

63rd International
Engineering Fair



4th–7th Oct 2022

Brno, Czech Republic
www.bvv.cz/en/msv

INSTRUCTIONS

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

TO DO LIST	RECAPITULATION OF PRICES	CONTACTS
BUILD UP	COURSE OF THE FAIRS	DISMANTLING
SERVICES FOR EXHIBITORS	VEHICLE ENTRY	EXHIBITION PLAN

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 (5th Sept, 2022).
- after the start of the build-up 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 Order Forms.

DEADLINE	TASK	CONTACT	PHONE, E-MAIL
23 rd Jun 2022	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
17 th Aug 2022	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
26 th Aug 2022	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. Robert Grof Mr. Libor Urbánek	+420 541 152 874 rgrof@bvv.cz +420 541 152 955 lurbanek@bvv.cz
1 st Sept 2022	Order advertisements in the trade fair magazine FAIRINZERT.	Mr. Ivan Zahradníček	+420 541 152 216 izahradnicek@bvv.cz www.bvv.cz/reklama

BVV



Veletrhy
Brno

5 th Sept 2022	Order all technical supplies, furniture and other services incl. entry passes, parking and car passes.	Ms. Zuzana Mrňová	+420 541 153 336 zmrnova@bv.v.cz https:// ikancelar.bv.v.cz
5 th Sept 2022	Send stand plan for approval in two copies. *)		projekty@bv.v.cz
5 th Sept 2022	Order advertisements on the railings in halls and broadcasting of video spots on the videowall.	Mr. Ivan Zahradníček	+420 541 152 216 izahradnicek@bv.v.cz www.bv.v.cz/reklama
9 th Sept 2022	Order advertising in the Exhibition Centre and on trade fair radio. Order distribution service (printed matter to exhibition stands, licenses for one's own distribution).		
9 th Sept 2022	Send information on novelties, exhibits and technologies for specialized press. Send information on company presentations and press conferences. Send information for BVV Trade Fairs Brno press releases and fair bulletin. Send data for PR portal for exhibitors.	Mr. Michal Svoboda	+420 601 252 327 mvsoboda@bv.v.cz
23 rd Sept 2022	The build-up starts.		
25 th Sept 2022	The build-up starts at halls A1, A2, E.		
29 th Sept 2022	Last permissible bringing in of heavy exhibits.		
30 th Sept 2022	Insuring of exhibition stands and exhibits – RENOMIA, a.s.	Mr. Jiří Jílek	+420 603 217 463 jiiri.jilek@renomia.cz
4 th Oct 2022	Commencement of the fair.		
7 th Oct 2022	Conclusion of the fair.		
7 th Oct 2022	Commencement of dismantling.		
9 th Oct 2022	End of dismantling in hall E.		
12 th Oct 2022	End of dismantling in other halls.		

*) 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 ENTRY

Car Pass – validity: 23 rd Sept – 12 th Oct 2022	6,000 CZK + 21% VAT
One-day Car Pass – it is not available for the last day of the fair, 7 th Oct 2022	2,000 CZK + 21% VAT
Entry Pass – validity: 23 rd Sept – 12 th Oct 2022	550 CZK incl. VAT
Build Up and Dismantling Pass – validity: 23 rd Sept–3 rd Oct, 7 th –12 th Oct	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 IN AREAS OFF THE EXHIBITION CENTRE	
Reserved unattended (for the whole course of the fair, build up and dismantling period)	1,500 CZK + 21% VAT
Guarded	3,000 CZK + 21% VAT

CONTACTS

Project Director

Mr. Michalis Busios

phone: +420 541 152 927

PR and Advertising Manager

Mr. Michal Svoboda

phone: +420 601 252 372

Stand construction manager

Mr. Robert Grof

phone: +420 541 152 874

HALL P, Z and open areas

Hall Manager

P/room No. 214

Mr. Tomáš Odstrčil

phone: +420 606 650 396

HALL F, E, and open areas

Hall Manager

F/room No. 104

Mr. Zdeněk Tulla

phone: +420 602 476 829

HALL G1, G2, B and open areas

Hall Manager

G6/room No. 56

Mr. Milan Podsedník

phone: +420 602 476 824

HALL P, Z and open areas

Hall Manager

P/room No. 126

Mr. Petr Dvořák

phone: +420 720 942 792

HALL A1, A2, 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**
- **Hall P, 1st floor, office No. 125**

