

# INSTRUCTIONS

## for the build-up, course of the fairs and for the dismantling period (important information for exhibitors and stand contractors)

<b>TO DO LIST</b>	<b>RECAPITULATION OF PRICES</b>	<b>CONTACTS</b>
<b>BUILD UP</b>	<b>COURSE OF THE FAIRS</b>	<b>DISMANTLING</b>
<b>SERVICES FOR EXHIBITORS</b>	<b>EXHIBITION PLAN</b>	

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

### TO DO LIST FOR THE PREPARATION AND COURSE OF THE EVENT

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

- will be increased by 10% when ordering after the deadline (4 September 2023).
- after the start of the build-up period, a surcharge of 25% is charged to the prices of these orders.

In case of late ordering the prices of services (except for technical supplies) are calculated according to the conditions specified in the relevant section of the Order Form.

DEADLINE	TASK (No. of order in the block of order forms)	CONTACT	PHONE, E-MAIL
<b>28 June 2023</b>	Send data for the MSV catalogue.	Mr. Viktor Bílek  Ms. Ivana Kumrová	+420 515 550 924 <a href="mailto:vbilek@bvv.cz">vbilek@bvv.cz</a> +420 541 152 834 <a href="mailto:ikumrova@bvv.cz">ikumrova@bvv.cz</a>
<b>17 August 2023</b>	Order accommodation (deadline for guaranteed reservation).	Mr. Miroslav Kožnar  Ms. Jana Buršíková	+420 541 159 190 <a href="mailto:mkoznar@bvv.cz">mkoznar@bvv.cz</a> +420 541 152 777 <a href="mailto:jbursikova@bvv.cz">jbursikova@bvv.cz</a>
<b>26 August 2023</b>	Order stand construction from BVV Trade Fairs Brno, furniture, stand equipment. Order package or model stand incl. equipment and services from BVV Trade Fairs Brno (The organizer reserves the right to change the deadline for acceptance of orders following its capacity).	Mr. Michal Švehla  Mr. Libor Urbánek	+420 541 152 590 <a href="mailto:msvehla@bvv.cz">msvehla@bvv.cz</a> +420 541 152 955 <a href="mailto:lurbanek@bvv.cz">lurbanek@bvv.cz</a>

<b>1 September 2023</b>	Order advertisements in the trade fair magazine FAIRINZERT.	Mr. Ivan Zahradníček	+420 541 152 216 <a href="mailto:izahradnicek@bvvcz">izahradnicek@bvvcz</a> <a href="http://www.bvvcz/reklama">www.bvvcz/reklama</a>
<b>4 September 2023</b>	Order advertisements on the railings in halls and broadcasting of video spots on the videowall.		
<b>4 September 2023</b>	Order all technical supplies, furniture and other services incl. entry passes, parking and car passes to the Exhibition Centre. (order forms iESO)	Ms. Zuzana Mrňová Ms. Marie Tesaříková Ms. Vladimíra Bodláková	+420 541 153 336 <a href="mailto:zmrnova@bvvcz">zmrnova@bvvcz</a> +420 541 152 332 <a href="mailto:mtesarikova@bvvcz">mtesarikova@bvvcz</a> +420 541 152 365 <a href="mailto:vbodlakova@bvvcz">vbodlakova@bvvcz</a> <a href="https://ikancelar.bvvcz">https://ikancelar.bvvcz</a>
<b>4 September 2023</b>	Send stand plan for approval in two copies *)		<a href="mailto:projekty@bvvcz">projekty@bvvcz</a>
<b>10 September 2023</b>	Send information on novelties, exhibits and technologies for specialized press. Send information on company presentations and press conferences.	Mr. Michal Svoboda	+420 601 252 327 <a href="mailto:msovoboda@bvvcz">msovoboda@bvvcz</a>
<b>10 September 2023</b>	Send information for BVV Trade Fairs Brno press releases and fair bulletin. Send data for PR portal for exhibitors		
<b>10 September 2023</b>	Order advertising in the Exhibition Centre and on trade fair radio distribution service (printed matter to exhibition stands, licenses for one's own distribution).	Mr. Ivan Zahradníček	+420 541 152 216 <a href="mailto:izahradnicek@bvvcz">izahradnicek@bvvcz</a> <a href="http://www.bvvcz/reklama">www.bvvcz/reklama</a>
<b>29 September 2023, 7:30 am</b>	The build-up starts.		
<b>6 October 2023</b>	Last permissible bringing in of heavy exhibits.		
<b>10 October 2023</b>	Commencement of the fair.		
<b>13 October 2023</b>	End of the fair.		
<b>13 October 2023, 4:00 pm</b>	Commencement of dismantling.		
<b>19 October 2023</b>	End of the dismantling.		

