

Propositions

28th International Trade Fair of Practice Enterprises

organised by the student company Antre, s. r. o.,
at Business Academy, Prague 10, Heroldovy sady

Theme of the fair:
H₂O – it cannot be done without water

The fair will take place in Prague or on-line.



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1 28TH INTERNATIONAL TRADE FAIR OF PRACTICE ENTERPRISES IN PRAGUE

1.1 TIME SCHEDULE OF THE TRADE FAIR FOR THE EXHIBITORS

The conditions below are binding.

The fair will take place on **22nd – 24th March 2023**.

Wednesday, 22nd March 2023

9:00 AM – 12:00 AM – Attendance of companies at the organiser and preparation of expositions

1:00 PM – 2:00 PM – Opening ceremony for the guests

2:00 PM – 4:00 PM – Business-to-business

– Cultural programme

Thursday 23rd March 2023

9:00 AM – 4:00 PM – Presentation of companies to the public

– Cultural programme

Friday 24th March 2023

9:00 AM – 12:00 AM – Presentation of companies to the public
– Cultural programme

12:00 AM – 1:00 PM – Announcement of the competitions results
– Closing ceremony

1:00 PM – 2:00 PM – Cleaning of stands, handover of stands to the organiser

We kindly ask you to adjust your departure from the trade fair to the time of its closure.

The stand must not be closed before the officially set time of the end of the trade fair, the order in the stand and its final cleaning is the responsibility of the director of the practice enterprise and the pedagogical staff. The stand will be handed over to the organiser of the trade fair (Antre, s. r. o.) on Friday, March 24th 2023.

This year's trade fair will probably take place in Prague at Výstaviště Holešovice. We are intensively negotiating about the premises and you will be informed about them in time.

1.2 TIMETABLE OF THE ONLINE TRADE FAIR FOR EXHIBITORS

The on-line form of the trade fair is an alternative solution in the event that the trade fair cannot take place in Prague. **The online trade fair will be only a two-day event.**

The following terms and conditions are binding.

The trade fair will take place online from 22nd to 23rd March 2023.

Wednesday, 22nd March 2023 (approximate time)

9:00 AM – 4:00 PM – Start of the online fair

– Cultural programme

Thursday, 23rd March 2023 (approximate time)

9:00 AM – 4:00 PM – Company presentations

– Cultural programme

The timetable for the online form of the International Trade Fair of Practice Enterprises will be specified until 21st February 2023, and only if the trade fair cannot be held in Prague at Výstaviště Holešovice.

2 STANDS OF THE COMPANIES

Information about the stands and their equipment is valid only if the trade fair takes place in Prague at Výstaviště Holešovice.

2.1 EQUIPMENT – STANDARD

The participation fee includes:

Stand size: 3 m × 1 m

Equipment:

- electrical connection 1×
- table 1×
- chair 3×
- spotlight 1×
- floor covering

The stand consists of three walls of white laminate and is provided with the name of your company, state designation, school name, and stand number. It is possible to install decoration in the stand by hanging or sticking it, nothing can be hammered into the walls.

After the end of the trade fair, the stand must be handed over in the same condition in which it was handed in by Antre, s. r. o., on the first day after the registration.

2.2 STAND DESIGNATION

The designation of the stand is the same for all participants according to the following model:

<p>CARMEN, s. r. o.</p> <p>CZECH REPUBLIC</p> <p>Business Academy, Praha 10, Heroldovy sady 1 Heroldovy sady 1, 101 00 Praha 10</p> <p style="text-align: right;">stand number</p>
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Note: the stand number will be determined by Antre, s. r. o.

2.3 STAND EQUIPEMENT - PREMIUM

You can order premium equipment for the stand paid in CZK or EUR as an extra fee. The real invoice will be issued during the trade fair (according to the actual premium equipment).

Item	Dimensions	Price in CZK	Price in EUR
Showcase	1 m × 0.5 m	900	36
Counter	1 m × 0.5 m	400	16
Rack	1 m × 0.5 m × appr. 2 m	650	26
Chair	–	90	4
Table	1 m × 0.5 m	140	6
Fee for additional 3 m ²		3 × 1.700 = 5.100	204

3 TRANSPORT, ACCOMMODATION AND SUPPLEMENTARY PROGRAMME

Information about the transport, accommodation and supplementary programme is valid only if the trade fair takes place in Prague.

