



ORGANISATIONAL INSTRUCTIONS

for the assembly and dismantling periods and the course of the event

(Important information for exhibitors and stand contractors)

We kindly ask the exhibitors who have not ordered the construction of their exhibition stand from BVV Trade Fairs Brno, Stand Construction and Services Department, **to submit a photocopy of these instructions to the company constructing their exhibition stand.**

SCHEDULE FOR EVENT PREPARATION AND THE COURSE OF THE EVENT

Price of ordered services upon orders with codes C010, C030, C040, C080, C100 (technical mains) and D085 (steel lines from ceilings) and B010, B020, B030, B050 (furniture and fittings) shall increase by 10% after deadline (October 25, 2019). After the beginning of the assembly (November 4, 2019) prices for orders with C010, C030, C040, C080, C100 (technical connections) and D085 (steel from ceilings) will increase by 25%. In case of later ordering price of services (except technical connections) follows conditions listed in the appropriate order in the order form.

DATE	ACTIVITY (ORDER NO IN ORDER FORM)	CONTACT
25. 10. 2019	Order technical supplies – electricity, water, air, telecommunication service, the Internet (C10, C30, C40, C80, C100) and D085 (steel lines) and B010, B020, B030, B050 (furniture and fittings)	Zuzana Mrňová +420 541 153 336 zmrnova@bvvcz
	Order other services – equipment, entry passes, parking, vehicle entry to the exhibition Centre (order sections B, D, E)	
25. 10. 2019	Order non-standard exhibition stand construction	Robert Grof 541 152 874 rgrof@bvvcz
25. 10. 2019	* Send exhibition stand project for approval (two copies)	Věra Staneva +420 541 152 607 vstaneva@bvvcz
25. 10. 2019	Order catering for exhibitors – EXPOFood – for halls A1, A2, B, F, V, P, Z	Dana Paulová +420 602 587 224 objednavky@expofood.cz
25. 10. 2019	Send information about company and press conferences and presentations	Dita Brančíková +420 541 152 549 dbrancikova@bvvcz
	Send information about news, exhibits, and technologies for expert press	
	Send information for Trade Fairs Brno press releases and trade fair bulletin	
	Send data for PR portal for exhibitors	
25. 10. 2019	Order advertising within premises, trade fair radio (order F010, F020)	Ivan Zahradníček +420 541 152 216 izahradnicek@bvvcz
2.–3. 11. 2019	Delivery of exhibits (caravans) in the Hall P and F	
4.–6. 11. 2019	Beginning of assembly in exhibition halls and on outdoor areas	
6. 11. 2019	Insurance of exhibition stand and exhibits from RENOMIA, a.s.	Vilma Přerovská +420 724 347 389 vilma.prerovska@renomia.cz
7. 11. 2019	Beginning of event Caravaning	
10. 11. 2019	End of event, Beginning of dismantling	

*) when ordering exhibition stand construction from Stand Construction and Services of Trade Fairs Brno we will arrange for all the approval procedure

OVERVIEW OF PRICES FOR ENTRY, PARKING, AND ADMISSION TO THE EVENT

Free vehicle entry pass	1,500 CZK + 21% VAT
One-day free vehicle entry pass	500 CZK + 21% VAT
Entry pass (doesn't serve as a travel permit)	200 CZK incl. VAT
Assembly and dismantling pass	150 CZK incl. VAT

PARKING

EXPOPARKING GARAGE (OPPOSITE E HALL)

Pre-paid unguarded (for the entire duration of the event including installation and dismantling)	1,000 CZK + 21% VAT
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PARKING AT OUTDOOR CARPARKS

Pre-paid (for the entire duration of the event)	1,000 CZK + 21% VAT
One-off	150 CZK/day incl. VAT

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

Pavilon P, 1. floor, office No. 122

Vladimíra Bodláková

phone: +420 541 152 365

e-mail: vbodlakova@bv.v.cz

CONTACTS

Project Director

Ing. Lucie Vymazalová

phone: +420 541 152 529

e-mail: lvymazalova@bv.v.cz

Project Manager of Caravaning Brno exhibition

Simona Křečková

phone: +420 541 152 585

e-mail: skreckova@bv.v.cz

PR and Advertising Manager

Dita Brančíková

phone: +420 541 152 549

e-mail: dbrancikova@bv.v.cz

Stand Construction and Services Manager

Robert Grof

phone: +420 541 152 874

e-mail: rgrof@bv.v.cz

HALL F

Hall technician

F/room 104

Zdeněk Tulla

phone: +420 602 476 829

HALL P

Hall technician

P/room 126

Pavel Jedlička

phone: +420 724 274 504

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. To provide for smooth and mutually pleasing progress of all three of these stages, we would kindly ask you to make sure you are thoroughly acquainted with the General Conditions for Participation, which are given in the Binding Application, and which, with your signature, you have obliged to respect.

