



2.-4. 3. 2023
VÝSTAVIŠTĚ BRNO

www.stavebniveletrhybrno.cz

www.drevoastavbybrno.cz

www.mobitex.cz

Festival
architektury
2023

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 to submit a copy of these instructions to their stand designers and contractors.

TO DO LIST FOR THE PREPARATION AND COURSE OF THE EVENT

The following deadlines for sending orders must be met! Late sent orders may be processed according to the current situation or may be rejected.

DEADLINE	TASK	CONTACT
20. 1. 2023	send data for the Visitor's Guide (will be received by all visitors at ticket counters upon entry)	Ivana Kumrová +420 541 152 834 ikumrova@bvv.cz
10. 2. 2023	order individual stand construction	Michal Švehla +420 541 152 590 msvehla@bvv.cz
10. 2. 2023	order standardized stand construction	Jitka Nedomová +420 541 152 518 jnedomova@bvv.cz
15. 2. 2023 *	order technical connections, other services, entry passes, parking, car passes	https://ikancelar.bvv.cz Zuzana Mrňová +420 541 153 336 zmrnova@bvv.cz
15. 2. 2023	order advertisement or insertion of technical text in the trade fair magazine FAIRINZERT	www.bvv.cz/advertising Ivan Zahradníček +420 541 152 216 izahradnicek@bvv.cz
22. 2. 2023	order advertising in the Exhibition Centre, distribution service (printed matter to exhibition stands, licenses for one's own distribution) and spots in the Fair radio	
15. 2. 2023 **	send a request for approval of the exhibition stand	Martin Bednář Erik Pěček projekty@bvv.cz

26. 2. 2023	start of the assembly period at 7.30 am
2. 3. 2023	event begins at 9.00 am
4. 3. 2023	end of the event at 17.00 pm, start of dismantling
7. 3. 2023	latest permissible termination of dismantling and vacating of the exhibition area by midnight

*) The price of the ordered services for technical connections (electrical connections, water, compressed air, Internet), furniture, stand equipment and suspension lines

- will be increased by 10% when ordering after the deadline (15th February, 2023).
- 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.

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

RECAPITULATION OF PRICES FOR VEHICLE ENTRY, PARKING AND ENTRY PASSES

Car pass	1 500 CZK + 21 % VAT
One-day car pass	500 CZK + 21 % VAT
Reserved parking (for the whole course of the fair)	1 000 CZK + 21 % VAT
One-off parking	150 CZK/day incl.VAT
Garage EXPOPARKING unattended (for the whole course of the fair)	1 000 CZK + 21 % VAT
Entry pass	300 CZK incl. VAT
Assembly/disassembly pass	150 CZK incl. VAT

Central service for exhibitors:

Hall P – 1st floor, office No. 122, 125

Mrs. Vladimíra Bodláková
tel.: +420 541 152 365
e-mail: vbodlakova@bv.v.cz

Mrs. Marie Tesaříková
tel.: +420 541 152 332
e-mail: mtesarikova@bv.v.cz



On-line order forms system iESO:

<https://ikancelar.bv.v.cz>

CONTACTS

Project director SVB, DSB, MOBITEK

Mr. Martin Škarka
tel.: +420 541 152 587

Project manager SVB + DSB

Mrs. Hana Zikmundová
tel.: +420 601 252 321

Mrs. Jarmila Doskočilová

tel.: +420 606 738 204

Mr. Jakub Šmerek

tel.: +420 601 252 330

Project manager MOBITEK

Mrs. Lenka Bednářová
tel.: +420 724 006 196

PR and Advertising manager

Mrs. Markéta Kamenická
tel.: +420 602 442 909

Individual stand construction manager

Mr. Michal Švehla
tel.: +420 602 750 271

Standardized stand construction manager

Mrs. Jitka Nedomová
tel.: +420 724 852 975

Hall P manager

P/office 219
Mr. Petr Dvořák
tel.: +420 602 750 278

Dear exhibitors,

We would first like to draw your attention to the most important rules relating to the preparation of the trade fairs (the assembly period), the course of the fairs, and the stand dismantling period. For the sake of smooth and mutually pleasant progress of the abovementioned stages, we would ask you to ensure that you are thoroughly acquainted with the General Conditions for Participation, which are a part of the form Binding Application, and which, with your signature, you have undertaken to respect.