3.1 TRANSPORT

For trade fair participants who travel to Prague by air, Praginfo provides transport from the airport to the hotel and back. It is also possible to book transport in Prague and outside the city. If you are interested in delivery services, please contact jan.lohynsky@praginfo.cz.

Transport in Prague will be subsequently specified. Tram lines 1, 6, 17, 25 go to Výstaviště Holešovice.

3.2 ACCOMMODATION AND SUPPLEMENTARY PROGRAMME

Accommodation and supplementary programme for participants is also provided by Praginfo, a long-term partner of the trade fair.

Accommodation:

Accommodation is provided for participants in the vicinity of Výstaviště Holešovice and not far from the city centre. There are several categories of accommodation to choose from according to the prices and services offered by hotels and hostels. Reservations must be made well in advance, accommodation capacities are limited. Therefore, please contact Praginfo by e-mail jan.lohynsky@praginfo.cz without further delay or call: + 420 728 198 784.

Supplementary programme

Supplementary programme can be found on the website of the trade fair organiser Antre, s. r. o. on www.antreprague.cz. If you are interested in the supplementary programme, you can register at the email address jan.lohynsky@praginfo.cz, or call: + 420 728 198 784.

If you have any questions about the accommodation, supplementary programme or transport, do not hesitate to contact Pragininfo on the e-mail address jan.lohynsky@pragininfo.cz, or on the phone number: +420 728 198 784.

4 CONDITIONS AND PLAN OF COMPETITIONS AT THE TRADE FAIR

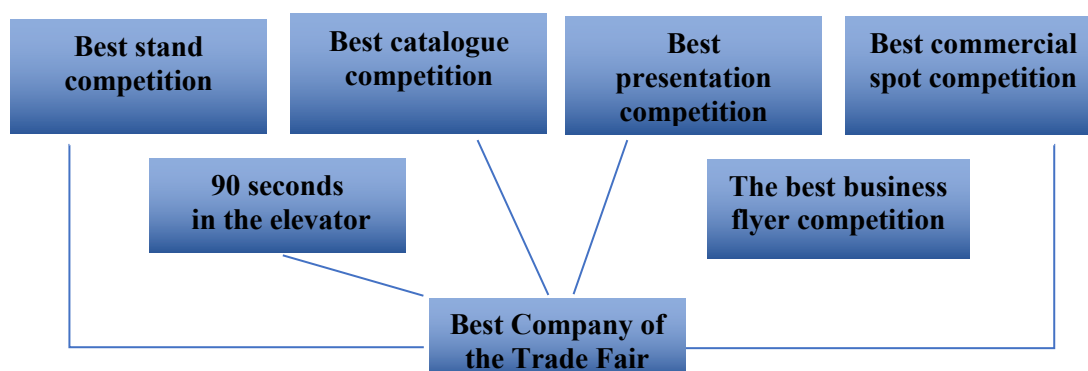
General conditions:

- If a company wants to be evaluated, it must be actively present at its stand all three days of the trade fair
- In case of an online trade fair, companies must be connected online throughout the trade fair
- Every company must trade at the trade fair

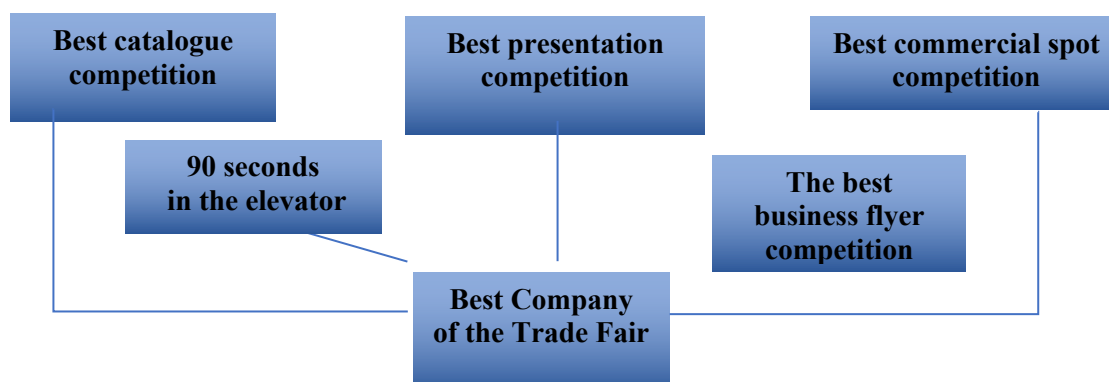
Basic information:

- Evaluation of competitions will take place during trade fair
- The evaluators are teachers who register via the registration form and students of Antre, s. r. o.

