***General conditions***

***of the 19th International Training Firms Exhibition in Bratislava***

***Organizer:*** *State Institute of Vocational Education (SIVE), Bellova 54/a, 837 63 Bratislava*

***Co-organizer:*** *Department of Education NHF, University of Economics in Bratislava*

***Location:*** *Incheba Expo Bratislava, Viedenská cesta 3-7, 85101 Bratislava, Slovakia*

***Building of exhibition stands by Incheba Expo:*** *09.11.2016 till 10:00am*

***Registration at Incheba Expo (entry cards and parking)****:09.11.2016 10:00am – 08:00pm*

***Installation of kiosks by training firms****: 09.11.2016 10:00am – 08:00pm*

***Exhibition:*** *10. – 11. 11. 2016 09:00am – 06:00pm*

*09.11.2016 from 02:00pm –* ***registration in Incheba Hall A.0 at the Information stand of Slovak Centre for Training firms*** *– representatives of the Slovak Centre for Training Firms (SCTF) will provide promotional material of SIVE (ŠIOV) and SCTF (exhibitors´ catalogues, cheques of Centrobank, schedule of electronic presentations) to authorised school representatives.*

***Standard stand equipment:*** *cca 3m2 , 1 counter or table, 2 chairs, 1 electric connection, external walls built of white panels*

*Please note that it is strictly forbidden to exchange your stand with another training firm.*

*The exhibition stand for all training firms are purchased by SIVE (ŠIOV).*

***The removal*** *of trade exhibition stands of training firms* ***is possible on 11.11.2016 after the announcement of results of competitions, training companies and prize giving.***

*I****t is not possible to stick*** *various signs and advertising items on the stand which may damage the wall surface in any way. These may be affixed only with tape that does not leave traces on the exhibition panels or metal hooks .*

***Please note*** *that training firm, that left a big mess after leaving the stand, will be published with the name of the school and the exact address in the Newsletter and on the website www.siov.sk****.***

***The exhibition administration*** *is not responsible for the loss, destruction or damage of exhibits , equipment, installations at the time of installation, exhibition and dismantling .*

*Do not leave the valuable exhibits at the stand unattended!*

*We strictly recommend to buy appropriate insurance.*

*Every training firm is responsible for any damage of their exhibition stand and it´s equipment during the installation, exhibition and removal of installations of training firms.*

***Parking -*** *every TF will have five tickets (free admission for the exhibitor) and 1 parking pass , which will receive on the day of installation ( 09/11/2016 ) during the registration at Incheba Expo . On the day of the installation the entry to the exhibition is free.. The following days (10, - 11.11.2016 ) you must use the assigned permission of the exhibitor at the entrance. In case of lost or damage you have to pay the admission fee ( 2,00 EUR / pupil,, 3.00 EUR / adult ).*

***The exhibitor*** *is obliged to keep daily trade exhibition stand clean, to use PVC rubbish bags and to keep them emptied into the special large-size container.*

***Payment cheques*** *of Centrobank will be available:*

1. *to purchase between Slovak Training Firms,*
2. *the purchase of goods and services for individuals (also casual visitors ).   
   To Centrobank Slovak TF transmit a summary sum payments from all individuals.*
3. *the purchase of Slovak TF in foreign Training Firm - TF purchaser must give an account number , bank code , IBAN and BIC and full name with an exact school address and name of the state****.***
4. *the purchase of foreign TF in a Slovak Training Firm - TF has to present account number , bank code , IBAN and BIC and the full name of the school with the exact address and name of the state****.***

*Training firm that accepts a cheque for their goods and services has to make sure in the presence of the customer, that all of the information has been filled in correctly, so that the payment can be accomplished.*

***Please note*** *that it is forbidden to smoke in the exhibition area!*

***Exhibitors*** *of IETF can use free entrance to cloakroom . (To do so, they have to use the entry card.)*

***Toilet*** *use is free for all.*

***Catering*** *will be avalaible by restaurant or buffet style in Incheba. More information will be provided during the registration.*

*Date, signature and stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Further additional information will be provided at the address:****ŠIOV-SCTF, Bellova 54/a,   
837 63 Bratislava****, email:* [*sccf@sccf.sk*](mailto:sccf@sccf.sk)*;*

***Slovak Centre for Training Firms***