

**ORGANISATIONAL INSTRUCTIONS
FOR THE ASSEMBLY AND DISMANTLING PERIODS
AND THE COURSE OF THE EVENT**

(IMPORTANT INFORMATION FOR EXHIBITORS AND ASSEMBLY COMPANIES)



Brno Exhibition Centre, Czech Republic

Halls G1, F, P and V

We ask exhibitors whose stands will be constructed by Stand Construction and Services Department of Trade Fairs Brno to submit a photocopy of these instructions to their stand designers and constructors.

SCHEDULE

for event preparation and the course of the event

The given deadlines for the sending of your orders **must be observed!**

In the event of the delayed sending of orders, Trade Fairs will be authorised to apply additional charges or to settle orders on a restricted basis in view of the actual situation, or to refuse orders altogether.

	DEADLINE	DESCRIPTION – TASK – SENDING, ORDER FORMS	NOTE
*)	28.2.2025	Orders for stand construction, furniture, special exhibition stand equipment	https://ikancelar.bvv.cz or Mrs. Denisa Jelínková E: djelinkova@bvv.cz Phone: +420541152829
	24.3.2025	Orders for entry passes, parking, vehicle entry passes to the grounds , electrical connection, connection to water mains, compressed air, technical gases	https://ikancelar.bvv.cz or Ms. Zuzana Mrňová, E: zmrnova@bvv.cz Phone +420 541153336
	28.2.2025	Order accommodation: www.bvv.cz/hotels	Mrs. Jana Buršíková E: jbursikova@bvv.cz , Phone: +420 541152777
	31.3.2025	Order trade fair advertising, distribution of printed materials at stands, permission to distribute promotional materials to visitors.	Mr Ivan Zahradníček, E: izahradnicek@bvv.cz Phone:+420724130651, www.veletrznireklama.cz
**)	24.3.2025	Send the completed application and exhibition project for approval	Mr. Martin Bednář or Mr. Erik Pěček E: projekty@bvv.cz
	5.4.2025	Beginning of assembly	
	10.4.2025	Event begins	
	13.4.2025	Event ends	
	14.4.2025/until 7 a.m.	Latest permissible termination of dismantling and vacating of the exhibition area in Halls F and P	
	16.4.2025/until 8 p.m.	Latest permissible termination of dismantling and vacating of the exhibition area in Halls G1 and V	

*)Price of ordered services for technical connections (electrical, water, compressed air, internet), furniture-furniture and hanging of steel cables **will be increased by 10%** if ordered after the binding date (see above). After the start date

installation, **a surcharge of 25%** will be applied to the prices of these orders. Prices for services (excluding technical connections)

are subject to the terms and conditions specified in the relevant order block in the event of late ordering.

***)If you are ordering the construction of stand at BVV Trade Fairs Brno, we will ensure the approval of the project.

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

VEHICLE PASSES

Free entry vehicle pass (for the entire course of the event)
Free entry vehicle pass (one day validity)
Deposit (under the conditions given in the Organisational Instructions)

CZK 1.500 + 21 % VAT
CZK 500 + 21 % VAT
CZK 1.000

Admission for visitors:

Full-day ticket
Family ticket
Discounted admission (students, pensioners)
children up to 6 years free of charge, dog as an escort free of charge

CZK 300
CZK 600
CZK 250

INTRODUCTION ...

Dear Exhibitors,

We would first like to draw your attention to the most important rules relating to the preparation of the trade fair (the assembly period), the course of the event, and the stand dismantling period. In the interests of the smooth and mutually pleasant progress of all three of these stages, we would ask you to ensure that you are thoroughly acquainted with the General Conditions for Participation, which are given on the reverse side of the form Binding Application 1, and which, with your signature, you have undertaken to respect.

