



International Caravan Show



International Travel Fair



International Fair for Regional Tourism

2.-5. 11. 2023  
BRNO – EXHIBITION CENTRE

# INSTRUCTIONS

## for the build-up and dismantling periods and the course of the event

SCHEDULE	OVERVIEW OF PRICES	CONTACTS
GENERAL RULES	BUILD-UP PERIOD	THE COURSE OF THE FAIR
DISMANTLING	SERVICES	MAP

### (Important information for exhibitors and stand contractors)

We ask exhibitors who have not ordered the construction of their stand from from BVV Trade Fairs Brno to forward a photocopy of these instructions to their contractors.

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

The deadlines related to order forms submission must be **observed!**

In the event of delayed order submission, BVV Trade Fairs Brno will be authorized to apply additional charges, to handle orders on a restricted basis in view of the current situation, or to refuse orders altogether.

DATE	ACTIVITY (ORDER NO IN ORDER FORM)	CONTACT
15. 10. 2023	Order technical supplies – electricity, water, air, telecommunication service, the Internet (C10, C30, C40, C80, C100) and D085 (steel cables from the hall ceiling) and B010, B020, B030, B050 (furniture and fittings) Order other services, equipment, entry passes, parking, vehicle entry to the Exhibition Centre (order sections B, D, E)	Zuzana Mrňová +420 541 153 336 <a href="mailto:zmrnova@bv.v.cz">zmrnova@bv.v.cz</a>
15. 10. 2023	Order non-standard exhibition stand construction	Adam Touš +420 541 153 039 <a href="mailto:atous@bv.v.cz">atous@bv.v.cz</a>
15. 10. 2023	Send exhibition stand project for approval (two copies)	<a href="mailto:projekty@bv.v.cz">projekty@bv.v.cz</a>
15. 10. 2023	Order catering for exhibitors – see Contacts	
25. 10. 2023	Send information about company, press conferences and presentations Send information about news, exhibits, and technologies for expert press Send information for BVV Trade Fairs Brno press releases and trade fair bulletin Send data for PR portal for exhibitors	Dita Brančíková +420 541 152 549 <a href="mailto:dbrancikova@bv.v.cz">dbrancikova@bv.v.cz</a>
28.– 29. 10. 2023	Order advertising in the area, trade fair radio, distribution service (printed materials for stands, permission for own distribution) (order F010, F020)	Ivan Zahradníček +420 541 152 216 <a href="mailto:izahradnickek@bv.v.cz">izahradnickek@bv.v.cz</a>
28.– 29. 10. 2023	Delivery of exhibits – halls P and F	

<b>29. 10.–1. 11. 2023</b>	Beginning of build-up in exhibition halls and on outdoor areas	
<b>2. 11. 2023</b>	Insurance of exhibition stands and exhibits by RENOMIA, a.s.	Jiří Jílek +420 603 217 463 <a href="mailto:jiiri.jilek@renomia.cz">jiiri.jilek@renomia.cz</a>
<b>2. 11. 2023</b>	Beginning of the event	
<b>5. 11. 2023</b>	End of the event, beginning of dismantling	

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

Car entry pass for the entire event	1,500 CZK + 21% VAT
Car entry pass for the entire event	500 CZK + 21% VAT
Entry pass – beyond the allocated number	200 CZK incl. VAT
Build-up and dismantling pass – beyond the allocated 2 pcs	150 CZK incl. VAT
<b>PARKING</b>	
Pre-paid unguarded (for the entire duration of the event including build-up and dismantling)	1,000 CZK + 21% VAT
<b>PARKING AT OUTDOOR CARPARKS</b>	
Pre-paid (for the entire duration of the event)	1,000 CZK + 21% VAT
One-off	150 CZK/day incl. VAT

## Central service for exhibitors during build-up, course of the fair and dismantling:

**Pavilon P, 1. floor,  
office No. 122**  
Vladimíra Bodláková  
phone: +420 720 936 891  
e-mail: [vbodlakova@bv.v.cz](mailto:vbodlakova@bv.v.cz)

**Pavilon P, 1. floor,  
office No. 124**  
Marie Tesaříková  
phone.: +420 601 252 375  
e-mail: [vbodlakova@bv.v.cz](mailto:vbodlakova@bv.v.cz)

## CONTACTS

### Project Director

Petr Malíňák  
phone: +420 724 938 719  
e-mail: [pmalinak@bv.v.cz](mailto:pmalinak@bv.v.cz)

