42. Prague Expo Dog ShopZone

4.–6. December 2026

Instructions for ordering commercial space

ORDER ONLINE HERE

Dear applicants,

on 4–6 December 2026, the **42nd International All-Breed Dog Show** will take place — the three-day 3xFCI-CACIB TrioCACIB Prague Expo Dog at the PVA EXPO PRAHA exhibition grounds in Letňany.

Fees

> ***Parking during the day for one vehicle is included in the price. Other prices and fees are according to the price list. The order must be paid by the closing date.***

Closing date (11 Nov 2026)
Fee for renting stand space: 70 € /m² + EUR 85 one-off registration fee
Prices are excluding VAT and cover the basic fees for all three exhibition days.
Please wait for the advance invoice from the organiser before making 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**, variable symbol (payment note) – your company ID (VAT) ending in **"26".**

> ***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

1. Annex No. 1: Guidelines for Trade Stand Order (these Guidlines)
2. Annex No. 2: Price list (all prices excluding the tax/VAT).
3. Annex No. 3: – Octanorm Booth Price list (all prices without VAT/DPH)

These appendices are available for download on the organiser's website.

TERMS OF PARTICIPATION FOR EXHIBITORS AND SELLERS

I. Organiser

Český kynologický svaz, z.s.
U Pergamenky 1511/3, 170 00 Praha 7, Czech Republic
Company ID (VAT): 00550019, VAT ID (EU VAT): CZ00550019 (hereinafter also referred to as “ČKS” or the “organiser”).

II. Exhibitor

A legal entity or natural person whose participation in the event has been confirmed by the organiser by sending a “Confirmation of Placement” (hereinafter also referred to as the “exhibitor”, “applicant”, or “seller”).

III. Order and allocation of spaces

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 organizaer 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 organiser reserves the right to reject an application without giving a reason, even in the cases of applications that have already been processed and accepted.**
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 organiser's website, www.praguexpodog.cz, at least one week before the exhibition date, including a link to the website, if it was provided.
11. An application form in MS Word format can be requested at shopzone@kynologie.cz. In this case, however, the scanned materials must also include the applicant's signature.
12. Under the terms of the contract, the organiser does not accept orders from operators of food and refreshment stands.

13. By submitting the order, the applicant is responsible for the accuracy of the information provided and agrees to its processing for the purposes of this order and its presentation on the organiser's website and promotional materials. The sender of the order is a person authorized to act on behalf of the applicant.
14. The agreement itself takes effect on the day payment is made to the provider's account (the organiser of the event, Český kynologický svaz, z.s.).

Placement of the stand area

The exhibitors‘ stand will be placed inside the halls as allocated by the organiser. If capacity is reached, the applicant's space or exhibit may be moved to a different hall, for example near the show rings.

The minimum width of the space is two metres, the minimum depth is two metres. Nothing can be placed in front of the stand outside the ordered space! Compliance will be monitored throughout the exhibition by the hall manager (or other PVA EXPO PRAHA venue staff).

The boundary of the rear wall of all stands is set by the venue at approximately one metre from the exhibition hall wall (outside the rented space) – neither the stand nor any equipment of the lessee may extend into this area, as it must remain accessible at all times for venue management purposes. Likewise, the applicant's stand area, or any of its equipment, must not extend into the rented space of another tenant, including the organiser.

Stand placement will be carried out primarily with regard to the date the complete application was received (or the payment date). The size of the stand will be taken into account when placing it, but requests for a specific location from the applicant will not be considered. A possible exception is a request for placement in a corner of the hall – please state this in the order. Stands do not have to be arranged according to the nomenclature.

IV. Rent for the exhibition space, registration fee, penalty terms, cancellation fees

1. The rent price is provided in the price list (annex no. 2) of the order. The rent is determined according to the size of the area, and every started square metre is charged as a full one. The rent is set for the preparation period, the event itself, and the dismantling period, and includes the exhibition space, toilets, and presentation on the event website.
2. The registration fee for the exhibitor and co-exhibitor includes the following items: processing of the order and one parking card per each day. The price does not include construction or rental of the stand.
3. **By submitting the application, signing, and paying the invoice, the seller agrees to comply with these conditions and not to exceed the ordered and paid-for space. Failure by exhibitors and sellers to comply with the conditions will result in specific measures being taken directly on site at the exhibition.**
4. If the exhibitor withdraws their participation before the closing date, the organiser will refund the entire amount to the applicant. A request for cancellation of the order must be submitted in writing (by post or by e-mail).
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 applicant fails to pay the full amount for rent and services by the closing date, the provider has the right to reject the application and cancel the order. Likewise, the organiser has the right to cancel the entire order if the applicant fails to pay for additionally ordered services or space. In both cases, the provider will notify the applicant in writing. The organiser will refund the full amount paid by the applicant if the application is cancelled no later than two weeks before the exhibition date, and only if no further costs are incurred by the venue or the organiser.

