

INSTRUCTIONS

FOR THE BUILD-UP, COURSE OF THE FAIR AND FOR THE DISMANTLING PERIOD
IMPORTANT INFORMATION FOR EXHIBITORS AND STAND CONTRACTORS

Dear exhibitors,

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

GENERAL RULES

- **Vehicles enter the Exhibition Centre** – Gate 4 and 7 in the course of the fair, build-up and dismantling period.
- **Drivers are obliged to observe the orders of the guard service.** All vehicles must observe the traffic signs on the premises of the Exhibition Centre (in particular the prohibitions on parking on signposted areas and in front of entrances to exhibition halls) and leave the premises by the daily closing time given in these organizational instructions. Parking of trailers in the Exhibition Centre after the closing time is not permitted and is subject to a fine of CZK 5,000. Overnight parking in the Exhibition Centre is not permitted. The entry of vehicles into halls is prohibited. Entry of vans and trucks to the Exhibition Centre is not permitted in the course of the fair. If the rules for parking and the entry of vehicles to the Exhibition Centre given above are violated, the company BVV Trade Fairs Brno is entitled to tow away the vehicle in question to the reserved car park or 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 CZK 5,000 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.

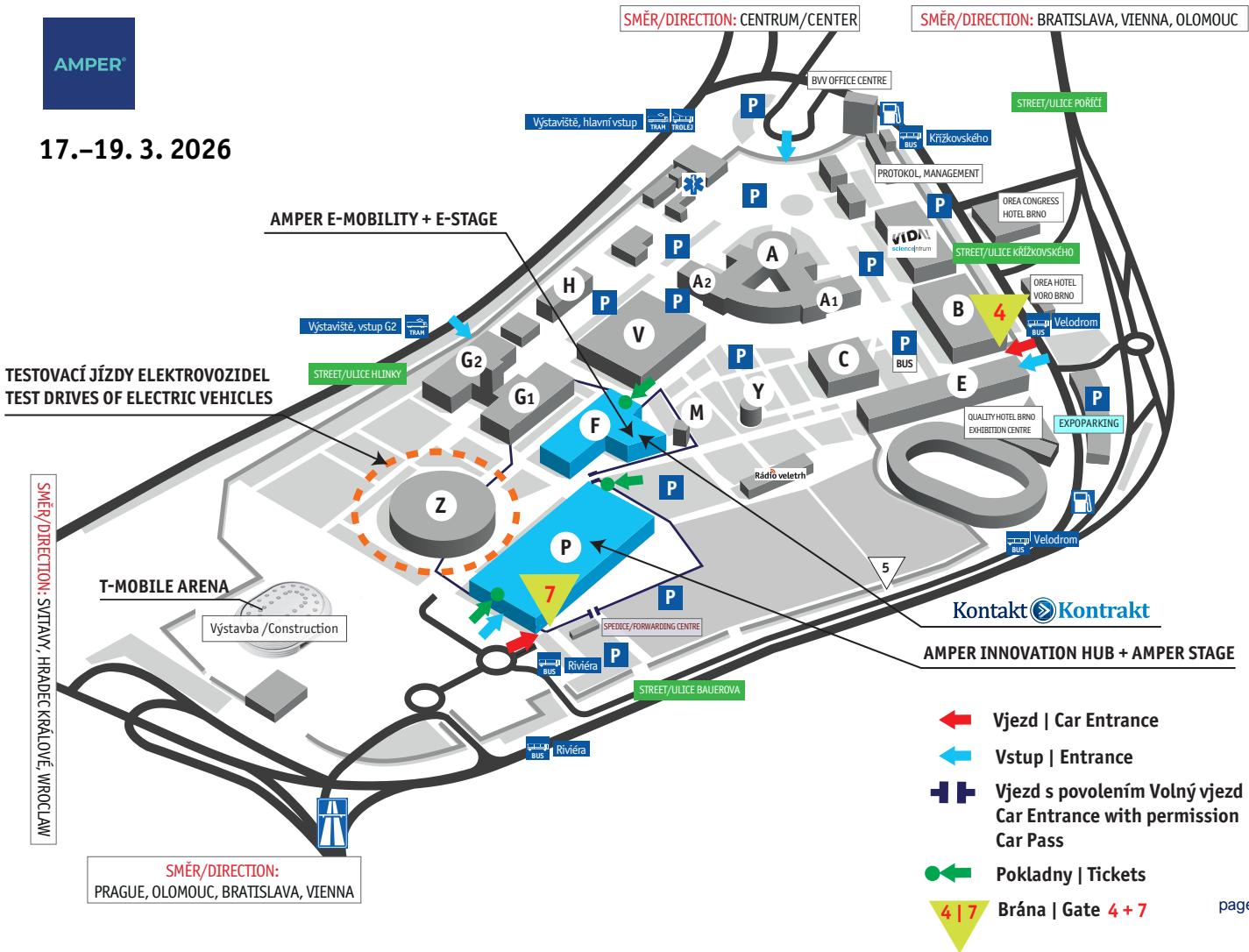
- We recommend to you **insure the exhibits** (incl. packaging) against damage or loss (see [SERVICES FOR EXHIBITORS](#) for contact) and also individual exhibition stand security (see iESO Order Block). BVV Trade Fairs Brno will not be held liable for any such damage. Payment of insurance premiums can only be drawn from contracts concluded by the exhibitor.
- **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. 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).
- **Electric and hybrid vehicles must not be charged inside exhibition halls.** If a vehicle requires electric power for presentation purposes, then this must be supplied through an external auxiliary power supply. It must be disconnected again when leaving the exhibition stand. The charging level of the energy storage battery must not exceed 30 % of the capacity.
- **Receptions, cocktail parties and company presentations** on exhibition stands may be held only during daily opening hours in the exhibition hall, i.e. till 5:30 pm. Upon prior request, this time can be extended for a fee, but no later than till 10:00 pm.
