



International Fair
for Animal Production



National Show of Livestock



National Gamekeeping Show

April 27 – 30, 2025, BRNO – EXHIBITION CENTRE
halls F, G1, P
open areas F, G, K, P

INSTRUCTIONS FOR THE ASSEMBLY, COURSE OF FAIRS AND DISMANTLING PERIODS

(important information for exhibitors and stands constructors)

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

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SCHEDULE

These order submission deadlines must be met.

Late order submissions may result in additional charges imposed by the Fairs, processing with restrictions based on the current situation, or outright refusal.

The pricing for ordered services: technical connections (electricity, water, compressed air, internet), furniture, equipment and suspension wires will be

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

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

DEADLINE	CONTENT	CONTACT
by February 28, 2025	Advertising and catalogue entry	Ms. Ivana Kumrová ikumrova@bv.v.cz Tel.: +420 541 152 834
by March 31, 2025 or until capacity is sold out	Arrange and book accommodation	Ms. Jana Buršíková jbursikova@bv.v.cz tel. +420 541 152 777 www.bv.v.cz/ubytovani
by March 20, 2025	Order the construction and equipment of the exposition, including furniture (the organizer reserves the right to change the date of acceptance of orders in relation to capacity possibilities)	Mr. Adam Touš atous@bv.v.cz +420 541 153 039
by April 04, 2025	Order technical connections, services, equipment, entry passes, parking	https://ikancelar.bv.v.cz or send: Ms. Zuzana Mrňová zmrnova@bv.v.cz tel.: +420 541 153 336

by April 04, 2025 *	Send an application for approval of the exhibition (application form to be filled in the iESO ordering system - https://ikancelar.bvv.cz)	Mr. Martin Bednář Mr. Erik Pěček projekty@bvv.cz
by April 11, 2025	Send information about company and press conferences, send information about news, exhibits for the trade press, send documents for the PR portal	Mr. Jiří Palupa jpalupa@bvv.cz tel.: +420 541 152 817
by April 01, 2025	Ordering trade fair advertising, distribution services (printed materials for exhibitors' stands, permission to distribute promotional materials), broadcasting of advertising spots on the Trade Fair Radio and advertising in the FAIRINZERT magazine	www.veletrznireklama.cz Mr. Ivan Zahradníček izahradnicek@bvv.cz tel.: +420 541 152 216
April 24, 2025	The last day of the heavy exhibits return to the pavilion	
April 19, 2025 7.30 am	Start of assembly	
April 26, 2025 8 pm	Completion of assembly work	
April 27, 2025 9 am	Start of the fair	
April 30, 2025 5 pm	End of the fair, start of dismantling	
May 04, 2025 6 pm	Last permissible termination of dismantling and vacating of the exhibition area	

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

PRICES OVERVIEW

Entry, parking, admission

iESO – client application for exhibitors

<https://ikancelar.bvv.cz>

Security deposit April 27 – 30, 2025, max. 1 hour (under the conditions set out in these instructions)	CZK 1.000 incl.VAT
Parking unguarded garages EXPOPARKING (for the entire duration of the event, including assembly and dismantling)	CZK 1.500 + VAT
EXPOPARKING (1 hour)	CZK 40 incl. VAT
Parking in the on-site car parks (for the entire duration of the event, including assembly and dismantling)	CZK 800 incl.VAT
Entry pass (in addition to the allocated ones)	CZK 200 incl.VAT
Assembly pass (in addition to the allocated 2 pcs)	CZK 150 incl.VAT
Catalogue of exhibitors	CZK 60 incl. VAT

NOTICE:

Entrance to the exhibition area (perimeter of the event) is only allowed for 1 hour/penalty 1.000 CZK during the exhibition. In case of non-compliance with the time limit, the deposit is forfeited. See the section "Course of fairs - Entry to the perimeter".

