

INSTRUCTIONS

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

We ask exhibitors whose stands will not be constructed by BVV Trade Fairs Brno – Stand Construction and Services to submit a photocopy of these instructions to their stand designers and contractors.

Instructions for build up, dismantling and the course of the event issued by the company BVV Trade Fairs Brno.

TO DO LIST FOR THE PREPARATION AND COURSE OF THE EVENT

The price of the ordered services for technical connections (electrical connections, water, compressed air, internet), furniture, stand equipment and suspension cables will be increased by 10% when ordering after the deadline (October 8, 2021). After the start of the assembly period, a surcharge of 25% is charged to the prices of these orders. In case of late ordering the prices of services (except for technical supplies) are calculated according to the conditions specified in the relevant section of the Order Form.

DEADLINE	TASK (No. of order in the block of order forms)	CONTACT	PHONE, E-MAIL
9. 9. 2021	Send data for the MSV catalogue.	Mr. Viktor Bílek Ms. Ivana Kumrová	+420 515 550 924 vbilek@bvv.cz +420 541 152 834 ikumrova@bvv.cz
1. 10. 2021	Send information on novelties, exhibits and technologies for specialized press. Send information on company presentations and press conferences.	Mr. Michal Svoboda	+420 541 152 969 msvoboda@bvv.cz
1. 10. 2021	Send information for BVV Trade Fairs Brno press releases and fair bulletin. Send data for PR portal for exhibitors.	Mr. Michal Svoboda	+420 541 152 969 msvoboda@bvv.cz
8. 10. 2021	Order accommodation (deadline for guaranteed reservation)	Mr. Miroslav Kožnar Ms Jana Buršíková	+420 541 159 190 mkoznar@bvv.cz +420 541 152 777 jbursikova@bvv.cz
1. 10. 2021	Order stand construction from BVV Trade Fairs Brno, furniture, stand equipment Order package or model stand incl. equipment and services from BVV Trade Fairs Brno (The organizer reserves the right to change the deadline for acceptance of orders following its capacity).	Mr. Lukáš Helan Mr. Libor Urbánek	+420 541 152 633 lhelan@bvv.cz +420 541 152 955 lurbanek@bvv.cz

1. 10. 2021	Order all technical supplies, furniture and other services incl. entry passes, parking and car passes to the Exhibition Centre.	Ms. Zuzana Mrňová	+420 541 153 336 zmrnova@bvvcz
3. 10. 2021	Order advertisements in the trade fair magazine FAIRINZERT (order form F030).	Mr. Ivan Zahradníček	+420 541 152 216 izahradnicek@bvvcz www.ieso.bvv.cz
3. 10. 2021	Order advertisements on the railings in halls and broadcasting of video spots on the video-wall (order form F020).	Mr. Ivan Zahradníček	+420 541 152 216 izahradnicek@bvvcz
11. 10. 2021	Order advertising in the Exhibition Centre and on trade fair radio (order forms F010 and F020) Order distribution service (printed matter to exhibition stands, licences for one's own distribution) (order form F020).	Mr. Ivan Zahradníček	+420 541 152 216 izahradnicek@bvvcz
1. 10. 2021	Send stand plan for approval in two copies *)	Ms. Věra Staneva	+420 541 152 607 vstaneva@bvvcz
29. 10. 2021	The build-up starts.		
3. 11. 2021	Last permissible bringing in of heavy exhibits.		
1. 11. 2021	Insuring of exhibition stands and exhibits – RENOMIA, a.s.	Mr. Jiří Jílek	+420 603 217 463 jiri.jilek@renomia.cz
8. 11. 2021	Commencement of the fair.		
12. 11. 2021	Conclusion of the fair.		
12. 11. 2021	Commencement of dismantling at 4.00 pm.		
17. 11. 2021	End of dismantling works.		

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

RECAPITULATION OF PRICES FOR VEHICLE ENTRY, PARKING AND ADMISSION TO THE EVENT

Car Pass	6,000 CZK + 21% VAT
One-day Car Pass	2,000 CZK + 21% VAT
Entry Pass	550 CZK incl. VAT
Build Up and Dismantling Pass	150 CZK incl. VAT
PARKING LOTS	
Reserved (for the whole course of the fair, build up and dismantling period)	1,500 CZK + 21% VAT
One-off	200 CZK/day incl. VAT
PARKING ON OPEN-AIR CAR PARKS	
Reserved unattended (for the whole course of the fair, build up and dismantling period)	1,500 CZK + 21% VAT
Attended	3,000 CZK + 21% VAT

CONTACTS

Project Director

Mr. Michalis Busios
phone: +420 541 152 927

PR and Advertising Manager

Mr. Michal Svoboda
phone: +420 541 152 969

Stand Construction and Services

Mr. Lukáš Helan
phone: +420 541 152 633

HALL A and open areas

Hall Manager, A3/room No. 007
Mr. Tomáš Odstrčil
phone: +420 606 650 396

HALL F and open areas

Hall Manager, F/room No. 104
Mr. Zdeněk Tulla
phone: +420 602 476 829

HALL G1 and open areas

Hall Manager, G6/room No. 56
Mr. Milan Podsedník
phone: +420 602 476 824

HALL P and open areas

Hall Manager, P/room No. 126
Mr. Pavel Jedlička
phone: +420 724 274 504

HALL V and open areas

Hall Manager, V/room No. 135
Mr. Josef Zámečník
phone: +420 602 750 278

CENTRAL SERVICE FOR EXHIBITORS IN THE COURSE OF BUILD-UP, EVENT AND DISMANTLING PERIODS

BVV Administration Building, ground floor, counter No. 7 or Hall P, 1st floor, office No. 125

