



February 27 – March 2, 2018 BRNO EXHIBITION CENTRE, CZECH REPUBLIC

ORGANISATIONAL INSTRUCTIONS

for the assembly and dismantling periods and the course of the event (important information for exhibitors and stand contractors)

We would ask exhibitors who have not ordered the stand construction from BVV Trade Fairs Brno to pass a copy of these instructions to **the stand contractor**.

Organisational instructions for assembly and dismantling periods, and the course of the fair were issued by BVV Trade Fairs Brno.

SCHEDULE for event preparation and the course of the event The deadlines given for the sending of order forms must be observed!

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

The price of ordered services with order forms C010, C030, C040, C080, C100 (technical connections), B010, B020, B030, B050 (furniture) and D085 (suspension wires)

- will increase by 10% if ordered after the deadline (see schedule)
- will increase by 25% if ordered after the beginning of assembly

DEADLINE		CONTACT
by Feb 9, 2018	Order stand construction, stand equipment, incl. furniture	BVV Trade Fairs Brno Stand
by Feb 9, 2018	Reserve negotiation and conference rooms off exhibition stands	Construction and Services Výstaviště 405/1, CZ – 603 00 Brno
by Feb 9, 2018	Order connections of: electricity, water, air, telecommunication services, the Internet, suspension wires	Zuzana Mrňová phone: +420 541 153 336 e-mail: zmrnova@bvv.cz
by Feb 9, 2018	Order other services: equipment, entry passes, parking, car passes to the BVV grounds	
by Feb 9, 2018	Send exhibition stand plan for approval (in two copies) *	BVV Trade Fairs Brno Výstaviště 405/1, CZ – 603 00 Brno Věra Staneva phone: +420 541 152 607 e-mail: vstaneva@bvv.cz
by Feb 17, 2018	Send information about company conferences and press conferences, send information about new products and exhibits for the trade press	Michal Svoboda phone: +420 541 152 969 e-mail: msvoboda@bvv.cz
by Feb 17, 2018	Order fair advertisement, distribution services (printed materials to the stands, permit for one's own distribution) and fair radio	Ivan Zahradníček phone: +420 541 152 216 e-mail: izahradnicek@bvv.cz
Feb 27, 2018	Assembly begins at 7.30 a.m.	
Feb 26, 2018	Assembly works end at 8.00 p.m.	
Feb 27, 2018	Trade fairs begin at 9.00 a.m.	
March 2, 2018	Trade fairs end at 4.00 p. m.	
March 2, 2018	Dismantling begins at 4.00 p. m.	
March 5, 2018	at noon – latest permissible completion of dismantling work and clearance of exhibition area	

OVERVIEW OF PRICES FOR CAR ENTRIES, PARKING AND ADMISSION TO THE EVENT

Car pass	4,000 CZK + VAT
One-day car pass	1,500 CZK + VAT
Deposit (on conditions given in the Organizational Instructions)	2,000/1,000 CZK
PARKING ON OPEN SPACE LOTS	
Prepaid (for the whole course of the event)	1200 CZK + VAT
One-off	150 CZK/day incl. VAT
PARKING IN EXPOPARKING	
Prepaid and reserved (for the whole course of the event incl. days of build-up and dismantling period)	1,200 CZK + VAT
Entry pass	500 CZK incl. VAT
Build-up and dismantling pass	150 CZK incl. VAT
Business admission ticket	250 CZK incl. VAT
Reduced ticket	100 CZK incl. VAT

Central service for exhibitors during the assembly period, the course of the trade fair and the dismantling period:

Administration building, ground floor, counter No. 7

Barbora Rudolecká
phone: +420 541 152 612
e-mail: brudolecka@bv.v.cz

Eva Přikrylová
phone: +420 541 152 223
e-mail: eprikrylova@bv.v.cz

Hall P, office No. 122

Vladimíra Bodláková
phone: +420 541 152 365
e-mail: vbodlakova@bv.v.cz

CONTACTS

ORGANIZER OF THE EVENT

BVV Trade Fairs Brno, Výstaviště 405/1
603 00 Brno, Czech Republic
phone: +420 541 151 111

