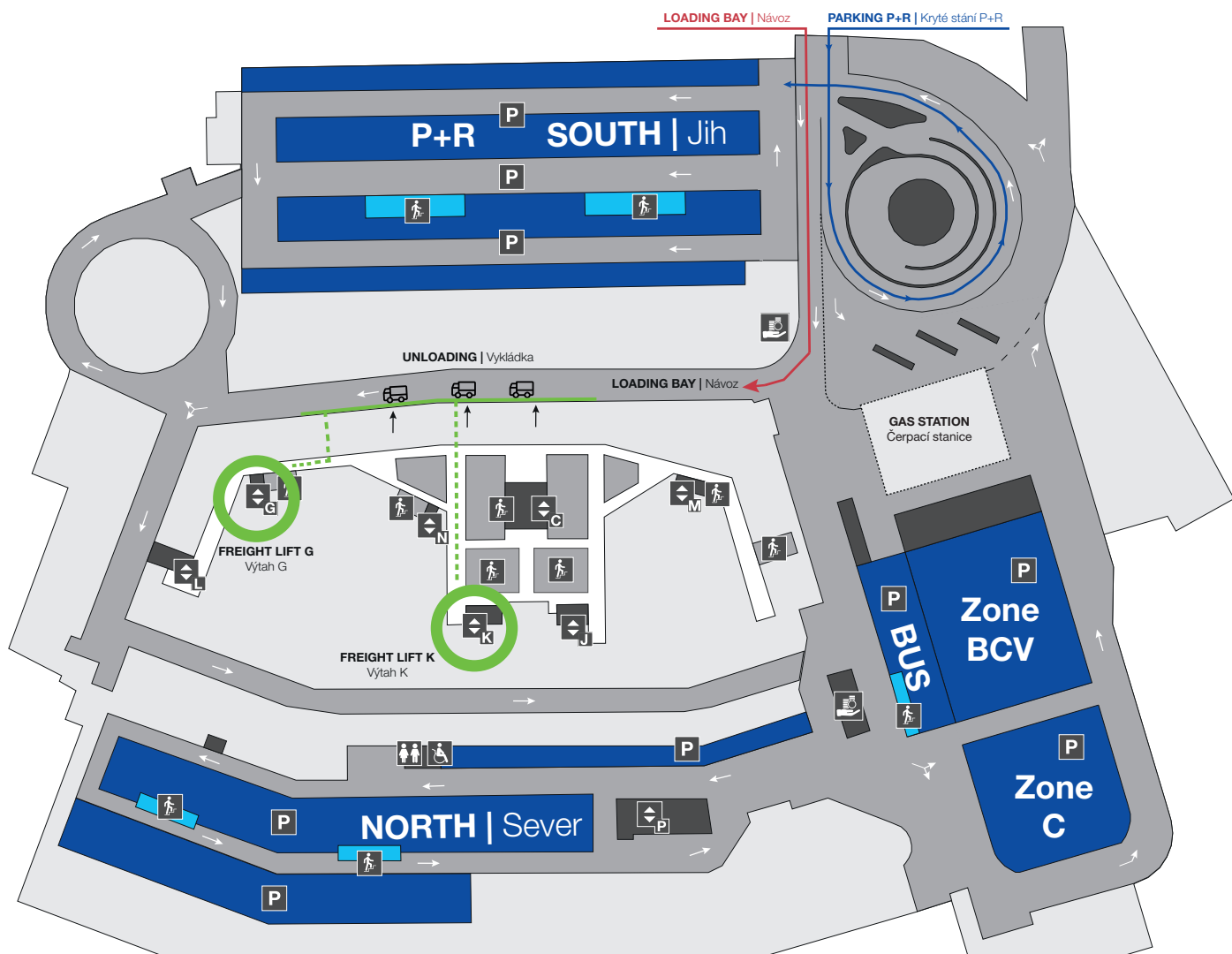
Freight elevators at PCC are operated exclusively by authorized PCC staff. Exhibition organizers and exhibitors are not permitted to operate the elevators. The access route to elevators “K” and “G” has a width of 220 cm and a height of 225 cm.

