



**International Trade Fair for Motorcycles,  
ATVs, Accessories and Clothing**  
**March 05 – 08, 2026, Brno Exhibition Centre**  
**halls F, G1, G2, P, Z (Burger Arena)**  
**open area F, K**  
[www.bvv.cz/motosalon](http://www.bvv.cz/motosalon)

## INSTRUCTIONS FOR THE ASSEMBLY, COURSE OF FAIRS AND DISMANTLING PERIODS

(important information for exhibitors and stand contractors)

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

### SCHEDULE

The price of ordered services: technical connections (electrical connections, water, compressed air, internet) furniture, equipment and suspension wires will be:

- increased by 10 % if ordered after the deadline,
- after the beginning of the assembly period the prices of these orders will be increased by 25 %.

In case of delayed ordering, all prices of services (except technical connections, suspension wires and equipment) are subject to conditions stated in the relevant order form of electronic client system iESO.

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DEADLINE	CONTENT	CONTACT	TELEPHONE, E-MAIL
<b>Continuously</b>	Send information about novelties and products for specialized press	Ms. Dita Brančíková	+420 606 758 591 <a href="mailto:dbrancikova@bvv.cz">dbrancikova@bvv.cz</a>
<b>by February 18, 2026</b>	Order stand construction, furniture, special stand equipment	Mr. Michal Švehla	+420 602 750 271 <a href="mailto:msvehla@bvv.cz">msvehla@bvv.cz</a>
<b>by February 16, 2026</b>	Order construction of a type stand	Mr. Martin Mikša	+420 602 584 379 <a href="mailto:mmiksa@bvv.cz">mmiksa@bvv.cz</a>
<b>by February 10, 2026</b>	Order technical connections, entry passes, parking, car passes, other services	Ms. Zuzana Mrňová	+420 541 153 336 <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a>
<b>by February 18, 2026</b>	Order advertising on exhibition grounds, broadcasting in fair radio, distribution services (printed matter to stands), permission for own distribution	Mr. Ivan Zahradníček	+420 541 152 216 <a href="mailto:izahradnicek@bvv.cz">izahradnicek@bvv.cz</a> <a href="http://www.veletrznireklama.cz">www.veletrznireklama.cz</a>
<b>by February 16, 2026*</b>	Send stand plan and completed application form for approval <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a>	Mr. Erik Pěček Mr. Martin Bednář	<a href="mailto:projekty@bvv.cz">projekty@bvv.cz</a>
<b>by February 18, 2026</b>	Insurance of the exhibition and exhibits <a href="http://www.renomia.cz">www.renomia.cz</a>	RENOMIA company Mr. Jiří Jílek	+420 603 217 463 <a href="mailto:jiri.jilek@renomia.cz">jiri.jilek@renomia.cz</a>
<b>March 02, 2026 07:30 am</b>	Start of the assembly period		
<b>March 05, 2026 09:00 am</b>	Start of the event		
<b>March 08, 2026 05:00 pm</b>	End of the event, start of dismantling		
<b>March 10, 2026 06:00 pm</b>	<b>Last permissible termination of dismantling and vacating of the exhibition area</b>		

\*) If you are ordering the construction of your exhibition stand from BVV Trade Fairs Brno, we will assure project approval for you.

## CONTACTS ☎️✉️:

Project director <b>Mr. Petr Maliňák</b> tel.: +420 541 152 979 <a href="mailto:pmalinak@bvv.cz">pmalinak@bvv.cz</a>	Stand construction manager <b>Mr. Michal Švehla</b> tel.: +420 602 750 271 <a href="mailto:msvehla@bvv.cz">msvehla@bvv.cz</a>	Hall manager (F, open area F) <b>Mr. Zdeněk Tulla</b> tel.: +420 602 476 829 <a href="mailto:ztulla@bvv.cz">ztulla@bvv.cz</a>
Project manager <b>Ms. Jana Kornetová</b> tel.: +420 724 841 697 <a href="mailto:jkornetova@bvv.cz">jkornetova@bvv.cz</a>	Hall manager G1, G2 <b>Ms. Petra Pučálková</b> tel.: +420 601 252 617 <a href="mailto:ppucalkova@bvv.cz">ppucalkova@bvv.cz</a>	Hall manager (P, open area K, Z) <b>Mr. Tomáš Odstrčil</b> Tel.: +420 606 650 396 <a href="mailto:todstrcil@bvv.cz">todstrcil@bvv.cz</a>
PR and advertising manager <b>Ms. Dita Brančíková</b> Tel.: +420 541 152 549 <a href="mailto:dbrancikova@bvv.cz">dbrancikova@bvv.cz</a>		

