# Stainless2019

**10th International Stainless Steel Fair**

15–16 MAY 2019
BRNO EXHIBITION CENTRE, CZECH REPUBLIC

# INSTRUCTIONS

## for the build-up, course of the fair and for the dismantling period (important information for exhibitors and stand contractors)

**We ask exhibitors whose stands will not be constructed by BVV Trade Fairs Brno – Stand Construction and Services – to submit a photocopy of these instructions to their stand designers and contractors.** Organisational instructions for buid-up, the course of the fair and dismantling issued by the company BVV Trade Fairs Brno. To ensure you have a smooth and trouble-free operation in all the three stages we ask you to study in detail the General Conditions for Participation which are given on the fourth page of the application form which you have signed and therefore undertaken to respect.

### DEADLINES FOR THE EVENT

**Note: Exhibitors , who have ordered our "STANDARD", "LUMINA" or "MAXIMA" exhibitor packages, have already ordered everything given in the package. They can make any additional orders either using the ESO system or by ordering additional services or equipment through their contact person – Mrs. Korbičková (see CONTACTS).**

| DEADLINE | TASK | CONTACT |
|---|---|---|
| **5. 4. 2019 (we recommend as soon as possible)** | Order accommodation | Jana Hirlíková, jhirlikova@bvv.cz phone: +420 541 152 775 |
| **22. 4. 2019** | Order stand construction, furniture, stand equipment (The organizer reserves the right to change the deadline for orders according to capacities) | Use https://ieso.bvv.cz/click See the form CLICK! Or send to: Eva Přikrylová eprikrylova@bvv.cz phone: +420 541 152 223 |
| **26. 4. 2019*** | Order TECHNICAL SUPPLIES, services, entry passes, parking, car passes | |
| **16. 4. 2019** | Order transport and logistic services | |
| **16. 4. 2019** | Order advertising at the fair, distribution services (printed matters to the stands, advertisements in FAIRINZERT magazine, permit for one's own distribution) | Ivan Zahradníček, izahradnicek@bvv.cz phone: +420 541 152 216 |
| **16. 4. 2019*** ** | Send exhibition stand plan for approval | Věra Staneva vstaneva@bvv.cz |
| **18. 4. 2019**** | Order meeting and conference rooms off the exhibition stand | |
| **11. 5. 2019** | **The latest possible opporunity to bring in heavy exhibits, which require a use of handling devices.** | |

BVV Veletrhy Brno

| | | |
|---|---|---|
| **15. 5. 2019** | Event begins | |
| **16. 5. 2019** | Event ends | |
| **18. 5. 2019** | The latest permissible completion of dismantling works and clearance of exhibition area | |

*) **The price of supply connections and services will increase by 10% if these services are ordered after the deadline (see above). If the supply connections and services are ordered after the beginning of assembly, the prices will increase by 25%.**

**) Orders for conference, lecture and meeting rooms off exhibition stands are processed according to the date, when the orders have arrived.

***) If you order stand constructions from BVV Trade Fairs Brno – Stand Construction and Services, we will arrange the approval.

## PRICE OVERVEIW

| | |
|---|---|
| Car pass | 1 200 CZK + 21 % VAT |
| **Parking over the event** | |
| Parking off the Exhibition Centre | 180 CZK/day |
| EXPOPARKING – prepaid | 1 000 CZK + 21% VAT |

| | |
|---|---|
| Entry pass | 300 CZK incl. VAT |
| Build-up and dismantling pass | 150 CZK incl. VAT |
| Basic admission | 270 CZK incl. VAT |
| Reduced ticket | 210 CZK incl. VAT |

Build-up and dismantling passes - 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. Further passes may be ordered (see DEADLINES) or purchased (see SERVICES FOR EXHIBITORS).**
Entry Passes and Build-up and Dismantling Passes (free and paid) will be provided to exhibitors only in case all their due liabilities towards BVV Trade Fairs Brno have been settled.