#### ELEVATOR K

Depth: 5 m  
 Width: 2,40 m  
 Height: 2,50 m  
 Max. load capacity: 5 000 kg

#### ELEVATOR G

Depth: 2,85 m  
 Width: 2,00 m  
 Height: 2,40 m  
 Max. load capacity: 2 000 kg



Ceiling height

Exhibition area: 2.8 m under balconies, 11 m in open space.

### **Flooring in exhibition areas**

Marble

### **Floor load capacity**

400 kg/m<sup>2</sup>

### **Electricity**

Voltage: 230/400/415 V AC, 50 Hz

All electrical connections must be carried out under the supervision of a certified inspection technician.

### **Important:**

Electricity supply will be switched on 30 minutes before the opening of the exhibition and switched off 15 minutes after the end of the exhibition. 24-hour power supply is available.

A valid inspection report is required for exhibitions with their own electrical installations. The report must be submitted to KCP before connection to the power distribution network.

### **Electrical plugs, sockets, and adapters**



czech sockets

Czech 230V / 16A sockets are not compatible with Schuko (the 230V socket and connector sys-

tem used in Germany and many other European countries).

When using connector types other than Czech ones, exhibitors must bring their own adapters (single-phase up to 16A). This also applies to three-phase adapters.

## **5. SERVICES DURING EXHIBITIONS**

### **Exhibition cleaning and waste removal**

The exhibition organizer is responsible for removing all waste from the stand area and the PCC exhibition premises. In this case, PCC recommends that the organizer orders stand cleaning in advance for each day of the event. Any waste (including promotional materials) left in the premises before, during, or after the exhibition will be removed at the exhibition organizer's expense.

Cleaning of common areas and aisles is included in the venue rental price.

### **Stand inspection**

If an exhibitor fails to comply with fire safety and security regulations, the PCC fire and safety officer may decide to close or dismantle the stand. In such a case, PCC accepts no responsibility for any financial loss incurred by the exhibitor.

### **Water supply and drainage**

Connection points are marked on the exhibition layout grid, and this service must be ordered in advance.

### **Responsibility for rented equipment**

Before the event, the organizer signs a "Handover Protocol" and is responsible for all rented equipment, such as standard stands, AV equipment, etc. In the event of any loss or damage, the cost will be charged to the event organizer.

### **Storage of empty packaging**

No waste or empty packaging (such as boxes, crates, etc.) may be left in side aisles or behind stands. If any exhibitor or their supplier leaves such items in these areas, PCC may charge the organizer for their removal. In such cases, we recommend contacting the forwarding company DB Schenker to arrange storage of empty packaging during the event.

### **Stand security**

PCC assumes no responsibility for items or goods displayed in the stands. PCC is not liable for damage to or loss of exhibited goods. If an exhibitor wishes to arrange stand security, they should contact the PCC event organizer.

### **Exhibition supervision and safety**

The organizer is responsible for the exhibited goods during the event at the PCC premises, both during the day and at night.

Exhibitors are advised to pay close attention to their exhibited goods during the setup and dismantling. Exhibitors must ensure that their stands are secured against damage and theft. Valuable items can be easily removed from open stands by unauthorized persons; such items should therefore be stored overnight, for example in a lockable cabinet or display case that is part of the stand. PCC is not responsible for goods stolen from the exhibition. The event organizer may arrange security services in advance.

### **Insurance**

Insurance of exhibited items, goods, or packaging must be arranged by the exhibitor. PCC accepts no responsibility for damage, loss, theft of items, or personal injury. The exhibitor (organizer) is responsible for the costs of insurance and all related matters.

## **6. PRINCIPLES OF PREVENTIVE MEASURES IN THE AREA OF OCCUPATIONAL HEALTH AND SAFETY AND FIRE PROTECTION**

**(These principles form an integral part of the payment and contractual conditions for events held on the premises of the Prague Congress Centre, a.s., hereinafter referred to as PCC.)**

