

24.–26. 5. 2011, BRNO – EXHIBITION CENTRE, CZECH REPUBLIC**ORGANISATIONAL INSTRUCTIONS FOR THE BUILD UP,
COURSE OF FAIR AND DISMANTLING PERIOD**
(IMPORTANT INFORMATION FOR EXHIBITORS AND STAND CONTRACTORS)

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.**

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 event, and the stand dismantling period. In the interests of the 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 grounds of the Exhibition Centre** – Gate 9 will be open for the duration of the assembly and dismantling periods and the entire course of the event. Gates 4 and 8 will be open only on the last day of assembly (23 May) and during the course of the event. Cars and vans up to a total weight of 3.5 tons will enter the grounds through Gate 4. Lorries and cars, all vehicles requiring customs clearances and handling services will enter the grounds through Gates 8 and 9. **Drivers are obliged to respect the orders of the guard service.** All vehicles must observe the traffic signs on the grounds, and leave the grounds of the Exhibition Centre each day by the end of opening hours at the latest. Any breach of this regulation will be punished by the imposition of a penalty of 5,000 CZK. Overnight parking of vehicles on the grounds is not permitted. The entry of vehicles into pavilions is prohibited. The entry of lorries onto the exhibition grounds during the course of the trade fair is not permitted. On exiting the grounds, a copy of the list of registered items, confirmed by the duty guard on entry to the grounds, must be submitted at the gate. At the request of the duty 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 boot of his vehicle to be inspected. Any items discovered by the duty guard in vehicles leaving the Exhibition Centre which are labelled as the property of the company BVV Trade Fairs Brno, and which are not included on the list of items taken onto the grounds of the Exhibition Centre and have not been confirmed by the duty guard on entry onto the Exhibition Centre, will be confiscated by the duty guard. The same applies to exhibits and other materials taken out through the gates.
- **We would like to draw your attention to a change to the prices for Assembly and Dismantling Passes. These passes are provided free to the following extent: 2 passes on each leased exhibition area. A fee will be charged for other assembly passes ordered – 150 CZK incl. VAT for each pass** (for details see the section FAIR ASSEMBLY – Entry during the assembly period).
- **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 ordinary opening hours of the pavilion, i.e. to **7.00 p.m.**
- **Acoustic advertisements and musical productions are permitted in pavilions from 3.00 p.m. to 5.00 p.m.** 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 is prohibited outside these times. On open areas music presentation is allowed during the whole course of the event. If this condition is not observed exhibition 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 of the Digest, author's law, in the valid version.
- **Waste disposal.** Use colour-coded containers located outside individual 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 pavilion manager at your request.
- **The placement of advertisements** on the grounds of the exhibition centre outside your own exhibition area **is not permitted.** The mass distribution of printed advertising materials, or their being scattered onto the Exhibition Centre from hired aeroplanes or balloons, is not permitted without the prior agreement of the trade fair administration. 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 authorised to promote your products and services on your own exhibition stand only. Any increased cleaning costs will be invoiced to the exhibitor in question. The use of means of advertising such as bicycles, skateboards and other means of motion on the grounds of the exhibition centre is likewise not permitted without the prior agreement of the trade fair administration.
- **Advertising panels, space and activities** can be ordered from Mr. Zahradníček in pavilion A3/door No. 215, phone: +420 541 152 216.
- We recommend that you **hand in the keys to any areas you lock to the relevant pavilion gatehouse** every day. If you do not so, and the outbreak of fire or a malfunction to equipment installed in the locked area is suspected, then you will be charged any damages arising from forced entry to this area.
- **The cleaning** of stands 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 (see the section Additional Important Information). The trade fair administration will not be held liable for any such damages.

**Central European
Exhibition Centre****BVV****Veletrhy
Brno**

SCHEDULE for event preparation and the course of the event, overview of prices

The given deadlines for the sending of orders must be observed!
The late sending of an order will entitle BVV Trade Fairs Brno to impose additional charges, to process the order with restrictions in accordance with the current situation, or to refuse the order altogether.

