

# INSTRUCTIONS

## for the assembly and dismantling periods and the course of the event

(important information for exhibitors and stand contractors)

|               |                    |                        |
|---------------|--------------------|------------------------|
| SCHEDULE      | OVERVIEW OF PRICES | CONTACTS               |
| GENERAL RULES | BUILD-UP PERIOD    | THE COURSE OF THE FAIR |
| DISMANTLING   | SERVICES           | MAP                    |

We ask exhibitors whose stands will not be constructed by Stand Construction and Services Department of BVV Trade Fairs Brno to submit a photocopy of these instructions to their stand designers and contractors.

### SCHEDULE FOR EVENT PREPARATIONS AND THE COURSE OF THE EVENT

The price of ordered services: technical connections, furniture and accessory order and suspension wires will be increased by 10% if ordered after the deadline.

After the beginning of the assembly period the prices of these orders will be increased by 25%. In case of delayed ordering, all prices of services (except technical connections, suspension wires and equipment) are subject to conditions stated in the particular order form of the Block of Order Forms.

| DEADLINE               | CONTENTS  | CONTACT                           | TELEPHONE (+420)<br>E-MAIL  |
|------------------------|---|-----------------------------------|---|
| by February 12, 2024   | Send information about novelties and products for specialized press   | Ms. Dita Brančíková               | +420 606 758 591<br><a href="mailto:dbrancikova@bvv.cz">dbrancikova@bvv.cz</a>  |
| by February 12, 2024   | Order accommodation   | Ms. Jana Buršíková                | +420 541 152 777<br><a href="mailto:jbursikova@bvv.cz">jbursikova@bvv.cz</a>  |
| by February 7, 2024*   | Order stand construction, furniture, special stand equipment  | Mr. Michal Švehla                 | +420 602 750 271<br><a href="mailto:msvehla@bvv.cz">msvehla@bvv.cz</a>  |
| by February 12, 2024   | Order connections – (electricity, water, air, telecommunication services, the INTERNET), suspension wires, equipment, entry passes, parking, car passes, other services | Ms. Zuzana Mrňová                 | +420 541 153 336<br><a href="mailto:zmrnova@bvv.cz">zmrnova@bvv.cz</a><br><a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a> |
| by February 12, 2024   | Order advertising on exhibition grounds, broadcasting in fair radio, distribution services (printed matter to stands), permission for own distribution                  | Mr. Ivan Zahradníček              | +420 541 152 216<br><a href="mailto:izahradnicek@bvv.cz">izahradnicek@bvv.cz</a>  |
| by February 12, 2024** | Send stand plan and completed application form for approval   | Mr. Erik Pěček                    | <a href="mailto:projekty@bvv.cz">projekty@bvv.cz</a>  |
| by February 22, 2024   | Insurance of the exhibition and exhibits  | RENOMIA company<br>Mr. Jiří Jílek | +420 603 217 463<br><a href="mailto:jiri.jilek@renomia.cz">jiri.jilek@renomia.cz</a>  |
| February 26, 2024      | Start of the assembly period at 7.30 am   |                                   |   |



|                          |  |  |  |
|--------------------------|--|--|--|
| <b>February 29, 2024</b> | Start of the event at 9.00 am (press and VIP); at 01.00 pm (public)                        |  |  |
| <b>March 3, 2024</b>     | End of the event at 5.00 pm, start of dismantling  |  |  |
| <b>March 5, 2024</b>     | Last permissible termination of dismantling and vacating of the exhibition area at 6.00 pm |  |  |

\*) As a follow-up to the working capacity, the organizer reserves the right to change the deadline of order acceptance.

\*\*) If you are ordering the construction of your exhibition stand from the Stand Construction and Services Department of BVV Trade Fairs Brno, we will assure project approval for you.