### Project Manager of Caravanning Brno

Simona Křečková  
phone: +420 602 442 824  
e-mail: [skreckova@bv.v.cz](mailto:skreckova@bv.v.cz)

### Project Manager of GO and Regioutour

Miroslava Badalová  
tel.: 725 195 120  
e-mail: [mbadalova@bv.v.cz](mailto:mbadalova@bv.v.cz)

### PR and Advertising Manager

Dita Brančíková  
phone: +420 606 758 591  
e-mail: [dbrancikova@bv.v.cz](mailto:dbrancikova@bv.v.cz)

### Stand Construction and Services Manager

Adam Touš  
phone: +420 602 584 377  
e-mail: [atous@bv.v.cz](mailto:atous@bv.v.cz)

### HALL P

**Hall technician**  
Tomáš Odstrčil  
tel.: 606 650 396  
e-mail: [todstrcil@bv.v.cz](mailto:todstrcil@bv.v.cz)

### HALL F

**Hall technician**  
Zdeněk Tulla  
phone: +420 602 476 829  
e-mail: [ztulla@bv.v.cz](mailto:ztulla@bv.v.cz)

### HALL G1, G2

**Hall technician**  
Milan Podsedník  
phone: +420 602 476 824  
e-mail: [mpodsednik@bv.v.cz](mailto:mpodsednik@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 fair (the build-up period), the course of the event, and the stand dismantling period. To provide for smooth and mutually pleasing progress of all three of these stages, we would kindly ask you to make sure you are thoroughly acquainted with the General Conditions for Participation, which are given in the Binding Application, and which, with your signature, you have obliged to respect.

## GENERAL RULES

- **E- Vehicle entry to the Exhibition Centre – through gate 4, during the ordinary opening hours.**
- **All vehicles must observe the traffic signs on the grounds (especially bans on parking in designated areas),** and leave the Exhibition Centre each day by the end of opening hours given in these instructions at the latest. Parking in the area during the night is not allowed. Any breach of this regulation will be penalized by a fine in the amount of 5,000 CZK. The entry of vehicles into exhibition halls is prohibited. It is not allowed to park trailers in the exhibition area after the end of the operating hours. The entry of lorries and vans to the Exhibition Centre during the course of the trade fair is not permitted. On exiting the Exhibition Centre, a copy of the list of registered items, confirmed by the duty guard on entry to the grounds, must be submitted at the gate. Upon the request of the duty guard at the gate the driver is, in the interests of protecting the property of Trade Fairs and other exhibitors, obliged to allow the contents of the boot of his vehicle to be inspected. The same applies to exhibits and other materials taken out through the gates. In case the security service at the departure detects any material to be the property of the Trade Fairs that has not been included in the list of registered objects before and confirmed as such by the security service on the arrival at the exhibitions centre, the material will be seized. The same applies to the removal of exhibits and materials through the entrance gates.
- **Passes for build-up and disassembly** are provided in the price of the registration fee in the range of 2 pcs. Any extra passes have to be paid for (details are stated in the BUILD-UP section – B) Entrance to the Exhibition Centre). Holders of the build-up pass is obliged to carry it visibly displayed during their entire stay within the Exhibition Centre.
- **Please take attention – the exhibitor pass does not serve as a travel permit for public transport.**
- **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 is subject to penalty.
- **Waste disposal.** To dispose of waste produced during assembly and dismantling of exhibition stands please use the coloured bins separated waste placed by the exhibition halls. More information can be obtained from the gates of the exhibition halls. In case of producing a large amount of separated waste (glass, cardboard, plastics, wood) the caretaker of the exhibition hall can arrange for you to dispose of in a skip container ordered at your request.
- **Disposing of metal chips, oils, and lubricants.** To dispose of metal chips and similar kinds of waste please use the special collection container placed by the exhibition halls. More information can be obtained from the gates of the exhibition halls.
- **All build-up and installation works must end** on 1. 1. 2023 (Wednesday) 8.00 pm at the latest. From this time the electricity including lighting in exhibition halls will be switched off automatically.
- **Receptions, cocktail parties, and company presentations** may only be held at exhibition stands during the course of the event, during the ordinary opening hours of the exhibition hall, i.e. to 7.00 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 only at own exhibition stand and if they do not disturb neighbouring stands. The noise shall not exceed 70 dB at the edge of the stand. If this condition is not observed, BVV Trade Fairs Brno may order the production to be terminated, e.g. by issuing a written request, and if this is not observed, the electricity for the particular stand may be switched off. In such case the exhibitor renting the exhibition area is not entitled to demand the compensation of any damages whatsoever caused by this intervention. Apart from the approval of BVV, the exhibitor is obliged to ask for the approval of respective collective administrator of the copyright (OSA, INTERGRAM) as stated in Act No.121/2000 Coll., the Copyright Act, as amended.**
- **Installation of own advertisements within the Exhibition Centre (outside exhibition area or stand) is not allowed.** The mass distribution of printed advertising materials, or their scattering over the fairgrounds from hired aeroplanes or balloons, is not permitted without a previous approval of the trade fair administration, increased costs connected with cleaning of areas will be charged out to the exhibitor responsible. As well as flights with advertising banners are not permitted. Sending of promotional materials within fairgrounds via Bluetooth technology or BTS cell transmitters is not possible without previous consent of BVV Trade Fairs Brno. You are authorised to promote your products and services at your own exhibition stand only. Any increased cleaning costs will be invoiced to the exhibitor in question. Use of advertising means such as bicycles, skateboards, roller skates, scooters, two-wheel self-balancing vehicles and other vehicles is not allowed within the fairgrounds without previous consent of BVV Trade Fairs Brno.
- **We recommend that you hand in the keys from any areas you lock to the relevant exhibition hall gatehouse every day.** If you fail to do so, and the outbreak of fire or a malfunction of equipment installed in the locked area is suspected, then you will be charged any damages arising from forced entry to this area.
- The cleaning of stands outside opening hours may be performed only by contractual cleaning companies of the BVV Trade Fairs Brno.
- **We recommend exhibit insurance** (including packaging) against any possible damage or loss, or recommend individual stand security (see Services). The trade fair administration cannot be held liable for any such damages.