Ms. Vladimíra Bodláková

phone: +420 541 152 365

e-mail: vbodlakova@bv.v.cz

Ms. Marie Tesaříková

phone: +420 541 152 612

e-mail: mtesarikova@bv.v.cz

Ms. Zuzana Mrňová

phone: +420 541 153 336

e-mail: zmrnova@bv.v.cz

EMERGENCY CALLS

MEDICAL SERVICES



First aid:

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

Mo, Tue, Thu 7.30 am–6.00 pm

Wed 9.00 am–6.00 pm

Fri 7.30 am–4.00 pm

EMERGENCY CALL: 112

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 services

Ponávka 6, Brno (entry through the Traumatology Hospital)

phone: +420 545 538 421

EMERGENCY CALL: 155

POLICE



Dept. at Rybářská 17

phone: +420 974 626 481

(also responsible for lost property)

EMERGENCY CALL: 112

FIRE BRIGADE



Gate No. 5 phone:

+420 541 152 200

EMERGENCY CALL: 112

SAFETY OFFICER



Inform security

(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.

BREAKDOWNS – EQUIPMENT FAILURE



Exhibition stand maintenance and servicing (only for stands built by Trade Fairs Brno):

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 in the application form which you have signed and therefore undertaken to respect.

GENERAL RULES

- **Drivers must observe 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 organizational 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.
- We would like to draw your attention to the ongoing construction work on the premises of BVV Trade Fairs Brno.
- **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.
- 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.** Color-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 on Monday 3rd Oct 2022 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 5th – 12th Oct. 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, twowheeled hand-carts 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@bv.cz. More information at www.veletrzni reklama.cz
- 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

23rd Sept–3rd Oct 2022

25th Sept–3rd Oct 2022 –
halls A1, A2, E

OPERATING HOURS



23 rd Sept – 3 rd Oct 2022	7.30 am–8.00 pm
1 st – 2 nd Oct	7.30 am–10.00 pm
3 rd Oct 2022	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.
- Ordered and paid technical services on 2nd and 3rd Oct 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** (tel. +420 541 152 850, e-mail: pblaha@bv.v.cz). Then it is necessary to book the construction time in the order form (ieso.bvv.cz) 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 3rd Oct 2022 at the latest. After that time the electrical current, including the lighting in the halls, will be turned off!

ENTRY



- Pass for build up and dismantling
→ download: <https://ikancelar.bvv.cz>
→ 2 pcs for free, extra passes will be charged 150 CZK/piece
- Entry pass
→ download: <https://ikancelar.bvv.cz>
→ free of charge for each leased exhibition area, extra passes are for a fee 550 CZK.

VEHICLE ENTRY

* see the table on page 9

PARKING

- The entry of vehicles into halls is prohibited.
- Parking of trailers at the Exhibition Centre after the end of operating hours is also prohibited.

CONSTRUCTION OF EXHIBITION STANDS



(ends at 8.00 pm on 3rd Oct 2022)

- Stand Construction and Services
Department of BVV Trade Fairs Brno,
Mr. Robert Grof, tel.: +420 541 152 874,
e-mail: rgrof@bv.v.cz, www.bvv.cz/en/exhibitors/stand-construction/
- If the construction of expositions is not carried out by BVV Trade Fairs Brno, Stand Construction and Services Dept., it is necessary to:
→ send the application form for approval of the exhibition – basic obligation of all exhibitors is to

send a completed application for approval of the stand. Confirmed application for stand approval is an essential part of the acceptance of exhibition space by the exhibitor or contractor. Form can be found at <https://ieso.bvv.cz>.