## OVERVIEW OF PRICES FOR ENTRY, PARKING AND ADMISSION

|  |                   |
|--|-------------------|
| Car Pass (for the entire time of the fair)           | CZK 2,000 + VAT   |
| One-day Car Pass                                     | CZK 700 + VAT     |
| Parking in EXPOPARKING garages (opposite to hall E): |                   |
| prepaid (for the entire time of the fair)            | CZK 1,200 + VAT   |
| Outdoor parking within the premises:                 |                   |
| One-time   | CZK 180 incl. VAT |
| Entry Pass (in addition to the allotted)             | CZK 250 incl. VAT |
| Assembly Pass (in addition to the allotted 2 pcs)    | CZK 150 incl. VAT |
| Basic admission ticket at the gate                   | CZK 400 incl. VAT |

## Central service for exhibitors during assembly, the course of the fairs and dismantling periods:

Hall V, 1st floor

Ms. Vladimíra Bodláková  
tel.: +420 720 936 891  
[vbodlakova@bv.v.cz](mailto:vbodlakova@bv.v.cz)

Ms. Marie Tesaříková  
tel.: +420 601 252 375  
[mtesarikova@bv.v.cz](mailto:mtesarikova@bv.v.cz)

## CONTACTS

Organizer of the event  
BVV Trade Fairs Brno  
Výstaviště 405/1, CZ – 603 00 Brno

### Project Director

Mr. Petr Maliňák  
tel.: +420 541 152 979  
[pmalinak@bv.v.cz](mailto:pmalinak@bv.v.cz)

### Project Manager

Ms. Jana Kornetová  
tel.: +420 724 841 697  
[jkornetova@bv.v.cz](mailto:jkornetova@bv.v.cz)

### PR and Advertising Manager

Ms. Dita Brančíková  
tel.: +420 606 758 591  
[dbrancikova@bv.v.cz](mailto:dbrancikova@bv.v.cz)

### Stand Construction Manager

Mr. Michal Švehla  
tel.: +420 602 750 271  
[msvehla@bv.v.cz](mailto:msvehla@bv.v.cz)

### HALL F – Hall manager

Mr. Zdeněk Tulla  
tel.: +420 602 476 829  
[ztulla@bv.v.cz](mailto:ztulla@bv.v.cz)

### HALL G1 – Hall manager

Mr. Milan Podsedník  
tel.: +420 602 476 824  
[mpodsednik@bv.v.cz](mailto:mpodsednik@bv.v.cz)

### Hall P + Hall Z (Burger Arena)

Hall manager  
Mr. Petr Dvořák  
tel.: +420 720 942 792  
[pdvorak@bv.v.cz](mailto:pdvorak@bv.v.cz)

## Dear exhibitors,

We would first like to draw your attention to the most important rules relating to the preparation of the trade fairs (the assembly period), the course of the fairs, and the stand dismantling period. For the sake of smooth and mutually pleasant progress of all three of these stages, we would ask you to ensure that you are thoroughly acquainted with the General Conditions for Participation, which are a part of the form Binding Application, and which, with your signature, you have undertaken to respect.

## GENERAL RULES

**The entry of vehicles to the Exhibition Centre – gate 4** within the daily operating area.

**Drivers are obliged to respect the orders of the guard service.** All vehicles must observe the traffic signs on the premises (**especially those forbidding parking on designated areas**), and leave the Exhibition Centre each day by the end of opening hours at the latest.

Stopping of trailer trolleys in the exhibition grounds after the end of operating hours is permitted only with a purchased free entrance for the trolley and only in the designated area (parking area behind hall Z – see map of the premises).

Special parking spaces will be reserved for exhibitors with free entrances at Hall P (see map attached to free entrances – P entrance). For the immediate movement with a car near the hall, 1 hour before the start of the event and 1 hour after the end of the event each day will be reserved for a refundable deposit of 1 000 CZK.

In the event of a violation of the above parking and entry rules, BVV Trade Fairs Brno is entitled to tow the vehicle to a designated parking lot or secure the vehicle with a blocking device.

In such a case, BVV Trade Fairs Brno is also entitled to demand payment of all costs associated with the application of these measures and a contractual penalty of CZK 5,000.

Overnight parking of vehicles on the exhibition premises is not permitted. The entry of vehicles into halls is prohibited. The entry of lorries onto the exhibition premises during the course of the trade fair is not permitted.