GENERAL RULES

- **Entry of vehicles to the premises of the Exhibition Centre** – We recommend to all the exhibitors to enter the grounds through Gates 8 and 9. Gate 4 – cars only, there is a special lane for vehicles with granted free entry; Gate 4 will be open from 6. 11. 2019 till 10. 11. 2019 according to operating hours; Gates 8 and 9 - cars and lorries, all vehicles requiring customs clearance or handling services must enter the grounds through Gate 9. Drivers are obliged to respect the instructions given by the security guards.
- **All vehicles must observe the traffic signs on the grounds,** and leave the grounds of the Exhibition Centre each day by the end of opening hours at the latest. Any breach of this regulation will be penalized by a fine in the amount of 5,000 CZK. Drivers are obliged to observe the instructions of the parking attendants or park their cars at the provided parking areas. The entry of vehicles into exhibition halls is prohibited. The entry of lorries and vans to the BVV Trade Fairs Brno grounds during the course of the trade fair is not permitted. On exiting the Exhibition Centre, a copy of the list of registered items, confirmed by the duty guard on entry to the grounds, must be submitted at the gate. Upon the request of the duty guard at the gate the driver is, in the interests of protecting the property of Trade Fairs and other exhibitors, obliged to allow the contents of the boot of his vehicle to be inspected. The same applies to exhibits and other materials taken out through the gates. In case the security service at the departure detects any material to be the property of the Trade Fairs that has not been included in the list of registered objects before and confirmed as such by the security service on the arrival at the exhibitions centre, the material will be seized.
- **Two passes for the assembly and dismantling passes** are issued free of charge. Any extra passes have to be paid for (details are stated in the ASSEMBLY section – B) Entrance to fairgrounds). **The holder of the assembly pass is obliged to carry it visibly displayed during his entire stay within BVV Trade Fairs Brno premises.**
- **Please take attention – the exhibitors entry pass does not serve as a travel permit for urban mass transportation.**
- **Escape routes must be kept clear.** For safety reasons assembled and dismantled material, packaging and exhibits may not block aisles between exhibition stands. Assembly work only is permitted in the exhibition halls. The production of items for assembly, surface painting, creating dust or otherwise disturbing other exhibitors is prohibited in exhibition halls, and is subject to penalty.
- **Waste disposal.** To dispose of waste produced during assembly and dismantling of exhibition stands please use the coloured bins separated waste placed by the exhibition halls. More information can be obtained from the gates of the exhibition halls. In case of producing a large amount of separated waste (glass, cardboard, plastics, wood) the caretaker of the exhibition hall can arrange for you to dispose of in a skip container ordered at your request.
- **Disposing of metal chips, oils, and lubricants.** To dispose of metal chips and similar kinds of waste please use the special collection container placed by the exhibition halls. More information can be obtained from the gates of the exhibition halls.
- **All assembly and installation works must end on** November 6, 2019 (Wednesday) 8.00 pm at the latest. From this time the electricity including lighting in exhibition halls will be switched off automatically.
- **Receptions, cocktail parties, and company presentations** may only be held at exhibition stands during the course of the event, during the ordinary opening hours of the exhibition hall, i.e. to 7.00 pm **or until 11.00 pm, on only upon permission of trade fair administration.**
- **Acoustic advertisements and musical productions are permitted only at own exhibition stand and if they do not disturb neighbouring stands. The noise shall not exceed 70 dB at the edge of the stand. If this condition is not observed, BVV Trade Fairs Brno may order the production to be terminated, e.g. by issuing a written request, and if this is not observed, the electricity for the particular stand may be switched off. In such case the exhibitor renting the exhibition area is not entitled to demand the compensation of any damages whatsoever caused by this intervention. Apart from the approval of BVV, the exhibitor is obliged to ask for the approval of respective collective administrator of the copyright (OSA, INTERGRAM) as stated in Act No.121/2000 Coll., the Copyright Act, as amended.**
- **Installation of own advertisements within the fairgrounds (outside exhibition area or stand) is not allowed.** The mass distribution of printed advertising materials, or their scattering over the fairgrounds from hired aeroplanes or balloons, is not permitted without a previous approval of the trade fair administration, increased costs connected with cleaning of areas will be charged out to the exhibitor responsible. As well as flights with advertising banners are not permitted. Sending of promotional materials within fairgrounds via Bluetooth technology or BTS cell transmitters is not possible without previous consent of BVV Trade Fairs Brno. You are authorised to promote your products and services at your own exhibition stand only. Any increased cleaning costs will be invoiced to the exhibitor in question. Use of advertising means such as bicycles, skateboards, roller skates, scooters, two-wheel self-balancing vehicles and other vehicles is not allowed within the fairgrounds without previous consent of BVV Trade Fairs Brno.
- **We recommend that you hand in the keys from any areas you lock to the relevant exhibition hall gatehouse every day.** If you fail to do so, and the outbreak of fire or a malfunction of equipment installed in the locked area is suspected, then you will be charged any damages arising from forced entry to this area.
- **The cleaning of stands** outside opening hours may be performed only by contractual cleaning companies of the BVV Trade Fairs Brno.
- **We recommend that you insure your exhibits** (including packaging) against any possible damage or loss, or recommend individual stand security (see Services). The trade fair administration cannot be held liable for any such damages.