## CENTRAL SERVICE

for exhibitors during assembly, the course of the fair and dismantling period:

Hall P-1st floor		
Office 125	Office 122	Office 121
Ms. Vladimíra Bodláková	Ms. Marie Tesaříková	Ms. Zuzana Mrňová
Tel.: +420 720 936 891	Tel.: +420 601 252 375	Tel: +420 725 865 704
e-mail: <a href="mailto:vbodlakova@bvv.cz">vbodlakova@bvv.cz</a>	e-mail: <a href="mailto:mtesarikova@bvv.cz">mtesarikova@bvv.cz</a>	e-mail: <a href="mailto:zmrnova@bvv.cz">zmrnova@bvv.cz</a>

## OVERVIEW OF PRICES

Entry, parking, admission

iESO – client application for exhibitors

<https://ikancelar.bvv.cz>

Car Pass (for the entire time of the fair)	CZK 2,000 + VAT
One-day Car Pass	CZK 700 + VAT
Security deposit March 05 – 08, 2026 max. 1 hour (under the conditions set out in these instructions)	CZK 1,000 incl. VAT
Security deposit March 04, 2026 (last day of assembly)	CZK 2,000 incl. VAT
Entry Pass (in addition to the allotted)	CZK 250 incl. VAT
Assembly Pass (in addition to the allotted 2 pcs)	CZK 150 incl. VAT
Parking in EXPOPARKING garages prepaid (for the entire time of the fair)	CZK 1,500 + VAT
EXPOPARKING (one hour)	CZK 30 incl. VAT
Parking on the outdoor parking lots (1 day)	CZK 200 incl. VAT

## 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 all three of these 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.

We wish you a pleasant stay and successful business negotiations.

Organizer: BVV Trade Fairs Brno, Výstaviště 405/1, CZ 603 00 Brno

<b>MEDICAL SERVICES</b>	<b>Emergency medical services</b> street Ponávka 6 (entry through Emergency hospital) +420 545 538 538 Rybářská street 17 (also deals with lost property) +420 974 626 481 BVV fire report office +420 541 152 200
<b>POLICE</b>	
<b>FIRE BRIGADE</b>	
<b>EMERGENCY SITUATIONS</b>	in case of injury or another emergency +420 541 153 383
<b>BREAKDOWNS - EQUIPMENT FAILURE</b>	only for stands build by BVV Trade Fair company +420 541 156 666 +420 702 246 666 at the Exhibition Centre +420 541 158 888
<b>EMERGENCY SERVICE</b>	

## GENERAL RULES

**The entry of vehicles to the Exhibition Centre (during Assembly and Dismantling period) – gate 4 or 7** within the daily operating area.

**The entry of vehicles to the Exhibition Centre during course of the fair** – gate 4 and 7.

**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. The maximum speed in the area is 30 km/h.

Stopping of trailer trolleys in the exhibition grounds after the end of operating hours is not permitted. Overnight parking of vehicles on the exhibition premises is not permitted. Violations are punishable by a fine of CZK 5,000. For exhibitors - holders of Free car passes - parking spaces are available in the vicinity of the event venue. For the immediate movement of your car near the hall, 1 hour before the start of the event and 1 hour after the end of the event will be reserved each day for a refundable deposit of CZK 1,000 (see COURSE OF FAIR – Vehicle entry to the Exhibition Centre).

**The entry of vehicles into halls is prohibited.** If there is a vehicle in the pavilion as part of the exhibition, charging batteries inside the pavilion is prohibited. The entry of lorries onto the exhibition premises during the trade fair is not permitted.

In the event of a violation of the above parking and entry rules, BVV Trade Fairs Brno is entitled to tow the vehicle to a designated parking lot or secure the vehicle with a blocking device. In such a case, BVV Trade Fairs Brno is also entitled to demand payment of all costs associated with the application of these measures and a contractual penalty of CZK 5,000.

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. (See ASSEMBLY PERIOD – Entry to the Exhibition Centre). A Pass holder is obliged to wear it visibly all the time spent at the exhibition centre. In case of nonobservance BVV Trade Fairs Brno can order untagged person out of the hall or of the exhibition centre.