Event organizer:

BVV Trade Fairs Brno

Výstaviště 405/1, CZ 603 00 Brno

www.bvv.cz/animal-tech

www.bvv.cz/narodni-vystava-myslivosti-brno

CONTACTS



Manager of National Show of Livestock, Animal Tech:

Ms. Simona Křečková
tel.: +420 602 442 824
e-mail: skreckova@bvvcz

Manager of National Gamekeeping Show, Animal Tech:

Ms. Michaela Krmíčková
tel.: +420 601 252 602
email: mkrmickova@bvvcz

PR and advertising manager:

Mr. Jiří Palupa
tel.: +420 602 713 538
e-mail: jpalupa@bvvcz

Stand construction manager:

Mr. Adam Touš
tel.: +420 602 584 377
e-mail: atous@bvvcz

Accommodation manager:

Ms. Jana Buršíková
tel. +420 541 152 777
email: jbursikova@bvvcz

Hall F, open areas F, K

Hall manager:

Mr. Zdeněk Tulla
Hall F/door nr. 104
ztulla@bvvcz
tel.: +420 602 476 829

Hall G1, open area G

Hall manager:

Mr. Milan Podsedník
Hall G/door nr. 56
mposednik@bvvcz
tel.: +420 602 476 824

Hall P, open area P

Hall manager:

Mr. Petr Dvořák
hall P/door nr.126
pdvorak@bvvcz
tel.: +420 720 940 792

Central service

for exhibitors during assembly, the course of the fairs and dismantling periods:

Hall P–1st floor		
Office 125	Office 122	Office 121
Ms. Vladimíra Bodláková	Ms. Marie Tesaříková	Ms. Zuzana Mrňová
Tel.: +420 720 936 891	Tel.: +420 601 252 375	Tel: +420 725 865 704
e-mail: vbodlakova@bvvcz	e-mail: mtesarikova@bvvcz	e-mail: zmrnova@bvvcz

EMERGENCY CALLS

FIRST AID

provided by SPP Vyškov (during the operating hours of the event)



+420 541 153 333



+420 725 195 129

In case of life-threatening conditions, call 155.

MEDICAL SERVICES

Emergency medical services
Street Ponávka 6 (Emergency hospital)



+420 545 538 538

POLICE

Rybářská street 17
(also deals with lost property)



+420 974 626 481

FIRE BRIGADE

BVV fire report office, by gate 5



+420 541 152 200

EMERGENCY SITUATIONS in case of injury or other emergency



+420 541 153 383

BREAKDOWNS

EQUIPMENT FAILURE

on exhibitors stands



+420 541 156 666



+420 702 246 666

EMERGENCY SERVICE AT THE EXHIBITION AREA



+420 541 158 888

DEAR EXHIBITORS,

We would like to bring your attention to the key rules regarding the preparation period (assembly), the duration of the trade fair, and the stand dismantling phase. To ensure a smooth and enjoyable experience for all participants, we kindly ask you to familiarize yourself with the General Conditions for Participation, which are part of the Binding Application Form. By signing this form, you have agreed to comply with these conditions.

We wish you a pleasant stay and successful business negotiations!

GENERAL RULES

The entry of vehicles to the Exhibition Centre – gate 4 and 8. Gate 8 will be opened only on April 27 – 30, 2025 within the daily operating area.

Drivers are obliged to respect the orders of the guard service. All vehicles must observe the traffic signs on the premises (**especially those forbidding parking on designated areas**), and leave the Exhibition Centre each day by the end of opening hours at the latest. Parking of trailers on the exhibition grounds after the end of operating hours is not permitted. Violations will be subject to a fine of 5,000 CZK.

Overnight parking of vehicles on the exhibition premises is not permitted. The entry of vehicles into halls is prohibited. If there is a vehicle in the pavilion as part of the exhibition, charging batteries inside the pavilion is prohibited.

The entry of lorries onto the exhibition premises during the course of the trade fair is not permitted. The last day of entry of these vehicles is April 26, 2025. After the event, these vehicles can enter the exhibition grounds on April 30, 2025 from 06.00 pm.

