

## 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 BVV Trade Fairs Brno to submit a copy of these instructions to their stand designers and contractors.**

### SCHEDULE FOR PREPARATIONS AND THE COURSE OF THE EVENT

**The price of ordered services (connections for electricity, water, compressed air, the Internet), furniture, accessories 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) are subject to conditions stated in the particular order form of the Block of Order Forms (iESO).

| DATE                 | TASK   | CONTACT              | TELEPHONE<br>(+420) | E-MAIL                   |
|----------------------|--|----------------------|---------------------|--------------------------|
| 14. 2. 2024          | Send information about novelties and exhibits  | Ms. Markéta Lipovská | 725 795 140         | mlipovska@bvv.cz         |
| 12. 2. 2024          | Order TECHNICAL CONNECTIONS, other services, entry passes, parking, car passes                       | Ms. Zuzana Mrňová    | 541 153 336         | https://ikancelar.bvv.cz |
| 19. 2. 2024*         | Arrange meeting and conference rooms outside the exposition  | Ms. Jana Zahradková  | 541 152 983         | jzahradkova@bvv.cz       |
| 13. 2. 2024          | Order stand construction, furniture, special stand equipment   | Ms. Denisa Jelínková | 606 763 594         | djelinkova@bvv.cz        |
| 20. 2. 2024          | Order advertising, spots in the fair radio, distribution of printed matter to exhibition stands etc. | Mr. Ivan Zahradníček | 541 152 216         | izahradnicek@bvv.cz      |
| 19. 2. 2024          | Order accommodation  | Ms. Jana Buršíková   | 541 152 777         | jbursikova@bvv.cz        |
| 19. 2. 2024**        | Send a request for approval of the exhibition stand  | Mr. Erik Pěček       |                     | projekty@bvv.cz          |
| 22. 2. 2024          | Insurance of the exposition and exhibits - RENOMIA, a.s.   | Mr. Jiří Jílek       | 603 217 463         | jiri.jilek@renomia.cz    |
| 26. 2. 2024, 7.30 am | Start of the assembly period   |                      |                     |                          |
| 29. 2. 2024, 9.00 am | Event begins   |                      |                     |                          |
| 2. 3. 2024, 6.00 pm  | End of the event, start of dismantling   |                      |                     |                          |
| 3. 2. 2024, midnight | Latest permissible termination of dismantling and vacating the exhibition area                       |                      |                     |                          |

\*) The organizer reserves the right to change the date of order acceptance in relation to the capacity possibilities.

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

## OVERVIEW O PRICES FOR ENTRY, PARKING AND ADMISSION TO THE EVEN

|  |                 |
|--|-----------------|
| Car pass (for the whole course of the event)         | 1,500 CZK + VAT |
| One-day Car pass                                     | 500 CZK + VAT   |
| Parking in EXPOPARKING garages (across from hall E): | 1,200 CZK + VAT |
| One-off parking:                                     | 180 incl. + VAT |
| Entry pass   | 200 incl. + VAT |
| Assembly Pass  | 150 incl. + VAT |
| Entry ticket at the box office                       | 150 incl. + VAT |
| Family ticket at the box office                      | 350 incl. + VAT |
| Admission – e-ticket paid on-line                    | 120 incl. + VAT |
| Family admission – e-ticket paid on-line             | 300 incl. + VAT |

### Central service for exhibitors during assembly, course of the fair and dismantling periods

#### Hall P – 1st floor

Ms. Vladimíra Bodláková  
tel.: +420 720 936 891  
e-mail: [vbodlakova@bv.v.cz](mailto:vbodlakova@bv.v.cz)

Ms. Marie Tesaříková  
tel.: +420 601 252 375  
e-mail: [mtesarikova@bv.v.cz](mailto:mtesarikova@bv.v.cz)