Project Director

Radim Tichý
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Assistant to the Project Director

Šárka Chovančíková
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Project Manager SALIMA, SALIMATEch, MBK, VINEX

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Project Manager SALIMATEch, INTECO

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Project Manager EmbaxPrint

Lenka Bednářová
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PR and Advertising Manager

Michal Svoboda
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Managers of stand construction and services

Anežka Žvanutová
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e-mail: azvanutova@bv.v.cz
Denisa Jelínková
phone: +420 541 152 829,
e-mail: djelinkova@bv.v.cz

Hall managers

Hall A
Tomáš Odstrčil, hall A/office No. 7,
phone: +420 606 650 396

Hall G1
Milan Podsedník, hall G6/office No.56,
phone: +420 602 476 824

Hall V
Josef Zámečník, hall V/office No.135,
phone: +420 602 750 278

DEAR EXHIBITORS,

We would 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 for participation, and which, with your signature, you have undertaken to respect.

GENERAL RULES

- **Car entries to the Exhibition Centre – for details see Assembly Period, Course of the Fair and Dismantling Period. We recommend exhibitors to use Gates 8 and 9. Gate 4 is open only on the last day of the assembly period on Feb 26, 2018 and in the course of the event.**
- Cars only may enter through Gate 4, an entry lane here is reserved for vehicles with a Car Pass. Cars and trucks may enter the grounds through gates 8 and 9. All vehicles requiring handling services must enter through Gate 9. **Drivers are obliged to respect the instructions of the guards on the gates.**
- **All vehicles must observe traffic signs on the grounds** (most importantly the ban on parking on marked areas) and leave the exhibition grounds following the end of the opening hours given in these organisational instructions. Overnight parking on the exhibition grounds is not permitted. Parking of trailers in the exhibition grounds after the closing time 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 fairs is not permitted. **If the rules for parking and the entry of vehicles to the exhibition grounds given above are violated, BVV Trade Fairs Brno 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, BVV Trade Fairs Brno is likewise entitled to demand the payment of all costs associated with the application of these measures and a contractual penalty of 5,000 CZK in addition.**
- **Parking of vehicles on the on-site parking lots:**
With the 3rd EET (electronic cash transaction registration) wave coming into effect from 1 March 2018, we are legally compelled to ensure the issue of receipts for cash payments of parking fees. Therefore, we would like to inform you about a change concerning the parking fee payment on the on-site parking lots. Please pay the parking at appropriate pay stations or at ticket counters located at the entrance to the event area. The payment will be checked when you leave the Exhibition Centre. Holders of Entry Passes purchased in advance do not pay any parking fee.
- 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 grounds 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 grounds, will be confiscated. The same applies to exhibits and other materials taken out through the gates.
- **Build-up and Dismantling Passes.** Two pieces of these passes are provided free. A fee (150 CZK per pass) is charged for additional Passes ordered. **The holder of a Build-up Pass is obliged to wear it in a visible place at all times when on the BVV grounds, otherwise the trade fair administration is entitled to order the person not wearing such a pass to leave the exhibition hall or the exhibition 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 hall manager at your request.
- **Bio waste disposal** – special containers will be available in the halls A1, A2 and V.
- **All build-up work must be completed by 8.00 p.m. on Feb 26, 2018** 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 6.00 p.m.
- **Acoustical and optical means of advertising and musical productions are permitted on your own stand only 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, Intergram) 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 grounds 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 exhibition grounds 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 grounds 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 cleaning 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.
- **No entry to the Exhibition Centre!** The entry of motorcycles, bicycles, scooters, segways or with in-line skates or skateboards in the course of the build-up and dismantling period and the course of the fair is prohibited. No pets at the exhibition grounds in the course of the build-up and dismantling period and the course of the fair. **A set of visiting rules of BVV Trade Fairs Brno applies in the course of the event.**