**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.

We recommend that you **insure your exposures** (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. Premium payments can only be drawn from contracts entered by the exhibitor.

**Receptions and cocktail parties** may only be held on exhibition stands during the event, during the regular opening hours of the hall, i.e. by 06.00 pm (last day of the event by 05.00 pm). Upon prior request, this time can be extended for a fee, but no later than 11.00 pm.

**Acoustic advertisements** and musical productions are permitted in halls only if 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. In this case, the tenant is not entitled to compensation for any damage caused by this intervention. **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.**

**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, tel.: +420 541 152 216, hall A3 (office 223).

**We recommend that exhibitors should 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.

Colour-coded containers for separated waste placed at individual pavilions are used for the disposal of waste generated mainly during the assembly and disassembly of

exhibitions. Information is available at the pavilions' gatehouses. In the event of large quantities of sorted waste (glass, paper, plastic and wood), the production technician will provide you with the appropriate container on request. For the disposal of sponges, oil and lubricants, there are collection containers located at each pavilion.

**The admission of pets (dogs and cats, etc.)** to the Exhibition Centre is not permitted during the Assembly and Dismantling periods. For the course of the fair, the Visitor Rules of Trade Fairs Brno are applicable (<https://www.bvv.cz/en/visitor-regulations>). The entry by bicycle to the Exhibition Centre is prohibited. The use of means of transport such as bicycles, skateboards, roller skates, scooters, two wheeled handcarts and other means of motion (e.g. jumping boots, stilts) on the Exhibition Centre is not permitted either without the prior agreement by the fair administration.

## ASSEMBLY PERIOD

### 1. OPENING HOURS

March 02, 2026 (Mo) – March 03, 2026 (Tu)

07.30 am – 10.00 pm

March 04, 2026, 07.30 am – 08.00 pm

**During these times, electricity is provided (on walls and columns) for assembly purposes.**

Ordered and paid technical services are provided on March 03 – 04, 2026 during the operating time. In exceptional cases the production technician of the hall (see CONTACTS) may permit an extended assembly period, for a fee agreed in advance.

Assembly before the given dates must be ordered at least 1 week before the stipulated date for the beginning of event assembly by Mr. Petr Blaha (tel.: +420 602 750 289, e-mail: [pbla@bvv.cz](mailto:pbla@bvv.cz)).

**Assembly work must be completed by 08.00 pm on March 04, 2026, at the latest. At this time the electrical current, including lighting in exhibition halls, will be switched off!**

### 2. ENTRY TO THE EXHIBITION CENTRE IN THE COURSE OF BUILD-UP



Gate nr. 4 (pedestrian ramp)

you need following permits:

#### An Assembly and Dismantling Pass

2 pieces free of charge, additional charge 150 CZK incl. VAT/piece

Download in: <https://ikancelar.bvv.cz>

#### or an Entry Pass

free of charge according to the quantity of the exhibition area rented, additional charge CZK 250 incl. VAT

Download in: <https://ikancelar.bvv.cz>

Entry Passes and Assembly and Dismantling Passes (both free and for fee) may only be download if the exhibitors have settled all their due financial liabilities to BVV Trade Fairs Brno.

Holders of Assembly and Dismantling Passes are obliged to wear them visibly. Entry to the BVV Exhibition Centre will

not be permitted without an Assembly and Dismantling Pass.

### 3. VEHICLE ENTRY TO THE EXHIBITION CENTRE



Gate nr. 4 or 7 (you need following permits):

#### Assembly and Dismantling Pass

2 pieces free of charge, additional charge 150 CZK incl. VAT/piece

Download in: <https://ikancelar.bvv.cz>

#### or Free Car Entry Pass for the fair

can be ordered at <https://ikancelar.bvv.cz>

CZK 2,000 + VAT

**On March 04, 2026, a security deposit of CZK 2,000 valid for a maximum of 4 hours**, must also be paid on entering the Exhibition Centre, with last entry at 06.00 pm and last exit at 08.00 pm. If these conditions are not observed, then the security deposit will be forfeited in full! This security deposit will be paid by drivers of both cars and lorries. Holders of Car Entry Passes need not to pay such deposit.