We would like to wish you a pleasant stay.

EVENT ASSEMBLY PERIOD November 4–6, 2019

A) OPENING HOURS

Hall P, F



4.–5. 11. 2019 7.30 am – 10.00 pm
6. 11. 2019 7.30 am – 8.00 pm

Electricity for installation and assembly will be provided during this period. Technical services (electricity, water, compressed gas, elevators and phones), will be provided after 6.00 pm only if ordered two hours in advance!

Between November 4 and 6, 2019 all the ordered and paid technical services are provided during full hours of the assembly period.

In exceptional cases the BVV Trade Fairs Exhibition Hall technician – (see CONTACTS) may permit an extended assembly period, for a fee agreed in advance. This also applies to assembly before the given dates, which must be ordered at least 1 week before the stipulated date for the beginning of event assembly, i.e. October 30, 2019 from the Fairgrounds Operational Project Manager, *Simona Křečková* – Caravaning Brno, Phone: +420 541 152 585, e-mail: skreckova@bvvcz.cz.

Assembly work must be completed by 8.00 pm on November 6, 2019 at the latest. At this time the electricity, including the lighting in exhibition halls, will be switched off!

B) ENTRY TO THE EXHIBITION CENTRE



An Assembly and Dismantling Pass or an Entry Pass for the event serves 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 ground floor of the Trade Fairs administration building. **Two assembly and dismantling passes are provided free of charge. If more passes are requested, these have to be paid for. The price for an extra assembly and dismantling pass is CZK 150 including VAT.** Pass holders must wear these visibly, entry without pass will not be allowed to BVV premises. Exhibitor passes and assembly/dismantling passes (free or paid) will be given to the exhibitor only if he has paid all his financial obligations towards BVV Trade Fairs Brno. The price of one Entry pass is CZK 200 including VAT.

C) VEHICLE ENTRY TO THE EXHIBITION CENTRE



General rules for entering the premises with vehicles: All vehicles must observe traffic signs within the premises and leave fairgrounds by the end of the opening hours at the latest. The breaching of these rules is penalised with a fee of CZK 5,000. Parking of vehicles within the premises at night is not allowed. Entry with own handling vehicles is forbidden. Maximum speed limit within the premises is 30 km per hour. During assembly period the premises may be entered upon the presentation of Assembly and Dismantling Pass or Free Entry

Pass (purchased upon the Order Form) through gates 4, 8, and 9. Gate 4 serves only for the entry of cars. (We recommend using gates 8 and 9).

CARS

November 4–6, 2019

Gates 8 and 9 are available during the defined opening hours upon the presentation of the Assembly and dismantling pass or the Free Entry Pass for a particular event.

Gate 4 will be open from 6. 11. 2019.

The Free Vehicle Entry Pass entitles its holder to a free entry and departure via gates 4, 8, and 9 between November 4–13, 2019, during the officially specified opening hours.

UTILITY VEHICLES + TRUCKS

November 4–6, 2019

Gates 8 and 9 are available during the defined opening hours upon the presentation of the Assembly and dismantling pass or permission Free car entry pass.

November 7, 2019

Gates 8 and 9 are available during the defined opening hours upon the presentation of the Assembly and dismantling pass, or upon the payment of a CZK 1,000 deposit, but max. for 4 hours.

Last entry to the premises:

November 7, 2019 at 6.00 pm

Last departure from the premises:

November 7, 2019 at 8.00 pm

After these hours the deposit becomes nonreturnable.

D) PARKING



Overnight parking of vehicles within premises is not allowed. Entry of vehicles to exhibition halls is prohibited.