**We wish you a pleasant stay.**

## EVENT BUILD-UP PERIOD

29. 10.–1. 11. 2023

### A) OPENING HOURS

Halls P, F, G1, G2



29. 10.–1. 11. 2023 7.30 am – 8.00 pm

Electricity for build-up and assembly will be provided during this period. Technical services will be provided after 6.00 pm only if ordered two hours in advance!

The technical services ordered and paid for are provided during the entire operating hours of the assembly on 29. 10 –1. 11. 2023.

In exceptional cases the Hall technician – (see CONTACTS) may permit an extended build-up period, for a fee agreed in advance. This also applies to build-up before the given dates, which must be ordered at least 1 week before the stipulated date for the beginning of event assembly, i.e. by 5. 10. 2023 from the Project Manager, [Simona Křečková](#) – phone: +420 541 152 585, e-mail: [skreckova@bvz.cz](mailto:skreckova@bvz.cz).

Build-up must be completed by 8.00 pm on 1. 11. 2023 at the latest. At this time the electricity, including the lighting in exhibition halls, will be switched off!

### B) ENTRY TO THE EXHIBITION CENTRE



A Build-up and Dismantling Pass or an Entry Pass for the event serves for entry to the grounds during the build-up period. Exhibitors will generally receive these passes by post a week before the build-up period begins, or can collect them in person on the ground floor of the administration building. **Two Build-up and Dismantling Passes are provided free of charge. If more passes are requested, these have to be paid for. The price for an extra Build-up and Dismantling pass is CZK 150 including VAT.** Pass holders must wear these visibly, entry without pass will not be allowed. Exhibitor passes and Build-up and Dismantling passes (free or paid for) will be given to exhibitors only if they have paid all financial obligations towards BVV Trade Fairs Brno. The price of one Entry pass is CZK 200 including VAT.

### C) VEHICLE ENTRY TO THE EXHIBITION CENTRE



**General rules for entering the premises with vehicles: All vehicles must observe traffic signs within the premises and leave the grounds by the end of the opening hours at the latest.**

**The breaching of these rules is penalised with a fee of CZK 5,000. Parking of vehicles within the premises at night is not allowed. Entry with own handling vehicles is forbidden. Maximum speed limit within the premises is 30 km per hour.**

During the build-up period the premises may be entered upon the presentation of the Build-up and Dismantling Pass or Car Pass (purchased upon the Order Form) through gates 4.