GENERAL RULES

- **The entry of vehicles to the grounds of the exhibition centre** – Gate No. 4 and 8. Gate No. 8 will be open only for the course of the event (10 – 13th April, 2025).
- All vehicles must observe the traffic signs on the grounds, and leave the grounds of the exhibition centre each day by the end of opening hours at the latest. Any breach of this regulation will be punished by the imposition of a penalty of 5,000 CZK. Overnight parking of vehicles on the grounds is not permitted. The entry of vehicles into pavilions is prohibited. The entry of lorries and vans into the exhibition grounds during the course of the trade fair is not permitted. On exiting the grounds, a copy of the list of registered items, confirmed by the duty guard on entry to the grounds, must be submitted at the gate. At the request of the duty guard at the gate the driver is, in the interests of protecting the property of BVV and other exhibitors, obliged to allow the contents of the boot of his vehicle to be inspected. Any items discovered by the duty guard in vehicles leaving the Exhibition Centre which are labelled as the property of the company Trade Fairs Brno, and which are not included on the list of items

taken into the grounds of the Exhibition Centre and have not be confirmed by the duty guard on entry into the Exhibition Centre, will be confiscated by the duty guard. The same applies to exhibits and other materials taken out through the gates.

- **Escape routes must be kept clear.** For safety reasons assembled and dismantled material, packaging and exhibits may not block aisles between exhibition stands. Assembly work only is permitted in the exhibition halls. The production of items for assembly, surface painting, creating dust or otherwise disturbing other exhibitors is prohibited in exhibition halls, and will subject to a penalty.
- **Waste disposal.** Use colour-coded containers located outside individual exhibition halls for the disposal of sorted waste generated during assembly of dismantling of your stands. You can obtain more information on waste disposal at the front desk of the hall. For the disposal of an excessive quantity of sorted waste (glass, paper, plastics and wood), a proper container will be arranged by the pavilion manager at your request.
- **Acoustic advertisements** and musical productions are permitted only if they do not disturb neighbouring stands and are not louder than 85 dB at the edge of the stand. If this condition is not observed exhibition Trade Fairs may order the production to be terminated. In the case of musical productions on exhibition stands, exhibitors are obliged not only to request the approval of Trade Fairs but also that of the Copyright Protection Association in relation to Copyright Law 237/95 Coll.
- **The placement of advertisements** on the grounds of the Exhibition Centre outside your own exhibition area **is not permitted.** The mass distribution of printed advertising materials, or their being scattered onto the exhibition centre from hired aeroplanes or balloons, is not permitted without the prior agreement of the trade fair administration. You are authorised to promote your products and services on your own exhibition stand only. Any increased cleaning costs will be invoiced to the exhibitor in question.
- Placing banners, distributing printed matter, advertising or other samples, etc., sticking promotional and information materials outside the exhibition itself, on windows, walls, floors or pillars of pavilions is not permitted. The trade fair administration is entitled to prohibit any advertising that does not comply with the above rules, or to remove it at the exhibitor's expense
- We recommend that you **hand in the keys to any areas you lock to the relevant pavilion gatehouse** every day. If you do not do so, and the outbreak of fire or a malfunction to 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 Trade Fairs.
- We recommend that you **insure exhibits** (including packaging) against any possible damage or loss, or recommend individual stand security (see the section Additional Important Information). The trade fair administration will not be held liable for any such damages.

ASSEMBLY PERIOD

1. OPENING HOURS

5. – 9. 4.2025 from 7.30 a.m. to 08.00 p.m.

During these times, electricity is provided for assembly purposes. Ordered and paid technical services (electrical energy, water, compressed air, telephone) are supplied within working hours of the assembly period.

Extension of the assembly time is permitted in exceptional cases by the production technician of the exhibition area (see Service for exhibitors) for a pre-agreed fee. The possibility of early assembly can be verified by contacting the Head of the Logistics Department, Mr. Petr Blaha (phone: +420 541152850, E: pblaha@bvv.cz). Early assembly must be ordered at least 1 week before the set date of the start of the fair assembly in the ordering block ieso.bvv.cz for a predetermined fee.