- 1.** The tenant undertakes to comply with all generally applicable fire safety, safety, hygiene, and environmental regulations of the Czech Republic during any activities carried out in KCP buildings and on KCP premises.
- 2.** A NO SMOKING policy and a ban on handling open flames apply in all KCP buildings. Smoking may be permitted only in designated and clearly marked areas.
- 3.** All escape routes must be kept permanently clear and unobstructed by any objects that could hinder evacuation. Exhibition stands must be arranged according to the pre-approved layout grid with appropriate access aisles.
- 4.** When installing exhibition stands, the approved layout grids must be respected. For glass surfaces within the building perimeter, a so-called fire separation zone with a minimum width of 150 cm from these glass surfaces must be maintained. For glass surfaces on the exterior façade of the building, no flammable or combustion-supporting materials may be present.
- 5.** A general ban applies in all KCP buildings on the use, storage, or any handling of flammable and combustion-supporting substances and liquids, including pyrotechnics, propane-butane (hereinafter PB) burners, cookers and heaters,

pressure vessels filled with PB, or other compressed technical gases. Any exceptions must be discussed and approved in advance by a professionally qualified person in fire protection and occupational health and safety (hereinafter referred to as the Authorized Specialist in FP and OHS).

**6.** Each tenant of the given event is obliged to demonstrate the fire-technical characteristics of all substances, items, goods, etc. that are used, exhibited, sold, stored, or otherwise handled (i.e. substances classified in flammability classes I, II, and III). Any exceptions must be discussed and approved in advance by the Authorized Specialist in FP and OHS.

**7.** The tenant is obliged to comply with the maximum occupancy capacity of the respective premises.

**8.** Motor vehicles equipped with permanent or alternative propulsion using compressed natural gas or PB are not permitted to park in the underground garages of KCP.

**9.** In the case of anticipated welding or cutting works, approval by the Authorized Specialist in FP and OHS is always required in accordance with applicable legislation.

**10.** Events organized for persons with reduced mobility, orientation, or the inability to move independently must be reported to the Authorized Specialist in FP and OHS sufficiently in advance (to ensure appropriate professional support).

**11.** The tenant is obliged to familiarize their employees and subcontractors involved in the preparation of the event with legal and other regulations ensuring fire protection and occupational health and safety, technical equipment safety, and to require and monitor compliance with these re-

gulations.

**12.** The tenant is responsible for ensuring that persons participating in the execution of works are professionally and medically fit to perform the required tasks.

**13.** The tenant is responsible for maintaining order and cleanliness in the rented premises. In the event of contamination, corrective measures must be taken immediately.

**14.** Occupational injuries of the tenant's employees and subcontractors occurring at workplaces, in jointly used areas, or in public areas must always be registered by the tenant in cooperation with KCP.

**15.** Without KCP's consent, the tenant must not take any actions that would lead to restrictions of operations on traffic routes, supply and delivery routes on level B1 (1st underground floor), or other public areas.

**16.** The tenant is obliged to keep records of the presence of employees and subcontractors performing assigned activities in KCP buildings and on KCP premises.

In Prague, on 11. January 2012

**František Král**  
*Head of Operations*  
*Department in OHS and*  
*Fire Protection*

**Ing. Luděk Bednář**  
*Technical and Operations*  
*Director*

**7. OFFICIAL FREIGHT FORWARDER**

The full text can be found in our Contractual Conditions here:

[https://www.praguecc.cz/users\\_data/files/general\\_conditions\\_for\\_holding\\_2025.pdf](https://www.praguecc.cz/users_data/files/general_conditions_for_holding_2025.pdf)

SCHENKER spol. s r.o. is the official freight forwarder for exhibitions and congresses at the Prague Congress Centre. Exhibition forwarding services at this company are provided by experienced professionals. The company has its own extensive technical equipment as well as qualified personnel and knowledge of the venue.

They can offer you and your clients comprehensive exhibition forwarding services for any exhibitions and congresses held at the PCC. Advice regarding shipments is provided by Robin Veselý, e-mail: [robin.vesely@dbschenker.com](mailto:robin.vesely@dbschenker.com).

Further information can be found in this file:  
<https://fs.praquecc.cz/s/bmkCxAN7nXDdyXj>

**Sending goods to PCC directly is strictly prohibited, and these shipments will not be accepted.**

#### **Insurance**

We strongly recommend arranging transport insurance for all exhibition materials against all risks related to transport/return transport and handling movements during the exhibition.