- **Acoustic and visual advertising devices, as well as musical performances,** are permitted only at one's own stand and only after prior arrangement with the BVV Trade Fairs Brno. The 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 exhibition area is not permitted.** Placement of company banners, distribution of printed materials, advertising or other samples, etc., pasting of promotional and informational materials outside the exhibition itself, on the windows, walls, floors or pillars of the pavilions is not permitted. The trade fair administration is entitled to prohibit all advertising that does not comply with the above-mentioned rules, or to remove it at the exhibitor's expense. The mass distribution of printed advertisements or their dropping over the Exhibition Centre from airplanes 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 advertising means such as a motorcycle, bicycle, e-bike, scooter, e-scooter, unicycle, skateboard, hoverboard, roller skates, two-wheel self-balancing vehicles, and other similar mobility devices within the exhibition grounds is also not permitted without prior approval from the trade fair management. Advertising carriers, surfaces, and advertising activities can be booked in advance via iESO Order Block or through the Trade Fair Advertising Department (see [SERVICES FOR EXHIBITORS](#)).

- We recommend exhibitors to **hand keys from secured areas on their stand**

We ask exhibitors whose stands will not be constructed by BVV Trade Fairs Brno – Stand Construction and Services to submit a copy of these instructions to their stand contractors. Instructions for build-up, dismantling and the course of the fair issued by the company BVV Trade Fairs Brno.



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 the exhibition stands** outside opening hours may be carried out only by the contracted cleaning companies of BVV Trade Fairs Brno.
- **No entry to the Exhibition Centre** – the entry of motorcycles, bicycles, scooters, segways or with in-line skates or skate-boards 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 fair, 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.

TO DO LIST FOR THE PREPARATION AND COURSE OF THE FAIR

TIMELINE FOR THE PREPARATION AND COURSE OF THE FAIR

The price of the ordered services for technical supplies (electrical and water connections, compressed air, internet) furniture, stand equipment and steel lines from the ceiling will be increased:

- by 10 % when ordering after the deadline (20 February 2026).
- after the start of the build-up period, a surcharge of 25 % is charged to the prices of these orders.

The prices of other services, when ordered after the deadline, are governed by the terms and conditions specified in the corresponding iESO Order Block request.