Cancellation fees

Time before day 1 of the event	Cancellation fee amount
61 or more days	registration fee
31 to 60 days	20% of the order price
15 to 30 days	50% of the order price
less than 14 days	70% of the order price

Any further costs incurred by third parties will also be included in the cancellation fees, such as preparations for standardised exhibition stands, custom-made exhibitions, additional equipment, connections, services, and other items. Cancellation fees may be adjusted following individual assessment.

V. Changes to the instructions and price list

1. The organiser is entitled to reasonably amend and supplement these instructions and the price list (hereinafter the “Change”). The Change takes effect on the day the new version is published on the organiser's website and, at the same time, notice is delivered to exhibitors/applicants at the contact e-mail address given in the order.
2. If an order is accepted after the deadline, the organiser reserves the right to increase the total amount for renting the space and services by up to 25% compared to the original price.
3. If a Change substantially worsens the applicant's position (e.g. an increase in the price for already ordered and confirmed services, or a substantial change in the scope of services or rules), the organiser will expressly inform the applicant and give them a period of 7 calendar days to reject the Change and cancel the order without penalty for the affected part (with a refund of the relevant amount paid). If the applicant does not exercise this right within the period, the Change is deemed to be accepted.
4. The organiser will publish a new version of the instructions/price list, or other appendices to the order, on the event website, highlighting the changes made, and will also send an e-mail with a brief summary of the changes and their effective date to the addresses given in the orders. An archive of older versions will be available for reference.

VI. Setting up and dismantling exhibition stands

A) Own exhibits / stands

1. The exhibitor may assemble and dismantle their own stand only within the period specified by the organiser and may not dismantle their exhibit before the exhibition ends.
2. **Unfortunately i tis NOT possible to drive any vehicle into the hall area, even during assembly of your exposition/stand; the venue's on-site management rules must be complied with at the same time.**
3. The exhibitor is required to check and comply with height, load-bearing capacity, and any other technical parameters that are higher than standard.
4. **The exhibitor may order a supply of electricity and water from ČKS via a separate appendix attached to the binding application for participation. A fee according to the price list must also be paid together with the registration fee and the rent for the stand's exhibition space.**
5. **Please note that the ordered electrical connection, or other connections, may only be used by the applicant of the stand and may not be provided to third parties.**
6. The exhibitor and seller are required to follow the organiser's instructions during assembly, throughout the event, and during dismantling of the stand.

7. Please note that the organiser does not provide cleaning of boxes and other packaging from sellers, or other waste. There are enough large-capacity containers on site for disposing of waste.
8. In the event of an uncleaned or otherwise damaged space after the event, the applicant will be additionally invoiced for cleaning according to the price list in annex 2, or according to a quote from the venue administrator.

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

1. The order includes the rental of the space and other selected equipment and services.
2. **For custom-made exhibitions, the rental of the exhibition space is paid separately to the organiser (ČKS), and the design and construction of the exhibit is paid separately to the company Creative Expo, s.r.o.**
3. Orders for standardised exhibition stands S9, S15 and S18 must be sent by the closing date of 11. 11. 2026. Orders for custom-made exhibits must be sent before the closing date, no later than 30. 10. 2026.
4. Prices for the design and assembly of exhibits (including custom-made exhibits) are estimated prices only. The specific price will be subject to further specification in the advance invoice.
5. The organiser of the exhibition will forward the seller's contact details to the company CREATIV EXPO, s.r.o. if necessary, for example for the purposes of further communication, including specification of the requested exhibits, their equipment, and other accessories.
6. If the applicant fails to provide missing information in time to complete the order, or documents needed for the complete handover of requirements to the organiser or the supplier company, the organiser reserves the right in such cases to cancel the order and invoice any costs incurred to the organiser or its suppliers.

VII. Entry to and exit from the venue, parking

Information on the stand location and a map of the venue will be sent to the applicant's contact e-mail. Assembly usually takes place the day before the exhibition begins.

