

## **ELECTRICAL INSTALLATION PROJECT - SAFETY OF YOUR EXHIBITION STAND**



### **Dear Exhibitors,**

An electrical installation project is an important part of your exhibition stand technical documentation. It is drawn up by an authorised electrical engineer in accordance with valid legal standards and technical safety conditions in force at the given exhibition centre.

**This is a concise overview of the essential requirements of the technical documentation for the production of a high-quality electrical project.**

We are sure that the given information and requirements will be comprehensible to you. Should you be in any doubt or need any further details or information, please contact our staff.

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Stand Construction and Services Team**

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## WHAT DOES THE ELECTRICAL ENGINEER NEED TO DRAW UP AN ELECTRICAL PROJECT FOR YOUR EXHIBITION STAND?

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|--|---|
| <p><b>A visualisation of your exhibition stand</b><br/>(from 1 or more viewpoints depending on the complexity of your exhibition stand)</p>  | <p><b>For power sockets</b>, please specify in particular:</p> <ul style="list-style-type: none"><li>• <b>their position</b><ul style="list-style-type: none"><li>• on the wall (at what height)</li><li>• on a raised floor (podium)</li><li>• built into a counter</li><li>• one socket or multiple sockets at a single place</li></ul></li><li>• <b>purpose</b> (what is to be connected and the consumption of the appliance = power input and voltage supply)<ul style="list-style-type: none"><li>• electric kettle (generally up to 2 kW, 10 A)</li><li>• dishwasher (household, industrial)</li><li>• coffee maker (ordinary percolator or espresso machine)</li><li>• refrigerator</li><li>• microwave oven</li><li>• IT equipment (server, notebook, mobile charger, etc. – please specify exactly)</li><li>• overhead projectors, audio equipment, special light effects</li></ul></li></ul> <p><b>Please pay particular attention to any backroom equipment on your exhibition stand – think in advance about the appliances you will be ordering or bringing with you!</b></p> |
| <p><b>An elevation drawing of your exhibition stand</b><br/>(for distinguishing the location of connection points)</p>   |   |
| <p><b>A ground plan of your exhibition stand</b><br/>indicating (topographically) in particular:</p> <ul style="list-style-type: none"><li>• <b>lighting</b></li><li>• <b>sockets</b></li><li>• <b>illuminated walls or banners</b></li><li>• <b>audio-visual equipment, projectors</b></li><li>• <b>exhibits that are to be connected to the electrical network</b></li><li>• <b>suspended back-lit or illuminated banners</b></li><li>• <b>and other specific electrical equipment on your exhibition stand</b></li></ul>  |   |
| <p><b>For lighting</b>, please specify in particular:</p> <ul style="list-style-type: none"><li>• <b>type of light fitting according to the catalogue of the BVV contractual supplier</b><ul style="list-style-type: none"><li>• catalogue designation, name of light fitting, quantity, power input (W)</li></ul></li><li>• <b>type of light fitting not in the catalogue of the BVV contractual supplier</b><ul style="list-style-type: none"><li>• power input (W), light source (LED, fluorescent light, light bulb), quantity</li><li>• type of power supply (230 V, transformer, etc.)</li></ul></li><li>• <b>and other specific details on light fittings</b></li></ul> | <p><b>For exhibits that are to be connected to the electricity network</b>, please specify in particular:</p> <ul style="list-style-type: none"><li>• <b>the power input in kW</b></li><li>• <b>the voltage supply (230 V, 400 V)</b></li><li>• <b>the location of the connection point on your exhibition stand</b></li><li>• <b>the type of socket for connection</b></li><li>• <b>the need for any additional technical supplies (water, compressed air, etc.)</b></li><li>• <b>and any other specific requirements</b></li></ul>  |

The electrical project drawn up by an authorised electrical engineer is an essential foundation for the electrical installation company to be able to perform safe electrical installation on your exhibition stand in accordance with the BVV technical safety regulations and the valid Czech National Standards.

One of the outputs of your electrical project will be the anticipated total power input for ordering the connection of electricity in accordance with the order block. This also forms a basis for a price calculation for installation and electrical equipment on your stand.

The total power input defined by your electrical project is not merely the sum of the power inputs of lighting and exhibits – it also leads to the optimisation of your order for an electrical connection.

**Note:**

*Choose energy-saving types of light fittings with low consumption (LED) – you will save on the total power input ordered. Exhibits are connected separately to light fittings with their own electrical supply.*

*The more exact the figures you provide on your exhibits and the electrical appliances on your exhibition stand, the more precise the total power input of your exhibition stand will be.*

*Do not order more than you actually need!*

*Do not order less than you need – a lighting outage caused by the underestimation of the necessary power supply is always unexpected and inconvenient!*