

17.–20. 2. 2016, halls A1, A2, V
Brno – Czech Republic

17.–19. 2. 2016
hall G1

ORGANISATIONAL INSTRUCTIONS FOR THE ASSEMBLY AND DISMANTLING PERIODS AND THE COURSE OF THE EVENT

(IMPORTANT INFORMATION FOR EXHIBITORS AND STAND CONTRACTORS)

We ask exhibitors whose stands will not be constructed by BVV Trade Fairs Brno, Stand Construction and Services Dept. to submit a photocopy of these instructions to their stand designers and contractors. Organisational instruction for assembly and dismantling periods, and the course of the fairs were issued by BVV Trade Fairs Brno (hereafter „fair administration“).

SCHEDULE for event preparation and the course of the event

The deadlines given for the sending of order forms **must be observed!**

In the event of the delayed sending of orders, BVV Trade Fairs Brno will be authorised to apply additional charges, to handle orders on a restricted basis in view of the current situation, or to refuse orders altogether.

DEADLINE	ACTIVITY (No. of order in the Block of Order Forms)	CONTACT
by 22. 1. 2016	Order stand construction, stand equipment incl. furniture	Zuzana Mrňová phone: +420 541 153 336 e-mail: zmrnova@bv.v.cz
by 22. 1. 2016	Order technical supplies: electricity, water, air, telecommunication services, internet (order forms C010, C030, C040, C080, C100) and cables from the ceiling of the exhibition halls (order form D085)	
by 29. 1. 2016	Order other services: equipment, entry passes, parking, car entry to the BVV grounds (order forms B, D, E)	
by 29. 1. 2016	Send exhibition stand plan for approval (in two copies)*	Věra Staneva phone: +420 541 152 607 e-mail: vstaneva@bv.v.cz
by 5. 2. 2016	Order fair advertisement, distribution services (printed materials to the stands, permit for one's own distribution) (order forms F010, F020)	Eliška Holánová phone: +420 541 153 117 e-mail: eholanova@bv.v.cz
by 5. 2. 2016	Send information about company conferences, new products and exhibits for the trade press	Jaromír Krejčí phone: +420 541 152 627 e-mail: jkrejci@bv.v.cz
12. 2. 2016 at 7.30 a.m.	The assembly period starts	
16. 2. 2016 at 8.00 p.m.	The assembly period ends	
17. 2. 2016 at 9.00 a.m.	The fairs begin	
19. 2. 2016 at 6.00 p.m. 20. 2. 2016 at 5.00 p.m.	EMBAXPRINT ends and dismantling begins (hall G1) SALIMA/VINEX, MBK, INTECO end and dismantling begins (halls A1, A2, V)	
22. 2. 2016 at 6.00 p.m. 23. 2. 2016 at 6.00 p.m.	Latest permissible completion of dismantling work and clearance of exhibition area – hall G1 Latest permissible completion of dismantling work and clearance of exhibition area – halls A1, A2, V	

The price of ordered services with order forms C010, C030, C040, C080, C100 (technical supplies) and D085 (cables from the ceiling of the exhibition hall) will increase by 10% if ordered after the deadline.

After the beginning of assembly the prices of orders C010, C030, C040, C080, C100 and D085 will increase by 25%.

All prices of services (with the exception of technical supplies) are in case of belated ordering subject to conditions stated in the particular order form of the Block of Order Forms.

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

OVERVIEW OF PRICES FOR VEHICLE ENTRY PASSES, PARKING AND ENTRY PASSES

Car entry pass	4,000 CZK + VAT
One day car entry pass	1,500 CZK + VAT
Deposit (under the conditions given in the Organisational Instructions)	2,000 CZK
PARKING ON OPEN AIR CAR PARKS	
Pre-paid (for the course of the event)	1,200 CZK + VAT
One-off	150 CZK/day incl. VAT
PARKING AT EXPOPARKING BUILDING	
Pre-paid (for the course of the event including the assembly and dismantling periods)	1,200 CZK + VAT
Entry pass	500 CZK incl. VAT
Assembly and dismantling pass	150 CZK incl. VAT
Catalogue of the event	100 CZK incl. VAT

