

INSTRUCTIONS FOR THE ASSEMBLY, COURSE OF FAIRS AND DISMANTLING PERIODS

(important information for exhibitors and stand contractors)

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

The price of ordered services: technical connections (electrical connections, water, compressed air, internet) furniture, equipment and suspension wires will be:

- increased by 10 % if ordered after the deadline,
- after the 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	TELEPHONE, E-MAIL
Continuously	Send information about novelties and products for specialized press	Mr. Jiří Palupa	+420 602 713 538 jpalupa@bvv.cz
by May 16, 2025	Order stand construction, furniture, special stand equipment	Mr. Adam Touš	+420 541 153 039 atous@bvv.cz
by May 16, 2025	Order construction of a type stand	Ms. Jitka Nedomová	+420 541 152 518 jnedomova@bvv.cz
by May 19, 2025	Order technical connections, entry passes, parking, car passes, other services	Ms. Zuzana Mrňová	+420 541 153 336 https://ikancelar.bvv.cz
by May 19, 2025	Order advertising on exhibition grounds, broadcasting in fair radio, distribution services (printed matter to stands), permission for own distribution	Mr. Ivan Zahradníček	+420 541 152 216 izahradnicek@bvv.cz www.veletrznireklama.cz
by May 19, 2025*	Send stand plan and completed application form for approval	Mr. Erik Pěček Mr. Martin Bednář	projekty@bvv.cz
by June 02, 2025	Insurance of the exhibition and exhibits	RENOMIA company Mr. Jiří Jílek	+420 603 217 463 jiri.jilek@renomia.cz
June 06, 2025 07:30 am	Start of the assembly period		
June 10, 2025 09:00 am	Start of the event		
June 12, 2025 04:00 pm	End of the event, start of dismantling		
June 13, 2025 08:00 pm	Last permissible termination of dismantling and vacating of the exhibition area		

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

CONTACTS:



Project Director
Mr. Petr Maliňák
Tel. +420 541 152 979
pmalinak@bvvp.cz

Programme director
Ms. Marie Zezůlková
Tel.: +420 606 616 303
mzezulkova@bvvp.cz

Project Manager
Ms. Jana Kornetová
Tel.: +420 724 841 697
jkornetova@bvvp.cz

Project Manager
Ms. Michaela Krmíčková
Tel.: +420 601 252 602
mkrmickova@bvvp.cz

PR and advertising manager
Mr. Jiří Palupa
Tel.: +420 541 152 817
jpalupa@bvvp.cz

Stand Construction Manager
Mr. Adam Touš
Tel.: +420 602 584 377
atous@bvvp.cz

Hall manager
Mr. Josef Zámečník
Tel.: +420 602750 278
jzamecnik@bvvp.cz

CENTRAL SERVICE

for exhibitors during assembly, the course of the fair and dismantling period:

Hall A3, ground floor, office nr. 007

Ms. Marie Tesaříková

Tel.: +420 601 252 375

e-mail: mtesarikova@bvvp.cz

OVERVIEW OF PRICES

Entry, parking, admission

iESO – client application for exhibitors

<https://ikancelar.bvvp.cz>

Car Pass (for the entire time of the fair)	CZK 1,500 + VAT
One-day Car Pass	CZK 500 + VAT
Security deposit June 10 – 12, 2025 max. 1 hour (under the conditions set out these instructions)	CZK 1,000 incl. VAT
Parking in EXPOPARKING garages prepaid (for the entire time of the fair)	CZK 1,000 + VAT
EXPOPARKING (one hour)	CZK 30 incl. VAT
Entry Pass (in addition to the allotted)	CZK 300 incl. VAT
Assembly Pass (in addition to the allotted 2 pcs)	CZK 150 incl. VAT

EMERGENCY CALLS

MEDICAL SERVICES

Emergency medical services
street Ponávka 6 (entry through
Emergency hospital)



POLICE

+420 545 538 538
Rybářská street 17
(also deals with lost property)



FIRE BRIGADE

+420 974 626 481
BVV fire report office
+420 541 152 200



EMERGENCY SITUATIONS

in case of injury or
other emergency
+420 541 153 383



BREAKDOWNS - EQUIPMENT FAILURE

only for stands build by BVV
Trade Fair company
+420 541 156 666



EMERGENCY SERVICE

+420 702 246 666
at the Exhibition Centre
+420 541 158 888

DEAR EXHIBITORS,

We would first like to draw your attention to the most important rules relating to the preparation of the trade fairs (the assembly period), the course of the fairs, and the stand dismantling period. For the sake of 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 a part of the form Binding Application, and which, with your signature, you have undertaken to respect.

We wish you a pleasant stay and successful business negotiations.

Organizer: BVV Trade Fairs Brno, Výstaviště 1, CZ 603 00 Brno

GENERAL RULES

The entry of vehicles to the Exhibition Centre – gate 4 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.