When leaving the exhibition grounds, it is necessary to present a copy of the registered items list at the gate, which was confirmed by the security staff upon entry. Upon request by the security staff, the driver is required to allow a check of the vehicle's trunk for the protection of the property of the Brno Exhibition Company and other exhibitors. Any items discovered by the security guard in vehicles leaving the Exhibition Centre which are labelled as the BVV Trade Fairs Brno property, and not included in the list of items declared and confirmed by the security guard on entering the Exhibition Centre, will be confiscated by the security guard. The same applies to exhibits and other materials taken out through the gates.

Assembly and Dismantling Passes: The passes are provided free of charge in the quantity of 2. Additional Assembly and Dismantling Passes are subject to ordering and payment. (See ASSEMBLY PERIOD – Entry to the Exhibition Centre for further details.) A Pass holder is obliged to wear it visibly all the time spent at the exhibition centre. In case of noncompliance with the rules BVV Trade Fairs Brno can order untagged person out of the hall or of the exhibition centre.

It is forbidden to use your own power generators on all areas during the event! To order electrical connections, use the iESO electronic ordering system (<https://ikancelar.bvv.cz>).

For reasons of safety in the premises, the unloading and loading of exhibits during assembly and disassembly must be carried out exclusively by the contracted forwarding companies Kühne+Nagel and IMMIX. Unauthorised handling will be fined CZK 50,000.

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 is only permitted in the exhibition halls. The production of items for assembly, surface painting, creating dust or otherwise disturbing other exhibitors is

prohibited in exhibition halls, and will be subject to a penalty.

Waste disposal. For the disposal of waste generated mainly during the assembly and disassembly of exhibitions, colour-coded containers for separated waste are placed at individual pavilions. Information is available at the pavilions' gatehouses. In the event of large quantities of sorted waste (glass, paper, plastic and wood), the pavilion production technician will provide you with the appropriate container on request.

Disposal of bio-waste. Disposal containers will be placed near the respective pavilions.

All assembly work must be completed no later than Saturday 26 April 2025 at 08.00 pm. From this time onwards, the electricity will be automatically switched off, including the lighting of the halls.

Receptions and cocktail parties may only be held on exhibition stands during the course of the event, during the regular opening hours of the hall, i.e. by 7 pm (last day of the event by 5 pm).

Acoustic advertisements and musical productions are permitted in halls only if they do not disturb neighbouring stands and are not louder than 70 dB at the edge of the stand. On open areas music presentation is allowed during the whole course of the event maximum volume being 50 dB due to trade fair radio broadcasting. If this condition is not respected, BVV Trade Fairs Brno may order the production to be terminated. **For purposes of the music production the hirer is then obliged to ask the approval of the competent administrator of copyrights (OSA, INTERGRAM) – according to the law No. 121/2000 Coll., Author's law, in the applicable version.**

Placement of advertisements on the Exhibition Centre premises outside of your own exhibition area is not permitted. The mass distribution of printed advertising materials, or their dropping over the Exhibition Centre from hired airplanes or balloons, is not permitted without the prior agreement of the trade fair administration. You are authorized to promote your products and services on your own exhibition stand only. The broadcasting of advertisements within the Exhibition Centre using Bluetooth or BTS cell transmitters is not permitted without the prior agreement by BVV Trade Fairs Brno. Any increased cleaning costs for disposal of advertising will be invoiced to the exhibitor in question. Neither the use of means of advertising such as bicycles, skateboards and other means of motion on the Exhibition Centre is permitted without the prior agreement of the trade fair administration. Advertising panels, space and activities can be ordered from Mr. Ivan Zahradníček, tel.: +420 541 152 216, hall A3 (office 223).

We recommend that exhibitors should hand keys from secured areas on their stand to the front desk in their exhibition hall. Should they not do so, in the event of a fire alert or an equipment failure in the locked area, they will be charged any costs associated with forced entry into the area in question.