On exit of vehicles from the Exhibition Centre, a copy of the list of items declared and confirmed by the security service officer on entering the Exhibition Centre, must be submitted at the gate. At the request of the security guard at the gate the driver is, in the interests of protecting the property of BVV Trade Fairs Brno and other exhibitors, obliged to allow the contents of the luggage space of his vehicle to be inspected. Any items discovered by the security guard in vehicles leaving the Exhibition Centre which are labelled as the BVV Trade Fairs Brno property, and not included in the list of items declared and confirmed by the security guard on entering the Exhibition Centre, will be confiscated by the security guard. The same applies to exhibits and other materials taken out through the gates.

We would like to draw your attention to the ongoing construction work on the grounds of BVV Trade Fairs Brno.

**• Assembly and Dismantling Passes: The passes are provided free of charge in the quantity of 2.** Additional Assembly and Dismantling Passes are subject to ordering and payment. (See ASSEMBLY PERIOD – Entry to the Exhibition Centre for further details.) A Pass holder is obliged to wear it visibly all the time spent at the exhibition centre. In case of nonobservance BVV Trade Fairs Brno can order untagged person out of the hall or of the exhibition centre.

**• Escape routes must be kept clear.** For safety reasons, assembled and dismantled material, packaging and exhibits may not block aisles between exhibition stands. Assembly work only is permitted in the exhibition halls. The production of items for assembly, surface painting, creating dust or otherwise disturbing other exhibitors is prohibited in exhibition halls, and will be subject to a penalty.

**• Receptions and cocktail parties** may only be held on exhibition stands during the course of the event, during the regular opening hours of the hall, i.e. by 6.00 p.m. (5.00 p.m. on the last day of the event).

**• Acoustic advertisements** and musical productions are permitted in halls from 3.00 p.m. to 6.00 p.m. These events are allowed to be held out of time of the fashion shows organized by BVV Trade Fairs Brno. This applies on condition that they do not disturb neighbouring stands and are not louder than 70 dB at the edge of the stand. Production off the given times is prohibited. On open areas music presentation is allowed during the whole course of the event maximum volume being 50 dB due to trade fair radio broadcasting. If this condition is not respected, BVV Trade Fairs Brno may order the production to be terminated. **For purposes of the music production the hirer is then obliged, to ask the approval of the competent administrator of copyrights (OSA, INTERGRAM) – according to the law No. 121/2000 Coll., Author's law, in the applicable version.**

**• Placement of advertisements** on the Exhibition Centre outside your own exhibition area is not permitted. The mass distribution of printed advertising materials, or their dropping over the Exhibition Centre from hired airplanes or balloons, is not permitted without the prior agreement of the trade fair administration. You are authorized to promote your products and services on your own exhibition stand only. The broadcasting of advertisements within the Exhibition Centre using Bluetooth or BTS cell transmitters is not permitted without the prior agreement by BVV Trade Fairs Brno. Any increased cleaning costs for disposal of advertising will be invoiced to the exhibitor in question. Neither the use of means of advertising such as bicycles, skateboards and other means of motion on the Exhibition Centre is permitted without the prior agreement of the trade fair administration. Advertising panels, space and activities can be ordered from Mr. Ivan Zahradníček, tel.: +420 541 152 216, hall A3 (office 223).

**• We recommend that exhibitors should hand keys from secured areas on their stand to the front desk in their exhibition hall.**

Should they not do so, in the event of a fire alert or an equipment failure in the locked area, they will be charged any costs associated with forced entry into the area in question.

**• Stand cleaning** outside opening hours may be performed only by contractual cleaning companies of the BVV Trade Fairs Brno.

**• We recommend that you insure exhibits** (including packaging) against any possible damage or loss, or recommend individual stand security. The trade fair administration will not be held liable for any such damages. Premium payments can only be drawn from contracts entered into by the exhibitor.

We wish you a pleasant stay and successful business negotiations.

## A. ASSEMBLY PERIOD

### 1. OPENING HOURS



|                   |                             |
|-------------------|-----------------------------|
| February 26, 2024 | 7.30 am–10.00 pm (Monday)   |
| February 27, 2024 | 7.30 am–10.00 pm (Tuesday)  |
| February 28, 2024 | 7.30 am–8.00 pm (Wednesday) |

**During these times, electricity is provided (on walls and columns) for assembly purposes.**

Ordered and paid technical services are provided on February 26–28 during the operating time. In exceptional cases the production technician of the hall (see CONTACTS) may permit an extended assembly period, for a fee agreed in advance.

