



INSTRUCTIONS FOR EXHIBITORS

ASSEMBLY, DISMANTLING PERIODS AND THE COURSE OF THE TRADE FAIR

Important information for exhibitors and
assembly companies

We ask exhibitors who have not
ordered the construction of their
stand from Veletrhy Brno a. s. to
forward a copy of these
instructions to their exhibition
company.

Dear exhibitors,

we would like to start by drawing your attention to the most important rules during the preparation of the 17th Brno Patchwork Meeting (assembly), during the event and during the disposal of exhibits (dismantling). In the interest of a smooth and mutually pleasant course of all three stages mentioned above, we kindly ask you to thoroughly familiarize yourself with the Technical and Safety Regulations (hereinafter referred to as TBP), which are listed in a separate appendix on the BPM website www.bpmbрно.cz.

- **Entrance to the exhibition grounds - ONLY through gate No. 4**, within the established opening hours. Drivers are obliged to respect the instructions of the guard service. All vehicles must obey the traffic signs in the exhibition grounds and leave the exhibition grounds after the end of the daily operating hours specified in these organizational instructions. Violations are subject to a fine of CZK 5,000. Parking of vehicles in the exhibition grounds during the night is not permitted. Vehicles are not allowed to enter the pavilion. **When exiting the exhibition grounds, it is necessary to present a copy of the reported items at the gate, which was confirmed by the inspection service staff upon entering the exhibition grounds. At the request of the security service, the driver is obliged, for the protection of the property of Veletrhy Brno a. s. and other exhibitors, to allow the contents of the vehicle's trunk to be inspected. In the event that, upon exiting the exhibition grounds, the inspection service discovers material marked as the property of Veletrhy Brno, a.s., which was not included in the list of reported items and was not confirmed by the inspection service upon entering the exhibition grounds, this material will be confiscated by the inspection service. The same applies to the removal of exhibits and materials through the entrance gates.**

- **Escape routes, fire hydrants, fire extinguishers and fire protection equipment must remain clear and accessible.** Assembled and disassembled materials, packaging and exhibits must not block communications between exhibits for safety reasons. Only assembly work is permitted in the exhibition hall. Making elements for assembly, painting, dusting or otherwise harassing other exhibitors is prohibited in the exhibition hall and will be subject to penalties.

- **Receptions and cocktails** in the stands can only be held during the event within the daily operating hours of the pavilion, see table Recap of important dates.

- **Acoustic advertising media** and music reproduction are permitted as long as they do not disturb neighbours and their volume does not exceed 70 dB at the stand boundary. BVV Trade Fairs Brno, a. s. may order cancellation if this condition is not met. In addition to the consent of BVV Trade Fairs Brno, a. s., the exhibitor is **obliged to obtain the consent of the relevant collective copyright administrator (OSA, INTERGRAM)** within the meaning of Act No. 121/2000 Coll., Copyright Act, as amended.

- **Mass distribution of advertising printed materials** or their dropping over the exhibition grounds from ordered aircraft or balloons is not permitted without the prior consent of Veletrhy Brno, a. s. You are entitled to advertise your products and services only in your own stand. Increased costs of cleaning the areas will be charged to the respective exhibitor.

- We recommend that you hand in the **keys to your locked rooms daily at the appropriate pavilion gatehouse**. If you fail to do so and a fire is suspected in the locked area or an accident occurs to the installed equipment, you will also be liable for damages caused by forced entry into the area.

- **Waste disposal.** The exhibitor or the exhibitor's authorised contractor is obliged to remove the waste generated during the dismantling of the exhibition from the premises of BVV Trade Fairs Brno, a.s. at his/her own expense. (For details, see section EXHIBITION ASSEMBLY AND EXHIBITION DISASSEMBLY, Part 2.) In the case of larger quantities of waste, the pavilion manager will provide an appropriate container upon request.

- We recommend you to **insure your materials for your exhibition** in case of damage or loss, or individual security of the exhibition (see section Other important information). The fair administration is not liable for such damages.

We wish you a pleasant stay and successful business negotiations.

Ing. Martin Škarka
Project Director | Brno Patchwork Meeting Veletrhy Brno, a. s.