## CONTACT

**STAINLESS 2019 PROJECT DIRECTOR**
Michalis Busios
phone: +420 541 152 927

**SECRETARIAT**
Šárka Chovančíková
phone: +420 541 152 926
fax: +420 541 153 044
e-mail: schovancikova@bvv.cz

**TRADE FAIR ORGANIZATION – SALE OF EXHIBITION SPACE**
Petr Maliňák
phone: +420 541 152 720
fax: +420 541 153 044
e-mail: pmalinak@bvv.cz

Karin Broučková
phone: +420 541 152 936
fax: +420 541 153 044
e-mail: kbrouckova@bvv.cz

**STAND CONSTRUCTION AND SERVICES**
Anežka Žvanutová
Custom stand construction
phone: +420 541 152 584
e-mail: azvanutova@bvv.cz

Andrea Korbičková
All inclusive stand packages
phone: +420 541 152 654
e-mail: akorbickova@bvv.cz

**FURNITURE, TECHNICAL SUPPLIES, EQUIPMENT, ENTRY PASSES**
Eva Přikrylová
phone: +420 541 152 223
e-mail: eprikrylova@bvv.cz

**HALL MANAGER, HALL V**
Hall V/135
Josef Zámečník
phone: +420 602 750 278

**ACCOMMODATION**
Jana Hirlíková
phone: +420 541 152 775
e-mail: jhirlikova@bvv.cz

**PR AND ADVERTISING MANAGER**
Jiří Erlebach
phone: +420 541 152 836
e-mail: jerlebach@bvv.cz

## SERVICES FOR EXHIBITORS

**Hall V – Exhibitors Lounge or Administration Building, ground floor, counter No. 6**
- Orders for stand equipment, electricity and water supplies, compressed air, technical gases, masts, gritting, cleaning, flowers, photo services, stand security. You can also buy entry passes and build-up and dismantling passes, parking and entry permits.

**Administration Building, counter No. 8**
- Passes, permits for parking and entries
- Passes and documents, which were not possible to send by post

**Hall manager of hall V, office No. 135**
- Services connected with operation of halls and open spaces;
- Gives way to start a build-up on the exhibition space;
- Takes over the vacant exhibition space from an exhibitor or a contractor after the end of the event;
- Manages and coordinates the build-up of stands, deliveries of equipment and installation of supplies.

**Information stands**
- An info-stand in hall V next to the reception;
- Information on exhibitors and exhibits, general information, BW and colour copying service, sale of catalogues, sale of Wifi coupons;
- In operation on the last day of the build-up and during the whole course of the event.

**Wifi on the premises of Brno Exhibition Centre**
A wireless net enabling mobile access to the Internet is available at the disposal in halls at the Brno Exhibition Centre. The service is free in the basic speed. This service works in the WiFi standard – 802.11ac. and is provided by T-Mobile Czech Republic a.s. Coupons for the speed of 10 Mbit with a password can be bought at the info-stands. **WIFI connection speed and quality is dependent on the number of users logged-on.** The number of log-on places 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 a fixed Internet connection service, (see Block of Order Forms – **https://ieso.bvv.cz/click**).
Contact: Josef Dosoudil, phone: +420 541 152 810, e-mail: jdosoudil@bvv.cz.
Coupons are offered in the following denominative value: CZK 250 incl. VAT for 1 day.
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.

## EMERGECNY CALLS

### A) MEDICAL SERVICE

**First aid:**
the medical centre on the exhibition grounds in the building next to the Congress Center, phone: +420 541 152 750, daily from 7.30 am to 12.00 noon (Mon–Fri), on Wednesday from 1.00 to 6.00 pm.
**Dentist:**
the building next to the Congress Center, 1st floor, phone: +420 541 152 751 daily from 7.30 am to 2 pm (Mon–Fri) In service only on working days.
**Emergency medical service:**
Ponávka 6, phone: +420 545 538 538. Entrance through the hospital.

### B) POLICE, LOST AND FOUND OFFICE

Exhibition centre station,
Rybářská 17, phone: +420 974 626 481
(also handles lost property).