DEAR EXHIBITORS,

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

GENERAL RULES

- **Car entries to the Exhibition Centre – through gates 4, 8 or 9.**
Gate 9 – will be open from 12. 2. 2016 during the opening hours till 23. 2. 2016 6.00 p.m.
Gate 8 – will be open from 15. 2. 2016 during the opening hours till 22. 2. 2016 6.00 p.m.
Gate 4 – will be open from 16. 2. 2016 during the opening hours till 20. 2. 2016 10.00 p.m.
Drivers are obliged to respect the instructions of the guards on duty during the organisation of vehicle entry. Cars and trucks and all vehicles requiring handling services may enter the grounds through gate 8 and 9. Only passenger vehicles and lorries exceeding 3,5 t in total weight may enter through gate 4.
- **All vehicles must observe the traffic signs on the grounds (most importantly the ban on parking on marked areas)** and leave the Exhibition Centre following the end of the opening hours. Overnight parking on the grounds is not permitted. Parking of trailers on Exhibition Centre after opening hours is not permitted. Any breach of this regulation will be punished by a penalty of 5 000 CZK. The entry of vehicles into exhibition halls is prohibited. The entry of lorries and vans onto the exhibition grounds during the course of the trade fair is not permitted.
- **If the rules for parking and entry of vehicles to the Exhibition Centre given above are violated, the fair administration is entitled to tow away the vehicle in question to the reserved car park or fit the given vehicle with a wheel clamp. In such cases, the fair administration is entitled to demand the payment of all costs associated with the application of these measures and a penalty of 5 000 CZK in addition.**
- A copy of the list of registered items, confirmed by the inspection service on entry to the grounds, must be submitted at the gate when leaving the grounds. 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 compartment of his vehicle to be inspected at the request of the security service. Any items discovered by the inspection in vehicles leaving the exhibition centre that are labelled as the property of BVV Trade Fairs Brno, that are not included on the list of items taken onto the grounds, and that have not been confirmed by the inspection service on entry to the exhibition centre, will be confiscated. The same applies to exhibits and other materials taken out through the gates.
- **Assembly and Dismantling Passes.** Two pieces of these passes are provided free. A fee is charged for additional passes ordered. (Please see ASSEMBLY PERIOD – B) Entry to the Exhibition Centre for further details.) **The holder of an Assembly and Dismantling Pass is obliged to wear it in a visible place at all times when on the exhibition grounds.**
- **Emergency exit routes must remain clear.** For safety reasons assembled and dismantled material, packaging and exhibits must not block service roads between exhibition stands. Assembly work only is permitted in the exhibition halls. The production of items for assembly, surface painting, creating dust or other disturbing of exhibitors is prohibited in exhibition halls, and will be subject to a penalty.
- **Waste disposal.** Use colour-coded containers located outside exhibition halls for the disposal of sorted waste generated during assembly or dismantling of

your stands. You can obtain more information on waste disposal at the front desk of the hall. For the disposal of an excessive quantity of sorted waste (glass, paper, plastics and wood), a proper container will be arranged by the production technician at your request.

- **Biowaste disposal** – special containers will be available in the halls A1, A2 and V.
- **All assembly work must be completed** by 8.00 p.m. on 16. 2. 2016 (Tuesday) at the latest, at which time the electricity, including lighting in exhibition halls, will be automatically disconnected.
- **Receptions, cocktail parties and company presentations** on exhibition stands may be held only during the course of the fair within daily opening hours in the exhibition hall, i.e. **to 7.00 p.m.**
- **Acoustical and optical means of advertising and musical productions are permitted on your own stand under the condition that they do not disturb neighbouring stands, do not block aisles, and are not louder than 70 dB at the edge of the stand.** Fair administration may cancel production if these conditions are not observed. In such case the exhibitor has no right to the payment of any damages thereby incurred. For musical productions on exhibition stands, exhibitors are obliged not only to request the approval of Fair Administration, but also that of the pertinent collective administrator of copyright (OSA, Integram) in accordance with Law 121/2000 Coll., The Copyright Law, in its valid wording.
- **The placement of advertisements on the exhibition centre outside your own exhibition area is not permitted.** The mass distribution of printed advertisements or their dropping over the exhibition centre from aeroplanes or balloons is not permitted without the prior agreement of BVV Trade Fairs Brno. Flights with advertising banners over the exhibition grounds are also not permitted. The broadcasting of advertisements on the grounds of the exhibition centre using Bluetooth or BTS cell transmitters is likewise not permitted without the prior agreement of BVV Trade Fairs Brno. You are entitled to promote your products and services on your own exhibition stand only. Any additional tidying and cleaning costs incurred will be charged to the exhibitor in question. The use of means of advertising 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 likewise not permitted without the prior agreement of the trade fair administration.
- **We recommend you to hand over the keys to areas you have locked to the reception desk of the exhibition hall every day.** If you do not do so, and a fire or a fault to equipment installed in the locked area is suspected, then you will pay any damages resulting from forced entry into the area in question.
- **The cleaning of stands** out of opening hours may be performed only by fair administration's contractual cleaning companies.
- **We recommend to insure exhibits** (including packaging) against any possible damage or loss, or order **individual stand security** (see Services). **The trade fair administration will not be held liable for any such damages.**
- **No entry to the exhibition grounds** – the entry of motorcycles, bicycles, scooters, segways, in-line skates or skateboards in the course of the building up and dismantling period and the course of the fair is prohibited. The same is valid for pets. **A set of visiting rules applies in the course of the event.**
- **Mobile fences are to be used on the grounds of the exhibition centre in view of the holding of the trade fairs STYL/KABO (in Halls F and P on 20–22 February 2016). Please pay attention to the organisation of entry for persons and vehicles to the area in which the trade fairs SALIMA/VINEX, MBK, INTECO and EMBAXPRINT are being held. Only registered trade visitors may visit the STYL/KABO trade fairs.**

ASSEMBLY PERIOD 12.–16. 2. 2016

A) OPENING HOURS



12. 2. 2016	7.30 a.m.–10.00 p.m.
13.–14. 2. 2016	7.30 a.m.–6.00 p.m.
15. 2. 2016	7.30 a.m.–10.00 p.m.
16. 2. 2016	7.30 a.m.–8.00 p.m.