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

## RECAPITULATION OF PRICES FOR VEHICLE ENTRY, PARKING AND ADMISSION TO THE EVENT

<b>Car Pass</b> – validity 29 September–19 October 2023	3,000 CZK + 21% VAT
<b>One-day Car Pass</b> – it is not available for the last day of the fair, i.e. 13 October 2023	1,000 CZK + 21% VAT
<b>Entry Pass</b> – validity: 29 September–19 October 2023	550 CZK incl. VAT
<b>Build Up and Dismantling Pass</b> – validity: 29 September–9 October 2023, 13–19 October 2023	150 CZK incl. VAT

### PARKING IN OUTDOOR CAR PARKS

One-day parking 200 CZK/day incl. VAT

### PARKING – EXPOPARKING

Reserved unattended (for the whole course of the fair, build up and dismantling period) 1,500 CZK + 21% VAT

## CONTACTS

### Project Director

Mr. Michalis Busios

phone: +420 541 152 927

### PR and Advertising Manager

Mr. Michal Svoboda

phone: +420 601 252 372

### Stand construction manager

Mr. Michal Švehla

phone: +420 541 152 590

### HALL A1, A2, V open areas

#### Hall Manager

V/room No. 135

Mr. Josef Zámečník

phone: +420 602 750 278

### HALL E, F and open areas

#### Hall Manager

F/room No. 104

Mr. Zdeněk Tulla

phone: +420 602 476 829

### HALL B, G1 and open areas

#### Hall Manager

G6/room No. 56

Mr. Milan Podsedník

phone: +420 602 476 824

### HALL P and open areas

#### Hall Manager

P/room No. 126

Mr. Petr Dvořák

phone: +420 720 942 792

### Hall P, Z and open areas

#### Hall manager

P/room No. 124

Mr. Tomáš Odstrčil

phone: +420 606 650 396

## CENTRAL SERVICE FOR EXHIBITORS IN THE COURSE OF BUILD-UP, EVENT AND DISMANTLING PERIODS

### • Hall P, 1st floor, office No. 125

Ms. Vladimíra Bodláková

phone: +420 541 152 365

e-mail: [vbodlakova@bvvcz](mailto:vbodlakova@bvvcz)

### • Hall P, 1st floor, office No. 122

Ms. Marie Tesaříková

tel.: +420 541 152 332

e-mail: [mtesarikova@bvvcz](mailto:mtesarikova@bvvcz)

### • BVV Administration Building, ground floor, counter No. 7

Ms. Radka Valíková

phone: +420 541 152 517

e-mail: [rvalikova@bvvcz](mailto:rvalikova@bvvcz)

## EMERGENCY CALLS

### MEDICAL SERVICES



#### First aid:

The Health Centre in the Exhibition Centre, situated near the Congress Centre,

phone: +420 541 152 750

Mo	7:30 am–6:00 pm
Tue, Thur	7:30 am–5:00 pm
Wed	9:00 am–5:00 pm
Fri	7:30 am–4:00 pm

#### Emergency medical services

Ponávka 6, Brno (entry through the Traumatology Hospital),  
phone: +420 545 538 538

#### Emergency dental services

Ponávka 6, Brno (entry through the Traumatology Hospital)  
phone: +420 545 538 421

**EMERGENCY CALL: 112**

### POLICE



Department at Rybářská 17  
phone: +420 974 626 481  
(also responsible for lost property)

**EMERGENCY CALL: 112**

### FIRE BRIGADE



BVV fire report office  
gate No. 5 phone:  
+420 541 152 200

**EMERGENCY CALL: 112**

### SAFETY OFFICER



Please inform security at the main gatehouse in the Exhibition Centre (phone: +420 541 153 383) immediately in case of any injury or other emergency on the BVV Trade Fairs Brno grounds. First aid will be provided if necessary.