→ submit (see TO DO LIST) a technical project of the stand and in case of hanging also a static calculation for approval to the BVV Brno Trade Fairs, in duplicate (e-mail: projekty@bv.v.cz) by the deadline;

→ take over the exhibition area from the hall manager (see CONTACTS) and hand it over back in its original condition after the dismantling is completed. As part of the acceptance of the area following documents are required:

- Approved stand project;
- Confirmation form (X030, part of iEso – <https://ieso.bvv.cz>) with confirmation of power of attorney;
- on request, proof of payment for the exhibition space; the exhibition space will not be handed over unless the invoice for exhibition space is paid;
- on request, proof of payment for services ordered from BVV Trade Fairs Brno – in case of non-payment of these ordered services these services will not be provided until the opening of the fair;
- comply with all provisions of the General Conditions of Participation and the Technical and Safety Regulations (see <https://ieso.bvv.cz>).

In case of violation of the General Terms and Conditions and the Technical-safety regulations, including fire regulations, the water and electricity to the stand will not be supplied, or by erecting a screen, the entrance to the stand will be blocked. In the case of a building without planning permission, a fine of up to CZK 50,000 will be charged depending on the degree of violation of the approval obligation and the threat to the surroundings.

Multi-storey expositions must also comply with special fire protection regulations.

TRANSPORT, CUSTOMS AND HANDLING SERVICES

- 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). 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 29th Sept 2022. This deadline must be observed otherwise it is subject to a penalty.
- The last possible bringing in of all exhibits is on 3rd Oct 2022 till 12.00.
- 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.

- **Unauthorised handling with your own devices will be fined 50,000 CZK.**
 - 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.
 - **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 since 8.00 am to 6.00 pm, on the first day of the fair since 8.00 till 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

4th – 7th Oct 2022

OPENING HOURS



For exhibitors:

4th Oct 2022, 7.00 am–7.00 pm
5th – 7th Oct 2022 7.30 am–7.00 pm

For visitors:

4th – 6th Oct 2022 9.00 am–5.00 pm
7th Oct 2022 9.00 am–4.00 pm

ENTRY



- Entry pass
→ download: <https://ikancelar.bvv.cz>
→ free of charge for each leased exhibition area, added are for a fee 550 CZK.

VEHICLE ENTRY



- 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.**

- One-day car pass is not valid on the last day of the event, i.e. 7. 10. 2022. 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 license number for the issuing of the Car Pass.**

* see table on page 10

DISMANTLING PERIOD

7th – 12th Oct 2022 – other halls
7th – 9th Oct 2022 – hall E

OPERATING HOURS



Dismantling will continue from this time, i.e. since 4.00 pm on 7th Oct 2022 till 6.00 pm on 12th Oct 2022. Opening hours for dismantling:

7th Oct since 4.00 pm till 10.00 pm on 8th Oct (non-stop through the night)
9th Oct 7.30 am–10.00 pm
10th – 11th Oct 7.30 am–8.00 pm
12th Oct 7.30 am–6.00 pm, end of dismantling works in other halls and on all open areas.
7th Oct, 5.00 pm – the return of empty packaging stored.
7th Oct, 5.00 pm – disconnection of electricity, water and **compressed air supplies to exhibition stands. Aisles between stands must remain unrestricted throughout the course of the dismantling period.**

ENTRY TO THE EXHIBITION CENTRE



- Pass for assembly and disassembly
→ download: <https://ikancelar.bvv.cz>
→ 2 pcs for free, extra passes will be charged 150 CZK/piece

- Entry pass
→ download: <https://ikancelar.bvv.cz>
→ free of charge for each leased exhibition area, extra passes are for a fee 550 CZK.

VEHICLE ENTRY TO THE EXHIBITION CENTRE

* see table on page 9

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.**

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
 - 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.
- 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.

When dismantling is completed, it is necessary:

- The exhibition area must be returned to the hall manager.
- The removal of floral decorations, net curtains, curtains and electrical equipment by BVV Trade Fairs Brno will commence immediately after the fair ends.
- 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.

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.

SERVICES FOR EXHIBITORS

CENTRAL SERVICE FOR EXHIBITORS

Counter No. 7 on the ground floor of the BVV Administration Building and office No. 125 in Hall P:

- orders for technical supplies (electric power, water, compressed air, technical gases, masts, cleaning, individual security of exhibits, etc.
- additional passes (exhibitor or assembly) and parking and entry documents for fee.

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 Administrative Building, counter No. 7.**

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 contractors 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 in each hall.