## CONTACTS

#### Project Director

Mr. Petr Maliňák  
tel.: +420 541 152 979

#### Project Manager

Ms. Nella Mazůrek Bonomo  
tel.: +420 725 195 109

#### PR and Advertising Manager

Ms. Markéta Lipovská  
tel.: + 420 725 195 140

#### Stand Construction Manager

Ms. Denisa Jelínková  
tel.: +420 606 763 594

#### PAVILON V

Hall Manager  
Mr. Josef Zámečník  
tel.: +420 602 750 278  
e-mail: [jzamecnik@bv.v.cz](mailto:jzamecnik@bv.v.cz)

## DEAR EXHIBITORS,

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

## GENERAL RULES

- **The entry of vehicles to the Exhibition Centre – through gate 4, during the ordinary opening hours.**

**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. Any breach of this regulation will be subject to a penalty of CZK 5,000. Overnight parking of vehicles at the

Exhibition Centre is not permitted. The entry of vehicles into halls is prohibited. The entry of lorries to the Exhibition Centre during the course of the trade fair is not permitted. On exit of vehicles from the Exhibition Centre, a copy of the list of items declared and confirmed by the security service officer on entering the Exhibition Centre, must be submitted at the gate. At the request of the security guard at the gate the driver is, in the interests of protecting the property of BVV Trade Fairs Brno and other exhibitors, obliged to allow the contents of the luggage space of his vehicle to be inspected. Any items discovered by the security guard in vehicles leaving the Exhibition Centre which are labelled as the BVV Trade Fairs Brno property, and not included in the list of items declared and confirmed by the security guard on entering the Exhibition Centre, will be confiscated by the security guard. The same applies to exhibits and other materials taken out through the gates.

- **ATTENTION!!!** Special parking spaces will be reserved at Hall V for exhibitors with a free Car Pass (see the map attached to the free passes to the premises).
- Each day during the fair's course there will be 1 hour before the start and 1 hour after its end dedicated to immediate transport by cars in the vicinity of the hall.
- **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 for further details.) A Pass holder is obliged to wear it visibly all the time spent at the Exhibition Centre. In case of no observance BVV Trade Fairs Brno can order untagged person out of the hall or the Exhibition Centre.
- We recommend that you **insure exhibits** (including packaging) against any possible damage or loss, or use stand security guards. The trade fair administration will not be held liable for any such damages.
- **Escape routes must be kept clear.** For safety reasons, assembled and dismantled material, packaging and

exhibits may not block aisles between exhibition stands. Assembly work only is permitted in the exhibition halls. The production of items for assembly, surface painting, creating dust or otherwise disturbing other exhibitors is prohibited in exhibition halls, and will be subject to a penalty.

- **Receptions and cocktail parties** may only be held on exhibition stands during the course of the event, during the regular opening hours of the hall, i.e. by 6.00 pm (6.00 pm on the last day of the event).
- **Acoustic advertisements** and musical productions are permitted only if they do not disturb neighbouring stands and are not louder than 70 dB at the edge of the stand. Production off the given times is prohibited. If this condition is not respected, BVV Trade Fairs Brno may order the production to be terminated. **For purposes of the music production the hirer is then obliged, to ask the approval of the competent administrator of copyrights (OSA, INTERGRAM) – according to the law No. 121/2000 Coll., Author's law, in the applicable version.**
- **Waste disposal.** Use colour-coded containers located outside the individual exhibition halls for the disposal of sorted waste generated during assembly or dismantling of your stands. You can obtain more information on waste disposal at the front desk of the hall. For the disposal of an excessive quantity of sorted waste (glass, paper, plastics and wood), a proper container will be arranged by the hall manager at your request.
- **Placement of advertisements** on the Exhibition Centre outside your own exhibition area is not permitted. The mass distribution of printed advertising materials, or their dropping over the Exhibition Centre from hired airplanes or balloons, is not permitted without the prior agreement of the trade fair administration. You are authorized to promote your products and services on your own exhibition stand only. The broadcasting of advertisements within the Exhibition Centre using Bluetooth or BTS cell transmitters is not permitted without the prior agreement by BVV Trade Fairs Brno. Any increased cleaning costs for disposal of advertising will be invoiced to the exhibitor in question. Neither the use of means of advertising such as bicycles, skateboards and other means of motion on the Exhibition Centre is permitted without the prior agreement of the trade fair administration.
- **We recommend exhibitors to hand keys from secured areas on their stand to the front desk in their exhibition hall.** Should they not do so, in the event of a fire alert or an equipment failure in the locked area, they will be charged any costs associated with forced entry into the area in question.
- **Stand cleaning** outside opening hours may be performed only by contractual cleaning companies of the BVV Trade Fairs Brno.

