

GENERAL TERMS AND CONDITIONS OF COMMERCIAL PRESENTATION

ISSS 2026

ARTICLE I

For purposes of this document the following applies: Conference ISSS is “event” or “conference”. Organizers of the conference TRIADA, Ltd, Association Czech At, r.a., PONCA, Ltd are “organizer”, if mentioned separately, or “organizers” if mentioned in any kind of coalition.

ARTICLE II

RANGE OF SERVICES

- 1. Stall**
 - a. The exhibition area for the stall is allocated on the grounds of a binding order and after payment of a proforma invoice.
 - b. The organizer is not obliged to satisfy an eventual client's demand for locating their expositions.
 - c. The client shall be informed about the location of the stall by the organizer till 17 April 2026 at the latest.
 - d. The client must not pass the allocated exhibition area, and that is not even its part, either for a limited time, to any third person without a previous written consent of the organizer.
 - e. The client is entitled to promote their products only on their own expositions, the exhibits, promotion goods or equipment must not exceed the ground plan of the stall. Posting promotion or information leaflets is allowed only inside the stall, outer sides of the stall are not part of the rented exposition. Moving or transferring company banners to other parts of the conference premises (including its near surroundings or lecture halls), leaflets distribution, posting promotion and information materials outside the exposition itself and other forms of client's promotion outside the rented area or in violation with the closed contract are not allowed.
 - f. The client must not restrict other exhibitors by their presentations and disturb running lectures and presentations in the halls (e.g. by noise, light effects, projection to the objects outside the stall etc.).
 - g. On the stalls it is forbidden to offer other conference participants alcohol in higher amount or addictive drugs, to smoke and to use open fire. Concurrently it is strictly forbidden to offer alcohol or other addictive drugs to wider number of beforehand non-defined visitors.
 - h. The organizer may revoke any previously granted approval for a non-standard presentation concept within the exposition at any time during the event, up until its conclusion.
 - i. The stall consists of walls and basic equipment specified in the offer. The equipment specified therein cannot be reduced or removed at the client's request. Any equipment beyond given options can be ordered following the conditions described in the offer document.
 - j. After the event is finished, the client is obliged to hand the stall as well as its corresponding parts over to the organizer without any inappropriate delay, and that is in the condition in which they were taken over considering their usual wear and tear.
 - k. Prior to handing the stall over the exhibitor is obliged to remove completely all visual adjustments as well as functionality of all stall parts, and that is especially stickers or by any other way stuck inscriptions, logos and other graphics, and that is including remains of glue or any other adhesive materials.
 - l. In case of failure to comply with the previous two paragraphs the organizer can charge the client with the costs resulting from cleaning or repair of the stall.
- 2. Stall equipment (furniture)**
 - a. The client shall take over the ordered equipment from the organizer along with the stall and shall hand them over after the end of the event in the same condition. Hand-over and take-over shall be recorded in a written form.
 - b. The client is responsible for eventual loss of, and damage to the handed over furniture and equipment of the stall.
 - c. Provisions of the Article II paragraph 1 letters i., j. and k. are used in the case of the furniture in a similar way.
- 3. Admission tickets for the speakers and exhibitors**
 - a. Admission tickets for the speakers and for the exhibitors (hereafter in this Article as „ticket“) are sent in an electronic form to the client that fulfils all the conditions of participation in the event according to the relevant contract or order.
 - b. The ticket entitles one person to enter the event.
 - c. The ticket holder shall get the congress materials including and identifier for the premises of the event in the time of exhibit installation or on the attendance stall at the entrance.
 - d. Exhibitors and speakers are obliged to carry the identifier visibly in the course of the event. They can be expelled from the premises of the event by the organizer's staff.
 - e. In case of losing the identifier the client is obliged to inform the organizer immediately and they shall supply a duplicate for compensation.
 - f. In case the general conditions are violated or in case of serious breach in dignity of the event, the organizer reserves the right to expel the participant from the premises of the event.