### 29.–31. 10. 2023

Gates 4 and 9 are available during the defined opening hours upon the presentation of the Build-up and dismantling pass or the Car Pass for the event.

### 1. 11. 2023

Gates 4, 8 and 9 are available during the defined opening hours upon the presentation of the Build-up and Dismantling Pass, or upon the payment of a CZK 1,000 deposit, but max. for 4 hours.

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

**Last departure from the premises:** at 8.00 pm

**After these hours the deposit becomes nonreturnable.**

Car Pass holders do not post a deposit.

### D) PARKING



Overnight parking of vehicles within premises is not allowed. Entry of vehicles into exhibition halls is prohibited.

### E) STAND CONSTRUCTION



**(ends on 31. 10. 2023 at 8.00 pm) The official partner for exhibition stand construction is BVV Trade Fairs Brno, Stand Construction and Services**  
**Adam Touš**, phone: +420 602 584 377,

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

**Stand Construction and Services of BVV Trade Fairs Brno offer full trade fair and exhibition services, including:**

- free processing of project offers including price calculations
- creative rendering of the project spatial and visual design including graphic and electronic visualisations
- complex delivery of the project
- exhibition stands from standardised systems OCTANORM, MAXIMA, DOPPELFORM, MONTI as well as non-standard exhibition stands.

**Stand Construction and Services of BVV Trade Fairs Brno also offer full range of services and stand construction anywhere in the Czech Republic and abroad.**

**If exhibition stands are not delivered by Stand Construction and Services of BVV Trade Fairs Brno the following is necessary:**

- presentation of the stand technical project within the defined deadline (see SCHEDULE), in case of suspension works also including stress-analysis calculations for approval by BVV Trade Fairs Brno, department of fire protection and safety at work, in two copies ([projekty@bvz.cz](mailto:projekty@bvz.cz))
- take over the exhibition area from the Hall technician (see CONTACTS) and to hand it over after the end of the dismantling period, in original condition.

The take-over of exhibition area requires the presentation of following documents:

- approved exhibition stand project
- form Confirmation (X030, part of Order Form) with power of attorney
- exhibition area rental fee to present upon request
- the exhibition area will not be handed over unless the invoice for exhibition area rental is paid in full
- receipt confirming the payment of services ordered from

BVV Trade Fairs Brno – if these services are not paid before the beginning of the event they shall not be provided  
– meeting of all the provisions and General rules for participation as well as Technical and Safety Regulations (see Order Form).

**In case of breaching the General rules for participation as well as Technical and Safety Regulations including fire- protection measures the water and electricity connections at stand will not be made operable or the entry to the exhibition stand will be blocked by a partition screen.**

**Multi-storey exhibition** stands must meet also special fireprotection regulations. This is why these exhibition stands, in their project or study phase, must be presented for approval to the fire-protection specialist at BVV Trade Fairs Brno, Department of fire protection and safety at work ([projekty@bvvcz](mailto:projekty@bvvcz)).

**During the physical inspection of exhibition stands the exhibitors are obliged to enable the members of the inspection committee to enter their exhibition stands.**

## F) TRANSPORT, CUSTOMS, AND HANDLING SERVICES WITHIN THE FAIRGROUNDS



The companies **Kühne + Nagel spol. s r.o.** and a **Immix s.r.o.** have been appointed as Trade Fairs' contractual forwarding agents for this trade fair event. Exhibitors should contact these companies directly (not through BVV Trade Fairs Brno). You can find the necessary contact information in the section SERVICES/C in these instructions.

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, assembly and dismantling work, and customs clearance of the exhibition shipments. **The closing date for bringing-in of all exhibits is 1. 11. 2023.**

**It is forbidden using their own mechanical equipment for 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 one 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. 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.

Companies with exhibition area allocated in the E-I Hall are kindly asked, for the purposes of further handling, to send all shipments in the maximum weight of 1,500 kg per one colli. All shipments must be labelled with the name of the exhibiting company, its location within the grounds, 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 import of goods.