### C) FIRE STATION

Building by gate 5,
phone: +420 541 152 200

### D) SAFETY OFFICER

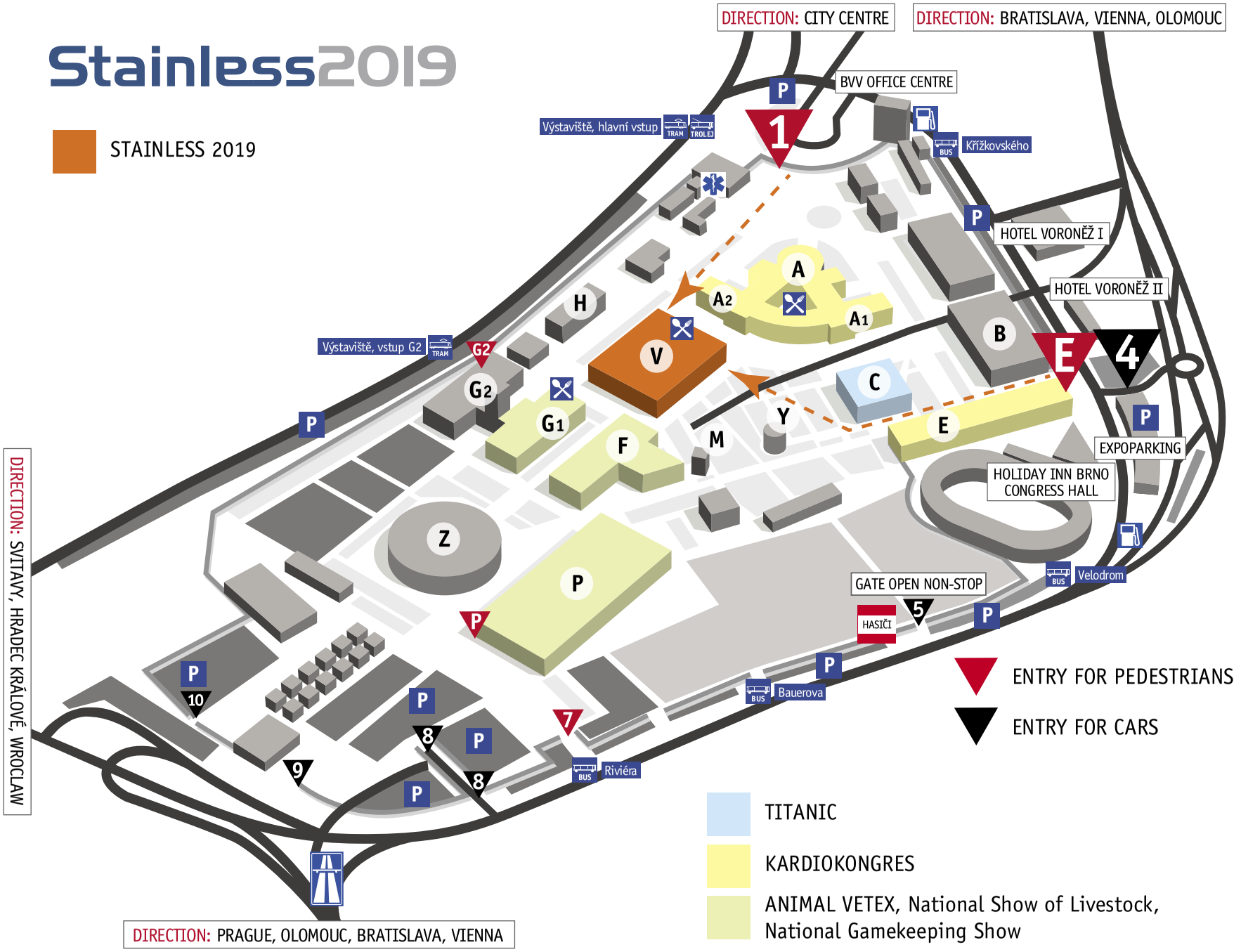
In case of an injury or other emergency situation a security guard at the main gate-house must be contacted phone: +420 541 153 383. Emergency service will be call in necessary cases.

