

General conditions the 18th International Training Firms Exhibition in Bratislava

The 18th International Exhibition of Training Firms held November 05th - 06th November 2015 in INCHEBA Hall A0, INCHEBA as, Vienna Road 3-7, Bratislava

The main organizer of the International Training Firms Exhibition (hereinafter ITFE) is the National Vocational Training Institute , which comprehensively covers the issues of vocational education in Slovakia. Co-organizer of the University of Economics in Bratislava, Department of Education NHF .

Training Firms can carry out installation of kiosks on Wednesday - 04 November 2015 from 2 pm to 8 pm .

The start of the Exhibition is dedicated to the 05th November 2015 from 2 pm to the public and also for the exhibitors of Training Firms to 8 pm.

On 06th November 2015 it is possible to come to the Exhibition Centre from 9 am. Beginning at 10 am to 8 pm.

The premises for TF, will not be accessible in day hours on the 05.11.2015 , as in the areas will be hold the Conference.

Thank you for respecting that information.

Training Firms on the day of installation entered in the attendance list and sign the acceptance exhibition stand at the information stand of Slovak Centre for Training Firms. Representatives of the Slovak Centre for Training Firms (SCTF) provide authorized school representatives promotional materials ŠIOV and SCTF - exhibitors catalogs , cheques of Centrobank , business cards, ID cards for entry to the exhibition centre . All participants must show the proof of payment when you register a fair fee (certified copy of a payment order in the Bank or a copy certified by a postal order), where the name and address of the school as well as the name of the Training Firm for which the fee was paid.

Stand equipment : Stand has reserved space 2m x 1.5 m = 3 m2 , provided one counter, 2 chairs , 1 electric . connection , external walls of white panels.

When handing over the stand will be among the exhibitors and organizers of the SCTF signed acceptance protocol .

Training Firm (hereinafter TF) must be registered at the information stand of the SCTF and stand must be installed no later than the 04 November 2015 to 8 pm.

The removal of trade exhibition stands TF is possible on the 11 November 2015 after the announcement of results of competitions, training companies and prize giving.

*On the stand it is not possible to stick various signs and advertising items which in any way damage the wall surface . These may be affixed only with tape that not leave traces on the exhibition panels or metal hooks . It is important to meet the deadline and dismantling their stand **handover protocol** SCTF representative in the state in which he/she took over.*

Please note that Training Firm, which left a big mess after you upload 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, making available to the public exhibition and dismantling .

We advise you: do not leave the valuable exhibits at the stand unattended.

Parking - every TF will have five tickets (licence to the exhibitor to free admission) and 1 parking pass , which will receive on the day of installation (04/11/2015) , in a stand of Slovak Centre for Training Firms at registration . On the day of the installation will be free entry to the exhibition. The following days (05 - 06.11.2015) at the entrance to the exhibition, you must use the assigned permissions of the exhibitor. If you misrepresent him, you have to pay admission. (2,00 EUR / pupil,, 3.00 EUR / adult).

Cleaning - during the exhibition TF on Saturday the 05 November and Sunday the 06 November 2015 will be cleaned in communal spaces of the exhibition after 8pm.

The exhibitor is obliged to keep daily trade exhibition stand clean , rubbish bags from PVC use , 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 check for their goods and services , it has to control even in the presence of the customer , where appropriate, to supplement the missing information after the exhibition to transfer the amount through online services Centrobank as a deposit to your account in case of receipt from an individual or a transfer order in the case of payments to a Training Firm.

Please note that in the exhibition area is forbidden to smoke.

Exhibitors of IETF can use free entrance to cloakroom . Exhibitors will demonstrate card, which they will receive during of registration - the registration TF stand SCTF.

Toilet use is free for all.

Catering will be available by restaurant or buffet style in Incheba. More informations you will be provide during your registration.

Further additional information will be provide at the address: **ŠIOV-SCTF, Bellova 54/a, 837 63 Bratislava**, email: sccf@sccf.sk;

Slovak Centre for Training Firms