## ASSEMBLY PERIOD

26. 2.–28. 2. 2024

### 1. OPENING HOURS



|             |                             |
|-------------|-----------------------------|
| 26. 2. 2024 | 7.30 am–10.00 pm (Monday)   |
| 27. 2. 2024 | 7.30 am–10.00 pm (Tuesday)  |
| 28. 2. 2024 | 7.30 am–8.00 pm (Wednesday) |

During these times, electricity is provided for assembly purposes. Technical services (electricity, water, compressed air) are provided after 6.00 pm, only if ordered in advance! Ordered and paid technical services are provided from 26. 2.–28. 2. 2024 during the operating time. In exceptional cases the hall manager (see CONTACTS) may permit an extended assembly period, for a fee agreed in advance. The early assembly must be ordered through Ms. Nella Mazůrek Bonomo, tel.: +420 725 195 109, e-mail: nbonomo@bv.v.cz for a fee agreed in advance at least one week before the begin of the assembly, i.e. by 16. 2. 2024. **Assembly work must be completed by 8.00 pm on 28. 2. 2024 at the latest. At this time the electricity, including lighting in exhibition halls, will be switched off!**

### 2. ENTRY DURING ASSEMBLY



An Assembly and Dismantling Pass or an Entry Pass for the event serves for entering the Exhibition Centre during the assembly period. Exhibitors will usually receive their passes one week before the start of the assembly period by e-mail. Exhibitors will receive Entry and Assembly Passes (both free and for fee) only if they have settled all their due financial liabilities to BVV Trade Fairs Brno.

The Assembly and Dismantling Passes are provided free of charge in the quantity of 2. Additional Assembly and Dismantling Passes are to be ordered and subject to payment. The price for one Assembly and Dismantling Pass is CZK 150 including VAT. Holders of Assembly 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. **Entry Passes** are provided free according to the size of the exhibition area rented. The price for each additional Entry Pass is CZK 200 incl. VAT.

### 3. VEHICLE ENTRY



The general rule for entering the Exhibition Centre is: all vehicles must obey the traffic signs on the site and leave the Exhibition Centre by the end of the daily opening hours. Violation is fined 5,000 CZK.

Parking of vehicles on the premises during the night is not permitted. Vehicles are not allowed to enter the halls. Entry of own handling vehicles is prohibited. The maximum speed in the area is 30 km/h.

During the assembly the entry of vehicles is possible on presenting the Assembly and Dismantling Pass or the Car pass (bought through Block of Order Forms) through gate 4.

### 28. 2. 2024

On presentation of the Assembly and Dismantling Pass, the entry and exit of cars and trucks through gate 4, as well as the deposit of CZK 2,000 for a maximum of 4 hours during the specified working hours. The deposit is not to be paid by free entry holders.

**Last entry to the premises:** at 6.00 pm.

**Last exit from the premises:** at 8.00 pm.

**If the time limit is exceeded, the deposit is forfeited in full!**

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



These companies have been appointed BVV Trade Fairs Brno contractual forwarding agents for this trade fair event.

**KÜHNE + NAGEL spol. s r.o.**

Ms. Ludmila Fironová

tel.: +420 543 565 510, 724 304 333

e-mail: exposerice.bno@kuehne-nagel.com

**IMMIX spol. s r.o.**

Trade Fair Department – domestic shipments

Monika Pekařková, tel.: +420 722 122 186

e-mail: pekarikova@immix.cz

Trade Fair Department – foreign shipments

Lucie Severová, tel.: +420 725 723 769

e-mail: severova@immix.cz

Mirka Brzobohatá, tel.: +420 725 547 532

e-mail: brzobohata@immix.cz

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 at the Exhibition Centre. They also arrange truck, air and sea transport.

