

Brno Exhibition Centre

ORGANISATIONAL INSTRUCTIONS

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

We would ask exhibitors who have not ordered the construction of their exhibition stand from BWV Trade Fairs Brno to pass a copy of these instructions to their stand designers and contractors. Organisational instruction for assembly and dismantling periods and the course of the trade fairs were issued by BWV Trade Fairs Brno.

TO DO LIST FOR THE PREPARATION AND COURSE OF THE TRADE FAIRS

The deadlines given for the sending of order forms must be **observed!**

The price of ordered services for technical connections, furniture and suspension wires

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

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

DEADLINE	TASK	CONTACT
by 13. 9. 2021	Order stand construction, stand equipment, incl. furniture (the organizer reserves the right to change the date of acceptance of orders in relation to capacity options)	BWV Trade Fairs Brno – Stand Construction and Services Výstaviště 405/1 CZ – 603 00 Brno Zuzana Mrňová phone: +420 541 153 336 e-mail: zmrnova@bv.v.cz
	Order connections of: electricity, water, compressed air, telecommunication services, internet, suspension wires, entry passes, car passes, parking	BWV Trade Fairs Brno Výstaviště 405/1 CZ – 603 00 Brno Věra Staneva phone: +420 541 152 607 e-mail: vstaneva@bv.v.cz
by 17. 9. 2021	Send exhibition stand plan for approval in two copies, if you are ordering the stand construction from BWV Trade Fairs Brno, we will assure project approval for you.	BWV Trade Fairs Brno Výstaviště 405/1 CZ – 603 00 Brno Věra Staneva phone: +420 541 152 607 e-mail: vstaneva@bv.v.cz
	Send information on novelties, exhibits, company presentations	Michal Svoboda phone: +420 541 152 969 e-mail: msvoboda@bv.v.cz
by 15. 9. 2021	Order fair advertisement, distribution services (printed materials to the stands, permit for one's own distribution, fair radio and advertisement in FAIRINZERT magazine	Ivan Zahradníček phone: +420 541 152 216 e-mail: izahradnicek@bv.v.cz

30. 9. 2021	Assembly begins at 7.30 a.m.
30. 9. 2021	Exhibits weighing more than 5 tons and exhibits requiring the use of mechanical equipment must be brought in!
5. 10. 2021	Assembly works end at 8.00 p.m.
6. 10. 2021	Fairs begin at 9.00 a.m.
6. 10. 2021	Festive opening of the trade fairs in the hall P at 11.00 a.m.
8. 10. 2021	End of fairs at 5.00 p.m.
13. 10. 2021 at 8.00 p.m.	Latest permissible completion of dismantling work and clearance of exhibition area

OVERVIEW OF PRICES FOR ENTRY PASSES, CAR PASSES, PARKING AND ADMISSION

Car pass	2,500 CZK + VAT
One-day car pass	1,000 CZK + VAT
Deposit (under the conditions given in the Organisational Instructions) 2,000 CZK	
PARKING ON OPEN-AIR CAR PARKS	
Parking on outdoor parking lots	150 CZK/day incl. VAT
PARKING AT EXPOPARKING	
Pre-paid unattended (for the course of the trade fairs including the assembly and dismantling periods)	1,500 CZK + VAT
Entry pass	500 CZK incl. VAT
Assembly and dismantling pass	150 CZK incl. VAT
Basic admission ticket	350 CZK incl. VAT
Reduced ticket	250 CZK incl. VAT
Company voucher	60 CZK + VAT, 80 CZK + VAT, 100 CZK + VAT (according to the number of used vouchers)

Important notice:

6. + 7. 10. 2021 - entry is allowed only to persons over 16 years of age
8. 10. 2021 – entry for general public

CONTACTS

ORGANIZER

BVV Trade Fairs Brno
Výstaviště 405/1
CZ – 603 00 Brno, Czech Republic
phone: +420 541 152 926

IDET, PYROS and ISET Project

Director

Michalís Busios
phone: +420 541 152 927
e-mail: mbusios@bvvcz

Assistant to the Project Director

Šárka Chovančíková
phone: +420 541 152 926
e-mail: schovancikova@bvvcz

IDET Manager

Nikola Lekovski
phone: +420 541 153 029,
+420 602 768 616
e-mail: nlekovski@bvvcz

IDET, PYROS and ISET Manager

Dagmar Darmopilová
phone: +420 541 152 944,
+420 602 750 277
email: ddarmopilova@bvvcz

