



ORGANIZER: **BVV Trade Fairs Brno**

## **ORGANIZATIONAL GUIDELINES**

### **BASIC INFORMATION**

**Event title:** MOTOSALON 2019  
**Event type:** International Fair for Motorcycles, ATVs, Clothing and Accessories  
**Venue:** PVA EXPO PRAHA, Beranových 667, 199 00 Prague - Letňany  
**Website:** www.bvv.cz/motosalon  
**Dates:** February 28 - March 3, 2019 (Thu–Sun)

**Opening hours:**

|              |  |   |
|--------------|--|---|
| Thursday:    | 9:30 – 12:00 noon<br>12:00 – 7:00 p.m.<br><b>at 1 p.m.</b> | professional and press day<br>general public<br>opening ceremony (stage Hall 5) |
| Friday, Sat: | 9:30 – 7:00 p.m.   |   |
| Sunday:      | 9:30 a.m. – 5 p.m.   |   |

### **Admission:**

|   |                |
|---|----------------|
| <b>Basic ticket:</b>                      | <b>200 CZK</b> |
| <b>Basic ticket on Saturday, March 2:</b> | <b>250 CZK</b> |
| <b>Family ticket:</b>                     | <b>500 CZK</b> |

- Two adults + up to four children aged 6–15

|  |                |
|--|----------------|
| <b>Family ticket on Saturday, March 2:</b> | <b>600 CZK</b> |
| <b>Discounted ticket:</b>                  | <b>180 CZK</b> |

- Online presale – children aged 6-15, students with ISIC card, senior citizens aged 60+, disabled citizens

### **CONTACTS**

|                                    |                      |                  |                     |
|------------------------------------|----------------------|------------------|---------------------|
| <b>Event organizer:</b>            | BVV Trade Fairs Brno |                  |                     |
| <b>Project manager:</b>            | Jana Kornetová       | +420 724 841 697 | jkornetova@bvv.cz   |
| <b>Public relations:</b>           | Dita Brančíková      | +420 606 758 591 | dbrancikova@bvv.cz  |
| <b>Build-up – packages:</b>        | Martin Mikša         | +420 602 584 379 | mmiksa@bvv.cz       |
| <b>Build-up – atypical booths:</b> | Robert Grof          | +420 606 738 221 | rgrof@bvv.cz        |
| <b>Accompanying programme:</b>     | Petr Kudýn           | +420 604 902 308 | kudyn.petr@email.cz |
| <b>Chief project manager:</b>      | Ing. Miloň Mlčák     | +420 602 750 265 | mmlcak@bvv.cz       |

**IMPORTANT:** We ask exhibitors whose stands will not be constructed by the Stand Construction and Services Department of BVV Trade Fairs Brno **to submit a photocopy of these instructions to their stand designer and contractors.**

## **SCHEDULE – OVERVIEW**

The price of ordered services with order forms C010, C030, C040, C080, C100 (technical connections) and D085 (suspension wires) will be increased by 30% if ordered after the deadline. After the beginning of the build-up period (February 25) the prices of orders C010, C030, C040, C080, C100 (technical connections) and D085 (suspension wires) will be increased by 50%. 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.

### **Fee overview:**

Car entry to the fair grounds: 1500 CZK (without VAT)  
Additional Exhibitor pass: 250 CZK (including VAT)  
Build-pass: 150 CZK (including VAT)  
Vouchers (invitations to the fair): 100, 90, 70 CZK (incl. VAT) according to the number of used vouchers (up to 100, 101–250, 251 and more pcs)