- 4. The conference catalogue, a contribution to the book of proceedings of the event**
 - a. The client is entitled to publication of basic entry and logo entry free of charge in the conference catalogue.
 - b. Data in the catalogue are taken from the relevant form. The organizers do not hold any responsibility for any inaccuracies in the catalogue originated by incorrect filling of the form. In case the background data are not submitted in the stipulated time, there will be published only the client's address given in the order or the contract.
 - c. The client shall hand over a logo to be published in the catalogue to the organizer along with the order or the contract, and that is in a print quality, font converted into curves, CMYK color profile, maximum file size 2 MB.
 - d. The client is responsible for suitability of submitted background data for the given purpose. Use of multicolour photography is not recommended, and the client bears all relevant potential risks.
 - e. An expert article related to the topic of each ordered presentation may be added into the conference proceedings, which will be published on the event's website. An expert PR article may be submitted for each ordered exhibition and will be included in a separate section of the conference proceedings.
 - f. In that context no commercial or offer advertisement shall be included in the book of proceedings or on the web pages of the event.
- 5. Parking for the exhibitors**
 - a. Parking cards are sent prior to the event in the number given in the order/contract. There cannot be ordered any more extra parking cards due to limited number of parking places.
 - b. „A“ parking card holder shall have an allocated parking place for the whole period of the event.
 - c. „B“ parking card holder shall have a reserved parking place for entry till 9 am for both days of the event.
 - d. Additional parking will be provided by the organizer depending on the situation at the time of the event, and the client has no legal right to such parking.
 - e. A parking pass or any other parking authorization issued by the organizer or a representative of another organization involved in providing parking must be displayed in a visible location behind the vehicle's windshield.
 - f. Temporary stopping of vehicles for loading and unloading necessary for supplying the exposition stall is managed by the organizer. If a vehicle is left in the designated loading and unloading area, it may be towed at the exhibitor's expense.
 - g. When temporarily stopping to load or unload, or when using another parking space, the exhibitor is required to follow the organizer's instructions and any applicable traffic signs. The organizer will not replace a parking pass or other authorization described in the preceding article in the case of loss or theft.
- 6. Printed materials**
 - a. The client is entitled to an entry in the information leaflet in the documents distributed to the participants of the event, and that is in the range given by the order or the contract.
 - b. Further materials distribution among the participants (handing out, placing at the tables) in the course of the event is not allowed. Distribution of other printed materials of the client is allowed only at the allocated spot and on the grounds of prior agreement with the organizer.
- 7. Rent of the conference premises**
 - a. The client is obliged to strictly keep the given time of the presentation and to follow the instructions of the moderator supervising the relevant hall or conference premises.
 - b. The presentation is due according to the programme topic in the time schedule that will be sent by the organizer in a sufficient time in advance to the contact person of the client. If this person does not express any justified disagreement or objection, such a placement is considered from the side of the client as unconditionally accepted. The organizer is not obliged to comply with possible request for time or space placement of the presentation.
 - c. Accompanying presentation must be submitted in time and in a relevant form to the address ppt@issc.cz. Any later supplied presentations cannot be guaranteed to work at the presentation itself and solving technical problems caused by the presentation is possible at the spot only in the allocated time of the presentation.
 - d. Accompanying presentation and a sound or visual record of the presentation will be placed, be it technically realizable by the organizer and at reasonable expenses, after the event at the web pages of the conference and protected against making adjustments. There is no entitlement to such placement, and it is not part of the order fulfilment. Disagreement with such publication must be supplied to the ppt@issc.cz.

