

## General instructions

### The Slovak International Training Firms Fair

November 28-30, 2023

Slovak Business Agency, Karadžičova 7773/2, 811 09 Bratislava

This year's fair is focused on the theme "Innovative and responsible business". It is a place where students of training companies from Bulgaria, the Czech Republic, Austria, Romania and, of course, Slovakia try out everything they have learned in the simulated environment of training companies in direct contact with the customer.

The fair will include competitions of training companies in the categories of **e-presentation, 90 seconds in an elevator and a stand**. The accompanying program will include interesting lectures, presentations of innovative proposals of training companies implemented as part of the project "Let's send clusters to school" and a presentation of the outputs of the project "Students today, leaders of responsible and sustainable business tomorrow".

The main organizer is the State Institute of Vocational Education and its department called the Slovak Center of Training Companies, which is celebrating 25 years since its foundation. The partners of the event are the University of Economics in Bratislava, the Metropolitan University of Prague, PEN Worldwide – the world association of training companies, the Association of Entrepreneurs of Slovakia, the Slovak Business Agency and others.

Training companies can implement the installation of stands on November 28, 2023, from 2:00 p.m. to 6:00 p.m. The official opening of the fair is on November 29, 2023 from 9:30 a.m. to 10:30 a.m. and the fair is open to the public from 10:30 a.m. to 4:00 p.m. On November 30, 2023, the fair is open to everyone from 9:00 a.m. to 4:00 p.m.

On the day of installation, training companies will register in the attendance list of the fair and sign the acceptance protocol of the fair stand at the information stand of the Slovak Center of Training Companies. The representatives of the Slovak Center for Training Firms (SCCF) will hand over to authorized representatives of the school ŠIOV and SCCF promotional materials - lists of exhibitors, payment checks from Centrobanka, lunch tickets and garbage bags.

**Stand equipment: The stand has a reserved space of 2m x 1m = 2 m<sup>2</sup>, available 1 table + 2 chairs, 1 pc. connection, perimeter walls made of white panels.** When taking over the stand, a takeover protocol will be signed between the exhibitor and the organizer from SCCF.

The practice firm (PE) must be registered in the SCCF information booth and the CF booth must be installed by 8:30 a.m. on 11/29/2023 at the latest.

Dismantling of the PE fair stands is possible on 30 November 2023 after the announcement of the results of the training companies' competitions and the awarding of the prizes after approximately 15:00.

**It is not possible** to stick various signs and advertising items on the stands, which will damage the surface of the walls in any way. These can only be attached with tapes that do not leave marks on the exhibition panels or with metal hooks. It is important to comply with the

deadline for dismantling and handing over the stand with the **handover protocol** to the SCCF representative in the condition in which he received it.

Please note that training companies that leave a big mess after handing over the stand will also be published with the name of the school and the exact address in the ŠIOV Information Bulletin and on [www.siov.sk](http://www.siov.sk).

The fair administration is not responsible for the loss, destruction or any damage to exhibits, equipment, devices during assembly, making the exhibition accessible to the public and dismantling.

We do not recommend leaving valuable exhibits in the stand unattended!

The exhibitor is obliged to keep the fair stand clean every day, to use PVC bags for garbage, and to empty it into a dedicated large container.

Parking is paid in the entire vicinity of SBA, Karadžičova 2 in Bratislava. You can park your car in front of the main entrance of the SBA for a maximum of 20 minutes, which you can use to unload the material. You can park for 3 hours in OC NIVY for free.

Centrobanka payment checks will be available:

- 1) for mutual purchases between Slovak training companies,
- 2) for the purchase of goods and services by natural persons (including random visitors).

After the end of the fair, CFs deposit the total sum of payments from all natural persons into their account via SCCF internet banking (online services in Centrobank).

3) for the purchase of a Slovak CF in a foreign training company - the CF buyer must state the account number, bank code, IBAN, BIC (SCCFSKBO) and the full name of the CF with the exact address of the school, the name of the country.

4) for the purchase of a foreign CF in a Slovak training company - the CF must state the account number, bank code, IBAN, BIC and the full name of the school with the exact address and the name of the country.

A practicing company that receives a check for its goods and services must check it in the presence of the customer in order to be able to fill in the missing data, and after the trade fair the amount will be transferred via online services in Centrobank as a deposit to its account in case of receipt from a natural person or by transfer order in case of payment to another training company..

Meals will be buffet-style in the SBA premises. We will provide you with more detailed information during registration.

We will gladly provide you with additional information at [scsf@siov.sk](mailto:scsf@siov.sk)