DEADLINE	TASK	CONTACT	PHONE/E-MAIL
23 February 2026	<p>Order stand construction from BVV Trade Fairs Brno incl. furniture</p> <p>Order package or model stand from BVV Trade Fairs Brno incl. equipment and services (The organizer reserves the right to change the deadline for acceptance of orders following its capacity).</p>	Michal Švehla Libor Urbánek	+420 541 152 590 msvehla@bvv.cz +420 541 152 955 lurbanek@bvv.cz
23 February 2026	Order advertisement activities, distribution of printed materials on stands, permission to distribute promotional materials to visitors, broadcast on Fair Radio	Ivan Zahradníček	+420 541 153 336 izahradnicek@bvv.cz www.veletrznireklama.cz
20 February 2026	<p>Order all technical supplies, furniture and other services incl. entry passes, parking and car passes</p> <p>iESO Order Block https://ikancelar.bvv.cz</p>	Zuzana Mrňová Marie Tesaříková Vladimíra Bodláková	+420 541 153 336 zmrnova@bvv.cz +420 541 152 332 mtesarikova@bvv.cz +420 541 152 365 vbodlakova@bvv.cz
25 February 2026	Send stand plan for approval, fill in the request for stand approval * (the request is part of the iESO Order Block)	Erik Pěček Martin Bednář	projekty@bvv.cz
12 March 2026	The build-up starts at 7.30 am		
12 March 2026	The latest possible delivery of heavy exhibits over 5 tonnes or exhibits requiring forwarding services.		
17 March 2026	Commencement of the fair at 9:00 am		
19 March 2026	End of the fair at 5:00 pm		
19 March 2026	Commencement of dismantling at 5.00 pm		
22 March 2026	End of the dismantling at 8:00 pm, HALL F ONLY UNTIL 21 MARCH 2026, 8:00 pm		

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

SCHEDULE OF RATES

CAR PASS VALIDITY: 12–22 MARCH 2026, ENTRY TO THE EXHIBITION CENTRE INC. PARKING	CZK 3,000 + 21 % VAT
ONE-DAY CAR PASS IT'S NOT AVAILABLE FOR THE LAST DAY OF THE FAIR, I.E. 19 MARCH 2026	CZK 1,200 + 21 % VAT
ENTRY PASS VALIDITY: 12–22 MARCH 2026	CZK 550 incl. VAT
ASSEMBLY/DISMANTLING PASS VALIDITY: 12–16 MARCH 2026, 19–22 MARCH 2026	CZK 150 incl. VAT
EXPOPARKING – GARAGE RESERVED UNGUARDED PARKING IN THE GARAGE AT GATE NO. 4 VALIDITY: 12–22 MARCH 2026	CZK 1,500 + 21 % VAT
PARKING IN THE FAIRGROUND PARKING AREAS ONE-DAY PARKING WITHOUT RESERVED SPACE	CZK 200/day incl. VAT

CONTACTS

CONTACTS

THE FAIR IS ORGANIZED AND HOSTED BY THE COMPANY
BVV Trade Fairs Brno, Výstaviště 405/1, 603 00 Brno, Czech Rep.

Project manager
Ms. IVANA CHYTILOVÁ, phone: +420 724 612 083, e-mail: ichytilova@bvv.cz

Project manager
Mr. JINDŘICH KURDIOVSKÝ, phone: +420 724 612 082, e-mail: jkurdiovsky@bvv.cz

Project manager
Ms. ROMANA ŠERÁKOVÁ, phone: +420 724 612 054, e-mail: rserakova@bvv.cz

PR and Advertising manager
Ms. ALEXANDRA KOUTNÁ, phone: +420 601 252 620, e-mail: akoutna@bvv.cz
 PRESS CENTRE – hall P – 2nd floor

Stand construction manager
Mr. MICHAL ŠVEHLA, phone: +420 541 152 590, email: msvehla@bvv.cz