ARTICLE III

ASSEMBLY AND INSTALLATION OF EXPOSITIONS, DISASSEMBLY

1. Installation of the expositions shall take place in the afternoon time one day prior to the beginning of the event. Instructions for the assembly and installation of the expositions shall be published at the web pages specified for the exhibitors 7 days prior to the event at the latest. Organizer's instructions must be followed during the installation of the exposition.
2. Exposition disassembly shall take place after the end of the programme, and that is **from 3 pm** due to a quiet course of the whole programme of the event. In case of earlier disassembly, the client takes all the responsibility for any damage as well as

non-property damage caused to the speakers and other participants of the event. In the case of early disassembly of the exposition, the organizer is also entitled to demand a contractual penalty of 10,000 CZK from the client.

3. The organizer is entitled to charge the exhibitor for any additional costs associated with the disassembling of the exposition and the disposal of bulky or unremoved waste.
4. If the exposition is installed, disassembled, or modified by a third party designated by the client, the client is responsible for all of that party's actions. The client is also required to ensure that such third parties comply with all specified deadlines, technical requirements, and safety conditions.

ARTICLE IV INTERNET CONNECTION

1. Internet connection is carried out via wireless network (WLAN).
2. Concrete parameters for the end connector will be given to the client at the hand-over of the exposition. Configuration of the end equipment is provided by the client.
3. The client is forbidden to disturb the WLAN operation by any means.
4. The client takes full responsibility for protection of connected device against harmful software. The organizer does not take any responsibility for possible damage caused by insufficient protection of the client's device.
5. At the request of the organizer the client is obliged to enable an inspection of the connected device and adjust the configuration according to the demands of the organizer or remove any detected deficiency. Shall the client fail to meet the requirements of the organizer, the organizer is entitled to disconnect the client from the WLAN, and that is without any compensation.
6. The client shall require demands for technical support of WLAN at the contact spot of the organizer. Technical support in the time of preparation of the expositions will be provided in the given time which will be specified in the instructions of the organizer for installation of the expositions.
7. This service does not guarantee capacity for the end connector.
8. Availability and quality of WLAN connection depends on local conditions, and it can vary depending on location of the end equipment. In case the technical parameters of wireless network are exceeded, the quality of the service or availability can be reduced.
9. The organizer does not take any responsibility for possible failure of WLAN connection to the internet.

ARTICLE V PAYMENT CONDITIONS

1. The client shall pay the price according to the order or the contract on the grounds of a proforma invoice due within 10 days from the issue date, but 14 days prior to the event at the latest if not stipulated otherwise. The organizer shall issue an invoice after receiving the payment in its full amount.
2. By due date it is meant a day on which the appropriate amount is credited to the organizer's account.
3. Shall the payment fail to be settled in the due time; the organizer reserves the right to refuse to provide the agreed performance. This does not affect the organizer's right to compensation for damage or to the issuance or compensation for unjustified enrichment.
4. In case the order is cancelled 21 days prior to the event at the latest, the client is charged with cancellation fee in the amount of 25% of the total sum. In case the order is cancelled later than 21 days prior to the event, the cancellation fee is 100% of the total price of the agreed performance.
5. Shall the client delay with settlement of their obligations originated on the grounds of the order or the contract, or eventually originated consequently by subsequent ordering of another performance in connection with participation and presentation at the conference, the client is obliged to pay the organizer the stipulated penalty in the amount of 0,5% of the unsettled amount for every day of delay.
6. If the client fails to make payment despite a reminder from the organizer, the organizer is entitled to unilaterally withdraw from the order or contract instead of following the procedure described in the previous paragraph. In such a case, the client is obligated to pay a contractual penalty equal to the price of the ordered and unpaid services.
7. In case the event or its parts do not take place for reasons not caused by the organizer, the client is entitled to return of already settled performance and that is within two months from the date of the event, excluding the costs demonstrably spent on providing already implemented performance or its parts.
8. In case such costs are incurred on behalf of more clients, the organizer shall split relatively the spent costs among such clients.
9. Shall the event or its parts not take place for reasons not caused by the organizer, the client is not entitled to any compensation for any damage or harm related to the participation of the client in the event or in their preparation.