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

## THE COURSE OF THE FAIR 2.–5. 11. 2023

### A) OPENING HOURS



for exhibitors:

2. 11. 2023	7.00 am–7.00 pm
3. 11. 2023	7.30 am–7.00 pm
4. 11. 2023	7.30 am–7.00 pm
5. 11. 2023	7.30 am–4.00 pm

for visitors:

2.–4. 11. 2023	9.00 am–6.00 pm
5. 11. 2023	9.00 am–4.00 pm

### B) ENTRY TO THE EXHIBITION CENTRE



Exhibitor's cards or Entry Passes to the event serve for the admission of exhibitors to the grounds during the course of the event. Exhibitors will generally receive these passes at least a week before the beginning of the build-up period for the event. Additional passes may be ordered (see SCHEDULE) or purchased from operational sections (see SERVICES FOR EXHIBITORS) if the exhibitor has paid all his/her due financial obligations towards BVV Trade Fairs Brno. Entry Passes cost 200 CZK each, incl. VAT.

### C) MOVING ABOUT THE EXHIBITION CENTRE

Using bicycles, skateboards, roller skates, scooters, two-wheel self-balancing vehicles and other types of vehicles as means of transport within the premises is forbidden without the appropriate previous consent of BVV Trade Fairs Brno.

### D) VEHICLE ENTRY TO THE EXHIBITION CENTRE



The entry of vehicles is possible only for cars and utility vehicles up to 3.5 t (including load) without trailers.

#### CARS AND LORRIES

**Entry is possible: upon the presentation of a Car Pass**

**purchased in advance.** Entry is possible via gates 4 during the opening hours with the possibility of parking at designated car parks.

Parking outside the designated areas will be sanctioned – see instructions for parking given on the Car Pass.

### These passes can be:

- a) ordered via the Order Form (see SCHEDULE);
- b) purchased directly from operational sections (see SERVICES FOR EXHIBITORS);

For the last day of the event, it is not possible to exchange any Car Pass for another vehicle registration number. **The vehicle registration number must be provided to issue the Car Pass.**

#### – entry upon the payment of a deposit of CZK 1,000.

Entry is possible only via Gate 4. The payment of the CZK 1,000 deposit enables the entry to the Exhibition Centre for the maximum of 1 hour during the designated hours:

#### 2. 11. 2023

7.00–8.30 am

**Last entry to the grounds:** at 8.30 am

**Last departure from the grounds:** at 9.30 am

5.30–6.30 pm

**Last entry to the grounds:** at 6.30 pm

**Last departure from the grounds:** at 7.30 pm

#### 3. 11.–4. 11. 2023

7.30–8.30 am

**Last entry to the grounds:** at 8.30 am

**Last departure from the grounds:** at 9.30 am

5.30–6.30 pm

**Last entry to the grounds:** at 6.30 pm

**Last departure from the grounds:** at 7.30 pm

#### 5. 11. 2023

7.30–8.30 am

**Last entry to the grounds:** at 8.30 am

**Last departure from the grounds:** at 9.30 pm

**If the time limit is exceeded the deposit cannot be returned.**

Car Pass holders do not post a deposit.

### TRUCKS

**i.e. vehicles with total weight of 3.5 t (including load). Entry to the Exhibition Centre during the course of the fairs is not allowed.**

## E) PARKING



Parking within the Exhibition Centre is possible only at designated car parks. Parking outside these areas will be penalized. **Parking of vehicles in the area during the night is unacceptable. Parking of trailers on site during the event is not permitted.**

#### Parking outside the Exhibition Centre:

The EXPOPARKING car park is open non-stop. Reserved parking in EXPOPARKING (for the duration of the event): unattended parking 1,000 CZK + 21% VAT. Price of reserved unattended parking includes also the event build-up period and dismantling period.

Pre-paid parking at car parks outside the Exhibition Centre is provided on event days always from 7.00 am to 8.00 pm. Pre-paid parking can be ordered in advance (see SCHEDULE) or purchased directly from the operational departments (see EXHIBITOR SERVICE).

The price of pre-paid parking for a car, valid throughout the entire event, is CZK 1,000 + 21% VAT.

**The price of one-off parking bought in the car park is CZK 150.**

## DISMANTLING PERIOD

### 5.–8. 11. 2023

### A) OPENING HOURS – BEGINNING OF DISMANTLING



5. 11. 2023

4.00 pm–12.00 midnight

6.–8. 11. 2023

7.30 am–8.00 pm

Dismantling may be commenced immediately after the closing of the Exhibition Centre for visitors, i.e. 5. 11. 2023 at 4.00 pm. One hour after the official end of the event the delivery of empty packaging stored by contractual forwarding companies will be commenced and **all technical connections such as electricity, water, and compressed air will be automatically switched off at the exhibition stands – i.e. at 5 pm. Any extension to the period of supply of electricity must be ordered from the manager of the operational section or the Hall technician (see CONTACTS).**

The operational hours as well as time designated to dismantling of stands at the individual exhibition halls and outdoor areas applies, without exceptions, to all exhibitors. The exhibition area must be cleared and handed over to the exhibition area supervisor by 7. 11. 2023 at 6.00 pm, at the latest.