Stopping of trailer trolleys in the exhibition grounds after the end of operating hours is not permitted. Overnight parking of vehicles on the exhibition premises is not permitted.

For exhibitors - holders of Free car passes - parking spaces are available in the vicinity of the event venue. For the immediate movement of your car near the hall, 1 hour before the start of the event and 1 hour after the end of the event will be reserved each day for a refundable deposit of CZK 1,000 (see COURSE OF FAIR – Vehicle entry to the Exhibition Centre).

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.

In the event of a violation of the above parking and entry rules, BVV Trade Fairs Brno is entitled to tow the vehicle to a designated parking lot or secure the vehicle with a blocking device. In such a case, BVV Trade Fairs Brno is also entitled to demand payment of all costs associated with the application of these measures and a contractual penalty of CZK 5,000.

On exit of vehicles from the Exhibition Centre, a copy of the list of items declared and confirmed by the security service officer on entering the Exhibition Centre, must be submitted at the gate. At the request of the security guard at the gate 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 space of his vehicle to be inspected. 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). A Pass holder is obliged to wear it visibly all the time spent at the exhibition centre. In case of nonobservance BVV Trade Fairs Brno can order untagged person out of the hall or of the exhibition centre.

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 be subject to a penalty.

We recommend that you **insure exhibits** (including packaging) against any possible damage or loss, or recommend individual stand security. The trade fair administration will not be held liable for any such damages. Premium payments can only be drawn from contracts entered into by the exhibitor.

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 06.00 pm (last day of the event by 04.00 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 outside 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.

The admission of pets (dogs and cats, etc.) to the Exhibition Centre is not permitted during the Assembly and Dismantling periods. For the course of the fair, the Visitor Rules of Trade Fairs Brno are applicable. The entry by bicycle to the Exhibition Centre is prohibited. The use of means of transport such as bicycles, skateboards, roller skates, scooters, two wheeled handcarts and other means of motion (e.g. jumping boots, stilts) on the Exhibition

Centre is not permitted either without the prior agreement by the fair administration.

ASSEMBLY PERIOD

1. OPENING HOURS

June 06, 2025 (Fr) – June 09, 2025 (Mo)

07.30 am – 08.00 pm

In Hall A1 on June 07, 2025 (Sat), assembly is only allowed until 05.00 pm due to another event!

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

Ordered and paid technical services are provided on June 08 – 09, 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 stipulated date for the beginning of event assembly by Mr. Petr Blaha – (tel.: +420 602 750 289, e-mail: pblaha@bvz.cz).

Assembly work must be completed by 08.00 pm on June 09, 2025 at the latest. At this time the electrical current, including lighting in exhibition halls, will be switched off!

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



Gate nr. 4 (pedestrian ramp)

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.bvz.cz>

or an Entry Pass

free of charge according to the quantity of the exhibition area rented, additional charge CZK 300 incl. VAT

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

Entry Passes and Assembly and Dismantling Passes (both free and for fee) 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.bvz.cz>

or Free Car Entry Pass for the fair

can be ordered at <https://ikancelar.bvz.cz>

CZK 1,500 + VAT

On June 09, 2025 a security deposit of CZK 1,000 valid for a maximum of 4 hours, must also be paid on entering the Exhibition Centre, with last entry at 06.00 pm and last exit

at 08.00 pm. 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. Holders of Car Entry Passes need not pay such deposit.

4. 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.

KÜHNE + NAGEL company

Trade fair Department Brno

Ms. Ludmila Fironová

Tel.: +420 543 565 510, mobil +420 724 304 333

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

www.kuehne-nagel.com

IMMIX (limited liability company)

forwarding facility at gate No. 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

Exhibitors should contact these companies directly (not through BVV Trade Fairs Brno). 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 08.00 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. Storage of packaging and installation material behind exhibition stands is prohibited.

Transportation and handling services must be ordered in advance. 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 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.

5. THE CONSTRUCTION OF EXHIBITION STANDS

(ends on June 09, 2025 at 08.00 pm)

The Stand Construction and Services Department of BVV Trade Fairs Brno (Mr. Adam Touš, tel. +420 541 153 039, 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.

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.

- **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. 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.

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>

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.