DEADLINE	CONTENTS
27. 4. 2011	Order stand construction, furniture, special stand equipment
27. 4. 2011*	Order connection to the INTERNET, euroISDN (with codes C090, C100)
27. 4. 2011**	Reserve negotiation and conference rooms off the stand (with code D180)
27. 4. 2011	Order Entry Passes, parking, vehicle entry (with codes E010–E020)
27. 4. 2011	Order admission tickets, paid catalogues (with codes E030, E040)
27. 4. 2011*	Order electrical connection (with code C010)
27. 4. 2011*	Order connection to water mains, kitchenette, compressed gas (with codes C030, C040)
27. 4. 2011	Order technical gases (with codes C050, C070)
27. 4. 2011*	Order telephones, faxes (with code C080)
27. 4. 2011	Order hostesses, interpreting within the stand (with code D030)
27. 4. 2011	Order forwarding and logistic services (with code D005)
27. 4. 2011***	Send stand plan and completed application form for approval (in two copies)
27. 4. 2011	Order flowers, exhibition stand security and cleaning (with codes B080, B090, D060, D070, D010, D020)
20. 5. 2011	Last permissible bringing in of heavy exhibits
24. 5. 2011	Commencement of the fair
26. 5. 2011	Conclusion of the fair
28. 5. 2011	Last permissible termination of dismantling and vacating of the exhibition area

*) – The price of ordered services with order forms C010, C030, C040, C080, C090, C100 (technical connections) will be increased by 10% if ordered after the deadline (see above).

– After the beginning of the assembly period the prices of orders C010, C030, C040, C080, C090, C100 (technical connections) will be increased by 25%.

– All prices of services are in case of belated ordering subject to conditions stated in the particular order form of the Order Forms brochure.

**) – We process orders for venues for conference company presentations and lectures off exhibition stands in the order in which they are received

***) – New system of approving expositions – more at www.bvv.cz/ expozone. If you are ordering the construction of your exhibition stand from the Stand Construction and Services Department of BVV Trade Fairs Brno, we will assured project approval for you

Note: Orders should be sent to the Stand Construction and Services Department of BVV Trade Fairs Brno

OVERVIEW OF PRICES FOR ENTRY, PARKING AND ADMISSION

Vehicle Entry Pass	
– with parking on open area by hall P	3,000 CZK + 20% VAT
One-day Vehicle Entry Pass	
– with parking on open area by hall P	850 CZK + 20% VAT
Parking for the entire duration of the fair	
Parking space outside the fair grounds	800 CZK + 20% VAT
EXPOPARKING unattended	800 CZK + 20% VAT
Entry Pass	
Entry Pass	200 CZK incl. VAT
All-day admission ticket	150 CZK incl. VAT
Reduced admission ticket	120 CZK incl. VAT
Assembly Pass	150 CZK incl. VAT

CONTACTS

Project Director WATENVI

Rađim Tichý phone: +420 541 152 888

Project manager WATER SUPPLY AND SEWERAGE

Petr Jurza phone: +420 541 152 907

Project manager ENVI BRNO

Simona Křečková phone: +420 541 152 585

PR and Promotion manager

Jana Tyrichová phone: +420 541 152 890

Stand construction manager

Petr Mařik phone: +420 541 152 950

PAVILION P. OPEN AREA P

– pavilion managerP/room 121

Pavel Jedlička phone: +420 541 152 930

.e-mail: pjedlicka@bvv.cz

– pavilion technicianP/room 126

Vlastimil Verner phone: +420 541 153 369

.e-mail: vverner@bvv.cz

SERVIS FOR EXHIBITORS, Hall P, door No. 122

Vladimíra Budláková phone: +420 541 152 365

BUILD UP PERIOD 20.–23. 5. 2011

1. OPENING HOURS



20.–22. 5. 2011 7.30 a.m.–12.00 midnight
23. 5. 2011 7.30 a.m.–8.00 p.m.

During these times, electricity is provided for assembly purposes.

Technical services will be provided after 6.00 p.m. only if ordered in advance! Ordered and paid technical services are provided on 22. and 23. 5. during the operating time. In exceptional cases the pavilion managers (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 the Exhibition Grounds Operations Manager – (phone: +420 541 152 501, fax: +420 541 152 509). **Assembly work must be completed by 8.00 p.m. on 23. 5. 2011 at the latest. At this time the electrical current, including lighting in exhibition halls, will be switched off!**

2. ENTRY TO THE EXHIBITION CENTRE



An Assembly and Dismantling Pass or an Entry Pass serves for entry to the grounds of the exhibition centre during the assembly period. Exhibitors will generally receive these passes by post a week before assembly begins, or will pick them up from the ground floor hall of the BVV Administration Building. **2 Assembly and Dismantling Passes are provided free on each leased exhibition area. A fee is charged for additional assembly passes ordered – the price for such Assembly and Dismantling Passes is 150 CZK incl. VAT.** Holders of Assembly and Dismantling Passes are obliged to wear them in a visible place. Admission to the BVV grounds will not be permitted without an Assembly and Dismantling Pass. Exhibitors will receive Entry Passes and Assembly and Dismantling Passes (free and for a fee) only if they have paid all their due financial liabilities in respect of the company Trade Fairs Brno. The price of an Entry Pass is 200 CZK incl. VAT.

