



41st Prague Expo Dog Show ShopZone 12.-14. 12. 2025

Guidelines for Trade Stand Order

[Order online here](#)

Dear applicants, retailers, and stallholders,
a three-day 3xFCI-CACIB 40th international exhibition of dogs of all breeds TrioCACIB Prague Expo Dog will take place on PVA EXPO PRAHA show grounds on 12. Dec. - 14. Dec. 2025.

Fees

Parking during the day for one vehicle during the day is included in the Registration fee. Other prices and fees according to the price list. The invoice must be paid by the deadline.

Deadline (11. 11. 2025)
The fee for the indoor trade area of the stand: 70 € per m2 85 € registration fee
Color advertising on the website and printed brochure (limited availability) (limited capacity) Half page on the website (A6 format) 65 € Full page on the website (A5 format) 85 € Half-page in the brochure and on the website (A6 size, full color, limited availability) 100 € Full page in the brochure and on the website (A5 size, full color, limited availability) 145 €
Prices are without VAT and they include the fees for all three show days. Please wait for the invoice before making a payment. By sending and paying the order, the exhibitor agrees to comply with these instructions.

Account number for EUR payments:

IBAN: CZ6401000000003566650217

SWIFT/BIC: KOMBCZPPXXX

Payment message (variable symbol): Your VAT and „**25**“ at the end.

EUR / For sellers based outside the Czech Republic, a pro forma invoice will be issued based on the order with payment in EUR currency, also stating that the seller (= owner of the stand) is a person (or a company) which is obliged to declare and pay tax (= VAT / VAT) in their respective countries.

The order includes:

Annex No. 1: Guidelines for Trade Stand Order (these Guidelines)

Annex No. 2: Price list (all prices excluding the tax/VAT).

Annex No. 3: – Octanorm Booth Price list (all prices without VAT/DPH)

These annexes are available for download on the [organizer's website](#).



CONDITIONS OF PARTICIPATION

I. Organizer

Český kynologický svaz, z.s.
U Pergamenky 1511/3
170 00 Praha 7,
Local VAT number: 00550019, EU VAT: CZ00550019
(also referred to as “CKS” or “organizer”).

II. Exhibitor

A legal or natural person to whom the organizer confirmed participation in the event by sending a “Confirmation of Placement” (also referred to as “exhibitor”, „orderer“, “applicant”, or “seller”).

III. Order and the stand placement

1. A properly sent order (also referred to as “application”) is binding for the applicant. CKS decides on the acceptance or rejection of the order and is not obliged to justify its decision, even in cases where the order was accepted or rejected before or after the deadline. The price for the rented area, registration fee, etc. will be paid by bank transfer. In case of acceptance of the order after the deadline, the organizer reserves the right to increase the total amount of the rental area cost and services by up to 30% compared to the original price.
2. The price list for **standard booths** is available in **Annex No. 3 to the Order**. An **electrical connection** must be ordered separately for standard booths, as it is **not included by default**.
3. Within the order, you may also request **additional equipment** for both **standard booths** and **custom-built exhibits**. When ordering additional equipment for **self-built stands (without organiser construction)**, a **25% surcharge** applies to all accessory prices. The **additional equipment price list** is included in **Annex No. 2**.
4. After the order is made and paid for, the organizer sends a “Confirmation of Placement”, by which the organizer assigns the exhibitor a space for their stand as well as the stand number.
5. In case of non-payment of the entire rent fee and non-delivery of confirmation of payment together with the application within the specified deadline, **the application will not be accepted**.
6. **The organizer reserves the right to reject the application without giving a reason, even in cases of already processed and accepted applications.**
7. Failure to comply with the conditions will result in the adoption of a specific measure directly at the exhibition site, including additional fees and charges.
8. Failure to meet the financial obligations of the orderer may lead to rejection of the application and return of payment. In case of costs associated with preparations of the trade stand or area, these will be additionally charged and invoiced to the orderer.
9. If the exhibitor orders additional services after the date of sending the order, or in case he does not send the entire amount for rent and services, the organizer may terminate the order.
10. The seller will be listed on the organizer’s website www.praguexpodog.cz at least a week before the date of the exhibition, including a link to the website, if it was provided.
11. The application in MS Word format can be requested at shopzone@kynologie.cz In this case, however, scanned materials must also contain signatures of the exhibitor.
12. Based on contractual obligations, we do not accept any orders which include food production at the show (fast food stands, coffee stands, etc.).
13. By sending the order, the exhibitor is responsible for the accuracy of the data provided and agrees to their processing for the purposes of this order and his presentation on the website and promotional materials of the organizer. The sender of the order is a person authorized to act on behalf of the applicant.