Assembly before the given dates must be ordered at least 1 week before the stipulated date for the beginning of event assembly by Mr. Petr Blaha – (tel.: +420 602 750 289, e-mail: [pblaha@bv.v.cz](mailto:pblaha@bv.v.cz)). Order via the iESO ordering system.

**Assembly work must be completed by 8.00 pm on February 28, 2024 at the latest. At this time the electrical current, including lighting in exhibition halls, will be switched off!**

### 2. ENTRY IN THE COURSE OF THE BUILD-UP



**An Assembly and Dismantling Pass or an Entry Pass** for the event serves for entering the Exhibition Centre during the assembly period. Download in iESO: <https://ikancelar.bv.v.cz>

2 pcs free of charge, additional charge 150 CZK incl. VAT/pc

**Entry Passes** are provided free according to the quantity of the exhibition area rented. The price for each additional Entry Pass is CZK 250 incl. VAT.

Entry Passes and Assembly and Dismantling Passes (both free and for fee) may only be download if the exhibitors have settled all their due financial liabilities to BVV Trade Fairs Brno.

Holders of Assembly and Dismantling Passes are obliged to wear them visibly. Entry to the BVV Exhibition Centre will not be permitted without an Assembly and Dismantling Pass.

### 3. VEHICLE ENTRY TO THE EXHIBITION CENTRE



In addition to the general rules given in the introduction to these instructions, the Assembly and Dismantling Pass or Free Car Entry Pass for the fair must be shown at the gate during the assembly period. **On February 28, 2024 a security deposit of CZK 2,000, valid for a maximum of 4 hours**, must also be paid on entering the Exhibition Centre, with last entry at 6.00 pm and last exit at 8.00 pm. If these conditions are not observed, then the security deposit will be forfeited in full! This security deposit will be paid by drivers of both cars and lorries. Holders of Car Entry Passes need not pay such deposit. It is now possible to purchase a free entrance for a trailer, mark it visibly and leave it at the marked place behind Hall Z during the fair (see the map of the area).

## 4. TRANSPORT, CUSTOMS AND HANDLING SERVICES ON THE EXHIBITION CENTRE PREMISES



The companies IMMIX and Kühne+Nagel have been appointed BVV Trade Fairs' contractual forwarding agents for this trade fair event.

Exhibitors should contact these companies directly (not through BVV Trade Fairs Brno). You can find the necessary contact information in the section Additional Important Information in these instructions. These companies provide forwarding services for exhibitors, i.e. unloading and loading of exhibition materials, transportation to stands, the removal, storage and return of empty packaging, and assembly and dismantling work.

**Exhibitors are not allowed to use their own mechanical equipment for loading and unloading or for assembly and dismantling work!**

There will be a ramp of a load-bearing capacity max. 15 t for loading and unloading and handling with exhibits. The ramp is placed on open area Z – behind the hall Z.

Manual handling trucks will also be available for the transportation of office equipment, promotional materials and other small items. The trucks are lent for a security deposit of CZK 1,000 incl. VAT/2 hrs. These trucks can be found at the designated points in the individual halls. These handling trucks can be borrowed one day before the fair opening. On the first day of the fair, they can be borrowed till 11.00 am. On the final day of the fair, these trucks can be borrowed only after the official end of the fair.

**The removal and storage of empty packaging** and its subsequent return should be ordered from one of the forwarding companies given above. Empty packaging, marked in accordance with forwarding company instructions, will be stored in the packaging storage hall. Its return will commence an hour after the official closing of the event. The storage of assembly tools, exhibition elements and parts of exhibits in the storage hall can be ordered through the forwarding companies. Unmarked packaging and unwanted used material will be taken to a dump for disposal after 8.00 p.m. Unmarked exhibits left outside the rented exhibition area will be taken to the storage hall, and sold or disposed of after a period of 15 days has elapsed. Any costs incurred will be charged to the exhibitor. Storage of packaging and installation material behind exhibition stands is prohibited.

**Transportation and handling services must be ordered in advance.**

The given forwarding companies can also mediate customs services for you.

All consignments must be labelled with the name of the exhibiting company, its location at the fair, and the name of the event to which they are being sent. The recipient of such consignments is neither BVV Trade Fairs Brno nor the trade fair administration. BVV Trade Fairs Brno will not be held responsible for any consequences resulting from the incorrect addressing of consignments or any violation of regulations relating to the importing of goods.