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

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

Ms. Zuzana Mrňová
phone: +420 541 153 336
e-mail: zmrnova@bvvcz

EMERGENCY CALLS

A) MEDICAL SERVICES



First aid

The Health Centre in the Exhibition Centre, situated near the Congress Centre, phone: +420 541 152 750

Mo, Tue, Thur	7.30 am–6.00 pm
Wed	9.00 am–6.00 pm
Fri	7.30 am–4.00 pm
on Sun 7. 11. and on Sat 13. 11.	9.00 am–6.00 pm

Dentist

Situated near the Congress Centre, 1st floor, phone: +420 541 152 751
Mo–Fri 7.30 am–2.00 pm

Emergency medical services

Ponávka 6, Brno
(entry through the Traumatology Hospital)
phone: +420 545 538 538

Emergency dental service

Ponávka 6, Brno
(entry through the Traumatology Hospital)
phone: +420 545 538 421
EMERGENCY CALL: 112

B) POLICIE



Department at Rybářská 17
phone: +420 974 626 481
(also responsible for lost property)

EMERGENCY CALL: 112

C) FIRE BRIGADE



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

EMERGENCY CALL: 112

D) SAFETY OFFICER

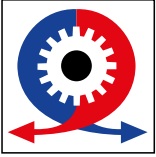


Please inform security at the main gatehouse in the Exhibition Centre (phone: +420 541 153 383) immediately in case of any injury or other emergency on the BVV Trade Fairs Brno grounds. First aid will be provided if necessary.

E) BREAKDOWNS – EQUIPMENT FAILURE



Exhibition stand maintenance and servicing,
phone: +420 541 156 666, +420 702 246 666.
Emergency service of the Exhibition Centre administration, phone: +420 541 158 888



Dear exhibitors,

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

GENERAL RULES

- **Vehicle entry to the Exhibition Centre** – We recommend exhibitors to use gates No. 8 and 9. Only passenger cars and vans up to 3,5 t may enter through gate No. 4. Gate No. 4 is open since Wednesday 3. 11. to Sunday 14. 11. 2021 during working hours. Both cars and lorries and all vehicles requiring customs clearance and handling services must enter through gates No. 8 and 9. Drivers are obliged to observe the orders of the guard service.
- **All vehicles must observe the traffic signs on the premises of the Exhibition Centre (in particular the prohibitions on parking on signposted areas and in front of entrances to exhibition halls)** and leave the premises by the daily closing time given in these organisational instructions.
- **Parking of trailers in the Exhibition Centre after the closing time is not permitted** and is subject to a fine of 5,000 CZK. Overnight parking in the Exhibition Centre is not permitted. The entry of vehicles into halls is prohibited. Entry of vans and trucks to the Exhibition Centre is not permitted in the course of the fair.
- **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:**
 - a) tow away the vehicle in question to the reserved car park, or
 - b) fit the given vehicle with a wheel clamp. In such cases, 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.
- On the exit of vehicles from the Exhibition Centre, a copy of the list of items declared and confirmed by the inspection service officer on entry to the Exhibition Centre must be submitted at the gate. At the request of the security guard the driver is, in the interests of protecting the property of BVV Trade Fairs Brno and other exhibitors, obliged to allow the luggage compartment of his vehicle to be inspected. In case that the security guard finds items marked as property of BVV Trade Fairs Brno in a vehicle departing from the Exhibition Centre, and those have not been included in the list of items declared and confirmed by the inspection service officer when entering the Exhibition Centre, such material will be confiscated by the security guard. This also applies to exhibits and materials taken out through the gates of the Exhibition Centre.
- **Important notice:** We would like to draw your attention to the **organization of vehicle entry on the final day of the fair** (see the paragraph the COURSE OF THE FAIRS, point D, and the paragraph the DISMANTLING PERIOD, point C).
- **Build-up and Dismantling Passes.** Two passes are provided free of charge for each leased exhibition area. A fee of 150 CZK incl. VAT is charged for each ordered additional pass (for further details see the BUILD-UP PERIOD – B) Entry to the Exhibition Centre). The Build-up pass holder is obliged to wear it in a visible place at all times spent 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 Centre.
- **Emergency exit routes must remain clear.** For safety reasons assembled and dismantled materials, packaging and exhibits must not block aisles between exhibition stands. Assembly work only may be performed in the exhibition halls. Production of assembly elements, work on stands requiring significant amounts of painting, creation of dust and other work that may otherwise cause inconvenience to other exhibitors is prohibited in the exhibition halls. Any violation of this regulation will be subject to a financial penalty.
- **Waste disposal.** Colour-coded containers for sorted waste located by individual exhibition halls serve primarily for the disposal of waste generated during the build-up and dismantling of exhibition stands. You can obtain more information at the gatehouse of the exhibition hall. An appropriate container will be arranged by the hall manager at your request for the disposal of large quantities of sorted waste (glass, paper, plastics and wood). The costs of waste associated with the construction, operation and dismantling of exhibition stands are covered by a one-off technical fee charged to all exhibitors at the uniform rate of 90 CZK/sqm of leased exhibition area.
- We recommend to **insure exhibits** (including packaging) against damage or loss (see Services) and **also individual exhibition stand security** (see Services). BVV Trade Fairs Brno will not be held liable for any such damage.
- **Disposal of metal chips, oil and lubricants.** Containers located in each hall serve for the disposal of metal chips and similar waste. Information is available at the gatehouse.
- **All construction work must be completed by 8.00 pm on Sunday 7. 11. 2021 at the latest**, at which time the supply of electricity, including lighting in the exhibition halls will be automatically disconnected.
- **Receptions, cocktail parties and company presentations** on exhibition stands may be held only during daily opening hours in the exhibition hall, i.e. to 7.00 pm.
- **The use of audio and video equipment for promotional purposes and music performances will only be permitted on 9.–12. 11. after 3.00 pm, and at one's own stand only.** Permission can be granted only if nuisance is not caused to neighbouring stands, if alleys or roads are not blocked, and the noise level does not exceed 85 dB at the stand area perimeter in halls and 70 dB on open areas. BVV Trade Fairs Brno reserve the right to take adequate steps if these conditions are not observed, for instance to switch off power supply to the stand after a written warning. In that case the lessee shall not be entitled to any compensation for any damage the exhibitor may have suffered as a result of such an action. For music performances at stands, moreover, lessees must seek permission from BVV Trade Fairs Brno and from the appropriate collective copyright administrator (OSA, INTERGRAM) in the meaning of Copyright Act 121/2000 as amended.
- **The placement of your own advertisements within 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 within 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 extra tidying and cleaning costs incurred will be charged to the exhibitor in question. The use of means of advertising such as bicycles, skateboards, roller skates, scooters, two-wheeled handcarts and other means of motion (e.g. jumping boots, stilts) at the Exhibition Centre is likewise not permitted without the prior agreement of the trade fair administration.