PR and Advertising Manager

Michal Svoboda
phone: +420 541 152 969 email:
msvoboda@bvvcz

Manager of Stand Construction and Services

Adam Touš
phone: +420 541 153 039
e-mail: atous@bvvcz

Manager of Stand Construction and Services, Stand Packages

Martin Mikša
phone: +420 541 152 912
e-mail: mmiksa@bvvcz

Armourer

Vladimír Maršík
phone: +420602 742 346
e-mail: armourer48@gmail.com

Open space F

Hall manager
Zdeněk Tulla
Hall F/office No. 104
phone: +420 602 476 829

Hall P, open space P

Hall manager
Pavel Jedlička
Hall P/office No. 126
phone: +420 724 274 504

Hall Z, open space Z, Z1

Hall manager
Milan Podsedník
Hall G/office Nr. 56
phone: +420 602 476 824

Central services for exhibitors during the assembly period, the course of the fairs and the dismantling period:

- Hall P, 1st floor, rooms No. 122, 125

Vladimíra Bodláková, phone: +420 541 152 365, e-mail: vbodlakova@bvvcz

Barbora Rudolecká, phone: +420 541 152 612, e-mail: brudolecka@bvvcz

EMERGENCY CALLS

A) MEDICAL SERVICE



First aid:

Medical Centre at the Exhibition Centre next to the Congress Centre
phone: +420 541 152 750

working days: 7.30 a.m.–12.00 noon
Wed: 1.00–6.00 p.m.

Dentist:

Building next to the Congress Centre
1st floor, phone: +420 541 152 751
daily (except Sat and Sun): 7.30 a.m.–2.00 p.m.

Emergency medical and dentist service:

Ponávka 6, Brno (entry through the Traumatology hospital)
phone: +420 545 538 538 (medical)
phone: +420 545 538 421 (dentist)
Emergency call: 155

B) POLICE



Rybářská 17
phone: +420 974 626 481
(also responsible for lost and property)
Emergency call: 158