## 5. THE CONSTRUCTION OF EXHIBITION STANDS



ends on February 28, 2024 at 8.00 pm

The Stand Construction and Services Department of BVV Trade Fairs Brno (Mr. Michal Švehla, tel. +420 602 750 271, e-mail: [msvehla@bvvcz](mailto:msvehla@bvvcz))

offers you a complete exhibition stand design and construction services, i.e.:

- preparing bid projects including quotations,
- creative preparation of exhibition stand layout planning and art design including graphic design and electrical connection projects,
- complete project implementation,
- exhibition stands from the OCTANORM, MONTI, MAXIMA-LIGHT, DOPPELFORM systems as well as custom-made exhibition stands.

### Approval of the exhibition stand project documentation:

– **Request for Exhibition Stand Approval form:** sending a completed request for exhibition stand approval is an essential duty for all exhibitors. An approved and certified request for exhibition stand approval is necessary for the exhibition area takeover by an exhibitor or a construction company. The form is available on: ([www.ieso.bvv.cz](http://www.ieso.bvv.cz)).

**In case you decide to use services of a stand construction company other than BVV or build your exhibition stand on your own, it is necessary to observe our General Conditions for Participation (which are a part of the form Binding Application) and the Technical Safety Regulations (see <https://ieso.bvv.cz>).**

– **Technical plan of your exhibition stand** has to be submitted within the given deadline (see SCHEDULE) in electronic form for approval to BVV Trade Fairs Brno (Mr. Erik Pěček, e-mail: [projekty@bvvcz](mailto:projekty@bvvcz)). In case of hung up construction parts (structures), a structural analysis has to be submitted.

– **The exhibition space has to be taken over** from the production technician (see CONTACTS) and returned in its original condition following the end of the dismantling period.

The exhibition area will not be handed over to the exhibitor unless the invoice for rental of the area has been paid! A proof of the payment must be submitted on request.

At the exhibition area takeover, the following documents are required:

- confirmed request for exhibition stand approval;
- proof of payment of the ordered services provided by BVV Trade Fairs Brno – these services will not be available unless they are paid.

**In case of violation of the General Conditions for Participation and the Technical Safety Regulations incl. fire regulations, water mains, electricity to the stand will not be provided; or the entry to the stand will be prevented by a screen.**

**Exhibition stands of more than one storey** must also meet special fire prevention conditions. Such stands must be submitted for approval by the BVV Trade Fairs fire prevention specialist

(e-mail: [projekty@bvvcz](mailto:projekty@bvvcz)) at the design or study stage.

**During the approval** of exhibition stands exhibitors are obliged to allow the members of the approval committee to inspect their exhibition stands.

## COURSE OF THE FAIR

### 1. OPENING HOURS



#### For exhibitors

|                   |                 |
|-------------------|-----------------|
| February 29, 2024 | 7.00 am–7.00 pm |
| March 1–2, 2024   | 8.00 am–7.00 pm |
| March 3, 2024     | 8.00 am–5.00 pm |

#### For visitors

|                   |   |
|-------------------|---|
| February 29, 2024 | 9.00 am – 1.00 pm (VIP and press)<br>1.00 am – 6.00 pm (public) |
| March 1–2, 2024   | 9.00 am –6.00 pm  |
| March 3, 2024     | 9.00 am –5.00 pm  |

### 2. ENTRY TO THE EXHIBITION CENTRE



An **Entry Pass** serves for entry to the Exhibition Centre. Entry Passes can be downloaded, free of charge and without ordering as follows:

– 2 pcs for the first 20 sqm of the exhibition space in hall

– 1 pc for each additional 20 sqm in a hall.

The Entry Passes above the determined number are subject to ordering and payment (the price of one Entry Pass is CZK 250 incl. VAT). The Entry Passes may also be bought additionally in the Central service for exhibitors on condition the exhibitor has settled all his due financial obligations to BVV Trade Fairs Brno.

### 3. VEHICLE ENTRY TO THE EXHIBITION CENTRE



Entry to the Exhibition Centre is permitted only to cars and vans as follows:

- **exhibitors with a Car Pass** (the price is CZK 2,000 + VAT).