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

**The removal and storage of empty packaging** and its subsequent return should be ordered from one of the forwarding companies given above. Empty packaging, marked in accordance with forwarding company instructions, will be stored in the packaging storage hall. Its return will commence an hour after the official closing of the event. The storage of assembly tools, exhibition elements and parts of exhibits in the storage hall can be ordered through the forwarding companies. Unmarked packaging and unwanted used material will be taken to a dump for disposal after 8.00 p.m. Unmarked exhibits left outside the rented exhibition area will be taken to the storage hall, and sold

or disposed of after a period of 15 days has elapsed. Any costs incurred will be charged to the exhibitor. Storage of packaging and installation material behind exhibition stands is prohibited.

### Transportation and handling services must be ordered in advance.

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. CONSTRUCTION OF EXHIBITION STANDS



(ends on 28. 2. 2024 at 8.00 pm)

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

Ms. Denisa Jelínková, tel.: +420 606 763 594,

e-mail: [djelinkova@bvv.cz](mailto:djelinkova@bvv.cz), [www.bvv.cz/expozice](http://www.bvv.cz/expozice)

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

- preparing bid projects including quotations,
- creative preparation of exhibition stand layout – planning and art design including graphic design and electrical connection projects,
- complete project implementation,
- exhibition stands from the OCTANORM, MONTI, MAXIMA-LIGHT, DOPPELFORM systems as well as custom-made exhibition stands.

Stand Construction and Services Department of BVV Trade Fairs Brno offer you construction of exhibition stands anywhere in the Czech Republic and abroad.

If the construction is not provided by BVV Trade Fairs Brno, it is necessary to:

- to submit the technical project of the stand and, in case of hanging, the static calculation for approval to BVV Trade Fairs Brno ([projekty@bvv.cz](mailto:projekty@bvv.cz));
- take over the exhibition area from the hall manager (see CONTACTS) and hand it back after the dismantling is completed in its original condition. The following documents are required:
  - approved project of the stand;
  - form Confirmation (X030, part of Order Form) with power of attorney;
  - proof of payment for the exhibition space upon request;
  - the exhibition area will not be handed over unless the invoice for the exhibition area is paid;
  - on request, proof of payment for services ordered from p BVV Trade Fairs Brno - if the services ordered are not paid for by the opening of the fair, the services will not be provided;
  - comply with all the provisions of the General Conditions of Participation and the Technical and Safety Regulations (see Order Block).

**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 Brno fire prevention specialist ([projekty@olman.cz](mailto:projekty@olman.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 THE FAIR 29. 2.–2. 3. 2024

### 1. OPENING HOURS



**For exhibitors**

29. 2.–1. 3. 2024 7.00 am–7.00 pm

2. 3. 2024 7.00 am–6.00 pm

**For visitors**

29. 2.–2. 3. 2024 9.00 am–6.00 pm

### 2. ENTRY TO THE EXHIBITION CENTRE



An **Entry Pass** serves for entry to the Exhibition Centre. Entry Passes are sent to exhibitors electronically, free of charge and without ordering as follows:

- 2 pcs for the first 20 sqm of the exhibition space in hall
- 1 pc for each additional 20 sqm in a hall.

The Entry Passes above the determined number are subject to ordering and payment (the price of one Entry Pass is CZK 200 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



Entry to the Exhibition Centre is permitted only to cars and vans without trailers, as follows:

- **exhibitors with a Car Pass** (the price is CZK 1,500 + VAT). Additional Car Passes can be

ordered (see SCHEDULE) or bought directly at the Central service for exhibitors. Exhibitors can also buy One-day Car Passes for themselves and their guests for the price of CZK 500 + VAT. These passes cannot be purchased for the final day of the event. Neither is it possible to transfer a Car Pass onto another vehicle for the last day of the event.

