

## Basic information

# 29<sup>th</sup> International Trade Fair of Practice Enterprises

organized by the student society Antre, s.r.o.,  
at the Business Academy, Prague 10, Heroldovy sady 1

## The theme of the fair: Energy and its future

Date: March 20th-22nd, 2024

Place: Incheba Expo Prague, Křížík Pavilion D, Exhibition Center Prague – Holešovice



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# 1 29th INTERNATIONAL TRADE FAIR OF PRACTICE ENTERPRISES

## 1.1 TIME SCHEDULE OF THE FAIR FOR EXHIBITORS

**The conditions below are binding.**

The fair will take place on March **20th - 22nd, 2024.**

### Wednesday March 20th, 2024

- 09:00 – 12:00 – Presentation of companies to the organizer and preparation of exhibitions
- 13:00 – 14:00 – Ceremonial opening of the fair with the participation of guests
- 14:00 – 16:00 – Trading between companies
- Cultural program

### Thursday, March 21st, 2024

- 09:00 – 16:00 – Presentation of companies to the public
- Cultural program

### Friday, March 22nd, 2024

- 09:00 – 14:00 – Presentation of companies to the public
- Cultural program
- 12:00 – 13:00 – Announcement of competition results
- Ceremonial closing of the fair
- 13:00 – 14:00 – Cleaning of the stands, handing over the stands to the organizer



**Please adjust your departure from the fair to the time it ends.** The stand must not be closed before the official closing hours of the fair, the director of the practice enterprises and the teaching staff are responsible for the cleanliness in the stand and its final cleaning. The stand is handed over to the fair organizer (Antre, s.r.o.) on Friday, March 22nd, 2024, between 13:00 and 14:00

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## 2 STANDS OF COMPANIES

### 2.1 STAND EQUIPMENT – STANDARD

The participation fee of CZK 7,500 includes:

Stand dimensions: 3 m x 1 m

Equipment:

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



The stand consists of three walls made of white laminate and is equipped with the name of your company, the name of the country, the name of the school and the number of the stand. It is possible to install decorations by hanging or sticking them, nothing can be hammered into the walls. Wi-Fi connection will not be available during the fair.

**The capacity of the stand is a maximum of 5 people + 2 people providing pedagogical supervision.**

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

## 2.2 STAND MARKING

The stand marking is the same for all participants according to the model below:

<p><b>CARMEN, s. r. o.</b></p> <p><b>CZECH REPUBLIC</b></p> <p>Obchodní akademie Heroldovy Sady Heroldovy sady 1, 101 00, Prague 10</p> <p style="text-align: right;">stand number</p>
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*Note: the stand number will be given by Antre, s.r.o*

## 2.3 STAND EQUIPMENT – ABOVE STANDARD

You can order additional stand equipment with payment in CZK or EUR in addition to the participation fee. The actual invoice will be drawn up during the fair (according to the actual over-standard equipment).

Item	Dimensions	Price in CZK	Price in EUR*
Showcase	1m x 0.5m	<b>900</b>	40
Counter	1m x 0.5m	<b>400</b>	17
Shelf	1 m x 0.5 m x approx. 2 m	<b>650</b>	29
Chair	–	<b>90</b>	4
Table	1m x 0.5m	<b>140</b>	7

\*Prices are calculated according to the exchange rate of 23 CZK/EUR and rounded up.

## 3 TRANSPORTATION, ACCOMMODATION AND ADDITIONAL PROGRAM

### 3.1 TRANSPORTATION

#### Transportation

For fair participants traveling to Prague by air, Praginfo provides transportation from the airport to the hotel and back. It is also possible to book a transportation in Prague and outside the city. If you are interested in transport services, please contact Mr. Lohynský or Mrs. Lohynská via e-mail: [jan.lohynsky@praginfo.cz](mailto:jan.lohynsky@praginfo.cz) or [lohynska@praginfo.cz](mailto:lohynska@praginfo.cz).