INFORMATION CENTRES

- The information stands located in exhibition halls A1, B, F, G1, P, V.
- **Opening hours: • 3rd – 7th Oct 2022, 9.00 am–6.00 pm**
- Provide information on exhibitors and exhibits, supporting program, general information, document copying (for a fee), sale of Wi-Fi coupons and catalogues.

Wi-Fi

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).

Contact: Josef Dosoudil, phone: +420 541 152 810, e-mail: jdosoudil@bvvcz.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.

ADVERTISING

You can order various advertising media and activities with Mr. Zahradníček, phone: +420 541 152 216, hall A3, 2nd floor, office No. 223.

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, included permission for distribution advertising spot will be broadcast via the trade fair radio. We can provide staff or mascots to make your ad visible or offer ad placement in the FAIRINZERT magazine.

SERVICES

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:

4th – 6th Oct 2022 9.30–11.00 am

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

TRANSPORTATION AND HANDLING SERVICES, FORWARDING TERMINAL, CUSTOMS AUTHORITY

IMMIX s.r.o.

Office at the Exhibition Centre, hall F, 1st floor

Mr. Miloslav Svoboda

phone: +420 724 979 810

e-mail: svoboda@immix.cz

Ms. Hana Hřebíčková

phone: +420 722 122 186

e-mail: hrebickova@immix.cz

<http://www.immix.cz>

Kühne + Nagel s.r.o.

Office at the Exhibition Centre, hall F, 2nd floor

Ms. Gabriela Veselská Linhartová

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.

FAIR CATALOGUE

On sale at ticket offices and information centers. 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.

INDIVIDUAL STAND SECURITY

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

INSURANCE

RENOMIA a.s.

Mr. Jiří Jílek,

phone: +420 603 217 463,

E-mail: 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.

FOOD AND DRINKS, READY MEALS

Rychlík-Catering s. r. o. (office in hall A) – supplies halls A, E, F, Z

- Providing catering for events

Kristýna Rychlíková, phone: +420 721 165 676

e-mail: info@rychlik-catering.cz

Orders for meal vouchers + Supply to exhibitors' stands

Šárka Mannová, phone: +420 725 741 082

e-mail: catering@rychlik-catering.cz

Frgal catering (office hall P) – supplies halls P, V, B, C

- Catering + orders for meal vouchers:

Karolína Králová, Tel. 724 999 044,

bvv@frgal-catering.cz, Tel.: 724 999 044,

Infinito catering (office in hall G) – supplies hall G

Catering: Aneta Horová, phone: +420 777 777 819,

e-mail: Catering@cateringinfinito.cz

Orders for meal vouchers: Igor Halamka, phone: +420 608

888 001, e-mail: Catering@cateringinfinito.cz

All suppliers offer food, beverages, pantries, confectionery and ready meals.

Exhibitors can purchase meal vouchers for the event, which can be redeemed in the restaurant of halls A, P, V, F and G. Refreshments can also be paid for with meal vouchers issued by Sodexo, Ticket Restaurant, Cheque Dejeuner.

PRESS CENTRE

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

Accreditation, services for journalists

PR and advertising manager – Mr. Michal Svoboda

phone: +420 601 252 327, e-mail: msvoboda@bvv.cz

PROTOCOL

Protocol Building by the Lake

phone: +420 541 152 940, +420 541 153 278

RADIO

The “Manor House” building (Zámeček)

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

Spots or commercial announcement:

phone: +420 541 152 216

ACCOMMODATION

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

or www.bvv.cz/en/msv/

BVV Administration building, ground floor, room 12

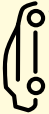

Miroslav Kožnar – phone +420 541 159 190,

+420 602 594 810, email: mkoznar@bvv.cz

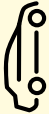


Jana Buršíková – phone +420 541 152 777,

email: jbursikova@bvv.cz

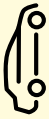

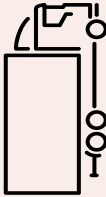
VEHICLE ENTRY TO THE EXHIBITION CENTRE DURING BUILD UP PERIOD

		23rd Sept – 30th Sept 7.30 am – 8.00 pm, 1st – 2nd Oct 7.30 am – 10.00 pm	3rd Oct 7.30 am – 8.00 pm	
 Passenger vehicles	Gate No. • 4 (since 28th Sept) • 8, 9 • according to opening hours	Documents • pass for assembly and dismantling • entry pass • car pass	Gate No. • 4, 8, 9 • last entry at 6.00 pm, last exit at 8.00 pm.	Documentss • car pass • deposit 2,000 CZK (max. 4 hours)
	Gate No. • 4 (since 28th Sept) • 8, 9 • according to opening hours	Documents • entry pass • pass for assembly and dismantling	• 4, 8, 9 • last entry at 6.00 pm, last exit at 8.00 pm.	• car pass • deposit 2,000 CZK (max 4 hours)
 Vans	23rd Sept – 30th Sept 7.30 am – 8.00 pm, 1st Oct 7.30 am – 8.00 pm	2nd Oct 7.30 am – 10.00 pm	LORRIES ARE NOT ALLOWED TO ENTRY!	
	Gate No. • 4 (since 28th Sept) • 8, 9 • according to opening hours	Documents • entry pass • pass for assembly and disassembly		

VEHICLE ENTRY TO THE EXHIBITION CENTRE DURING THE DISASSEMBLY

		7th Oct 2022 5.00 pm – 0.00 (midnight)	8th Oct 2022 0:00 (midnight)–10.00 pm 10th–11th Oct 2022 , 7.30 am–8.00 pm	9th Oct 2022 7.30 am–10.00 pm 12th Oct 2022 7.30 am–6.00 pm
 Passenger vehicles	Gate No. • 4, 8, 9 – after 5.00 pm (vehicles without a car pass) • gate No. 4 is opened till 9 th Oct.	Documents • pass for build-up and dismantling • entry pass	Gate No. • 4, 8, 9	Documents • pass for build-up and dismantling • entry pass • car pass
	Gate No. • 8, 9, 4 - after 5.00 pm	Documents • pass for build-up and dismantling • entry pass	• 4, 8, 9	• pass for build-up and dismantling • entry pass • car pass
 Vans	• 8, 9, 4 - after 9.00 pm	• pass for build-up and dismantling • entry pass	• 4, 8, 9	• pass for build-up and dismantling • entry pass • car pass
 Lorries				

VEHICLE ENTRY TO THE EXHIBITION CENTRE DURING THE FAIR

4 th – 6 th Oct 2022		7 th Oct 2022 7.30 am – 5.00 pm		
Gate No.	Documents	Gate No.	Documents	
 Passenger vehicles	4, 8, 9 (deposit only gate No. 4) 4th Oct 2022, Tue 7.00 am–8.30 am Last entry at 8.30 am Last exit at 9.30 am 5.00 pm–6.00 pm Last entry at 6.00 pm Last exit at 7.00 pm 5th–6th Oct 2022, Wed-Thu 7.30 am–8.30 am Last entry at 8.30 am. Last exit at 9.30 am. 5.00 pm–6.00 pm. Last entry at 6.00 pm. Last exit at 7.00 pm.	Last entry to the Exhibition Centre: at 8.30 am., last exit at 9.30 am, entry after 5.00 pm.	<ul style="list-style-type: none"> • car pass • entry pass • pass for assembly and disassembly valid since 5.00 pm 	
 Vans	4, 8, 9 (deposit only gate No. 4) 4th Oct 2022, Tue 7.00 am–8.30 am Last entry: at 8.30 am. Last exit: at 9.30 am. 5.00 pm–6.00 pm. Last entry: at 6.00 pm. Last exit: at 7.00 pm. 5th–6th Oct 2022, Wed-Thu 7.30 am–8.30 am. Last entry: at 8.30 am. Last exit: at 9.30 am. 5.00 pm–6.00 pm. Last entry: at 6.00 pm. Last exit: at 7.00 pm.	Last entry to the Exhibition Centre: at 8.30 am., entry after 5.00 pm.	<ul style="list-style-type: none"> • car pass • entry pass • pass for assembly and disassembly 	
 Lorries	Lorries are not allowed!		Entry after 9.00 pm.	<ul style="list-style-type: none"> • car pass • entry pass • build-up and dismantling

