

8.–9. 3. 2013, BRNO – EXHIBITION CENTRE, CZECH REPUBLIC

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

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 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

- Vehicle entry to the grounds of the exhibition centre – we recommend exhibitors use gate 4. Gate No. 4 is open for passenger cars and utility vehicles up to total weight of 3,5 tonnes only. **Drivers are obliged to respect the instructions of the guards on the gate.**
- **All vehicles must observe the traffic signs on the grounds** and leave the grounds of the exhibition centre following the end of the opening hours given in these organisational instructions. Any breach of this regulation will be punished by a penalty of 5,000 CZK. Overnight parking on the grounds is not permitted. The entry of vehicles into exhibition halls is prohibited. The entry of lorries and vans onto the BVV Trade Fairs Brno exhibition grounds during the course of the trade fair is not permitted. 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 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. 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 Assembly Passes ordered. (Please see THE ASSEMBLY PERIOD – Entry to the Exhibition Centre for further details.) **The holder of an assembly pass is obliged to wear it in a visible place at all times when on the BVV grounds.**
- **Escape routes must be kept 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 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 disposal of ecological waste. disposal vessels will be located by Hall E.**
- **All assembly work must be completed** by 8.00 p.m. on 7. 3. 2013 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.**
- **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.** BVV Trade Fairs Brno may take appropriate action if these conditions are not observed, e.g. disconnect the supply of electricity to the stand following prior written notification. 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 BVV Trade Fairs Brno, 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 grounds of 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 grounds of 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 porter's lodge 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 clearing companies.
- **We recommend that you insure exhibits** (including packaging) against any possible damage or loss, or recommend individual stand security (see the section Services). The trade fair administration will not be held liable for any such damages.

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 (ORDER NUMBER IN THE ORDER BLOCK)	CONTACT
by 11. 2. 2013	Send information about company conferences and press conferences, send information about new products and exhibits for the trade press, send documentation for PR portal.	Jaromír Krejčí phone: +420 541 152 627 jkrejci@bvvcz
by 15. 2. 2013	Order advertising on the exhibition grounds, trade fair radio, order distribution service (printed materials to stands, authorisation for own distribution).	Eliška Holánová phone: +420 541 153 117 eholanova@bvvcz
by 24. 2. 2013	Order connections – electricity, water, air, telecommunication services, INTERNET (codes C010, C030, C040, C080, C100)	Zuzana Mrňová phone: +420 541 153 336 zmrnova@bvvcz
by 24. 2. 2013	Order other services, equipment, entry passes, parking, vehicle entry passes (order section B, D, E)	Zuzana Mrňová phone: +420 541 153 336 zmrnova@bvvcz
by 24. 2. 2013	Insuring exhibition stands and exhibits	Česká pojišťovna, a.s. phone: +420 541 159 107, Hall A3, ground floor
6. 3. 2013	Assembly begins at 8.00 a.m. in hall E	
7. 3. 2013	Package stands will be handed over to exhibitors from 8 a.m.	
7. 3. 2013	Assembly work ends at 8.00 p.m.	
8. 3. 2013	The fair begins at 9.00 a.m.	
9. 3. 2013	The fair ends at 6.00 p.m., dismantling begins	
11. 3. 2013	Latest permissible completion of dismantling work and clearance of exhibition area – at 18.00 p.m.	

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

After the beginning of the assembly period the prices of orders C010, C030, C040, C080, C100 (technical connections) will be increased by 25%. In case of delayed ordering, all prices of services (except technical connections) are 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 Department of Construction and Service, we will assure project approval for you. We process orders for venues for conference company presentations and lectures off exhibition stands in the order in which they are received.

