



28. 5.–30. 5. 2025 Hall P  
and F and open area P



28. 5.–31. 5. 2025 Hall F and  
open areas F, Z, Z1



## ORGANISATIONAL INSTRUCTIONS FOR ASSEMBLY AND DISMANTLING PERIODS AND THE COURSE OF THE TRADE FAIR (IMPORTANT INFORMATION FOR EXHIBITORS AND STAND CONTRACTORS)

**We ask exhibitors** who have not ordered the construction of their exhibition stand from BVV Trade Fairs Brno to **pass these instructions to their stand contractors.**

**Organisational instruction for assembly and dismantling periods and the course of the trade fairs were issued by BVV Trade Fairs Brno.**

SCHEDULE

PRICES

CONTACTS

GENERAL RULES

ASSEMBLY

COURSE

DISMANTLING

SERVICES

PLAN

### 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 trade fair 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 General Conditions for participation given in the Binding application for participation, which you have signed and therefore undertaken to respect.

### GENERAL RULES

**Car entry to the Exhibition Centre through Gate 4 and X (8) for details see Assembly Period, Course of the trade fair and Dismantling Period.**

**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 trade fairs is not permitted.

The maximum speed in the exhibition grounds is 30 km/h.

If the rules for parking and the entry of vehicles to the exhibition grounds given above are violated, the company 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, the company 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 Centre, will be confiscated. 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 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 colour-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.

**Disposal of bio-waste** - sanitation bins will be placed near the pavilions.

There is a **ban on charging batteries of electric vehicles.**

**Receptions, cocktail parties and company presentations** on exhibition stands may be held only during the course of the trade fair within daily opening hours in the exhibition hall, i.e. to **6.00 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 70 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

You are entitled to advertise your products and services only in your own stand. Mass distribution of advertising printed materials or dropping them over the exhibition area from ordered aircraft or balloons is not permitted without prior approval of the fair administration, as well as flights with towed advertising banners. Sending advertising messages within the exhibition grounds via Bluetooth technology or BTS transmitter cells is also not permitted without the prior consent of BVV Trade Fairs Brno. The use of advertising means such as motorcycle, bicycle, electric bicycle, scooter, electric scooter, monocycle, skateboard, hoverboard, roller skates, two-wheeled self-balancing vehicles and other proximity devices (e.g. jumping boots, walking on stilts) is also not permitted in the exhibition grounds without the prior consent of the fair administration. Placing company banners, distribution of printed materials, advertising or other samples, etc., posting of promotional and information materials outside the stand itself, on windows, walls, floors or columns of the

o pavilions is not permitted. The fair administration is entitled to prohibit all advertising that does not comply with the above rules or to remove it at the exhibitor's expense. The exhibitor will be billed for the increased cost of cleaning the areas.

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 SERVICES). The trade fair administration will not be held liable for any such damages.

**No entry to the Exhibition Centre** - entry on motorcycles, bicycles, scooters, roller skates, self-balancing vehicles or skateboards in the build-up and dismantling period and the course of the fair is prohibited.

**No pets** at the exhibition grounds during the build-up period, the course of the trade fairs and dismantling period. **Furthermore, minors are not allowed to enter** the fairgrounds during the assembly and dismantling period. A **set of Visiting rules of BVV Trade Fairs Brno applies in the course of the trade fairs.**

