

WORLD DOG SHOW
INTERNATIONAL DOG SHOW CACIB
29 Sept – 03 Oct 2021

ORGANISATIONAL INSTRUCTIONS
FOR THE ASSEMBLY AND DISMANTLING PERIODS
AND THE COURSE OF THE EVENT

(IMPORTANT INFORMATION FOR EXHIBITORS AND ASSEMBLY COMPANIES)

During the World Dog Show exhibition, which will take place from 29. Sept to 3. Oct 2021, as well as during the preparations for these events, all hygienic and anti-epidemiological measures will be in place to protect the population and prevent hazards and spread of COVID-19 disease. All participants are obliged to follow the current regulations and recommendations, which will be announced for the entry, stay and departure from the Czech Republic by state administration bodies - especially the Ministry of Health, the Regional Hygiene Station of the Czech Republic in Brno or other competent authorities or institutions

We ask exhibitors whose stands will be constructed by Stand Construction and Services Department of Trade Fairs Brno to submit a photocopy of these instructions to their stand designers and constructors.

SCHEDULE FOR EVENT PREPARATION AND THE COURSE OF THE EVENT

The given deadlines for the sending of your orders **must be observed!**

In the event of the delayed sending of orders, Trade Fairs will be authorised to apply additional charges or to settle orders on a restricted basis in view of the actual situation, or to refuse orders altogether.

DEADLINE	DESCRIPTION – TASK – SENDING, ORDER FORMS	NOTE
By 10.09.2021	Orders for stand construction, entry passes, parking, vehicle entry passes to the grounds	http://ieso.bvv.cz viz form Just Click or send: Zuzana Mrňová zmrnova@bvv.cz phone: +420 726 143 336
By 10.09.2021	Send exhibition stand plan for approval in two copies, if you are ordering the stand construction from BVV Trade Fairs Brno, we will assure project approval for you	BVV Trade Fairs Brno Výstaviště 405/1 CZ – 603 00 Brno Věra Staneva phone: +420 541 152 607 e-mail: vstaneva@bvv.cz
By 10.09.2021	Order advertising within premises	www.veletrznireklama.cz Mr. Zahradníček, +420541152216 email: izahradnicek@bvvc.cz
26.09.2021	Beginning of assembly	
29.09-03.10.2021	Run of Event	
03.10.2021	Event ends	
03.-05.10.2021	Dismantling period	

The price of ordered technical connections (electro supply, water supply, internet, furnishing and equipment and suspension of steel lines) will increase by 10% if ordered after the deadline (see above). After the beginning of assembly the prices of orders mentioned above will increase by 25%. All prices of services (except technical connections) are in case of belated ordering subject to conditions stated in the particular order of the Order Forms.

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

Vehicle Entry Pass	1,500 CZK + VAT
One-day Vehicle Entry Pass	500 CZK + VAT
Kaution	1000 CZK
Parking on outdoor parking lots	180 CZK incl. VAT
Entry pass	200 CZK incl. VAT
Assembly and dismantling pass	150 CZK incl. VAT

CONTACTS

The Organizer

Trade Fairs Brno
Výstaviště 1, 647 00 Brno

Lucie Vymazalová, Project director

phone: +420 541 152 529
e-mail: lvymazalova@bvvp.cz

Yvona Vaňková, Project manager

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e-mail: yvankova@bvvp.cz

Jana Kornetová, Project manager

phone: +420 724 841 697
e-mail: jkornetova@bvvp.cz

Martin Mikša, Stand construction

phone: +420 602 584 379
e-mail: mmiksa@bvvp.cz

Miroslav Kožnar, accommodation

phone: +420 602 594 810
e-mail: mkoznar@bvvp.cz

Milan Podsedník, exhibition area manager

phone: +420 602 476 824
e-mail: mpodsednik@bvvp.cz

CENTRAL SERVICES FOR EXHIBITORS

during the assembly period, the course of the fairs and the dismantling period

Hall P, 1st floor, rooms No. 125

Vladimíra Bodláková
phone: +420 541 152 365
e-mail: vbodlakova@bvvp.cz

Administration building, counter No. 7

Barbora Rudolecká
phone: +420 541 152 612
e-mail: brudolecka@bvvp.cz

EMERGENCY CALLS during the course of the fair

1. MEDICAL SERVICE

Emergency medical service – Ponávka 6, phone: +420 545 538 538.

2. POLICE

Police station – Rybářská 14, tel: +420 974 626 481 (also handles lost property).