Protocol – official guests
 phone: +420 541 15 2940, +420 541 153 278

HALL F

Hall manager
Mr. ZDENĚK TULLA, phone: +420 602 476 829, hall F/office no. 104

HALL P

Hall manager
Mr. PETR DVORÁK, phone: +420 720 942 792, hall P/office no. 126

CENTRAL SERVICE FOR EXHIBITORS IN THE COURSE, BUILD-UP AND DISMANTLING PERIOD

HALL P, 1st FLOOR, OFFICES no. 121, 122, 125

Ms. VLADIMÍRA BODLÁKOVÁ, phone: +420 720 936 891, email: vbodlakova@bvv.cz

Ms. ZUZANA MRŇOVÁ, phone: +420 725 865 704, email: zmrnova@bvv.cz

Ms. MARIE TESAŘÍKOVÁ, phone: +420 601 252 375, email: mtesarikova@bvv.cz

EMERGENCY CALLS



EMERGENCY MEDICAL SERVICE

Ponávka 6, Brno – entry through the Traumatology hospital
 phone: +420 545 538 538

EMERGENCY DENTAL SERVICE

Ponávka 6, Brno – entry through the Traumatology hospital
 phone: +420 545 538 421

EMERGENCY CALL: 155



POLICE

Dept. Výstaviště – Rybářská 17
 phone: +420 974 626 481
 also responsible for lost property

EMERGENCY CALL: 158



FIRE BRIGADE

BVV fire report office
 phone: +420 541 152 200

EMERGENCY CALL: 150



SAFETY OFFICER

Please inform security officer of the Exhibition Centre
 In case of any accident or other emergency incident

PHONE: +420 541 153 383



BREAKDOWNS, EQUIPMENT FAILURE

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

PHONE: +420 541 158 888

Emergency service of the Exhibition Centre administration

BUILD-UP PERIOD (12–16 MARCH 2026)

OPERATING HOURS

12–15 March 2026 7:30 am –midnight
16 March 2026 7:30 am – 9:00 pm

- Installation power supply:** During the assembly period, an installation electrical power supply is provided (sockets located on the walls or columns of the exhibition halls). The ordered and paid electrical connection will be in operation on 15 and 16 March 2026 for the entire duration of the assembly period.
- An earlier stand construction:** An earlier stand construction time can be arranged with the head of the logistics dept. Mr. Petr Blaha e-mail: pblaha@bvv.cz. An earlier stand construction then must be booked through the iESO Order Block at least 1 week before the set date for the start of the build-up period. An extra payment will be charged.
- Construction work must be completed by 9:00 pm on 16 March 2026 at the latest.** From this time, the electrical power supply, including all hall lighting, will be disconnected.

ENTRY TO THE EXHIBITION CENTRE

- Assembly pass or Entry pass**
- Download under iESO Order Block: <https://ikancelar.bvv.cz>
- Assembly passes = 2 pcs. free of charge, extra passes will be charged CZK 150/pc.,
- Entry pass = free of charge according to the size of the leased exhibition area, extra passes will be charged CZK 550/pc.

VEHICLE ENTRY TO THE EXHIBITION CENTRE

- Gate no. 4, 7**
- Assembly pass or Car pass**
- Vehicles are not allowed to enter the halls**
- The parking of trailers within the Exhibition Centre outside operating hours is strictly prohibited.**

PASSENGER AND LIGHT COMMERCIAL VEHICLES (up to 3.5 t incl. load)

- 12–15 March 2026 within operating hours 7:30 am–midnight
- entry permitted on the basis of an assembly pass (or Car pass)
- 16 March 2026 (last day of build-up period) 7:30 am–9:00 pm
- entry permitted on the basis of a deposit CZK 1000, for a max. of 4 hours. The deposit can be extended again at the gate. If the time limit is exceeded, the amount is forfeited. **The deposit is not paid by Car Pass document holders.**
 - last entry at 7:00 pm
 - last exit at 9:00 pm

TRUCKS (over 3.5 t incl. load)

- 12–15 March 2026 within operating hours 7:30 am–midnight
- 16 March 2026 (last day of build-up period) NO TRUCKS ALLOWED!