Tram lines 5, 6, 12, 15, 16, 17 and 25 go to a tram station Výstaviště.

### 3.2 ACCOMMODATION AND ADDITIONAL PROGRAM

Praginfo, a long-term partner of the fair, also provides accommodation and an additional program for participants.

#### Accommodations

Accommodation for participants is provided close to the Holešovice Exhibition Center and at the same time not far from the city center. There are several categories of accommodation to choose from according to prices and services offered by hotels and hostels. Reservations must be made well in advance; accommodation capacities are limited. Therefore, please contact Praginfo as soon as possible by e-mail [jan.lohynsky@praginfo.cz](mailto:jan.lohynsky@praginfo.cz) or [lohynska@praginfo.cz](mailto:lohynska@praginfo.cz), you can also use the phone number: + 420 728 198 784.

#### Additional program

You can find the offer of the additional program on the website of the fair organizer **Antre, s.r.o.**, [www.antreprague.cz](http://www.antreprague.cz). If you are interested in an additional program, you can sign up at the e-mail address [jan.lohynsky@praginfo.cz](mailto:jan.lohynsky@praginfo.cz) or at the phone number +420 728 198 784.

If you have any questions regarding accommodation, additional program or transportation, do not hesitate to contact Praginfo at the e-mail address [jan.lohynsky@praginfo.cz](mailto:jan.lohynsky@praginfo.cz) or at the phone number: +420 728 198 784 .

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## 4 CONDITIONS AND SCHEMES OF COMPETITIONS AT THE FAIR

#### General conditions

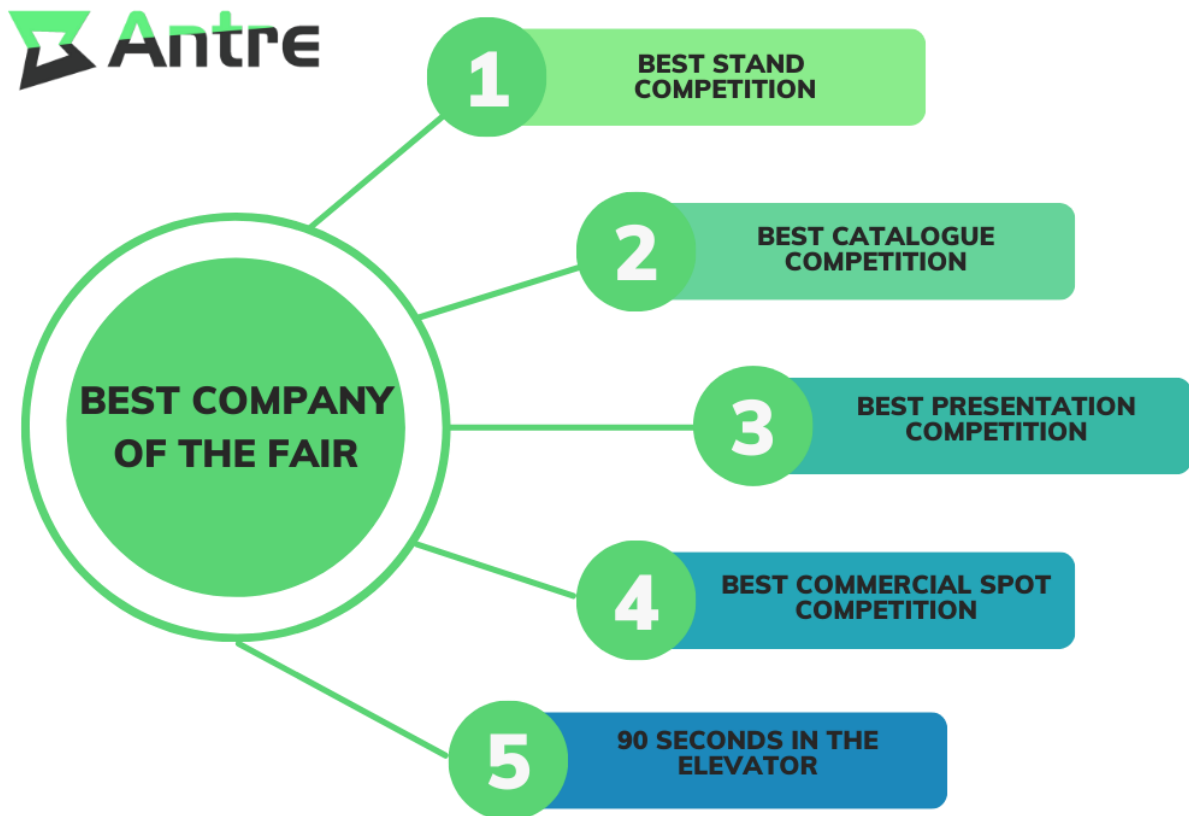
- if the company wants to be evaluated in the competitions, its members must be actively present at the fair at their stand for all three days of the fair
- every company must do business at the fair