**Trade Fairs Brno applies in the course of the trade fairs.**

#### **Important notice:**

**28.+29. 5. 2025 – entry is allowed only to persons over 16 years of age**

**30.+31. 5. 2025 – entry for general public**

## SCHEDULE

The deadlines given for the sending of order forms must be **observed!**

DEADLINE		CONTACT
by 2. 5. 2025	Order stand construction, stand equipment, incl. furniture	Adam Touš +420 602 584 377, <a href="mailto:atous@bv.v.cz">atous@bv.v.cz</a>
by 2. 5. 2025	Order technical connections, services, suspension wires, entry passes, car passes, parking	Zuzana Mrňová, +420 541 153 336 <a href="mailto:zmrnova@bv.v.cz">zmrnova@bv.v.cz</a>
by 6. 5. 2025	Send the completed request and the exhibition project for approval (if you are ordering the stand construction from BVV Trade Fairs Brno, we will assure project approval for you)	<a href="mailto:projekty@bv.v.cz">projekty@bv.v.cz</a>
by 12. 5. 2025	Send information on novelties, exhibits, company presentations	Alexandra Koutná, +420 601 252 620, <a href="mailto:akoutna@bv.v.cz">akoutna@bv.v.cz</a>
by 12. 5. 2025	Order advertisement, distribution services (printed materials to the stands, permit for one's own distribution), Trade Fair Radio, FAIRINFO magazine, IDET Arena	Ivan Zahradníček, +420 541 152 216, <a href="mailto:izahradnicek@bv.v.cz">izahradnicek@bv.v.cz</a>
21.5. 2025	Assembly begins at 7.30 a.m. <b>Exhibits weighing more than 5 tons and exhibits requiring the use of mechanical equipment must be brought in!</b>	
27.5. 2025	Assembly work ends at 8.00 p.m.	
28.5. 2025	Fairs begin at 9.00 a.m.	
28. 5. 2025	Festive opening of the trade fairs outside hall Z at 10.00 a.m.	
30.5. 2025	End of IDET at 4.00 p.m.	
30. 5. from 5.00 p.m. till 31.5. 20235 6.00 a.m.	NON-STOP dismantling of the hall P and F (part of IDET) and open space P	
31.5. 2025 6.00 a.m.– 5.00 p.m.	Dismantling in hall P and part of hall F (IDET) on open space P INTERRUPTED!!!	
31.5. 2025 at 5.00 p.m.	End of PYROS and ISET fairs, dismantling in hall F, on open spaces F, Z, Z1, continuation of dismantling in hall P and F (part IDET) and on open space P (IDET)	
4.6. 2025 at 8.00 p.m.	Latest permissible completion of dismantling work and clearance of exhibition area	

The price of ordered services for technical connections (electricity, water, compressed air), furniture and suspension wires

- will increase by 10% if ordered after the deadline (see schedule)
- will increase by 25% if ordered after the beginning of assembly

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

## PRICES

Car pass = parking in the on-site car parks	1,500 CZK + VAT
Unattended parking in EXPOPARKING (by Gate 4)	1,500 CZK + VAT
Daily parking fee	200 CZK incl. VAT
Entry pass	500 CZK incl. VAT
Assembly and dismantling pass	150 CZK incl. VAT
Company vouchers (according to the number of used vouchers)	60 CZK + VAT, 80 CZK + VAT, 100 CZK + VAT
Catalogue	200 CZK incl. VAT

### Important notice:

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**30.+ 31. 5. 2025 – entry for general public**

## CONTACTS

### ORGANIZER

BVV Trade Fairs Brno, Výstaviště  
405/1, CZ – 603 00 Brno, Czech  
Republic +420 541 152 926,  
idet@bv.v.cz

### Director of IDET, PYROS and ISET

Michalis Busios,  
+420 541 152 927, mbusios@bv.v.cz

### Assistant to the project director

Nella Mazůrek Bonomo,  
+420 725 195 109, nbonomo@bv.v.cz

### Manager of IDET

Nikola Lekovski,  
+420 602 768 616, nlekovski@bv.v.cz

### Manager of IDET, PYROS and ISET

Dagmar Darmopilová, +420 602 750 277,  
ddarmopilova@bv.v.cz

### PR and advertising manager

Alexandra Koutná, +420 601 252 620,  
akoutna@bv.v.cz

### Manager of stand construction and services

Adam Touš, +420 602 584 377,  
atous@bv.v.cz

### Manager of stand construction and services – stand packages

Martin Mikša, +420 541 152 912,  
mmiksa@bv.v.cz

### Armourer

Luděk Salák, +420 731 202 010,  
zbrojir@scorpiontactical.cz

### Hall F, open space F

Hall manager: Zdeněk Tulla, hall  
F/office No. 104, +420 602 476 829

### Hall P, open space P

Hall manager: Petr Dvořák, hall  
P/office No. 126, +420 720 942 792

### Open space Z, Z1

Hall manager: Tomáš Odstrčil, hall  
P/office Nr. 214, +420 606 650 396

### Central service for exhibitors during the assembly period, the course of the fairs and the dismantling period:

#### Hall P, 1st floor, rooms No. 121, 122, 125

Vladimíra Bodláková +420 541 152 365, e-mail: vbodlakova@bv.v.cz  
Marie Tesaříková +420 541 152 332, e-mail: mtesarikova@bv.v.cz  
Zuzana Mrňová +420 541 153 336, e-mail: zmrnova@bv.v.cz

## BUILD-UP 21. – 27. 5. 2025

### OPENING HOURS 7.30 a.m.–8.00 p.m.



Electricity is provided for assembly purposes during these times. Technical services (electricity, water, compressed air) will be provided after 6.00 p.m. only if ordered in advance!