BRNO
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EXHIBITION ASSEMBLY

1. OPENING HOURS

23 April 2025 7:00 - 19:00

24 April 2025 7:00 - 20:00

During this time the installation power supply is ensured. Installation work must be completed on 24.4.2025 no later than 20.00.

2. ENTRANCE TO THE AREA

Entrance to the area on the basis of:

- Pass for assembly and disassembly
→ downloadable here: <https://ikancelar.bvv.cz>
→ 2 pcs free, additional charge. VAT per piece.

- Entry pass:
→ downloadable here: <https://ikancelar.bvv.cz>
→ free of charge depending on the size of the exhibition area, additional charge 150 CZK incl. VAT/pc.

Entry of vehicles to the premises on the basis of:

- pass for assembly and disassembly
- Car pass (1.500,- CZK without VAT/the whole event)

24.4.2025 only on a deposit of CZK 1.000,-/max. 4 hours, from 7:00 a.m. to 8:00 p.m. After 20:00 the deposit is forfeited. Car pass holders do not pay the deposit.

3. EXHIBITION EXHIBITION

The official partner for the construction of exhibitions is Veletrhy Brno, a. s.:

- Ing. Michal Švehla (msvehla@bvv.cz, tel.: +420 602 750 271)
- Jitka Nedomová (jnedomova@bvv.cz, tel.: +420 724 852 975).

When the exhibitions are approved, the exhibitors are obliged to allow the members of the approval committee to visit the exhibition. Leaving any material on the roads or on the areas behind the exhibition stands is in the nature of waste, which will be removed and physically disposed of at the time of cleaning after installation, before the opening of the exhibition.

COURSE OF THE FAIR

1. OPENING HOURS (for exhibitors and vendors)

25 April 2025 08:00 - 19:00

26 April 2025 09:00 - 19:00

27 April 2025 09:00 - 16:00/24:00

2. OPENING HOURS (for visitors)

25 April 2025 10:00 - 18:00

26 April 2025 10:00 - 18:00

27 April 2025 10:00 - 16:00

3. ADMISSION AND ENTRANCE TO THE AREA

Entrance to the area on the basis of:

- entry card
→ downloadable here: <https://ikancelar.bvv.cz>
→ free of charge according to the size of the exhibition area, additional fee 300 CZK incl. VAT per piece.

Entry of vehicles to the premises on the basis of:

- Car pass (1.500,- CZK without VAT/the whole event)
deposit CZK 1.000,-/max. 1 hour from 8:00 to 11:00. If the time interval is not observed, the deposit is forfeited in full.

4. PARKING

- garage EXPOPARKING opposite pav. E (1.000,- CZK without VAT/the whole event) or one-time directly in the building (30,- CZK/hour). The parking lot operator is not responsible for the destruction, damage, or theft of the parked vehicle or for the items stored in it. In case of damage, it is necessary to immediately inform the Czech Police at tel.: 543 212 919.

DISMANTLING

1. OPENING HOURS

27 April 2025 16:30 - 24:00

28 April 2025 07:00 - 12:00

By April 28, 2025, at 12:00 PM, the dismantling must be completed unconditionally. In case of failure to meet the deadline, the exhibitor will incur a penalty of 5,000 CZK for each commenced hour.

2. ENTRANCE AND ENTRANCE TO THE PREMISES

Entrance and entry to the premises on the basis of:

- entry pass
- pass for assembly and dismantling on 27.4.2025, entry of vehicles from 16:30.

3. DISMANTLING AND DISPOSAL OF EXHIBITS

All technical connections will be disconnected by the company Veletrhy Brno at 5:00 PM. Communication between the exhibits must remain passable throughout the entire dismantling period. Leaving any material on the exhibition areas is considered waste, and it will be physically disposed of after the dismantling period ends.