OVERVIEW OF PRICES FOR VEHICLE ENTRY PASSES, PARKING AND ADMISSION TO THE EVENT	
Free entry pass	1,000 CZK + VAT
One-day free entry pass	500 CZK + VAT
Deposit (under the conditions given in the Organisational Instructions)	1,000 CZK
PARKING ON OPEN-AIR CAR PARKS	
Pre-paid (for the duration of the event)	1,200 CZK + VAT
One-off	120 CZK/day incl. VAT
PARKING AT EXPOPARKING	
Pre-paid unattended (for the duration of the event including the assembly and dismantling periods)	1,200 CZK + VAT
Entry pass	300 CZK incl. VAT
Assembly and dismantling pass	150 CZK incl. VAT

Central services for exhibitors during the assembly period, the course of the fairs and the dismantling period can be found at:

BVV Administration Building, ground floor, counter 7

Mrs. Šárka Chovančíková, phone: +420 541 152 612, e-mail: schovancikova@bvvcz.

CONTACTS

THE ORGANISER OF THE EVENT

BVV Trade Fairs Brno, Výstaviště 1, 647 00 Brno
phone: +420 541 152 398
fax: +420 541 153 054
www.bvvcz/fmp, fmp@bvvcz

Director of the FRANCHISE MEETING POINT Fair

Mrs. Jana Štěpánková
phone: +420 541 152 842, +420 602 750 266, e-mail: jstepankova@bvvcz

Project manager

Mrs. Lenka Bednářová
phone: +420 541 152 398, +420 724 006 196, e-mail: lbednarova@bvvcz

PR and Advertising Manager

Mr. Jaromír Krejčí
phone: +420 541 152 627, +420 602 442 839, e-mail: jkrejci@bvvcz

Stand Construction and Services

Mr. Martin Mikša
phone: +420 541 152 912, +420 602 584 379, e-mail: mmiksa@bvvcz

HALL E

Hall Manager: Mr. Milan Pernica, E/room 202,
phone: +420 541 153 166, +420 724 261 464
Production Technician: Mr. Jan Rosenberg, E/room 210,
phone: +420 541 153 031, +420 602 715 964

ASSEMBLY PERIOD



A) OPENING HOURS

6.–7. 3. 2013 8.00 a.m.–8.00 p.m.

Notice: Please, respect visitors of other exhibitions (ProDítě, Rybaření, PENÍZE) held on BVV fairgrounds from March 7, 2013 and use for the transportation of publicity and assembly material to the 1st floor of conference hall E the transport lift only and do not park your cars in front of entrances to the hall E.

During assembly time there will be possible to use electric power for assembly needs. Technical services will be provided after 8.00 p.m. only if ordered in advance! Technical services ordered and paid for are provided throughout the entire opening hours for assembly on 6. 3. and 7. 3. 2013. The exhibition area manager may permit an extension to the assembly period in extraordinary cases for a fee agreed in advance (see CONTACTS). Early assembly must be ordered at least one week before the stipulated time of the beginning of the assembly period for the fair, i.e. by 27. 2. 2013, from the Exhibition Centre Administration Manager (Mr. Vladimír Piák, phone: +420 541 152 501, fax: +420 541 152 509, e-mail: vpiak@bvv.cz) for a fee agreed in advance.

Assembly work must be completed by 8.00 p.m. on 7. 3. 2013, at the latest. At this time the electrical current, including lighting in exhibition halls, will be switched off!



B) ENTRY TO THE GROUNDS DURING THE ASSEMBLY PERIOD

An Entry Pass and 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 from the Fair Commercial Service – ground floor of the Administration Building. 2 Assembly and Dismantling Passes are provided free of charge. A fee is charged for additional 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 additional pass for each whole or part 20 sqm indoors or 100 sqm outdoors.

Passes over and above the stipulated number must be ordered for a payment (the price of an entry pass is 300 CZK incl. VAT, the price of an assembly and dismantling pass is 150 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. The trade fair administration is entitled to order persons not wearing such a pass to leave the exhibition hall or the grounds of the exhibition centre. 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 grounds

of 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.

The entry of vehicles onto the grounds during the assembly period is possible against an Assembly and Dismantling Pass or a Free Vehicle Entry Pass for the fair through gates 4.