- **against a security deposit of CZK 1,000. Entry through Gate 4.** Entry against a security deposit is allowed only in the early morning, i.e. from 7.30 am (7.00 am on the first day of the event) to 8.30 am, with last exit from the Exhibition Centre at 9.30 am, and in the afternoon from 5.30 pm to 6.30 pm, with last exit by 7.30 pm. The security deposit is, however, valid for a **maximum of 1 hour**. If this period of time is exceeded, then the deposit is forfeited in full. **Entry**



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

## 4. 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



Parking at the Exhibition Centre is possible only on the designated car parks. Parking spaces will be reserved for exhibitors outside Hall V (exhibitors will receive a map with parking spaces when buying Car pass). Parking outside the designated places will be subject to penalty. Parking of trailers at the Exhibition Centre premises during the fair is prohibited.

We also recommend all exhibitors to park in the EXPOPARKING building at the entrance to the Exhibition Centre through Hall E. The hall is open around the clock. Reserved parking in EXPOPARKING (for the duration of the event): CZK 1,200 + VAT. Price of reserved unattended parking includes event assembly period and dismantling period.

One-off parking without reservation of a space can also be purchased directly at the car park (CZK 180/day) in case of free capacity.

## DISMANTLING

2. 3.–3. 3. 2024

### 1. OPENING HOURS



2. 3. 2024 6.00 pm–midnight

3. 3. 2024 7.30 am–midnight

Dismantling can only begin after the event is over. We ask exhibitors to start dismantling their stands to after the end of the event, i.e. no earlier than Saturday after 6.00 pm.

**In order to improve the quality of the ProDítě trade fair and based on complaints from both exhibitors and visitors, BVV has introduced the possibility of penalties for early dismantling (during the course of the trade fair). The penalties can be either monetary (depending on the size of the area) or disadvantageous placement of the exhibitor's area for the next edition of the event.**

**Exhibition areas must be vacated and returned to the hall manager by noon 3. 3. 2024 at the latest.**

### 2. ENTRY TO THE EXHIBITION CENTRE



During the dismantling period an Assembly and Dismantling Pass or an Entry Pass for the event serves for entry to the Exhibition Centre. Missing Passes will be available at Central service for exhibitors.

## 3. VEHICLE ENTRY



An Assembly and Dismantling Pass or a Car Pass serves for entry to the Exhibition Centre. **On the last day of the event cars may enter the Exhibition Centre after 6.30 pm, with last exit at midnight.** 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. DISMANTLING OF EXHIBITION STANDS



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 4.00 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 midnight on 3. 3. 2024. Any costs incurred by Trade Fairs in connection with the storage and handling of exhibits not removed will be invoiced to the exhibitor. The full value of any items borrowed and not returned (kitchenette equipment, etc.) will also be invoiced to the exhibitor. Any material left on exhibition areas will be considered waste, and will be physically disposed of following the end of the dismantling period. Following the end of the dismantling period, the exhibition area must be returned to the hall manager (unless stand construction is performed by Stand Construction and Services Department of BVV Trade Fairs Brno). BVV Trade Fairs Brno will not be held responsible for any damages incurred.

## EMERGENCY CALLS

### 1. MEDICAL SERVICES



#### First aid:

Medical supervision including first aid is provided by the Czech Red Cross during opening hours for visitors.

Contact: +420 725 195 129, 541 153 333

The infirmary is located in Hall P, behind the ticket office. In case of life-threatening conditions, call 155.

#### Medical and dental emergency:

Ponávka 6, Brno (Entry through the Emergency hospital – “Úrazová nemocnice”) tel.: +420 545 538 538

### 2. POLICE



Office near the Exhibition Centre, Rybářská 17 tel.: +420 974 626 481 (also deals with lost property)

### 3. FIRE BRIGADE



– BVV fire report office, building H001 by gate 5  
tel.: +420 541 152 200

### 4. SAFETY OFFICER



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

### 5. BREAKDOWNS – EQUIPMENT FAILURE



Failures on exhibitors' stands build by BVV Trade Fairs Brno – tel.: +420 541 156 666,  
tel. +420 702 246 666  
Emergency service at the Exhibition Centre –  
tel.: +420 541 158 888

## SERVICE FOR EXHIBITORS

#### 1. CENTRAL SERVICE FOR EXHIBITORS

They accept the orders for power and water supply, compressed air, technical gases, pylons, cleaning, stand security guards, supplementary sales of passes, parking and entry passes. See CONTACTS.