Electricity is provided for assembly purposes during these times. Technical services (electricity, water, compressed air) will be provided after 6.00 p.m. only if ordered in advance!

Technical services ordered and paid for are provided throughout the entire opening hours for assembly on 15. and 16. 2. 2016. The production technician of the hall may permit an extension to the assembly period in extraordinary cases (see CONTACTS) for a fee agreed in advance.

Early assembly must be ordered at least one week before the stipulated time of the beginning of the assembly period for the fair from Mr. Petr Blaha (phone: +420 541 152 850, e-mail: plaha@bvvcz). Assembly work must be completed by 8.00 p.m. on 16. 2. 2016, at the latest. At this time the electrical current, including lighting in exhibition halls, will be switched off!

B) ENTRY TO THE EXHIBITION CENTRE



An Entry Pass or an Assembly and Dismantling Pass for the event serve for entry to the grounds during the assembly period. Exhibitors will generally receive

these passes by post a week before the assembly period begins, or can collect them in person in the ground floor of the Administration Building.

2 Assembly and Dismantling Passes are provided free of charge. A fee is charged for addition Assembly and Dismantling Passes ordered: 150 CZK incl. VAT each.

Entry Passes are sent to exhibitors free, without the need for ordering, as follows:

- 2 passes on the first 20 sqm of indoor exhibition area or 100 sqm of outdoor exhibition area;
- 1 pass for each additional 20 sqm indoors or 100 sqm outdoors.

Passes above the stipulated number must be ordered for a payment (the price of an Entry Pass is 500 CZK incl. VAT). Holders of Assembly and Dismantling Passes are obliged to wear them in a visible place. Entry to the BVV grounds will not be permitted without an Assembly and Dismantling Pass or an Entry Pass. Exhibitors will receive Entry Passes and Assembly and Dismantling Passes (both free and for a fee) only if they have paid all their due financial liabilities in respect of the company BVV Trade Fairs Brno.

C) VEHICLE ENTRY TO THE EXHIBITION CENTRE



All vehicles must observe the road signs on the grounds and leave the exhibition centre each day by the end of opening hours at the latest. Any violation of these rules will be subject to a fine of 5,000 CZK. Overnight parking of vehicles on the grounds is not permitted. The entry of vehicles into exhibition halls is prohibited. The entry of exhibitors' own handling equipment is prohibited. The maximum speed limit on the grounds is 30 km/h.

During the assembly period the car entry is possible only against the Assembly and Dismantling Pass or a Car Entry Pass.

Gates operation during the stipulated opening hours:

12.–16. 2. 2016	gate 9
15.–16. 2. 2016	gate 8
16. 2. 2016	gate 4 (only cars and vans up to 3,5 t)

16. 2. 2016 the car entry is possible through gates 4, 8 and 9 during the stipulated opening hours against deposit of 2,000 CZK for max. of 4 hours.

Last car entry to the grounds: 6.00 p.m.

Last exit from the grounds: 8.00 p.m.

In case of exceeding the time limit the deposit will be forfeited. The deposit is paid by drivers of passenger cars and vans. The deposit is not paid by the holders of Car Entry Pass.

A Car Entry Pass for the fairs entitles the holder to free entry and exit through gates 4, 8 and 9 from 12. 2 to 23. 2. 2016 during the stipulated opening hours.

D) PARKING



Overnight parking on the grounds is not permitted. Parking trailers on Exhibition Centre after operating time is not permitted.

Parking on the grounds of the exhibition centre is possible only on the designated car parks. Parking outside these areas will be subject to a penalty. The entry of vehicles into exhibition halls is prohibited.

E) CONSTRUCTION OF EXHIBITION STANDS



(ends at 8.00 p.m. on 16. 2. 2016)
The Stand Construction and Services Department of BVV Trade Fairs Brno is the official partner for the construction of exhibition stands: Mr. Michal Čechura, phone:

+420 541 152 906, e-mail: mcechura@bvvcz, The Stand Construction and Services Department of BVV Trade Fairs Brno offers complete stand construction services, including:

- free plans, including price calculations;
 - creative preparation during the planning and design of exhibition stands, including graphic designs and electrical plans;
 - complete project implementation;
 - stands made from the structural stand systems OCTANORM, MAXIMA, DOPPELFORM, MONTI and STRUKTUR, and custom-built stands.
 - assuring the order of technical connections and services on the basis of authorization of exhibitors
- Stand Construction and Services Department can also offer the complete construction of exhibition stands anywhere in the Czech Republic or abroad.