14. The agreement itself becomes valid on the day of payment to the provider's account (organizer of the event Český kynologický svaz, z.s. / Czech Cynological Union).
15. Under the contractual terms, the organiser does not accept orders for food stalls or any other food and beverage vendors.

The Stand Placement

The exhibitors' stand will be located inside the hall (at the wall or in the space within the hall area). In the event of full capacity, the organiser may relocate the exhibitor's floor space or exhibit to a different hall, e.g., adjacent to the exhibition rings.

The minimum width of the area is two meters, the minimum depth is two meters. Nothing can be placed in front of the stand outside the ordered areas! The hall master (or other employees of the PVA EXPO PRAHA exhibition center) will supervise this throughout the exhibition.

The boundary of the rear wall of all stands is determined by the exhibition center about one meter from the wall of the exhibition hall (outside the rented area) - neither the stand nor any equipment of the tenant may interfere with this area, because it must always be accessible for the needs of the administration of the area. Likewise, neither the area of the orderer's stand nor any of his equipment may interfere with the rented space of another tenant, including the area rented by the organizer. The placement of the stands will be done primarily with regard to the date of order of the complete application (or according to the date of payment). The size of the stand is also taken into account when placing the stand, but no attention will be paid to requests for a specific location from the orderer. Possible exceptions are requests for placement in the corner of the hall - indicate in the order's message. The stands are not placed according to the nomenclature.

IV. Rent fees for Commercial stand, Registration fees, fines, cancellation fees

1. The rent price is provided in the price list (annex no. 2) of the order. The rent is determined by the size of the area and each started square meter is charged as a whole. The rent is set for the period of preparation, the event itself, the period of liquidation and includes the exhibition area and the presentation on the website.
2. The registration fee includes processing of the order and one parking card per each day. The price does not include construction or rental of the stand.
3. **The exhibitor, by sending the application, signing of the order and also by paying of the invoice, undertakes to comply with these conditions and not to exceed the ordered and paid area.** Failure to comply with the conditions for exhibitors and sellers will result in the adoption of a specific measure directly at the exhibition site.
4. In case the exhibitor cancels his participation by the deadline, the organizer will return the entire amount back to the exhibitor. The request for cancellation of the order must be delivered in writing (by mail or email).
5. In case the exhibitor cancels his participation after the deadline, the amount returned for rent and services is reduced by a penalty fee. In case of cancellation of the order later, the amount returned may be reduced by necessary costs - if such arise from the side of the exhibition grounds or organizer. In such a case, all costs will be documented and invoiced to the exhibitor.
6. If the exhibitor does not pay the entire amount for rent and services by the deadline, the provider has the right to refuse the application and cancel the order. Similarly, the organizer has the right to cancel the entire order if the orderer does not pay for additional services or area ordered later. In both cases, the provider will notify the orderer in writing. The organizer will return the entire amount paid by the orderer if he cancels his application no later than two weeks before the date of the exhibition and only if no additional costs arise to the exhibition grounds or organizer.

7. Cancellation fees:

- **61 days or more prior to the first day of the event:** cancellation fee = **registration fee**
- **31–60 days prior to the first day of the event:** cancellation fee = **20% of the order value**
- **15–30 days prior to the first day of the event:** cancellation fee = **50% of the order value**
- **Less than 14 days before the event:** cancellation fee = **70% of the order value**

Any additional costs incurred—including third-party costs such as preparations for standard booths, custom-built exhibits, additional equipment, utility connections, services, etc.—will be added to the cancellation fee. Cancellation fees are subject to change upon individual evaluation.