Additional Car Passes can be ordered (see SCHEDULE) or bought directly at the Central service for exhibitors. Exhibitors can also buy **One-day Car Passes** for themselves and their guests for the price of CZK 700 + VAT. These passes cannot be purchased for the final day of the event. Neither is it possible to transfer a Car Pass onto another vehicle for the last day of the event. The Car Pass does not authorize to enter an exhibition hall by car.

- **against a security deposit of CZK 1,000. Entry through gate 4.** Entry against a security deposit is allowed only in the early morning, i.e. from 7.30 am (7.00 am on the first day of the event) to 8.30 am, with last exit from the exhibition centre at 9.00 am, and in the afternoon from 5.30 pm to 6.30 pm, with last exit from the exhibition centre by 7.00 pm. The security deposit is, however, valid for a **maximum of 1 hour**. If this period of time is exceeded, then the deposit is forfeited in full. **Entry to the exhibition centre against a security deposit is not permitted in the afternoon of the final day of the event.**

## 4. MOVING AROUND THE EXHIBITION CENTRE

The use of bicycles, skateboards, roller skates, scooters, two-wheeled handcarts and other means of motion is not permitted on the premises of the Exhibition Centre.

## 5. PARKING



Parking on the Exhibition Centre premises is possible only on the designated car parks by hall P. Parking outside the designated places will be subject to penalty.

**Special parking spaces will be reserved for exhibitors with free entrances at Hall P – South (see map at the end of the document).** Parking of trailer trucks in the exhibition area during the event is only possible after purchasing a free entrance and marking the truck in the parking area behind Hall Z.

We also recommend all exhibitors to park in the EXPOPARKING building at the entrance to the Exhibition Centre opposite to hall E.

Reserved parking in the EXPOPARKING building (for the duration of the event): CZK 1,200 + VAT. Price of reserved unattended parking includes event assembly period and dismantling period.

One-time parking without a reservation can also be purchased directly at the car park (180 CZK/day).

## DISMANTLING PERIOD

### 1. OPENING HOURS



|               |                     |
|---------------|---------------------|
| March 3, 2024 | 5.00 pm to 11.00 pm |
| March 4, 2024 | 7.30 am to 8.00 pm  |
| March 5, 2024 | 7.30 am to 6.00 pm  |

**Dismantling is not allowed before the fair termination. We urgently ask the exhibitors to observe the operation hours of the fair's last day and start dismantling their stands after the fair's end, i.e. not before 5.00 pm!**

**Exhibition areas must be vacated and returned to the production technician of the hall by 6.00 pm on March 5, 2024 at the latest.**

### 2. ENTRY TO THE EXHIBITION CENTRE



During the dismantling period an Assembly and Dismantling Pass or an Entry Pass for the event serves for entry to the Exhibition Centre. Missing Passes will be available at Central service for exhibitors.

### 3. VEHICLE ENTRY TO THE EXHIBITION CENTRE



An Assembly and Dismantling Pass or a Car Pass serves for entry to the Exhibition Centre. **On the last day of the event cars may enter the exhibition centre after 5.30 pm, with last exit at 11.00 pm. The request for entering the Exhibition Centre by car before the hour stipulated cannot be accepted.**

Drivers are obliged to respect the orders of the guard service, and to stop their vehicle on the car park when requested to do so.

## 4. THE DISMANTLING AND REMOVAL OF EXHIBITION STANDS



Dismantling may only be commenced following the end of the event. The dismantling of electrical installations and other technical equipment connected to mains electricity, water, telephones or compressed air may be commenced only after 5.00 pm when all supplies will be disconnected by BVV Trade Fairs Brno. Any extension to the period of supply of electricity must be ordered at Central service for exhibitors.

**Aisles between exhibition stands must remain passable throughout the dismantling period.**

Exhibitors are responsible for the removal of their exhibits from the Exhibition Centre by 6.00 pm on March 3, 2024. Any costs incurred by Trade Fairs in connection with the storage and handling of exhibits not removed will be invoiced to the exhibitor. The full value of any items borrowed and not returned (kitchenette equipment, etc.) will also be invoiced to the exhibitor. Any material left on exhibition areas will be considered waste, and will be physically disposed of following the end of the dismantling period. Following the end of the dismantling period, the exhibition area must be returned to the hall manager (unless stand construction is performed by Stand Construction and Services Department of BVV Trade Fairs Brno). BVV Trade Fairs Brno will not be held responsible for any damages incurred.