- **Advertising panels, space and activities** can be ordered from Mr. Zahradníček, in hall A3/door No. 223 – phone: +420 541 152 216, e-mail: izahradnicek@bvvcz.
- We recommend exhibitors to **hand keys from secured areas on their stand to the reception desk in their exhibition**

hall. Should they not do so, in the event of a fire alert or an equipment failure in the locked area, they will be charged any costs associated with forced entry into the area in question.

- **Cleaning on exhibition stands** outside opening hours may only be performed by cleaning companies contracted by BVV Trade Fairs Brno.
- **No entry to the Exhibition Centre!** The entry of motorcycles, bicycles, scooters, segways or with in-line skates or skateboards in the course of the build-up and dismantling period and the course of the fair is prohibited. No pets at the Exhibition Centre in the course of the build-up and dismantling period. **A set of visiting rules of BVV Trade Fairs Brno applies in the course of the event.**

We wish you a pleasant stay and successful business negotiations.

BUILD UP PERIOD

29. 10.–7. 11. 2021

A) OPERATING HOURS



29. 10.–4. 11. 2021	7.30 am–8.00 pm
5.–6. 11. 2021	7.30 am–10.00 pm
7. 11. 2021	7.30 am–8.00 pm

During these times, electricity is provided for assembly purposes.

Technical and manipulation services, including the operation of lifts, are provided after 6.00 pm only if ordered 2 hours in advance. Ordered and paid technical services on 6. and 7. 11. are provided during the opening hours of the build-up period. An earlier stand construction time can be arranged with the head of the logistics department, **Mr. Petr Blaha** (Phone +420 541 152 850, e-mail: pblaha@bvvcz). It is then necessary to book the construction time in the order form (ieso.bvvcz) at least 1 week before the set date for the start of the fair assembly. An extra payment will be charged.

Construction work must be completed by 8.00 pm on 7. 11. 2021 at the latest. After that time the electrical current, including the lighting in the halls, will be turned off!

B) ENTRY TO THE EXHIBITION CENTRE



A valid Entry Pass or a Build Up and Dismantling Pass must be presented on entry to the Exhibition Centre. Entry passes (for both assembly and regular times of visit) will be distributed in an electronic form only, in PDF format in the IESO order system, download section. Two Build Up and Dismantling Passes are provided free of charge for each leased exhibition area. A fee is charged for each additional Build Up and Dismantling Passes. The price of such a pass is 150 CZK incl. VAT. Holders of Build Up and Dismantling Passes are obliged to wear them in a visible place. Entry to the exhibition area will not be permitted without a Build Up and Dismantling Pass. Exhibitors will receive Entry Passes and Build Up 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. The price of an Entry Pass is 550 CZK, including VAT.

C) VEHICLE ENTRY TO THE EXHIBITION CENTRE



General rules for the entry of vehicles to the Exhibition Centre: **All vehicles must observe the road signs on the grounds 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 on the grounds is not permitted. The entry of vehicles into exhibition halls is prohibited. The entry of exhibitors' own handling equipment into the Exhibition Centre is prohibited. The maximum speed in the Exhibition Centre is 30 km/h. During the build-up period, entry of vehicles to the grounds is possible on presenting a Build Up and Dismantling Pass or a Car Pass for the fair (see the Order system IESO) through gates No. 4, 8 and 9. Only passenger cars may enter through gate No. 4. (We recommend using gates No. 8 and 9.)