### BREAKDOWNS – EQUIPMENT FAILURE



Exhibition stand maintenance and servicing, phone:  
+420 541 156 666,  
+420 702 246 666.

Emergency service of the Exhibition Centre administration,  
phone: +420 541 158 888

## 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 in the course of build-up and dismantling through Gate 4. In the course of the fairs entry through Gates 4 and 9.**
  - **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 5,000 CZK. 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.**
  - We would like to draw your attention to the ongoing construction work on the premises BVV Trade Fairs Brno.
  - **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 5,000 CZK in addition.**
  - On the exit of vehicles from the Exhibition Centre vehicles may enter the Exhibition Centre as given in these **Instructions – see DISMANTLING. 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 **insure exhibits** (including packaging) against damage or loss (see Services) and **also individual exhibition stand security** (see Services). BVV Trade Fairs Brno will not be held liable for any such damage.
  - **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. You can obtain more information at the gatehouse of the exhibition hall. 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). The costs of waste associated with the construction, operation and dismantling of exhibition stands are covered by a one-off technical fee charged to all exhibitors at the uniform rate of 90 CZK/sqm of leased exhibition area.
  - **Disposal of metal chips, oil and lubricants.** Containers located in each hall serve for the disposal of metal chips and similar waste. Information is available at the gatehouse.
  - **Disposal of bio-waste.** Sanitation containers will be placed near the halls.
  - **Receptions, cocktail parties and company presentations** on exhibition stands may be held only during daily opening hours in the exhibition hall, i.e., till 7:00 pm. Upon prior request, this time can be extended for a fee, but no later than till 10:00 pm.
  - **The use of audio and video equipment for promotional purposes and music performances will only be permitted on 11–13 October 2023 after 3:00 pm, and at one's own stand only.** 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 own exhibition area is not permitted.** 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 means of advertising such as bicycles, skateboards, roller skates, scooters, two-wheeled handcars and other means of motion (e.g., jumping boots, stilts) at the Exhibition Centre is likewise not permitted without the prior agreement of the trade fair administration.
  - We recommend exhibitors to **hand keys from secured areas on their stand 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 exhibition stands** outside opening hours may only be performed by cleaning companies contracted by BVV Trade Fairs Brno.
  - **No entry to the Exhibition Centre!** The entry of motorcycles, bicycles, scooters, segways or with in-line skates or skateboards 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 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.**

## BUILD UP PERIOD

### 29 September–9 October 2023

#### OPERATING HOURS



29 September–6 October 2023	7:30 am–8:00 pm
7–8 October 2023	7:30 am–10:00 pm
9 October 2023	7:30 am–8:00 pm

- **Electricity is provided for assembly purposes.**
- Technical and manipulation services, including the operation of lifts, are provided after 6:00 pm only if have been ordered.
- Ordered and paid technical services on 8–9 October are provided during the opening hours of the build-up period.
- An earlier stand construction time can be arranged with the head of the logistics department, [Mr. Petr Blaha](mailto:pblaha@bvvcz) (tel. +420 541 152 850, e-mail: [pblaha@bvvcz](mailto:pblaha@bvvcz)).
- An earlier stand construction – must be booked through the order form ([ieso.bvv.cz](http://ieso.bvv.cz)) at least 1 week before the set date for the start of the fair build-up. An extra payment will be charged.
- **Construction work must be completed by 8:00 pm on 9 October 2023 at the latest. After that time the electrical current, including the lighting in the halls, will be turned off!**

#### ENTRY TO THE EXHIBITION CENTRE



- Pass for build-up and dismantling  
→ download under: <https://ikancelar.bvv.cz>  
→ 2 pcs for free, others will be charged 150 CZK/piece
- Entry pass  
→ download under: <https://ikancelar.bvv.cz>  
→ free of charge for each leased exhibition area, extra passes are for 550 CZK incl. VAT.

#### VEHICLE ENTRY TO THE EXHIBITION CENTRE



For entry to the Exhibition Centre, the following applies in general: **vehicles must obey the traffic signs at the Exhibition Centre and leave the premises every day no later than the end of opening hours.** Violations are subject to a fine of CZK 5,000. Parking vehicles on the premises during the night is not permitted. Vehicles are not allowed to enter pavilions. Entry of own handling equipment is prohibited. The maximum speed in the premises is 30 km/h. During the build-up period, it is possible to enter the premises upon presentation of the Build-up and Dismantling Pass or the Car Pass (purchased on the basis of the iESO Order Block) through Gate 4.