GENERAL RULES

- **The entry of vehicles to the Exhibition Centre – gates 8 and 9 entry according to operating hours of assembly, course of the fair and dismantling period.**

Drivers are obliged to respect the orders of the guard service. All vehicles must observe the traffic signs on the premises (especially those forbidding parking on designated areas), and leave the Exhibition Centre each day by the end of opening hours at the latest. Leaving trailers at Exhibition Centre after opening hours is not permitted. Any breach of this regulation will be subject to a penalty of CZK 5,000. Overnight parking of vehicles at the Exhibition Centre is not permitted. The entry of vehicles into halls is prohibited. The entry of lorries to the Exhibition Centre during the course of the trade fair is not permitted. On exit of vehicles from the Exhibition Centre, a copy of the list of items declared and confirmed by the security service officer on entering the Exhibition Centre, must be submitted at the gate. At the request of the security guard at the gate the driver is, in the interests of protecting the property of BVV Trade Fairs Brno and other exhibitors, obliged to allow the contents of the luggage space of his vehicle to be inspected. Any items discovered by the security guard in vehicles leaving the Exhibition Centre which are labelled as the BVV Trade Fairs Brno property, and not included in the list of items declared and confirmed by the security guard on entering the Exhibition Centre, will be confiscated by the security guard. The same applies to exhibits and other materials taken out through the gates.

- **Assembly and Dismantling Passes: The passes are provided free of charge in the quantity of 2. Additional Assembly and Dismantling passes are subject to ordering and payment (1 pc./ 150 CZK incl. VAT). See ASSEMBLY PERIOD – Entry to the Exhibition Centre for further details.**

- **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.

- **Receptions and cocktail parties** may only be held on exhibition stands during the course of the event, during the regular opening hours of the hall, i.e. by 7.00 pm (4.00 pm on the last day of the event).

- **Acoustic advertisement and musical production** are permitted in halls from 3.00 p.m. to 6.00 p.m., only on Saturday 4.3.2023 the whole day. This applies on condition that they do not disturb neighbouring stands and are not louder than 70 dB at the edge of the stand. On open areas music presentation is allowed during the whole course of the event maximum volume being 50 dB due to trade fair radio broadcasting. If this condition is not respected, BVV Trade Fairs Brno may order the production to be terminated. For purposes of the music production the hirer is then obliged, to ask the approval of the competent administrator of copyrights (OSA, INTERGRAM) – according to the law No. 121/2000 Coll., Author's law, in the applicable version.

- **Waste disposal.** Use colour-coded containers located outside the 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 hall manager at your request.

- **Placement of advertisements** on the Exhibition Centre outside your own exhibition area is not permitted. The mass distribution of printed advertising materials, or their dropping over the Exhibition Centre from hired airplanes or balloons, is not permitted without the prior agreement of the trade fair administration. You are authorized to promote your products and services on your own exhibition stand only. The broadcasting of advertisements within the Exhibition Centre using Bluetooth or BTS cell transmitters is not permitted without the prior agreement by BVV Trade Fairs Brno. Any increased cleaning costs for disposal of advertising will be invoiced to the exhibitor in question. Neither the use of means of advertising such as bicycles, skateboards and other means of motion on the Exhibition Centre is permitted without the prior agreement of the trade fair administration.
- **Advertising panels, space and activities can be ordered from Mr. Ivan Zahradníček**, phone: +420 541 152 216, e-mail: izahradnicek@bvvcz.
- **We recommend exhibitors** to hand keys from secured areas on their stand to the front 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.
- **Stand cleaning** outside opening hours may be performed only by contractual cleaning companies of the BVV Trade Fairs Brno.
- **We recommend that you insure exhibits** (including packaging) against any possible damage or loss, or recommend individual stand security. The trade fair administration will not be held liable for any such damages.

ASSEMBLY PERIOD OF THE FAIRS 26. 2. – 1. 3. 2023

1. OPENING HOURS



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 28th Feb and 1st March 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@bv.v.cz). Then it is necessary to book the construction time in the order form iESO at least 1 week before the set date for the start of the fair assembly by 19th Feb at the latest. An extra payment will be charged. **Construction work must be completed by 8.00 pm on 1st March 2023 at the latest. After that time the electrical current, including the lighting in the halls, will be turned off!**

2. ENTRY TO THE EXHIBITION CENTRE



An **Assembly&dismantling pass** or **Entry pass** serves for entering the Exhibition Centre during the assembly period.