3. VEHICLE ENTRY TO THE EXHIBITION CENTRE Gate No. 9 only, 23. 5 also gates No. 4 and 8.



In addition to the general rules given in the introduction to these instructions a Free Vehicle Entry Pass for the event must be shown at the gate during the assembly period. On 23. 5. 2011 a security deposit of 1,000 CZK, valid for a maximum of 4 hours, must also be paid on entry to the grounds, with last entry at 6.00 p.m. and last exit at 8.00 p.m. 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. It does not need to be paid by those holding Free Vehicle Entry Passes.

4. TRANSPORT, CUSTOMS AND HANDLING SERVICES ON THE BVV GROUNDS



The companies Kühne&Nagel and Schenker have been appointed Trade Fair's 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. **The last day on which large exhibits above 5 t, or exhibits requiring the use**

of mechanical devices, can be brought on 20. 5. 2011. This deadline must be observed otherwise can not be guaranteed bringing in of large exhibits to pavilions without any problems.

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 pavilion Z.

You can use also hand **material handling trucks** to transport your office supplies, promotional materials and smallware. The handling trucks can be borrowed after a **deposit 1000 CZK per 2 hours incl. VAT** is made. You will find the handling trucks in individual halls at marked locations. The handling trucks can be borrowed a day before the event starts, on the day of opening the event till 11.00 a.m., and on the last day of the event after the official closing of the event.

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. The 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 on the grounds, and the name of the event to which they are being sent. The recipient of such consignments are neither Trade Fairs 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 The official contractor for the construction of exhibition stands for this event is the Stand Construction and Services Department of BVV Trade Fairs Brno,

Petr Mařík, phone: +420 541 152 950,

fax: +420 541 152 361

e-mail: pmarik@bvv.cz, www.bvv.cz/expozice

which can offer you a complete exhibition art service, i.e.:

- free project quotation, including price calculation – creative preparation of the project
- creative spatial design of your exhibition stand, including graphic design and electrical connection
- comprehensive project implementation
- exhibition stands from the OCTANORM, COMBI, MAXIMA, DOPPELFORM, ALUR and MONTI construction systems, and atypical exhibition stands

The Stand Construction and Services Department of BVV Trade Fairs Brno can also offer the complete construction of exhibition stands anywhere in the Czech Republic or abroad.

Contact: Petr Mařík

phone: +420 541 152 950

fax: +420 541 152 361

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.

The approval of exhibition stand project documentation

All exhibitors are obliged to send a fully completed request for stand approval. Stand approval is free of charge within the stipulated deadline (given in "Deadlines"). A charge is made for approval after the valid deadline. A confirmed request for stand approval is essential to the take-over of the given exhibition area by the exhibitor or assembly company. **You can find the necessary form at www.bvv.cz/expozice or in printed form sent along with confirmation of the allocation of your exhibition area.**

If the construction of your exhibition stand is not performed by the BVV Trade Fairs Brno – Stand Construction and Services Department, it is essential that you:

- complete a request for exhibition stand project approval and submit within the given deadline www.bvv.cz/expozice
- submit a technical plan of your exhibition standing two copies for approval by the BVV Trade Fairs Brno, Business and Technical Department within the given deadline (see SCHEDULE) – Mrs. Věra Staneva, phone: +420 541 152 607, fax: +420 541 153 081, e-mail: vstaneva@bvv.cz
- to take over the exhibition area from the Exhibition Area Manager (see CONTACTS), and return it in its original condition following the end of the dismantling period.
- to observe all the provisions of the General Conditions for Participation for the event and the Technical Safety Regulations (see the Block of Order Forms)
- At the take over of the exhibition area, the following documents are required:
 - confirmed request for exhibition stand approval
 - "Confirmation" form (X030 – a part of the Block of Order Forms) together with the power of attorney.
 - proof of payment of the ordered services provided by BVV Trade Fairs Brno – these services will not be available unless they are paid till the beginning of the assembly.

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 fulfil special fire prevention conditions. Such stands must be submitted for the approval of the Trade Fairs fire prevention specialist, Business and Technical Department – Mrs. Věra Staneva, phone: +420 541 152 607, e-mail: vstaneva@bvv.cz 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.

