

INSTRUCTIONS FOR EXHIBITORS

CONFERENCE ASPHALT PAVEMENTS 2025

25th – 26th November 2025, Budweis

AV
'25

Dear business partners!

Thank you for your decision to actively participate as exhibitors in the international conference Asphalt pavements 2025, which will be held on 25th – 26th November 2025 in Budweis (České Budějovice).

The opening ceremony of the accompanying exhibition will be held on 25th November 2025 from 11:00 to 11:15 a.m. We hope that the chosen form of presentation will bring your company many business contacts and your expenses will return as soon as possible.

BOOTHS

Basic furnishing of booth: rounded table with diameter 80 cm, 4 chairs, lockbox, clothes-tree, waste paper basket, refrigerator 110 l/h. 80 cm, extension cable, lighting + socket.

The price of the exhibition booth includes refreshments/lunch for 2 people, who ensure running of the booth. They will not have the access to the Conference Hall.

Basic furnishing of the double-booth: 2x rounded table with diameter 80 cm, 8 chairs, 2x lockbox, 2x clothes-tree, 2x waste paper basket, 1x refrigerator 240 l/h. 140 cm, 2x extension cable, lighting + socket.

The price of the exhibition booth includes refreshments/lunch for 4 people, who ensure running of the booth. They will not have access to the Conference Hall.

If you need other furnishing or any graphic services (e.g. make company name and logo on your booth) please, contact the representative of the company BENT s.r.o., U výstaviště 1485, 370 05 České Budějovice, Mr. Václav Litvan, mobile phone: +420 605 849 758, e-mail address: vaclav.litvan@gmail.com, **before 30th October 2025.**

Any additional services you order will be charged to your account and invoiced directly by company BENT s.r.o.

After the agreement with the advertising agency, the booths will be handed over to the exhibitors on:

- 24th November (Monday) between 4 and 9 p.m.
- 25th November (Tuesday) between 7 and 8 a.m.

Do not drive nails or pins into the walls of the booths!

We alert exhibitors that dealings in the booths must be completed by 8 p.m., due to the security guard.

Booths will be handed over back to the organizers on 26th November 2025 (Wednesday) after 1 p.m.

INSERTION INTO THE STAND

Companies that have ordered the insertion of leaflets into the racks are requested to deliver them to the following address: **Dům kultury Metropol, for the attention of Mrs. Vlasta Horská, Senovážné náměstí 2, 370 01 České Budějovice, Czech Republic.** Write on the parcel: „Asphalt pavements 2025“.

Deliver **between 1st November and 19th November 2025.** Recommended quantity is 100 pcs.

LOGOS

Companies that have ordered the lay-out of their logos on the gallery of the Conference Hall, deliver your logos **in vector** format via e-mail to address: eva.prochazkova@sdruzeni-silnice.cz.

The transfer of graphical model to the final form will be ensured by company BENT s.r.o., www.bent.cz due to unified format (1,4 m x 1 m) and material.

Send your companies' logo at mentioned e-mail address **by 30th September 2025**.

ROLL-UP

Companies that have ordered the placement of the roll-up banner – roll-up banner with maximum width 1 m can be placed in the Conference Hall of the community center Metropol **on place marked by the organizer** on 24th November 2025 (Monday) from 4 p.m. or on 25th November 2025 (Tuesday) until 8 a.m. and must be removed immediately after the closure of conference program on 26th November 2025.

VIDEO PRESENTATION

Companies that have ordered a video presentation during the breaks should send a video spot with a maximum length of **60 seconds**, by 30th October 2025, to the email address: eva.prochazkova@sdruzeni-silnice.cz, the spot will be played at the beginning of each break.

PARKING

For conference PARTNERS, a parking space will be marked with the company name in front of the KD Metropol on the left side of the main entrance.

For EXHIBITORS, parking spaces will be marked AV 25. These parking spaces are limited and primarily intended for unloading/loading items for booths and **subsequent re-parking**.

It is also **possible to use the municipal car park** on Senovážné náměstí across the road **opposite the entrance to KD Metropol**, which has a capacity of 99 spaces.

Mon – Fri: 08:00 a.m. to 6:00 p.m. (1 hour 30,- CZK, from 4 hours 40,- CZK per hour, minimum payment for 30 minutes 15,- CZK)

Check-in system: parking meter, application: ParkSimply, Sejf, DPMCB, virtual parking ticket.

CATERING

If you need light refreshments at your booth, you can contact the operator of the METROPOL restaurant: <https://www.restauracemetropol.cz/>

Operations Manager: Pavel Jindra, +420 387 311 256, +420 725 445 649

Email: info@restauracemetropol.cz

The cost of any services you order will be charged to your account and invoiced directly by the restaurant METROPOL.

HOSTESSES

If you require hostesses for your booth, you can contact the representative of the BENT s.r.o. agency, Mr. Václav Litvan, mobile: +420 605 849 758, e-mail: vaclav.litvan@gmail.com.

The cost of any services you order will be charged to your account and invoiced directly by the BENT s.r.o. agency.