Plan of competitions for the trade fair in Prague at Výstaviště Holešovice



Plan of competitions for the ONLINE trade fair



4.1.1 BEST COMPANY OF THE FAIR

General conditions:

- mandatory participation at the trade fair **in all four compulsory competitions handled in person** (Best stand competition, Best catalogue competition, Best presentation competition, Best commercial spot competition)
- at the online trade fair it is necessary **to participate in all three mandatory competitions** (Best catalogue competition, Best presentation competition, Best commercial spot competition)

4.1.2 BEST STAND COMPETITION

Best stand competition will take place only at the trade fair in Prague at Výstaviště Holešovice.

Evaluation process:

- overall appearance of the stand (originality, design)
- access to the customer
- availability of the catalogue at the fair venue
- the company's stand must be ready on the first day of the fair by 12:00 on March 22nd 2023

4.1.3 BEST CATALOGUE COMPETITION

If the trade fair takes place in Prague at Výstaviště Holešovice, the catalogue must be sent in PDF format to the email of the event organiser, antre@heroldovysady.cz, **by 20th February 2023** and then handed in a physical form at the reception on the first day during the registration of companies at the trade fair (**22nd March 2023**).

If the trade fair takes place online, please send the catalogue in PDF format **by 20th February 2023** to the organiser's e-mail, antre@heroldovysady.cz.

Conditions:

- the catalogue must be original (any of the previous years must not be used, even if the subject of your activity has not changed)
- the catalogue must be created by students working in the company
- currency compliance (CZK, EUR)
- use of official language and English

Evaluation process:

- grammatical and stylistic correctness
- originality and graphic design
- interesting offers
- comprehension
- overall impression
- currency compliance (CZK, EUR)
- keeping the file's name "nameofthecompany_catalogue.pdf"

4.1.4 BEST PRESENTATION COMPETITION

Deadline for sending a presentation in an electronic form **is February 20th 2023**, send it to the email of Antre, s. r. o. (antre@heroldovysady.cz). Presentations sent after this deadline will not be included in the best company competition of the trade fair.

Please, do send presentations larger than 10 MB through the “uschovna.cz” website. Presentations will always be played at the trade fair, whether they take place in person in Prague or online.

Conditions:

- minimum number of shots is 6, maximum number of shots is 12
- the presentation must be created by students of a fictitious company
- use only Microsoft Powerpoint (in .pptx format is available for playback)
- your presentation can't contain videos, music, or spoken word

Evaluation process:

- grammatical and stylistic correctness
- originality
- graphic design
- overall impression
- the value of information
- keeping the file's name "nameofthecompany_presentation.pdf"

4.1.5 BEST COMMERCIAL SPOT COMPETITION

Deadline for sending a commercial spot in an electronic form is **February 27th 2023**, send it to the email of Antre, s. r. o. (antre@heroldovysady.cz).

Conditions:

- Your company's commercial spot must be 20 to 30 seconds long
- Only students working in the company must participate in the creation of the commercial spot
- Submitted commercial spots will be played at the trade fair during the cultural programme
- the video should be sent in MP4 or AVI format

Evaluation process:

- quality of processing and quality of performance (video sophistication and quality, sound quality, overall visual and audio impression)
- creativity and originality (Have you seen anything similar? Is the commercial distinctive/sophisticated?)
- Content quality (What did we learn from the spot? Are they promoting a product, a company, or what are they promoting? Did the spot attract our attention, or did it bore us like every other spot in the media?)
- Keeping the length of 20 to 30 seconds

4.1.6 90 SECONDS IN THE ELEVATOR (CEFIF COMPETITION)

A random encounter between a foreigner and a member of a fictitious company who introduces him to his fictitious company within a period of 90 seconds. Each competing company will receive a certificate of participation from PEN Worldwide. Since it is a random meeting in an elevator, it is possible to use only what one can normally carry to a business or any other meeting. There are 2 participants who present the company together to a foreigner who does not show himself in any way. The second possibility is that one of the contestants is presenting and the other plays a stranger.