E) STAND CONSTRUCTION



(ends on November 6, 2019 at 8.00 pm)

The official partner for exhibition stand construction is BVV Trade Fairs Brno, Stand Construction and Services

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

Stand Construction and Services of BVV Trade Fairs Brno offer full trade fair and exhibition services, including:

- free processing of project offers including price calculations
- creative rendering of the project spatial and visual design including graphic and electronic visualisations
- complex delivery of the project
- exhibition stands from standardised systems OCTANORM, MAXIMA, DOPPELFORM, MONTI as well as non-standard exhibition stands.

Stand Construction and Services of BVV Trade Fairs Brno also offer full range of services and stand construction anywhere in the Czech Republic and abroad.

Contact: [Robert Grof](mailto:rgrof@bvvcz), phone: +420 541 152 874,
e-mail: rgrof@bvvcz, www.bvvcz/expozice

If exhibition stands are not delivered by Stand Construction and Services of Trade Fairs Brno the following is necessary:

- presentation of the stand technical project within the defined deadline (see SCHEDULE), in case of suspension works also including stress-analysis calculations for approval by BVV Trade Fairs Brno, department of fire protection and safety at work, in two copies ([Věra Staneva](mailto:vstaneva@bvvcz), phone: +420 541 152 607, fax: +420 541 153 081, e-mail: vstaneva@bvvcz)
- take over the exhibition area from the Hall technician (see CONTACTS) and to hand it over after the end of the dismantling period, in original condition. The take-over of exhibition area requires the presentation of the following documents:
 - approved exhibition stand project
 - form Confirmation (X030, part of Order attorney exhibition area rental fee to present upon request
 - the exhibition area will not be handedover unless the invoice for exhibition area rental is paid in full
 - receipt confirming the payment of services ordered from BVV Trade Fairs Brno – if these services are not paid before the beginning of the event they shall not be provided
- meeting of all the provisions and General rules for participation as well as Technical and Safety Regulations (see Order Form).

In case of breaching the General rules for participation as well as Technical and Safety Regulations including fire- protection measures the water and electricity connections at stand will not be made operable or the entry to the exhibition stand will be blocked by a partition screen.

Multi-storey exhibition stands must be also special fire-protection regulations. This is why these exhibition stands, in their project or study phase, must be presented for approval to the fire-protection specialist at BVV Trade Fairs Brno, Department of fire protection and safety at work ([Věra Staneva](mailto:vstaneva@bvvcz), Phone: +420 541 152 607, fax: +420 541 153 081).

During the physical inspection of exhibition stands the exhibitors are obliged to enable the members of the inspection committee to enter their exhibition stands.

F) TRANSPORT, CUSTOMS, AND HANDLING SERVICES WITHIN THE FAIRGROUNDS



The companies **DB Schenker spol. s r.o.** and **Kühne + Nagel spol. s r.o.** have been appointed as Trade Fairs' contractual forwarding agents for this trade fair event. Exhibitors should contact these companies directly (not through Trade Fairs). 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 materials, transportation to stands, the removal, storage and return of empty packaging, assembly and dismantling work, and customs clearance of the exhibition shipments. **The closing date for bringing-in of all exhibits is November 6, 2019. It is forbidden using their own mechanical equipment for dismantling work!**

Behind the Z Hall within the premises **a loading/unloading ramp with load-bearing capacity of 15 tons** will be available to handle exhibits. The ramp is situated on the outdoor area Z – behind the Z hall.

Hand manipulation carts are available for transporting your stationery, promotion materials and smallwares. The carts are to let on paying a deposit of 1000 CZK incl. VAT for the maximum time of 2 hours. The carts are available on dedicated and marked stations in the individual halls. The manipulation carts are lent one day before the fair start, the first day of the fair till 11.00 am and the last day of the fair the carts can be lent only after the official event 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 one hour after the official closing of the event. The storage of assembly tools, exhibition elements and parts of exhibits in the storage hall can be ordered through the forwarding companies. Unmarked packaging and unwanted used material will be taken to a dump for disposal after 8.00 pm. Unmarked exhibits left outside the rented 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.

Companies with exhibition area allocated in the E-I Hall are kindly asked, for the purposes of further handling, to send all shipments in the maximum weight of 1,500 kg per one colli.

All shipments must be labelled with the name of the exhibiting company, its location within the grounds, and the name of the event to which they are being sent.

The recipient of such consignments is not BVV Trade Fairs Brno. Trade Fairs will not be held responsible for any consequences resulting from the incorrect addressing of consignments or any violation of regulations relating to the import of goods.

Transportation and handling services must be ordered in advance.