TRANSPORT, CUSTOMS AND HANDLING SERVICES ON THE EXHIBITION CENTRE

- Contractual forwarding agents of BVV Trade Fairs Brno:**
IMMIX spol. s r. o. and Kühne + Nagel s. r.o.
You can find the necessary contact information in these instructions (see [SERVICES FOR EXHIBITORS](#)). Transportation and handling services must be ordered in advance.
- The last day to bring in large exhibits above 5 t**, or exhibits requiring the use of mechanical devices, is on **12 March 2026**. This deadline must be observed otherwise it is subject to a penalty.
- The last possible bringing in of all exhibits is on **15 March 2026**.
- Unauthorised use of your own handling devices will be fined CZK 50,000.**
- 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.
- 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 9:00 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.**

- 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.

CONSTRUCTION OF EXHIBITION STANDS

Stand Construction and Services Department of BVV Trade Fairs Brno is the official contractor for the build-up of an exhibition stands: Mr. Michal Švehla phone: +420 541 152 590, e-mail: msvehla@bvv.cz, www.bvv.cz/en/exhibitors/stand-construction/

If **BVV Trade Fairs Brno does not build the construction of exhibition stands, it is necessary to:**

- Send the Application form for stand approval.** This form is included in the iESO Order Block, in the Download section. The confirmed Application for stand approval is a necessary part for the exhibitor or stand contractor to take over the exhibition area.
- Submit the technical project of the exhibition** within the specified deadline (see the [TIMELINE](#)), in the case of suspended structures, provide a structural analysis upon request (projekty@bvv.cz).
- To take over the exhibition area from the hall manager** (see [CONTACTS](#)) and return it in its original condition following the end of the dismantling period. **The following documents are required as part of the exhibition area handover process:** an approved Application for stand approval; upon request, proof of payment for the exhibition area (the exhibition area will not be handed over if it has not been paid for); upon request, proof of payment for the ordered services (if these services are not paid for before the start of the fair, they will not be provided).
- To comply with all provisions of the General Conditions and the Technical and Safety Instructions.** In case of violation of the General Conditions and Technical and Safety Instructions incl. fire regulations, water and electrical supplies for stands will not be connected; or access to the stand will be denied. In the case of a construction without a building permit, 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.
- Two-storey (multi-storey) stands** must comply with special fire protection requirements (see the Technical and Safety Instructions). Therefore, these expositions must be submitted for approval to the fire protection specialist of BVV Trade Fairs Brno (Mr. Josef Poláč, e-mail: jpolach@bvv.cz) already at the concept or preliminary design stage.

COURSE OF THE FAIR 17-19 MARCH 2026

OPERATING HOURS

For exhibitors:	For visitors:
17 March 2026	7:30 am–5:30 pm
18 March 2026	8:00 am–5:30 pm
19 March 2026	8:00 am–5:00 pm/midnight for dismantling

DISMANTLING PERIOD 19-22 MARCH 2026

OPERATING HOURS

19 March 2026	5:00 pm–midnight
20-22 March 2026	7:30 am–8:00 pm
HALL F ONLY UNTIL 21 MARCH 2026, 8:00 pm	

ENTRY TO THE EXHIBITION CENTRE

- **Entry pass**
- Download under iESO Order Block: <https://ikancelar.bvv.cz>
- Entry pass = free of charge according to the size of the leased exhibition area, extra passes will be charged CZK 550/pc.