## **BEFORE YOU SET OUT TO THE EXHIBITION CENTRE**

| <b>DEADLINE</b>     | <b>ACTIVITY</b>   | <b>CONTACT</b>   | <b>TELEPHONE (+420)</b>    | <b>E-MAIL</b>                   |
|---------------------|---|--|----------------------------|---------------------------------|
| <b>continuously</b> | Send information about new products, exhibits for our website and the press   | Dita Brančíková  | 606 758 591                | dbrancikova@bv.v.cz             |
| <b>Feb 1, 2019</b>  | Order stands construction, furniture, special stand equipment   | Robert Grof (atypical booths)/<br>Martin Mikša (up to 25m <sup>2</sup> ) | 606 738 221<br>606 584 379 | rgrof@bv.v.cz<br>mmiksa@bv.v.cz |
| <b>Feb 8, 2019</b>  | Order CONNECTIONS (electricity, water, telecommunication services),<br>Order other services, equipment, entry passes, parking cards               | Zuzana Mrňová  | 725 865 704                | zmrnova@bv.v.cz                 |
| <b>Feb 15, 2019</b> | Order advertising within the exhibition centre, distribution services (printed materials to booths, permission for own distribution) (F010, F020) | Ivan Zahradníček   | 724 130 651                | izahradnicek@bv.v.cz            |
| <b>Feb 11, 2019</b> | Send a booth plan for approval  | Věra Staneva   | 541 152 607                | vstaneva@bv.v.cz                |

## TIMETABLE OF THE FAIR – OVERVIEW

| ACTIVITY                              | DAY                      | DATE   | TIME (hrs)   | PLACE  |
|---------------------------------------|--------------------------|--|--|--|
| Registration, entry assembly cards    | Mon<br>Tue<br>Wed        | February 25<br>February 26<br>February 27    | 8-18<br>8-18<br>8-18                               | BVV Registration Desk<br>Entrance Hall I   |
| Payments (additional orders only!)    | Mon<br>Tue<br>Wed        | February 25<br>February 26<br>February 27    | 9-18<br>9-18<br>9-18                               | BVV Registration Desk<br>Entrance Hall I<br>Organizer's office                               |
| Build-up (contractors)                | Mon<br>Tue<br>Wed        | February 25<br>February 26<br>February 27    | 8-22<br>8-22<br>8-20                               | <b>On Tuesday, February 26, it is possible to extend the build-up time on request.</b>       |
| Commissioning of booths built by BVV  | Wed                      | February 27                                  | 8 a.m.   | Exhibition area  |
| Placement of exhibits                 | Wed                      | February 27                                  | 8-20   | <b>The last deposit for car entry at 7 p.m.</b>  |
| Insurance                             | Wed<br>Thu               | February 27<br>February 28                   | 12-18<br>9-12                                      | Registration<br>Entrance Hall I  |
| Show event and accompanying programme | Thu<br>Fri<br>Sat<br>Sun | February 28<br>March 1<br>March 2<br>March 3 | 9:30-19:00*<br>9:30-19:00<br>9:30-19:00<br>9:30-17 | Hall 2 and Hall 2D<br>Hall 3 and Hall 4<br>Hall 5<br>Open area outside of<br>Entrance Hall I |
| Dismantling                           | Sun<br>Mon               | March 3<br>March 4                           | 17-24<br>0-10 a.m.                                 | Non-stop   |

*\*Closing of halls during the exhibition days: All side doors of the exhibition halls will be gradually closing down 30 minutes before departure of the exhibitors on each day of the fair except for the final day.*

### 1. REGISTRATION OF EXHIBITORS

Registration of exhibitors takes place at BVV Registration Desk in Entrance Hall I

**Mon, February 25: from 8 a.m. to 6 p.m. (Registration Desk in the Entrance Hall I)**

**Tue, February 26: from 8 a.m. to 6 p.m.**

**Wed, February 27: from 8 a.m. to 4 p.m.**

**If all your payments are settled, at the registration you will receive:**

**1) Construction Parking Cards and Construction Passes:** valid for the time of construction and removal

**2) Exhibitor Passes:** valid for the entire duration of the fair

**3) Ordered Parking Cards\*** for the entire duration of the fair (additional orders are possible in a limited amount only). The card allows parking on the entire PVA premises.