Stand cleaning outside opening hours may be performed only by contractual cleaning companies of the BVV Trade Fairs Brno.

We recommend insurance of exhibits (including packaging) in case of damage or loss, or individual security of exhibits (see Services). The fair administration is not liable for such damages. Payment of insurance premiums can only be drawn from contracts concluded by the exhibitor.

Entry on motorcycles, bicycles, scooters, roller skates, self-balancing two-wheelers or skateboards is not permitted either during the assembly and dismantling of the fair or during the fair.

Pets (dogs, cats, etc.) are not allowed on the premises during the assembly and dismantling of the fair. During the event, the Visitors' Rules and Regulations of BVV Trade Fairs Brno apply. BVV Trade Fairs Brno reserves the right to prohibit the entry of dogs into the pavilions reserved for livestock.

ASSEMBLY PERIOD

April 19 (Sat) – April 26 (Sat), 2025

1. OPENING HOURS

April 19 – April 25, 2025 (Sat-Fri) 7:30 am – 6 pm

April 26, 2025 (Sat) 7:30 am – 8 pm

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

Ordered and paid technical services are provided on April 25 – 26, 2025 during the operating time. In exceptional cases the production technician of the hall (see CONTACTS) may permit an extended assembly period, for a fee agreed in advance.

Assembly before the given dates must be ordered at least 1 week before the scheduled date of the beginning of event assembly (April 12, 2025) by Mr. Petr Blaha – (tel.: +420 602 750 289, e-mail: pblaha@bvvcz).

Assembly work must be completed by 8 pm on April 26, 2025 at the latest. At this time the electricity, including lighting in exhibition halls, will be switched off!

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



You need following permits:

An Assembly and Dismantling Pass

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

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

or an Entry Pass

free of charge according to the quantity of the exhibition area rented, additional charge CZK 200 incl. VAT

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

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

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

not be permitted without an Assembly and Dismantling Pass.

3. VEHICLE ENTRY TO THE EXHIBITION CENTRE



Gate nr. 4 (you need following permits):

Assembly and Dismantling Pass

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

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

On April 26, 2025, entry through gate no. 4 is allowed during working hours against a deposit of 1,000 CZK, for a maximum of 4 hours."

Last entry to the premises: 6 pm

Last exit from the premises: 8 pm

If the time limit is exceeded, the amount is forfeited. The deposit is to be paid by drivers of cars and trucks.

4. PARKING

Parking of vehicles on the premises during the night is not permitted. Vehicles are not allowed to enter the pavilions. It is not allowed to park trailers in the exhibition area after the end of operating hours. Parking of vehicles of animal handlers with special licenses will be allowed only in pre-determined parking areas.

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

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

Exhibitors should contact these companies directly (not through BVV Trade Fairs Brno). You can find the necessary contact information in the section Additional Important Information 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, and assembly and dismantling work.

The last day for the return of exhibits over 5 t or exhibits requiring the use of machinery is April 24, 2025. Failure to meet this deadline will be penalized.

There is a ramp with a maximum load capacity of 15 t for unloading and loading exhibits behind Hall Z. The ramp is located in the open area Z - behind Hall Z.

Hand trucks are also available to transport your office supplies, promotional materials and small goods. The trolleys are rented against a deposit of 500 CZK/1 hour. These trolleys can be found at the marked stations in the individual pavilions. Rental of handling trolleys is carried out one day before the event from 8 am to 6 pm and on the day of the event from 8 am to 11 am. On the last day of the event, the trolleys will be rented after the official closing.

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 start 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 pm. Unmarked exhibits left outside the rented exhibition area will be taken to the storage hall and will be sold or disposed of after a period of 15 days. Any costs incurred will be charged to the exhibitor. 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 fair, and the name of the event to which they are being sent. The recipient of such consignments is neither BVV Trade Fairs Brno nor the trade fair administration. BVV Trade Fairs Brno will not be held responsible for any consequences resulting from the incorrect addressing of consignments or any violation of regulations relating to the importing of goods.