EVENT ASSEMBLY PERIOD

Feb 22–26, 2018

A) OPENING HOURS



Feb 22–25, 2018
Feb 26, 2018

7.30 a.m.–10.00 p.m.
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 Feb 25 and 26, 2018. The hall manager may permit an extension to the assembly period in extraordinary cases for a fee (see CONTACTS). Early assembly must be ordered at least one week before the stipulated beginning of the assembly period for the fair from the logistics dept. director (Petr Blaha, pblaha@bvvcz) **Assembly work must be completed by 8.00 p.m. on Feb 26, 2018, at the latest. At this time the electrical current, including lighting in exhibition halls, will be switched off.**

B) ENTRY TO THE EXHIBITION GROUNDS



An Entry Pass or a Build-up 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 on the ground floor of the Administration Building. **Two Build-up and Dismantling Passes are provided free of charge. A fee is charged for addition Build-up 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 space or 100 sqm of outdoor space;
- 1 pass for each additional 20 sqm indoors or 100 sqm outdoors.

Passes above the stipulated number must be ordered (the price of an Entry Pass is 500 CZK incl. VAT). Holders of Build-up and Dismantling Passes are obliged to wear them in a visible place. Entry to the BVV grounds will not be permitted without a Build-up and Dismantling Pass or an Entry Pass. Exhibitors will receive Entry Passes and Build-up 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 GROUNDS



All vehicles must observe the road signs on the grounds and leave the exhibition grounds 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 kmh.

During the assembly period the car entry is possible only

against the Build-up and Dismantling Pass or a Car Pass through Gates 8 and 9.

Gate 4 is open only on the last day of assembly period Feb 26, 2018 and in the course of the event.

On Feb 26, 2018 the car entry is possible through Gates 4, 8 and 9 during the stipulated working hours **against deposit of 1,000 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 Passes.

D) PARKING



Parking on the exhibition grounds is possible only on the designated car parks. Parking outside these areas will be subject to a penalty specified in this Organizational Instructions.

The entry of vehicles into exhibition halls is prohibited.

E) CONSTRUCTION OF EXHIBITION STANDS



(ends at 8.00 p.m. on Feb 26, 2018)

The Stand Construction and Services Department of BVV Trade Fairs Brno is the official partner for the construction of exhibition stands: **Robert Grof,**

phone: + 420 541 152 874, e-mail: rgrof@bvvcz, www.bvvcz/expozice

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 modular stand systems OCTANORM, MAXIMA, DOPPELFORM, MONTI and STRUKTUR, and custom-made stands.

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, 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@bvvcz);
- to take over your exhibition area from the hall manager (see CONTACTS) and to return it in its original condition after the end of the dismantling period.

Following documents are required to take over your exhibition area:

- 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;

- 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 the assembly company taking over the exhibition area. You can find a form at www.bvv.cz/orderforms.

Should the General Conditions and Technical Safety Regulations including fire regulations be broken, water and electrical connections for stands will be disconnected, respectively BVV might 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 approval obligation and the level of threat to the vicinity.

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, Fire Safety and Health and Safety at work Department – **Mrs. Věra Staneva**, phone: +420 541 152 607, 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 EXHIBITION GROUNDS



The companies Kühne + Nagel spol. s r.o. and DB Schenker spol. s r.o. are the contractual forwarding agents of BVV Trade Fairs Brno for this event.

Exhibitors contact these companies directly (not through BVV Trade Fairs Brno). 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 exhibits weighing more than 5 tons and exhibits requiring the use of mechanical equipment must be brought in on the first day of the build-up only, i.e. on Feb 22, 2018. In case of non-observing this deadline, BVV Trade Fairs Brno doesn't guarantee a problem-free bringing in of exhibits to the exhibition hall. 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 lent 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 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.

COURSE OF THE TRADE FAIRS Feb 27–March 2, 2018

A) OPENING HOURS



For exhibitors:

Feb 27, 2018	7.00 a.m.–6.00 p.m.
Feb 28–March 1, 2018	8.00 a.m.–6.00 p.m.
March 2, 2018	8.00 a. m.–midnight

For visitors:

Feb 27–March 1, 2018	9.00 a.m.–5.00 p.m.
March 2, 2018	9.00 a. m.–4.00 p.m.