C) FIRE BRIGADE



Building by Gate No. 5
phone: +420 541 152 200
Emergency call: 150

D) SAFETY AND SECURITY OFFICER

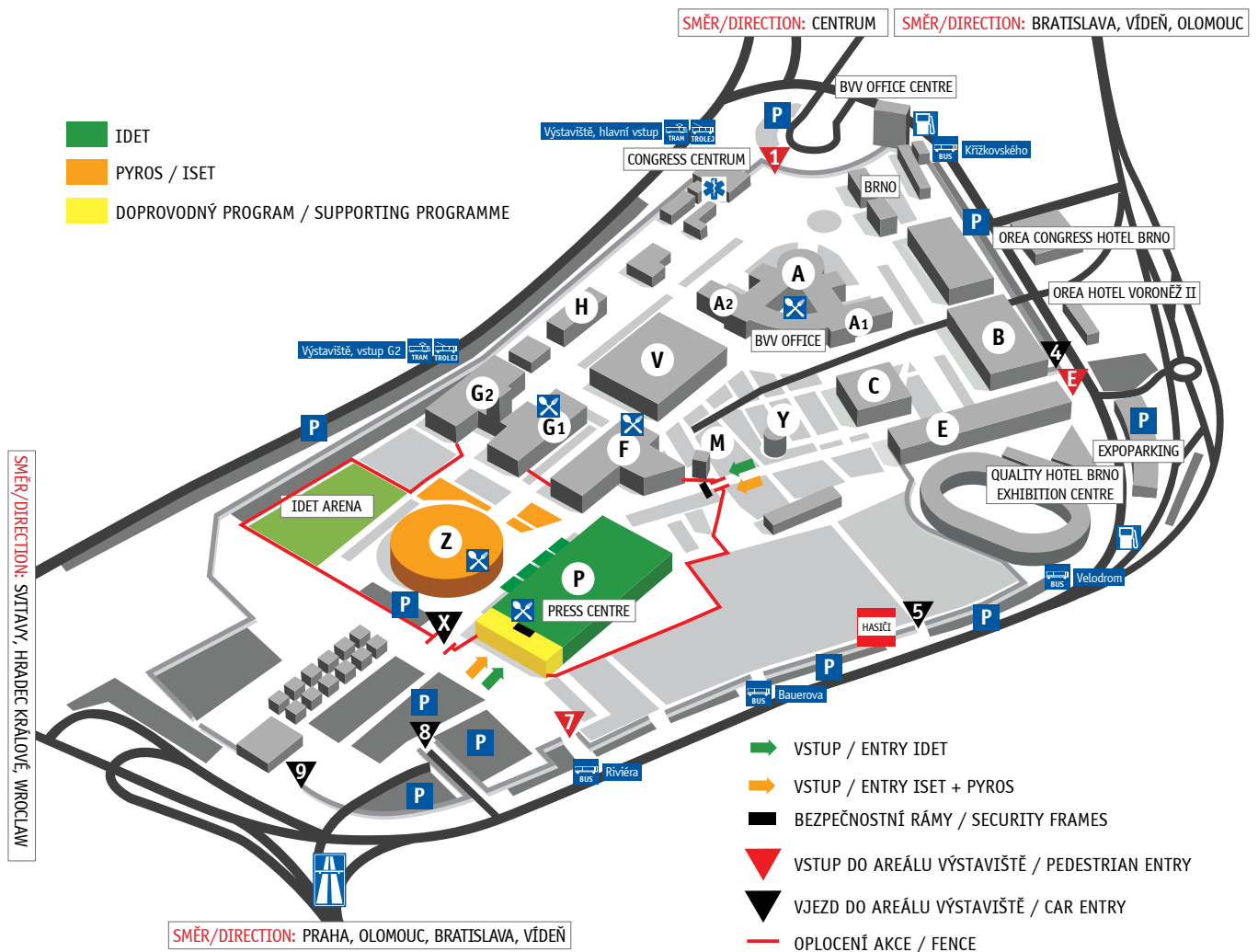


In the case of an injury or other extraordinary incident contact the security service immediately,
phone: +420 541 153 383

E) BREAKDOWNS – ACCIDENTS



maintenance and servicing of exhibition stands (exclusively for expositions realized by BVV Trade Fairs Brno)
phone: +420 541 156 666
+420 702 246 666
trade fair administration emergency service -
phone: +420 541 158 888



Dear exhibitors,

We would like to draw your attention to the most important information and rules valid during the assembly period, the course of the trade fair and the stand dismantling period. To ensure you have a smooth and trouble-free operation in all three stages we ask you to study in detail the General Conditions for Participation, which are given on the reverse of the Binding application for participation form, which you have signed and therefore undertaken to respect.

GENERAL RULES

Car entries to the Exhibition Centre – for details see Assembly Period, Course of the trade fair and Dismantling Period. We recommend exhibitors to use Gates No. 8 and 9.

- **Gate 4 is open only on the last day of the assembly period on 5. 10. 2021, in the course of the trade fair and on 9. 10. 2021. Important notice: In the course of the trade fairs from 6. – 8. 10. 2021 Gate 4 enables the access to the premises of trade fairs IDET, PYROS and ISET (area demarcated by a fence). Neither entering by car nor carrying goods to the premises of trade fairs will be allowed.**

- Cars only may enter through Gate No. 4, an entry lane here is reserved for vehicles with a Car Pass. Cars and trucks may enter the Exhibition Centre through Gates No. 8 and 9. All vehicles requiring handling services must enter through Gate 9. **Drivers are obliged to respect the instructions of the guard service.**

- **All vehicles must observe traffic signs at the Exhibition Centre most importantly the ban on parking on marked areas and in front of entrances to exhibition halls) and leave the Exhibition Centre following the end of the opening hours given in these Organisational instructions. Overnight parking at the Exhibition Centre is not permitted. Parking of trailers at the Exhibition Centre after the closing time is not permitted. Any breach of this regulation will be punished by a penalty of 5,000 CZK. The entry of vehicles into exhibition halls is prohibited. The entry of lorries and vans to the Exhibition Centre during the course of the trade fairs is not permitted.**
- We would like to draw your attention to the ongoing construction work on the premises of Veletrhy Brno a.s. These can result in partial traffic and operational restrictions during assembly, during trade fairs and during disassembly. Pay extra attention when moving vehicles and pedestrians in the company premises.