Transportation and handling services must be ordered in advance.

6. THE CONSTRUCTION OF EXHIBITION STANDS

(ends on April 26, 2025 at 8 pm)

The Stand Construction and Services Department of BVV Trade Fairs Brno (Mr. Adam Touš, tel. +420 602 584 377, e-mail: atous@bvv.cz) offers you a complete exhibition stand design and construction services, i.e.:

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

Approval of the exhibition stand project documentation:

- **Request for Exhibition Stand Approval form:** sending a completed request for exhibition stand approval is an essential duty for all exhibitors. An approved and certified request for exhibition stand approval is necessary for the exhibition area takeover by an exhibitor or a construction company. The form is available on: <https://ikancelar.bvv.cz>

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

- **technical plan of your exhibition stand** has to be submitted within the given deadline (see SCHEDULE) in electronic form for approval to BVV Trade Fairs Brno (Mr. Erik Pěček, e-mail: projekty@bvv.cz). In case of hung up construction parts (structures), a structural analysis has to be submitted.

- **The exhibition space has to be taken over** from the production technician (see CONTACTS) and returned in its

original condition following the end of the dismantling period.

The exhibition area will not be handed over to the exhibitor unless the invoice for rental of the area has been paid! A proof of the payment must be submitted on request.

At the exhibition area takeover, the following documents are required:

- confirmed request for exhibition stand approval;
- proof of payment of the ordered services provided by BVV Trade Fairs Brno – these services will not be available unless they are paid.

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

Exhibition stands with more than one storey must also comply with special fire prevention conditions. These stands must be submitted for approval to the BVV Trade Fairs fire prevention specialist (e-mail: jpolach@bvv.cz) during the design or planning stage. During the approval of exhibition stands exhibitors are obliged to allow the members of the approval committee to inspect their exhibition stands.

COURSE OF FAIRS

April 27 (Sun) – 30 (Wed), 2025

1. OPERATING HOURS

For exhibitors

April 27, 2025 (Sun)	7 am – 7 pm
April 28 -29, 2025 (Mon-Tue)	7:30 am – 7 pm
April 30, 2025 (Wed)	7:30 am – 5 pm/10 pm

For visitors

April 27 - 29, 2025 (Sun -Tue)	9 am – 6 pm
April 30, 2025 (Wed)	9 am – 5 pm

2. ENTRY TO THE EXHIBITION CENTRE



You need following permits:

An Entry Pass

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

free of charge according to the size of the exhibition area, Additional charge CZK 200 incl. VAT.

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

3. MOVEMENT IN THE AREA

It is not allowed to move around on a bicycle, skateboard, roller skates, scooter, two-wheeled self-balancing vehicles and other wheeled vehicles in the exhibition area without the prior consent of the fair administration.

4. VEHICLE ENTRY TO THE PERIMETER OF THE EVENT AND TO THE EXHIBITION CENTRE

Entry to the perimeter of the event is possible for 1 hour only during the event against a deposit of CZK 1.000- through gate 4 on the following dates:

April 27, 2025

7- 8 am (last exit 9 am)

6 -7 pm (last exit 8 pm)

April 28 – 29, 2025

7:30 - 8 am (last exit 9 am)

6 - 7 pm (last exit 8 pm)

April 30, 2025

7:30 - 8 am (last exit 9 am)

Possibility of staying in the fairgrounds for a deposit of 1 hour only. If the time limit is exceeded, the deposit is forfeited in full.

On the last day of the event, entry against deposit is not allowed in the afternoon.

It is possible to enter the exhibition grounds through gates 4 and 8 (for a smooth process we recommend gate nr. 4).

5. PARKING

Parking on the premises is only possible in designated parking lots. Parking outside of the marked spaces will be sanctioned. Parking vehicles on the premises during the night is not allowed. Trailer parking on the fairgrounds during the event is not permitted.

Off-site parking

We recommend all exhibitors to park in the EXPOPARKING building at the entrance to the premises through Hall E. The EXPOPARKING facility is open 24 hours a day.