3. FIRE BRIGADE

The building by gate 5, phone: +420 541 152 200

4. SAFETY OFFICER

The safety officer must be contacted in the case of an injury, tel: +420 54115 3383

5. BREAK-DOWNS – ACCIDENTS

Maintenance and servicing of exhibition stands ONLY constructed by BVV Trade Fairs Brno phone: +420 541 156 666, +420 702 246 666 The trade fair administration emergency service phone: +420 541 158 888

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. In the interests of the smooth and mutually pleasant progress of all three of these stages, we would ask you to ensure that you are thoroughly acquainted with the General Conditions for Participation, which are given on the reverse side of the form Binding Application 1, and which, with your signature, you have undertaken to respect.

GENERAL RULES

- **The entry of vehicles to the grounds of the exhibition centre** – All vehicles are allowed to enter the fair grounds through **Gate 9 and 4 (gate no. 4 will be open from 29.9.)**; 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 punished by the imposition of a penalty of 5,000 CZK. Overnight parking of vehicles on the grounds is not permitted. The entry of vehicles into pavilions is prohibited. The entry of lorries and vans into the exhibition grounds during the course of the trade fair is not permitted. On exiting the grounds, a copy of the list of registered items, confirmed by the duty guard on entry to the grounds, must be submitted at the gate. At the request of the duty guard at the gate the driver is, in the interests of protecting the property of BVV and other exhibitors, obliged to allow the contents of the boot of his vehicle to be inspected. Any items discovered by the duty guard in vehicles leaving the Exhibition Centre which are labelled as the property of the company Trade Fairs Brno, and which are not included on the list of items taken into the grounds of the Exhibition Centre and have not been confirmed by the duty guard on entry into the Exhibition Centre, will be confiscated by the duty guard. The same applies to exhibits and other materials taken out through the gates.
- **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 will be subject to a penalty.
- **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 pavilion manager at your request.
- **Receptions and cocktail parties** may only be held on exhibition stands during the course of the event, during the ordinary opening hours of the pavilion, i.e. to 7.00 p.m.
- **Acoustic advertisements** and musical productions are permitted only if they do not disturb neighbouring stands and are not louder than 70 dB at the edge of the stand. If this condition is not observed exhibition Trade Fairs may order the production to be terminated. In the case of musical productions on exhibition stands, exhibitors are obliged not only to request the approval of Trade Fairs but also that of the Copyright Protection Association in relation to Copyright Law 237/95 Coll.
- **The placement of advertisements** on the grounds of the Exhibition Centre outside your own exhibition area

is not permitted. The mass distribution of printed advertising materials, or their being scattered onto the exhibition centre from hired aeroplanes or balloons, is not permitted without the prior agreement of the trade fair administration. You are authorised to promote your products and services on your own exhibition stand only. Any increased cleaning costs will be invoiced to the exhibitor in question.

- We recommend that you **hand in the keys to any areas you lock to the relevant pavilion gatehouse** every day. If you do not do so, and the outbreak of fire or a malfunction to 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 Trade Fairs.
- We recommend that you **insure exhibits** (including packaging) against any possible damage or loss, or recommend individual stand security (see the section Additional Important Information). The trade fair administration will not be held liable for any such damages.

ASSEMBLY PERIOD up to 26. 9. 2021

1. OPENING HOURS

26.09. 7.30 a.m. – 6 p.m. at the earliest

27.09. 7.30 a.m. – 6 p.m.

28.09. 7.30 a.m. – 20 p.m. at the latest

During these hours, electricity is provided for assembly purposes.

Technical services will be provided after 8.00 p.m. only if ordered in advance! In exceptional cases the pavilion managers – see contacts – may permit an extended assembly period, for a fee agreed in advance. Technical services ordered and paid for are provided throughout the entire opening hours of the assembly period (September 27 – 28, 2021). The exhibition area manager may permit an extension to the assembly period in extraordinary cases for a fee agreed in advance (see CONTACTS). Early assembly must be ordered at least one week before the stipulated time of the beginning of the assembly period for the fair and be ordered at ieso.bvv.cz for a fee agreed in advance. Possibilities can be checked by Mr. Petr Blaha, e-mail: pblaha@bvv.cz

Assembly work must be completed on September 28, 2021, by 20.00 at the latest. At this time the electrical current, including lighting in exhibition halls, will be switched off!

2. ENTRY TO THE EXHIBITION CENTRE

An Entry Pass for the event serves for entry to the fair grounds during the assembly period. Exhibitors will download these passes in ieso.bvv.cz a week before the

assembly period begins, or can pick them up in person on the ground floor of the Administration Building or in Hall P, 1st floor. Two pieces of Assembly and Dismantling Passes are provided free of charge. Entry Passes for the event (whether free or for a charge) will be provided only if the exhibitor has paid all his financial obligations towards BVV Trade Fairs Brno and send declaration in connection of covid-19 spread. Each Entry Pass is 200 CZK incl. VAT.