Entry and Assembly passes for exhibitors are distributed only electronically via the iESO ordering system. **The Assembly&dismantling passes are provided free of charge in the quantity of 2.** Additional Assembly&dismantling passes are to be ordered and subject to payment. The price for one Assembly and Dismantling Pass is **CZK 150** including VAT. Holders of Assembly&dismantling passes are obliged to wear them visibly. Entry to the BVV Exhibition Centre will not be permitted without an Assembly&dismantling pass.

Entry Passes are provided free according to the size of the exhibition area rented. The price for each additional Entry pass is **CZK 300 incl. VAT.**

3. VEHICLE ENTRY



An **Assembly&dismantling pass** or **Car pass** serves for vehicle entry into the Exhibition Centre during the assembly period.

The entrance is possible through gates 8 and 9 during the specified opening hours.

On 1st March 2023 deposit of CZK 1,000 is required, valid for a maximum of 4 hours. If the time limit is exceeded, the full deposit will be forfeited.

Last entry to the premises: at 6.00 pm.

Last exit from the premises: at 8.00 pm.

The deposit is to be paid by drivers of cars and trucks.

The deposit is not payable by holders of the Car pass.

4. TRANSPORT, CUSTOMS AND HANDLING SERVICES



The companies **IMMIX** and **Kühne+Nagel** have been appointed BVV Trade Fairs Brno contractual forwarding agents for this trade fair event.

Exhibitors should contact these companies directly (not through BVV Trade Fairs Brno). You can find the

necessary contact information in the section Additional Important Information in these instructions. These companies provide forwarding services for exhibitors, i.e. unloading and loading of exhibition materials, transportation to stands, the removal, storage and return of empty packaging, and assembly and dismantling work. **The last day to bring in large exhibits above 5 t, or exhibits requiring the use of mechanical devices, is on Monday 27th Feb 2023.** This deadline must be observed otherwise it is

subject to a penalty. **The last possible bringing in of all exhibits is on 1st March 2023.**

Exhibitors are not allowed to use their own mechanical equipment for loading and unloading or for assembly and dismantling work!

There will be a **ramp of a load-bearing capacity max. 15 t** for loading and unloading and handling with exhibits. The ramp is placed on open area Z – behind the hall Z.

Manual handling trucks will also be available for the transportation of office equipment, promotional materials and other small items. The trucks are lent for a security deposit of CZK 1,000 incl. VAT/2 hrs. These trucks can be found at the designated point in hall P. These handling trucks can be borrowed one day before the fair opening. On the first day of the fair, they can be borrowed till 11.00 am. On the final day of the fair, these trucks can be borrowed only after the official end of the fair.

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. Storage of packaging and installation material behind exhibition stands is prohibited.

Transportation and handling services must be ordered in advance.

All consignments must be labelled with the name of the exhibiting company, its location at the fair, and the name of the event to which they are being sent. The recipient of such consignments is neither BVV Trade Fairs Brno nor the trade fair administration. 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.

5. CONSTRUCTION OF EXHIBITION STANDS



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

Michal Švehla, tel.: +420 602 750 271,

e-mail: msvehla@bv.v.cz, www.bvv.cz/expozice

BVV Trade Fairs Brno offer you a complete exhibition stand design and construction services, i.e.:

- preparing bid projects including quotations,
- creative preparation of exhibition stand layout – planning and art design including graphic design and electrical connection projects,
- complete project implementation,
- exhibition stands from the OCTANORM, MONTI, MAXIMA-LIGHT, DOPPELFORM systems as well as custom-made exhibition stands. Stand Construction and Services Department of BVV Trade Fairs Brno offer you construction of exhibition stands anywhere in the Czech Republic and abroad.

Contact: phone: +420 541 152 906, expozice@bv.v.cz

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 in the iESO system.

- **submit a technical project of the stand** – and in case of hanging also a static calculation for approval to the BVV Brno Trade Fairs in electronic form (**Martin Bednář, Ing. Erik Pěček**, e-mail: projekty@bvv.cz) by the deadline (see TO DO LIST).
- **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;
 - ✓ 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 Requirements (see iESO order forms <https://ikancelar.bvv.cz>).