The exhibitor engages to settle the charge for his stand approval on presenting it after the date given in the Organizational Instructions of the relevant event.

COURSE OF FAIR 24.–26. 5. 2011

1. OPERATING HOURS



for exhibitors
24. 5. 2010 . . . 7.00 a.m.–7.00 p.m.
25. and 26. 5. 2011. . 7.30 a.m.–7.00 p.m.
for visitors
every day 9.00 a.m.–5.00 p.m.

2. ENTRY TO THE EXHIBITION CENTRE



An Entry Pass serves for entry to the Exhibition Centre. Exhibitors will receive them by post at least one week before the fair build up begins. Additional ones can be ordered (see DEADLINES) or purchased at operational sections (see CONTACTS) if the exhibitor has paid all his due financial liabilities towards BVV Trade Fairs Brno. Each Entry Pass costs 200 CZK incl. VAT.

3. VEHICLE ENTRY TO THE EXHIBITION CENTRE



Entry to the exhibition centre is permitted only to cars and vans without trailers, as follows:

- **exhibitors with a Free Vehicle Entry Pass.** Exhibitors will receive 1–2 such passes (designed for parking on the reserved car park) free depending on the size of their exhibition area:

- up to 40 sqm – 1 free pass
- more than 41 sqm – 2 free passes

Additional Free Vehicle Entry Passes can be ordered (see SCHEDULE) or bought direct from operational sections (see CONTACTS). **The price of a Free Pass designed for parking on the reserved car park by hall P is 3,000 CZK + 20% VAT.**

- Entry is possible throughout the opening hours stipulated for exhibitors.

We recommend that exhibitors use gates 4, 8 and 9 to get to the car park by hall P. The number of reserved parking spaces is limited, for which reason we recommend early booking. Exhibitors can also buy one-day entry passes for themselves and their visitors and guests for the price of 850 CZK + 20% VAT (only for parking on open area K and P). These passes cannot be purchased for the final day of the event. It is also not possible to transfer a Free Vehicle Entry Pass onto another vehicle for the last day of the event. Free Entry passes do not entitle the holder to drive onto the exhibition area.

- **against a security deposit of 1,000 CZK.** Entry through gate 4 and 9 only. Entry against a security deposit is allowed only in the early morning, i.e. from 7.30 a.m. (7.00 a.m. on the first day of the event) to 8.30 a.m., with last exit from the grounds at 9.30 a.m., and in the afternoon from 5.30 p.m. to 6.30 p.m., with last exit from the grounds by 7.30 p.m. 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 grounds against a security deposit is not permitted in the afternoon of the final day of the event.

3.1 MOVING AROUND THE GROUNDS

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

4. PARKING



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.

We can recommend to all exhibitors parking in the **EXPOPARKING** building at the entrance to the grounds through pavilion E. The car park

is open non-stop. Reserved parking in the **EXPOPARKING** building (for the duration of the event): unattended 1,200 CZK + 20% VAT.

Price of reserved unattended parking includes event assembly period and dismantling period. The price for unattended parking without reservation, valid for the duration of the event, is 20 CZK/hour (incl. VAT). Reserved paid parking on car parks off the exhibition grounds is operated on event days from 7.00 a.m. to 8.00 p.m. Reserved parking on car parks can be ordered in advance (see SCHEDULE) or purchased direct from operational sections (see CONTACTS). The price for reserved paid parking for cars, valid for the duration of the event, is 1,200 CZK + 20% VAT. One-off parking, without a reservation, can also be purchased at the car park should space allow (150 CZK per day).

DISMANTLING PERIOD 26.–28. 5. 2011

1. OPERATING HOURS



Dismantling can be performed from 5.00 p.m. to 12.00 midnight on 26. 5. 2011 at the earliest. On 27. 5. 2011 dismantling work may be performed from 7.30 a.m. to 12.00 midnight.

Exhibition areas must be vacated and returned to the exhibition area manager by 8.00 p.m. on 28. 5. 2011 at the latest.

2. ENTRY TO THE EXHIBITION CENTRE



During the dismantling period an Entry Pass for the event serves for entry to the exhibition grounds. Missing Entry Passes will be available at operational sections (see CONTACTS).

3. VEHICLE ENTRY TO THE EXHIBITION CENTRE



Free Vehicle Entry Pass serves for entry to the grounds. **In the evening of the last day of the event cars may enter the exhibition grounds after 5.30 p.m., with last exit at midnight. 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 OF EXHIBITION STANDS AND EXHIBITS



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 6.00 p.m. at which time all supplies will be disconnected by BVV Trade Fairs Brno.