V. Changes to the Guidelines and Price List

1. The organiser is entitled to make reasonable amendments and additions to these Guidelines and the Price List (each a “Change”). A Change takes effect on the date the new version is published on the organiser’s website and upon delivery of a notice to exhibitors/customers at the contact email specified in the order.
2. If an order is accepted after the deadline, the organiser reserves the right to increase the total amount for floor-space rental and services by up to 25% compared to the original price.
3. If a Change materially worsens the customer’s position (e.g., an increase in the price of already ordered and confirmed deliverables, a material change in the scope of services or rules), the organiser will expressly inform the customer and grant a period of 7 calendar days to reject the Change and cancel the affected part of the order without penalty (with a refund of the corresponding amount paid). If the customer does not exercise this right within the period, the Change shall be deemed accepted.
4. The organiser will publish the new version of the Guidelines/Price List or other order annexes on the event website and highlight the changes made and will also send an email with a brief summary of the changes and the effective date to the addresses stated in the orders. An archive of previous versions will be available for inspection.

VI. Trade stand assembly and disassembly

A) Own exhibit or stand

1. The exhibitor may carry out the assembly and disassembly of his own stand only within the period specified by the organizer and may not disassemble the exhibits before the end of the exhibition.
2. **Unfortunately it is NOT possible to drive any vehicle into the hall area, even during assembly of your exposition/stand.**
3. The exhibitor is obliged to verify and comply with the heights, load-bearing capacity and any other technical parameters that are higher than according to standards.
4. The exhibitor can order an **electricity inlet** and water from ČKS in a separate annex attached to the binding application for participation. At the same time, the fee according to the price list must be paid with the registration fee and rent for the exhibition area of the stand.
5. **We would like to point out that only the orderer of the stand, who may not provide it to third parties, can use the ordered electrical connection or other connections for his own needs.**
6. The exhibitor and seller is obliged to follow the instructions of the organizer during the implementation and disassembly of the stand.
7. We would like to point out that the organizer does not provide cleaning of cardboard boxes and other packaging or other waste from the trade stand areas after the show. There are enough large-capacity containers in the area where this waste can be placed.
8. In case of uncleaned or otherwise damaged space in or around the rented space, the exhibitor will be invoiced for cleaning according to the price list of annex 2, or according to the pricing of the area manager.

B) Facilitated offer for exhibit build-out via Creative Expo, s.r.o.



1. The order includes **floor-space rental** and other **selected equipment and services**.
2. Orders for **standard booths S9, S15 and S18** must be submitted **by the deadline of 11 November 2025 (11.11.2025)**. Orders for **custom-built exhibits** must be submitted **before the closing date, and no later than 1 November 2025 (1.11.2025)**.
3. Prices for the **design and installation** of exhibits (including custom-built exhibits) are **indicative only**. The exact price will be specified further in the **pro forma (advance) invoice**.
4. If necessary (e.g., for further communication, including the specification of requested exhibits, their equipment and accessories), the exhibition **organiser** will provide the **exhibitor/vendor's contact details** to **CREATIV EXPO, s.r.o.**
5. If the **customer** fails to deliver the missing information needed to complete the order, or the materials required for a full handover of requirements to the organiser or the supplier in a timely manner, the organiser **reserves the right to cancel the order and invoice any costs incurred** by the organiser or the suppliers.

VII. Entry to the show grounds and parking

Information on the placing of your trade stand will be included in a map of the area which will be sent by email to the exhibitor. Assembly usually takes place the day before the start of the exhibition.

Parking:

The registration fee includes parking during the day by the hall (for one vehicle for all exhibition days). Please be advised that the venue management **prohibits vehicle entry into the hall at all times**, including during **booth/stand build-out**. A parking space will be available at the designated place. For other purchased free entrances, we would like to point out that in case of reaching capacity, the organizer will offer alternative parking, or return the parking fee to the orderer, or its proportional amount (depending on the number of days, etc.). Since you are sent instructions and free entrance with tickets by registered mail to your address, they will be reissued to you only for additional higher fee (see the Annex 2).

If you are interested, please fill out the order including license plates of vehicles. Vehicles with a different license plate will not be admitted to the exhibition grounds. In case you need the vehicle to be parked during the day and overnight, both must be ordered.

Overnight parking in a reserved parking lot (see price list):

1. Passenger car (van) or trailer of a passenger car standing separately (up to 3.5 tons).
2. Truck or trailer of a truck standing separately (over 3.5 tons).