In case of violation of the General Terms and Conditions and the Technical-safety requirements, 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.

Exhibition stands of more than one storey must also meet special fire prevention conditions. Such stands must be submitted for approval by the BVV Trade Fairs Brno fire prevention specialist (Ms. Kristýna Poláková, e-mail: bozp@olman.cz) at the design or study stage.

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

COURSE OF THE FAIRS

2. – 4. 3. 2023

1. OPENING HOURS



for exhibitors

2. 3. 2023 7.30 am – 7.00 pm
3. – 4. 3. 2022 8.00 am – 7.00 pm

for visitors

2. – 3. 3. 2023 9.00 am – 6.00 pm
4. 3. 2023 9.00 am – 5.00 pm

2. ENTRY TO THE EXHIBITION CENTRE



An **Entry pass** serves for entry to the Exhibition Centre during the course of the fairs. Entry passes are distributed only electronically via the iESO order forms (<http://ikancelar.bvv.cz>). **Free of charge for each leased exhibition area, added are**

for a fee 300 CZK incl. VAT.

3. VEHICLE ENTRY



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

- on the basis of the **Car pass** for the fair bought in advance.
 - **the entrance is possible through gates 8 and 9** during the specified opening hours for exhibitors.
 - the price is **1 500 CZK + VAT/whole fair**.
 - the car pass can be ordered in advance (via iESO order forms) or purchased at a service centre for exhibitors in hall P (see CONTACTS).
 - exhibitors can also buy One-day Car Passes for themselves and their guests for the price of CZK 500 + VAT. **These passes cannot be purchased for the final day of the event.**
 - neither is it possible to transfer a Car Pass onto another vehicle for the last day of the event.

- **against a security deposit of CZK 1 000**
 - **the entrance is possible through gates 8 and 9** only during these stated hours:
 - 8.00 am - 9.30 am with last exit from the Exhibition Centre at 10.30 am (7.30 am on the first day of the event),
 - 5.30 pm - 6.30 pm with last exit by 7.30 pm.
 - the security deposit is, however, **valid for a maximum of 1 hour**.
 - *if this period of time is exceeded, then the deposit is forfeited in full.*

Entry to the Exhibition Centre against a security deposit is not permitted in the afternoon of the final day of the event.

4. 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. **To exhibitors is available:**

- **reserved parking place** on area in the fairgrounds
 - in operation on the days of the event always from 8.00 am to 8.00 pm.
 - the price is **1 000 CZK + VAT/whole fair**.
 - one-time parking without reservation of a place can be purchased directly on the parking in case of free capacity (150 CZK/day).
- **reserved parking in EXPOPARKING**
 - garage at hall E, non-stop operation.
 - the price is **1 000 CZK + VAT/whole fair** incl. assembly & dismantling period.
 - hourly price for parking is CZK 20/hour incl. VAT.

Both types of parking can be ordered (via iESO order forms) or directly purchased at the service centre for exhibitors in hall P (see CONTACTS).

DISMANTLING PERIOD

4. – 7. 3. 2023

1. OPENING HOURS



4. 3. 2023 at the earliest 5.00 pm - midnight
5. – 7. 3. 2023 7.30 am - 8.00 pm

4. 3. 2023, 6 pm – disconnection of electricity, water and compressed air supplies to exhibition stands Any extension to the period of supply of electricity must be ordered at Central service for exhibitors (see CONTACTS).

Exhibition areas must be vacated and returned to the hall manager by 8 pm on 7th March 2023 at the latest.

2. ENTRY TO THE EXHIBITION CENTRE



An **Assembly&dismantling pass** or **Entry pass** serves for entering the Exhibition Centre during the dismantling period.

3. VEHICLE ENTRY



An **Assembly&dismantling pass, Entry pass** or **Car pass** serves for vehicle entry into the Exhibition Centre during the dismantling period.

On the last day of the event cars may enter the Exhibition Centre after 5.30 pm, with last exit at midnight using the gates 4, 8 a 9.
The request for entering the Exhibition Centre by car before the hour stipulated cannot be accepted.
Drivers are obliged to respect the orders of the guard service.

On other days of disassembly, all vehicles are allowed to enter the exhibition grounds from 7.30 am to 8 pm using **the gates 4 a 9**.

