



## Pricing and Registration Process for the Embassy Festival 2026

This year, we have implemented **two changes** in the festival registration process. The first concerns the calculation of the booth price, and the second involves the use of the **Reenio booking system**.

A guide on how to complete the registration and finalize the booking can be found in the attached document: ***Reservation Instructions***.

This document contains information on how the booth price is calculated, payment details, procedures for using electrical connections, and whether you will have a grill in your booth. It also includes instructions on how to modify or cancel a reservation and how to register multiple entities under a single embassy.

We believe this document will assist you in booking the event. If you have any uncertainties or questions, please contact us at: [festivalambasad@farmarske-trhy.cz](mailto:festivalambasad@farmarske-trhy.cz).

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### Creating / Modifying / Cancelling a Reservation

Please note that once a reservation is created, it can no longer be modified. Therefore, we ask you to **fill out the reservation as accurately as possible**.

- **Creating a reservation** – Follow the attached instructions. If you encounter any issues, please contact the event organizer.
- **Cancelling a reservation** – Reservations can be cancelled until May 20, 2026.
- **Modifying a reservation** – If you realize that your reservation contains incorrect information and needs to be changed, please contact the event organizer.

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### Invoicing

Reservations are made through the Reenio booking system; however, payment for the booth rental will be processed via an invoice, as in previous years. **The invoice will be sent to the email provided in the reservation.**

Please ensure that you enter the correct billing details and an email address where we can send the issued invoice.

#### **Invoice schedule:**

- Invoices will be sent out three weeks before the event.
- The issued invoice for the booth must be paid **no later than June 1, 2026**.

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## Booking Multiple Entities / Multiple Booths in One Reservation

In a single reservation, up to five booths can be selected per entity. Each booth can be configured with electrical connections or the use of grills (see section below).

**Important rule:** *1 reservation = 1 invoice*

This means that an embassy may invite multiple entities (e.g., 1–5 different participants), but if they are included in one reservation, **only one invoice can be issued** (specifically to the entity whose billing details were provided in the reservation).

If you need to split the invoice (e.g., into two parts – for example, 1+2 booths), this is possible. However, both invoices must be issued with the same billing details as in the reservation.

If an embassy invites various entities (e.g., two different restaurants representing the embassy) and these entities will be paying separately, each of them must create their own reservation with their own billing details and indicate which embassy they are representing.

### Examples of possible situations:

- **Embassy YYY** completes a reservation and orders 3 booths. >>> **One invoice is issued for all booths and sent to the provided email.**
- **Embassy XXX** invites three restaurants to participate. The embassy does not complete a reservation but only shares the booking link with the restaurants. >>> **Each restaurant creates its own reservation. Each restaurant receives an individual invoice.**
- **Embassy ZZZ** completes a reservation for 1 booth and also invites 2 additional entities. >>> **A total of 3 invoices are issued and sent to the respective entities: 2 invoices for the invited participants and 1 invoice for the embassy's reservation.**

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## Booth Pricing / Electrical Connection / Grill Use

The pricing for 2026 consists of a booth rental fee and optional add-ons such as:

- Electrical connections
- The option to place personal grills in the booth

The basic rental fee includes a **3x3m booth, one table** (beer set style, approx. 200 x 50 x 75 cm LxWxH), and **one bench** (beer set style, approx. 200 x 25 x 50 cm LxWxH).

If using an electrical connection, you must estimate your power consumption during registration. Based on this, the price will be adjusted accordingly, and on the event day, you will have **1, 2, or 3 cables (220V) available**, or a **380V 32A connection**.

If you will be using a grill (electric, gas, or charcoal), this must also be specified in the registration. The price will be automatically adjusted based on the number of grills.

**Please provide accurate information!** The layout of booths will be arranged according to these details. If, for example, you do not indicate the use of a grill but bring one on the event day, **you will not be allowed to use it**, as your booth will be located in an area where grills are not permitted. The same applies to electrical connections—**electricity is not available at all locations**, and some areas may allow only **one connection**, while others (closer to the electrical center) may support higher power connections.

*The event organizer **does not** provide grills or extension cables for the booths.*

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## Connection Examples

Below are some examples of how your reservation might look:

- **Example 1:** No cooking, only an electronic cash register or payment terminal. >>> **Basic electrical connection up to 5kWh is sufficient.**
- **Example 2:** Cooking in the booth with a fridge, electric grill, and electronic cash register with a terminal. >>> **You will likely need two power connections with a total consumption of approximately 10kWh. Also, you must indicate 1x grill usage.**
- **Example 3:** Cooking in the booth with one fridge, an electric deep fryer, and a charcoal grill. >>> **You will likely need three power connections and must indicate 1x grill usage.**
- **Example 4:** Preparing coffee with one coffee machine. >>> **You will likely need two electrical connections.**
- **Example 5:** Cooking with two charcoal grills. >>> **You must select 2x grill usage in the registration. No electrical connection is required.**

*These examples are for guidance only—each electrical appliance has a label indicating its power consumption. Based on this information, you can determine your expected consumption and the required power connection.*

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