On 7. 3. 2013 entry will be through gates 4 during stipulated open hours against the payment of a deposit of 2,000 CZK, for a maximum of 4 hours.

Last entry to the grounds: 6.00 p.m.

Last exit from the grounds: 8.00 p.m. This deposit will be forfeited if the given time limit

is exceeded. The deposit is to be paid by drivers of cars and lorries. Those holding a Free Entry Pass need not pay this deposit.



D) 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. Overnight parking of vehicles on the grounds is not permitted. The entry of vehicles into exhibition halls is prohibited.



E) THE CONSTRUCTION OF EXHIBITION STANDS

(ends at 8.00 p.m. on 7. 3. 2013)

The Stand Construction and Services

Department of BVV Trade Fairs Brno is the official partner for the construction of exhibition stands: Mr. Martin Mikša, phone: +420 541 152 912, e-mail: mmiksa@bvv.cz. 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 systéme OCTANORM, MAXIMA, DOPPELFORM, MONTI and STRUKTUR, and custom-built stands.

Stand Construction and Services Department can also offer the complete construction of exhibition stands anywhere in the Czech Republic or abroad. Phone: +420 541 152 906.

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, Department of Fire Safety and Health and Safety at Work, in duplicate within the stipulated deadline (see SCHEDULE) (Věra Staneva, phone: +420 541 152 607, fax: +420 541 153 081, e-mail: vstaneva@bvv.cz);
- to take over your exhibition area from the exhibition area manager (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;
 - you will not be allowed to take over your exhibition area unless you have paid the invoice for the exhibition area rental;
 - 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;
 - you must observe all the provisions of the General Conditions of Participation for the event and the

Technical Safety Regulations (see the Order Block).

The approval of exhibition stand project

documentation. It is a basic obligation for all exhibitors to send a fully completed request for stand approval. A confirmed request for stand approval is essential to the exhibitor or assembly company taking over the exhibition area. You can find a form at www.bvv.cz/objednavkovyblok. The charge for the approval of project documentation is included in the technical fee (see General Rules).

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 exposition. Exhibition stands of more than

one storey must also fulfil special fire prevention conditions. Such stands must be submitted for the approval of the fair administration fire prevention specialist, Business and Technics Department – Mrs. Věra Staneva, phone: +420 541 152 607, fax: +420 541 153 081, e-mail: vstaneva@bvv.cz.

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 GROUNDS OF THE EXHIBITION CENTRE

The companies Kühne + Nagel spol. s r.o. and 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 direct (not through BVV Trade Fairs Brno). You can find the necessary contact information in the section SERVICES/C 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.

You may not use your own mechanical equipment for unloading or loading or for assembly and dismantling work! 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. Transport and handling services must be ordered in advance.

THE COURSE OF THE EVENT 8.–9. 3. 2013



A) OPENING HOURS

For exhibitors:

8.–9. 3. 2013 8.00 a.m.–7.00 p.m.

For visitors:

8.–9. 3. 2013 9.00 a.m.– 6.00 p.m.



B) ENTRY TO THE GROUNDS

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 at least 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 300 CZK each (incl. VAT).

C) MOVEMENT 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.



D) ENTRY OF VEHICLES TO THE GROUNDS

Only cars and vans up to 3.5 t (including load) without a trailer may enter the grounds of the exhibition centre.