4. DISMANTLING OF EXHIBITION STANDS AND EXHIBITS



4. 3. 2023 – Dismantling may only be commenced following the end of the event (after 5 pm). The dismantling of electrical installations and other technical equipment connected to mains electricity, water or compressed air may be commenced only after 6.00 pm when all supplies will be disconnected by BVV Trade Fairs Brno.

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

Exhibitors are responsible for the removal of their exhibits from the Exhibition Centre by **8 pm on 7th March 2023**. 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 (kitchenette equipment, etc.) will also be invoiced to the exhibitor. Any material left on exhibition areas will be considered 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 hall manager (unless stand construction is performed by Stand Construction and Services Department of BVV Trade Fairs Brno). BVV Trade Fairs Brno will not be held responsible for any damages incurred.

EMERGENCY CALLS

MEDICAL SERVICES



medical and dental emergency:

Ponávka 6 (entry through the Emergency hospital – „Úrazová nemocnice”)
phone: +420 545 538 538

POLICE



office near the Exhibitor Centre

Rybářská 17, phone: +420 974 626 481

FIRE BRIGADE



BVV fire report office – building H001 by gate 5

phone: +420 541 152 200

SAFETY OFFICER



In case of injury or other emergency on the premises of the Exhibition Centre, please inform the security at the main gate immediately (phone: **+420 541 153 383**), if necessary, first aid will be summoned.

BREAKDOWNS – EQUIPMENT FAILURE



failures on exhibitors' stands build by BVV Trade Fairs Brno:

phone: +420 541 156 666, +420 702 246 666

emergency service at the Exhibition Centre:

phone: +420 541 158 888

SERVICE FOR EXHIBITORS

CENTRAL SERVICE FOR EXHIBITORS

Hall P–1st floor, offices 122, 125

Mrs. Vladimíra Bodláková, phone: +420 541 152 365, e-mail:

vbodlakova@bvvcz

Mrs. Marie Tesaříková, phone: +420 541 152 332, e-mail:

mtesarikova@bvvcz

- orders for technical supplies (electric power, water, compressed air, cleaning, individual security etc.).
- purchase of additional passes (entry or assembly), parking or car passes.
- **parking cards and car passes, which were not possible to be sent by post, are ready to be collected here.**

Hall manager

Hall P-2nd floor, office 219

provides services related to halls and areas in operation. He permits starting construction works on the exhibition area and takes over the vacated exhibition space from exhibitors or construction companies after the fair's termination.

Furthermore, he directs and coordinates exhibition stands construction, deliveries of exhibition stand furnishings and installation of power and other media connections.

INFORMATION CENTRES

- the info stands located in hall P – foyer and inside hall P.
- **opening hours: 1.–4. 3. 2023 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.
- the Wi-Fi coupons are offered for a one-day connection in the value of 250 CZK incl. VAT and for the entire course of the event in the value of 500 CZK incl. VAT.

Wi-Fi ON THE PREMISES OF THE EXHIBITION CENTRE

- Wireless network for mobile access to the Internet is available in halls at the Exhibition Centre. If using the basic speed, connection is possible free of charge. The service is provided in the Wi-Fi–802.11a,c standard by T-Mobile Czech Republic a.s.. The speed and quality of the Internet access consists in the number of connected users therefore it is not possible to guarantee a constant data transfer. In case of demand of a guaranteed speed of the Internet access please order the service of fixed Internet connection or private Wi-Fi in the ordering system iESO. Contact person: **Josef Dosoudil** (phone: +420 541 152 810, e-mail: jdosoudil@bvvcz).
- **Wi-Fi coupons (10 Mbit) to private Wi-Fi network can be purchased at info stands in the hall.** The Wi-Fi coupons are offered for a one-day connection in the value of 250 CZK incl. VAT and for the entire course of the event in the value of 500 CZK incl. VAT.
- Exhibitors are not entitled to install their own 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

Advertising media and spaces and other advertising activities can be ordered from Mr. **Ivan Zahradníček**, phone: +420 541 152 216, e-mail: izahradnicek@bv.v.cz (hall A3, 2nd floor – office 223). The advertising space can be used for inflatables of various kinds, **individual advertisements and associated services (the rental and servicing of inflatable airships)**. We will ensure the **distribution of your printed matter** to the exhibitors' stands, included permission for distribution, we can provide staff or mascots to make your add visible. Also advertising spot will be broadcast via the Trade fair radio or can offer you ad placement in the **FAIRINZERT magazine**. A complete overview of advertising services can be found at www.bv.v.cz/advertising.

ADDITIONAL INFORMATION

TRANSPORT, FORWARDING AND CUSTOM SERVICES

KÜHNE+NAGEL spol. s r.o.

Trade Fair Dept.

Mrs. Gabriela Veselská Linhartová

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

Mrs. Ludmila Fironová

phone: +420 543 565 510, mobil: +420 724 304 333,

exposervice.brno@kuehne-nagel.com, www.kuehne-nagel.com

IMMIX spol. s r.o.

Domestic shipments

Mrs. Monika Pekaříková, phone: +420 722 122 186,

e-mail: pekarikova@immix.cz

Mr. Pavel Sládek, phone: +420 724 979 810, e-mail:

sladek@immix.cz

Foreign shipments

Mr. Ondřej Vlček, phone: +420 725 547 532, e-mail:

vlcek@immix.cz

Mr. Pavel Sládek, phone: +420 724 979 810, e-mail:

sladek@immix.cz, www.immix.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.

INSURANCE

RENOMIA a.s.

Mr. Jiří Jílek, phone: 603 217 463, e-mail: jiri.jilek@renomia.cz

It provides insurance of exhibits, liability insurance for the operation of the exhibition stand, transport insurance, additional insurance of costs in case of cancellation of the exhibition, insurance of the stand, exhibition equipment (goods, supplies, promotional materials, workers' outerwear), transport insurance.

ATM LOCATION IN THE EXHIBITION CENTRE

- **ATM of ČSOB, a.s. – at the entrance to the hall E**
credit cards EC-MC, VISA
- **ATM of the Euronet comp. – near the hall F, towards to the hall Z**
credit cards EC-MC, VISA

FOOD AND DRINKS, READY MEALS

Delivered on order by:

Frgál catering (hall P) – food, beverages, catering for events

contact: bv.v@frgal-catering.cz,

Ms. Karolína Králová, phone: +420 724 999 044

Other catering companies:

Rychlík catering (hall A), info@rychlik-catering.cz

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

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

Infinito catering (hall G), catering@cateringinfinito.cz

Ms. Aneta Horová, phone +420 777 777 819

Exhibitors can purchase meal vouchers for the event, which can be redeemed at restaurants on the premises. Meal vouchers will be in amounts agreed with the exhibitor or according to the purchase made. The number of meal vouchers is unlimited. It will also be possible to pay with Sodexo, Ticket Restaurant, Cheque Dejeuner.

PROTOCOL

protocol building – oficial guests

phone: +420 541 152 940

PRESS CENTRE

hall P – 2nd floor

Mrs. Markéta Kamenická, phone: +420 541 152 568, e-mail:

mkaamenicka@bv.v.cz

ACCOMODATION

BVV Administration building, ground floor, office 13

Mrs. Jana Buršíková, phone: +420 601 252 374, e-mail:

jbursikova@bv.v.cz

RADIO

The „Manor House“ building (Zámeček)

phone: +420 541 152 061 (**only during the course of the fairs in opening hours for visitors**).

Listen to the broadcast of the Radio Fair also over the internet on www.bv.v.cz/onlineradio.

Spots or commercial announcement contact: **Ivan Zahradníček**, phone: +420 541 152 216, e-mail: izahradnicek@bv.v.cz.

INDIVIDUAL STAND SECURITY

Individual exhibition stand security is provided by a contractual company of BVV Trade Fairs. Orders are received only via iESO order forms.

ENTRY PROHIBITED

Pets (dogs, cats, etc.) are not allowed at the Exhibition Centre during the assembly and dismantling period of the event.

During the event, the Visiting Regulations of BVV Trade Fairs Brno apply. Bicycles are not allowed at the Exhibition Centre.

You can use the bicycle storage room at Gate 5. The use of transport devices such as skateboards, roller skates, scooters, two-wheeled self-balancing vehicles and other proximity devices (e.g. jumping boots, walking on stilts) is not allowed at the Exhibition Centre without the prior consent of the fair administration.

Plan of the event



PAVILON P / HALL P

2.-4.3.2023 / MARCH 2-4, 2023

