

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

*(IMPORTANT INFORMATION FOR EXHIBITORS AND ASSEMBLY COMPANIES)*

## **Brno National Dog Show 2025**



**11 – 12 January, 2025**

Brno Exhibition Centre, Czech Republic

Hall V

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

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## SCHEDULE

The given deadlines for sending orders **must be observed!**

	<b>DEADLINE</b>		<b>CONTACT</b>
	20. 12. 2024	Order stand construction, equipment, furniture	<a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a> or Jitka Nedomová +420 724 852 975 jnedomova@bvv.cz
	20. 12. 2024	Order entry passes, parking, car passes, technical supplies (electricity, water, compressed air)	<a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a> or Zuzana Mrňová +420 541 153 336 zmrnova@bvv.cz
	20. 12. 2024	Order accommodation	Jana Buršíková jbursikova@bvv.cz, +420 541 152 777
	20. 12. 2024	Send the exposition project for approval (if you are ordering the stand construction from BVV Trade Fairs Brno, we will assure project approval for you)	projekty@bvv.cz
	10. 1. 2025	Assembly starts at 7.30 am, ends at 8.00 pm	
	11. 1.2025	Event begins at 8.00 am	
	12. 1. 2025	Event ends at 4.00 pm, dismantling begins	
	13. 1. 2025	Latest permissible termination of dismantling and vacating of the exhibition area by noon	

Prices of orders for technical supplies (electricity, water, compressed air, internet), furniture and suspension of steel lines

**will be increased by 10%** if ordered after the deadline (see schedule)

**will be increased by 25 %** if ordered after assembly has begun.

Prices of other services (excl. technical supplies) are in case of belated ordering subject to conditions stated in the particular order form in the Order forms iESO.

### PRICES FOR CAR PASSES, PARKING AND ADMISSION

Car pass (valid 10. – 13. 1. 2025)

One day car pass

Deposit (for details see the Organisational instructions)

Daily parking in the exhibition area

Full-day ticket

Discounted admission (students, people 65+)

Children up to 6 years

CZK 1 500 + VAT

CZK 500 + VAT

CZK 1 000

CZK 200

CZK 150

CZK 80

for free

## **INTRODUCTION ...**

Dear Exhibitors,

We would like to draw your attention to the most important information and rules valid during the assembly period, the course of the event and the stand dismantling period. To ensure you have a smooth and trouble-free operation in all three stages we ask you to study in detail the Technical and Safety Regulations (see: <https://ikancelar.bvv.cz>).

### **GENERAL RULES**

- **Car entries to the exhibition grounds – Gate 4 within operating hours.**
- **Drivers are obliged to respect the instructions of the security service.**
- **All vehicles must observe traffic signs on the exhibition grounds** (most importantly the ban on parking on marked areas and in front of entrances to exhibition halls) and leave the exhibition grounds following the end of the opening hours. Overnight parking on the exhibition grounds is not permitted. Parking of trailers in the exhibition grounds after the closing time is not permitted. Any breach of this regulation will be punished by a penalty of 5,000 CZK. The entry of vehicles into exhibition halls is prohibited. The entry of lorries and vans onto the exhibition grounds during the course of the event is not permitted.

- **If the rules for parking and the entry of vehicles to the exhibition grounds given above are violated,** BVV Trade Fairs Brno is entitled to tow away the vehicle in question to the reserved car park, or fit the given vehicle with a wheel clamp. In such cases, BVV Trade Fairs Brno is likewise entitled to demand the payment of all costs associated with the application of these measures and a contractual **penalty of 5,000 CZK in addition.**

- A copy of the list of registered items, confirmed by the security service on entry to the exhibition grounds, must be submitted at the gate when leaving the exhibition grounds. The driver is, in the interests of protecting the property of BVV Trade Fairs Brno and other exhibitors, obliged to allow the contents of the luggage compartment of his vehicle to be inspected at the request of the security service. Any items discovered by the inspection in vehicles leaving the exhibition grounds that are labelled as the property of BVV Trade Fairs Brno that are not included on the list of items taken onto the exhibition grounds and that have not been confirmed by the security service on entry to the exhibition center, will be confiscated. The same applies to exhibits and other materials taken out through the gates.