Technical services ordered and paid for are provided throughout the opening hours for assembly on 26. and 27. 5. 2025. The logistic manager may permit an extension to the assembly period in extraordinary cases for a fee. Early assembly must be ordered at least one week before the stipulated beginning of the assembly period by the logistic manager (Petr Blaha, +420 541 152 850, pblaha@bv.v.cz)

**Assembly must be completed by 8.00 p.m. on 27. 5. 2025, at the latest. At this time the electrical current, including lighting in exhibition halls, will be switched off!**

### ENTRY



#### Entry Pass or Assembly and Dismantling Pass

for the trade fairs serve for entry to the exhibition grounds.

Entry Pass – to be downloaded:

<https://ikancelar.bv.v.cz>

Free pcs depending on the size of the exhibition area, others charged, CZK 500/each

Assembly and Dismantling Pass – to be downloaded:

<https://ikancelar.bv.v.cz>

2 pcs free of charge, additional for a fee CZK 150.

### VEHICLE ENTRY



Overnight parking of vehicles on the exhibition grounds is not permitted. The entry of vehicles into exhibition halls is prohibited. The entry of exhibitors' own handling equipment is prohibited.

**The car entry is possible only against the Assembly and Dismantling Pass or a Car Pass through Gate 4.**

**On 27. 5. 2025** the car entry is possible **against deposit** of 2,000 CZK for max. of 4 hours.

**Last car entry to the exhibition grounds:** 6.00 pm

**Last exit from the exhibition grounds:** 8.00 pm

**In case of exceeding the time limit the deposit will be forfeited.** The deposit is paid by drivers of passenger cars and vans. The deposit is not paid by the holders of Car Passes.

### PARKING



Parking on the exhibition grounds is possible only on the designated car parks. Parking outside these areas will be subject to a penalty. Overnight parking of vehicles on the exhibition grounds is not permitted.

## CONSTRUCTION OF EXHIBITION STANDS (ends at 8.00 p.m. on 27. 5. 2025)



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

Adam Touš +420 602 584 377, atous@bv.v.cz

**If the construction of your exhibition stand is not being performed by BVV Trade Fairs Brno, it is necessary:**

- to send the filled in request for stand approval. A confirmed request for stand approval is essential to the exhibitor or the stand contractor taking over the exhibition area. You can find a form at [www.iESO.cz](http://www.iESO.cz).
- to submit a technical plan of the stand (and a static calculation in the case of suspension) for approval to BVV Trade Fairs Brno within the stipulated deadline (see SCHEDULE) – [projekty@bv.v.cz](mailto:projekty@bv.v.cz)
- to take over your exhibition area from the hall manager (see CONTACTS) and to return it in its original condition after the end of the dismantling period.
- observe all the provisions of the General conditions for participation for the trade fairs and the Technical Safety Regulations ([https:// iESO.bv.v.cz](https://iESO.bv.v.cz))

Following documents are required to take over your exhibition area:

- an approved plan of the stand
- proof of payment of space rental (on request)
- proof of payment (on request) of services ordered from BVV Trade Fairs Brno – these services will not be provided unless they have been paid for by the time the fair begins

**Should the General conditions for participation and Technical Safety Regulations including fire regulations be broken, water and electrical connections for stands will be disconnected,**

**respectively the trade fair administration might build a partition to prevent entry to the stand.**

**In case of construction without permit for build-up there will be charged a fine up to CZK 50,000 according to the level of the breach of approval obligation and the level of threat to the vicinity.**

**Exhibition stands of more than one storey** must also fulfil special fire prevention conditions. Such stands must be submitted for the approval to fire specialist: Josef Polách, [jpolach@bv.v.cz](mailto:jpolach@bv.v.cz).

**During the approval of exhibition stands exhibitors are obliged to allow the members of the approval committee to inspect their exhibition stands.**

## FORWARDING AND LOGISTIC SERVICES



The companies **Kühne + Nagel** and **IMMIX** are the contractual forwarding agents of BVV Trade Fairs Brno for this trade fairs. Exhibitors contact these companies directly (not through BVV Trade

Fairs Brno). For contacts see SERVICES.

**The exhibits weighing more than 5 tons and exhibits requiring the use of mechanical equipment must be brought in on the first day of the build-up only, i.e. on 21. 5. 2025. You may not use your own mechanical equipment for unloading or loading or for assembly and dismantling work! Transport and handling services must be ordered in advance.**

**Manual handling carts** are also available for transporting your stationery, promotional materials and small goods. **These carts are lent out free against a deposit of 1,000 CZK/2 hours.** You can find these carts at the signposted places in the exhibition halls. These handling carts may be borrowed one day before the event begins and on the opening day of the event to 11.00 am. On the final day of the event they may be borrowed only after the official end.