SERVICE FOR EXHIBITORS

EXHIBITION ORGANISER

Trade Fairs Brno, a.s., Výstaviště 405/1, 603 00 Brno

Project Director:

- Ing. Martin Škarka
tel.: +420 602 558 471, e-mail: mskarka@bvv.cz

Project Manager:

- Irena Klugarová
tel.: +420 606 763 596, e-mail: iklugarova@bvv.cz
- Denisa Kachlířová
tel.: +420 725 195 098, e-mail: dkachlirova@bvv.cz

CENTRAL SERVICE FOR EXHIBITORS

hall A1, office no. 7

EMERGENCY CONTACTS

1. MEDICAL SERVICE

Medical Emergency Service - Ponávka 6 (entrance via the Trauma Hospital), tel.: +420 545 538 538

2. POLICE

Service room on ul. Rybářská 17, 603 00 Brno, tel.: +420 974 626 481

3. FIREFIGHTERS

Building at the 5th gate, tel.: +420 541 152 200

4. SAFETY TECHNICIAN, EMERGENCY SERVICE

In case of an accident or other emergency on the premises of Veletrhy Brno, a.s., everyone should immediately notify the premises security at tel.: +420 541 153 383.

Emergency service of the premises administration, tel.: +420 541 158

OTHER IMPORTANT INFORMATION

1. RENTAL OF HANDLING TRUCKS

- INFO STAND location hall A1, rental against a deposit of 500 CZK/1 hour, after which the deposit is forfeited,

April 24, 10:00 AM - 7:00 PM

April 25, 7:00-10:00

April 27, 4:00 PM - 9:00 PM

2. BANKING SERVICES, EXCHANGE OFFICE

- ČSOB a.s. ATM in the foyer of hall E - EC/MC, VISA payment cards;

3. INSURANCE

- RENOMIA a.s., Jiří Jílek, tel.: +420 603 217 463, e-mail: jiri.jilek@renomia.cz
Insurance can be arranged electronically. Insurance of exhibits, liability insurance for the operation of the exhibition, transport insurance, additional insurance of costs in the event of cancellation of the exhibition, insurance of the stand, exhibition equipment, including claims handling.

4. INDIVIDUAL EXHIBITION SECURITY

You can order through the online ordering system iESO <https://ikancelar.bvv.cz>

5. CATERING FOR EXHIBITORS - FOOD AND BEVERAGES

Ensuring buffets, refreshments, food, beverages, and the delivery of hot meals for exhibitions will be provided by:

- Rychlík-catering s.r.o. (hall A)
catering@rychlik-catering.cz
tel.: +420 725 741 082

- Frgál catering s. r. o. (hall P)
bvv@frgal-catering.cz
tel.: +420 724 999 044

6. ACCOMMODATION

Veletrhy Brno, a.s. – Admin. building BVV, 9th floor, office number 910

- Jana Buršíková, tel. +420 601 252 374
e-mail: jbursikova@bvv.cz

[Accommodation | BVV CZ](#)

7. CUSTOM AND POSTAL SERVICES

All shipments must be labeled with the name of the exhibiting company, the location within the exhibition grounds, and the name of the event to which they are being sent. Veletrhy Brno, a.s., is not the recipient of the shipment and is not responsible for the consequences arising from incorrect addressing of shipments and violations of import regulations. Customs services will be provided by freight forwarding companies.

8. NO ENTRY AND ENTRANCE

Entry on motorcycles, bicycles, scooters, rollerblades, self-balancing vehicles, or skateboards is not permitted throughout the entire event. The entry of pets into the premises is not permitted throughout the entire event. During the event, the Visitor Rules of Veletrhy Brno, a.s. apply.



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RECAPITULATION OF IMPORTANT TERMS

BPM 2025 hall A1	23. 4. 2025	24. 4. 2025	25. 4. 2025	25. 4. 2025	26. 4. 2025	27. 4. 2025	27. 4. 2025	28. 4. 2025
	Assembly	Assembly	Assembly	Course of the fair	Course of the fair	Course of the fair	Dismantling	Dismantling
Opening hours for exhibitors and vendors:	7:00 – 19:00	7:00 – 20:00	7:00 – 10:00	8:00 – 19:00	9:00 – 19:00	9:00 – 16:00	16:30 – 24:00	7:00 – 12:00
Entrance to the exhibition area:	Assembly/Exhibit. ID		Exhibitor's pass				Assembly/Exhibit. ID	
Entrance to the exhibition area:	Assembly pass/ Car pass	Car pass/ DEPOSIT	Car pass				Assembly pass/ Car pass	



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