### 4. TRANSPORT, CUSTOMS AND HANDLING SERVICES ON THE EXHIBITION CENTRE PREMISES

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

#### KÜHNE + NAGEL company (forwarding facility at gate no. 7)

Trade fair Department Brno

Ms. Ludmila Fironová

Tel.: +420 724 304 333

Mr. David Blaheta

Tel.: +420 606 765 633

e-mail: [exposervice.brno@kuehne-nagel.com](mailto:exposervice.brno@kuehne-nagel.com)

[www.kuehne-nagel.com](http://www.kuehne-nagel.com)

#### IMMIX company (forwarding facility at gate No. 7)

Trade Fair Department - domestic shipments

Ms. Monika Pekaříková, tel.: +420 722 122 186

e-mail: [pekarikova@immix.cz](mailto:pekarikova@immix.cz)

Trade fair department - foreign shipments

Mr. Martin Hromek, tel.: +420 724 979 810

e-mail: [hromek@immix.cz](mailto:hromek@immix.cz)

Ms. Mirka Brzobohatá, tel.: +420 725 547 532

e-mail: [brzobohata@immix.cz](mailto:brzobohata@immix.cz)

[www.immix.cz](http://www.immix.cz)

Exhibitors should contact these companies directly (not through BVV Trade Fairs Brno). 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.

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

**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 08.00 pm. 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.** The given forwarding companies can also mediate customs services for you.

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. THE CONSTRUCTION OF EXHIBITION STANDS

(ends on March 04, 2026, at 08.00 pm)

**The Stand Construction and Services Department of BVV Trade Fairs Brno** (Mr. Michal Švehla, tel. +420 602 750 271, e-mail: [msvehla@bvv.cz](mailto:msvehla@bvv.cz)) offers 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.

**In case you decide to use services of a stand construction company other than BVV or build your exhibition stand on your own, it is necessary to observe our General Conditions for Participation (which are a part of the form Binding Application) and the Technical Safety Regulations.**

- **technical plan of your exhibition stand** must be submitted within the given deadline (see SCHEDULE) in electronic form for approval to BVV Trade Fairs Brno (Mr. Erik Pěček, e-mail: [projekty@bvv.cz](mailto:projekty@bvv.cz)). In case of hung-up construction parts (structures), a structural analysis must be submitted.
- **the exhibition space must be taken over** from the production technician (see CONTACTS) and returned in its original condition following the end of the dismantling period. At the exhibition area takeover, the following documents are required:

- confirmed request for exhibition stand approval,

- proof of payment of the ordered services provided by BVV Trade Fairs Brno – these services will not be available unless they are paid.

### Approval of the exhibition stand project documentation:

- **Request for Exhibition Stand Approval form:** sending a completed request for exhibition stand approval is an essential duty for all exhibitors. An approved and certified request for exhibition stands approval is necessary for the exhibition area takeover by an exhibitor or a construction company. The form is available on: <https://ikancelar.bvv.cz> The exhibition area will not be handed over to the exhibitor unless the invoice for rental of the area has been paid! A proof of the payment must be submitted on request.

**In case of violation of the General Conditions for Participation and the Technical Safety Regulations incl. fire regulations, water mains, electricity to the stand will not be provided, or the entry to the stand will be prevented by a screen.**

**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 fire prevention specialist (e-mail: [ipolach@bvv.cz](mailto:ipolach@bvv.cz)) at the design or study stage.

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

## COURSE OF FAIR

### 1. OPERATING HOURS

#### For exhibitors

March 05, 2026 (Th)	07.00 am – 07.00 pm
March 06, 2026 (Fri)	07.30 am – 07.00 pm
March 07, 2026 (Sat)	07.30 am – 07.00 pm
March 08, 2026 (Sun)	07.30 am – 05.00 pm/11.00 pm

#### For visitors

March 05, 2026 (Th)	09.00 am – 01.00 pm (VIP, Press) 01.00 pm – 06.00 pm (public)
March 06, 2026, (Fri)	09.00 am – 06.00 pm
March 07, 2026, (Sat)	09.00 am – 06.00 pm
March 08, 2026 (Sun)	09.00 am – 05.00 pm

### 2. ENTRY TO THE EXHIBITION CENTRE



Gate nr. 1, hall E (pedestrian ramp), G2, hall P  
you need following permits:

#### An Entry Pass

free of charge according to the size of the exhibition area, additional charge CZK 250 incl. VAT.