### E) BREAKDOWNS, ACCIDENTS

Defects on exhibitors stands
phone: +420 541 156 666, +420 702 246 666
Fair administration emergency service
phone: +420 541 158 888

# Stainless2019





## Dear exhibitors,

We would like to draw your attention to the most important rules relating to the preparation of the trade fair (the build-up 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 for participation, and which, with your signature, you have undertaken to respect.

# GENERAL RULES

- **Car entries to the Exhibition Centre** – through Gates 4, 5, 8 and 9. Gate 4 will be open only during the opening hours of the event. Gate 4 is exclusively open only for holders of a car pass. Gates 5, 8 and 9 serve both trucks and passenger cars and all those requiring handling and customs services. 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 outside entrances to the hall) and leave the exhibition grounds following the end of the opening hours. Parking of trailers at the Exhibition Centre after the closing hours is banned. Any breach of this regulation will be punished by a penalty of 5,000 CZK. Overnight parking on the exhibition grounds is not permitted. Entry of vehicles into the hall is prohibited. Entry of cars and lorries to the Exhibition Centre is prohibited during the course of the event. 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.
- **Escape routes must remain 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.
- **Social events 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 pm.
- **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.
- **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.
- **The placement of advertisements** on the Exhibition Centre outside your 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 outside 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 hire **security guards for your stand** (see the section SERVICES). The trade fair administration will not be held liable for any such damages.
- In the course of the build-up and dismantling period it is prohibited to enter the Exhibition Centre on bikes. Pets (cats, dogs etc.) are also banned from entering the Exhibition Centre. In the course of the fair Visitor Rules to the Brno Exhibition Centre are applicable, see **www.bvv.cz/en/visitors/visitor-rules/**.

# BUILD-UP PERIOD 10–14 May 2019

## A) OPENING HOURS

**10–13 May 2019 7.30 am-10 pm**
**14 May 2019 7.30 am-8 pm**
**Electricity is provided during these times.**
Supplies (electricity, water, compressed air) will be provided throughout the entire opening hours for build-up on 13 and 14 May 2019. On other days they will be provided after 6.00 pm only if they will have been ordered in advance! An extended build-up period may be allowed by the hall manager (see CONTACTS) in exceptional cases for a fee agreed in advance. An early build-up must be ordered at the head of the logistics dept. Mr. Petr Blaha for a fee agreed in advance at least 1 week before the stipulated deadline for the beginning of the build-up of the fair, i.e. by 3 May 2019 – e-mail: pblaha@bvv.cz.
**The build-up must be completed by 8.00 pm on 14 May 2019.**

## 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 build-up period.

## C) VEHICLE ENTRY TO THE EXHIBITION GROUNDS

**NOTE! The deadline for bringing in of heavy exhibits, which require handling machinery, is 11 May 2019!**

Entry through gates 5, 8 and 9. Cars and vehicles with a car pass enter through gate 4 only. In addition to the general rules given in the introduction to these instructions, either Car Pass or a Build-up and Dismantling Pass for the event must be shown at the gate during the assembly period.

**On 14 May 2019 the entry to the Exhibition Centre is possible only on presenting a Car Pass or against a deposit of 1,000 CZK valid for max. 4 hours with the last entry to the Exhibition Centre on 6 pm and last exit on 8 pm. Otherwise the deposit will be forfeited in full!** The deposit is made by drivers of cars and other vehicles. Holders of a Car Pass do not make a deposit.

## D) TRANSPORT, FORWARDING AND CUSTOMS SERVICES

**The companies Kühne & Nagel spol. s r.o. and DB Schenker spol. s r.o.** have been appointed fair administration's contractual forwarding agents. Exhibitors should contact these companies directly (not through the fair administration). 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, and assembly and dismantling work.