B) ENTRY TO THE EXHIBITION GROUNDS



Entry Passes for the event serve for the admission of exhibitors to the exhibition 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 500 CZK each (incl. VAT).

C) MOVE AROUND THE EXHIBITION GROUNDS

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

D) ENTRY OF VEHICLES TO THE EXHIBITION GROUNDS



Only cars and vans up to 3.5 t (including load) without a trailer may enter the Exhibition Centre.

• **on the basis of a Car Pass purchased in advance. Entry through Gate 4** during the stipulated opening hours for exhibitors. These passes can be ordered through the Block of Order Forms or purchased directly from the **SERVICES FOR**

EXHIBITORS (see CONTACTS), and cost **4,000 CZK + VAT**. Exhibitors may also purchase one-day Car Passes for themselves and their visitors and guests for **1,500 CZK + VAT**. These Car Passes cannot be purchased for the last day of the event. For the final day of the event it is not possible to transfer Car Passes onto another vehicle.

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

• **against deposit of 2,000 CZK through Gate 4**

Entry to the exhibition grounds from 8.00 a.m. (on the first day of the event from 7.00 a.m.) to 9.30 a.m. with the last exit to 10.30 a.m. and in the afternoon from 4.00 to 5.00 p.m. with the last exit to 6.00 p.m., where the time is stipulated to 1 hour.

In case of exceeding the time limit the deposit will be forfeited.

On the last day of the event it is not possible to enter the exhibition grounds against deposit in the afternoon hours.

E) PARKING



Parking on the exhibition grounds is possible only on the designated car parks. Parking outside these areas will be subject to a penalty. Overnight parking of vehicles on the exhibition grounds is not permitted.

Parking of vehicles on the on-site parking lots:

With the 3rd EET (electronic cash transaction registration) wave coming into effect from 1 March 2018, we are legally compelled to ensure the issue of receipts for cash payments of parking fees. Therefore, we would like to inform you about a change concerning the parking fee payment on the on-site parking lots. Please pay the parking at appropriate pay stations or at ticket counters located at the entrance to the event area. The payment will be checked when you leave the Exhibition Centre.

Holders of Entrance Passes purchased in advance do not pay any parking fee.

Parking on car parks outside the exhibition grounds:

in the EXPOPARKING building at the entry to the Exhibition Centre through Hall E.

The EXPOPARKING car park is open non-stop.

Unattended pre-paid parking in the EXPOPARKING building (valid Feb 22–March 5, 2018): **1,200 CZK + VAT**.

Reserved prepaid parking for car parks off the exhibition

grounds is operated on event days from 8.00 a.m. to 8.00 p.m.

The price of parking 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.

DISMANTLING PERIOD

March 2–5, 2018

A) OPENING HOURS



March 2, 2018	4.00 p.m.–midnight
March 3–4, 2018	7.30 a.m.–10.00 p.m.
March 5, 2018	7.30 a.m.–noon

Dismantling begins immediately following the closing of the gates of Brno Exhibition Centre to visitors, i.e. at 4.00 p.m. on March 2, 2018. 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 on March 2, 2018 at 5.00 p.m. Aisles between

exhibition stands must remain clear throughout the entire dismantling period.

It is necessary to clear and return the exhibition area to the hall manager by March 5, 2018 at noon at the latest!!!

B) ENTRY TO THE EXHIBITION GROUNDS



Against the presentation of an Entry Pass or a Build-up and Dismantling Pass. The number of Build-up and Dismantling Passes provided to exhibitors free is 2 pcs. The price of and extra Build-up and Dismantling Pass is 150 CZK incl. VAT.

C) VEHICLE ENTRY TO THE EXHIBITION GROUNDS



PIn the course of dismantling the car entry is possible against presenting the Build-up and Dismantling Pass or a Car Pass through Gates 4, 8 and 9 during the working hours. **On the last day** of the event on March 2, 2018 cars and lorries may entry the exhibition grounds 1 hour after the events have ended, i.e. **at 5.00 p.m.** at the earliest.