Conditions:

- Participation of two members of the company
- Presentation tools can't be used
- All interviews will take place in English at the trade fair in Prague or in the online environment
- Keeping the time limit

Evaluation process:

- Knowledge of English
- Emphasising the important information about the company

4.1.7 THE BEST BUSINESS FLYER COMPETITION

The contest is intended for all participants of the 28th International Trade Fair of Student Firms in Prague (hereinafter referred to as the "28th ITFSF") with the aim to promote and subsequently evaluate the best business flyer - an offer of a fictitious firm thematically focused on Easter. The evaluation will be given not only by an expert panel but also by the participants themselves, i.e. by the fictitious firms of the 28th ITFSF.

Conditions:

- Create an electronic flyer, A4 size, one page, save it in pdf.
- The content of the electronic flyer shall be a promo of the products/services of your fictitious firm, specially created for the 28th ITFSF and thematically focused on Easter.
- Send the electronic flyer as an email attachment to antre@heroldovysady.cz no later than by 28 February 2023, 23:59. In the subject of the email state "Flyer 28th ITFSF - name of your fictitious firm".
- The top ten electronic flyers, as evaluated by the expert panel of the contest announcer (50% weight of the evaluation) and participants of the fair (50% weight of the evaluation - for the procedure see the next point) will be according to the programme of the 28th ITFSF evaluated live by the contest announcer.
- From 6 March 2023, all business flyers will be published on the website of the MU Bank (www.mubanka.cz). Each participant of the fair (a fictitious company) can participate in the evaluation of the business flyers of the participants of the contest (except for their own flyer) by allocating 9 points to the flyer which is in their opinion the best, 7 points to the flyer that placed second, and 5 points to the flyer that placed third. The evaluation will be done through an electronic form which every participant of the contest - fictitious firm may download as of 6 March 2023 from the website of the MU Bank. A fictitious firm - a participant of the 28th ITFSF may give the evaluation only once and it must be sent from the email address of the fictitious firm and it must be confirmed by the teacher of the fictitious firm at radek.maxa@mup.cz no later than by 13 March 2023, 23:59, the subject of the email: "Evaluation of Flyer - name of the fictitious firm".

The subject of the business flyer evaluation - the evaluation criteria of the expert panel:

- graphical design of the flyer,
- originality and impression on the customer,
- content (thematic focus of the offer) and completeness of information,
- convincingness,
- overall impression.

- According to the programme of the fair, the top ten electronic leaflets will be evaluated live by the members of the evaluation committee during the fair as part of the announcement of the results.

Application to the contest: does not need to be filled in, every participant of the 28h International Trade Fair of Student Firms in Prague who complies with the conditions of the contests and by 28 February 2023 sends his contest contribution is automatically registered into the contest - see the Conditions of the contest.

Prizes for winners: firms placed 1st, 2nd and 3rd will receive interesting material prizes from Metropolitan University Prague and Metropolitan University Bank.

4.1.8 VOLUNTARY PARTICIPATION

A novelty that this year of the trade fair is about to bring, will be monthly environmental challenges. You will receive more information by email at the beginning of each month. The challenges will cover the following months: December, January, February.

Participation in these challenges is voluntary. The results will not be subject to evaluation and will not be reflected in the evaluation in the Best Company category of the trade fair.

4.2 ANNOUNCEMENT OF COMPETITIONS RESULTS

Results of the competitions will be announced during the closing ceremony of the 28th International Trade Fair of Practice Enterprises on March 25th 2023 in Prague. Prizes will be given to the winners on the spot.

If the fair is held **online**, **the results will be** announced online during the closing ceremony on 24th March 2023. Prizes will be sent to the winners by a postal service.

5 GENERAL INFORMATION

5.1 INFORMATION ON HOW TO APPLY

Binding application for the trade fair

Deadline for the registration to the trade fair is **16th December 2022**.

Fill in the application form **electronically** using the binding application form available on our website www.antreprague.cz. The registration form includes all the necessary applications (application for the trade fair, application for competitions and application for the cultural programme).

The application is the same for both, the trade fair in Prague at Výstaviště Holešovice, or the online trade fair.

INSTRUCTIONS FOR COMPLETING THE BINDING APPLICATION

1. On the website of Antre, s. r. o., select **the option "Registration"**,
2. Fill in all fields,
3. Submit your application.

We will confirm if the application was received by email within 7 working days.

The application is binding!