**Assembly and Dismantling Passes** – 2 pcs are provided

free. A fee (150 CZK per pass) is charged for additional Assembly passes ordered. **The holder of an Assembly pass is obliged to wear it in a visible place at all times when on the exhibition grounds,** otherwise the trade fair administration is entitled to order the person not wearing this pass to leave the exhibition hall or the exhibition grounds.

- **Escape routes must be kept clear.** For safety reasons assembled and dismantled material, packaging and exhibits must not block service roads between exhibition stands. Assembly work only is permitted in the exhibition halls. The production of items for assembly, surface painting, creating dust or other disturbing of exhibitors is prohibited in exhibition halls and will be subject to a penalty.

- **Waste disposal.** Use color-coded containers located outside exhibition halls for the disposal of sorted waste generated during assembly or 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 hall manager at your request.

- **Receptions, cocktail parties and company presentations** on exhibition stands may be held only during the course of the event within daily opening hours of the

exhibition hall, i.e. to 5.00 pm.

- **Acoustical and optical means of advertising and musical productions are permitted on your own stand only under the condition that they do not disturb neighboring stands, do not block aisles, and are not louder than 85 dB at the edge of the stand.** BVV Trade Fairs Brno may take appropriate action if these conditions are not observed, e.g. disconnect the supply of electricity to the stand following prior written notification. In such case the exhibitor has no right to the payment of any damages thereby incurred. For musical productions on exhibition stands, exhibitors are obliged not only to request the approval of BVV Trade Fairs Brno, but also that of the pertinent collective administrator of copyright (OSA, Intergram) in accordance with Law 121/2000 Coll., The Copyright Law, in its valid wording.
- **Placement of advertisements on the Exhibition Centre outside your own exhibition area is not permitted.** The mass distribution of printed advertisements or their dropping over the exhibition grounds from airplanes or balloons is not permitted without the prior agreement of BVV Trade Fairs Brno. Flights with advertising banners over the exhibition grounds are also not permitted. The broadcasting of advertisements on the

exhibition grounds using Bluetooth or BTS cell transmitters is likewise not permitted without the prior agreement of BVV Trade Fairs Brno. You are entitled to promote your products and services on your own exhibition stand only. Any additional tidying and cleaning costs incurred will be charged to the exhibitor in question. The use of means of advertising such as bicycles, skateboards, roller skates, scooters, two-wheeled handcarts and other means of motion (e.g. jumping boots, stilts) on the exhibition grounds is likewise not permitted without the prior agreement of the trade fair administration.

- We recommend you to **hand over the keys to areas you have locked to the porter of the exhibition hall** every day. If you do not do so, and a fire or a fault to equipment installed in the locked area is suspected, then you will pay any damages resulting from forced entry into the area in question.
- **Cleaning of stands** out of opening hours may be performed only by trade fair administration's contractual cleaning companies.
- **We recommend you to insure exhibits** (including packaging) against any possible damage or loss, or recommend **individual stand security** (see Additional services). The trade fair administration will not be held liable for any such damages.
- **No entry to the Exhibition Centre** - the

entry of motorcycles, bicycles, scooters, segways or with in-line skates or skateboards in the build-up and dismantling period and the course of the fair is prohibited. **A set of Visiting rules of BVV Trade Fairs Brno applies in the course of the event.**

## **BUILT UP PERIOD**

### **1. WORKING HOURS**

**10. 1. 2025 7.30 am – 8.00 pm**

The ordered technical services (electricity, water, compressed air) are provided throughout working hours of the assembly period.

Assembly works must be completed no later than 10. 1. 2025 at 8.00 pm. From this time the electricity will be switched off, including the hall lighting.