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 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 grounds 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 grounds, will be confiscated.

D) PARKING



The entry of vehicles into exhibition halls is prohibited.

E) DISMANTLING WORK, DISMANTLING AND REMOVAL OF EXHIBITION STANDS AND EXHIBITS



(end at noon on March 5, 2018). By the end of the dismantling period exhibitors and stand contractors are obliged to:

- complete dismantling work and the removal of exhibition items and 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; the same applies to borrowed and not returned items such as telephones, kitchenettes, flowers etc.)

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.

- return your exhibition area to the hall manager (see CONTACTS).

Earlier dismantling work is not permitted.

EMERGENCY CALLS

MEDICAL SERVICE



First aid

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

working days:

7.30 a.m.–5.00 p.m.

Wed: 9.00 a.m.–5.00 p.m.

2. 3. 2018 7.30 a.m.–4.00 p.m.

Dentist: the building next to the Congress Centre, 1st floor

phone: +420 541 152 751 – daily (except Sat and Sun):

7.30 a.m. –2.00 p.m.

Emergency medical service:

Ponávka 6, Brno, phone: +420 545 538 538 (medical emergency)

phone: +420 545 538 421 (dental emergency)

Entrance through the hospital.

POLICE



Police station, Rybářská 17

phone: +420 974 626 481

(also handles lost property).

FIRE BRIGADE



The building by Gate 5

phone: +420 541 152 200.

SAFETY AND SECURITY OFFICER



The safety officer must be contacted in the case of an injury, phone: +420 541 152 528;

in his absence contact the company OLMAN SERVICE, phone: +420 541 153 383.

BREAKDOWNS – ACCIDENTS



Maintenance and servicing of exhibition stands constructed by BVV Trade Fairs Brno

phone: +420 541 156 666, +420 702 246 666.

The trade fair administration emergency service

phone: +420 541 158 888

SERVICES FOR EXHIBITORS

A) CENTRAL SERVICES FOR EXHIBITORS

Accept orders for electrical and water connections, compressed air, technical gases, masts, gritting, cleaning, flowers, photographic services, individual stand security, additional sale of passes, parking and Car Passes to the exhibition grounds.

Entry passes, parking permits and Car 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 Car Passes.

Hall 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. They also manage and coordinate the construction of stands, the delivery of exhibition equipment and the installation of connections. See **CONTACTS for individual exhibition halls.**

B) ADDITIONAL SERVICES FOR EXHIBITORS

Additional services for exhibitors are provided by the staff of **INFO stands**, who mediate contact between exhibitors and the appropriate partners on the exhibition grounds. **INFO stands** are in halls A1, G1 and V and are open on the last day of the assembly period and throughout the course of the event.

SERVICES

A) ACCOMMODATION

Administration Building of BVV, counter No. 14, Mrs. Jana Hirlíková, phone: +420 541 152 775, e-mail: jhirlikova@bvvcz, www.bvv.cz/travelling

B) ADVERTISING

Advertising carriers, areas and activities can be ordered from Mr. Zahradníček, phone: +420 541 152 216 or Eliška Holánová, phone: +420 541 153 117, e-mail: eholanova@bvvcz

C) BANKING SERVICES, BUREAU DE CHANGE

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

- exchange of foreign currency

- cash payments against VISA and EUROCARD-MASTERCARD payment cards

Opening hours:

Feb 26, 2018 9.30 a.m.–noon

Feb 27–28, 2018 9.30 a. m.–noon, 1.30–3.00 p.m.

March 1–2, 2018 9.30 a.m.–noon

Branch of ČSOB, a.s., Brno

the foyer of pavilion E, all banking services provided, phone: +420 230 054 104–5,

Opening hours:

Mon, Tue, Thu 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.

Payment terminals for payments with bank cards are in operation also on Saturday and Sunday (Feb 24–25, 2018) in Central Services for Exhibitors in the Administration Building and in the hall P.

Location of ATMs on the exhibition grounds

ATM of ČSOB – entry to Hall E for cash withdrawals from EC/MC and VISA cards.