- on the basis of Free Entry Pass purchased in advance. Entry is possible through gates 4 throughout the opening hours stipulated for exhibitors. These passes can be ordered (see SCHEDULE), or purchased directly from the SERVICES FOR EXHIBITORS, and cost **1,000 CZK + VAT**.
– Exhibitors may also purchase one-day Free Entry Passes for themselves and their visitors and guests for the price of **500 CZK + VAT**. These entry passes cannot be purchased for the last day of the event. For the final day of the event it is not possible to transfer Free Entry Pass onto another vehicle for the last day of the event. **The licence plate number of the vehicle must be stated for a free entry pass to be issued!**
- **against a deposit of 1,000 CZK** entry through Gate 4 only. Entry to the grounds from 9.00 a.m. (from 8.00 a.m. on the 1st day of the event) to 9.30 a.m. with last exit from the grounds of the exhibition centre by 10.30 a.m., and in the afternoon hours from 5.00 p.m. to 6.00 p.m. with last exit from the grounds of the exhibition centre by 7.00 p.m., with the deposit being valid for a maximum period of 1 hour. **The deposit will be forfeited in full if the given time limit is exceeded. Entry to the grounds against a deposit is not permitted in the afternoon hours of the last day of the event.**



E) 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. Overnight parking of vehicles on the grounds is not permitted. **parking on car parks outside the exhibition centre:** We recommend that all exhibitors park in the EXPOPARKING building at the entry to the grounds of the exhibition centre through Hall E. The EXPOPARKING car park is open non-stop. Prepaid parking in the EXPOPARKING building (for the entire duration of the event): **Unattended: 1,200 CZK + VAT.** The price for pre-paid unattended parking for the entire duration of the event includes the assembly and dismantling periods. **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 120 CZK incl. VAT.

DISMANTLING PERIOD 9. 3. 2013



A) OPENING HOURS

9. 3. 2013 6.00 p.m. – 10.00 p.m.

10.–11. 3. 2013 8. a.m. – 6 p.m.

Notice: Please, respect visitors of other exhibitions (ProDítě, Rybaření, PENÍZE) held on BVV fairgrounds and use for the transportation of publicity and material from the 1st floor of conference hall E the transport lift only and do not park your cars in front of entrances to the hall E. **Dismantling** begins immediately following the closing of the gates of Brno Exhibition Centre to visitors, i.e. at 6.00 p.m. on 9. 3. 2013. The return of empty packaging stored by contractual 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 9. 3. 2013. Aisles between exhibition stands must remain clear throughout the entire dismantling period. **You must vacate your exhibition area and hand it back to the exhibition area manager by 6.00 p.m. on 11. 3. 2013 at the latest.**



B) ENTRY TO THE GROUNDS OF 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 identical to the number of Entry Passes provided free on the given exhibition area. 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 GROUNDS OF THE EXHIBITION CENTRE

Entry to the grounds is possible throughout the dismantling period against an Assembly and Dismantling Pass or a Free Entry Pass through gate 4. 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 grounds of 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. Any 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 WORK, THE DISMANTLING AND REMOVAL OF EXHIBITION STANDS AND EXHIBITS

(ends at 6.00 p.m. on 11. 3. 2013)

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, this by the time stipulated for the end of such work at the latest;
- pay any due liabilities in respect of BVV Trade Fairs Brno (otherwise the exhibitor will not be permitted to leave the exhibition grounds).

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 exhibition area manager (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 would 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.

F) CUSTOMS

see Services

EMERGENCY CALLS



A) MEDICAL SERVICE

The medical centre on the fair grounds in the building next to the Congress Centre, phone: +420 541 152 750, +420 543 247 633,

8. 3. 2013 7.30 a.m. – 6.00 p.m.

9. 3. 2013 9 a.m. – 6 p.m.

Dentist: the building next to the Congress Centre, 1st floor, phone: +420 541 152 751
8. 3. 2013 7.30 a.m. to 2.00 p.m.

Emergency medical service:

Ponávka 6, Brno, phone: +420 545 538 538. Entrance through the hospital.



B) POLICE

Exhibition Centre station, 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 OFFICER**

The safety officer must be contacted in the case of an injury, phone: +420 541 152 528; in his absence he will be represented by the company OSTREX, phone: +420 541 153 383.