#### CARS

##### 29 September–8 October 2023

Gate 4 for the specified operating hours against the presentation of a Build-up and Dismantling Pass, or a Car Pass for the event.

##### 9 October 2023

Against presentation of a Build-up and Dismantling Pass, entry and exit through Gate 4 on the basis of a deposit of

CZK 2,000, for a maximum of 4 hours during the specified operating hours.

**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 amount is forfeited.

**The Car Pass purchased on the basis of the Order Block entitles you to free entry and exit from 29 September to 19 October 2023 during the officially set operating hours through Gate 4.**

#### COMMERCIAL VEHICLES

##### 29 September–8 October 2023

Entrance and exit through Gate 4 freely for the specified operating hours upon presentation of a Build-up and Dismantling Pass, or a Car Pass for the event.

##### 9 October 2023

Entry against presentation of of a Build-up and Dismantling Pass and exit through Gate 4 on the basis of a security deposit of CZK 2,000 for a maximum of 4 hours during the specified operating hours.

**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 amount is forfeited.

#### TRUCKS

i.e. vehicles over 3.5 t gross vehicle weight (including load)

##### 29 September–7 October 2023

Entry and exit through Gate 4 freely for the specified operating hours.

##### 7 October 2023

Entry and exit through Gate 4 against a deposit of CZK 2,000 for a maximum of 6 hours during the specified operating hours.

**Last entry to the premises:** at 6:00 pm.

**Last exit from the premises:** at 10:00 pm.

If the time limit is exceeded, the amount is forfeited.

##### 9 October 2023

**NO TRUCKS ALLOWED!**

#### PARKING



- The entry of vehicles into halls is prohibited.
- **Parking of trailers at the Exhibition Centre after the end of operating hours is also prohibited.**

#### CONSTRUCTION OF EXHIBITION STANDS



(ends at 8:00 pm on **9 October 2023**)

- **Stand Construction and Services Department of BVV Trade Fairs Brno is the official contractor for the build-up of exhibition stands** at the fair, [Mr. Michal Švehla](mailto:msvehla@bvvcz), tel.: +420 541 152 590, e-mail: [msvehla@bvvcz](mailto:msvehla@bvvcz), [www.bvv.cz/en/exhibitors/stand-construction/](http://www.bvv.cz/en/exhibitors/stand-construction/)

**Multi-storey expositions** must meet special fire safety conditions protection (see Technical and safety regulations). Therefore, these exposures must already at the planning or study stage be submitted for approval to the fire specialist at the BVV Trade Fairs Brno, ([Mr. Jan Prášek](mailto:Mr.Jan.Prasek@bvvcz), e-mail: [bozrp@bvvcz](mailto:bozrp@bvvcz)).

Exhibitors are obliged to allow members of the approval committee to inspect the exhibition stand.

- submit by the deadline (see TO DO LIST) a technical project of the exhibition and in case of hanging and a static calculation for approval by BVV Trade Fairs Brno, in duplicate (e-mail: [projekty@bvvcz](mailto:projekty@bvvcz)).
- 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. Following documents are needed:
- Approved exhibition stand project;
- A proof of payment for the exhibition area. The exhibition area will not be handed over to the exhibitor unless the invoice for the exhibition space has been paid;
- A proof of payment (on request) of services ordered from BVV Trade Fairs Brno – these services will not be provided unless they have been paid by the beginning of the build-up;
- To comply with all provisions of the General Conditions and the Technical and Safety Instructions (see <https://ikancelar.bvv.cz>, iESO ordering block – section Downloads).