VEHICLE ENTRY INTO THE EVENT AREA

- **Gate no. 4, 7**
- **Car pass (CZK 3,000 + 21 % VAT)**, orders must be placed via the iESO Order Block, the vehicle licence plate number must be provided.
- **The Car pass permit allows entry and parking within the event area during the operating hours.** It's not possible to change the licence plate number for the last day of the event (i.e. 19 March 2026).
- **One-day car pass (CZK 1,200 + 21 % VAT)**, orders must be placed via the iESO Order Block, the vehicle licence plate number must be provided. This type of Car pass cannot be purchased for the last day of the event (i.e. 19 March 2026); it is also not possible to change the licence plate number for this day.
- **Only for passenger cars and light commercial vehicles up to 3.5 t (incl. load), without a trailer.**
- **Entry on the basis of a deposit of CZK 2,000.** entry to the event area is permitted within below specified dates, **valid for a maximum of 1 hour. If the time limit is exceeded, the deposit will be forfeited.**
 - 17 March 2026 7:30–8:30 am (last exit from the site at 9:30 am)
4:30–5:30 pm (last exit from the site at 6:30 pm)
 - 18 March 2026 8:00–8:30 am (last exit from the site at 9:30 am)
4:30–5:30 pm (last exit from the site at 6:30 pm)
 - 19 March 2026 8:00–8:30 am (last exit from the site at 9:30 am)
- **On the last day of the event (i. e. 19 March 2026) in the evening, cars and commercial vehicles up to a total weight of 3.5 t can enter the Exhibition Centre no earlier than after 5:00 pm.** Entry for trucks is permitted after 5:30 pm. All drivers are required to follow the instructions of the security staff.

ENTRY TO THE EXHIBITION CENTRE

- **Assembly pass or Entry pass**
- Download under iESO Order Block: <https://ikancelar.bvv.cz>
- Assembly passes = 2 pcs. free of charge, extra passes will be charged CZK 150/pc.
- Entry pass = free of charge according to the size of the leased exhibition area, extra passes will be charged CZK 550/pc.

VEHICLE ENTRY TO THE EXHIBITION CENTRE

- **Gate no. 4, 7.**
- **Assembly pass or Car pass**
- **Vehicles are not allowed to enter the halls.**

PASSENGER AND LIGHT COMMERCIAL VEHICLES (up to 3.5 t incl. load)

19 March 2026	from 5:00 pm at the earliest until midnight
20-22 March 2026	within operating hours 7:30 am–8:00 pm *

TRUCKS (over 3.5 t incl. load)

19 March 2026	from 5:30 pm at the earliest until midnight
20-22 March 2026	within operating hours 7:30 am–8:00 pm *

*) **HALL F ONLY UNTIL 21 MARCH 2026, 8:00 pm.** Requests for exceptions cannot be accepted.

DISMANTLING OF EXHIBITION STANDS

- **Dismantling of exhibition stands may begin** after the event has ended, that is, no earlier than 5:00 pm on March 19, 2026. Earlier dismantling is not allowed.
- **Disconnection** of electricity, water and compressed air supplies at 6:00 pm on March 19, 2026.
- **The exhibition area must be cleared and returned** to the hall manager at 8:00 pm on March 22, 2026. **HALL F ONLY UNTIL 21 MARCH 2026, 8:00 pm.**
- **Aisles between stands** must remain unrestricted throughout the whole course of the dismantling period.
- **Leaving any materials on the exhibition areas** after the dismantling deadline will be considered waste and will be physically disposed of by BVV Trade Fairs Brno. BVV Trade Fairs Brno shall not be liable for any resulting damages.

PARKING INTO THE EXHIBITION CENTRE

- **Gate no. 4**
- **Exhibitors without a purchased Car pass permit** may park within the Exhibition Centre on a one-time basis, without a reserved parking space (CZK 200/day), and only in the designated parking areas (see [MAP](#)).
- Parking outside the designated areas will be subject to penalties. The parking of trailers within the Exhibition Centre is strictly prohibited.
- **EXPOPARKING – garage at gate no. 4, opposite hall E (CZK 1,500 + 21 % VAT/validity 12–22 March 2026)**, orders must be placed via the iESO Order Block. Or if capacity permits, without a prior booking, at a rate of CZK 30/hour. The garage operates nonstop.

SERVICES FOR EXHIBITORS

CENTRAL SERVICE FOR EXHIBITORS IN THE COURSE, BUILD-UP AND DISMANTLING PERIOD

The offices no. 121, 122 and 125 in hall P accept:

- orders for technical supplies (electric and water connections, compressed air, cleaning, individual security service etc.).
- additional passes (Entry passes, Car passes, Assembly passes or parking cards) may be purchased here.

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 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 and contact persons for each hall.