## EMERGENCY CALLS

### 1. MEDICAL SERVICES



#### First aid:

Medical supervision including first aid is provided by the Czech Red Cross during opening hours for visitors.

Contact: +420 725 195 129, on the premises 3333.

The infirmary is located in Hall P, behind the ticket office.

In case of life-threatening conditions, call 155.

#### Emergency medical services:

Street Ponávka 6,

(Entry through the Emergency hospital - "Úrazová nemocnice"), tel.: +420 545 538 538

### 2. POLICE



Office near the Exhibition Centre,  
Rybářská Street 17  
tel.: +420 974 626 481  
(also deals with lost property)

### 3. FIRE BRIGADE



BVV fire report office, building H001 by gate 5  
tel.: +420 541 152 200

## 4. SAFETY OFFICER



In case of injury or other emergency on the premises of the Trade Fairs Brno exhibition centre, please inform the security at the main gate immediately: tel. +420 541 153 383.

## 5. BREAKDOWNS – EQUIPMENT FAILURE



Failures on exhibitors' stands (only for stands built by BVV Trade Fairs company).  
tel.: +420 541 156 666, tel. +420 702 246 666

Emergency service at the Exhibition Centre  
tel.: +420 541 158 888

## SERVICE FOR EXHIBITORS

### 1. CENTRAL SERVICE FOR EXHIBITORS

Accept the orders for power and water supply, compressed air, technical gases, pylons, cleaning, individual stand security, supplementary sales of passes, parking and entry passes to the Exhibition Centre.

Hall manager provides services related to halls and areas in operation. He permits starting construction works on the exhibition area and takes over the vacated exhibition space from exhibitors or construction companies after the fair's termination. Furthermore, he directs and coordinates exhibition stands construction, deliveries of exhibition stand furnishings and installation of power and other media connections.

See **CONTACTS** for the people to contact in each exhibition hall.

### 2. ADVERTISING

Advertising media and spaces and other advertising activities can be ordered from Mr. Ivan Zahradníček – tel.: +420 541 152 216, hall A3 (office 223). The advertising space can be used for inflatables of various kinds, individual advertisements and associated services (the rental and servicing of inflatable airships). The staff-member in charge will ensure the distribution of your printed materials to exhibitors' stands, issue permits to distribute printed materials to visitors, and have your advertisement broadcast on trade fair radio. People to distribute your materials and mascots to have your advertisements on can also be provided.

### 3. TRADE FAIR RADIO

The Manor House Building, tel.: +420 541 152 061.  
To order an advertisement or commercial announcement,  
tel.: +420 541 152 216.

### 4. WIFI ON THE PREMISES OF BRNO EXHIBITION CENTRE

Wireless network for mobile access to the Internet is available at Brno Exhibition Centre. If using the basic speed, connection is possible free of charge. The service is provided in the Wi-Fi – 802.11 b,g standard. **The speed and quality of the**

**Internet access consists in the number of connected users therefore it is not possible to guarantee a constant data transfer.** In case of demand of a guaranteed speed of the Internet access please use the service of fixed Internet connection (see [www.ieso.bvv.cz](http://www.ieso.bvv.cz)).

Contact person: Mr. Josef Dosoudil, tel.: +420 541 152 810,  
e-mail: [jdosoudil@bvv.cz](mailto:jdosoudil@bvv.cz)

Coupons with password and login can be purchased at the info booths in the pavilions. Coupons are offered for a daily connection at a price of CZK 250 incl. VAT or a connection for the entire duration of the event at a price of CZK 500 incl. VAT.

Exhibitors are not allowed to install their own WiFi networks, not even by means of their own WiFi routers installed to fixed connections made by the fair administration or by means of shared connections via mobile devices. On finding out that the above mentioned restriction had been violated, the fair administration will call on the exhibitor to stop such WiFi network operation. The exhibitor is obliged to stop using such device immediately on obtaining such appeal within maximum 30 minutes at the latest. After expiration of such time limit, the fair administration is entitled to require the contractual penalty in the amount of CZK 10,000.