- **If the rules for parking and the entry of vehicles to the Exhibition Centre given above are violated, the company BVV Trade Fairs Brno is entitled to tow away the vehicle in question to the reserved car park, or fit the given vehicle with a wheel clamp. In such cases, the company BVV Trade Fairs Brno is likewise entitled to demand the payment of all costs associated with the application of these measures and a contractual penalty of 5,000 CZK in addition.**
- A copy of the list of registered items, confirmed by the inspection service on entry to the Exhibition Centre, must be submitted at the gate when leaving the Exhibition Centre. 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 Centre that are labelled as the property of BVV Trade Fairs Brno that are not included on the list of items taken to the Exhibition Centre and that have not been confirmed by the inspection service on entry to the Exhibition Centre, will be confiscated. The same applies to exhibits and other materials taken out through the gates.
- **Assembly and Dismantling Passes.** Two pieces of these passes are provided free. A fee (150 CZK per pass) is charged for additional Assembly Passes ordered. **The holder of an Assembly pass is obliged to wear it in a visible place at all times when at the Exhibition Centre, otherwise the trade fair administration is entitled to order the person not wearing such a pass to leave the exhibition hall or the Exhibition grounds.**
- **Escape routes must be kept clear.** For safety reasons assembled and dismantled material, packaging and exhibits must not block service roads between exhibition stands. Assembly work only is permitted in the exhibition halls. The production of items for assembly, surface painting, creating dust or other disturbing of exhibitors is prohibited in exhibition halls and will be subject to a penalty.
- **Waste disposal.** Use colour-coded containers located outside 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.
- **All assembly works must be completed by 8.00 p.m. on 5. 10. 2021 at the latest,** at which time the electricity, including lighting in exhibition halls, will be automatically disconnected.
- **Receptions, cocktail parties and company presentations** on exhibition stands may be held only during the course of the trade fair within daily opening hours in the exhibition hall, i.e. **to 7.00 p.m.**
- **Acoustical and optical means of advertising and musical productions are permitted on your own stand only under the condition that they do not disturb neighbouring stands, do not block aisles, and are not louder than 70 dB at the edge of the stand.** BVV Trade Fairs Brno may take appropriate action if these conditions are not observed, e.g. disconnect the supply of electricity to the stand following prior written notification. In such case the exhibitor has no right to the payment of any damages thereby incurred. For musical productions on exhibition stands, exhibitors are obliged not only to request the approval of BVV Trade Fairs Brno, but also that of the pertinent collective administrator of copyright (OSA, Intergram) in accordance with Law 121/2000 Coll., The Copyright Law, in its valid wording.
- **Placement of advertisements on the Exhibition Centre outside your own exhibition area is not permitted.** The mass distribution of printed advertisements or their dropping over the Exhibition Centre from aeroplanes or balloons is not permitted without the prior agreement of BVV Trade Fairs Brno. Flights with advertising banners over the Exhibition Centre are also not permitted. The broadcasting of advertisements at the Exhibition Centre 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 handcars and other means of motion (e.g. jumping boots, stilts) at the Exhibition Centre 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.
- **Cleaning of stands** out of opening hours may be performed only by fair administration's contractual cleaning companies.
- **We recommend that you insure exhibits** (including packaging) against any possible damage or loss, or recommend **individual stand security** (see SERVICES). **The trade fair administration will not be held liable for any such damages.**
- **No entry to the Exhibition Centre** – The entry of motorcycles, bicycles, scooters, segways or with in-line skates or skateboards in the build-up and dismantling period and the course of the fair is prohibited. **No pets** at the Exhibition Centre during the build-up period, the course of the trade fairs and dismantling period. **A set of visiting rules of BVV Trade Fairs Brno applies in the course of the trade fairs.**

Important notice:

**6. + 7. 10. 2021
entry is allowed only to persons
over 16 years of age**

**8. 10. 2021
entry for general public**

BUILD-UP OF THE TRADE FAIRS

30. 9. – 5. 10. 2021

A) OPENING HOURS



7.30 a.m.–8.00 p.m.

Electricity is provided for assembly purposes during these times. Technical services (electricity, water, compressed air) will be provided after 6.00 p.m. only if ordered in advance!

Technical services ordered and paid for are provided throughout the entire opening hours for assembly on 4 and 5. 10. 2021. The hall manager may permit an extension to the assembly period in extraordinary cases for a fee (see CONTACTS). Early assembly must be ordered at least one week before the stipulated beginning of the assembly period of the trade fairs from the logistic manager (Petr Blaha, phone: +420 541 152 850, pblaha@bv.v.cz)

Assembly work must be completed by 8.00 p.m. on 5. 10. 2021, at the latest. At this time the electrical current, including lighting in exhibition halls, will be switched off!

B) ENTRY



Entry Pass and an Assembly and Dismantling Pass for the trade fairs serve for entry to the Exhibition Centre during the assembly period.

Exhibitors will generally receive these passes by post a week before the assembly period begins, or can collect them in person on the ground floor of the Administration Building. **Two Assembly and Dismantling Passes are provided free of charge. A fee is charged for addition Assembly and Dismantling Passes ordered – 150 CZK incl. VAT each.**

Entry Passes are sent to exhibitors free, without the need for ordering, as follows:

- 2 passes on the first 20 sqm of indoor exhibition space or 100 sqm of outdoor space;
- 1 pass for each additional 20 sqm indoors or 100 sqm outdoors.

Passes above the stipulated number must be ordered (the price of an Entry Pass is 500 CZK incl. VAT). Holders of Assembly and Dismantling Passes are obliged to wear them in a visible place. Entry to the Exhibition Centre will not be permitted without an Assembly and Dismantling Pass or an Entry Pass.

Exhibitors will receive Entry Passes and Assembly and Dismantling Passes (both free and for a fee) only if they have paid all their due financial liabilities in respect of the company BVV Trade Fairs Brno.

C) VEHICLE ENTRY



All vehicles must observe the road signs at the Exhibition Centre and leave the Exhibition Centre each day by the end of opening hours at the latest. Any violation of

these rules will be subject to a fine of 5,000 CZK.