Entry passes, parking and car pass documents purchased or that could not be sent to you by post can be processed at the Central service location – see CONTACTS.

Here you can purchase other entry passes and parking and car pass documents.

**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 (see CONTACTS).

#### 2. ADDITIONAL SERVICES FOR EXHIBITORS

Additional services for exhibitors are mediated by staff on Information stands. Information stands are in operation on the final day of assembly and throughout the course of the event. Information stands provide general information, data on exhibitors and copying services.

#### 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. WIFI ON THE PREMISES OF THE EXHIBITION CENTRE

Wireless network for mobile access to the Internet is available at the Exhibition Centre. If using the basic speed, connection is possible free of charge. The service is provided in the Wi-Fi – 802.11a,c standard by T-Mobile Czech Republic a.s.. **The speed and quality of the Internet access consists in the number of connected users therefore it is not possible to guarantee a constant data transfer.** In case of demand of a guaranteed speed of the Internet access please order the service of fixed Internet connection or private Wi-Fi in the ordering system iESO. Contact person: Mr. Josef Dosoudil, tel.: +420 541 152 810, e-mail: [jdosoudil@bvvcz](mailto:jdosoudil@bvvcz)

Coupons are offered for a one-day connection for 250 CZK incl. VAT or for the whole course of the event for 500 CZK incl. VAT. Exhibitors are not allowed to install their own WiFi networks, not even by means of their own WiFi 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 WiFi 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 IMPORTANT INFORMATION

#### ATM AT THE EXHIBITION CENTRE

- ATM of ČSOB (EC-MC, VISA) at the entrance to the hall E
- ATM of the Euronet company (EC-MC, VISA) near the hall F.

#### 1. 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)

Renomia provides insurance of exhibits, liability insurance for the operation of the exhibition stand, transport insurance, additional insurance of costs in case of cancellation of the exhibition, insurance of the stand, exhibition equipment (goods, supplies, promotional materials, workers' outerwear), transport insurance. It also carries out insurance claims settlement and offers a wide range of other services.

#### 2. STAND SECURITY

Can be provided upon order by **OLMAN Service, s.r.o.**, e-mail: [ostraha@olman.cz](mailto:ostraha@olman.cz), tel.: +420 541 152 513. Order according to the order block.

### 3. FOOD, DRINKS, COLD AND HOT MEAL

**Rychlík catering s.r.o.** (hall A)

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

Bedřich Crha, tel.: +420 775 554 355

Other catering companies on the premises:

**Frgal catering** (hall P)

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

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

**Infinito catering** (hall G)

[catering@cateringinfinito.cz](mailto:catering@cateringinfinito.cz),

Ms. Aneta Horová, tel.: +420 777 777 819

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

### 4. PROTOCOL

by the lake

tel.: +420 541 152 940

### 5. PRESS CENTRE

Hall P, tel.: +420 725 195 140

### 6. ACCOMMODATION

BVV Trade Fairs Brno, BVV Administration Building,

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

601 252 374, e-mail: [jbursikova@bvv.cz](mailto:jbursikova@bvv.cz) [www.bvv.cz/en/accommodation/](http://www.bvv.cz/en/accommodation/)

### 7. TRADE FAIR RADIO

The Manor House Building, tel.: +420 541 152 061. To order an advertisement or commercial announcement, tel.: +420 541 152 216.

### 8. ENTRY PROHIBITED

Pets (dogs, cats, etc.) are not allowed at the Exhibition Centre during the assembly and dismantling period of the event. During the event, the Visiting Regulations of BVV Trade Fairs Brno apply. Bicycles are not allowed at the Exhibition Centre. You can use the bicycle storage room at Gate 5. The use of transport devices such as skateboards, roller skates, scooters, two-wheeled self-balancing vehicles and other proximity devices (e.g. jumping boots, walking on stilts) is not allowed at the Exhibition Centre without the prior consent of the fair administration.

## MAP OF THE EXHIBITION