Change of license plate can be reported no later than two weeks before the date of the event to e-mail shopzone@kynologie.cz

VIII. Presentation and Advertisement

1. The exhibitor is entitled to publish basic information in the alphabetical list of exhibitors in the event catalog, and on the organizer's website including a link to his website, if he stated it in the order.
2. The exhibitor is entitled to promote his products only in his own exposition (exclusively on the rented area).
3. The exhibitor must not disturb or limit the surrounding expositions or other exhibitors by his presentation.
4. If the exhibitor damages or contaminates the exhibition areas, he is obliged to pay the full amount of the damage caused.
5. Exhibitors are obliged to comply with the time of arrival and departure to and from the exhibition premises.

6. Advertisement

As part of the online order, or by agreement in another manner, the exhibitor can order paid graphic advertisement in the online exhibition catalog until the first deadline, or according to the organizers' dispositions.

- All advertisements must be approved in advance by the organizer. The organizer reserves the right to refuse any content it deems inappropriate or incompatible with the values of the exhibition. In such a case, the advertising fee will be refunded in full back to the customer.
- The organizer also reserves the right to refuse advertising if the capacity for advertisements in the catalog, on the exhibition website, or in other places, is full. The customer will be informed of this.
- Advertisers are fully responsible for the content of their advertisements. The organizer is not responsible for any errors, inaccuracies, or violations of third-party rights.
- Advertisements must meet the technical requirements for advertising. The conditions include providing graphics in digital form, in formats such as PDF, TIFF, JPEG, EPS, or AI, with a resolution of at least 300 dpi, and sending them to the email shopzone@kynologie.cz no later than 30 days before the event. The organizer is not responsible for poor print quality caused by non-compliance with these requirements.
- Advertisers must ensure that their advertisements do not violate any laws or regulations. The organizer is not responsible for any legal consequences arising from the content of the advertisement.
- In the event of any complaints or claims regarding the advertisement, the organizer will act in accordance with its internal procedures but is not responsible for direct or indirect damages.

IX. Losses and insurance

The organizer and grounds manager (ABF, a.s.) is not liable to the exhibitor or his co-exhibitors for loss, destruction or any damage to their exhibits, equipment and equipment of the stand, goods, packaging and packaging material, regardless of whether the destruction or other damage occurred during preparations, assembly, before the start, during or after the end of the exhibition. In case of theft of exhibits, the exhibitor is obliged to report this fact to the police, compensation for damage is possible only through an insurance company. The exhibitor concludes insurance of his exhibits, equipment of the exposition, exhibited goods and material for this purpose.

X. Final provisions

- If ČKS cannot start, ensure or partially hold the trade stand sales exposition due to circumstances beyond its control (force majeure), it will inform the exhibitor without delay. All obligations arising from the concluded contract on the exhibitor's participation expire and the exhibitor is not entitled to any claim for compensation for damages incurred.
- Any claims or disputes by the exhibitor against ČKS must be asserted in writing to the responsible employee immediately after discovering the defect, at the latest the last day of the exhibition, otherwise his right expires.
- The organizer reserves the right to amend these conditions, orders and price lists, in which case these changes will be indicated in the relevant document and highlighted in the text. The organizer will also inform all applicants of these changes.
- Contractual relationships are governed by these instructions and Czech law.

All prices are based on Annex No. 2 and No. 3 (price list) and are stated without VAT.

[Commercial stand online order here.](#)



Order processing, invoices: Jiřina Jindráčková shopzone@kynologie.cz Phone: + 420 602 318 023 (7:00 – 15:00)	Technical questions, online order support: Ondřej Šiška ondrej.siska@kynologie.cz Phone: +420 773 433 475 (7:00 – 16:00)
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Nomenclature (type of assortment, does not matter for placement), will be included on the organizers website:

2 Dog food	53 Veterinary offices, services and associations
3 Mineral supplements for dogs	54 Breeding unions, clubs, breeding stations and facilities
4 Veterinary products for dogs	55 State organizations and institutions
5 Cosmetic products for dogs	56 Companies and associations
6 Breeding supplies for dogs	57 Consulting for breeders
7 Dog salons, grooming parlors	58 Schools and training centers
8 Dog hotels, pensions, vacation with a dog	59 Equipment for shops of breeding supplies and animals
9 Special dog training	60 Insurance
10 Cynological sports and training equipment for dogs	61 Literature and magazines
50 Technical equipment of runs, zoocorners, aviaries, parks	62 Gift items and other services
51 Services for breeders	63 Other organizations and institutions
52 Import, export of animals	

These guidelines, together with the attached price lists (Annexes 2 and 3), are valid as of 18 September 2025.