**Exhibitors are not allowed to use their own mechanical equipment for loading and unloading or for assembly and dismantling work! Manual handling trucks** will also be available for the transportation of your office equipment, promotional materials and other small items. Handcarts may be borrowed against a returnable deposit of 1,000 CZK incl. VAT/2 hours. You can find these carts at the signposted places in the exhibition hall. These handling carts may be borrowed one day before the event begins and on the opening day of the fair till 11.00 am. On the final day of the event handcarts 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 warehouse. Its return will start an hour after the official closing of the event. The storage of assembly tools, exhibition elements and parts of exhibits in the warehouse can be ordered through the forwarding companies. Unmarked packaging and used material will be taken to a dump for disposal after 8.00 pm on the final day of the dismantling. Unmarked exhibits left outside the rented exhibition area will be taken to the warehouse, 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. The given forwarding companies can also mediate customs services for you.
**Notice:**
All consignments must be labelled with the name of the exhibiting company, its location on the grounds, and the name of the event to which they are to be sent. The recipient of such consignments is not the fair administration. The fair administration will not be held responsible for any consequences resulting from the incorrect addressing of consignments or any violation of regulations relating to the importing of goods.

## E) CONSTRUCTION OF EXHIBITION STANDS

**The Stand Construction and Services Department of BVV Trade Fairs Brno is the official contractor for this event – www.bvv.cz/en/exhibitors/stand-construction/.**
Ms. Anežka Žvanutová, phone: +420 541 152 584, e-mail: azvanutova@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 incl. approval of the stand design;
- stands made from the structural stand systems OCTANORM, MONTI, MAXIMA-LIGHT, DOPPELFORM, and custom-built stands

**Stand Construction and Services dept. also offers the complete construction of exhibition stands anywhere in the Czech Republic or abroad.**
**Contact: phone: +420 541 152 931, +420 541 152 906, e-mail: expozice@bvv.cz**

**Approval of the stand design**

- **Form Request for stand design approval** – it is a basic duty of all exhibitors to send a fully completed request for stand design approval. A confirmed request for stand design approval is an essential document of an exhibitor or a contractor for taking the exhibition area.
  **The Form is to be found under www.bvv.cz/en/exhibitors/online-order-forms/.**
  If the construction of your exhibition stand is not performed by BVV, it is essential that you follow the General Conditions for the Participation (which are part of the Application Form for Participation) and the Technical and Safety Regulations (see ieso.bvv.cz/click).
- **Exhibition stand design** – must be send in an electronic form to BVV Trade Fairs Brno, PO and BOZP dept. (Vera Staneva, phone: +420 541 152 607, e-mail: vstaneva@bvv.cz) for approval. A static load calculation must be enclosed in case of hanging up.
- **Taking over the exhibition area** from the hall manager (see CONTACTS) and returning it back in its original condition after the end of the dismantling period –
  **The exhibition area will not be handed over, if the invoice for the area in question will not be settled. A proof of payment of the rental may be required.**

**At the takeover of the exhibition area, the following documents are required:**

- approved design of the stand;
- form Confirmation X030 – Power of attorney (www30.bvv.cz/i2000/bb-purs.nsf/X030_GB.pdf?OpenFileResource)
- a proof of payment of exhibition space; the exhibition space will not be taken over, if the invoice is not settled;
- proof of payment for the services ordered at BVV Trade Fairs Brno – if these services are not paid for by the beginning of the fair, they will not be provided.

**In case of violation of the General Conditions and Technical Safety Regulations including fire regulations, water and electrical supplies for a stand will be disconnected, respectively we will have to build a partition to prevent entry to the stand.**
**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 – Mrs. Vera Staneva, phone: +420 541 152 607.
**During the approval of exhibition stands exhibitors are obliged to allow the members of the approval committee to inspect their exhibition stands.**

# COURSE OF THE FAIR 15–16 May 2019

## A) OPENING HOURS

**For exhibitors:**
Entry to the Exhibition Centre and the hall – daily from 7.30 am to 7.00 pm. On the first day of the event already from 7.00 am.
**For visitors:**
Entry to the Exhibition Centre from 9.00 am to 6.00 pm.