Installation work must be completed no later than 9. 4. 2025 at 8 p.m.. From this time onwards the electricity will be switched off, including the hall lighting!

2. ENTRY TO THE EXHIBITION CENTRE

An Entry Pass for the event serves for entry to the fairgrounds during the assembly period.

Passes are distributed electronically only through the iESO ordering system or pick up or pick up at Hall P, 1st floor, Office 121, 122 and 125.

Passes for assembly and disassembly are provided free of charge in the number of 2 pieces. Additional ordered assembly cards are charged. The price of the mounting and dismantling pass is CZK 150 including VAT. Holders of mounting and dismantling passes are obliged to wear them visibly; entry to the BVV premises without a mounting and dismantling pass will not be allowed. Entry passes and assembly and disassembly passes (free of charge or for a fee) are available to exhibitors only if they have paid all their outstanding financial obligations to BVV Trade Fairs Brno a.s.

3. VEHICLE ENTRY TO THE EXHIBITION CENTRE

Entrance during assembly through gate Nr 4.

In addition to the general rules given in the introduction to these instructions, either an Assembly and Dismantling Pass or a Free Entry Pass for the event must be shown at the gate during the assembly period. In addition to this, on 9. 4. 2025 a security deposit of 1.000 CZK, valid for a maximum of 4 hours, must also be paid on entry to the grounds, with last entry at 6.00 p.m. and last exit at 8.00 p.m. If these conditions are not observed, then the security deposit will be forfeited in full! This security deposit will be paid by drivers of both cars and lorries. **It need not be paid by those holding Free Entry Passes.**

4. TRANSPORT, CUSTOMS AND HANDLING SERVICES ON THE BVV GROUNDS

The companies Kühne & Nagel and Immix have been appointed Trade Fair's contractual forwarding agents for this trade fair event. Exhibitors should contact these companies directly (not through Trade Fairs). You can find the necessary contact information in the section Additional Important Information in these instructions, or in the companies' own informational materials. 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. **Exhibitors are not allowed to use their own mechanical equipment for loading and unloading or for assembly and 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 an hour after the official closing of the event. The storage of assembly tools, exhibition elements and parts of exhibits in the storage hall can be ordered through the forwarding companies. Unmarked packaging and unwanted used material will be taken to a dump for disposal after 8.00 p.m. Unmarked exhibits left outside the rented exhibition area will be taken to the storage hall, and sold or disposed of after a period of 15 days has elapsed. Any costs incurred will be charged to the exhibitor. The storage of packaging and installation material behind exhibition stands is prohibited. The given forwarding companies can also mediate **customs services** for you. All consignments must be labelled with the name of the exhibiting company, its location on the grounds, and the name of the event to which they are being sent. **The recipient of such consignments is neither Trade Fairs nor the trade fair administration.** Trade Fairs will not be held responsible for any consequences resulting from the incorrect addressing of consignments or any violation of regulations relating to the importing of goods.

5. THE CONSTRUCTION OF EXHIBITION STANDS

The official contractor for the construction of exhibition stands for this event is the Trade Fairs – Stand Construction and Services Department:

Mrs. Denisa Jelínková, Phone: +420606763594, **E:** djelinkova@bvv.cz

<http://www.bvv.cz/expozice>, e-mail: jnedomova@bvv.cz, which can offer you a complete exhibition art service, i.e.:

- free project quotation, including price calculation
- creative preparation of the project – creative spatial design of your exhibition stand, including graphic design and electrical

- connection
- comprehensive project implementation
- exhibition stands from the OCTANORM, MONTI MAXIMA construction systems, and atypical exhibition stands

If the construction of your exhibition stand is not performed by BVV expo expert, it is essential that you:

- submit the technical design of the exhibition and, in the case of hanging, a static calculation for approval to the Brno Trade Fairs within the set deadline (see TERMINARY)

(e-mail:

projekty@bvv.cz);

- take over the exhibition area from the Pavilion Manager (see SERVICES FOR EXHIBITORS), and return it 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.