3. VEHICLE ENTRY TO THE EXHIBITION CENTRE

In addition to the general rules given in the introduction to these instructions, either an Assembly and Dismantling Pass or a Free Entry Pass for the event must be shown at the gate during the assembly period. In addition to this, on 28.09.2021 a security deposit of 1,000 CZK, valid for a maximum of 4 hours, must also be paid on entry to the grounds, with last entry at 6.00 p.m. and last exit at 8.00 p.m. If these conditions are not observed, then the security deposit will be forfeited in full! This security deposit will be paid by drivers of both cars and lorries. It need not be paid by those holding Free Entry Passes.

4. TRANSPORT, CUSTOMS AND HANDLING SERVICES ON THE BVV GROUNDS

The companies Kühne+Nagel and IMMIX have been appointed Trade Fair's 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 Additional Important Information in these instructions, or in the companies' own informational materials. 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, 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!**

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, 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 p.m. 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. The given forwarding companies can also mediate **customs services** for you. 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 being sent. **The recipient of such consignments is neither Trade Fairs nor the trade fair administration.** 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 importing of goods.

5. THE CONSTRUCTION OF EXHIBITION STANDS

The official contractor for the construction of exhibition stands for this event is the Trade Fairs – Stand Construction and Services Department:

Mr. Martin Mikša, phone: +420 602 584 379

<http://www.bvv.cz/expozice>, e-mail: mmiksa@bvv.cz can offer you a complete exhibition art service, i.e.:

- free project quotation, including price calculation
- creative preparation of the project – creative spatial design of your exhibition stand, including graphic design and electrical connection
- comprehensive project implementation
- exhibition stands from the OCTANORM, COMBI, MONTI MAXIMA construction systems, and atypical exhibition stands

Trade Fairs can also offer the complete construction of exhibition stands anywhere in the Czech Republic or abroad. Contact phone: +420 725 820 900

If the construction of your exhibition stand is not performed by BVV expo expert, it is essential that you:

- submit a technical plan of your exhibition stand in two copies for approval by the BVV Design and Inspection Department with the given deadline (see SCHEDULE) – Ms. Staneva, phone: +420 541 152 607, email: vstaneva@bvv.cz.
- take over the exhibition area from the Pavilion Manager (see SERVICES FOR EXHIBITORS), and return it in its original condition following the end of the dismantling period.

The exhibition area will not be handed over to the exhibitor unless the invoice for rental of the area has been paid! A proof of the payment must be submitted on request.

- observe all the provisions of the General Conditions of Participation for the event and the Technical Safety Regulations (see the Order Book).

In case of violation of the General Conditions for Participation and the Technical Safety Regulations incl. fire regulations, water mains, electricity the stand will not be provided, or the entry to the stand will be prevented by a screen.

Exhibition stands of more than one storey must also fulfil special fire prevention conditions. Such stands must be submitted for the approval of the BVV fire prevention specialist, Design and Inspection Department – Ms. Staneva, phone: +420 541 152 607, at the design or study stage.

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

THE COURSE OF THE EVENT

29. 9.-3. 10. 2021

1. OPENING HOURS

Exhibitors: entry to the grounds is possible daily (29.09.-03.10.) from 7.30 a.m. to 20:00 p.m.

Czech-Moravian Cynological Union, as the organizer of the International Dog Show DUO CACIB, is responsible for the time course of the dog assessments.

2. ENTRY TO THE GROUNDS

An Entry Passes for the event serve for the admission of exhibitors to the grounds during the course of the event. Exhibitors will generally can download these passes from iKancelar at ieso.bvv.cz 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 Trade Fairs Brno. The price of a pass is 200,- CZK incl. VAT.

3. ENTRY OF VEHICLES TO THE GROUNDS

The entry of vehicles is possible only for cars without trailers:

- exhibitors: against a Free Entry Pass purchased in advance. Entry is possible through gates 4, 9 throughout the opening hours stipulated for exhibitors. These passes can be ordered (see SCHEDULE), or purchased direct from operational sections (see SERVICES FOR EXHIBITORS), and cost 1500 CZK .
- against a security deposit of 1.000 CZK; entry through gate No 9 or No 4. Entry against a security deposit is allowed only in the early morning, i.e. from 7.30 a.m. to 8.30 a.m., with last exit from the grounds at 9.00 a.m., and in the afternoon from 4.30 p.m. to 6.00 p.m., with last exit from the grounds by 7.00 p.m. The security deposit is, however, valid for a maximum of one hour. If this period of time is exceeded, then the deposit is forfeited in full. **Entry to the grounds against a security deposit is not permitted in the afternoon of the final day of the event.**

4. PARKING

Parking on the grounds of the exhibition centre is possible only on the designated car parks and for owners of permission Free entry card in area between halls V and H and on outside area M. Parking outside these areas will be subject to a penalty.