PASSENGER VEHICLES

29. 10.–6. 11. 2021

Through gates No. 4, 8 and 9 during the stipulated working hours, on presenting the Build Up and Dismantling Pass or the Car Pass. **Gate No. 4 is open since 3. 11. 2021** during opening hours.

7. 11. 2021

Entry and exit through gates No. 4, 8, 9 against Build Up and Dismantling Pass along with a payment of a deposit of 2,000 CZK for max. of 4 hours during the stipulated working hours.

Last entry to the Exhibition Centre: at 6.00 pm

Last exit from the Exhibition Centre: at 8.00 pm

If the time limit is exceeded the deposit is forfeited. **The Car Pass, bought through the Block of Order Forms of BVV Trade Fairs Brno, authorises the holder to enter and exit during the period since 29. 10. till 17. 11. 2021 during official working hours, through gates No. 4, 8 and 9.**

VANS

29. 10.–6. 11. 2021

Entry and exit through gates No. 8 and 9, freely during the stipulated working hours on presenting a Build-up and Dismantling Pass or a Car Pass.

7. 11. 2021

Entry and exit through gates No. 8 and 9 against a Build-up and Dismantling Pass submitted along with a payment of a deposit of 2,000 CZK for a maximum of 4 hours, during the stipulated working hours.

Last entry to the Exhibition Centre: at 6.00 pm

Last exit from the Exhibition Centre: at 8.00 pm

If the time limit is exceeded the deposit is forfeited.

LORRIES

i.e. vehicles exceeding 3.5 t in total weight (including load)

29. 10.–5. 11. 2021

Entry and exit through gates No. 8 and 9, freely during the stipulated working hours.

6. 11. 2021

Entry and exit through gates No. 8 and 9, during the stipulated working hours on payment of a deposit of 2,000 CZK for a maximum of 6 hours.

Last entry to the Exhibition Centre: at 6.00 pm

Last exit from the Exhibition Centre: at 12.00 midnight.

If the time limit is exceeded the deposit is forfeited.

7. 11. 2021

NO ENTRY OF LORRIES!

D) PARKING

The overnight parking of vehicles on the grounds is not permitted. The entry of vehicles into halls is prohibited.

Parking of trailers at the Exhibition Centre after the end of operating hours is also prohibited.

E) CONSTRUCTION OF EXHIBITION STANDS



(ends at 8.00 pm on **7. 11. 2021**)

Stand Construction and Services Department of BVV Trade Fairs Brno is the official contractor for the build-up of exhibition stands at the fair, Mr. Lukáš Helan, tel.: +420 541 152 633, e-mail: lhelan@bvvcz, www.bvvcz/expozice

Stand Construction and Services Department of BVV Trade Fairs Brno offers a comprehensive range of exhibition services, including:

- drafts of bid projects, including price calculations;
- creative preparation for the planning and design of stands, including graphic designs and electrical plans;
- complete project implementation;
- stands from the OCTANORM, MONTI, MAXIMA LIGHT, DOPPELFORM systems and stands made to order.

Stand Construction and Services Department of BVV Trade Fairs Brno can also offer you complete construction of exhibition stands, interiors and grandstands anywhere in the Czech Republic or abroad.

The approval of exhibition stand project documentation:

- **Form for request for exhibition stand approval** – All exhibitors are obliged to send a fully completed request for stand approval. A confirmed request for stand approval is essential for the takeover of the exhibition area by an exhibitor or a stand contractor. See form here: ieso.bvv.cz.

Approval of project documentation is paid for in the form of a technical fee, which the trade fair administration has the right to charge all exhibitors at the rate of 90 CZK/sqm of leased exhibition area.

If you want to use services of other contractor, not BVV Trade Fairs Brno, or build your stand by yourselves, we must draw your attention to the fact that you must follow the General Conditions for Participation (which are given on the reverse of the application form A) and the General Technical and Safety Instruction (see www.ieso.bvv.cz).

- **Send a technical plan of your exhibition stand** electronically for approval by the BVV Trade Fairs Brno, PO and BOZP Department, within the given deadline (see DEADLINES), Mrs. Věra Staneva, phone: +420 541 152 607, fax: +420 541 153 081, e-mail: vstaneva@bvvcz. In case of demand for hanging on suspension wires a static calculation must be attached.

- **To take over the exhibition area** from the hall manager (see CONTACTS) 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 the exhibition space has been paid. A proof of the payment must be submitted on request!

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

- confirmed request for exhibition stand approval
- "Confirmation" form (X030 – www.bvv.cz/orderforms) together with the 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 by the beginning of the assembly.

In case of violation of the General Conditions and Technical and Safety Instructions incl. fire regulations, water and electrical supplies for stands will not be connected; or access to the stand will be denied.

Exhibition stands exceeding one floor must comply with special fire regulations. Plans for such exhibition stands must, therefore, be submitted for the approval of the fire specialist of BVV Trade Fairs Brno – Business and Technical Department (Ms. Věra Staneva, phone: +420 541 152 607, fax: +420 541 153 081).