- observe all the provisions of the General Conditions of Participation for the event and the Technical Safety Regulations (see the Order Book).

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

Storey expositions must also comply with special fire protection conditions. Therefore, these expositions must be submitted for approval to the fire specialist of Veletrhy Brno, a.s., e-mail: bozp@bvv.cz.

During the approval of expositions, exhibitors are

obliged to allow members of the approval committee to inspect the exhibition.

6. WIFI

On the premises of Brno Exhibition Centre, a wireless net enabling mobile access to the Internet is available. This service works in the WiFi standard – 802.11b, g. **WiFi connection speed and quality is dependent on the number of users logged-on.** The number of log-on places is limited, for which reason **constant data transmission cannot be entirely guaranteed.**

In view of your request relating to guaranteed connection speed, we recommend you to use A fixed Internet connection service, provided by T-Mobile Czech Republic for BVV Trade Fairs Brno (<https://ieso.bvv.cz>). Contact: Mr. **Josef Dosoudil**, Phone: +420541152810, E: jdosoudil@bvv.cz

The Internet is also accessible by coupons that can be purchased at the office of Mrs. **Vladimíra Bodláková** (phone: +420 541152365). Coupons are offered in the following denominative values: CZK 250 (1 day) and CZK 500 (the course of the fair).

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 10,000 CZK following the expiry of this period.

THE COURSE OF THE EVENT

1. OPENING HOURS

Exhibitors: daily from 6.30 a.m. to 7:00 p.m.

Visitors: daily from 8:00 a.m. to 4:00 p.m.

The organizers of the European Dog Show are responsible for the time behaviour of the dog assessments.

2. ENTRY TO THE GROUNDS

An Entry Passes for the event serve for the admission of exhibitors to the grounds during the course of the event. Exhibitors will generally receive these passes by e-mail.

Additional passes may be ordered (see SCHEDULE) or purchased from operational sections (see SERVICES FOR EXHIBITORS) if the exhibitor has paid all his due financial obligations towards Trade Fairs Brno.

Entry Passes cost CZK 150 each (incl. VAT)

3. ENTRY OF VEHICLES TO THE GROUNDS

The entry of vehicles is possible only for cars without trailers:

- exhibitors: against a Free Entry Pass purchased in advance. Entry is possible through gate No. 4 and 8 throughout the opening hours stipulated for exhibitors. These passes can be ordered (see SCHEDULE), or purchased direct from operational sections (see SERVICES FOR EXHIBITORS), and cost 1.500 CZK + VAT. Exhibitors may also purchase one-day Free Entry Passes for themselves and their visitors and guests for the price of 500 CZK + VAT. These passes cannot be purchased for the final day of the event. It is

also not possible to transfer a Free Entry Pass onto another vehicle for the last day of the event.

- against a security deposit of 1.000 CZK; entry through gate only. Entry against a security deposit is allowed only in the early morning, i.e. from 6.30 a.m. to 7.30 a.m., with last exit from the grounds at 8.30 a.m., and in the afternoon from 4.00 p.m. to 6.00 p.m., with last exit from the grounds by 7.00 p.m. The security deposit is, however, valid for a maximum of one hour. If this period of time is exceeded, then the deposit is forfeited in full. Entry to the grounds against a security deposit is not permitted in the afternoon of the final day of the event.

4. PARKING

Parking on the grounds of the exhibition centre is possible only on the designated car parks. Parking outside these areas will be subject to a penalty. On the basis of the "Confirmation of admission to the dog show", owners of competing dogs can park inside the premises. The fee for parking inside the premises is CZK 200,- including VAT.

5. MOVING AROUND THE GROUNDS

Bicycles, skateboards, roller skates, scooters, two-wheeled handcarts and other means of transport are not permitted on the grounds of the Exhibition Centre.