**E) BREAKDOWNS – ACCIDENTS**

Maintenance and servicing 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, telephones, faxes, cleaning, flowers, food, photographic services, individual stand security, additional sale of passes, parking and vehicle entry passes to the grounds of 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 (Mrs. Chaloupková, phone: +420 541 153 153 and Mrs. Davidová, phone: +420 541 152 982), where you can also buy additional passes, parking permits and vehicle entry passes. **Exhibition area managers** provide services associated with the operation of exhibition halls and areas. They permit the commencement of assembly work on exhibition areas, and take over vacated exhibition areas from exhibitors or assembly companies following the end of the event. **Production technicians** manage and coordinate the construction of stands, the delivery of exhibition equipment and the installation. **See CONTACTS for individual exhibition halls.**

B) WIFI

Wireless network for mobile access to Internet is available at Brno Exhibition Centre. The service is provided in the Wi-Fi – 802.11b,g standard. The card with a password and login can be bought on Information stands in the halls V and F. **The speed and quality of the Internet access depends on the number of connected users. The number of connections is limited 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 Order Forms).
Contact person: Mr. Josef Dosoudil, phone: +420 541 152 810, e-mail: jdosoudil@bvvcz

SERVICES**A) TRADE FAIR RADIO**

The Zámeček building
phone: +420 541 153 117, 541 152 216 (during the course of the fairs only)

B) BANKING SERVICES, BUREAU DE CHANGE

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

accepts:

– 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

provides:

– the exchange of foreign currency – cash payments against VISA and EUROCARDMASTERCARD payment cards – cash payments against traveller's cheques
opening hours:
6. 3. 2013
9.00 a.m.–12.30 a.m., 1.30 a.m.–5.00 p.m.
7.–8. 3. 2013
9.00 a.m.–12.30 a.m. 1.30 p.m.–3.00 p.m.
9. 3. 2013 closed

A branch of ČSOB a.s.

the foyer of Hall E, branch manager: phone: +420 541 159 747, counters: +420 541 159 725–8

opening hours at 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.
THUR	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 of ČSOB – ground floor of pavilion E (foyer) for cash withdrawals from EC/MC and VISA cards.

UNICREDIT BANK ATM – entry foyer, Hall P

C) TRANSPORT, CUSTOMS AND HANDLING SERVICES, FORWARDING TERMINAL**KÜHNE + NAGEL spol. s r.o.**

by gate 9

Výstaviště 1, 647 00 Brno
Mrs. Eva Skrejvalová jr.,
phone: +420 543 565 510–511,
fax: +420 543 565 519,
e-mail: exposervice.brno@kuehne-nagel.com
www.kuehne-nagel.com

SCHENKER, spol. s r. o.

by gate 9

Mr. Miloslav Ondroušek,
phone: +420 544 520 837,
e-mail: miloslav.ondrousek@schenker.cz,
Mrs. Kateřina Bevilaqua,
phone: +420 544 520 830,
e-mail: katerina.bevilaqua@schenker.cz,
fax: +420 541 159 259, www.schenker.cz

Performs the loading and unloading of goods (exhibits), customs clearance and transport services on the grounds of the exhibition centre, storage, and arranges air, road and sea transport.

D) INSURANCE

Insurance can be provided against damage to, or loss of, exhibits including empty packaging, equipment and furnishing of stands, food and drinks, promotional materials, products, movables and personal effects of your employees and clients visiting the stand. Stand operational risk liability insurance, transportation insurance and other standard insurance products can also be contracted by both private individuals and companies.

Insurance can be ordered from:

Česká pojišťovna, a.s., Mr. Vlastimil Hanáček, hall A3, ground floor, door No. 1, phone: + 420 541 159 107, +420 608 866 338, e-mail: vhanacek@volny.cz.

E) INDIVIDUAL EXHIBITION STAND SECURITY

Individual exhibition stand security is provided by Ostrex, s.r.o., phone: +420 541 153 383. Orders may be made only using the Order Block.