## B) ENTRY TO THE EXHIBITION CENTRE

Entry Passes for the event serve for the admission to the Exhibition Centre in the course of the event.

## C) MOVING AROUND THE EXHIBITION CENTRE

It is prohibited to move around on Bicycles, skateboards, roller skates, scooters, two-wheeled Handcarts, segways and other means of transport.

## D) VEHICLE ENTRY TO THE EXHIBITION CENTRE

The entry of vehicles is possible only for cars without trailers through gates 4 or 9:
**– On presenting a Car Pass**
A Car Pass can be ordered (see DEADLINES) or purchased from Ms. Eva Přikrylová (see CONTACTS). A price for a Car Pass is 1,200 CZK + 21% VAT. Exhibitors use gates 4 and 9 during the opening hours for exhibitors.
**– by making a deposit of 1,000 CZK, entry only through gate 4.** Entry with use of the security deposit is allowed only in the early morning, i.e. from 7.30 am (7.00 am on the first day of the event) to 8.30 am, with last exit from the grounds at 9.30 am, and in the afternoon from 5.30 pm to 6.30 pm, with last exit from the grounds by 7.30 pm. The security deposit is, however, valid for a maximum of 1 hour. If this period of time is exceeded, then the deposit is forfeited in full.
**On 16 May 2019 the entry against a deposit in the afternoon hours is not permited, in the evening hours all vehicles may enter the Exhibition Centre only after 6.30 pm.**

## E) PARKING

Parking on the Exhibition Centre is possible only on the designated car parks. Parking outside these areas will be subject to a penalty. Leaving a car at the Exhibition Centre during night is impermissible. Parking of trailers at the Exhibition Centre during the course of the event is not allowed.
**EXPOPARKING (by gate 4)**
Prepaid space 1 000 CZK + 21% VAT for the whole event. The price also includes days of build-up and dismantling period.

**Parking for car parks off the Exhibition Centre** is operated on event days from 7.00 a.m. to 8.00 pm. Parking can be ordered in advance (see DEADLINES). The price for a prepaid parking for cars, valid for the duration of the event, is **1 000 CZK + 21% VAT. One-off parking**, without a reservation, can also be purchased at the car park for **180 CZK** (incl. VAT) per day.

# DISMANTLING PERIOD 17–18 May 2019

## A) OPENING HOURS

16. 5. 2019 from 6.00–10.00 pm
17.-18. 5. 2019 from 7.30 am–8.00 pm
Dismantling may begin at 6.00 pm on May 16, 2019 at the earliest. You must vacate your exhibition area and hand it back to the hall manager **by 8.00 pm on May 18, 2019 at the latest.**

## B) ENTRY TO THE EXHIBITION CENTRE

During the dismantling period the Build-up and Dismantling Pass or Entry Pass serve for entry to the Exhibition Centre.

## C) VEHICLE ENTRY TO THE EXHIBITION CENTRE

A Build-up and Dismantling Pass or a valid Car Pass serves for entry to the Exhibition Centre. Entry through gate 9. **On the last day of the event in the late hours all vehicles may enter the Exhibition Centre after 6.30 pm. No requests for exceptions will be accepted.**

## D) DISMATLING AND CLEARANCE OF EXHIBITION STANDS

**Dismantling may only be commenced following the end of the event.** The dismantling of electrical installations and other technical equipment connected to mains of electricity, water, or compressed air may be commenced only after 6.30 pm, at which time all supplies will be disconnected by fair administration. Any extension to the period of supply of electricity must be ordered from the hall manager (see CONTACTS).
**Aisles between exhibition stands must remain passable throughout the dismantling period. Exhibitors are responsible for the removal of their exhibits from the Exhibition Centre by May 18, 2019.**
Any costs incurred by fair administration in connection with the storage and handling of exhibits not removed will be invoiced to the exhibitor. The full value of any items borrowed and not returned (telephones, kitchenette equipment, etc.) will also be invoiced to the exhibitor. Any material left on exhibition areas will be considered as waste, and will be physically disposed following the end of the dismantling period.
**Following the end of the dismantling period, the exhibition area must be returned to the hall manager (unless stand construction is performed by the fair administration). BVV Trade Fairs Brno are responsible for any damages or losses to movables and other equipment incurred, which have been left at a stand or on an exhibition space after the beginning of dismantling.**