#### Basic information

- evaluation of some competitions will take place before the fair (best stand competition, best presentation competition, best commercial spot competition), the competition for the best stand will be evaluated during the fair

- the evaluators are teachers who will have signed up in the registration (when filling out the application for the fair via the website [www.antreprague.cz](http://www.antreprague.cz) ), and students of Antre, s.r.o.
- all participants of the fair will be able to participate in the evaluation of the competition for the best stand

### Scheme of competitions at the fair



#### 1.1.1 BEST COMPANY OF THE FAIR

**The best company of the fair award can only be won by a company that participates in all five mandatory events competitions** (best stand competition, best catalogue competition, best presentation competition, best commercial spot competition, competition 90 seconds in the elevator)

#### 1.1.2 BEST STAND COMPETITION

##### Process of evaluation

- overall appearance of the stand (originality, design)
- approach to the customer (appropriate communication, ability to communicate in a foreign language, quality of product/service presentation)
- the catalogue will be available to customers at the company's stand
- the company's stand must be ready on the first day of the fair, i.e. March 20th, 2024, by 12:00

### 1.1.3 BEST CATALOGUE COMPETITION

The created catalogue must be sent in PDF format to the e-mail address of the event organizer, **antre@heroldovysady.cz**, by **February 9th, 2024**, and at the same time submitted in physical form to the reception on the first day of company registration at the fair, i.e., **March 20th, 2024**.

#### Conditions

- the catalogue must be original (one from previous years must not be used, even though 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 native language and English (i.e., two catalogues or one bilingual catalogue)

#### Process of evaluation

- grammatical and stylistic correctness
- originality and graphic processing
- interesting offer
- clarity
- overall impression
- currency compliance (CZK, EUR)
- bilingualism
- compliance with the name of the file "companyname\_catalogue.pdf"



### 1.1.4 BEST PRESENTATION COMPETITION

The latest deadline for sending the presentation in electronic form is **February 9th, 2024**, send the presentation again to the e-mail of Antre, s.r.o. (antre@heroldovysady.cz). Presentations sent after this deadline will not be included in the competition for the best company of the fair.

Presentations larger than 10 MB must be sent via MyAirBridge.com.

#### Conditions

- minimum number of slides is 6, maximum number of slides is 12
- the presentation must be created by students of the practice enterprise
- made in Microsoft PowerPoint
- a presentation can include videos, music and spoken word
- the presentation must be in English

#### Process of evaluation

- grammatical and stylistic correctness
- originality
- graphic processing
- overall impression
- validity of information
- use of proper file name "name of the company presentation. pptx"





### 1.1.5 BEST COMMERCIAL SPOT COMPETITION

The latest deadline for sending the advertising spot in electronic form is **February 9th, 2024**, to the e-mail of Antre, s.r.o. ([antre@heroldovysady.cz](mailto:antre@heroldovysady.cz)).