F) PRESS CENTRE

– accreditation, services for journalists, the offices of the BVV Trade Fair Bulletin PR and Advertising Manager – Mr. Jaromír Krejčí, phone: +420 541 152 627, +420 602 442 839

G) PROTOCOL/RECEPTION

The fair centre by the lake for official guests, phone: +420 541 152 835, 541 152 582

H) ADVERTISING

Advertising carriers, areas and activities can be ordered from Mrs. Holánová, Hall A3/room 224, phone: +420 541 153 117. The pertinent member of staff can assure that your printed materials are distributed to exhibitors' stands, can issue permits for the distribution of printed materials to visitors, and can help you get your advert broadcast on trade fair radio. Newsboys and mascots can also be provided to make sure your advertising gets seen.

I) RESTAURANTS AND SNACK BARS ON THE GROUNDS OF THE EXHIBITION CENTRE, FOOD AND DRINKS**EXPORESTAURACE a.s.**

information phone: +420 541 159 423

central orders fax: +420 541 159 417

mobile: +420 777 024 702 e-mail: fostrizek@bvvcz

EXPO RESTAURACE

Hall V phone: +420 541 159 761

BISTRO

Hall V phone: +420 541 159 762

PIZZABISTRO

Hall F

STARBUCKS

Hall E-1st Floor, Stand Nr. 036

EXPO restaurace delivers food, drinks and hot dishes to exhibition stands, phone: +420 541 158 413, fax: +420 541 159 417. The organisation of receptions, cocktail parties and refreshments at press conferences and company presentations, information: František Ostřížek, phone: +420 541 159 423, mobile: +420 777 024 702, fax: +420 541 159 417, e-mail: fostrizek@bvvcz.

J) ACCOMMODATION

Administration Building of BVV, counter 4
Mrs. Jana Hřítková, phone: +420 541 152 775,
fax: +420 541 152 757 e-mail: hotels@bvvcz,
jhrtikova@bvvcz, www.bvvcz/travelling

K) ADMISSION TO THE EXHIBITION GROUNDS PROHIBITED

Entry onto the grounds on motorbikes, bicycles, scooters, roller skates, two-wheeled handcars and skateboards is not permitted either during the assembly and dismantling periods or during the course of the fairs.