The Entry Passes may also be bought additionally in the Central service for exhibitors on condition the exhibitor has settled all his due financial obligations to BVV Trade Fairs Brno.

### 3. VEHICLE ENTRY TO THE EXHIBITION CENTRE

Only for passenger cars and commercial vehicles without trailers including parking at the event venue:



Gate nr. 4 or 7 (you need following permits):

**a Car Pass (for the entire duration of the event)**

CZK 2,000 + VAT

can be ordered at <https://ikancelar.bvv.cz>

**or One-day Car Pass**

CZK 700 + VAT

(One-day Car 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. The Car Pass does not authorize to enter an exhibition hall by car). or **against a security deposit of CZK 1,000**

Entry against a security deposit is allowed only in the morning, i.e. from 07.30 am (first day of the event from 07.00 am) to 08.30 am, with last exit from the exhibition centre at 09.00 am, and in the afternoon from 06.00 pm to 07.00 pm, with last exit from the exhibition centre by 07.30 pm. The security deposit is, however, valid for a **maximum of 1 hour**. If this period 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. MOVING AROUND THE EXHIBITION CENTRE**

The use of bicycles, skateboards, roller skates, scooters, two-wheeled handcarts and other means of motion is not permitted on the premises of the Exhibition Centre.

**5. PARKING**

Special parking spaces will be reserved for exhibitors with Car Passes near the exhibition hall.

Exhibitors without Car Passes may use parking at the Exhibition Centre premises only in designated parking lots, subject to availability. Parking fees are paid on site (CZK 200 per day). Parking outside the designated places will be subject to penalty.

We also recommend all exhibitors to park in the EXPOPARKING building at the entrance to the Exhibition Centre opposite to hall E. Reserved parking in the EXPOPARKING building (for the duration of the event): CZK 1,500 + VAT. Price of reserved unattended parking includes event assembly period and dismantling period.

**DISMANTLING PERIOD**

**1. OPERATING HOURS**

March 08, 2026, (Sun) 05.00 pm - 11.00 pm

March 09, 2026, (Mon) 07.30 am – 08.00 pm

March 10, 2026, (Tue) 07.30 am - 06.00 pm

Dismantling is not allowed before the fair termination. We urgently ask the exhibitors to observe the operation hours of the fair's last day and start dismantling their stands after the fair's end, i.e. not before 05.00 pm!

**Exhibition areas must be vacated and returned to the production technician of the hall by 06.00 pm on March 10, 2026, at the latest.**

**2. ENTRY TO THE EXHIBITION CENTRE**



Gate nr. 4 (pedestrian ramp)

you need following permits:

**Assembly and Dismantling Pass**

2 pieces free of charge, additional charge 150 CZK incl. VAT/piece

Download in: <https://ikancelar.bvv.cz>

**or an Entry Pass for the event**

free of charge according to the size of the exhibition area, additional charge CZK 250 incl. VAT

Download in: <https://ikancelar.bvv.cz>

**3. VEHICLE ENTRY TO THE EXHIBITION CENTRE**



Gate nr. 4 or 7 (you need following permits):

**An Assembly and Dismantling Pass**

2 pieces free of charge, additional charge 150 CZK incl. VAT/piece

Download in: <https://ikancelar.bvv.cz>

**or a Car Pass**

can be ordered at <https://ikancelar.bvv.cz>

CZK 2,000 + VAT

**On the last day of the event cars may enter the exhibition centre after 05.30 pm, with last exit at 11.00 pm (midnight). 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, and to stop their vehicle on the car park when requested to do so.

**4. THE DISMANTLING OF EXHIBITION STANDS AND EXHIBITS**

Dismantling may only be commenced following the end of the event. The dismantling of electrical installations and other technical equipment connected to mains electricity, water, telephones or compressed air may be commenced only after 06.00 pm when all supplies will be disconnected by BVV Trade Fairs Brno. Any extension to the period of supply of electricity must be ordered at Central service for exhibitors.

**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 06.00 pm on March 10, 2026. 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.

## **SERVICE FOR EXHIBITORS**

**1. CENTRAL SERVICE FOR EXHIBITORS** (see CONTACTS) accept the orders for power and water supply, compressed air, cleaning, individual stand security, supplementary sales of passes, parking and entry pass to the Exhibition Centre.

**Hall manager** 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.

### **2. INFO STAND**

Further services for exhibitors will be provided by staff at the information stand in hall F. They provide general information and exhibitor details. The stand is opened throughout the event.