**Nobody will be allowed to enter the exhibition area without an Exhibitor Pass or a Construction Pass!**

\*Unless you have already received them in advance by mail.

### 2. INVOICE PAYMENTS, ADDITIONAL ORDERS

**All invoices issued must be paid before the event! Only the exhibitors who have settled all the invoices at least 2 weeks before the construction start will be sent exhibitor and construction passes and parking cards by post in advance.**

Please bring a copy of payment confirmation (an account statement, not a payment order) with you to the registration. In case you have contracted another firm for the booth construction, please tell them to bring copies of the above documents to the registration. If the invoice has not been settled yet, the exhibitor **must pay the invoice on the spot prior to the registration**, on the days of February 25 to February 27 until 6 p.m. at the latest at the Organizer's Registration Desk. In case of missing payment of any invoice the construction of the display will not be permitted.

**Additional orders placed directly at PVA (+ 50% surcharge) will have to be paid at the Registration Desk.**

### 3. EVENT SCHEDULE

#### CONSTRUCTION

Construction of booths **built up by the exhibitors on their own** takes place on:

|      |             |   |
|------|-------------|---|
| Mon, | February 25 | 8 a.m. to 10 p.m.   |
| Tue, | February 26 | 8 a.m. to 10 p.m. <i>Possible extension on request.</i>                               |
| Wed, | February 27 | 8 a.m. to 8 p.m. <b>Deposit for 3 hours: 1,000 CZK (the latest arrival on 7 p.m.)</b> |

**Booths built by BVV** will be available for commissioning by exhibitors and exhibit installation based on a **Delivery Report:** Wed, February 27 from 8 a.m.

On **Wednesday, February 27**, exhibit installation must be completed by 7 p.m. (the last deposit for car entry) in order to enable the final clean-up. The aisles must be kept clear.

**Warning!** Construction contractors are strictly prohibited from cutting or grinding chipboards and similar materials, as well as carrying out any activities polluting the exhibition area! When fitting carpets, please use paper masking tape underneath the two-sided adhesive tape for easy removal. Should traces of adhesive tape remain on the floor, they will be removed and you will be charged for the cost of the removal.

**The scrutiny conducted by PVA hall managers is strict and rigid.**

#### MOTOR SHOW EVENT

|                   |                                      |  |
|-------------------|--------------------------------------|--|
| Thu, February 28: | from 9:30 a.m. to 7:00 p.m. (public) | from 8 a.m. to 8 p.m. (exhibitors)       |
| Fri, March 1:     | from 9:30 a.m. to 7:00 p.m. (public) | from 8:30 a.m. to 8 p.m. (exhibitors)    |
| Sat, March 2:     | from 9:30 a.m. to 7:00 p.m. (public) | from 8:30 a.m. to 7:45 p.m. (exhibitors) |
| Sun, March 3:     | from 9,30 a.m. to 5 p.m. (public)    | from 8:30 a.m. to 5 p.m. (exhibitors)    |

#### DISMANTLING

|        |         |                             |
|--------|---------|-----------------------------|
| Sunday | March 3 | 5 p.m. to midnight non-stop |
| Monday | March 4 | midnight to 10 a.m.         |

All exhibitors are kindly asked to **remove their equipment and exhibits from the booths on March 3 immediately after 5 p.m.** This will prevent potential losses and allow timely removal of the booths! After 6 p.m. the booths can be removed without us bearing responsibility for any loss or damage to exhibits on the exhibition area. All booths must be dismantled and removed **by 10 a.m. on March 4.** Failure to comply with this deadline will result in penalties charged by the facility lessor (PVA EXPO PRAGUE) that will be subsequently charged to you.

### 4. CAR PARKING ON THE PREMISES

Car parking is allowed only to holders of Parking Cards, which can be ordered **in advance** from the event organizer through the Block of Order Forms. The parking card is meant for parking during the opening hours for exhibitors (see point 3). Parking of exhibitors during night on the exhibition premises is **banned**. Any car of an exhibitor, which will be left on the exhibition premises during night, will be towed away at the exhibitor's expense.