ARTICLE VI DEADLINES

1. Deadline dates are stipulated in the contract, eventually in the order and in the offer of company presentation.
2. The organizer does not guarantee any possibility of subsequent ordering of equipment, eventually of other services directly in the place of the event.
3. The organizer reserves the right to stop accepting the orders in case the capacity of conference premises fills up even before the deadline dates for relevant services are due.

ARTICLE VII LIABILITY FOR DAMAGE

1. The client takes responsibility for keeping security, hygienic and fire regulations and for other damage caused by their action or by action (intentional or unintentional) of people appointed by them, including damage caused by unsuitable use of the local computer network or other device.
2. In case of damage to the stall, damage or loss of handed over equipment, eventually in case of other damage caused by the client, the client shall compensate the caused damage to the organizer on the grounds of an invoice due within 14 days after the end of the event. Shall the client fail to keep this date, they will be sanctioned by stipulated penalty in the amount of 10% of caused damage for every day of delay. This does not affect the right of the organizer or any other subject to compensation for non-property harm caused by the client.
3. Eventual faults in promotion board and banners that are part of the service supply:
 - a. shall be removed by the organizer till the start of the event, that is in case of discovering the fault at handover
 - b. shall be removed by the organizer within 120 minutes from being reported, that is in case any damage occurs in the course of the event.
4. The organizer does not account to the client or their co-exhibitors, employees and co-workers for any loss, destruction or any other damage to the exhibits, equipment of the stall, goods, covers and packaging materials, things left alone on the stall, regardless of destruction or any other damage having happened prior to, in the course of or after the end of the event. The client acknowledges that they are obliged to settle the amount for eventual damage caused to the organizer, to other exhibitors or to the third persons.
5. Insurance of the exhibits or other goods belonging to the property of the client is not part of the supply of the services.
6. The organizer does not answer for performance failure in consequence of intervention of force majeure, power failure outside the building of the congress centre, in case of terrorist attack or any other criminal act, vandalism and in other cases when the performance is not realizable due to reasons, which are not caused on the side of the organizer. In such case damage and incurred costs compensation is governed by these conditions and legal order.
7. In the course of the event in the area as well as the surroundings of the event the client is obliged to refrain from any other activities not agreed in the order or the contract, and leading or possibly leading to the presentation of the client, their products or services to the participants of the conference outside the premises stipulated in the order or the contract, whether on its own behalf or through third parties.
8. The client agrees to comply with all regulations and other legal acts, as well as with the organizer's instructions issued in connection with current development of the health and safety situation in the Czech Republic.
9. The client is obliged to refrain from any such action that would lead to any violation of dignity and prestige of the event, of third persons or violation of good manners.
10. In case the rules are violated according to the article VII point 7, the client shall pay the organizer performance price according to the price list of the organizer that corresponds to the unstipulated activity of the client. The client is obliged to stop immediately such an activity at the bidding of the organizer and eventually remove all consequences connected with this activity. The payment shall be settled on the grounds of an invoice due within 14 days after the end of the event.
11. In case the stipulation is violated according to the article VII points 7 to 9, the client shall pay the organizer a stipulated penalty in the amount of 10,000 CZK for each violation of the rules. Stipulated penalty shall be settled on the grounds of an invoice due within 14 days after the end of the event. This does not affect the right of the organizer to compensation of the caused damage or even for termination of the client's participation in the event, regardless of any other penalties that may be imposed on the client as a result of his/her actions.
12. The organizer does not take responsibility for any eventual health effects of participation in the conference on the client unless such consequences arise from non-compliance with legal regulations by the organizer.