**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.

## TRANSPORT, CUSTOMS AND HANDLING

### SERVICES ON THE EXHIBITION CENTRE

**Contractual forwarding agents of BVV Trade Fairs Brno:**

- companies **IMMIX** and **Kühne + Nagel** have been appointed as **contractual forwarding agents** for this event. You can find the necessary contact information in these instructions (see SERVICES).
- These companies provide forwarding services for exhibitors, i.e., unloading and loading of exhibition materials, transport to stands, the removal, storage and return of empty packaging, assembly and dismantling work and customs clearance.
- Unauthorised use of your own handling devices will be fined 50,000 CZK.
- **The last day to bring in large exhibits above 5 t, or exhibits requiring the use of mechanical devices, is on 6 October 2023.** This deadline must be observed otherwise it is subject to a penalty.
- **The last possible bringing in of all exhibits is on 9 October 2023 till noon.**
- 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 between hall Z and open area R.
- **Hand manipulation carts** are available for transporting your stationery, promotional materials and small wares. The carts are to let on paying a deposit of 1,000 CZK incl. VAT for the maximum time of 2 hours. If the 2-hour time limit is exceeded, the deposit is forfeited. The carts are available on mar-

ked stations in the individual halls. The manipulation carts are lent the day before the fair from 8:00 am to 6:00 pm, on the first day of the fair from 8:00 am to 11:00 am and on the last day of the fair the carts can be lent only after the official conclusion of the event.

- 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 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.
- All consignments must be labelled with the name of the exhibiting company, its location at the Exhibition Centre, and the name of the event to which they are being sent. **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.
- **Transportation and handling services must be ordered in advance.**
- The given forwarding companies can also mediate customs services for you.

## COURSE OF THE FAIRS 10–13 October 2023

### OPENING HOURS



**For exhibitors:**

10 October 2023 7:00 am–7:00 pm  
11–13 October 2023 7:30 am–7:00 pm

**For visitors:**

10–12 October 2023 9:00 am–5:00 pm  
13 October 2023 9:00 am–4:00 pm

### ENTRY TO THE EXHIBITION CENTRE



• Entry pass

→ download: <https://ikancelar.bvv.cz>

→ free of charge according to the size of the leased exhibition area, extra passes are for 550 CZK incl. VAT.

### VEHICLE ENTRY TO THE EXHIBITION CENTRE



• The entry is allowed for **vehicles up to 3.5 t (including freight) without trailers.**

• One-day car pass is not valid on the last day of the event, i.e., 13 October 2023.

• It is also not possible to transfer the Car Pass onto another vehicle for the last day of the event.

- It is necessary to state the motor vehicle license number for the issuing of the Car Pass.
- **The entry is possible only with Car Pass bought in advance.**

Entry is possible through Gates 4 and 9 for the specified operating hours with the possibility to park in the exhibition area on marked parking lots. Parking outside the marked spaces will be sanctioned – see parking instructions on Car Pass. This permit is available:

- be ordered in the Order Block (see TO DO LIST);
  - purchase at the Central Service Desk (see CONTACTS);
- Price of the Car Pass valid from 29 September–19 October 2023 is CZK 3,000 + 21% VAT.

It is also possible to purchase one-day Car Pass – 1,000 CZK + 21 % VAT.

These Passes are not valid for the last day of the event, i.e., 13 October 2023.

For the last day of the event it is not possible to exchange Car Pass for another vehicle registration number.

**The vehicle registration number must be provided in order to issue Car Pass!**

- **Entry on the basis of a deposit of CZK 2,000.**

Entry only through gate 4, entry to the Exhibition Centre for a maximum of 1 hour after the set time.

#### 10 October 2023

7:00–8:30 am

**Last entry to the site:** 8:30 am

**Last exit from the site:** 9:30 am

5:00–6:00 pm

**Last entry to the site:** 6:00 pm

**Last exit from the site:** 7:00 pm

#### 11–12 October 2023

7:00–8:30 am

**Last entry to the site:** 8:30 am

**Last exit from the site:** 9:30 am

5:00–6:00 pm

**Last entry to the site:** 6:00 pm

**Last exit from the site:** 7:00 pm

#### 13 October 2023

7:00–8:30 am

**Last entry to the site:** 8:30 am

**Last exit from the site:** 9:30 am

If the time limit is exceeded, the amount will be forfeited.

Important note: On **the last day of the event, 13 October 2023**, 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 7:00 pm.** Drivers are obliged to respect the instructions of the guard service, or park the vehicle on a parking lot. On other dismantling days, all vehicles are allowed to enter the Exhibition Centre within the operating hours.