If the construction of your exhibition stand is not being performed by BVV Trade Fairs Brno, Stand Construction and Services, it is necessary:

- to submit a technical plan of your exhibition stand (and a static calculation in the case of suspension) for approval to BVV Trade Fairs Brno in duplicate within the stipulated deadline (see SCHEDULE) – Ms. Věra Staneva, phone: +420 541 152 607, fax: +420 541 153 081, e-mail: vstaneva@bvvcz;
- to take over your exhibition area from the production technician of the hall (see CONTACTS) and to return it in its original condition after the end of the dismantling period. The following documents are required to take over your exhibition area:
 - an approved plan of the stand;
 - Confirmation form (X030 – part of the Order Block) along with confirmation of power of attorney;
 - proof of payment of exhibition area rental on request;
 - proof of payment (on request) of services ordered from BVV Trade Fairs Brno – these services will not be provided unless they have been paid for by the time the fair begins;

- to observe all the provisions of the General Conditions of Participation for the event and the Technical Safety Regulations (see the Order Block).

The maximum permitted height of the exhibition stand including eye-catchers is 5 metres;

any deviations may be permitted exclusively by the fair administration. The exhibition stands must meet fire protection precautions (see the Technical & Safety Regulations).

Double-storey stand designs must be submitted for review and approval by the fair administration specialist (Ms. Věra Staneva, phone: +420 541 152 607, fax: +420 541 153 081, e-mail: vstaneva@bvvcz) at the stage of the design proposal or study. In the fair registration form the tenant must express the binding interest to install a double-storey stand in the exhibition space. The intention to install a double-storey stand after submitting a binding registration form is not permitted. If the tenant dismisses the intention to install a double-storey stand after being allocated an exhibition space, the tenant undertakes to pay the exhibition centre administrator a penalty of 25% of the total exhibition space on the stand ground floor. The exhibitor acknowledges that a situation may occur when a multi storey exhibition stand will be permitted to be constructed in the vicinity of his stand and he confirms that he does not object to the neighbouring stand being of the same structural height, or potentially higher.

The exhibitor or an entity authorised by the exhibitor shall always submit to the fire protection and safety dept. of BVV Trade Fairs Brno the exhibition stand approval request form (see www.bvvcz/orderforms). If the exhibition space size is up to 30 sqm with a height not exceeding 3,5 m in the tallest point of the stand (simple single-storey standardised stands), the stand design need not be submitted for approval. If the stand height including the gantry exceeds 3,5 m or if the exhibition space size exceeds 30 sqm, the stand design must be submitted (size and heights, axonometry, description of the structure including the specification of materials used for the stand construction, structural analysis of all complex stands and eye catchers, stands higher than 3,5 m, including double-storey stands, atypical and large structures, contact data of the design engineer and the contractor). The stand approval request form must always be submitted. The approved documentation is compulsory for the exhibition space takeover.

In infraction case of General Conditions and Technical Safety Regulations including fire regulations, water and electrical connections for stands will be disconnected, respectively we will have to build a partition to prevent entry to the stand.

In case of construction without permit for build-up there will be charged a fine up to CZK 50,000 according to the level of the breach of the approval obligation and the level of threat to the vicinity.

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

F) TRANSPORT, CUSTOMS AND HANDLING SERVICES ON THE EXHIBITION CENTRE

The companies Kühne + Nagel spol. s r.o. and DB Schenker spol. s r.o. have been appointed as the contractual forwarding agents of BVV Trade Fairs Brno for this trade fair event. Exhibitors should contact these companies directly (not through BVV Trade Fairs Brno). Contacts: see the section SERVICES in these instructions.

These companies provide forwarding services for exhibitors, i.e. unloading and loading of exhibition goods, transportation to stands, the removal, storage and return of empty packaging, assembly and dismantling work, and customs clearance for trade fair consignments.

The last day for bringing in the exhibits weighing more than 5 tons and exhibits requiring the use of mechanical equipment in is Friday 12. 2. 2016 at 10.00 p.m. You may not use your own mechanical equipment for unloading or loading or for assembly and dismantling work!

Transport and handling services must be ordered in advance.

Manual handling carts are also available for transporting your stationery, promotional materials and small goods. **These carts are loaned out free against a deposit of 1,000 CZK/2 hours.** You can find these carts at the signposted places in the individual exhibition halls. These handling carts may be borrowed one day before the event begins and on the opening day of the event to 11.00 a.m. On the final day of the event they may be borrowed only after the official end.

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, construction elements and parts of exhibits in the storage hall can be ordered through the forwarding companies. Unmarked packaging and used material will be taken to a dump for disposal after 8.00 p.m. on the final day of the assembly period. Unmarked exhibits left outside the leased 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. **The storage of packaging and installation material behind exhibition stands is prohibited.**

All consignments must be labelled with the name of the exhibitor, its location on the grounds of the exhibition centre, and the name of the event to which they are being sent. **The recipient of such consignments is not BVV Trade Fairs Brno, which will not be held responsible for any consequences resulting from the incorrect addressing of consignments or the violation of regulations relating to the importing of goods.**

THE COURSE OF THE EVENTS

SALIMA/VINEX, MBK, INTECO
17.–20. 2. 2016 (halls A1, A2, V)
EMBAXPRINT
17.–19. 2. 2016 (hall G1)

A) OPENING HOURS



For exhibitors:

17. 2. 2016 7.00 a.m.–7.00 p.m.
18.–19. 2. 2016 8.00 a.m.–7.00 p.m.
20. 2. 2016 8.00 a.m.–midnight

For visitors:

17.–19. 2. 2016 9.00 a.m.–6.00 p.m.
20. 2. 2016 9.00 a.m.–5.00 p.m.