THE COURSE OF THE FAIR

November 7–10, 2019

A) OPENING HOURS



for exhibitors:

November 7, 2019	7.00 am – 7.00 pm
November 8, 2019	7.30 am – 7.00 pm
November 9, 2019	7.30 am – 7.00 pm
November 10, 2019	7.30 am – 5.00 pm

for visitors:

November 7–9, 2019	9.00 am – 6.00 pm
November 10, 2019	9.00 am – 5.00 pm

B) ENTRY TO THE EXHIBITION CENTRE



Exhibitor's cards or Entry Passes to the event serve for the admission of exhibitors to the grounds during the course of the event.

Exhibitors will generally 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 operational sections (see SERVICES FOR EXHIBITORS) if the exhibitor has paid all his due financial obligations towards BVV Trade Fairs Brno. Entry Passes cost 200 CZK each, incl. VAT.

C) MOVING ABOUT WITHIN THE PREMISES

Using bicycles, skateboards, roller skates, scooters, two-wheel self-balancing vehicles and other types of vehicles as means of transport within the premises is forbidden without the appropriate previous consent of BVV Trade Fairs Brno.

D) VEHICLE ENTRY TO THE EXHIBITION CENTRE



The entry of vehicles is possible only for cars and utility vehicles up to 3.5 t (including load) without trailers.

CARS AND LORRIES

Entry is possible: upon the presentation of a Free Entry Pass purchased in advance. Entry is possible via gates 4, 8 and 9 during the opening hours with the possibility of parking at designated car parks.

Parking outside the designated areas will be sanctioned – see instructions for parking stated on the Free Vehicle Entry Pass.

These passes can be:

- ordered via the Order Form (see SCHEDULE);
- purchased directly from operational sections (see SERVICES FOR EXHIBITORS);
- purchased from the Event Business Service department, ground floor of the Trade Fairs Administrative building. The cost is 1 500 CZK + 21% VAT, validity November 4–13, 2019. It is not possible to transfer a Free Entry Pass onto another vehicle for the last day of the event.

The car number plate must be stated in order to have the Free Entry Pass issued!

– entry upon the payment of a deposit of CZK 1,000.

Entry is possible only via Gate 4. The payment of the CZK 1,000 deposit enables the entry to the fairgrounds for the maximum of 1 hour during the designated hours:

November 8, 2019

7.00–8.30 am

Last entry to the grounds: at 8.30 am

Last departure from the grounds: at 9.30 am
5.30–6.30 pm

Last entry to the grounds: at 6.30 pm

Last departure from the grounds: at 7.30 pm

November 9, 2019

7.30–8.30 am

Last entry to the grounds: at 8.30 am

Last departure from the grounds: at 9.30 am
5.30–6.30 pm

Last entry to the grounds: at 6.30 pm

Last departure from the grounds: at 7.30 pm

November 10, 2019

7.30–8.30 am

Last entry to the grounds: at 8.30 am

Last departure from the grounds: at 9.30 pm

If the time limit is exceeded the deposit cannot be returned.

TRUCKS

i.e. vehicles with total weight of 3.5 t (including load). Entry to fairgrounds during the course of the fair is not allowed.

E) PARKING



Parking within the fairgrounds is possible only at designated car parks.

Parking outside these areas will be penalized. Parking of vehicles in the area during the night is unacceptable. Parking trailers on site exhibition during the event is not permitted.

Parking outside the fairgrounds:

We highly recommend to all exhibitors to park in the EXPOPARKING building by the entrance to the grounds through Hall E. The car park is open non-stop. Reserved parking in the EXPOPARKING building (for the duration of the event): unattended parking 1,000 CZK + 21% VAT. Price of reserved unattended parking includes also the event assembly period and dismantling period. Pre-paid parking at car parks outside the fairgrounds is provided on event days always from 7.00 am to 8.00 pm. Pre-paid parking can be ordered in advance (see SCHEDULE) or purchased directly from the operational departments (see EXHIBITOR SERVICE). The price of pre-paid parking for a car, and valid throughout the entire event, is CZK 1,000 + 21% VAT.

The price of one-time parking directly on the parking place is CZK 150.