Overnight parking of vehicles at the Exhibition Centre is not permitted. The entry of vehicles into exhibition

halls is prohibited. The entry of exhibitors' own handling equipment is prohibited. The maximum speed limit at the Exhibition Centre is 30 km/h.

During the assembly period the car entry is possible only against the Assembly and Dismantling Pass or a Car Pass through Gates No. 8 and 9.

Gate 4 is open only on the last day of assembly period 5. 10. 2021, in the course of the trade fairs and on 9. 10. 2021.

On 5. 10. 2021 the car entry is possible through Gates No. 4, 8 and 9 during the stipulated working hours **against deposit of 2,000 CZK** for max. of 4 hours.

Last car entry to the Exhibition Centre 6.00 p.m.

Last exit from the Exhibition Centre: 8.00 p.m.

In case of exceeding the time limit the deposit will be forfeited. The deposit is paid by drivers of passenger cars and vans. The deposit is not paid by the holders of Car Passes.

D) PARKING

Parking at the Exhibition Centre is possible only on the designated car parks. Parking outside these areas will be subject to a penalty.

The entry of vehicles into exhibition halls is prohibited.

Overnight parking of vehicles at the Exhibition Centre is not permitted.

E) CONSTRUCTION OF EXHIBITION STANDS



(ends at 8.00 p.m. on 5. 10. 2021)

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

Adam Touš, phone: + 420 541 153039,

e-mail: atous@bv.v.cz www.bv.v.cz/expozice

The Stand Construction and Services Department of BVV Trade Fairs Brno offers complete stand construction services, including:

- plans, including price calculations;
- creative preparation during the planning and design of exhibition stands, including graphic designs and electrical plans;
- complete project implementation;
- stands made from the systems OCTANORM, MAXIMA, DOPPELFORM, MONTI and STRUKTUR, and custom-built stands.

Stand Construction and Services department can also offer the complete construction of exhibition stands anywhere in the Czech Republic or abroad.

If the construction of your exhibition stand is not being performed by BVV Trade Fairs Brno, it is necessary:

- to send the request for stand approval - it is a basic obligation for all exhibitors to send a fully completed request for stand approval. A confirmed request for stand approval is essential to the exhibitor or the stand contractor taking over the exhibition area. You can find a form at <https://ieso.bv.v.cz>.
- to take over your exhibition area from the hall manager (see CONTACTS) and to return it in its original condition after the end of the dismantling period.

- to submit a technical plan of your exhibition stand (and a static calculation in the case of suspension) for approval to BVV Trade Fairs Brno within the stipulated deadline (see SCHEDULE) – Věra Staneva, phone: +420 541 152 607, fax: +420 541 153 081, e-mail: vstaneva@bv.v.cz)

Following documents are required to take over your exhibition area:

- an approved plan of the stand;
 - confirmation form (X030 – part of iEso – ieso.bvv.cz along with confirmation of power of attorney;
 - proof of payment of exhibition area rental (on request);
 - proof of payment (on request) of services ordered from BVV Trade Fairs Brno – these services will not be provided unless they have been paid for by the time the fair begins;
- observe all the provisions of the General Conditions for Participation for the trade fairs and the Technical Safety Regulations (see ieso.bvv.cz).

Should the General Conditions for Participation and Technical Safety Regulations including fire regulations be broken, water and electrical connections for stands will be disconnected, respectively the fair administration might build a partition to prevent entry to the stand.

In case of construction without permit for build-up there will be charged a fine up to CZK 50,000 according to the level of the breach of approval obligation and the level of threat to the vicinity.

Exhibition stands of more than one storey must also fulfil special fire prevention conditions. Such stands must be submitted for the approval of the fair administration – Věra Staneva, phone: +420 541 152 607, e-mail: vstaneva@bv.v.cz.

During the approval of exhibition stands exhibitors are obliged to allow the members of the approval committee to inspect their exhibition stands.

F) TRANSPORT, CUSTOMS AND HANDLING SERVICES

The companies Kühne + Nagel and IMMIX are the contractual forwarding agents of BVV Trade Fairs Brno for this trade fairs. Exhibitors contact these companies directly (not through BVV Trade Fairs Brno). For contacts see SERVICES. These companies provide forwarding services for exhibitors, i.e. unloading and loading of exhibition goods, transportation to stands, the removal, storage and return of empty packaging, assembly and dismantling work, and customs clearance for trade fair consignments.

The exhibits weighing more than 5 tons and exhibits requiring the use of mechanical equipment must be brought in on the first day of the build-up only, i.e. on 30. 9. 2021. You may not use your own mechanical equipment for unloading or loading or for assembly and dismantling work! Transport and handling services must be ordered in advance.