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 of more than one storey must also meet special fire prevention conditions. Such stands must be submitted for approval by the BVV Trade Fairs fire prevention specialist (e-mail: jpolach@bvv.cz) at the design or study 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 FAIR

1. OPERATING HOURS

For exhibitors

June 10, 2025 (Tue)	07.30 am – 07.00 pm
June 11, 2025 (Wed)	08.00 am – 07.00 pm
June 12, 2025 (Thu)	08.00 am – 04.00 pm/12.00 pm (midnight)

For visitors

June 10 - 11, 2025 (Tue -Wed)	09.00 am – 06.00 pm
June 12, 2025 (Thu)	09.00 am – 04.00 pm

2. ENTRY TO THE EXHIBITION CENTRE



Gate nr. 1 and hall E

you need following permits:

An Entry Pass

free of charge according to the size of the exhibition area, additional charge CZK 300 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. VEHICLE ENTRY TO THE EXHIBITION CENTRE



Gate nr. 4 (you need following permits):

a Car Pass (for the entire duration of the event)

CZK 1,500 + VAT

can be ordered at <https://ikancelar.bvv.cz>

or One-day Car Pass

CZK 500 + VAT

(One-day Car Passes cannot be purchased for the final day of the event. Neither is it possible to transfer a Car Pass onto another vehicle for the last day of the event. The Car Pass does not authorize to enter an exhibition hall by car).

or against a security deposit of CZK 1,000

Entry against a security deposit is allowed only in the morning, i.e. from 08.00 am (first day of the event from 07.30 am) to 09.00 am, with last exit from the exhibition centre at 09.30 am, and in the afternoon from 06.00 pm to 07.00 pm, with last exit from the exhibition centre by 07.30 pm. The security deposit is, however, valid for a **maximum**

of 1 hour. If this period of time is exceeded, then the deposit is forfeited in full.

Entry to the exhibition centre against a security deposit is not permitted in the afternoon of the final day of the event.

4. MOVING AROUND THE EXHIBITION CENTRE

The use of bicycles, skateboards, roller skates, scooters, two-wheeled handcars and other means of motion is not permitted on the premises of the Exhibition Centre.

5. PARKING

Parking on the Exhibition Centre premises is possible only on the designated car parks. Parking outside the designated places will be subject to penalty.

Special parking spaces will be reserved for exhibitors with free entrances near the exhibition hall.

We also recommend all exhibitors to park in the EXPOPARKING building at the entrance to the Exhibition Centre opposite to hall E.

Reserved parking in the EXPOPARKING building (for the duration of the event): CZK 1,000 + VAT. Price of reserved unattended parking includes event assembly period and dismantling period.

DISMANTLING PERIOD

1. OPERATING HOURS

June 12, 2025	04.00 pm to 12.00 pm (midnight)
June 13, 2025	07.30 am to 08.00 pm

Dismantling is not allowed before the fair termination. We urgently ask the exhibitors to observe the operation hours of the fair's last day and start dismantling their stands after the fair's end, i.e. not before 04.00 pm!

Exhibition areas must be vacated and returned to the production technician of the hall by 08.00 pm on June 13, 2025 at the latest.

2. ENTRY TO THE EXHIBITION CENTRE



Gate nr. 4 (pedestrian ramp)

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 300 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>

or a Car Pass

can be ordered at <https://ikancelar.bvv.cz>

CZK 1,500 + VAT

On the last day of the event cars may enter the exhibition centre after 04.30 pm, with last exit at 12.00 pm (midnight). 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. THE DISMANTLING OF EXHIBITION STANDS AND EXHIBITS

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 08.00 pm on June 13, 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

(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.

2. INFO STAND

Further services for exhibitors will be provided by staff at the information stand. They provide general information and exhibitor details. The stand is open on the last day of the assembly and throughout the event.

3. ADVERTISING AT THE EXHIBITION CENTRE

Advertising media and spaces and other advertising activities can be ordered from Mr. Ivan Zahradníček – tel.: +420 541 152 216, hall A3 (office 223). The advertising space can be used for inflatables of various kinds, individual advertisements and associated services (the rental and servicing of inflatable airships). The staff-member in charge will ensure the distribution of your printed materials to exhibitors' stands, 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 have your advertisements on can also be provided.

4. 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@bvv.cz

Coupons with password and login can be purchased at the Central service for exhibitors. 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.

ADDITIONAL SERVICES

1. 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)

2. INSURANCE

Renomia company

BVV Administration Building, ground floor, office No. 4

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

e-mail: jiri.jilek@renomia.cz

3. INDIVIDUAL STAND SECURITY GUARDS

Olman service company

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

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

4. FOOD AND DRINKS

R catering company (hall A)

catering@rcatering.cz

Mr. Bedřich Crha, tel.: +420 725 741 082

Frgal Catering company (hall P)

bvv@frgal-catering.cz

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

5. PROTOCOL

At the Exhibition Centre - by the lake and the BVV Administration Building

tel.: +420 541 152 940

6. THE PRESS CENTRE

hall A3, ground floor, room 12

PR manager of the fair: Mr. Jiří Palupa

tel.: +420 541 152 817

7. FAIRGROUND RADIO

Tel.: +420 541 152 061

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

URBIS

The Smart Cities Meetup

10.–12. 6. 2025