### **3. ADVERTISING AT THE EXHIBITION CENTRE**

Advertising media and spaces and other advertising activities can be ordered from Mr. Ivan Zahradníček – tel.: +420 541 152 216, hall A3 (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). The staff-member in charge will ensure the distribution of your printed materials to exhibitors' stands, issue permits to distribute printed materials to visitors and have your advertisement broadcast on trade fair radio. People to distribute your materials and mascots to have your advertisements on can also be provided.

### **4. WI-FI ON THE PREMISES OF BRNO EXHIBITION CENTRE**

Wireless network for mobile access to the Internet is available at Brno Exhibition Centre. If using the basic speed, connection is possible free of charge. The service is provided in the Wi-Fi – 802.11 a, an, ac, b, g, n. Coupons with password and login for 10 Mbit connection can be purchased at the INFO stand in the pavilion. **The speed and quality of the Internet access consist in the number of connected users therefore it is not possible to guarantee a constant data transfer.** For best performance, we recommend using devices with 5 GHz Wi-Fi IEEE 802.11 a, an, ac support. If your device does not support 5 GHz, we cannot guarantee capacity or internet speed for the 2.4 GHz IEEE 802.11 b, g, n band. In case of demand of a guaranteed speed of the Internet access please use the service of fixed Internet connection.

Contact person: Mr. Josef Dosoudil, tel.: +420 541 152 810, e-mail: [jdosoudil@bvv.cz](mailto:jdosoudil@bvv.cz)

Coupons with password and login can be purchased at the Central service for exhibitors. Coupons are offered for a daily connection at a price of CZK 250 incl. VAT or a connection for the entire duration of the event at a price of CZK 500 incl. VAT.

Exhibitors are not allowed to install their own Wi-Fi networks, not even by means of their own Wi-Fi routers installed to fixed connections made by the fair administration or by means of shared connections via

mobile devices. On finding out that the above-mentioned restriction had been violated, the fair administration will call on the exhibitor to stop such Wi-Fi network operation. The exhibitor is obliged to stop using such device immediately on obtaining such appeal within maximum 30 minutes at the latest. After expiration of such time limit, the fair administration is entitled to require the contractual penalty in the amount of CZK 10,000.

## **ADDITIONAL SERVICES**

### **1. ATM LOCATION IN THE EXHIBITION CENTRE:** credit cards EC/MC, VISA

#### **– ATM of ČSOB**

at the entrance to the hall E (outside the premises)

#### **– ATM of the Euronet company**

near the hall F (accessible from the outside)

### **2. INSURANCE**

Renomia company

BVV Administration Building, ground floor, office No. 4

Mr. Jiří Jílek, tel.: +420 603 217 463

e-mail: [jiri.jilek@renomia.cz](mailto:jiri.jilek@renomia.cz)

### **3. INDIVIDUAL STAND SECURITY GUARDS**

Olman service company

tel. +420 541 153 383, e-mail: [ostraha@olman.cz](mailto:ostraha@olman.cz)

Order via <https://ikancelar.bvv.cz>

### **4. FOOD AND DRINKS**

R catering company (hall A)

[catering@rcatering.cz](mailto:catering@rcatering.cz)

Mr. Bedřich Crha, tel.: +420 725 741 082

Frgal Catering company (hall P)

[bvv@frgal-catering.cz](mailto:bvv@frgal-catering.cz)

Ms. Monika Kebertová, tel.: +420 724 999 044

### **5. PROTOCOL**

At the Exhibition Centre - by the lake and the BVV Administration Building  
tel.: +420 541 152 940

### **6. THE PRESS CENTRE**

PR manager of the fair: Ms. Dita Brančíková

tel.: +420 606 758 591

e-mail: [dbrancikova@bvv.cz](mailto:dbrancikova@bvv.cz)

### **7. ACCOMMODATION**

Ms. Jana Buršíková, tel.: +420 541 152 777

e-mail: [jbursikova@bvv.cz](mailto:jbursikova@bvv.cz)

[www.bvv.cz/en/accommodation](http://www.bvv.cz/en/accommodation)

### **8. FAIRGROUND RADIO**

Tel.: +420 541 152 061

In case of ordering an advertising spot or commercial announcement phone +420 541 152 216.

**MOTOSALON 5.–8. 3. 2026**