A platform with a maximum loading capacity of 15 t will be available outside Hall Z for the unloading and loading of exhibits.

Manual handling carts are also available for transporting your stationery, promotional materials and small goods. **These carts are lent out free against a deposit of 1,000 CZK/2 hours.** You can find these carts at the signposted places in the individual exhibition halls. These handling carts may be borrowed one day before the event begins and on the opening day of the event to 11.00 a.m. On the final day of the event they may be borrowed only after the official end. **The removal and storage of empty packaging** and its subsequent return should be ordered from one of the forwarding companies given above. Empty packaging, marked in accordance with forwarding company instructions, will be stored in the packaging storage hall. Its return will commence an hour after the official closing of the event. The storage of assembly tools, construction elements and parts of exhibits in the storage hall can be ordered through the forwarding companies. Unmarked packaging and used material will be taken to a dump for disposal after 8.00 p.m. on the final day of the assembly period. Unmarked exhibits left outside the leased exhibition area will be taken to the storage hall, and sold or disposed of after a period of 15 days has elapsed. Any costs incurred will be charged to the exhibitor. The storage of packaging and installation material behind exhibition stands is prohibited.

All consignments must be labelled with the name of the exhibitor, its location on the Exhibition Centre, and the name of the trade fair to which they are being sent. **The recipient of such consignments is not BVV Trade Fairs Brno, which will not be held responsible for any consequences resulting from the incorrect addressing of consignments or the violation of regulations relating to the importing of goods.**

COURSE OF THE TRADE FAIRS 6.–8. 10. 2021

A) OPENING HOURS



for exhibitors:

6. 10. 2021	7.00 a.m.–7.00 p.m.
7. 10. 2021	8.00 a.m.–7.00 p.m.
8. 10. 2021	8.00 a.m.–12.00 p.m. (midnight)

for visitors:

6. 10. 2021	9.00 a.m.–6.00 p.m.
7. 10. 2021	9.00 a.m.–6.00 p.m.
8. 10. 2021	9.00 a.m.–5.00 p.m.

Important notice:

**6. + 7. 10. 2021
entry is allowed only to persons over 16 years of age**

**8. 10. 2021
entry for general public**

B) ENTRY



The entry to and exit from the premises of the trade fairs (area demarcated with a fence) is only possible through the frame detectors, which are placed in the lobby of hall P and by the hall M.

After entering the premises of IDET, PYROS and ISET you can move free in the halls P and Z and on surrounding areas. This measure is necessary due to the exhibiting of weapons.

Entry Passes for the trade fairs serve for the admission of exhibitors to the Exhibition Centre in the course of the fairs. Exhibitors will receive these passes at least a week before the beginning of the assembly period. Additional passes may be ordered (see **SCHEDULE**) or purchased from the SERVICES FOR EXHIBITORS, if the exhibitor has paid all his due financial obligations towards the fair administration. Entry Passes cost 500 CZK each (incl. VAT).

C) MOVE AROUND THE EXHIBITION CENTRE

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

D) ENTRY OF VEHICLES



The car entry to the closed premises of the trade fairs is not allowed!

The only car entry to the premises is marked with „X“, which is a loading area on the main communication between halls P and Z. There you can find hand carts, which allows exhibitors the transport of goods onto the closed premises of the trade fairs. On the premises of the Gate „X“ is not allowed to park any vehicle!

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

- on the basis of a **Car Pass purchased in advance. Entry through Gate 4 (PYROS/ISET exhibitors), through Gate 8 and 9 (IDET exhibitors). We do not recommend using Gate 4 to IDET exhibitors.** Cars may enter during the stipulated opening hours for exhibitors. These passes can be ordered through the Block of Order Forms or purchased directly from the SERVICES FOR EXHIBITORS (see CONTACTS), and cost **2,500 CZK + VAT**. Exhibitors may also purchase one-day Car Passes for **1,000 CZK + VAT**. One-day Car passes cannot be purchased for the last day of the trade fairs. For the final day of the trade fairs it is not possible to transfer Car Passes onto another vehicle.

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

E) PARKING



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

Car park on the open area near halls P and Z (entry through Gates No. 8 and 9) – IDET exhibitors.

Parking on open area A and by the hall V (entry through Gate No. 4) – PYROS/ISET exhibitors.

Parking on car parks outside the Exhibition Centre: in the **EXPOPARKING** building (open non-stop) at the entry to the Exhibition Centre through Hall E.

Unattended pre-paid parking in the EXPOPARKING building (valid 30. 9. – 13. 10. 2021) costs **1,500 CZK + VAT**.

One-off parking without parking space reservation at the car parks outside costs 150 CZK incl. VAT.