Pre-paid parking in the EXPOPARKING facility (for the duration of the event):

Unguarded: 1.500 CZK + VAT

The price for prepaid unguarded parking for the entire event also includes the days of assembly and disassembly.

DISMANTLING PERIOD

April 30 (Wed) – May 04 (Sun), 2025

1. OPERATING HOURS

April 30, 2025 5 pm - 10 pm

May 01-04, 2025 7:30 am - 6 pm

The dismantling of the fair begins immediately after the gates of the Brno Exhibition Centre are closed to visitors, i.e. on April 30, 2025 at 05.00 pm.

At the same time, the return of empty packaging stored by the contracted freight forwarding companies will start. Electricity and water supply to the exhibitions will be interrupted on April 30, 2025 at 05.00 pm.

Communications between the stands must remain passable throughout the dismantling process.

The exhibition area must be cleared and handed over to the exhibition area production technician no later than May 04, 2025 by 06.00 pm.

2. ENTRY TO THE EXHIBITION CENTRE



You need following permits:

Assembly and Dismantling Pass

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

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

or an Entry Pass for the event

free of charge according to the size of the exhibition area, additional charge CZK 200 incl. VAT

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

3. VEHICLE ENTRY TO THE EXHIBITION CENTRE



Gate nr. 4 (you need following permits)

An Assembly and Dismantling Pass

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

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

On the last day of the event cars may enter the exhibition centre after 06.00 pm, with last exit at 10.00 pm. The request for entering the Exhibition Centre by car before the hour stipulated cannot be accepted. Drivers are obliged to respect the orders of the guard service, and to stop their vehicle on the car park when requested to do so.

4. PARKING

Parking of vehicles on the premises during the night is not permitted. Vehicles are not allowed to enter the pavilions.

5. THE DISMANTLING OF EXHIBITION STANDS AND EXHIBITS

(ends on May 04, 2025 at 6 pm)

Dismantling may only be commenced following the end of the event. The dismantling of electrical installations and other technical equipment connected to mains electricity, water, telephones or compressed air may be commenced only after 05.00 pm when all supplies will be disconnected by BVV Trade Fairs Brno. Any extension to the period of supply of electricity must be ordered at Central service for exhibitors.

Aisles between exhibition stands must remain passable throughout the dismantling period.

Exhibitors are responsible for the removal of their exhibits from the Exhibition Centre by 06.00 pm on May 04, 2025. Any costs incurred by Trade Fairs in connection with the storage and handling of exhibits not removed will be invoiced to the exhibitor. The full value of any items borrowed and not returned (kitchenette equipment, etc.) will also be invoiced to the exhibitor. Any material left on exhibition areas will be considered waste, and will be physically disposed of following the end of the dismantling period. Following the end of the dismantling period, the exhibition area must be returned to the hall manager (unless stand construction is performed by Stand Construction and Services Department of BVV Trade Fairs Brno). BVV Trade Fairs Brno will not be held responsible for any damages incurred.

SERVICE FOR EXHIBITORS

1. CENTRAL SERVICE FOR EXHIBITORS – hall P (see Contacts)

accept the orders for power and water supply, compressed air, cleaning, individual stand security, supplementary sales of passes, parking and entry passes to the Exhibition Centre.

Hall manager provides services related to halls and areas in operation. He permits starting construction works on the exhibition area and takes over the vacated exhibition space from exhibitors or construction companies after the fair's termination. Furthermore, he directs and coordinates exhibition stands construction, deliveries of exhibition stand furnishings and installation of power and other media connections.

See CONTACTS for the people to contact in each exhibition hall.