### **2. ENTRY AND CAR ENTRY**

**Entry** to the exhibition centre:

- Pass for assembly and dismantling

To be downloaded:  
<https://ikancelar.bvv.cz>  
2 pcs free of charge, next for a fee 150 CZK incl. VAT/pc

- Entry pass

To be downloaded:  
<https://ikancelar.bvv.cz>  
free of charge according to the size of the exhibition area, next for a fee 150 CZK incl. VAT/pc

**Car entry:**

- Pass for assembly and dismantling

- Car entry pass

- Deposit CZK 1 000,00 valid for a maximum of 4 hours, with the last entry to the exhibition grounds at 6.00 pm and the last exit at 8.00 pm. Otherwise the deposit is forfeited in full! The deposit is paid by drivers of cars and trucks. The deposit is not paid by holders of the Car entry pass.

### 3. CONSTRUCTION OF EXHIBITION STANDS

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

**Jitka Nedomová**

+420 724 852 975  
jnedomova@bvv.cz.

### 4. WIFI

A wireless network for mobile internet access is available in the halls. In the basic speed is possible to connect in the halls for free. This service operates as a standard WiFi – 802.11ac. You can purchase WiFi coupons (for basic speed 10 Mbit) with password and login for a one-day connection (250 CZK incl. VAT) or for the whole course of the event (500 CZK incl. VAT) at Central service for exhibitors.

The connection speed and quality are dependent on the number of users logged-on. 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 our fixed Internet connection service, which you can order using the Order Block iESO.

Josef Dosoudil, +420 541 152 810,  
jdosoudil@bvv.cz.

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.

## **COURSE OF THE EVENT**

### 1. OPENING HOURS

Entry to the exhibition center and to the hall:

**Exhibitors:** 11. + 12. 1. 2025 6.30 am - 5.00 pm

**Sellers:** 11. + 12. 1. 2025 7.00 am - 5.00 pm

**Visitors:** 11. + 12. 1. 2025 8.00 am - 4.00 pm

The organizer of the Brno National Dog Show

(Moravian-Silesian Cynological Association) is responsible for the time course of the dog evaluation.

### 2. ENTRY AND CAR ENTRY

Entry to the exhibition grounds:

#### **Entry pass**

To be downloaded:

<https://ikancelar.bvv.cz>

Free of charge according to the size of the exhibition area, others are charged CZK 150 incl. VAT/pc.

**Vehicle entry** through gate 4 within opening hours:

- Car entry pass

- One-day Car entry pass

- Deposit of CZK 1 000 for a maximum of 1 hour. Entry is allowed from 6.30 am to 7.30 am, with the last exit at 8.30 am, and from 4.00 pm to 5.00 pm, with the last exit at 6.00 pm. If the period of time is exceeded, the deposit is forfeited in full. **Entry to the exhibition grounds against a deposit is not permitted in the afternoon of the final day of the event.** The deposit is not paid by holders of the Car entry pass.

### 3. PARKING

Parking on the grounds of the exhibition center is possible only on the designated car parks. Parking outside these areas will be subject to a penalty.

Owners of competing dogs may park inside the exhibition grounds on the basis of the "Confirmation of Admission to the Dog Show". Price CZK 200 incl. VAT/day.

## **DISMANTLING PERIOD**

### **1. WORKING HOURS**

12. 1. 2025 4.00 pm – 9.00 pm

13. 1. 2025 7.30 am – noon

Exhibition areas must be vacated and returned to the hall manager by noon on 13. 1. 2025.

### **2. ENTRY AND CAR ENTRY**

For entry to the exhibition grounds an Assembly and dismantling pass or an Entry Pass are used.

An Assembly and Dismantling Pass or a valid Car Pass serve for **car entry** to the exhibition grounds. Passenger and transport vehicles may enter the exhibition grounds through Gate 4 within working hours.

### **3. DISMANTLING AND CLEARANCE OF EXHIBITION STANDS**

Dismantling can only start after the event is over. All technical supplies will be disconnected on

12. 1. 2025 at 5.00 pm.