**The removal and storage of empty packaging** and its subsequent return should be ordered from 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 trade fair. The storage of assembly tools, construction elements and parts of exhibits in the storage hall can be ordered through the forwarding companies. Unmarked packaging and used material will be taken to a dump for disposal after 8.00 pm. on the final day of the assembly period. Unmarked exhibits left outside the leased 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.

**All consignments must be labelled** with the name of the exhibitor, its location on the Exhibition Centre, and the name of the trade fair to which they are being sent. **The recipient of such consignments is not BVV Trade Fairs Brno**, which will not be held responsible for any consequences resulting from the incorrect addressing of consignments or the violation of regulations relating to the importing of goods.

## COURSE

**28.–30. 5. 2025 – IDET (hall P and F, open space P)**

**28.–31. 5. 2025 – PYROS and ISET (hall F, open spaces F, Z, Z1)**

**28.–31. 5. 2025 – IDET Arena (open space Z)**

## OPENING HOURS



**For exhibitors:**

28.5. 2025	7.00 a.m.–6.00 p.m.
29.5. 2025	8.00 a.m.–6.00 p.m.
30.5. 2025	8.00 a.m.–5.00 p.m.
31.5. 2025	8.00 a.m.–6.00 p.m.

**For visitors:**

28. - 29. 2025	9.00 a.m.–5.00 p.m.
30.5. 2025	9.00 a.m.–4.00 p.m.
31.5. 2025	9.00 a.m.–5.00 p.m.

**Important notice:**

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**30.+ 31. 5. 2025 – entry for general public**

## ENTRY



**Entry to and exit from the premises of the trade fairs (area demarcated with a fence) is only possible through the frame detectors, which are placed in the lobby of hall P and by the hall M. After entering the premises of IDET, PYROS and ISET you can move free in the halls P and F and on surrounding areas. This action is necessary due to the exhibiting of weapons.**

**Entry Passes** serve for the admission to the exhibition grounds in the course of the fairs (to be downloaded: <https://ikancelar.bvv.cz>). Additional passes may be ordered in advance or purchased from the Service for exhibitors.

## ENTRY OF VEHICLES



**During the trade fairs on 28 - 30 May 2025, Gate 4 is used only for access to the IDET and PYROS/ISET premises. No vehicles will be allowed to enter or material will be moved.**

**Gate 4 serves as the only entrance for parking on the premises with a Car pass.**

**The car entry to the closed premises of the trade fairs is not allowed! The only car entry to the premises is marked with „X“= Gate 8. There are hand carts, which allows exhibitors the transport of goods onto the closed premises of the trade fairs. On the premises of the Gate X is not allowed to park any vehicle.**

Only cars and vans up to 3.5 t (including load) without a trailer may enter the exhibition grounds **through Gate 4 using the Car pass** (during the stipulated opening hours for exhibitors). These Car passes can be ordered through the Block of Order Forms iESO or purchased directly from the SERVICES FOR EXHIBITORS, cost 1,500 CZK + VAT. For the final day of the trade fairs it is not possible to transfer Car Passes onto another vehicle.

**The license plate number of the vehicle must be stated for a Car pass to be issued!**

## PARKING



Parking on the exhibition grounds is possible only on the designated car parks. Parking outside these areas will be subject to a penalty. Overnight parking of vehicles on the exhibition grounds is not permitted.

### Parking of exhibitors with Car pass:

- on-site park sites, entry Gate 4

### Parking of exhibitors without Car pass:

- EXPOPARKING building (open non-stop) at Gate 4
- on-site car parks (daily parking fee CZK 200), entry Gate 4

## DISMANTLING PERIOD

**30.5. – 4. 6. 2025 IDET (hall P, hall F and open space P)**

**31.5 – 4. 6. 2025 PYROS/ISSET (hall F, open spaces F, Z1, Z)**

## OPENING HOURS



Hall P and F (part IDET) open space P

30. 5. 2025	5.00 p.m. NON-STOP till 6:00 a.m. till 31.5.2025
31.5. 2025	6.00 a.m.–5.00 p.m. DISMANTLING INTERRUPTED
31.5. 2025	5.00 p.m.–10.00 p.m.
1.–4. 6. 2025	7.30 a.m.–8.00 p.m.

Hall F and open space F, Z and Z1

31. 5. 2025	5.00 p.m.–10.00 p.m.
1.–4. 6. 2025	7.30 a.m.–8.00 p.m.