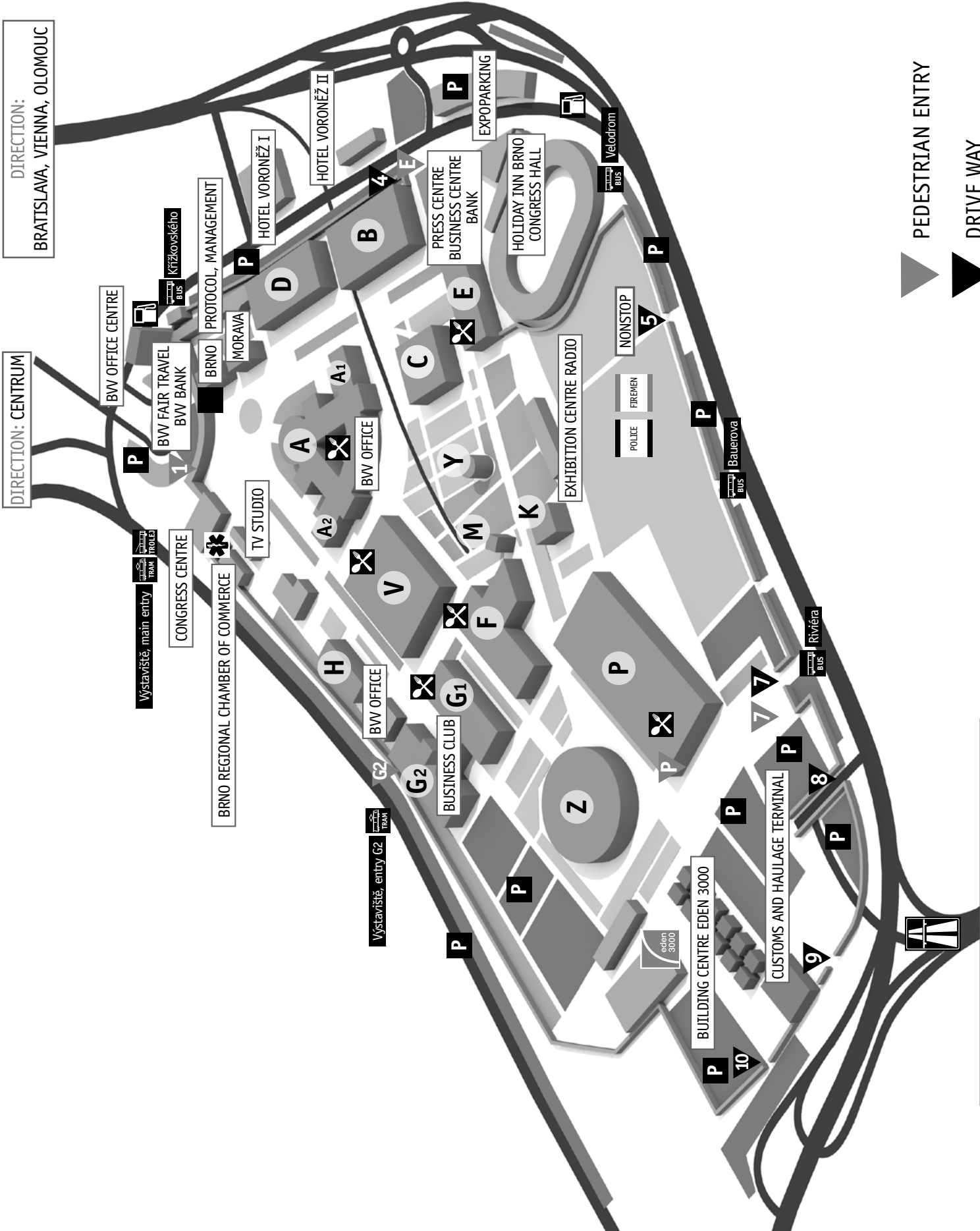
L) ADMISSION TO THE EXHIBITION GROUNDS PROHIBITED

The admission of pets (dogs and cats, etc.) to the exhibition grounds is not permitted either during the assembly and dismantling periods or during the course of the fairs.

You are welcome to visit exhibitions PRODÍŤE (Prudoucks for Children), RYBAŘENÍ (International Exhibition for Fishing Tackle), PENÍŽE (Private finance and investment Fair) which will be held in halls V and F from March 7 to 10, 2013.

DIRECTION: CENTRUM

DIRECTION: BRATISLAVA, VIENNA, OLOMOUC



Wystawiště, main entry
 CONGRESS CENTRE
 TV STUDIO
 BRNO REGIONAL CHAMBER OF COMMERCE

BVW OFFICE CENTRE
 BW FAIR TRAVEL
 BW BANK
 BRNO MORAVA
 PROTOKOL, MANAGEMENT
 HOTEL VORONÉŽ I
 HOTEL VORONÉŽ II

EXPOPARKING
 PRESS CENTRE
 BUSINESS CENTRE
 BANK
 HOLIDAY INN BRNO
 CONGRESS HALL
 EXHIBITION CENTRE RADIO
 POLICE
 FIREMEN
 NONSTOP

A
 A₁
 A₂
 B
 C
 C
 D
 E
 E
 F
 G₁
 G₂
 G₂
 H
 H
 K
 K
 M
 M
 V
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 Y
 Y
 Z
 Z

BUILDING CENTRE EDEN 3000
 CUSTOMS AND HAULAGE TERMINAL
 Riviera
 Baulerova
 Velodrom



DIRECTION: SVITAVY, HRADEC KRÁLOVÉ, WROCLAW

DIRECTION: PRAGUE, OLOMOUC, BRATISLAVA, VIENNA