ARTICLE VIII MAKING RECORDS

1. The organizer informs that in the course of the event there are made audio as well as video records of the lecture part of the event as well as there are made photographs of all the event in compliance with the provisions § 88 and § 89 of the Act No. 89/2012, Coll.
2. The purpose of recording is to exercise the rights and legitimate interests of the organizer in the form of documentation of the course of the event, to present the event partners with information about the event and to promote the event and to inform about the event via news reporting.
3. The organizer undertakes to avoid using images that can be considered offensive or inappropriate towards the displayed persons.
4. Participants and exhibitors are allowed to make audio as well as video documentation of the event and all its accessible parts for their own need and in the scope allowed by the applicable legal order. At the same time they are obliged to respect the rights of third parties and not to disturb the course of the event.
5. All documentation of the organizer according to this article is made and processed in compliance with the Principles of the personal data processing of the organizer published at the www.issc.cz.

ARTICLE IX

PERSONAL DATA PROTECTION

1. Protection of personal data processed by the organizers of the conference follows the Principles of personal data processing published on <https://www.triada.cz/art/personal-data-processing>
2. The organizer and the client understand that as personal data controllers they collect and store personal and contact data provided by the counterparty in the contract (whatever the form) authorizing exhibitors to participate in the event, and their annexes and appendices and in connection with its performance.
3. The collection and storage of personal data is carried out by both parties subject to the applicable legislation and only for the following purposes:
 - a. performance of legal obligations arising in particular from labour law, social security law and tax law,
 - b. implementation of this contractual relationship,
 - c. fulfilment of the legitimate interests of the parties, in particular commercial and marketing activities.
4. Personal data acquired according to the foregoing articles shall be processed at least for the duration of the contractual relationship, or for the period necessary for securing rights and obligations following the contract or for securing legal obligations.
5. The parties, as personal data controllers, shall ensure that the personal data subject, whose personal data they provide in this contract or in connection with its performance to the other party, is duly and timely informed of such disclosure to the extent required by law. Subjects of personal data provided in accordance with the foregoing paragraphs shall have the right to request for the personal data controller access to, or deletion of, or the restriction of processing, personal data, and to object to processing and the right to file a complaint with the supervisory authority, which is the Office for Personal Data Protection, www.uoou.cz.

ARTICLE X

OTHER ARRANGEMENTS

1. The special arrangements stipulated in the contracts shall take precedence over the rules given in these General conditions.
2. A contact spot of the organizer shall be specified in the instructions for the exhibitors and speakers.
3. The client agrees to include their name or business name and contact information in the conference book of proceedings, internal materials of the organizer, promotion materials concerning organization of the conference and its other years, to provide their name or business name and relevant contacts to other customers – exhibitors, sponsors, co-organizers and persons, who are in relation to the conference or future conferences, and that is at the discretion of the organizer provided that this information is used in a manner dignified and appropriate to common business relations.
4. The organizer does not provide lists of conference participants with respect to the wording of the Personal Data Protection Act.
5. The organizer reserves the right to one-sidedly change the place of the event in case the original place of the event does not meet the technical or safety demands for its taking place. In such a case the client is entitled to withdraw from the contract without any compensation.
6. The organizer reserves the right to cancel the event and organize it in a new date in case of a small number of orders or in case of justified doubts about reduced attendance in the event. In such case the client is entitled to withdraw from the contract without compensation if they do not act so, the provided performance shall be moved to a new date of the event.
7. In case safety, hygienic or other conditions or restrictions or intervention of public authorities do not allow to organize the event in the scheduled date, the organizer shall inform about a substitute date as soon as possible. Any dates or deadlines given in these Terms and Conditions automatically relate to the new date whereas deadlines given by the date are automatically extended by number of dates between original and alternative date of the event.
8. The organizer reserves the right to terminate the client's participation in the event and to prevent the client's representatives from remaining at the event venue in the case of a serious or repeated violation of these terms and conditions, in the case of a behavior against the law, or in the case of a behavior that is clearly contrary to good public morals.

The current wording of the General Terms and Conditions of Commercial Presentation can be found at the www.issc.cz.

These General Terms and Conditions were last amended and take effect on 1 September 2025.