#### TRUCKS

i.e., vehicles over 3.5 t gross vehicle weight (including load). Entry to the Exhibition Centre **is not permitted during the fair.** On the last day of the event, i.e., on Friday of 13 October 2023, these vehicles will be allowed entry after 7:00 pm at the earliest. **Exhibitors are kindly requested to direct arrival of their trucks into the Exhibition Centre parking**

**area due to limited parking capacity to the time after 7:00 pm on 13 October 2023.**

#### PARKING

- Only on designated parking spaces.
- Sanctions in case of parking outside designated spaces, see General rules.

## DISMANTLING PERIOD 13–19 October 2023

#### OPERATING HOURS



13 October	from 4:00 pm
14 October	till 10:00 pm nonstop
15 October	7:30 am–10:00 pm
16–18 October	7:30 am–8:00 pm
19 October	7:30 am–6:00 pm, end of dismantling works in other halls and on all open areas.

13 October at 5:00 pm The return of empty packaging stored  
14 October at 5:00 pm Disconnection of electricity, water, telephones on exhibitions and **compressed air supplies to exhibition stands.**

**Aisles between stands must remain unrestricted throughout the course of the dismantling period.** The exhibition area must be cleared and returned to the hall manager at 6:00 pm on 19 October 2023 at the latest.

#### ENTRY TO THE EXHIBITION CENTRE



- Pass for build-up and disassembly  
→ download: <https://ikancelar.bvv.cz>  
→ 2 pcs for free, others will be charged  
150 CZK/piece

- Entry pass  
→ download: <https://ikancelar.bvv.cz>  
→ free of charge, number of pieces according to the size of a stand, added are for a fee 550 CZK.

#### VEHICLE ENTRY TO THE EXHIBITION CENTRE



**PLEASE NOTE: Gate 9 will only be open until 13 October 2023**

During the dismantling process, access to the premises is possible on presentation of Build-up and Dismantling Pass or Car Pass through Gate 4. Drivers are obliged to respect the instructions of the guard service, if necessary park the vehicle in the parking area.

#### Important Notice:

**On the last day of the event (13 October 2023) in the evening cars and commercial vehicles up to a total weight of 3.5 t may enter the Exhibition Centre after 5:00 pm at the earliest.**

**Entry for trucks is permitted after 7:00 pm.** Drivers are obliged to respect the instructions of the guard service, and if necessary, park the vehicle in the parking lot.

On other dismantling days, all vehicles may enter the Exhibition Centre during opening hours. Requests for exceptions cannot be accepted.

### TRUCKS

i.e. vehicles over 3.5 t gross vehicle weight (including load). Entry to the Exhibition Centre is not allowed. **On the last day of the event (Friday, 13 October 2023) in the evening entry for trucks is permitted after 7:00 pm.** Due to limited parking capacity we ask exhibitors to **direct truck access to the parking area of the Exhibition Centre after 7:00 pm on 13 October 2023. Requests for exceptions cannot be accepted.**

### CARS, COMMERCIAL VEHICLES AND TRUCKS

through Gate 4 on 13–19 October 2023 during given operating hours against presentation of Build-up and Dismantling Pass or Car Pass.

When leaving the Exhibition Centre, it is necessary to present a copy of the list of exported items at the gate, which were confirmed by a member of the security guard at the entry. On request of the security guard, the driver must, in order to protect property of BVV Trade Fairs Brno and other exhibitors, to have the contents of the luggage compartment of the car checked. If the control service detects material that is marked as the property of BVV Trade Fairs Brno and has not been included in the list of declared items and has not been confirmed by the guard service at the entry to the Exhibition Centre, the material will be removed by the security service.

### PARKING



- Only on designated parking spaces.
- Sanctions in case of parking outside designated spaces, see General rules.

### DISMANTLING OF EXHIBITION STANDS AND EXHIBITS



**By the deadline for the completion of dismantling exhibitors and companies accredited by them are obliged:**

- to complete the dismantling and removal of exhibits
- to complete the dismantling and removal of exhibition equipment by the time stipulated for the completion of work at the latest
- to settle all obligation payable due to BVV Trade Fairs Brno.

Any material left in exhibition areas will be considered waste and will be disposed of by the trade fair administration after the dismantling period has ended. BVV Trade Fairs Brno will not be held responsible for any damages incurred.