DISMANTLING PERIOD

8.–13. 10. 2021

A) OPENING HOURS



8. 10. 2021 5.00 p.m.–12.00 p.m. (midnight)
9.–13. 10. 2021 7.30 a.m.–8.00 p.m.

Dismantling begins immediately following the closing of the gates of Brno Exhibition Centre to visitors, i.e. at 5.00 p.m. on 8. 10. 2021. However the dismantling is dependent on securing weaponry and instructions of the armourer of the trade fair. The return of empty packaging stored by forwarding companies will begin at the same time. The supply of electricity, water and compressed air to exhibition stands will be disconnected at 6.00 p.m. on 8. 10. 2021. Aisles between exhibition stands must remain clear throughout the entire dismantling period.

It is necessary to clear and return the exhibition space to the hall manager by 13. 10. 2021 at 8.00 p.m. at the latest!

B) ENTRY



Against the presentation of an **Entry Pass** or an **Assembly and Dismantling Pass**.

Two Assembly and Dismantling Passes are provided free of charge. A fee is charged for addition Assembly and Dismantling Passes ordered – 150 CZK incl. VAT each.

C) VEHICLE ENTRY



In the course of dismantling the car entry is possible against presenting the Assembly and Dismantling Pass or a Car Pass through Gates No. 4, 8 and 9 during the working hours. **On the last day** of the event on 8. 10. 2021 cars and lorries may enter the Exhibition Centre 1 hour after the events have ended, i.e. **at 6.00 p.m.** at the earliest. Gate 4 will be opened only on 9. 10. 2021. Drivers are obliged to respect the orders of the guard service, and to stop their vehicle on the car park if requested to do so. A copy of the list of registered items, confirmed by the inspection service on entry to the Exhibition Centre must be submitted at the gate when leaving the Exhibition Centre. The driver is, in the interests of protecting the property of BVV Trade Fairs Brno and other exhibitors, obliged to allow the contents of the luggage compartment of his vehicle to be inspected at the request of the security service. Any items discovered by the inspection service in vehicles leaving the Exhibition Centre that are labelled as the property of BVV Trade Fairs Brno, that are not included on the list of items taken to the Exhibition Centre, and that have not been confirmed by the inspection service on entry to the Exhibition Centre, will be confiscated.

D) PARKING

The entry of vehicles into exhibition halls is prohibited.

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



(ends at 8.00 p.m. on 13. 10. 2021).

By the end of the dismantling period exhibitors and companies contracted by them are obliged to:

- complete dismantling work and the removal of exhibition items and exhibits (any costs incurred by BVV Trade Fairs Brno in connection with the storage or handling of exhibits that are not removed will be invoiced to the exhibitor in question; the same applies to borrowed and not returned items such as telephones, kitchenettes, flowers etc. Any material left on exhibition areas will be treated as waste, and physically disposed of by the trade fair administration following the end of the dismantling period. BVV Trade Fairs Brno will not be held responsible for any damages incurred.
- Return your exhibition area to the hall manager (see CONTACTS) following the completion of dismantling.

Earlier dismantling works are not permitted!

SERVICES FOR EXHIBITORS

A) CENTRAL SERVICES

Accept **orders** for furniture, equipment, electrical and water connections, compressed air, technical gases, masts, gritting, cleaning, flowers, photographic services, individual stand security, additional sale of entry passes, parking and car passes.

Entry passes, parking permits and car passes (that have been purchased or that could not be sent by post) await collection on the ground floor of the Administration Building (Ms. Doskočilová, phone: +420 541 153 153 and Ms. Rudolecká, phone: +420 541 152 612) or in Hall P (Central services – CONTACTS), where you can also buy additional passes, parking permits and car passes.

Hall managers provide services associated with the operation of exhibition halls and areas. They permit the commencement of assembly work on exhibition areas, and take over vacated exhibition areas from exhibitors or assembly companies following the end of the trade fairs. They manage and coordinate the construction of stands, the delivery of exhibition equipment and the installation of connections.

See CONTACTS for individual exhibition halls.

B) ADDITIONAL SERVICES

Additional services for exhibitors are provided by the staff of **INFO stands**, who mediate contact between exhibitors and the appropriate partners on the exhibition grounds. **INFO stands** are located in halls P and Z and are open on the last day of the assembly period and throughout the course of the trade fairs.

SERVICES

A) ACCOMMODATION

Administration Building, room No. 13
Jana Buršíková,
phone: +420 541 152 777,
e-mail:jbursikova@bvv.cz

B) ADVERTISING

Advertising carriers, areas and activities can be ordered from:
Ivan Zahradníček, phone: +420 541 152 216,
e-mail:izahradnicek@bvv.cz

C) BANKING SERVICES

the ground floor of the Administration Building
phone: +420 541 153 230

- payments of invoices in cash or by VISA, EC/MC, AMEX

opening hours:

5. 10. 2021

9.30 a.m.–12.00 noon

Payment terminals accepting payment cards are open every day, including Saturday and Sunday, at Central services for exhibitors in hall P.