#### Conditions

- your company's advertising spot must be between 20 and 30 seconds
- only students working in the company must participate in the creation of the advertising spot
- the advertising spots sent will be played at the fair as a part of the cultural program
- video should be sent in MP4 or AVI format

#### Process of evaluation

- quality of the commercial spot and presentation quality (video sophistication and quality, sound quality, overall visual and audio impression)
- creativity and originality (Have you seen anything similar? Is the advertising spot unique?)
- quality of content (What did we learn from the ad? Are they promoting a product, company or what they are promoting? Did the ad grab our attention?)
- length: 20 to 30 seconds

### 1.1.6 90 SECONDS IN THE ELEVATOR (CEFIF COMPETITION)

A random encounter of a stranger with a member of a practice enterprise, who introduces their practice enterprise to them during a time period of 90 seconds. Each competing company will receive a certificate of participation from PEN Worldwide. Since this is a random encounter in an elevator, it is only possible to use what a person can normally carry with him to a business or other meeting. The competition involves 2 participants who present the company together with a stranger who does not speak at all. The second possibility is that one of the contestants presents and the other plays the stranger. The competition will take place on stage during the fair.

#### Conditions

- participation of two company members
- no presentation aids
- all interviews must be in English
- keeping the time limit

#### Process of evaluation

- knowledge of the English language
- capturing important information about the company

### 1.1.7 METROPOLITAN UNIVERSITY OF PRAGUE: BEST BUSINESS FLYER COMPETITION

The competition for the best flyer is organized by the Metropolitan University of Prague. The application for the competition is part of the registration form on the Antre, s.r.o. website, [www.antreprague.cz](http://www.antreprague.cz). The proposal for the competition and more detailed information about the competition can also be found on the website [www.antreprague.cz](http://www.antreprague.cz).

### 1.1.8 VOLUNTARY PARTICIPATION

As in last year, the fair will be accompanied by **monthly ecological challenges**. You will always receive more detailed information about the challenges by e-mail at the beginning of the month. You can also find this information on the website **www.antreprague.cz**. The challenges will cover the 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 of the Fair category. **However, companies participating in environmental challenges will be able to participate in a prize draw.**

## 4.1 ANNOUNCEMENT OF COMPETITION RESULTS

**The announcement of the competition results** will take place on stage as part of the closing ceremony of the 29th International Trade Fair of Practice Enterprises on March 22nd 2024 in Prague. Prizes will be presented to the winners on the spot. If the company representatives are not at the place of announcement of the results, the prize will be forfeited in favor of the organizer.

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## 5 COMMON INFORMATION

### 5.1 APPLICATION INFORMATION

#### **Mandatory registration for the fair**

The latest deadline for registering for the fair is **November 30th, 2023**.

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

#### **Instructions for filling out the binding application**

1. On the website of Antre, s.r.o., select the "**Registration**" option.
2. Fill in all fields.
3. By ticking the consent box, you are bindingly confirming your participation in the fair. You agree to the provision of personal data, the taking of video footage and photos by Antre. You undertake to pay the participation fee, or to pay penalties in case of non-compliance with the conditions.
4. Submit the application.

#### **Application is mandatory!**

After sending the application, you will receive an e-mail with a summary of the information you filled in - this is not a confirmation e-mail. **We will confirm receipt of your application by email from Antre, s.r.o**

By submitting an application for the 29th International Trade Fair of Practice Enterprises, you agree to pay the participation fee, or to pay the cancellation fee when withdrawing from the fair (see cancellation of participation).