5.2 PAYMENT

Real payment for the participation fee for the trade fair in Prague at Výstaviště Holešovice

- The participation fee can be paid either **in CZK or EUR by bank transfer**.
- **Due to the increase of operating costs, we were forced to adjust the participation fee.**
- **The real participation fee for each company is CZK 6 500 (EUR 2 60).**
- Companies that do not pay the fee by the due date (according to the invoice) will be excluded from the trade fair and the exhibition stand will not be secured for them.
- The invoice with the due date of the real participation fee will be sent to you during January and/or February 2023.
- The participation fee must be paid either by transfer to the bank account of the registered association "ICSF" – No. 0283384349/0800, Česká spořitelna, a. s., Prague 10, or by **IBAN number: CZ98080000000000283384349**. **As a variable symbol, please indicate the invoice number that you will receive from us by post during January and/or February 2023.**
- **Please send us your exact billing information (school address, ID and its VAT number, address of the fictitious company and its ID and VAT number).**
- A real invoice for the premium equipment will be issued during the trade fair, payable within 14 days after the end of the trade fair.
- **During the trade fair it is not possible to pay in cash (payments are possible ONLY BY BANK TRANSFER).**

Real payment for the participation fee for the online trade fair

- The participation fee can be paid either **in CZK or EUR by bank transfer**
- The participation fee must be paid either by transfer to the bank account of the registered association "ICSF" – No. 0283384349/0800, Česká spořitelna, a. s., Prague 10, or by **IBAN number: CZ98080000000000283384349**. **As a variable symbol, please indicate the invoice number that you will receive from us by post during the months of January and/or February 2023.**
- **The real participation fee is CZK 500 (EUR 20) for each company.**
- Companies that do not pay the fee by the due date (according to the invoice) will be excluded from the trade fair.
- **If the trade fair is online and the company will have paid the fee for the fair in Prague, the difference in the participation fee will be refunded.**

5.3 CANCELLATION OF PARTICIPATION

In case of cancellation of participation done by you, we charge within the deadline:

until 15th February 2023 – cancellation fee **50%** of the participation fee.

after 15th February 2023 – cancellation fee **100%** of the participation fee.

6 CULTURAL PROGRAMME

The theme of the upcoming 28th International Trade Fair of practice enterprises is

H₂O – it cannot be done without water

Throughout the fair, there will be a cultural programme in which exhibitors can also participate, for example, in dance performances, singing, presentations and other cultural activities.

You can sign up to perform in the cultural programme via a binding application on the website of Antre, s. r. o., www.antreprague.cz.

7 BINDING DEADLINES

16th December 2022

- deadline for the electronic registration for the trade fair using a binding application on the website of Antre, s. r. o., www.antreprague.cz
- applications sent after 16th December 2022 will be included as substitutes

31st January 2023

- deadline for submission of requirements for premium stand equipment
- decision on the form of the trade fair

20th February 2023

- deadline for the submission of competition presentations
- deadline for the submission of competition catalogues in an electronic version
- the latest date of obtaining the real invoice from Antre, s. r. o., payable within 14 days

27th February 2023

- deadline for the submission of competition commercial spots

21st February 2023

- sending an electronic version of the catalogue

9th March 2023

- the last due date of the real invoice from Antre, s. r. o., in favour of the registered ICSF association

22nd – 24th March 2023

- handing in the catalogue in a physical form at the trade fair
- date of the 28th International Fair of Practice Enterprises in Prague

8 IMPORTANT NOTICES

- without a valid fictitious company code, it is not possible to attend the fair – your company can find out the code at the national headquarters, the Czech company at CEFIF
- wi-fi connection will not be available in the hall during the trade fair
- we will confirm your registration electronically within 7 working days
- the company will appear on the website of Antre, s. r. o., in the "registered companies" folder within 7 days after the confirmation of the processing of the application
- the expected capacity of the exhibition pavilion is 120 stands, of the online form it is 120 companies
- if the capacity is full, the date of receipt of payment will be decisive, late applications will be included among the substitutes

Please follow our website where we will keep you posted.

For more information, please call +420 271 742 313, or +420 775 882 711,
every **Monday from 2:30 pm to 4:00 pm.**

Website: <http://www.antreprague.cz>

Facebook: <https://www.facebook.com/antreprague>

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This year's 28th International Trade Fair of Practice Enterprises will probably take place in Prague at Výstaviště Holešovice. We are intensively negotiating about the premises and you will be informed in time.

***We are looking forward to meeting you
at the 28th International Trade Fair of Practice Enterprises
2023.***

Prague, 31st October 2022

Arsen Tadaš

Director of Antre, s. r. o