### 5. ADDITIONAL SERVICES FOR EXHIBITORS

Additional services for exhibitors are mediated by staff on **Information stands**. Information stands are in operation on the final day of assembly and throughout the course of the event. Information stands provide general information, data on exhibitors and copying services.

## ADDITIONAL IMPORTANT INFORMATION

### 1. ATM LOCATION IN THE EXHIBITION CENTRE:

credit cards EC/MC, VISA

#### – ATM of ČSOB

at the entrance to the hall E (outside the premises)

#### – ATM of the Euronet company

near the hall F (accessible from the outside)

### 2. TRANSPORT, FORWARDING AND CUSTOMS SERVICES

#### KÜHNE + NAGEL company

Ms. Ludmila Fironová

Tel.: +420 543 565 510, mobil +420 724 304 333

e-mail: [exposervice.brno@kuehne-nagel.com](mailto:exposervice.brno@kuehne-nagel.com)

[www.kuehne-nagel.com](http://www.kuehne-nagel.com)

#### IMMIX spol. s r.o.

Trade Fair Department – domestic shipments

Ms. Monika Pekaříková, tel.: +420 722 122 186

e-mail: [pekarikova@immix.cz](mailto:pekarikova@immix.cz)

Trade fair department – foreign shipments

Ms. Lucie Severová, tel.: +420 725 723 769,

e-mail: [severova@immix.cz](mailto:severova@immix.cz)

Ms. Mirka Brzobohatá, tel.: +420 725 547 532,  
e-mail: [brzobohata@immix.cz](mailto:brzobohata@immix.cz)  
[www.immix.cz](http://www.immix.cz)

Goods (exhibits) loading and unloading, customs clearance and transport services at the exhibition centre, storage, and transport (by road, air, and sea).

### 3. INSURANCE

**Renomia company**  
BVV Administration Building, groundfloor, office No. 4  
Mr. Jiří Jílek, tel.: +420 603 217 463,  
e-mail: [jiri.jilek@renomia.cz](mailto:jiri.jilek@renomia.cz)

### 4. INDIVIDUAL STAND SECURITY GUARDS

Individual stand security guards can be ordered at Olman service company, tel. +420 541 153 383  
e-mail: [ostraha@olman.cz](mailto:ostraha@olman.cz)  
Order via On-line Order Forms.

### 5. FOOD AND DRINKS

Rychlík catering company:  
[bvv@rychlik-catering.cz](mailto:bvv@rychlik-catering.cz)  
Mr. Bedřich Crha, tel.: +420 775 554 355

Frgal Catering company  
[bvv@frgal-catering.cz](mailto:bvv@frgal-catering.cz)  
Ms. Karolína Králová, tel.: +420 724 999 044

Infinito catering company  
[catering@cateringinfinito.cz](mailto:catering@cateringinfinito.cz)  
Ms. Aneta Horová, tel.: +420 777 777 819

### 6. PROTOCOL

At the Exhibition Centre – by the lake and the BVV Administration Building  
tel.: +420 541 152 940

### 7. THE PRESS CENTRE

hall P, tel.: +420 541 152 549

### 8. ACCOMMODATION

BVV Trade Fairs Brno, BVV Administration Building, office No. 13, Ms. Jana Buršíková  
tel.: +420 541 152 777, +420 601 252 374  
e-mail: [jbursikova@bvv.cz](mailto:jbursikova@bvv.cz)  
[www.bvv.cz/en/accommodation](http://www.bvv.cz/en/accommodation)

### 9. ADMISSION PROHIBITED

The admission of pets (dogs and cats, etc.) to the Exhibition Centre is not permitted during the Assembly and Dismantling periods. For the course of the fair, the Visitor Rules of Trade Fairs Brno are applicable. The entry by bicycle to the Exhibition Centre is prohibited. You can take advantage of the storage room for bicycles by gate 5. The use of means of transport such as bicycles, skateboards, roller skates, scooters, two wheeled handcarts and other means of motion (e.g. jumping boots, stilts) on the Exhibition Centre is not permitted either without the prior agreement by the fair administration.

## MAP OF THE EXHIBITION CENTRE