When dismantling is completed, it is necessary:

- The exhibition area must be returned to the hall manager.
- The removal of floral decorations, net curtains, curtains and electrical equipment by BVV Trade Fairs Brno will commence immediately after the fair ends.
- We would draw the attention of exhibitors to the necessity of returning all items loaned by BVV Trade Fairs Brno before leaving the Exhibition Centre. This relates, in particular, to telephones, kitchen equipment etc.

**Disposal of metal chips, oil and lubricants** Containers located by the individual halls serve for the disposal of metal chips and similar waste. Information is available from hall gatehouses. The pumping, mixing and disposal of oils, drilling, cutting and grinding emulsions must be ordered from BVV Trade Fairs Brno – Stand Construction and Services.

## OTHER SERVICES FOR EXHIBITORS

### CENTRAL SERVICE FOR EXHIBITORS

**Counter No. 7 on the ground floor of the BVV Administration Building and office No. 125 in Hall P accept:**

- orders for technical supplies (electric power, water, compressed air, technical gases, masts, cleaning, individual security of exhibits, etc.
- additional passes (for exhibitors or build-up) and parking and entry documents for fee.

Parking and entry passes or other documents, which could not have been sent to you by post, are ready for personal collection.

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 vacated 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 for the people to contact in each hall.

### INFORMATION CENTRES FOR EXHIBITORS AND VISITORS

Additional services for exhibitors are mediated by the staff of the information centres located in exhibition halls A1, B, E, F, G1, P, V, Z.

**Opening hours:**

**13–19 October 2023**

**9:00 am–6:00 pm**

Provide information on exhibitors and exhibits, supporting program, general information, document copying (chargeable), sale of Wi-Fi coupons and catalogues.

The Wi-Fi coupons are offered for a one-day connection in the value of 250 CZK incl. VAT and for the entire course of the event in the value of 1,000 CZK 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.
- This service operates as a standard WiFi – 802.11ac, provided by the company T-Mobile Czech Republic a.s.
- Coupons with the password can be purchased at the INFO booths in the halls (see information above). Number of login places are limited. For this reason, it is not possible to fully guarantee constant data transfer.

**In view of your request relating to guaranteed connection speed, we recommend you to use the fixed Internet connection service, which you can find in the Order Block**



(see iESO order form). Contact: [Josef Dosoudil](mailto:jdosoudil@bvvcz), phone: +420 541 152 810, e-mail: [jdousoudil@bvvcz](mailto:jdousoudil@bvvcz).

Exhibitors are not entitled to install their own WiFi networks – this includes networks using their own WiFi router installed on a landline connection set up by the trade fair administration or shared connections from a mobile device. Should the fair administration discover any violation of this prohibition, it will demand that the exhibitor halts operation of the WiFi network in question. The exhibitor will be obliged to terminate the use of the given device immediately (within 30 minutes at the latest of receiving the given demand). The trade fair administration is entitled to demand a contractual penalty to the amount of 10,000 CZK following the expiry of this period.

## ADVERTISING AT THE FAIR

You can order various advertising media and activities with [Mr. Ivan Zahradníček](mailto:ivan.zahradnick@bvvcz), phone: +420 541 152 216, hall A3, 2nd floor, off. No. 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 FAIRINZERT magazine.

## SERVICES

### CASHIER'S DESK

The ground floor of the Administration Building phone: +420 541 153 230

Accepts:

- payments of invoices in cash
- payments of invoices by credit cards VISA, EC-MC

#### Opening hours:

10–12 October 2023 9:30–11:00 am

#### ATM location in the Exhibition Centre

- ATM of ČSOB at the entry to hall E – credit cards EC-MC, VISA
- ATM of EURONET a.s. in hall F (facing hall P) – credit cards EC-MC, VISA

## TRANSPORTATION AND HANDLING SERVICES, FORWARDING TERMINAL, CUSTOMS AUTHORITY

### IMMIX s.r.o.

Office at the Exhibition Centre, hall F, 2nd floor  
Exhibition Department

[Ms. Monika Pekaříková](mailto:monika.pekarnikova@immix.cz)

phone: +420 722 122 186

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

[Ms. Lucie Severová](mailto:ms.lucie.severova@immix.cz)

phone: +420 725 723 769

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

<http://www.immix.cz/>

### Kühne + Nagel s.r.o.

Office at the Exhibition Centre, hall F, 2nd floor

[Ms. Ludmila Fironová](mailto:ms.ludmila.fironova@kuehne-nagel.com)

phone.: +420 606 765 633

[Mr. Filip Bayer](mailto:mr.filip.bayer@kuehne-nagel.com)

phone: +420 606 765 633

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

[www.kuehne-nagel.cz](http://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.