# SERVICES

## A) BANKING SERVICES, EXCHANGE OFFICE

**Bank and exchange office** – the ground floor of the Administration Building, phone: +420 541 153 230
– payments in cash, with credit cards VISA, AMEX, EC/MC, foreign currency exchange.
**Opening hours:**
14.-16. 5. 2019 9.30 am–12.00 noon
**ATM location at the Exhibition Centre**
– ATM of ČSOB is located at the entrance to hall E (foyer)
– ATM of Euronet is located in hall F, accessible from outside

## B) TRANSPORT, FORWARDING AND CUSTOMS SERVICES

**DB Schenker, spol. s r. o.**
Office by Gate 9
Výstaviště 1, CZ-648 30 Brno
Mr. Karel Konecný
phone: +420 544 520 836, +420 724 511 853
e-mail: karel.konecny@schenker.cz
Radek Němeček
phone: +420 540 030 238, +420 703 495 763
e-mail: radek.nemecek@schenker.cz
fax: +420 541 159 259
www.dbschenker.com/cz

**Kühne &. Nagel, spol. s r. o.**
Fair department Brno
Ms. Gabriela Linhartová
phone: +420 543 565 513
fax: +420 543 565 519
e-mail: exposervice.brno@kuehne-nagel.com
www.kuehne-nagel.com

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, and assembly and dismantling work.

## D) CATALOGUE

Price for a catalogue is 100 CZ incl. VAT. Sale at box offices. Catalogues free of charge will be ready for collection at the info stand in hall V. Catalogues may also be ordered to be sent by post. Orders: +420 541 152 642, e-mail: prudinska@bvv.cz

## E) INSURANCE AND GUARDING OF STANDS

**Insurance**

Renomia a.s. – Administration Building, office No. 4, ground floor
Vilma Prerovská, phone: +420 724 347 389,
e-mail: vilma.prerovska@renomia.cz
Martina Hrubanová, phone: +420 724 973 501,
e-mail: martina.hrubanova@renomia.cz

**Opening hours:**
**The office is open two day before the event and on the first day of the event from 8.000 am to 2.00 pm. On other days it is possible to make a contact via e-mail or a phone.**
Renomia insures exhibits, offer liability insurance on stand operation, transport insurance, supplementary insurance against exhibition cancellation, stand and its equipment insurance (goods intended for sale, stock, promotional materials, personal effects of members of staff). Further we offer adjustment of insured events and a wide array of services.

**Exhibition Stand Security Guards**

Security guards for your stand may be ordered from OLMAN, phone: +420 541 153 383, e-mail: ostrana@olman.cz. Orders may be made only using the order block – https://ieso.bvv.cz/.

## F) FOOD AND DRINKS

EXPO FOOD supplies food to order, also supplies receptions, cocktails and refreshment for press conferences and company events.
Ms. Dana Paulová, phone: +420 602 587 224,
e-mail: info@expofood.cz, objednavky@expofood.cz

## G) PROTOCOL

At the Exhibition Centre - by the lake – VIP guests
phone: +420 541 153 278

## H) ADVERTISING

All advertising activities at the Exhibition Centre are provided by BVV Trade Fairs Brno, Mrs. Eliška Holánová, phone: +420 541 153 117, e-mail: eholanova@bvv.cz or Mr. Ivan Zahradníček, phone: +420 541 152 216, e-mail: izahradnicek@bvv.cz

## I) ACCOMMODATION

BVV Trade Fairs Brno, Administration Building, office No. 13
Ms. Jana Hirlíková, phone: +420 541 152 775,
e-mail: jhirlikova@bvv.cz