Location of ATMs at the Exhibition Centre

- **ČSOB** – entry to hall E – EC/MC and VISA cards
- **EURONET** – hall F (facing hall P) – EC/MC and VISA cards

D) FAIR CATALOGUE

The price of the catalogue is 100 CZK. On sale at ticket offices and INFO stands. Free catalogues for exhibitors and catalogues ordered for a charge will be distributed to exhibitors' stands. They will be signed for and delivered against the presentation of an Exhibitor Pass. Catalogues may also be ordered to be sent by post. Please send your orders to Ms. Petra Rudinská, phone: +420 541 152 642, e-mail: prudinska@bvv.cz

E) INDIVIDUAL STAND SECURITY

Use Order forms for ordering the service.

F) INFORMATION CENTRES

INFO stands in Halls P and Z

– information about exhibitors and exhibits, supporting programme, general information, sale of catalogues and WIFI coupons, copying for a fee in the hall P only.

Open:

5.–8. 10. 2021

G) INSURANCE

Renomia a.s., Administration Building, office No. 4
Jiří Jílek
phone: +420 603 217 463
e-mail: jiri.jilek@renomia.cz

Renomia a. s. insures exhibits, liability arising from exhibition stand operation, transportation, insurance of costs should the exhibition be cancelled, insurance of exhibition stands and equipment (goods designed for sale, stock, promotional materials, the personal effects of members of staff).

H) PRESS CENTRE

Hall P – 2nd floor, room P3, phone: +420 541 152 249
– accreditation and services for journalists
PR and Advertising Manager – Michal Svoboda,
phone: +420 541 152 969

I) PROTOCOL DEPT.

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

J) RADIO

Manor House bldg. (Zámeček)
phone: +420 541 152 061 (only during the course of the trade fairs)
Spots or a commercial announcement –
phone: +420 541 152 216

K) RESTAURANTS AND SNACK BARS AT THE EXHIBITION GROUNDS

RESTAURANT

hall P phone: +420 541 159 318

Buffet

hall P west phone: +420 541 159 319

hall P east phone: +420 541 159 308

hall Z

CATERING FOR EXHIBITORS

Exhibitors may purchase luncheon vouchers for the Restaurant in Hall P, which operates a fast self-service system. Open 6. – 8. 10. 2021 from 10.30 a.m. to 5.00 p.m.
Contact: ExpoFood, Dana Paulová, phone: +420 602 587 224,
e-mail: info@expofood.cz, objednavky@expofood.cz

FOODS, BEVERAGES, HOT MEALS

are delivered to your stand by the company EXPO Food.
Contact: Dana Paulová, phone: +420 602 587 224,
e-mail: info@expofood.cz, objednavky@expofood.cz

L) TRANSPORT, CUSTOMS AND HANDLING SERVICES, FORWARDING TERMINAL

KÜHNE + NAGEL spol. s r.o.

by Gate No. 9

Výstaviště 405/1, CZ–603 00 Brno

phone: +420 543 565 513, fax: +420 543 565 519

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

www.kuehne-nagel.cz

IMMIX spol. s r. o.

Hlinky 35, 603 00 Brno

phone: +420 724 979 810, +420 722 122 186

e-mail: brno@immix.cz

www.immix.cz

M) WIFI

A wireless network for mobile internet access is available in the Exhibition Centre. This service operates as a standard WiFi – 802.11b.g., provided for BVV Trade Fairs Brno by the company T-Mobile Czech Republic. You can purchase WiFi coupons (for basic speed 10 Mbit) with password and login for a one-day connection (250 CZK incl. VAT) or for the whole course of the trade fairs (500 CZK incl. VAT) at information stands in halls.

The connection speed and quality are dependent on the number of users logged-on. For which reason constant data transmission cannot be entirely guaranteed.

In view of your request relating to guaranteed connection speed, we recommend you to use our fixed Internet connection service, which you can find in the Order Block. Contact: Josef Dosoudil, phone: +420 541 152 810,
e-mail: jdosoudil@bvv.cz.

Exhibitors are not entitled to install their own Wi-Fi networks – this includes networks using their own Wi-Fi router installed on a landline connection set up by the trade fair administration and shared connections from mobile devices. Should the trade fair administration discover any violation of the above prohibition, it will demand that the exhibitor in question halts operation of the Wi-Fi network in question. The exhibitor will be obliged to terminate the use of the given device immediately (within 30 minutes at the latest of receiving the given demand). The trade fair administration is entitled to demand a contractual penalty to the amount of 10,000 CZK following the expiry of this period.