THE DISMANTLING PERIOD

1. OPENING HOURS

Hall G1

Dismantling can be performed from 13. 4. 2025 from 4.00 p.m. till 10.00 p.m. at the earliest. 14. – 16. 4. 2025 dismantling work may be performed from 7.30 a.m. till 8.00 p.m.

Exhibition areas must be vacated and returned to the exhibition area manager by **8:00 p.m. on 16. 4. 2025 at the latest.**

Hall V

Dismantling can be performed from 13. 4. 2025 after the end of the dog competitions (the timing of the competitions is at the discretion of the Czech-Moravian Cynological Union) till 10.00 p.m. at the earliest. Entry by vehicles after 4 p.m.

14. – 16. 4. 2025 dismantling work may be performed from 7.30 a.m. till 8.00 p.m.

Exhibition areas must be vacated and returned to the exhibition area manager by **8:00 p.m. on 16. 4. 2025 at the latest.**

Hall F and P

Dismantling can be performed from 13. 4. 2025 after the end of the dog competitions (the timing of the competitions is at the discretion of the Czech-Moravian Cynological Union). Entry by vehicles after 4 p.m.

Dismantling work will take place nonstop from the end of the dog competitions until 7 a.m. on 14. 4. 2025.

Exhibition areas must be vacated and returned to the exhibition area manager by **7:00 a.m. on 14. 4. 2025 at the latest.**

2. ENTRY TO THE GROUNDS

During the dismantling period an Assembly and Dismantling Pass, Free Entry Pass for the event serves for entry to the Trade Fairs grounds. Exhibitors will receive any missing Assembly and Dismantling Passes free from operational sections (see SERVICES FOR EXHIBITORS).

3. ENTRY OF VEHICLES TO THE GROUNDS

Entrance during dismantling period through gate Nr 4.

An Assembly and Dismantling Pass or a valid Free Entry Pass serves for entry to the grounds. In the evening of the last day of the event passenger and transport vehicles may enter the exhibition grounds after 4.00 p.m. with last

exit at 10.00 p.m. On other dismantling day the entry of all vehicles is permitted from 7.30 a.m. to 8:00 p.m. through the gate 4.

The entrance to the pavilions is forbidden.

4. THE DISMANTLING AND CLEARANCE OF EXHIBITION STANDS

Dismantling may only be commenced **following the end of the event. The dismantling of electrical installations and other technical equipment connected to mains electricity, water or compressed air may be commenced only after 5 p.m.**, at which time all supplies will be disconnected by Trade Fairs. Any extension to the period of supply of electricity must be ordered from the manager of the operational section (see SERVICES 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 grounds by **8.00 p.m. on 16. 4. 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 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 exhibition hall manager (unless stand construction is performed by Trade Fairs). BVV will not be held responsible for any damages incurred.

SERVICES FOR EXHIBITORS

1. THE ORGANISER OF THE EVENT

BVV Trade Fairs Brno, Výstaviště 1,
603 00 Brno

Michalis Busios, Project Director

Phone: +420541152927, E:
mbusios@bvvcz

Lenka Bednářová, Project
Manager

Phone: +420724006196, E:
lbednarova@bvvcz

Irena Klugarová, Project Manager

Phone: +420606763596. E:
iklugarova@bvvcz

Denisa Jelínková, Stand
construction Manager

Phone: +420606763594, E:
djelinkova@bvvcz

2. CENTRAL SERVICE FOR EXHIBITORS

**Hall P, 1st floor - office no. 121,
122 and 125:**

Additional orders for furniture
and equipment, electrical and
water supplies, compressed air,
masts,
cleaning, flowers, security guards,
additional entry passes, parking
permits and car passes are
accepted here.

Car Passes (that have been
purchased or that could not be
sent by post) will be prepared
here and you can also
buy additional entry passes,
parking permits and car passes.

3. HALL MANAGER

provides services associated with
the operation of exhibition halls
and areas. They permit the
commencement of assembly
work on exhibition areas, and
take over vacated exhibition
areas from exhibitors or assembly
companies following the end of
the event. He also manages and
coordinates the construction of
stands, the delivery of exhibition
equipment and the installation of
connections.