B) ENTRY TO THE EXHIBITION CENTRE



Entry Passes for the event serve for the admission of exhibitors to the grounds in the course of the event. Exhibitors will receive these passes a week before

the beginning of the assembly period for the event. Additional passes may be ordered (see SCHEDULE) or purchased from the SERVICES FOR EXHIBITORS, if the exhibitor has paid all his due financial obligations towards the fair administration. Entry Passes cost 500 CZK each (incl. VAT).

C) ENTRY OF VEHICLES TO THE EXHIBITION CENTRE



Only cars and vans up to 3,5 t (including load) without a trailer may enter the exhibition centre.

Vehicle access to Halls A1, A2, V and G1 is through gate X which can be found on the communication between Halls B and C (see plan).

• **on the basis of a Car Entry Pass purchased in advance.** Entry is possible through gates 4, 8 and 9 throughout the opening hours stipulated for exhibitors. These passes can be ordered (see SCHEDULE), or purchased directly from the SERVICES FOR EXHIBITORS (see CONTACTS), and cost **4,000 CZK + VAT.**

Exhibitors may also purchase **one-day Car Entry Passes** for the price of **1,500 CZK + VAT.** These entry passes cannot be purchased for the last day of the event. For the last day of the event it is not possible to transfer Car Entry Passes onto another vehicle.

The licence plate number of the vehicle must be stated for a Car Entry Pass to be issued!

• **against a security deposit of CZK 2,000. Entry through gate 4 only.**

Entry to the Exhibition Centre from 8.00 a.m. (7.00 a.m. on the first day of the event) to 10.00 a.m., with last exit from the Exhibition Centre at 11.00 a.m., and in the afternoon from 6.00 p.m. to 7.00 p.m., with last exit from the Exhibition Centre by 8.00 p.m. The security deposit is 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.

D) MOVE ON THE GROUNDS OF THE EXHIBITION CENTRE

The use of bicycles, skateboards, roller skates, scooters, two-wheeled handcars and other means of motion is not permitted on the grounds of the exhibition centre without the prior consent of the trade fair administration.

E) PARKING



Parking on the exhibition centre is possible only on the designated car parks.

Parking outside these areas will be subject to a penalty. Overnight parking of vehicles on the grounds is not permitted. Parking trailers on Exhibition Centre during the course of the event is not permitted.

Parking outside the exhibition centre:

In the **EXPOPARKING** building at the entry to the exhibition centre through Hall E. The **EXPOPARKING** car park is open non-stop.

Pre-paid parking in the **EXPOPARKING** building (valid Feb. 12–23, 2016): **1,200 CZK + VAT.**

Reserved paid parking for **car parks off the exhibition grounds** is operated on event days from 8.00 a.m. to 8.00 p.m. Reserved parking for car parks can be ordered in advance (see SCHEDULE) or purchased directly from the SERVICES FOR EXHIBITORS. The price for reserved paid parking for cars, valid for the duration of the event, is **1,200 CZK + VAT.**

One-off parking without parking space reservation at the car park costs 150 CZK incl. VAT.

EVENTS DISMANTLING PERIOD

SALIMA/VINEX, MBK, INTECO
20.–23. 2. 2016 (halls A1, A2, V)
EMBAXPRINT
19.–22. 2. 2016 (hall G1)

A) OPENING HOURS



Hall G1

19. 2. 2016 6.00 p.m.–midnight
20.–21. 2. 2016 7.30 a.m.–midnight
22. 2. 2016 7.30 a.m.–6.00 p.m.

Halls A1, A2, V

20. 2. 2016 5.00 p.m.–midnight
21. 2. 2016 7.30 a.m.–midnight
22.–23. 2. 2016 7.30 a.m.–6.00 p.m.

We ask exhibitors to respect the opening hours on the last day of the fairs.

Dismantling begins following the closing of the fairs, i.e. at 6.00 p.m. on 19. 2. 2016 (hall G1), at 5.00 p.m. on 20. 2. 2016 (halls A1, A2, V). The return of empty packaging stored by forwarding companies will begin at the same time.

The supply of electricity, water and compressed air to exhibition stands will be disconnected at **7.00 p.m. on 19. 2. 2016 (hall G1), at 6.00 p.m. on 20. 2. 2016 (halls A1, A2, V).** Aisles between exhibition stands must remain clear throughout the entire dismantling period.

You must vacate your exhibition area and hand it back to the production technician:

hall G1 by 6.00 p.m. on 22. 2. 2016 at the latest, halls A1, A2, and V by 6.00 p.m. on 23. 2. 2016 at the latest.

B) ENTRY TO THE EXHIBITION CENTRE



Against the presentation of an **Entry Pass** or an **Assembly and Dismantling Pass.**

The number of Assembly and Dismantling Passes provided to exhibitors free is 2 pcs. A fee is charged for additional Assembly and Dismantling Passes ordered. The price of an Assembly and Dismantling Pass is 150 CZK incl. VAT.