**Aisles between exhibition stands must remain passable during the dismantling period.**

### B) ENTRY TO THE EXHIBITION CENTRE



On presentation of the Entry Pass or the Build up and Dismantling Pass. Two Build up and Dismantling Passes are provided free on each leased exhibition area. A fee is charged for each additional Build up and Dismantling Pass. The price of a Build up and Dismantling Pass is 150 CZK incl. VAT.

### C) VEHICLE ENTRY TO THE EXHIBITION CENTRE



A Build-up and Dismantling Pass or a valid Car Pass serves for the entry to the grounds, via gate 4. The last day of the fairs (5. 11. 2023) in the evening all cars and vehicles can enter the Exhibition Centre after 4.00 pm with departure at the latest at 12.00 midnight. The drivers are obligated to respect the instructions of security service, or park the vehicle on the car park. Gate 4 will be open according to the operation hours. On other dismantling days, all vehicles are allowed to enter the exhibition grounds from 7.30 am to 8.00 pm through Gate 4.

**On exiting the Exhibition Centre, a copy of the list of registered items, confirmed by the duty guard on entry to the grounds, must be submitted at the gate. Upon the request of the duty guard at the gate the driver is, in the interests of protecting the property of BWV Trade Fairs Brno and other exhibitors, obliged to allow the contents of the boot of his vehicle to be inspected. The same applies to exhibits and other materials taken out through the gates. In case the security service at the departure detects any material to be the property of the BWV Trade Fairs Brno that has not been included in the list of registered objects before and confirmed as such by the security service on the arrival at the exhibitions centre, the material will be seized.**

## D) PARKING



Overnight parking within the premises is not allowed. Entry of vehicles to exhibition halls is forbidden.

## E) DISMANTLING AND CLEARANCE OF EXHIBITION STANDS AND EXHIBITS



(ends on 8. 11. 2023 at 8.00 pm)

**On the last day of the dismantling period the exhibitors and their contractor companies are obliged to:**

- complete the dismantling and removal of exhibits (costs incurred by BWV Trade Fairs Brno in relation to the storage and handling of exhibits that were not removed in time will be invoiced to the exhibitor);
- complete the dismantling and taking away of exhibition equipment, by the time designated to finish all works at the latest;
- pay all their due obligations towards BWV Trade Fairs Brno (otherwise the exhibitors will be disabled to leave the Exhibition Centre).

Any material left within the exhibition areas will be considered as 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 technician (unless stand construction is performed by BWV Trade Fairs Brno). BWV Trade Fairs Brno will not be held responsible for any damages incurred. Dismantling of flower decorations, curtains, and electrical installations by Trade Fairs Brno commences immediately after the closing of the fair. Earlier dismantling is not acceptable.

Exhibitors are kindly asked to return, prior to their departure, all items borrowed from BWV Trade Fairs Brno, namely telephones, kitchenette equipment, etc. The value of all items not returned will be invoiced to the exhibitor.

### **Disposal of metal chips, oils, and lubricants.**

To dispose of metal chips and similar kind of waste please use the special containers placed by the exhibition halls. More information can be obtained from the gates of the exhibition halls.

## F) CUSTOMS CLEARANCE

Contacts see SERVICES, item C.

## EMERGENCY CALLS DURING EVENT

### A) MEDICAL ASSISTANCE



#### **First aid**

Český červený kříž (ČČK)

Hall A3, ground floor

Phone: +420 541 153 333, +420 725 195 129

Opening hours:

Saturday 9.00 am–6.00 pm, Sunday 9.00 am–4.00 pm

### B) POLICE



Office on the street Rybářská 17, next the Exhibition Centre, phone: +420 974 626 481

(the police also deals with lost and found items)

### C) FIRE RESCUE GUARD



The building by gate 5

phone: +420 541 152 200

### D) SAFETY TECHNICIAN



In the event of an accident or other emergency on the premises of BWV Trade Fairs Brno, everyone should immediately notify the security personnel at the main gatehouse (tel.: +420 541 153 383), in case of emergency, an ambulance will be called.