We can recommend to all exhibitors parking in the EXPOPARKING building at the entrance to the grounds through Pavilion E. The car park is open non-stop.

DISMANTLING PERIOD 3.-5.10.2021

1. OPENING HOURS

Dismantling can be performed

03.10. 6.00 p.m. - 10.00 p.m. at the earliest.

04.10. 7.30 a.m. - 6.00 p.m.

05.10. 7.30 a.m. - 4.00 p.m.

Exhibition areas must be vacated and returned to the exhibition area manager by **4:00 p.m. on 05.10. at the latest.**

2. ENTRY TO THE GROUNDS

During the dismantling period an Assembly and Dismantling Pass, Free Entry Pass for the event serves for entry to the Trade Fairs grounds. Exhibitors will receive any missing Assembly and Dismantling Passes free from operational sections (see SERVICES FOR EXHIBITORS).

3. ENTRY OF VEHICLES TO THE GROUNDS

An Assembly and Dismantling Pass or a valid Free Entry Pass serves for entry to the grounds. In the evening of the last day of the event passenger and transport vehicles may enter the exhibition grounds after 8:00 p.m. with last exit at 10:00 p.m. On other dismantling days the entry of all vehicles is permitted from 7.30 a.m. to 6:00 p.m. through the gate No 9.

It is forbidden to drive in the halls by cars.

4. THE DISMANTLING 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 electricity, water, telephones or compressed air may be commenced only after 8 p.m.**, at which time all supplies will be disconnected by Trade Fairs. Any extension to the period of supply of electricity must be ordered from the manager of the operational section (see SERVICES FOR EXHIBITORS).

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

Exhibitors are responsible for the removal of their exhibits from the exhibition grounds by 4:00 p.m. on 05.10.2021. Any costs incurred by Trade Fairs 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 of following the end of the dismantling period. Following the end of the dismantling period, the exhibition area must be returned to the exhibition area manager (unless stand construction is performed by Trade Fairs). BVV will not be held responsible for any damages incurred.

SERVICES FOR EXHIBITORS

1. CENTRAL SERVICES

Accept orders for furniture, equipment, electrical and water connections, 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. 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.

2. WIFI AT THE FAIR GROUND

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 central services. 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.

ADDITIONAL IMPORTANT INFORMATION

1. ADVERTISING ON THE GROUNDS OF THE EXHIBITION CENTRE

Advertising media and spaces and other advertising activities can be ordered from Mr. Zahradníček, hall A3, room 225 – phone: +420 541152216, e-mail: izahranicek@bvv.cz

2. 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:

29.9.2021 9.30 a.m.–12.00 noon

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

3. TRANSPORT, FORWARDING AND CUSTOMS SERVICES

KÜHNE+NAGEL spol. s r.o. , www.kuehne-nagel.com

by the gate 9 Výstaviště 405/1, 603 00 Brno
phone: +420 543 565 513, +420 606 765 633
e-mail: exposervice.brno@kuehne-nagel.com

IMMIX spol. s r. o., www.immix.cz

Mr. Miloslav Svoboda phone: +420 724 979 810 e-mail: svoboda@immix.cz
e-mail: info@immix.cz

Performs the loading and unloading of goods (exhibits), customs clearance and transport services on the grounds of the exhibition centre, storage, and arranges air, road and sea transport.

4. INSURANCE

Provided by RENOMIA, a.s. BVV Administration Building, office 4 (ground floor - next to the BVV Fair Travel offices)
Mr. Jiří Jílek phone: +420 603 217 463 e-mail: jiri.jilek@renomia.cz Operation time during the show: 8.00–14.00 We insure 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). We also perform the settlement of insurance claims and offer a wide range of additional services. INDIVIDUAL STAND SECURITY Individual stand security can be ordered online – ieso.bvv.cz/click

5. ACCOMMODATION

Trade Fairs, Administration Building, counter 12, phone: +420 602 594 810, e-mail: mkoznar@bvv.cz

6. EXPOSITION SECURITY

OLMAN Service, phone: +420 541 153 383