Any extension to the period of supply of electricity must be ordered from the manager of the operational section (see CONTACTS).

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

Exhibitors are responsible for the removal of their exhibits from the exhibition grounds by 8.00 p.m. on 28. 5. 2011. 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 (telephones, kitchenette equipment, etc.) will also be in-

voiced to the exhibitor. Any material left on exhibition areas will be considered as 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 exhibition area 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

the health centre in the Exhibition Centre, a building close to the Congress Centre
phone: +420 541 152 750
Mo–Fri: 7.30 a.m. to 6.00 p.m.,
Thursday 9.00 a.m.–6.00 p.m.

Dentist

a building close to the Congress Centre, 1st floor,
phone: +420 541 152 751
Mo–Fri: 7.30 a.m. to 2.00 p.m.

Emergency medical and dentist services

Ponávka 6, (Entry through the Emergency hospital)
phone: +420 545 538 538

2. POLICE



Department Policie Výstaviště
Rybářská 14
phone: +420 974 626 481

3. FIRE BRIGADE



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

4. SAFETY OFFICER



In the case of any accident contact the BVV Trade Fairs Brno safety officer
phone: +420 541 152 528.
In his absence please contact a representative of the company OSTREX, phone: +420 541 153 383.

5. BREAKDOWNS – EQUIPMENT FAILURE



Failures on exhibitors' stands
– phone: +420 541 153 176
Other equipment (off stands)
– phone: +420 541 153 208
Telephone breakdowns in the Exhibition Centre
– phone: +420 541 152 063
Emergency service in the exhibition grounds
– phone: +420 541 158 888

SERVICE FOR EXHIBITORS

1. SERVICE FOR EXHIBITORS

Hall P, door No. 122. This office accept the orders for the construction of exhibition stands, supplies of exhibition equipment, electrical and water mains connection, compressed air, technical gases, pylons, sprinkled gravel, telephones, fax machines, cleaning, flowers, foodstuffs, photographic services, video services, individual stand security, supplementary sales of passes, parking and entry passes to the grounds.

Passes, parking permits and vehicle entry permits, which it was not possible to send to you by post, await collection in the hall P, door No. 122, where you can also purchase additional passes, parking permits and vehicle entry permits.

Exhibition area managers provide services associated with the operation of exhibition pavilions and areas. They permit the commencement of assembly work on exhibition areas, and take over the vacated exhibition area from the exhibitor or assembly company following the end of the event.

The technician manager coordinates the construction of exhibition stands and is responsible for supplies of exhibition equipment.

See **CONTACTS** for the people to contact in each pavilion.

2. BUSINESS CENTRE

Pavilion P – a centre where services to visitors and exhibitors are provided free of charge. Timing – mediation of contact between a visitor and an exhibitor. Updated fair information; information of other fairs and products; office and assistance (PC, fax, Internet), areas for business meetings and exchange of information.

phone: +420 541 152 717, 715

fax: +420 543 211 740, e-mail: visitor@bv.v.cz
– opening hours the same as the opening hours of the given trade fair.

ADDITIONAL IMPORTANT INFORMATION

1. BANKING SERVICES, EXCHANGE OFFICE

Trade Fairs internal bank – the ground floor of the Administration Building of BVV, phone: +420 541 153 230, 541 153 184 fax: +420 541 152 995

– payments in cash, credit card payments
– VISA, AMERICAN EXPRESS, EC/MC, accepts travellers cheques, cash withdrawals against VISA, EC/MC.

opening hours:

23. 5. 2011 9.00 a.m.–12.30 p.m.
. 1.30 p.m.–5.00 p.m.
24.–26. 5. 2011 . . . 9.00 a.m.–12.30 p.m.
. 1.30 p.m.–3.00 p.m.

Branch of ČSOB a.s. Brno

the foyer of the pavilion E

phone: +420 541 159 725-8

Standard bank services are offered here.

Opening hours of counters:

Mon 9.00 a.m.–12.30 p.m., 1.30–5.00 p.m.
Tue 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.
Thu 9.00 a.m.–12.30 p.m., 1.30–5.00 p.m.
Fri 9.00 a.m.–12.30 p.m., 1.30–3.00 p.m.