ADVERTISEMENT ACTIVITIES AT THE EXHIBITION CENTRE

Various advertising media and activities may be ordered with:

- Mr. Ivan Zahradníček
phone: +420 541 152 216, e-mail: izahradnicek@bvv.cz, Hall A3, 2nd floor, office n. 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, permission to distribute printed matter to visitors and an advertising spot will be broadcast to you via the trade fair radio. We can also provide staff or mascots to make your ad visible or offer ad placement in the FAIRINFO magazine.

FAIR RADIO

For spots or a commercial announcement please contact:

- Mr. Ivan Zahradníček,
phone: +420 541 152 216, e-mail: izahradnicek@bvv.cz
- The „Manour House“ building (Zámeček), phone: +420 541 152 061 (only during the course of the fair).

INFORMATION CENTRE FOR EXHIBITORS AND VISITORS

Info stand is located in Hall F.

Operating hours: 17–19 March 2026, 9:00 am–5:00 pm

- provide information on exhibitors and exhibits, supporting program, general information, document copying (chargeable), sale of Wi-Fi coupons (1-day CZK 250 incl. VAT or 7-days CZK 1,000 incl. VAT).

WIFI AT THE EXHIBITION CENTRE

- A wireless network for mobile Internet access is available at the Exhibition Centre. At the basic speed it is possible to connect in halls free of charge. The speed and quality of the connection depend on the number of connected users. For this reason, a constant data transmission rate cannot be fully guaranteed.
- If you require a guaranteed connection speed, you can order a private WiFi network for up to 30 users or a fixed internet connection via the IESO Order Block. Contact person in technical requests: Mr. Josef Dosoudil, e-mail: idosoudil@bvv.cz. It is also possible to purchase a WiFi coupon with a password at the INFO STAND at Hall F.
- This service operates as a standard WiFi – 802.11 ac, the provider is T-Mobile Czech Republic a.s.
- The exhibitor is not permitted to install their own WiFi network, either by using their own WiFi router connected to a fixed line provided by the BVV Trade Fairs Brno or by sharing a connection from mobile devices. 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 CZK 10,000 following the expiry of this period.

TRANSPORT, CUSTOMS AND HANDLING SERVICES ON THE EXHIBITION CENTRE

IMMIX spol. s r.o.

Forwarding terminal at gate no. 7, next to the Hall P
Ms. Monika Pekaříková tel.: +420 722 122 186, e-mail: pekarikova@immix.cz
Ms. Lucie Severová, tel.: +420 725 723 769, e-mail: severova@immix.cz
www.immix.cz

Kühne+Nagel spol. s r.o.

Forwarding terminal at gate no. 7, next to the Hall P
Ms. Ludmila Fironová, tel.: +420 724 304 333, e-mail: ludmila.fironova@kuehne-nagel.com
Mr. David Blaheta, tel.: +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.

INSURANCE

RENOMIA a.s.

Mr. Jiří Jílek, tel.: +420 603 217 463, e-mail: iri.jilek@renomia.cz
• Insurance of the exhibition stand, exhibits, exhibition equipment, and liability arising from the operation of the exhibition. Insurance of transport and costs in case the exhibition is cancelled.
• Settlement of insurance claims.
• Insurance can be arranged electronically.

ATMs ON THE EXHIBITION CENTRE

- ATM of ČSOB a.s.**
– Hall E, exterior side of the hall from street Křížkovského
– credit cards EC-MC, VISA
- ATM of EURONET a.s.**
– Hall F, exterior side of the hall, opposite Hall P
– credit cards EC-MC, VISA

CATERING, FOOD AND DRINKS

R CATERING a.s.

Mr. Bedřich Crha, phone: +420 725 741 082, e-mail: catering@rcatering.cz
• catering of exhibitors' stands, orders of meal vouchers
Ms. Kristýna Rychlíková, phone: +420 721 165 676, e-mail: info@rcatering.cz
www.rcatering.cz
• arrangement of catering events

Frgal catering s.r.o.

Ms. Monika Kebertová, phone: +420 724 999 044, e-mail: bvv@frgal-catering.cz
www.frgal-catering.cz
• arrangement of catering events, catering of exhibitors' stands, meal vouchers