EURONET ATM – Hall F, accessible from outside, for cash withdrawals from EC/MC and VISA cards.

D) 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. They

will be signed for and delivered against the presentation of an Exhibitor Pass. Catalogues may also be ordered to be sent by post. Please send your orders to **Ms. Petra Rudinská**, phone: +420 541 152 642, e-mail: prudinska@bvv.cz

E) INDIVIDUAL STAND SECURITY

Individual stand security is offered by OLMAN SERVICE, s.r.o., phone: +420 541 152 513. Orders received only using the Order Block.

F) INFORMATION CENTRES

- INFO stands in Halls A1, G1 and V
- information about exhibitors and exhibits, supporting programme, general information, sale of catalogues and WIFI coupons

Open Feb 26 – March 2, 2018.

G) INSURANCE

RENOMIA a.s., BVV Administration Building, office No. 4

Jiří Jílek, phone: +420 603 217 463, e-mail: jiri.jilek@renomia.cz

Opening hours:

Feb 26, 2018 8.00 a.m.–6.00 p.m.

Feb 27, 2018 8.00 a.m.–4.00 p.m.

Feb 28–March 2, 2018 9.00 a.m.–4.00 p.m.

We insure exhibits, liability arising from exhibition stand operation, transportation, insurance of costs should the exhibition be cancelled, insurance of exhibition stands and equipment (goods designed for sale, stock, promotional materials, the personal effects of members of staff). We also perform the settlement of insurance claims and offer a wide range of additional services.

H) PRESS CENTRE

Hall A2, exhibition space, phone: +420 541 152 249 – accreditation, services for journalists

PR Manager – **Mr. Michal Svoboda**, phone: +420 541 152 969

I) PROTOCOL DEPT.

Offices next to the Administration building, phone: +420 541 152 835, 541 152 582

K) RESTAURANTS AND SNACK BARS ON THE EXHIBITION GROUNDS

hall A1 snack bar

hall A2 snack bar

hall A3 self-service restaurant

hall G snack bar + self-service restaurant

hall V snack bar + restaurant

FOODS, BEVERAGES, HOT MEALS, CATERING FOR EXHIBITORS

Halls A and V – ExpoFood s. r. o.

Contact: **Dana Paulová**, phone: +420 602 587 224, e-mail: info@expofood.cz, objednavky@expofood.cz

Hall G – Rychlík Catering s. r. o.

Contact: **Šárka Mannová**, phone: +420 721 403 571, e-mail: info@rychlik-catering.cz

Exhibitors may purchase luncheon vouchers for the event for the Restaurants in Halls A3, G and V. Open Feb 27–March 2, 2018 from 10.30 a.m. to 5.00 p.m.

L) TRANSPORT, CUSTOMS AND HANDLING SERVICES, FORWARDING TERMINAL

KÜHNE + NAGEL spol. s r.o.

by Gate 9

Výstaviště 405/1, CZ-603 00 Brno

Mrs. Gabriela Linhartová

phone: +420 543 565 513

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 405/1, CZ-603 00 Brno

Karel Konečný

phone: +420 544 520 836, +420 724 511 853

e-mail: karel.konecny@schenker.cz

Jan Lázníčka

phone: +420 544 520 837, +420 724 131 547

e-mail: jan.laznicka@schenker.cz

fax: +420 541 159 259

www.dbschenker.com/cz

M) WIFI

A wireless network for mobile internet access is available in the exhibition grounds. It is free in a basic connection speed. 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 for connection speed of 10 Mbit at information centres in halls. The coupons for a one-day connection cost 250 CZK incl. VAT, for the whole course of the event it is 500 CZK incl. VAT.

Connection speed and quality is dependent on the number of users logged-on. The number of logon 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.

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 of 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.

MAP OF THE EXHIBITION GROUNDS

Pavilon / hall A1 + A2:
SALIMA (potraviny a nápoje)
SALIMA (food and drinks)
VINEX

Pavilon / hall V:
SALIMATech, MBK, INTECO

Pavilon / hall G1:
EMBAXPRINT