2. WIFI ON THE PREMISES OF BRNO EXHIBITION CENTRE

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

Contact person: Mr. Josef Dosoudil, tel.: +420 541 152 810, e-mail: jdosoudil@bv.cz

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

Exhibitors are not allowed to install their own WiFi networks, not even by means of their own WiFi routers installed to fixed connections made by the fair administration or by means of shared connections via mobile devices. On finding out that the above mentioned restriction had been violated, the fair administration will call on the exhibitor to stop such WiFi network operation. The exhibitor is obliged to stop using such device immediately on obtaining such appeal within maximum 30 minutes at the latest. After expiration of such time limit, the fair administration is entitled to require the contractual penalty in the amount of CZK 10,000.

3. FOOD AND DRINKS

R catering company (hall A)
receptions, cocktails, press conferences, coffee break, catering

Ms. Kristýna Rychlíková

Tel.: +420 721 165 676

info@rcatering.cz

Supply of exposures:

Mr. Bedřich Crha, tel.: +420 775 554 355

bvv@rcatering.cz

Frgal Catering company (hall P)

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

bvv@frgal-catering.cz

ADDITIONAL SERVICES

1. FAIRGROUND RADIO

Tel.: +420 541 152 061

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

2. BOX OFFICE

ground floor of the office building

tel.: +420 541 153 230

payment of invoices in cash

payment of invoices by VISA, EC/MC, AMEX credit cards

Operating hours:

April 29, 2025 (Tue)

9:30 am – 11 am

ATM LOCATION IN THE EXHIBITION CENTRE:

credit cards EC/MC, VISA

– ATM of ČSOB

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

– ATM of the Euronet company

near the hall F (accessible from the outside)

3. CZECHPOINT RHK BRNO

Výstaviště 569/3, CZ 603 00 Brno

Ms. Eva Zwiebová, tel.: +420 532 194 913

e-mail: zwiebova@rhkbrno.cz

Mr. František Motl, tel.: +420 532 194 919

e-mail: motl@rhkbrno.cz

Operating hours:

Monday- Friday 8 – 12 am

According to the telephone agreement it is also possible later.

4. TRANSPORT, CUSTOMS AND HANDLING SERVICES, FORWARDING TERMINAL

KÜHNE+NAGEL spol. s r.o.

Výstaviště 405/1, 603 00 Brno

Ms. Ludmila Fironová

tel.: +420 543 565 510

mobil: +420 724 304 333

e-mail: exposervice.brno@kuehne-nagel.com

www.kuehne-nagel.com

IMMIX spol. s r.o.

forwarding facility at gate 7 (next to Hall P)

Trade Fair Department - domestic shipments

Ms. Monika Pekaříková

tel. +420 722 122 186

e-mail: pekarikova@immix.cz

trade fair department - foreign shipments

Mr. Martin Hromek

tel. +420 724 979 810,

e-mail: hromek@immix.cz

Ms. Mirka Brzobohatá

tel.: +420 725 547 532

e-mail: brzobohata@immix.cz

www.immix.cz

They perform loading and unloading of goods (exhibits), customs clearance and transport services in the exhibition area, storage and provision of air, truck and sea transport.

5. INFORMATION STANDS

Further services for exhibitors will be provided by staff in the INFO centres in exhibition halls P and F.

Opening hours:

April 26, 2025 9 am - 6 pm

April 27 – 29, 2025 9 am - 6 pm

April 30, 2025 9 am - 5 pm

6. TRADE FAIR CATALOGUE

Sale at the ticket offices and INFO centres - catalogue price CZK 60 incl. VAT.

Free catalogues for exhibitors - available for pick-up at INFO centres (P and F).

7. INSURANCE

Renomia company

BVV Administration Building, groundfloor, office No. 4

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

e-mail: jiri.jilek@renomia.cz

8. INDIVIDUAL STAND SECURITY GUARDS

Olman service company

tel. +420 541 153 383, e-mail: ostraha@olman.cz

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

9. THE PRESS CENTRE

hall P – 2nd floor, tel.: +420 725 195 121

accreditation, services to journalists

PR and advertising manager:

Mr. Jiří Palupa, tel.: +420 602 713 538

e-mail: jpalupa@bvv.cz

10. PROTOCOL

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