During the inspection of exhibition stands the exhibitors are obliged to allow the members of the inspection committee to carry out inspection of their exhibition stands.

F) TRANSPORT, CUSTOMS AND HANDLING SERVICES ON THE EXHIBITION CENTRE

The companies **IMMIX** and **Kühne + Nagel** have been appointed as **contractual forwarding agents** for this event. The exhibitor should contact one of these companies directly (not through BVV Trade Fairs Brno). You can find the necessary contact information in these instructions (see SERVICES/B). The above-mentioned companies provide forwarding services for exhibitors, i.e. unloading and loading of exhibition materials, transport to stands, the removal, storage and return of empty packaging, assembly and dismantling work and customs clearance.

The last day to bring in large exhibits above 5 t, or exhibits requiring the use of mechanical devices, is on **4. 11. 2021**. This deadline must be observed otherwise it is subject to a penalty. **The last possible bringing in of all exhibits is on 6. 11. 2021.**

Exhibitors are not allowed to use their own mechanical equipment for loading and unloading or for build-up and dismantling work! External companies providing forwarding and handling services, apart from those given above, **must not be engaged for work at the Exhibition Centre.** There will be a **ramp of a load-bearing capacity max. 15 t** for loading and unloading and handling with exhibits. The ramp is located on open area Z between hall Z and open area R.

There is also a **40/8 t gantry crane** available in hall B. The given forwarding companies must be contacted in advance for loading and unloading with this crane.

Hand manipulation carts are available for transporting your stationery, promotional materials and small wares. The carts are to let on paying a deposit of 1,000 CZK incl. VAT for the maximum time of 2 hours. If the 2-hour time limit is exceeded, the deposit is forfeited. The carts are available on marked stations in the individual halls. The manipulation carts are lent the day before the fair starts from 8.00 am to 6.00 pm, on the first day of the fair from 8.00 to 11.00 am and on the last day of the fair the carts can be lent only after the official conclusion of the event.

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 pm on the last day of the build-up. 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.

All consignments must be labelled with the name of the exhibiting company, its location at the Exhibition Centre, and the name of the event to which they are being sent.

The recipient of such consignments is not BVV Trade Fairs Brno. BVV Trade Fairs Brno 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. **Transportation and handling services must be ordered in advance.** The given forwarding companies can also mediate customs services for you.

COURSE OF THE FAIRS 8.–12. 11. 2021

A) OPENING HOURS



For exhibitors:

8. 11. 2021	7.00 am–7.00 pm
9.–12. 11. 2021	7.30 am–7.00 pm

For visitors

8.–11. 11. 2021	9.00 am–5.00 pm
12. 11. 2021	9.00 am–4.00 pm

B) ENTRY TO THE EXHIBITION CENTRE



The Entry Pass serves for entry to the Exhibition Centre, which will be distributed in an electronic form only, in PDF format in the iESO order system, download section. Additional passes can be ordered (see DEADLINES) or purchased at Central Service (see CONTACTS) if the exhibitor has paid all his due financial liabilities towards BVV Trade Fairs Brno. Each Entry Pass costs 550 CZK including VAT.

C) MOVE AROUND THE GROUNDS

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

D) VEHICLE ENTRY TO THE EXHIBITION CENTRE



The entry is allowed for **vehicles up to 3.5 t (including freight) without trailers.**

Entry is possible:

- on the basis of the **Car Pass for the fair bought in advance.**

Entry is possible through gates No. 4, 8 and 9 during the stipulated working hours, with the possibility of parking on the grounds of the Exhibition Centre at the designated car parks. Parking outside the designated car parks will be penalised – see the parking instructions given on the Car Pass for the fair.

This pass can be:

- ordered in Block of Order Forms (see DEADLINES)
- bought in the Central Service (see CONTACTS)

Cost of this Car Pass valid since 29. 10. till 17. 11. 2021 is 6,000 CZK + 21% VAT.

There are also available one-day Car Passes, which can be purchased for 2,000 CZK + 21% VAT. These passes are not valid on the last day of the event, i.e. 12. 11. 2021. It is also not possible to transfer the Car Pass onto another vehicle for the last day of the event.

It is necessary to state the motor vehicle licence number for the issuing of the Car Pass.

- on payment of a deposit of **2,000 CZK.**

Entry through gate No. 4 only. Payment of a deposit of 2,000 CZK allows entry to the Exhibition Centre for a maximum of 1 hour during the stipulated working hours.

8. 11. 2021

7.00–8.30 am

Last entry to the Exhibition Centre: at 8.30 am

Last exit from the Exhibition Centre: at 9.30 am

5.00–6.00 pm

Last entry to the Exhibition Centre: at 6.00 pm

Last exit from the Exhibition Centre: at 7.00 pm

9.–11. 11. 2021

7.30–8.30 am

Last entry to the Exhibition Centre: at 8.30 am

Last exit from the Exhibition Centre: at 9.30 am

5.00–6.00 pm

Last entry to the Exhibition Centre: at 6.00 pm

Last exit from the Exhibition Centre: at 7.00 pm

12. 11. 2021

7.30–8.30 am

Last entry to the Exhibition Centre: at 8.30 am

Last exit from the Exhibition Centre: at 9.30 am

If the time limit is exceeded the deposit is forfeited.