## 5.2 PAYMENT

### **Real payment of the participation fee for the fair at the Exhibition Center in Prague**

- The participation fee can be paid either **in CZK or in EUR by bank transfer**.
- **Due to the increase in operating costs, we were forced to increase the participation fee.**
- The real **participation fee for each company is 7,500 CZK (330 EUR)**.
- An invoice with the due date of the actual participation fee will be sent to you in January or February 2024.
- Companies that do not pay the fee by the due date (according to the invoice) will be excluded from the fair and will not be provided with an exhibition space.
- Pay the participation fee either by transfer to the bank account of the registered association "ICSF" - No. 0283384349/0800, Česká spořitelna, a. s., Prague 10, or using the **IBAN number: CZ980800000000283384349**. **As a variable symbol, enter the number of the invoice that you will have received from us by mail during the months of January or February 2024.**
- **Please send us your exact invoicing data (school address, ID number, VAT number, address of practice enterprise and its ID number, VAT number).**
- The real invoice for the above-standard equipment will be issued during the fair, it will be due within 14 days after the end of the fair.
- **During the fair, it is not possible to pay in cash (payments are possible ONLY BY BANK TRANSFER).**

## 5.3 CANCELLATION OF PARTICIPATION

**In case of cancellation of your participation, we will charge you based on the date:**

**until February 15th, 2024** – cancellation fee **50%** of the participation fee.

**after February 15th, 2024** – cancellation fee **100%** of the participation fee.

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## 6 CULTURAL PROGRAM

The theme of the upcoming 29th edition of the International Trade Fair of Practice Enterprises:

### **Energy and its future.**

During the entire fair, a cultural program will take place, in which exhibitors can also participate, for example with dance performances, singing, presentations and other cultural activities. You can also look forward to interesting lectures and mini competitions.

You can sign up to perform in the cultural program through a binding application on the website of **Antre, s.r.o., [www.antreprague.cz](http://www.antreprague.cz)**.

## 7 BINDING DEADLINES

### November 30th, 2023

- deadline for electronic registration for the fair using a binding application on the Antre, s.r.o. website, [www.antreprague.cz](http://www.antreprague.cz)
- applications sent after November 30, 2023, will be included among the substitutes

### January 31st, 2024

- deadline for submission of requests for above-standard stand equipment

### January 31st, 2024

- the latest date of receipt of the actual invoice from Antre, s.r.o., payable within 14 days

### February 9th, 2024

- deadline for submission of competitive advertising spots
- deadline for submission of competitive presentations
- deadline for submission of competition catalogues in the electronic version



### December 23rd, 2023

- decision on the form of holding the fair

### March 20th-22nd, 2024

- date of the 29th International Trade Fair of Practice Enterprises in Prague
- Issuing an invoice for the above-standard equipment of the stand, payable within 14 days

## 8 IMPORTANT NOTICE

- without a valid practice enterprise code, it is not possible to participate in the fair - companies find out the code from your national headquarters.
- we will confirm your registration electronically within 7 working days from the e-mail of the event organizer [antre@heroldovysady.cz](mailto:antre@heroldovysady.cz)
- a registered and confirmed company will appear on the website of Antre, s.r.o., in the "registered companies" folder, no later than 7 days after confirmation of application processing
- the estimated capacity of the exhibition pavilion is **60 stands**.
- in the case of full capacity, the date of receipt of payment will decide, late applications will be included among substitutes
- **we reserve the right to move the fair to an online format based on the low number of registered companies, you can find registered companies on the website [www.antreprague.cz](http://www.antreprague.cz), in this case you will receive updated propositions (the participation fee will be refunded in full or you will be refunded on the basis of a corrected tax document issued a new invoice for participation in the online fair)**

**Follow our website for updated information.**

We will provide further information on the phone number +420 775 882 711,  
**every Thursday from 13:30 to 15:00**

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

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

**Instagram:** <https://www.instagram.com/antreprague>

**E-mail:** [antre@heroldovysady.cz](mailto:antre@heroldovysady.cz)

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***We are looking forward to meeting you  
at the 29th International Trade Fair of Practice  
Enterprises2024.***

**In Prague on October 12th, 2024**

**Denis Dejl  
director of Antre, s.r.o**