DISMANTLING PERIOD

November 10–13, 2019

A) OPENING HOURS–DISMANTLING is possible on:



November 10, 2019
between 5.00 pm and 12.00 pm

November 11–13, 2019
between 7.30 am and 8.00 pm

Dismantling may be commenced immediately after the closing of the fairgrounds to visitors, i.e. on November 10, 2019 at 5.00 pm. One hour after the official end of the event the delivery of empty packaging stored by contractual forwarding companies will be commenced and **all technical connections such as electricity, water, and compressed air will be automatically switched off at the exhibition stands – i.e. at 5 pm. At the same time the telephone lines at stands will be disconnected automatically. Any extension to the period of supply of electricity must be ordered from the manager of the operational section or the exhibition Hall technician (see Contacts).**

The operational hours as well as time designated to dismantling of stands at the individual exhibition halls and outdoor areas applies, without exceptions, to all exhibitors. The exhibition area must be cleared and handed over to the exhibition area supervisor by November 13, 2019, 8.00 pm, at the latest.

Aisles between exhibition stands must remain passable during the dismantling period.

B) ENTRY TO THE EXHIBITION CENTRE



On presentation of the Entry Pass or the Build up and Dismantling Pass. Two Build up and Dismantling Passes are provided free on each leased exhibition area. A fee is charged for each additional Build up and Dismantling Pass ordered. The price of an Build up and Dismantling Pass is 150 CZK incl. VAT.

C) VEHICLE ENTRY TO THE EXHIBITION CENTRE



An Assembly and Dismantling Pass or a valid Free Entry Pass serves for the entry to the grounds, via gates 4, 8, and 9. Gate 4 serves for the entry of cars only. Drivers are obliged to follow the instruction of the security guards or leave their vehicles at the designated car park.

The last day of the fair (November 10) in the evening can all cars and vehicles go into the area of exhibition centre after 5.00 pm with departure at the latest at 12.00 pm. Vans, trucks and lorries can drive in after 5.00 pm with departure at the latest at 12.00 pm. The drivers are obligated to respect the instructions of security service, eventually stand off the carriage on the parking place.

Gate No. 4 will be opened on 10. 11. 2019 according operating hours. On the other days of the dismantling is permitted the drive in of all carriages into the area of exhibition centre from 7.30 am. till 8.00 pm.

On exiting the Exhibition Centre, a copy of the list of registered items, confirmed by the duty guard on entry to the grounds, must be submitted at the gate. Upon the request of the duty guard at the gate the driver is, in the interests of protecting the property of Trade Fairs and other exhibitors, obliged to allow the contents of the boot of his vehicle to be inspected. The same applies to exhibits and other materials taken out through the gates. In case the security service at the departure detects any material to be the property of the Trade Fairs that has not been included in the list of registered objects before and confirmed as such by the security service on the arrival at the exhibitions centre, the material will be seized.

D) PARKING



Overnight parking within the premises is not allowed. Entry of vehicles to exhibition halls is forbidden.

E) DISMANTLING AND CLEARANCE OF EXHIBITION STANDS AND EXHIBITS



(ends on November 13, 2019 at 8.00 pm)
On the last day of the dismantling period the exhibitors and their contractor companies are obliged to:

- complete the dismantling and taking away of exhibits (costs incurred by Trade BVV Fairs Brno in relation to the storage and handling of exhibits that were not removed in time will be invoiced to the exhibitor);
- complete the dismantling and taking away of exhibition equipment, by the time designated to finish all works at the latest;
- pay all their payable obligations towards BVV Trade Fairs Brno (otherwise the exhibitors will be disabled to leave the fairgrounds).

Any material left within the exhibition areas will be considered as waste, and will be physically disposed of following the end of the dismantling period. Following the end of the dismantling period, the exhibition area must be returned to the exhibition hall technician (unless stand construction is performed by Trade Fairs). Trade Fairs will not be held responsible for any damages incurred.

Dismantling of flower decorations, curtains, and electrical installations by Trade Fairs Brno commences immediately after the closing of the fair. Earlier dismantling is not acceptable.

Exhibitors are kindly asked to return, prior to their departure, all items borrowed from BVV Trade Fairs Brno, namely telephones, kitchenette equipment, etc. The value of all items not returned will be invoiced to the exhibitor.

Disposal of metal chips, oils, and lubricants

To dispose of metal chips and similar kinds of waste please use the special collection container placed by the exhibition halls. More information can be obtained from the gates of the exhibition halls.

F) CUSTOMS CLEARANCE

Contacts see SERVICES, item C.

EMERGENCY CALLS DURING EVENT

A) MEDICAL ASSISTANCE



First aid

Medical centre within the grounds in the building next to the Congress Centre, phone: +420 541 152 750, +420 543 247 633

daily from 8.00 am to 6.00 pm

(exl. Wednesday, Saturday, Sunday),

Wednesday 9.00 am to 6.00 pm

Saturday 9.00 am to 6.00 pm

Sunday 9.00 am to 4.00 pm

Dentist:

building next to the Congress Centre, first floor, phone: +420 541 152 751

– daily from 7.30 am to 2.00 pm except Saturday and Sunday.