IMPORTANT NOTICE: Cars and utility vehicles of a total weight of up to 3.5 t may enter the Exhibition Centre after 5.00 pm at the earliest in the evening of the last day of the event, i.e. on 12. 11. 2021. Trucks may enter only after 9.00 pm. Drivers are obliged to respect the orders of the gate and to stop their vehicle on the car park if asked to do so. All vehicles may enter the Exhibition Centre within opening hours on other days of the dismantling period.

LORRIES

i.e. vehicles exceeding 3.5 t in total weight (including load). Entry to the grounds **is not permitted during the course of the fair.** The entry of such vehicles on the last day of the event, i.e. on Friday on **12. 11. 2021**, will be permitted after 9.00 pm at the earliest. We would ask exhibitors to restrict the arrival of trucks to the Exhibition Centre until after 7.00 pm on **12. 11. 2021** because of the limited capacity of the car park.

E) PARKING



Parking at the Exhibition Centre is possible only on the signposted car parks. Parking outside these areas will be subject to a fine in the manner given in the general rules. **Overnight parking at the Exhibition Centre is not allowed.** Parking of trailers at the Exhibition Centre in the course of the event is also prohibited.

Parking outside the Exhibition Centre:

We recommend parking in the EXPOPARKING building at the entry to the Exhibition Centre through hall E to all exhibitors. The car park is open non-stop. Reserved prepaid parking in the EXPOPARKING building (for the entire course of the event):

Unattended: 1,500 CZK + 21% VAT

Attended: 3,000 CZK + 21% VAT

Price for reserved unattended parking for the entire course of the event includes also the build-up and dismantling period. In the course of the fair, the parking in the areas off the fairgrounds the fair premises with booked parking spaces are operated since 7.00 am till 8.00 pm. A parking space on the parking area can be booked in advance (see

DEADLINES) or it can be purchased directly in the Central Service (see CONTACTS). The price of one passenger car parking space is 1,500 CZK + 21% VAT for the whole period of the fair. A single parking permit without prior booking can be purchased directly at the parking area, if there is any space available.

DISMANTLING PERIOD

12.–17. 11. 2021

A) OPERATING HOURS



Dismantling begins immediately following the closing of the gates of the Brno Exhibition Centre for visitors, i.e. **at 4.00 pm on 12. 11. 2021.** The return of empty packaging stored by the contractual forwarding companies will begin an hour after the official closing of the event.

Dismantling will continue from this time, i.e. since 4.00 pm on 12. 11. 2021 till 6.00 pm on 17. 11. 2021.

Opening hours for dismantling:

12. 11.	from 4.00 pm to 10.00 pm on 13. 11. (non-stop through the night)
14. 11.	7.30 am–10.00 pm
15.–16. 11.	7.30 am–8.00 pm
17. 11.	7.30 am–6.00 pm, end of dismantling works in other halls and on all open areas

Electricity, water and compressed air **supplies** to exhibition stands **will be disconnected automatically at 5.00 pm on 12. 11. 2021.** Telephones on exhibition stands will be disconnected automatically at 5.00 pm on **12. 11. 2021.** **If you require electricity or a telephone line for dismantling work, please contact the hall manager in adequate time (see CONTACTS).**

BVV Trade Fairs Brno cannot be held liable for the damage or loss of furnishing and other equipment owned by exhibitors left unattended on the stand / exhibition area after the beginning of the dismantling period.

The operating hours designated for dismantling in individual halls and on individual open areas apply without exception to all exhibitors. **Aisles between stands must remain unrestricted throughout the course of the dismantling period.** Between 10.00 pm and 7.00 am technical services, including the operation of lifts and forwarding and handling services, will be provided only if ordered in advance. Handling with the crane as well possible work outside the operating hours must be always ordered in advance.

B) ENTRY TO THE EXHIBITION CENTRE



On presentation of the Entry Pass or the Build-up and Dismantling Pass. (See Entry during the build-up period)

C) VEHICLE ENTRY TO THE EXHIBITION CENTRE



During the dismantling, entry of vehicles to the Exhibition Centre is possible on presenting the Build-up and Dismantling Pass or the Car Pass through gates No. 4, 8 and 9. Only passenger cars may enter through gate No. 4. Drivers are obliged to observe the security service instructions, if need be park the vehicle on an emergency parking.

IMPORTANT NOTICE:

Cars and utility **vehicles of a total weight of up to 3.5 t** may enter the Exhibition Centre **after 5.00 pm at the earliest on the last day of the event (12. 11. 2021).**

Trucks may enter only after 9.00 pm. Drivers are obliged to respect the orders of the guards on the gate and to stop their vehicle on the car park if asked to do so. All vehicles may enter the Exhibition Centre within opening hours on other days of the dismantling period. Exceptions will not be accepted.

TRUCKS

i.e. vehicles of a total weight of more than 3.5 t (including load)

Entry to the Exhibition Centre is not permitted during the course of the fair. **The entry of such vehicles on the last day of the event i.e. on Friday 12. 11. 2021, will be permitted after 9.00 pm at the earliest.** We would ask exhibitors to arrange **the arrival of trucks to the Exhibition Centre after 7.00 pm on 12. 11. 2021 because of the limited capacity of the car park.** Exceptions will not be accepted.