Parking

> ***Daytime parking near the hall for one vehicle is included in the registration fee (for all exhibition days). By decision of the venue management, no vehicle may enter the hall area, including during the setup (assembly) of your exhibit.***

A parking space will be available in a designated area. Regarding additional purchased free entries, please note that if capacity is reached, the organiser will offer alternative parking, or refund the parking fee to the applicant, or refund a proportional amount (depending on the number of days, etc.). Since the instructions and free entry passes are sent to you by registered mail to the address you provided, replacements will only be issued for a fee according to the price list.

If interested, please complete the order including vehicle registration plates. Vehicles with a different registration plate will not be admitted to the venue. If you need the vehicle to be parked both during the day and overnight, both must be ordered.

Overnight parking in the designated car park (see price list)

1. Passenger car (van) or a passenger car trailer parked separately (up to 3.5 tonnes).
2. Truck or a truck trailer parked separately (over 3.5 tonnes).

A change of registration plate can be reported no later than two weeks before the event date to shopzone@kynologie.cz.

VIII. Presentation and advertising

1. Exhibitors are entitled to have their basic details published in the alphabetical list of exhibitors on the organiser's website, including a link to their own website, provided that these details were included in their order.
2. Exhibitors may promote their products only within their own stand (exclusively within the rented area).
3. **Exhibitors must ensure that their presentation does not disturb or interfere with neighbouring stands**.
4. Exhibitors must cover the full cost of any damage or soiling they cause to the exhibition areas.
5. Exhibitors must comply with the specified arrival and departure times for the exhibition premises.
6. If the organiser offers advertising opportunities to exhibitors, details of these opportunities will be published on the event website.

IX. Loss and insurance

The seller is required to hold liability insurance throughout the preparation period and the event itself. The exhibitor shall also arrange insurance for their exhibits, equipment, goods, and materials. Neither the organiser nor the venue administrator (ABF, a.s.) nor ČKS are liable to the exhibitor or their co-exhibitors for any loss, destruction, or damage to the aforementioned items at any stage of the event (preparation, assembly, before opening, during the event, after closing, dismantling); participation is at the exhibitor's own risk. In the event of theft or damage, the exhibitor is required to report the incident to the police; any compensation for damage is possible exclusively through insurance.

X. Final provisions

1. If, due to circumstances beyond its control (force majeure), ČKS is unable to open the sales exhibition or hold it in full or in part, it will notify exhibitors without delay. All obligations arising from the concluded participation agreement with the exhibitor shall cease, and the exhibitor shall not be entitled to any compensation for damages incurred.
2. Any claims by the exhibitor against ČKS must be submitted in writing to the responsible staff member immediately upon discovery of the defect, at the latest on the last day of the exhibition, otherwise the right shall lapse.
3. The organiser reserves the right to amend these conditions, the order, and the price list; in such cases, the changes will be indicated in the relevant document and highlighted in the text. The organiser will also notify all applicants of these changes.
4. Contractual relationships are governed by these instructions and by Czech law.

All prices are based on the price lists in appendices 2 and 3 and are stated excluding VAT.

ORDER PROCESSING	APPROVED BY
Jiřina Jindráčková	Ondřej Šiška, Director of MVP
shopzone@kynologie.cz	ondrej.siska@kynologie.cz
Mobile: +420 602 318 023 (7:00 a.m.–3:00 p.m.)	Mobile: +420 773 433 475 (7:00 a.m.–3:00 p.m.)

Nomenclature – type of assortment (does not affect placement)

Will be stated on the organiser's website.

2	Dog food	53	Veterinary practices, services and associations
3	Mineral supplements for dogs	54	Breed clubs, associations, kennels and facilities
4	Veterinary products for dogs	55	State organisations and institutions
5	Cosmetic products for dogs	56	Companies and associations
6	Dog supplies	57	Advisory services for breeders
7	Dog grooming salons	58	Schools and training institutions
8	Dog shelters, hotels, boarding kennels, dog-friendly holidays	59	Equipment for pet supply and animal shops
9	Special dog training	60	Insurance
10	Canine sport and training aids for dogs	61	Literature and magazines
50	Technical equipment for runs, petting areas, aviaries, parks	62	Gifts and other services
51	Services for breeders	63	other organisations and institutions
52	Import, export of animals		

11 August 2026 – publication of the guidelines and accompanying price lists (Appendices 2 and 3).

7 October 2026 – removal of the advertising option from the registration process and corresponding revision of the price list.