Emergency medical assistance:

Ponávka 6, Brno (entry via the Casualty Hospital), phone: +420 545 538 538.

B) POLICE



Office on the street Rybářská 17 next the Fair ground,

phone: +420 974 626 481

(the police also deals with lost and found items)

C) FIRE RESCUE GUARD



BVV fire report office, building H001 by gate No. 5 phone: +420 541 152 200

D) SAFETY TECHNICIAN



In case of any accident or injury please call the safety technician, phone: +420 541 152 528; if not present please contact the OLMAN Service, phone: +420 541 153 383.

E) BREAKDOWNS – ACCIDENTS



Maintenance services in exhibition stands supplied by BVV Trade Fairs Brno phone: +420 541 153 176

Emergency maintenance service within fairgrounds phone: +420 541 158 888

SERVICE FOR EXHIBITORS

A) CENTRAL SERVICE FOR EXHIBITORS

accept orders for exhibition stand construction, supply of exhibition equipment, electrical and water connections, cleaning, flowers, photographic services, individual guarding of stands, additional issuing and sale of passes, parking, and entries to the fairgrounds.

Contacts see – Central service – CONTACTS.

Passes and documents required for parking and entries

purchased or not sent, for any reasons, by regular post, are ready **on the ground floor of the high-rise building** (Mrs. Chaloupková, phone: +420 541 153 153 and Mrs. Davidová, phone: +420 541 152 982) **or at the P Hall** (central service – CONTACTS). There it is also possible to buy extra passes as well as parking and entry documents).

Hall technician provides for services related to the operation of exhibition halls and outdoor areas. The supervisor approves the commencement of assembly works in the exhibition area, after the end of the event takes over the cleared exhibition area from the exhibitor or assembly company.

Controls and co-ordinates the construction of stands, supply of exhibition equipment and installation of technical connections. Contact persons for respective exhibition halls – see CONTACTS.

B) ADDITIONAL SERVICES – INFO STANDS

Additional services for exhibitors are mediated by the staff of the INFO STANDS located in exhibition halls.

Operation from November 7, 2019

The staff at these INFO STANDS can provide contacts for exhibitors to the appropriate partners on the exhibition centre, and mediate contact through the information service or individual operational sections. They are open on the final day of the build up period and for the entire course of the event. Furthermore, the INFO STAND staff provide such services as catalogue sale, Wi-Fi sale, copying.

C) WI-FI CONNECTION AT THE FAIRGROUND

A wireless network for mobile access to a high-speed Internet service is available on the grounds of BVV Trade Fairs Brno. This service operates as a standard Wi-Fi – 802.11b/g and is provided for BVV Trade Fairs Brno by the company T-Mobile Czech Republic a.s. You can purchase coupons with passwords and logins at the info stands. The connection speed and quality is dependent on the number of users logged on.

The number of log-on 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 (see www.bvv.cz/orderforms). Contact: **Josef Dosoudil**, phone: +420 541 152 810, e-mail: jdosoudil@bvv.cz. The coupons are offered for a one-day connection in the value of 250 CZK incl. VAT and for the entire course of the event in the value of 500 CZK incl. VAT.

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.

SERVICES

A) TRADE FAIR RADIO

The Chateau building
Phone: +420 541 152 216, +420 541 152 060,
(during the course of the fair only)

B) BANKING SERVICES, FOREIGN EXCHANGE OFFICE

BVV Trade fairs Brno bank – the ground floor
of the Administration building
phone: +420 541 153 230, +420 541 153 184,
fax: +420 541 152 995

Accepts:

- payments of invoices in cash
- payments of invoices by credit cards VISA, EC/MC
- payments of invoices by travellers cheques or bank cheques

Offers:

- foreign currency exchange
- cash pay-out against credit cards VISA, EC/MC
- cash pay-out against travellers cheques

Opening hours:

November 6, 2019	9.30 am – 12.00 am
November 7, 2019	9.30 am – 12.00 am
November 8, 2019	9.30 am – 12.00 am

ATM location in the Exhibition Centre

- **ATM of ČSOB** the foyer of hall E – credit cards EC/MC, VISA
- **ATM of Euronet** the foyer of hall F – credit cards EC/MC, VISA

C) TRANSPORT, CUSTOMS, AND HANDLING SERVICES, FORWARDING TERMINAL

KÜHNE + NAGEL spol. s r.o.