Leaving any material on the exhibition areas is in the nature of waste and it will be physically disposed of after the end of dismantling. BVV Trade Fairs Brno is not liable for any damage

## **SERVICE FOR EXHIBITORS**

### **1. ORGANISER**

BVV Trade Fairs Brno,  
Výstaviště 405/1, 603 00  
Brno, Czech Republic

**Michalis Busios,**

**Project director**

+420 541 152 927

[mbusios@bvvcz](mailto:mbusios@bvvcz)

**Irena Klugarová,**

**Project manager**

+420 606 763 596,

[iklugarova@bvvcz](mailto:iklugarova@bvvcz)

**Jitka Nedomová,**

**Stand construction**

**Manager**

+420 724 852 975

[jnedomova@bvvcz](mailto:jnedomova@bvvcz)

**Josef Zámečník,**

**Hall manager**

+420 602 750 278

[jzamecnik@bvvcz](mailto:jzamecnik@bvvcz)

### **2. CENTRAL SERVICE FOR EXHIBITORS**

Hall V, 1st floor - office 133:

**Vladimíra Bodláková,**

+420 720 936 891

[vbodlakova@bvvcz](mailto:vbodlakova@bvvcz)

**Marie Tesaříková**

+420 601 252 375

[mtesarikova@bvvcz](mailto:mtesarikova@bvvcz)

Accepts orders for technical supplies, cleaning, individual stand security, additional entry passes, car passes, parking documents. Documents for parking and entrances that could not be sent to you by post are ready for collection here.

### **3. HALL MANAGER**

provides services associated with the operation of the halls and areas, permits the commencement of assembly works and takes over vacated exhibition areas from exhibitors or assembly companies following the end of the event, coordinates the construction of stands, the delivery of exhibition equipment and the installation of connections.

## **EMERGENCY CALLS**

**during the course of the event**

### **1. MEDICAL SERVICE**

Emergency medical service –  
Ponávka 6,  
+420 545 538 538

### **2. POLICE**

Police station, Rybářská street 17, +420 974 626 481 (also handles lost property).

### **3. FIRE BRIGADE**

On the exhibition grounds,  
+420 541 152 200

### **4. SAFETY AND SECURITY OFFICER**

In the case of an accident or other emergency on the exhibition center inform immediately the security: +420 541 153 383.

### **5. BREAKDOWNS – ACCIDENTS**

Maintenance and servicing of exhibition stands: +420 541 156 666

Trade fair administration emergency service: +420 541 158 888

## **ADDITIONAL SERVICES**

### **1. ATM location at the Exhibition Centre**

ATM of ČSOB - exterior side of the **hall E**

ATM of Euronet – exterior side of the **hall F** (opposite the hall Z)

### **2. INSURANCE**

#### **RENOMIA, a.s.**

Jiří Jílek,  
+420 603 217 463,  
jiri.jilek@renomia.cz

Insures exhibits, liability arising from exhibition stand operation, transportation, insurance of costs should the exhibition be cancelled, insurance of exhibition stands and equipment, liquidation of insurance claims.

### **3. ACCOMMODATION**

Accommodation is provided by BVV Trade Fairs Brno,  
**Jana Buršíková**,  
+420 541 152 777,  
jbursikova@bvvcz

### **4. FOOD, DRINKS AND HOT MEALS**

Restaurant in the hall V - 1st floor, self-service system opening hours 10.30 am to 4.00 pm

Bistro in the hall V, ground floor opening hours 9.00 am to 4.00 pm.

#### **Delivery of food, drinks and ready meals to stands:**

R Catering s.r.o.  
+420 725 741 082  
info@rcatering.cz

### **5. ADVERTISING ON THE EXHIBITION GROUNDS**

All advertising activities can be ordered from Ivan Zahradníček, +420 541 152 216, izahradnicek@bvvcz

### **6. RADIO "TRADE FAIR"**

Manor House bldg. (Zámeček), +420 541 152 061 (only during the course of the event), +420 541 152 216 (spots or a commercial announcement)

### **7. INDIVIDUAL STAND SECURITY**

Order using the Order Block iES0.