PASSENGER VEHICLES

Entry through gates No. 4, 8 and 9, on 12.–17. 11. 2021 during the stipulated working hours on presenting the Build-up and Dismantling Pass or the Car Pass. Gate No. 4 is open until 14. 11. 2021 during opening hours.

LORRIES AND VANS

Entry and exit through gates No. 8 and 9, on 12.–17. 11. 2021 during stipulated working hours against the Build-up and Dismantling Pass or the Car Pass. When leaving the Exhibition Centre, it is necessary to present at the gate a copy of the list of items registered and certified by the duty guard on entry to the Exhibition Centre. At the guard's request drivers are required to allow the inspection of their vehicle luggage space in the interests of the protection of the property of BVV Trade Fairs Brno and the other exhibitors. If a security guard finds items marked as property of BVV Trade Fairs Brno in a car departing from the Exhibition Centre, and those had not been included in the list of items declared and confirmed by the inspection service officer when entering the Exhibition Centre, such material will be confiscated by the security guard.

D) PARKING

Parking of vehicles at the Exhibition Centre overnight is not permitted. The entry of vehicles into halls is prohibited.

E) DISMANTLING OF EXHIBITION STANDS AND EXHIBITS



By the deadline for the completion of dismantling exhibitors and companies accredited by them are obliged:

- to complete the dismantling and removal of exhibits (costs incurred by BVV Trade Fairs Brno in connection with the storage and handling of exhibits not removed will be invoiced to the exhibitor and the exhibitor is obliged to pay such costs incurred)
- to complete the dismantling and removal of exhibition equipment by the time stipulated for the completion of work at the latest
- to settle all obligation payable due to BVV Trade Fairs Brno (otherwise the exhibitor will not be allowed to leave the Exhibition Centre)

Any material left in exhibition areas will be considered waste and will be disposed of by the trade fair administration after the dismantling period has ended. BVV Trade Fairs Brno will not be held responsible for any damages incurred. The exhibition area must be returned to the hall manager after dismantling has been completed. The removal of floral decorations, net curtains, curtains and electrical equipment by BVV Trade Fairs Brno will commence immediately after the fair ends. Earlier dismantling is not permitted. We would draw the attention of exhibitors to the necessity of returning all items loaned by BVV Trade Fairs Brno before leaving the Exhibition Centre. This relates, in particular, to telephones, kitchen equipment etc. The value of any items not returned will be invoiced to the exhibitor and the exhibitor is obliged to pay such costs incurred.

Disposal of metal chips, oil and lubricants

Containers located by the individual halls serve for the disposal of metal chips and similar waste. Information is available from hall gatehouses. The pumping, mixing and disposal of oils, drilling, cutting and grinding emulsions must be ordered from BVV Trade Fairs Brno – Stand Construction and Services.

OTHER SERVICES FOR EXHIBITORS

A) CENTRAL SERVICE FOR EXHIBITORS

Counter No. 7 on the ground floor of the BVV Administration Building and office No. 125 in Hall P accept orders for technical supplies (electric power, water, compressed air, technical gases, masts, cleaning, flowers, photo services, individual security of exhibits, etc. Here you can buy additional passes (exhibitors or assembly) and parking and entry documents.

Parking and entry passes or other documents, which could not have been sent to you by post, are ready for personal collection on the ground floor of the **Administration Building, counter No. 7** at **Ms. Rudolecká** (phone +420 541 152 612).

Hall managers provide services associated with the operation of exhibition halls and areas. They allow the commencement of build-up work on exhibition areas and take over the vacated exhibition area from the exhibitor or the contractor following the end of the event. They coordinate

and are in charge of the construction of stands, the delivery of exhibition equipment and the connection installations. See CONTACTS for the people to contact in each hall.

B) INFORMATION CENTRES

Additional services for exhibitors are mediated by the staff of the information centres located in exhibition halls F, G1, P, V.

Opening hours:

7.–11. 11. 2021 9.00 am–5.00 pm

12. 11. 2021 9.00 am–4.00 pm

Provide information on exhibitors and exhibits, supporting program, general information, document copying (chargeable), sale of Wi-Fi coupons and catalogues.

C) WIFI

A wireless network for mobile Internet access is available at the Exhibition Centre. This service operates as a standard WiFi – 802.11ac, provided by the company T-Mobile Czech Republic a.s. The connection speed and quality are dependent on the number of log-on users. 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 the fixed Internet connection service, which you can find in the Order Block (see iESO order form – www.ieso.bvv.cz).**

Contact: [Josef Dosoudil](mailto:jdosoudil@bvv.cz), 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 1,000 CZK incl. VAT.

Exhibitors are not entitled to install their own WiFi networks – this includes networks using their own WiFi router installed on a landline connection set up by the trade fair administration or shared connections from a mobile device. Should the fair administration discover any violation of this prohibition, it will demand that the exhibitor halts operation of the WiFi 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.

D) ADVERTISING

You can order various media and activities with [Mr. Zahradníček](mailto:zahradniček@bvv.cz), phone: 541 152 216. Various types of advertising, including advertising services (rental and operation of inflatables, airships) can be arranged. The relevant employee will ensure the distribution of your printed matter to the exhibitors' stands, permission to distribute printed matter to visitors and an advertising spot will be broadcast to you via the trade fair radio. We can also provide staff or mascots to make your ad visible or offer ad placement in the FAIRINZERT advertising magazine.