Gate 9
Výstaviště 1, 647 00 Brno

Mrs. Gabriela Linhartová

phone: +420 543 565 510–513, +420 606 765 633

fax: +420 543 565 519

e-mail: exposervice.brno@kuehne-nagel.com

www.kuehne-nagel.com

SCHENKER spol. s r.o.

Gate 9
Výstaviště 1, 648 30 Brno

Jan Lázníčka

phone: +420 544 520 837, +420 724 131 457

e-mail: jan.laznicka@schenker.cz

Karel Konečný

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

e-mail: karel.konecny@schenker.cz

e-mail: bvv@schenker.cz

www.schenker.cz

Loading and unloading of goods (exhibits),
customs clearance and transport services within
the premises, air, truck, and sea transport.

D) INFORMATION CENTRES

Other services for the exhibitors can be arranged by
the staff of information centres located at the exhibition
halls F, V, P. Opening hours: from 7. 11. 2019.

The staff can provide general information, data on
exhibitors, sale of Wi-Fi vouchers and copying services.

E) INSURANCE

RENOMIA a.s.

Administrative building, ground floor, office No. 4.

Vilma Přerovská

phone: +420 724 347 389

e-mail: vilma.prerovska@renomia.cz

Opening hours:

One day before the commencement of the event
from 8.00 am to 6.00 pm; the day of the commencement
of the event from 8.00 am to 4.00 pm.

Can be contacted at other times on
the telephone number: +420 724 347 389
or by e-mail to: vilma.prerovska@renomia.cz

Provides insurance of damage or loss of exhibits including
empty packaging, equipment, and exhibition stand
furniture, catering, promotional materials, goods, clothing,
and personal property of staff and visitors to exhibition
stands. Insurance of liability for exhibition stand operation,
transport, as well as other usual insurance products for
individuals and companies can be provided.

F) INDIVIDUAL GUARDING OF EXHIBITION STANDS

Can be provided upon order by OLMAN Service, a.s.,
phone: +420 541 152 513.

Order according to the order block.

G) PRESS CENTRE

Hall E – 2nd floor, Phone: +420 541 152 549
accreditations, services for journalists, editorial board
of the Trade Fair Bulletin

PR and Advertising Manager – Dita Brančíková

phone: +420 541 152 549

H) PROTOCOL

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

I) ADVERTISING

Advertising media and spaces and other advertising activities can be ordered from the Stand Construction and Services Department of BVV Trade Fairs Brno, Mr. Zahradníček, Hall A3/room 223, Phone: +420 541 152 216. The advertising space can be used for various kinds of inflatable objects, individual advertising and related services (rental and operation of inflatable and hovering objects). The respective member of staff will ensure the distribution of your printed materials to the stands of exhibitors, issue permits to distribute printed materials to visitors, and have your advertisement broadcast on trade fair radio. People to distribute your materials and mascots to bear your advertisements can also be provided.

J) RESTAURANTS AND CATERING FOR EXHIBITORS

EXPO Food – Mrs. Dana Paulová
phone: +420 602 587 224
e-mail: objednavky@expofood.cz

Luncheon vouchers orders:
info@expofood.cz

phone: +420 603 261 024

Catering to exhibition stands:

Rudolf Dedek

phone: +420 775 554 570

Exhibitors may purchase luncheon vouchers for the exhibition event which may be used in the restaurants in halls A3 and P and at other selected refreshments sites.

Luncheon vouchers will be issued at nominal values as agreed with the exhibitor or to cover the actual purchase made. The number of luncheon vouchers is unlimited. Refreshments may also be purchased using other vouchers such as Sodexo, Ticket Restaurant, Cheque Dejeuner...

Suppliers can provide daily supplies of foods and ready dishes to exhibition stands or provide catering. They can also offer dinners and cater for company events on their own premises after the official end of the event's opening hours. You will be sent details on the range of catering and services on request.

Restaurants will be open during event opening hours from 10.30 am to 6.00 pm. They may also be open after 6.00 pm following agreement with parties interested in holding closed company events. Other refreshments centres will be in operation from 9.00 am to 6.00 pm.

K) ACCOMMODATION

Administrative building, office 14

Jana Hírlíková

e-mail: hotels@bvvcz

jhirlikova@bvvcz

www.bvv.cz/travelling

phone: +420 541 152 775

fax: +420 541 152 757

L) NO ENTRY POLICY

No entry on motorbike to the fairgrounds is allowed, as well as riding on scooters, two-wheel self-balancing vehicles and other vehicles, including the dismantling and assembly periods or the course of the fair. Bicycles can be left in the bicycle locker by Congress Center or foyer of hall P.

MAP OF THE EXHIBITION CENTRE