### E) BREAKDOWNS – ACCIDENTS



Maintenance and servicing of exhibition stands constructed by ONLY BWV Trade Fairs Brno

phoneline:

+420 541 156 666, +420 702 246 666

The tradefair administration emergency service phone:

+420 541 158 888

## SERVICE FOR EXHIBITORS

### A) CENTRAL SERVICE FOR EXHIBITORS

accept orders for exhibition stand construction, supply of exhibition equipment, electrical and water connections, cleaning, flowers, photographic services, individual guarding of stands, additional issuing and sale of passes, parking, and entries to the Exhibition Centre.

Contacts see –CONTACTS.

**Passes, parking and entry documents**, which have been purchased or which could not be mailed to you, are ready on the ground floor of the high-rise building (central service – CONTACTS). You can also purchase other passes and parking and entry documents here.

**Hall technician** provides services related to the operation of exhibition halls and outdoor areas. He approves the commencement of build-up works on the exhibition area, after the end of the event takes over the cleared exhibition area from exhibitors or their contractors. He controls and co-ordinates the construction of stands, supply of exhibition equipment and installation of technical connections. Contact persons for respective exhibition halls – see CONTACTS.

### B) ADDITIONAL SERVICES – INFO STANDS

Additional services for exhibitors are mediated by the staff of the INFO STANDS located in exhibition halls. They are open on the last day of the build-up and during the whole event. The staff at these INFO STANDS can provide contacts for exhibitors to the appropriate partners on the exhibition centre, and mediate contact through the information service for individual operational sections.

They provide contacts for exhibitors e.g. in the area of transport services – unloading and loading, storage of packaging, insurance, advertising activities outside the exhibition stand, taxi service, but also information about other events held at the Exhibition Centre. In addition, staff at the information centres provide sale of catalogues, Wifi coupons and photocopying.

## C) WIFI CONNECTION AT THE EXHIBITION CENTRE

A wireless network for mobile access to a high-speed Internet service is available on the grounds of BVV Trade Fairs Brno. This service operates as a standard WiFi – 802.11b/g and is provided for BVV Trade Fairs Brno by the company T-Mobile Czech Republic. Coupons with a password and login for a 10 Mbit connection can be purchased at the INFO stands in halls. Coupons are offered for a daily connection for CZK 250 incl. VAT or for a connection for the whole event or CZK 500 incl. VAT. The connection speed and quality is dependent on the number of users logged on.

**The speed and quality of the connection depends on the number of logged-in users. For this reason, constant data transfer cannot be guaranteed.**

In view of your request relating to guaranteed connection speed, we recommend you to use our fixed Internet connection service, which you can find in the Order Block (see [www.bvv.cz/orderforms](http://www.bvv.cz/orderforms)). Contact: **Josef Dosoudil**, phone: +420 541 152 810, e-mail: [jdosoudil@bvv.cz](mailto:jdosoudil@bvv.cz).

The 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 500 CZK incl. VAT.

Exhibitors are not entitled to install their own Wi-Fi networks – this includes networks using their own Wi-Fi router installed on a landline connection set up by the trade fair administration and shared connections from mobile devices.

Should the trade fair administration discover any violation of the above prohibition, it will demand that the exhibitor in question halts operation of the Wi-Fi network in question.

The exhibitor will be obliged to terminate the use of the given device immediately (within 30 minutes at the latest of receiving the given demand). The trade fair administration is entitled to demand a contractual penalty to the amount of CZK 10,000 following the expiry of this period.

## SERVICES

### A) TRADE FAIR RADIO

The Chateau building  
Phone: +420 541 152 216, +420 541 152 060,  
(only during the course of the fairs)

### B) BANKING SERVICES, FOREIGN EXCHANGE OFFICE

BVV Trade Fairs Brno Bank  
– the ground floor of the administration building phone:  
+420 541 153 230  
**accepts:**  
– payments of invoices in cash

– payments of invoices by VISA, EC/MC

#### opening hours:

31. 10. 2023 9.30–11.00 am

#### ATM at the Exhibition Centre

– ATM of ČSOB is located on the ground floor of pavilion E for cash withdrawals from EC/MC and VISA cards.  
– ATM of Euronet, hall F – cash withdrawals from EC/MC and VISA cards

## C) TRANSPORT, CUSTOMS, AND HANDLING SERVICES, FORWARDING TERMINAL

### KÜHNE+NAGEL spol. s r.o.

by gate 9  
Výstaviště 405/1, 603 00 Brno  
phone: +420 543 565 513, +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 spol. s r. o.