Hall Manager - Hall G1

Milan Podsedník – Phone
+420602476827, E:
mposednik@bvvcz

Hall Manager - Hall F

Zdeněk Tulla – Phone
+420602476829, E: ztulla@bvvcz

Hall Manager - Hall P

Tomáš Odstrčil – Phone
+420606650396, E:
todstrcil@bvvcz

Hall Manager - Hall V

Josef Zámečník – Phone
+420602750278, E:
jzamecnik@bvvcz

4. ADVERTISING

All advertising services in the
exhibition area can be ordered
from Mr. I. Zahradníček, Phone:
+420541152216, E:
izahradnicek@bvvcz (Hall A3,
2nd floor, office no. 223). Rental
of advertising media and areas
and other advertising activities
can be arranged, including rental
of inflatables, individual
advertising, distribution of
printed materials to exhibitors'
stands or permission to distribute
promotional materials to visitors.

EMERGENCY CALLS

during the course of the fair

1. MEDICAL SERVICE

Emergency medical service –
Ponávka 6,
Phone: +420545538538.

2. POLICE

Police station on the Trade Fairs –
Phone: +420974626481 (also
handles lost property).

3. FIRE BRIGADE

The building by gate 5, Phone:
+420541152200

4. EMERGENCY EVENTS

In the event of an accident or
other emergency on the
premises, everyone must
immediately notify the premises

security at the main gatehouse.,
Phone: +420541153383. If
necessary, first aid will be called.

5. BREAK-DOWNS – ACCIDENTS

Emergency service, Phone.:
+420541158888

Faults on exhibitors' stands -
Phone.: +420541156666,
+420702246666

ADDITIONAL IMPORTANT INFORMATION

1. ATM LOCATION AT THE EXHIBITION CENTRE

ATM of ČSOB is located at the
entrance to hall E (foyer) for cash
withdrawals from EC/MC and
VISA cards.

ATM of Euronet is located in hall
F, accessible from outside by the
entrance opposite halls P and Z
for withdrawals from EC/MC and
VISA.

2. TRANSPORT, FORWARDING AND CUSTOMS SERVICES

Kühne+Nagel company

Tel.: +420 543565513

Fax: +420543565519

e-mail:

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

nagel.com

www.kuehne-nagel.com

IMMIX company

Miloslav Svoboda, Phone.:

+420724979810

E: svoboda@immix.cz

Jiří Tonar, Phone:

+420725723769

E: tonar@immix.cz

www.immix.cz

Performing the loading and
unloading of goods (exhibits),
customs clearance and transport
services on the grounds, storage,
and air, lorry and sea transport.

3. INSURANCE

RENOMIA, a.s. ,

Mr. Jiří Jílek

Phone: +420603217463

E: jiri.jilek@renomia.cz

Providing insurance for exhibits and goods designed for sale, insuring exhibition stand equipment, hospitality, promotional materials, the personal effects of members of staff, insuring liability for exhibition stand operation, insuring transportation and other usual insurance products for companies and individuals.

FOOD, DRINKS AND HOT MEALS

4.

Catering for exhibitors - restaurants in pavilion P an V – I. Floor. Opening hours from 10.30 a.m. to 4 p.m. – self-service system. Furthermore, a bistro in pavilion G1, V, F and P on the ground floor, opening hours from 9 a.m. -4 p.m.

5. ACCOMMODATION

Jana Buršíková

Phone: +420541152777

E: jburšikova@bvvcz

Special offer for accommodation can be found at:

www.bvv.cz/en/accommodation

6. EXPOSITION SECURITY

Individual security of your exhibition stand will be provided by the Olman company, Phone: +420541153383, E: ostraha@olman.cz. Orders can only be made according to the Order block <https://ieso.bvv.cz/>

MAP OF THE EXHIBITION CENTRE