ATM location in the Exhibition Centre

– ATM of ČSOB

at the entrance to hall E – credit cards,

EUROCARD-MASTERCARD, VISA

– ATM of UniCredit Bank, a.s.

foyer of hall P – credit cards EUROCARD-MASTERCARD, VISA

2. TRANSPORT, FORWARDING AND CUSTOMS SERVICES

Kühne&Nagel

fair department Brno

phone: +420 543 565 510–511

fax: +420 543 565 519

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

www.kuehne-nagel.com

Schenker

foreign and domestic exhibits

Miloslav Ondroušek, phone: +420 544 520 837

e-mail: miloslav.ondrousek@schenker.cz

Kateřina Bevilacqua, phone: +420 544 520 830

e-mail: katerina.bevilacqua@schenker.cz

fax: +420 541 159 259

Performing the loading and unloading of goods (exhibits), customs clearance and transport services on the grounds, storage, and air, lorry and sea transport.

3. INFORMATION SERVICE

ELIS information stands in pavilions in daily operation on the exhibition grounds from 23. to 26. 5. 2011, offering visitors information throughout the course of the event on the location of exhibitors, arranged according to types of exhibits and names of companies, information on the accompanying programme, and information necessary for their stay in Brno. ELIS stands also provide other services, such as fax machines, the issuing of catalogues and telephone directories for exhibitors and the sale of event catalogues to visitors and provide contacts for:

- handling services
- insurance
- advertising off exhibition stands
- the services of the Brno Tourist Information Centre
- taxi services.

4. EVENT CATALOGUES AND TELEPHONE DIRECTORIES

The price of the event catalogue is . . 70 CZK Sale at box-offices and on ELIS stands. Free catalogues for exhibitors and ordered catalogues to be paid can be picked up on information ELIS stands. Catalogues may also be ordered to be sent by post. Orders are received by phone: +420 541 153 247, fax: +420 541 153 048, e-mail: mtotova@bv.v.cz

5. INSURANCE

ČESKÁ POJIŠŤOVNA

hall A3, ground floor, room No. 1

phone: +420 541 159 107

Opening hours:

23–26. 5. 8.00 a.m.–6.00 p.m.

27. 5. 8.00 a.m.–5.00 p.m.

Providing insurance for exhibits and goods designed for sale, insuring exhibition stand equipment, hospitality, promotional materials, the personal effects of members of staff, insuring liability for exhibition stand operation, insuring transportation and other usual insurance products for companies and individuals.

INDIVIDUAL STAND SECURITY

Individual stand security can be ordered from SBS OSTREX, s.r.o., phone: +420 541 152 513, e-mail: ostrex2@volny.cz

6. FOOD AND DRINKS

EXPO RESTAURACE supplies hot food to order: phone: +420 541 158 413, 541 159 405

7. PROTOCOL/RECEPTION

The trade fair centre by the lake, protocol – official guests, manager
phone: +420 541 153 278, 541 152 397

8. ADVERTISING ON THE GROUNDS OF THE EXHIBITION CENTRE

Advertising media and spaces and other advertising activities can be ordered from Mr. Zahradníček – phone: +420 541 152 216, pavilion A3, room 215. The advertising space can be used for inflatables of various kinds, individual advertisements and associated services (the rental and servicing of inflatables, airships). The pertinent member of staff will ensure the distribution of your printed materials to the stands of exhibitors, 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 bear your advertisements can also be provided.

9. RESTAURANTS AND SNACK BARS ON THE EXHIBITION GROUNDS

BUFET

Hall P – east . . . phone +420 541 159 318

Hall P – west . . . phone +420 541 159 308

RESTAURANT

Hall P phone +420 541 159 319

10. THE PRESS CENTRE

Pavilion P, phone: +420 541 152 890

11. ACCOMMODATION

A special offer for accommodation for exhibitors at a reduced price at the Holiday Inn Hotel Brno and Hotel Voroněž.

BVV Trade Fairs Brno,

Administration Building, counter No. 4

phone: +420 541 152 777,

e-mail: epeskova@bv.v.cz

12. TRADE FAIR RADIO

The Zameček building

phone: +420 541 152 035

To order an advertisement or commercial announcement, phone +420 541 153 117.

13. ADMISSION TO THE EVENT

All-day admission ticket

to the fair 150 CZK

Reduced admission ticket

to the fair 120 CZK

14. ADMISSION PROHIBITED

The admission of pets (dogs and cats, etc.) to the exhibition grounds is not permitted, neither during the assembly and dismantling periods nor during the course of the fair. The entry by bicycle to the exhibition grounds 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 grounds of the exhibition centre is likewise not permitted without the prior agreement of the trade fair administration.