C) VEHICLE ENTRY TO THE EXHIBITION CENTRE



In the course of dismantling the car entry is possible against presenting the Assembly and Dismantling Pass or a Car entry pass **through gates 4, 8 and 9.**

On the last day of SALIMA/VINEX, MBK and INTECO on 20. 2. 2016 all vehicles may enter the Exhibition Centre at 5.30 p.m.

– gate 4 – last exit till 10.00 p.m.

– gates 8 and 9 – last exit till midnight.

On the last day of EMBAXPRINT on 19. 2. 2016 all vehicles may enter the Exhibition Centre at 6.30 p.m.

– gate 4 – last exit till 10.00 p.m.

– gates 8 and 9 – last exit till midnight

No requests for permission for earlier vehicle entry can be accepted.

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

A copy of the list of registered items, confirmed by the inspection service on entry to the grounds, must be submitted at the gate when leaving the exhibition centre. 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 compartment of his vehicle to be inspected at the request of the security service. In items discovered by the inspection service in vehicles leaving the exhibition centre that are labelled as the property of BVV Trade Fairs Brno, that are not included on the list

of items taken onto the grounds, and that have not been confirmed by the inspection service on entry to the exhibition centre, will be confiscated.

D) PARKING

The entry of vehicles into exhibition halls is prohibited.

E) DISMANTLING OF EXHIBITION STANDS AND EXHIBITS



– in hall G1 ends at 6.00 p.m. on 22. 2. 2016

– in halls A1, A2, V end at 6.00 p.m. on 23. 2. 2016

By the end of the dismantling period exhibitors and companies accredited by them are obliged to:

- complete dismantling work and the removal of exhibits (any costs incurred by BVV Trade Fairs Brno in connection with the storage or handling of exhibits that are not removed will be invoiced to the exhibitor in question);
- complete the dismantling and removal of exhibition equipment;
- pay any due liabilities in respect of BVV Trade Fairs Brno.

Any material left on exhibition areas will be treated as waste, and physically disposed of by the trade fair administration following the end of the dismantling period. BVV Trade Fairs Brno will not be held responsible for any damages incurred. You must return your exhibition area to the production technician of the hall (see CONTACTS) following the completion of dismantling. The dismantling of floral decorations, drapes, curtains and electrical material by BVV Trade Fairs Brno begins immediately following the end of the fairs. Earlier dismantling work is not permitted.

We ask exhibitors to return all items borrowed from BVV Trade Fairs Brno before they leave the exhibition centre. The value of any items not returned will be invoiced to the exhibitor in question.

EMERGENCY CALLS during the course of the event

A) MEDICAL SERVICE



First aid

the medical centre on the fair grounds in the building next to the Congress Centre, phone: +420 541 152 750

daily 7.30 a.m.–6.00 p.m. (exc. Thur, Sat + Sun)

Thur: 9.00 a.m.–6.00 p.m.

Dentist

the building next to the Congress Centre, 1st floor, phone: +420 541 152 751

daily 7.30 a.m.–2.00 p.m. (exc. Sat + Sun)

Emergency medical service

Ponávka 6, Brno, phone: +420 545 538 538

Emergency dental service

Ponávka 6, Brno, phone: +420 545 538 421

B) POLICE



Station on Rybářská 17
phone: +420 974 626 481
(also handles lost property)

C) FIRE BRIGADE



The building by gate 5
phone: +420 541 152 200

D) SAFETY AND SECURITY OFFICER



Hall A3, phone: +420 541 153 113
In the case of an injury or other emergency, call immediately: +420 541 153 383.



E) BREAKDOWNS – ACCIDENTS

Maintenance and service of exhibition stands constructed by BVV Trade Fairs Brno
phone: +420 541 153 176

The trade fair administration emergency service

phone: +420 541 158 888

SERVICES FOR EXHIBITORS

A) CENTRAL SERVICES FOR EXHIBITORS

Accept orders for stand construction, exhibition equipment, electrical and water connections, compressed air, technical gases, masts, gritting, cleaning, flowers, individual stand security, additional sale of passes, parking and vehicle entry passes to the exhibition centre.

Entry passes, parking permits and vehicle entry passes (that have been purchased or that could not be sent by post) await collection on the ground floor of the Administration Building – counter 8 (Ms. Chaloupková, phone: +420 541 153 153 and Ms. Davidová, phone: +420 541 152 982) or in Hall P (Central services – CONTACTS), where you can also buy additional passes, parking permits and vehicle entry passes.

Production technician provides services associated with the operation of exhibition halls and areas.

Permits the commencement of assembly work on exhibition areas, and takes over vacated exhibition areas from exhibitors or assembly companies following the end of the event. Also manages and coordinates the construction of stands, the delivery of exhibition equipment and the installation.

See CONTACTS for individual exhibition halls.

B) INFORMATION CENTRES

Additional services for exhibitors are provided by the staff of **INFO stands**. **INFO stands are located in halls A1, G1 and V** and are open on the last day of the assembly period and throughout the course of the event.