Parking areas: a) along halls 3 and 4 (closer to the parking lot outside the exhibition premises)  
b) between halls 2, 5 and 1

Parking in the inner aisle between halls 2 and 3, and between halls 5 and 4 is banned because of visitor safety.

### 5. HALL MANAGERS

In each hall there is a hall manager post. The hall manager helps exhibitors with the orientation in the hall, provides information for construction workers and exhibitors at the event, supervises if aisles and facilities are kept clear etc.

|                  |                 |                  |
|------------------|-----------------|------------------|
| <b>Contacts:</b> | Hall 2 manager: | +420 702 150 162 |
|                  | Hall 3 manager: | +420 702 150 163 |
|                  | Hall 4 manager: | +420 702 150 164 |
|                  | Hall 4 manager: | +420 702 150 165 |

## 6. WASTE DISPOSAL

Waste containers which are located at the side of loading gates are intended for ordinary waste only! Bulky waste (carpets, large machine boxes, chipboards etc.) must be removed by exhibitors or their contractors at their own expense. A container can also be ordered from BVV or the hall manager.

## 7. PROTECTION OF PROPERTY

After the closing of the exhibition spaces, after 8 p.m. during the show and after 10 p.m. during the construction period, the premises are guarded by security service. The organizer is not liable for any damage caused by third parties during the show, construction and dismantling, hence we recommend exhibitors to protect their property by conventional means and by an insurance policy (see point 8). For better security of your booth and exhibits, you can order individual guarding service through the Block of Order Forms.

## 8. INSURANCE

Renomia a.s. provides an insurance of exhibits, liability from the operation of the booth, transport insurance, insurance of the booth and its equipment etc.

**Contact person: Martina Hrubanová, phone: +420 724 903 501**  
**e-mail: [martina.hrubanova@renomia.cz](mailto:martina.hrubanova@renomia.cz)**

The insurance can be concluded **in advance** or at the BVV registration desk in Entrance hall I, where Mrs. Hrubanová will be present on Wednesday, February 27, from 12 noon to 6 p.m. and on Thursday, February 28 from 9 a.m. to 12 noon. For the insurance you will need a list of exhibits and an abstract from the Commercial Registry. The payment is to be made **in cash**.

## 9. CATERING

Hall I – a restaurant, a café

Hall II – a restaurant, a café

Front catering zone between the halls – refreshment stalls

A café stall in each hall 4, 3 and 2, 5.

Stones Catering: Karolína Čiháková, phone: +420 773 635 856  
e-mail: [karolina@stonescatering.cz](mailto:karolina@stonescatering.cz)

## 10. FREIGHT HANDLING – loading, unloading, storage

- CENTRUMSPED, Mr. Filip Červený, phone: +420 602 501 381, [cerveny@centrumsped.cz](mailto:cerveny@centrumsped.cz)

## 11. FIRST AID

First aid post is located in Entrance Hall I in the area of registration and BVV offices of the organizing team.

## 12. PARKING

- Parking outside the exhibition premises – 150 CZK/day
- You may use “park and ride” parking lots at metro station Letňany, which is connected to Prague City Transport
- Motorcycles and quad-bikes may park for free behind the entrance gate 1.

## 13. OTHER SERVICES

- Free Wi-Fi connection available in Entrance halls.
- Copy and scan service available for a fee in Entrance Hall I:  
- CREATIV EXPO, s.r.o. - tel.: 608 849 997, e-mail: grafika@creativsro.cz
- **ATM** in Entrance Hall I at the passageway to hall 2 and in Entrance Hall II

#### 14. HOW TO GET TO PVA EXPO PRAHA

Address of the PVA EXPO PRAHA: Beranových 667, 199 00 Praha 9 - Letňany  
GPS: 50°7'46.54"N,14°30'51.48"E

LAYOUT:

