

## ORGANISATIONAL INSTRUCTIONS

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

### SCHEDULE

The price of ordered services for technical connections (electricity, water, compressed air, internet), furniture and suspension steel lines:

- will increase by 10 % if ordered after the deadline (10. 3. 2026);
- will increase by 25 % if ordered after the beginning of assembly (21. 3. 2026).

Prices of other services (excl. technical connections) are in case of belated ordering subject to conditions stated in the particular order form in the Order Forms iESO.

DEADLINE	SUBJECT	CONTACT
24. 2. 2026	Order accommodation	Jana Buršíková +420 601 252 374 <a href="mailto:jbursikova@bvv.cz">jbursikova@bvv.cz</a>
10. 3. 2026*	Order individual stand construction	Michal Švehla +420 602 750 271 <a href="mailto:msvehla@bvv.cz">msvehla@bvv.cz</a>
10. 3. 2026	Order standardized stand construction	Martin Mikša +420 602 584 379 <a href="mailto:mmiksa@bvv.cz">mmiksa@bvv.cz</a> Jitka Nedomová +420 724 852 975 <a href="mailto:jnedomova@bvv.cz">jnedomova@bvv.cz</a>
10. 3. 2026	Order technical connections, other services, entry passes, parking, car passes	Zuzana Mrňová +420 725 865 704 <a href="mailto:zmrnova@bvv.cz">zmrnova@bvv.cz</a>
10. 3. 2026	Order advertising, distribution of printed matter to exhibition stands, spots in FAIR RADIO	Ivan Zahradníček +420 724 130 651 <a href="mailto:izahradnicek@bvv.cz">izahradnicek@bvv.cz</a> <a href="http://www.veletrznireklama.cz">www.veletrznireklama.cz</a>
10. 3. 2026**	Send completed application and exhibition project for approval	Martin Bednář Erik Pěček <a href="mailto:projekty@bvv.cz">projekty@bvv.cz</a>
21. 3. 2026 at 7.30 am	Start of the assembly period	
25. 3. 2026 at 10.00 am	Start of the events	
28. 3. 2026 at 5.00 pm	End of the events, start of dismantling	
30.3. 2026 by midnight	End of dismantling and clearance of exhibition area	

\* The organiser reserves the right to change the date of acceptance of orders in connection with capacity possibilities.

\*\* If you are ordering the construction of stand at BVV Trade Fairs Brno, we will ensure the approval of the project.

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### CONTACTS



#### Project director

Mr. Martin Škarka

Tel.: +420 602 558 471

[stvl@bvv.cz](mailto:stvl@bvv.cz)

#### Back office manager

Ms. Kristina Paula  
Růžička

Tel.: +420 601 252 611

[kruzicka@bvv.cz](mailto:kruzicka@bvv.cz)

#### Organiser of the events:

BVV Trade Fairs Brno

Výstaviště 405/1

603 00 Brno

#### Hall F, E – hall manager

Mr. Zdeněk Tulla

Tel.: +420 602 476 829

[ztulla@bvv.cz](mailto:ztulla@bvv.cz)

#### Project manager

Ms. Hana Zikmundová

Tel.: +420 601 252 321

[hzikmundova@bvv.cz](mailto:hzikmundova@bvv.cz)

#### Project manager

Ms. Věra Novotná

Tel.: +420 725 195 122

[vnovotna@bvv.cz](mailto:vnovotna@bvv.cz)

#### PR manager

Ms. Markéta Kamenická

Tel.: +420 602 442 909

[mkamenicka@bvv.cz](mailto:mkamenicka@bvv.cz)

#### Hall G, B – hall manager

Ms. Petra Pučálková

Tel.: +420 601 252 617

[ppucalkova@bvv.cz](mailto:ppucalkova@bvv.cz)

#### Manager of stand construction

Mr. Michal Švehla

Tel.: +420 602 750 271

[msvehla@bvv.cz](mailto:msvehla@bvv.cz)

#### Manager of stand packages construction

Mr. Martin Mikša

Tel.: +420 602 584 379

[mmiksa@bvv.cz](mailto:mmiksa@bvv.cz)

#### Manager of stand packages construction

Ms. Jitka Nedomová

Tel.: +420 724 852 975

[jnedomova@bvv.cz](mailto:jnedomova@bvv.cz)

#### Hall V - hall manager

Mr. Josef Zámečník

Tel.: +420 602 750 278

[jzamecnik@bvv.cz](mailto:jzamecnik@bvv.cz)

## CENTRAL SERVICE

for exhibitors during assembly & dismantling period + course of the fairs:

HALL V 1st floor	Vladimíra Bodláková	<a href="mailto:vbodlakova@bvv.cz">vbodlakova@bvv.cz</a> +420 720 936 891
	Marie Tesaříková	<a href="mailto:mtesarikova@bvv.cz">mtesarikova@bvv.cz</a> +420 601 252 375
	Zuzana Mrňová	<a href="mailto:zmrnova@bvv.cz">zmrnova@bvv.cz</a> +420 725 865 704

### PRICE OVERVIEW

Car, parking and entry passes

Car pass	1.500 CZK + VAT
1-day car pass	500 CZK + VAT
Deposit (25. – 28. 3. 2026, 1 hour max, under the conditions specified on <a href="#">page no. 5</a> )	1.000 CZK
One-off parking (by the hall P, according to the organizer's instructions)	200 CZK
EXPOPARKING garage (opposite hall E)	1.500 CZK + VAT
Entry pass (in additional to the allotted pcs.)	300 CZK incl. VAT
Assembly pass (in additional to the allotted 2 pcs.)	150 CZK incl. VAT

iESO – ordering system for exhibitors

<https://ikancelar.bvv.cz>

# GENERAL RULES

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

- **The entry of vehicles to the Exhibition Center is ONLY gate no. 4.**
- 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.
- **Entry of vehicles into the exhibition halls is prohibited. Exceptions are permitted only in strictly necessary cases of loading and unloading or on the basis of the organizer's explicit consent. If a vehicle is an exhibit that will remain in the exhibition hall for the entire duration of the event, prior approval from the organizer for its display must be obtained. Entry of freight vehicles into the premises of Veletřhy Brno, a.s., is not permitted during the fair unless otherwise specified by the organizer.**
- If the rules for parking and the entry of vehicles to the exhibition grounds given above are violated, the company BVV Trade Fairs Brno is entitled to tow away the vehicle in question to the reserved car park, or fit the given vehicle with a wheel clamp. In such cases, the company BVV Trade Fairs Brno is likewise entitled to demand the payment of all costs associated with the application of these measures and a contractual penalty of 5,000 CZK in addition.
- A copy of the list of registered items, confirmed by the security service on entry to the exhibition grounds, must be submitted at the gate when leaving the exhibition grounds. The driver is, in the interests of protecting the property of BVV Trade Fairs Brno and other exhibitors, obliged to allow the contents of the luggage compartment of his vehicle to be inspected at the request of the security service. Any items discovered by the inspection in vehicles leaving the exhibition grounds that are labelled as the property of BVV Trade Fairs Brno that are not included on the list of items taken onto the exhibition grounds and that have not been confirmed by the security service on entry to the Exhibition Centre, will be confiscated. The same applies to exhibits and other materials taken out through the gates.
- We would like to draw your attention to the ongoing construction work in the premises of BVV Trade Fairs Brno.
- **Escape routes must be kept clear.** For safety reasons assembled and dismantled material, packaging and exhibits must not block service roads between exhibition stands. Assembly work only is permitted in the exhibition halls. The production of items for assembly, surface painting, creating dust or other disturbing of exhibitors is prohibited in exhibition halls and will be subject to a penalty.
- 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.
- **Waste disposal.** Use colour-coded containers located outside exhibition halls for the disposal of sorted waste generated during assembly or dismantling of your stands. You can obtain more information on waste disposal at the front desk of the hall. For the disposal of an excessive quantity of sorted waste (glass, paper, plastics and wood), a proper container will be arranged by the hall manager at your request.
- **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).
- **Acoustical and optical means of advertising and musical productions are permitted on your own stand only under the condition that they do not disturb neighboring stands, do not block aisles, and are not louder than 70 dB at the edge of the stand.** BVV Trade Fairs Brno may take appropriate action if these conditions are not observed, e.g. disconnect the supply of electricity to the stand following prior written notification. In such case the exhibitor has no right to the payment of any damages thereby incurred. For musical productions on exhibition stands, exhibitors are obliged not only to request the approval of BVV Trade Fairs Brno, but also that of the pertinent collective administrator of copyright (OSA, Intergram) in accordance with Law 121/2000 Coll., The Copyright Law, in its valid wording.
- **Placement of advertisements on the Exhibition Centre outside your own exhibition area is not permitted.** The mass distribution of printed 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. The placement of company banners, distribution of printed materials, advertising or other samples, etc., posting of promotional and information materials outside the stand itself, on the windows, walls, floors or columns of the pavilions is not permitted. The trade fair administration is entitled to prohibit all advertising that does not comply with the above rules or to remove it at the exhibitor's expense.
- **Advertising panels, space and activities can be ordered from Mr. Ivan Zahradníček, [zahradnicek@bvv.cz](mailto:zahradnicek@bvv.cz), +420 724 130 651, hall A3 (office No. 223).**
- We recommend you to hand over the keys to areas you have locked to the porter of the exhibition hall every day. If you do not do so, and a fire or a fault to equipment installed in the locked area is suspected, then you will pay any damages resulting from forced entry into the area in question.
- **Cleaning of stands** out of opening hours may be performed only by trade fair administration's contractual cleaning companies.
- **No entry to the Exhibition Centre** – the entry of motorcycles, bicycles, scooters, segways or with in-line skates or skateboards in the build-up and dismantling period and the course of the fair is prohibited. No pets at the exhibition grounds during the build-up period, the course of the trade fairs and dismantling period.
- A set of Visiting rules of BVV Trade Fairs Brno applies in the course of the trade fairs.

We wish you a pleasant stay and successful business negotiations.

## INFO:

**The entry of vehicles to the Exhibition Center is ONLY gate no. 4.**

For exhibitors with permission „car pass“ parking spaces around Hall V are prepared.

## ASSEMBLY PERIOD



### OPENING HOURS

21. – 24. 3. 2026

7.30 – 20.00

- installation power supply is provided;
- the ordered and paid technical services are in operation on March 23.-24., 2026 for the entire build-up period;
- verification of the possibility of early build-up works – Head of Logistics dept. **Mr. Petr Blaha** (+420 602 750 289, [pblaha@bvv.cz](mailto:pblaha@bvv.cz)). Early build-up – order at least 1 week before the set date of the start of the fair build-up in the ordering system IESO for a fee;
- assembly work must be completed by 8.00 pm on March 24, 2026 at the latest. From this time onwards the electricity will be switched off, including the hall lighting!



### ENTRY

#### Assembly and dismantling pass

to be download: <https://ikancelar.bvv.cz>  
2 pcs.free of charge, extra pcs. charged for CZK 150

#### Entry pass

to be download: <https://ikancelar.bvv.cz>  
free pcs. according to the sqm of exhibition area  
extra pcs. charged for 300 CZK/each



### VEHICLE ENTRY

#### Assembly and dismantling pass

to be download: <https://ikancelar.bvv.cz>  
2 pcs.free of charge, extra pcs. charged for CZK 150

#### Car pass

order in online system IESO: <https://ikancelar.bvv.cz>  
CZK 1.500/valid for the entire period

- see the table on [page no. 5](#);
- **entry only through gate no. 4.** entry of vehicles into the exhibition hall is prohibited; exceptionally, it is permitted only in strictly necessary cases of loading and unloading or on the basis of the organizer's explicit consent.
- it is not allowed to stop trailers in the exhibition area after the end of the operating hours.

### STAND CONSTRUCTION

#### Official contractor

**Michal Švehla**  
BVV Trade Fairs Brno  
Stand construction  
and service dept.

[mšvehla@bvv.cz](mailto:mšvehla@bvv.cz)  
+420 602 750 271

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

- **send request for stand design approval** – it is a basic duty of all exhibitors to send a fully completed request for stand design approval. A confirmed request for stand design approval is an essential document of an exhibitor or a contractor for taking the exhibition area. The form is available under online system IESO, section „Downloads“;
- **to submit the technical project of the stand** and in case of hanging a static calculation for approval by BVV Trade Fairs Brno by the set deadline (e-mail: [projekt@bvv.cz](mailto:projekt@bvv.cz));
- **exhibition stands of more than one storey** must also fulfil special fire prevention conditions. Such stands must be submitted for the approval of the fair administration fire prevention specialist (Josef Polách, [jpolach@bvv.cz](mailto:jpolach@bvv.cz));
- **during the approval of the stands, the exhibitors are obliged to allow the members of the approval committee to inspect the stand; taking over the exhibition area** from the hall manager (see [CONTACTS](#)) and returning it back in its original condition after the end of the dismantling period. At the takeover of the exhibition area, **the following documents are required**:
  - approved desing of the stand;
  - a proof of payment for exhibition space, the exhibition space will not be handed over, if the invoice is not settled;
  - a proof of payment for the ordered services form BVV Trade Fairs Brno, if these services are not paid by the beginning of the fair, they will not be provided;
  - comply with all provisions of the General Conditions of Participation and the Technical and Safety Regulations). **In case of violation of the General Conditions and Technical Safety Regulations including fire regulations, water and electrical supplies for a stand will be disconnected, respectively we will have to build a partition to prevent entry to the stand. In the case of a illegal construction, 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.**

## FORWARDING AND LOGISTIC SERVICES

BVV Trade Fairs contractual partners	IMMIX spol. s r. o. Kühne + Nagel spol. s r. o.	See the part <a href="#">SERVICES</a> for exhibitors
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- these companies provide forwarding services to exhibitors, i.e. unloading, loading of exhibition materials, transport to the exhibition stands, the removal, storage and return of empty packaging, assembly and dismantling work, custom clearance of trade fair shipments.
- transport and handling services must be ordered in advance.
- unauthorised manipulation with own handling devices will be fined CZK 50,000.**
- manual handling trucks will also be available for the transportation of your office equipment, promotional materials and other small items. Handcarts may be borrowed against a returnable deposit of 1,000 CZK incl. VAT/2 hours. You can find these carts at the signposted places in the exhibition hall. These handling carts may be borrowed one day before the event begins (from 10.00 am to 6.00 pm) and on the opening day of the fair till 11.00 am. On the final day of the event handcarts may be borrowed only after the official end.
- the removal and storage of empty packaging and its subsequent return should be ordered from one of the forwarding companies given above. Empty packaging, marked in accordance with forwarding company instructions, will be stored in the packaging warehouse. Its return will start an hour after the official closing of the event. The storage of assembly tools, exhibition elements and parts of exhibits in the warehouse can be ordered through the forwarding companies. Unmarked packaging and used material will be taken to a dump for disposal after 8.00 pm on the final day of the dismantling. Unmarked exhibits left outside the rented exhibition area will be taken to the warehouse, 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 on the grounds, and the name of the event to which they are to be sent. The recipient of such consignments is not the fair administration. The fair administration 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.

## COURSE OF FAIR



### OPENING HOURS

<b>For exhibitors</b> 25. 3. 2026	<b>8.30 – 18.00</b>
<b>26. -27. 3. 2026</b>	<b>9.00 – 18.00</b>
<b>28. 3. 2026</b>	<b>9.00 – 17.00 / 24.00</b>
<b>For visitors</b> 25. – 28. 3. 2026	<b>10.00 – 17.00</b>



### ENTRY

<b>Entry pass</b>	to be download: <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a> free pcs. according to the sqm of exhibition area extra pcs. charged for 300 CZK/each
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### VEHICLE ENTRY

<b>Car pass</b>	order in online system IESO: <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a> CZK 1.500/valid for the entire period
<b>One-day car pass</b>	order in online system IESO: <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a> CZK 500/valid for one day
<b>Deposit</b>	CZK 1.000 / max. 1 hour see the table on <a href="#">page no. 5</a>

- details on [page no. 5](#)
- entry only through gate No. 4**, only cars and vans up to 3,5 t without trailer.



### PARKING

<b>EXPOPARKING – garage opposite hall E</b>	order in online system IESO: <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a> CZK 1.500 / valid for the entire period or CZK 30 per hour on site
<b>One-time daily parking in the Exhibition Centre area</b>	without reservation and in case of free capacity CZK 200 paid on site

## DISMANTLING PERIOD



### OPENING HOURS

<b>28. 3. 2026</b>	<b>17.00 – midnight</b>
<b>29. 3. –30.3. 2026</b>	<b>7.30 – 20.00</b>

- dismantling is not allowed before the fair termination, no earlier than 5 pm on March 28, 2026.
- interruption of electrical, water and compressed air supplies at 6 pm on March 28, 2026.
- communications between the stands must remain passable throughout the dismantling process.
- The exhibition area must be cleared and handed over to the hall manager no later than 8 pm on March 30, 2026.
- any material left on exhibition areas will be considered waste and will be physically disposed of following the end of the dismantling period. BVV Trade Fairs will not be held responsible for any damages incurred.

## ENTRY

<b>Assembly and dismantling pass</b>	to be download: <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a> 2 pcs. free of charge, extra pcs. charged for CZK 150
<b>Entry pass</b>	to be download: <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a> free pcs. according to the sqm of exhibition area extra pcs. charged for 300 CZK/each

## VEHICLE ENTRY

<b>Assembly and dismantling pass</b>	to be download: <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a> 2 pcs. free of charge, extra pcs. charged for CZK 150
<b>Car pass</b>	order in online system IESO: <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a> CZK 1.500/valid for the entire period

- details on [page no. 5](#)
- entry only through gate No. 4.**

## SERVICES FOR EXHIBITORS

### CENTRAL SERVICE FOR EXHIBITORS

<b>HALL V 1st floor</b>	<b>Vladimíra Bodláková</b> <a href="mailto:vbodlakova@bvv.cz">vbodlakova@bvv.cz</a> +420 541 152 365 <b>Marie Tesaříková</b> <a href="mailto:mtesarikova@bvv.cz">mtesarikova@bvv.cz</a> +420 541 152 332 <b>Zuzana Mrňová</b> <a href="mailto:zmrnova@bvv.cz">zmrnova@bvv.cz</a> +420 725 865 704
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- orders for electrical and water connections, compressed air, cleaning, security etc.;
- purchase of passes (entry and assembly) parking and car passes;
- parking and car passes that could not be mailed to you are ready for personal pick-up here.

<b>HALL V, A</b>	<b>Josef Zámečník</b> <a href="mailto:jzamecnik@bvv.cz">jzamecnik@bvv.cz</a> +420 602 750 278
<b>HALL G, B</b>	<b>Petra Pučálková</b> <a href="mailto:ppucalkova@bvv.cz">ppucalkova@bvv.cz</a> +420 601 252 617
<b>HALL F, E</b> *hall managers	<b>Zdeněk Tulla</b> <a href="mailto:ztulla@bvv.cz">ztulla@bvv.cz</a> +420 602 476 829

- provides services related to the operation of halls and open areas;
- he authorises the start of build-up work on the exhibition area, and takes over the cleared exhibition area from the exhibitor/contractor after the event;
- he manages and coordinates the construction of the stands.

### INFORMATION CENTER FOR EXHIBITORS

- INFO stan dis located in hall V;
- opening hours March 25. – 28. 2026 from 10 am to 5 pm;
- provide information on exhibitors and exhibits, general information, copying services, Wi-Fi coupon sales.

### ADVERTISING, FAIR RADIO

<b>HALL A3 2nd floor – office no. 223</b>	<b>Ivan Zahradníček</b> <a href="mailto:izahradnicek@bvv.cz">izahradnicek@bvv.cz</a> +420 724 130 651 <a href="http://www.veletrznireklama.cz">www.veletrznireklama.cz</a> <a href="http://www.radioveletrh.cz">www.radioveletrh.cz</a>
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- realizes all advertising services not only in the area of the Exhibition Centre;
- arranges the rental of advertising media and surfaces and other advertising activities including the rental of inflatables, individual advertising, distribution of printed materials to exhibitors' stands, permission to distribute promotional materials to visitors, advertising spots and commercial announcements in Fair Radio, also like online broadcasting.

### WI-FI AT THE EXHIBITION CENTRE

- a wireless network for mobile internet access in the basic speed is available in the halls for free;
- this service operates as a standard WiFi – 802.11 ac (provider is T-Mobile Czech Republic a.s.);
- the speed and quality of the connection depends on the number of logged-in users;
- if you require a guaranteed connection speed, order a fixed internet connection or a private Wi-Fi network (see the IESO ordering system);
- The exhibitor is not entitled to install its own WiFi network, neither via its own WiFi router installed on a fixed connection set up by the Fair Administration nor via a shared connection from mobile devices. The Fair Administration shall, upon discovering a violation of the above prohibition, request the Exhibitor to stop operating such WiFi network and the Exhibitor shall be obliged to cease use of such equipment immediately, but no later than 30 minutes after receipt of such request. After the expiry of this period, the fair administration is entitled to demand a contractual penalty of CZK 10,000.

### FORWARDING AND LOGISTIC SERVICES

<b>Spedition premises at gate number 7 next to HALL P</b>	<b>IMMIX spol. s r. o.</b>	<b>Mgr. et Ing. Monika Pekaříková</b> <a href="mailto:pekarikova@immix.cz">pekarikova@immix.cz</a> +420 722 122 186
<b>Spedition premises at gate number 7 next to HALL P</b>	<b>Kühne + Nagel spol. s r. o.</b>	<b>Ing. Ludmila Fironová</b> +420 724 304 333 <a href="mailto:exposervice.brno@kuehne-nagel.com">exposervice.brno@kuehne-nagel.com</a>

- they perform loading and unloading of goods (exhibits), customs clearance and transport services in the exhibition area, storage, handling operators – forklifts, pallet jacks, cranes, transportation of exhibits within Czech Republic and abroad: by air, by sea, by land, oversize transportation, other services up to customer specific requests.

## INSURANCE

<b>BVV Administration</b> building – ground floor, office no. 4	<b>RENOMIA</b>	Jiří Jílek <a href="mailto:jiri.jilek@renomia.cz">jiri.jilek@renomia.cz</a> +420 603 217 463
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- exhibits insurance, liability insurance, transport insurance, additional insurance for cancellation of the exhibition, stand insurance, exhibition equipment insurance;
- exhibition stand insurance can be arranged electronically.

## ATMs AT THE EXHIBITION CENTRE

<b>HALL E – accessible from</b> Křížkovského street	<b>ČSOB</b>	EC/MC, VISA cards
<b>HALL F – accessible from</b> hall P from outside	<b>EURONET</b>	EC/MC, VISA cards

## CATERING SERVICES

<b>Office in hall P</b>	<b>Frgal catering</b>	Monika Častulíková <a href="mailto:bvv@frgal-catering.cz">bvv@frgal-catering.cz</a> +420 724 999 044
<b>Office in hall A</b>	<b>R catering s.r.o.</b>	Bedřich Črha <a href="mailto:catering@rcatering.cz">catering@rcatering.cz</a> +420 725 741 082

- all suppliers offer catering services, deliveries of food, drinks, confectionery and ready meals to the exhibitors' stands.

## ACCOMMODATION

<b>BVV Administration</b> building – 9th floor, office 910	<b>Jana Buršíková</b>	<a href="mailto:jbursikova@bvv.cz">jbursikova@bvv.cz</a> +420 601 252 374
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## I-CATALOGUE

<b>BVV Administration</b> building – office no. 902	<b>Ivana Kumrová</b>	<a href="mailto:ikumrova@bvv.cz">ikumrova@bvv.cz</a> +420 724 261 443
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## PRESS CENTRE

<b>HALL V</b>	<b>Markéta Kamenická</b>	<a href="mailto:mkamenicka@bvv.cz">mkamenicka@bvv.cz</a> +420 602 442 909
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## PROTOCOL





<b>BVV Building „by the lake“</b>	<b>official guests</b>	+420 541 152 940 +420 541 153 278
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## EMERGENCY CALLS

<b>Emergency medical service</b>	<b>Medical service and dental emergency – Ponávka 6, Brno (entry through the hospital)</b>	<b>+420 545 538 538</b>
<b>Police</b>	<b>Police station near the Exhibition centre, Rybářská 17, Brno</b>	<b>+420 974 626 481</b> (also handles lost property)
<b>Fire brigade</b>	<b>BVV fire report office, by gate n. 5</b>	<b>+420 541 152 200</b>
<b>Emergencies</b>	<b>In the event of any accident or other emergency on the premises of BVV Trade Fairs Brno, please immediately notify the premises security at the main gate</b>	<b>+420 541 153 383</b>
<b>Break downs, accidents</b>	<b>Trade fair administration emergency service</b>  <b>Maintenance and service of exhibition stands realized by the BVV Fair Trade comp.</b>	<b>+420 541 158 888</b>  <b>+420 541 156 666</b> <b>+420 702 246 666</b>

# ENTRANCES





to the Exhibition centre during assembly & dismantling period and during the fairs

ENTRY DURING ASSEMBLY PERIOD						
ASSEMBLY	21. – 23. 3. 2026 7.30 – 20.00			24.3. 2026 7.30 – 20.00		
	opening hours	gate	documents	opening hours	gate	documents
 Cars	7.30 – 22.00	4	Assembly and dismantling pass/ Car pass	7.30 – 20.00 18.00 – last entry 20.00 – last exit	4	Deposit CZK 1.000 (max. for 4 hours) / Car pass without restrictions
 Vans up to 3,5 t						
 Trucks 3,5 t and more	7.30 – 22.00	4	Assembly and dismantling pass	7.30 – 20.00 18.00 – last entry 20.00 – last exit	4	Deposit CZK 1.000 (max. for 4 hours)
 Entry of persons	7.30 – 22.00	1, E, G2 For pedestrians	Assembly and dismantling pass	7.30 – 20.00	1, E, G2 For pedestrians	Assembly and dismantling pass

- vehicle crew ► 1 person = 1 document for entry of a person

ENTRY DURING THE FAIRS						
COURSE	25. – 28.3. 2026			28.3. 2026 from 17.00 DISMANTLING		
	opening hours	gate	documents	opening hours	gate	documents
<div> Cars</div> <div> Vans up to 3,5 t</div>	25.3. 8.30 – 18.00 26.-27.3. 9.00 – 18.00 <u>28.3. 9.00 – 17.00 (midnight)</u>	4	Car pass Car pass <u>Car pass</u>	17.30 – 24.00	4	Assembly and dismantling pass/ Car pass
	25.3.2026 8.30 – 9.00 9.00 – last entry 10.00 – last exit 16.30 – 17.30 18.00 – last exit					
	26.-27.3.2026 9.00 – 9.30 9.30 – last entry 10.00 – last exit 16.30 – 17.30 18.00 – last exit		Deposit CZK 1.000 (max. for 4 hours)			
	28.3.2026 9.00 – 9.30 9.30 – last entry 10.00 – last exit					
<div> Trucks 3,5 t and more</div>	NO ENTRY ALLOWED!			17.30 – 24.00	4	Assembly and dismantling pass
<div> Entry of persons</div>	25.3. 8.30 – 18.00 26.-27.3. 9.00 – 18.00 28.3. 9.00 – 17.00 (24.00)	1, E, G2 For pedestrians	Entry pass	17.00 – 24.00	1, E, G2 For pedestrians	Assembly and dismantling pass/ Entry pass

- vehicle crew ► 1 person = 1 document for entry of a person

ENTRY DURING DISMANTLING PERIOD						
DISMANTLING	28.3. 2026 17.00 – 24.00			29. – 30.3. 2026 7.30 – 20.00		
	opening hours	gate	documents	opening hours	gate	documents
 Cars	17.30 – 24.00 midnight	4	Assembly and dismantling pass/ Car pass	7.30 – 20.00	4	Assembly and dismantling pass/ Car pass
 Vans up to 3,5 t						
 Trucks 3,5 t and more	17.30 – 24.00 midnight	4	Assembly and dismantling pass	7.30 – 20.00	4	Assembly and dismantling pass
 Entry of persons	17.00 – 24.00 midnight	1, E, G2 For pedestrians	Assembly and dismantling pass/ Entry pass	7.30 – 20.00	1, E, G2 For pedestrians	Assembly and dismantling pass/ Entry pass

- vehicle crew ► 1 person = 1 document for entry of a person

car entrance gate – marking in the map

pedestrians entrance gate – marking in the map





# MAP