C) WIFI

A wireless network for mobile internet access is available in the exhibition centre. This service operates as a standard WiFi – 802.11b.g., provided for BVV Trade Fairs Brno by the company T-Mobile Czech Republic. You can purchase coupons with password and login at information centres in halls. Connection speed and quality is dependent on the number of users logged-on. The number of log-on slots is limited, for which reason constant data transmission cannot be entirely guaranteed. **In view of your request relating to guaranteed connection speed, we recommend you to use our fixed Internet connection service, which you can find in the Order Block.**

Contact: Josef Dosoudil, phone: +420 541 152 810, e-mail: jdosoudil@bvv.cz.

The coupons for a one-day connection cost 250 CZK incl. VAT, for the whole course of the event it is 1,000 CZK incl. VAT.

Exhibitors are not entitled to install their own Wi-Fi networks – this includes networks using their own Wi-Fi router installed on a landline connection set up by the trade fair administration and shared connections from mobile devices. Should the trade fair administration discover any violation of the above prohibition, it will demand that the exhibitor in question halts operation of the Wi-Fi network in question. The exhibitor will be obliged to terminate the use of the given device immediately (within 30 minutes at the latest after receiving the given

demand). The trade fair administration is entitled to demand a contractual penalty to the amount of 10,000 CZK following the expiry of this period.

SERVICES

A) TRADE FAIR RADIO

The Zámeček building
phone: +420 541 152 060 (in the course of the event)
For ordering an advertising spot or a commercial message, phone: +420 541 153 117

B) BANKING SERVICES

BVV Trade Fairs Brno Bank – the ground floor of the Administration Building

phone: +420 541 153 230

- payments of invoices in cash
- payments of invoices by VISA, EUROCARD-MASTERCARD and AMERICAN EXPRESS payment cards
- payments of invoices by traveller's cheque and bank cheque
- the exchange of foreign currency
- cash payments against VISA and EUROCARD-MASTERCARD payment cards

opening hours:

15.–16. 2. 2016 9.30 a.m.–noon, 1.30 p.m.–3.00 p.m.
17.–19. 2. 2016 9.30 a.m.–noon

A branch of ČSOB a.s.

the foyer of Hall E, phone: +420 230 054 104,
+420 230 054 105

opening hours:

Mon, Tue, Thur 9.00 a.m.–12.30 p.m. 1.30–5.00 p.m.
Wed 8.00 a.m.–12.30 p.m. 1.30–6.00 p.m.
Fri 9.00 a.m.–12.30 p.m. 1.30–3.00 p.m.

All bank services provided.

Payment terminals accepting payment cards are open every day, including Saturday and Sunday, at Central Services for Exhibitors in Hall P and in the Administration Building.

ATM of ČSOB – ground floor of hall E (foyer) –

EUROCARD-MASTERCARD and VISA

EURONET ATM – hall P (by the door No. 9) –
EUROCARD-MASTERCARD and VISA

C) TRANSPORT, CUSTOMS AND HANDLING SERVICES, FORWARDING TERMINAL

KÜHNE + NAGEL spol. s r.o.

by gate 9

Výstaviště 1, 647 00 Brno

Ms. Gabriela Linhartová

phone: +420 543 565 510, 513

fax: +420 543 565 519

e-mail: exposervice.brno@kuehne-nagel.com

www.kuehne-nagel.com

DB Schenker, spol. s r.o.

by gate 9, Výstaviště 1, 647 00 Brno

Mr. Jan Láznicka, phone: +420 724 131 457

e-mail: jan.laznicka@schenker.cz

Mr. Karel Konečný, phone: +420 724 511 853

e-mail: karel.konecny@schenker.cz

fax: +420 541 159 259

www.dbschenker.com/cz

D) INFORMATION CENTRES FOR EXHIBITORS AND VISITORS

– INFO stands in halls A1, G1 and V

– information about exhibitors and exhibits, supporting programme, general information, sale of catalogues and WiFi coupons, copy services.

Open from 16. 2. 2016.

E) TRADE FAIR CATALOGUE

The price of the catalogue is 100 CZK. On sale at ticket offices and INFO stands. Free catalogues for exhibitors and catalogues ordered for a charge will be distributed to exhibitors' stands on the first day of the event.

Catalogues may also be ordered to be sent by post. Send your orders to Ms. Petra Rudinská, phone: +420 541 152 642, fax: +420 541 153 048, e-mail: prudinska@bvvcz.

F) INSURANCE RENOMIA a.s.

Administration Building, ground floor, door No. 12
Mr. Jiří Jílek, phone: +420 603 217 463
e-mail: jiri.jilek@renomia.cz

Opening hours:

16. 2. 2016	8.00 a.m.–6.00 p.m.
17. 2. 2016	8.00 a.m.–4.00 p.m.
18. 2. 2016	8.00 a.m.–3.00 p.m.
19. 2. 2016	8.00 a.m.–1.00 p.m.

Insuring exhibits, liability arising from exhibition stand operation, transportation, empty packaging, equipment and furnishing of stands, food and drinks, promotional materials, products, movables and personal effects of employees and clients visiting the stand. Complete offer of insurance products and services.

G) INDIVIDUAL EXHIBITION STAND SECURITY

Individual exhibition stand security is provided by OLMAN.

phone: +420 541 153 383
e-mail: ostraha@olman.cz

Orders may be made only using the Order Block.