**Mr. Miloslav Svoboda**  
phone: +420 724 979 810  
e-mail: [svoboda@immix.cz](mailto:svoboda@immix.cz)  
**Mr. Jiří Tonar**  
phone: +420 725 723 769  
e-mail: [tonar@immix.cz](mailto:tonar@immix.cz)  
[www.immix.cz](http://www.immix.cz), [info@immix.cz](mailto:info@immix.cz)

Performs the loading and unloading of goods (exhibits), customs clearance and transport services on the premises of the Exhibition centre, storage, and arranges air, road and sea transport.

## D) INFORMATION CENTRES

– INFO stand, hall F  
– information about exhibitors and exhibits, accompanying programme, general information, sale of WiFi vouchers and copying services.  
Open from 2. 11. 2023

## E) INSURANCE

### RENOMIA a.s.

Administrative building, ground floor, office No. 4.  
**Jiří Jílek**, phone: +420 603 217 463,  
e-mail: [jiri.jilek@renomia.cz](mailto:jiri.jilek@renomia.cz)  
Mon-Thur 8.00 am–3.00 pm  
Fri 8.00 am–1.00 pm  
The day before the opening of the exhibition from 8.00 am to 6.00 pm, on the opening day from 8.00 am to 4.00 pm.  
Provides insurance of damage or loss of exhibits including empty packaging, equipment, and exhibition stand furniture, catering, promotional materials, goods, clothing, and personal property of staff and visitors to exhibition stands. Insurance of liability for exhibition stand operation, transport, as well as other usual insurance products for individuals and companies can be provided.

## F) INDIVIDUAL GUARDING OF EXHIBITION STANDS

Can be provided upon order by **OLMAN Service, s.r.o.**,  
phone: +420 541 152 513.  
Order according to the order block.



## G) PRESS CENTRE

Hall P

accreditations, services for journalists, editorial board of the Trade Fair Bulletin

PR and Advertising Manager **Dita Brančíková**,  
phone: +420 606 758 591, e-mail: [dbrancikova@bvz.cz](mailto:dbrancikova@bvz.cz)

## H) PROTOCOL

The trade fair centre by the lake, protocol – official guests  
phone: +420 541 152 835, +420 541 152 582

## I) ADVERTISING

Advertising media and spaces and other advertising activities can be ordered from the Stand Construction and Services Department of BVV Trade Fairs Brno, **Mr. Zahradníček**,  
Hall A3/room 223, Phone: +420 541 152 216.

The advertising space can be used for various kinds of inflatable objects, individual advertising and related services (rental and operation of inflatable and hovering objects). The respective member of staff will ensure the distribution of your printed materials to the stands of exhibitors, 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 bear your advertisements can also be provided.

## J) RESTAURANTS AND CATERING FOR EXHIBITORS

Food, beverages and hot meals will be supplied for exhibitions, banquets, cocktails and refreshments for press conferences and corporate presentations:

### Rychlík catering s.r.o.

main office hall A3

Contact: Bedřich Crha, phone: +420 725 741 082, (hall A3),  
[info@rychlik-catering.cz](mailto:info@rychlik-catering.cz)

Other catering companies at the Exhibition Centre:

### Frgal catering

Contact: [bvz@frgal-catering.cz](mailto:bvz@frgal-catering.cz), phone: +420 724 999 044

### Infinito catering (main office hall G).

Contact: Aneta Horová, phone: +420 777 777 819,  
[catering@cateringinfinito.cz](mailto:catering@cateringinfinito.cz)

Exhibitors can purchase meal vouchers for the event, which can be redeemed at the 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. Refreshments can also be paid for with Sodexo, Ticket Restaurant, Cheque Dejeuner.

## K) ACCOMMODATION

Administration building

**Ms. Jana Buršíková**

phone: +420 541 152 777,

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

[www.bvz.cz/ubytovani](http://www.bvz.cz/ubytovani)

## L) NO ENTRY POLICY

No entry to the Exhibition Centre on motorbikes, as well as riding on scooters, two-wheel self-balancing vehicles and other vehicles, including the dismantling and assembly periods or the course of the fair.

## MAP OF THE EXHIBITION CENTRE