SERVICES

A) CASH DESK

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

Accepts:

- payments of invoices in cash
- payments of invoices by credit cards VISA, EC-MC, AMEX

Opening hours:

9. 11. 2021 9.30 am–noon

ATM location in the Exhibition Centre

- ATM of ČSOB at the entry to hall E – credit cards EC-MC, VISA
- ATM of EURONET a.s. in hall F (facing hall P) – credit cards EC-MC, VISA

B) TRANSPORTATION AND HANDLING SERVICES, FORWARDING TERMINAL

IMMIX s.r.o.

Exhibition Department – domestic consignments

[Mr. Miloslav Svoboda](mailto:svoboda@immix.cz)

phone: +420 724 979 810

e-mail: svoboda@immix.cz

Exhibition Department – foreign consignments

[Ms. Hana Hřebíčková](mailto:hrebickova@immix.cz)

phone: +420 722 122 186

e-mail: hrebickova@immix.cz

<http://www.immix.cz/>

Kühne + Nagel s.r.o.

Gate No. 9, Výstaviště 1, CZ–647 00 Brno

[Ms. Gabriela Veselská Linhartová](mailto:exposervice.brno@kuehne-nagel.com)

phone.: +420 543 565 513, +420 606 765 633

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

www.kuehne-nagel.cz

These companies provide loading and unloading of goods (exhibits), customs clearance and forwarding services at the Exhibition Centre, warehousing and also organizing of air, road and sea transport.

C) FAIR CATALOGUE

On sale at ticket offices and information centres. Free catalogues for exhibitors and catalogues ordered for a fee are ready for collection at info stands. Unclaimed catalogues will be distributed to the exhibitor stands on the first day of the fair. Catalogues may also be ordered to be sent by post using the ESO on-line order block.

D) INDIVIDUAL STAND SECURITY

Individual exhibition stand security is provided by a contractual provider of BVV Trade Fairs Brno. Orders are received only using the Order Systems - www.ieso.bvv.cz.

E) INSURANCE

RENOMIA a.s.

BVV Administration Building, office No. 4
(ground floor, next to cashier's desks)

Mr. Jiří Jílek

phone: +420 603 217 463

e-mail: jiri.jilek@renomia.cz

Opening hours:

Two days before the commencement of the event since 8.00 am to 4.00 pm; the day of the commencement of the event since 8.00 am till 4.00 pm.

Can be contacted at other times on the telephone number: +420 603 271 463 or by e-mail to:

jiri.jilek@renomia.cz.

Insuring exhibits, liability arising from exhibition stand operation, transportation, additional insurance of costs should the exhibition event be cancelled, insuring exhibition stands and stand fixtures (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.

F) FOOD AND DRINKS, READY MEALS

Hall G1, open spaces G and the Administration building

– supplier **Rychlík-Catering s.r.o.**,

Event catering

Ms. Kristýna Rychlíková, phone: +420 721 165 676

e-mail: info@rychlik-catering.cz

Luncheon vouchers, catering to exhibition stands

Ms. Šárka Mannová, phone: +420 725 741 082

e-mail: catering@rychlik-catering.cz, bvv@rychlik-catering.cz

Exhibitors may purchase luncheon vouchers for the event which may be used in the restaurant in hall G3 and Snack Bar G. 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. We supply food, drinks, cold cuisine, confectionery and ready-to-eat meals.

Halls A2, F, P, V and other open spaces

supplier **EXPO FOOD s.r.o.**

Event catering

Ms. Dana Paulová, phone: +420 602 587 224,

e-mail: objednavky@expofood.cz

Luncheon vouchers

info@expofood.cz, phone: +420 541 159 420, +420 603 261 024.

Catering to exhibition stands

NIkola Paulová, phone +420 720 185 720,+420 541 159 615

Exhibitors may purchase luncheon vouchers for the event which may be used in the restaurants in halls A3, V and P and other selected places. 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 offer to arrange dinners or company events also after the closing

hours of the fair at their premises. Offered assortment and services will be sent to you after a request.

Restaurants will be open from 10.30 am to 6.00 pm and outside these times following an agreement for closed events. Other refreshments centres will be open from 9.00 am to 6.00 pm.

G) PRESS CENTRE

Hall E – 2nd floor, phone: +420 541 152 549

Accreditation, services for journalists

PR and advertising manager – **Michal Svoboda**

phone: +420 541 152 969, e-mail: msvoboda@bvv.cz

H) PROTOCOL

Protocol Building by the Lake

phone: +420 541 152 835, +420 541 153 278

I) RADIO

The “Manor House” building (Zámeček)

phone: +420 541 152 061 (only during the course of the fair)

For spots or a commercial announcement call:

phone: +420 541 152 216

J) ACCOMMODATION

We will assure accommodation for your company or your guests in Brno and its vicinity in compliance with your specification or requirements and topical situation on the day of order.

The offer available on: www.bvv.cz/en/accommodation/ or www.bvv.cz/en/msv

BVV Administration Building, ground floor, room 12

Miroslav Kožnar, phone: +420 541 159 190,

+420 602 594 810, e-mail: mkoznar@bvv.cz

Jana Buršíková, phone: +420 541 152 777,

e-mail: jbursikova@bvv.cz.