H) PRESS CENTRE

Hall E – 2nd floor, phone: +420 541 152 549 – accreditation, services for journalists
PR and advertising manager

Mr. Jaromír Krejčí, phone: +420 541 152 627

I) PROTOCOL

The fair centre next to the Administration building (official guests), phone: +420 541 152 835

J) ADVERTISING

Advertising carriers, areas and activities can be ordered from Ms. Holánová, Hall A3/room 224,
phone: +420 541 153 117, e-mail: eholanova@bvvcz.

K) RESTAURANTS AND SNACK BARS IN THE EXHIBITION CENTRE

Hall A1 – Snack phone: +420 541 152 171

Hall A2 – Snack phone: +420 541 152 172

Hall A3 – self-service canteen

Hall G – Restaurant phone: +420 541 159 704

Hall V – Bistro phone: +420 541 159 762

Hall V – Restaurant phone: +420 541 159 761

L) FOOD AND DRINKS

luncheon vouchers, refreshments, catering to exhibition stands

Hall G – supplier Rychlík Catering

Ms. Kristýna Rychlíková, phone: +420 721 165 676,
+420 606 553 824
e-mail: bvvcz@rychlik-catering.cz
info@rychlik-catering.cz

Halls A1, A2, A3 and V – supplier ExpoFood

Ms. Dana Paulová, phone: +420 602 587 224
e-mail: dana.paulova@expofood.cz
info@expofood.cz

CATERING FOR EXHIBITORS

Exhibitors may purchase luncheon vouchers for the restaurants in halls A3, G and V.

Opening hours: 17.–20. 2. 2016, in the halls A3 and V from 10.30 a.m. to 6.00 p.m., in the hall G from 11.00 a.m. to 4.00 p.m.

M) ACCOMMODATION

Administration Building of BVV, counter 4
Ms. Jana Hřílková, phone: +420 541 152 775,
fax: +420 541 152 757
e-mail: hotels@bvvcz, jhrilikova@bvvcz
www.bvvcz/hotels

CONTACTS

THE ORGANISER OF THE EVENT

BVV Trade Fairs Brno
Výstaviště 405/1, CZ–603 00 Brno
phone: +420 541 152 985
fax: +420 541 153 067
www.bvvcz

Project director of SALIMA/VINEX, MBK, INTECO and EMBAXPRINT

Ms. Věra Menšíková, phone: +420 541 152 806, e-mail: vmensikova@bvvcz

Assistant to the project director

Ms. Šárka Chovančíková, phone: +420 541 152 985, e-mail: schovancikova@bvvcz

Manager of SALIMA/VINEX, MBK

Mr. Dušan Pelikán, phone: +420 541 152 745, e-mail: dpelikan@bvvcz

Manager of SALIMA, INTECO

Ms. Bohuslava Knopová, phone: +420 541 152 818, e-mail: bknopova@bvvcz

Manager of SALIMA

Ms. Dagmar Darmopilová, phone: +420 541 152 944, e-mail: ddarmopilova@bvvcz

Manager of EMBAXPRINT

Ms. Lenka Bednářová, phone: +420 541 158 435, e-mail: lbednarova@bvvcz

PR and advertising manager

Mr. Jaromír Krejčí, phone: +420 541 152 627, e-mail: jkrejci@bvvcz

Managers of stand construction and services

Ms. Irena Ryglová, phone: +420 541 152 723, e-mail: iryglova@bvvcz
Ms. Denisa Jelínková, phone: +420 541 152 829, e-mail: djelinkova@bvvcz
Ms. Lenka Volšová, phone: +420 541 152 260, e-mail: lvolsova@bvvcz
Mr. Zbyněk Korneta (stand packages), phone: +420 606 738 212,
e-mail: zkorneta@bvvcz
Mr. Martin Mikša (stand packages), phone: +420 541 152 912,
email: mmiksa@bvvcz

Production technician of the halls A1, A2

Mr. Tomáš Odstrčil, hall A3/door No. 7, phone: +420 606 650 396
e-mail: todstrcil@bvvcz

Production technician of the hall G1

Mr. Milan Podsedník, hall G1/door No. 56, phone: +420 602 476 824
e-mail: mpodsednik@bvvcz

Production technician of the hall V

Mr. Josef Zámečník, hall V/door No. 135, phone: +420 602 750 278
e-mail: jzamecnik@bvvcz

Central services for exhibitors during the assembly period, the course of the fairs and the dismantling period:

• Administration Building, ground floor – counter 7

Ms. Eva Příkrylová, phone: +420 541 152 223, e-mail: eprikrylova@bvvcz

• Hall P, 1st floor, room 122

Ms. Vladimíra Bodláková, phone: +420 541 152 365, e-mail: vbodlakova@bvvcz

PAVILON/HALL A1 + A2: SALIMA/POTRAVINY A NÁPOJE, VINEX
SALIMA/FOOD AND DRINKS, VINEX

PAVILON/HALL V: SALIMA/TECHNOLOGIE, MBK, INTECO

PAVILON/HALL G1: EMBAXPRINT