## FAIR CATALOGUE

- sale at ticket offices and information centres
- free catalogues for exhibitors and catalogues ordered for a fee are ready for collection at info stands
- unclaimed catalogues will be distributed to the exhibitor stands on the first day of the fair
- Catalogues may also be ordered to be sent by post through iOffice

## INDIVIDUAL STAND SECURITY

Individual exhibition stand security is provided by a contractual provider of BVV Trade Fairs Brno. Orders are received only through iOffice.

## INSURANCE

### RENOMIA a.s.

[Mr. Jiří Jílek](mailto:jiri.jilek@renomia.cz)

phone: +420 603 217 463,

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

- Insurance can be arranged electronically.
- Outside the event contact through phone: +420 603 217 463 or e-mail: [jiri.jilek@renomia.cz](mailto:jiri.jilek@renomia.cz)
- Insuring exhibits, liability arising from exhibition stand operation, transportation, additional insurance of costs should the exhibition event be cancelled, insuring exhibition stands and stand fixtures (goods designed for sale, stock, promotional materials, the personal effects of members of staff). We also perform the settlement of insurance claims and offer a wide range of additional services.

## FOOD AND DRINKS, READY MEALS

supplier **Rychlík-Catering s.r.o., (hall A), event catering**

[Ms. Kristýna Rychlíková](mailto:ms.kristyna.rychlikova@rychlik-catering.cz), phone: +420 721 165 676

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

**Luncheon vouchers, catering to exhibition stands**

[Mr. Bedřich Črha](mailto:mr.bedrich.crha@rychlik-catering.cz), phone: +420 725 741 082

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

[bvvcz@rychlik-catering.cz](mailto:bvvcz@rychlik-catering.cz)

Supplier **Frgal catering (hall P)**

Catering + meal vouchers

[Ms. Karolína Králová](mailto:ms.karolina.kravalova@frgal-catering.cz), phone: +420 724 999 044

e-mail: [bvvcz@frgal-catering.cz](mailto:bvvcz@frgal-catering.cz)

Supplier **Infinito catering (hall G)**

[Ms. Aneta Horová](mailto:ms.aneta.horova@infinito-catering.cz), phone: +420 777 777 819

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

All suppliers offer you food, beverages, cold cuts, confectionery and ready meals.

Exhibitors can purchase meal vouchers for the event, which can be redeemed at the restaurants in halls A, P, V, F and G. Meal vouchers will be in value agreed with the exhibitor or according to the purchase made. The number of meal vouchers is unlimited. Refreshments can also be paid for with meal vouchers Sodexo, Ticket Restaurant, Cheque Dejeuner.

## PRESS CENTRE

Hall E – 2nd floor, phone: +420 541 152 549

Accreditation, services for journalists

PR and advertising manager – [Mr. Michal Svoboda](#)

phone: +420 601 252 327, e-mail: [msvoboda@bvvcz](mailto:msvoboda@bvvcz)

## PROTOCOL

Protocol Building by the Lake

phone: +420 541 152 940, +420 541 153 278

## RADIO

The “Manor House” building (Zámeček)

phone: +420 541 152 061 (only during the course of the fair)

For spots or a commercial announcement call:

phone: +420 541 152 216

## ACCOMMODATION

BVV Administration building, ground floor, room 12

[Mr. Miroslav Kožnar](#) – phone +420 541 159 190,

+420 602 594 810, e-mail: [mkoznar@bvvcz](mailto:mkoznar@bvvcz)

BVV Administration building, ground floor, room 13

[Ms. Jana Buršíková](#) – phone +420 541 152 777,

e-mail: [jbursikova@bvvcz](mailto:jbursikova@bvvcz)

We will assure accommodation for your company or your guests in Brno and its vicinity in compliance with your specification or requirements and topical situation on the day of order.

The offer available on: [www.bvv.cz/en/accommodation/](http://www.bvv.cz/en/accommodation/) or [www.bvv.cz/en/msv/](http://www.bvv.cz/en/msv/)