**Dismantling** begins immediately following the closing of the gates of Brno Exhibition Centre to visitors, i.e. for IDET (hall P and open space P) at 4.00 p.m. on 30. 5. 2025 and for PYROS/ISSET (hall F and open space F, Z, Z1 at 5.00 p.m. on 31.5. 2025. However, the dismantling is dependent on securing weaponry and instructions of the armourer of the trade fair. The return of empty packaging stored by forwarding companies will begin at the same time. The supply of electricity, water and compressed air to exhibition stands will be disconnected in hall P and open space P at 6.00 p.m. on 30. 5. 2025 and in hall F and open space F, Z, Z1 on 31. 5. 2025 at 6.00 p.m. Aisles between exhibition stands must remain clear throughout the entire dismantling period.

**It is necessary to clear and return the exhibition space to the hall manager by 4. 6. 2025 at 8.00 p.m. at the latest!!!**

## ENTRY



against the presentation of an **Entry Pass** or an **Assembly and Dismantling Pass**.

## VEHICLE ENTRY



In the course of dismantling the car entry is possible against presenting the Assembly and Dismantling Pass or a Car Pass through Gates No. 4. during the working hours. **On the last day**

**of the event on 30. 5. 2025 or 31. 5. 2025 cars and lorries may enter the Exhibition Centre at 6.00 p.m. at the earliest.**

Drivers are obliged to respect the orders of the security service.

## DISMANTLING WORKS, DISMANTLING AND REMOVAL OF EXHIBITION STANDS AND EXHIBITS



**(ends at 8.00 p.m. on 4. 6. 2025). By the end of the dismantling period exhibitors and companies contracted by them are obliged to:**

- complete dismantling work and the removal of exhibition items and exhibits (any costs incurred by BVV Trade Fairs Brno in connection with the storage or handling of exhibits that are not removed will be invoiced to the exhibitor in question; the same applies to borrowed and not returned items such as kitchenettes etc.)

Any material left on exhibition areas will be treated as waste, and physically disposed of by the trade fair administration following the end of the dismantling period. BVV Trade Fairs Brno will not be held responsible for any damages incurred.

- return the exhibition area to the hall manager (see CONTACTS) following the completion of dismantling.

**Earlier dismantling works are not permitted!!!!**

## EMERGENCY CALLS

### MEDICAL SERVICE



**First aid during the course of the fairs :**  
**+420 725 195 129**

location of the defibrillator (AED) – hall A3, hall P (front desk)

**Emergency medical and dentist service:**

Ponávka 6, Brno, +420 545 538 538.

### POLICE



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

## FIRE BRIGADE



+420 541 152 200.

## ACCIDENTS, EMERGENCY



contact the security service immediately:  
+420 541 153 383.

## BREAKDOWNS



maintenance and servicing of exhibition stands:  
+420 541 156 666  
trade fair administration emergency service:  
+420 541 158 888

## CENTRAL SERVICE FOR EXHIBITORS

Accepts orders for furniture, equipment, electrical and water connections, compressed air, technical gases, masts, cleaning, individual stand security, additional sale of entry passes, parking and car passes. **Parking permits and Car passes** (that have been purchased or that could not be sent by post) await collection in the Central service for exhibitors in the hall P. **Hall managers** provide 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 trade fairs. They manage and coordinate the construction of stands, the delivery of exhibition equipment and the installation of connections.

See **CONTACTS** for individual exhibition halls.

## INFORMATION STANDS

INFO stands in halls P and F are open on the last day of the assembly period and throughout the course of the trade fairs (information about exhibitors and exhibits, supporting programme, general information, sale of catalogues and WIFI coupons).

## SERVICES

### ACCOMMODATION

Administration Building, room No. 13, [Jana Buršíková](#),  
phone: +420 541 152 777, [jbursikova@bvvcz](mailto:jbursikova@bvvcz)

### ADVERTISING

Advertising carriers, areas and activities can be ordered from:  
[Ivan Zahradníček](#), +420 541 152 216, [izahradnicek@bvvcz](mailto:izahradnicek@bvvcz)

### ATMs, PAYMENT TERMINALS

Payment terminals accepting payment cards are open every day, including Sa +Sun, at Central service for exhibitors in the hall P.

Location of ATMs on the exhibition grounds

ČSOB – hall E (accessible from outside)- EC/MC and VISA cards

EURONET – hall F (facing hall P) - EC/MC and VISA cards

### CATALOGUE

The price of the catalogue is 200 CZK. On sale at ticket offices and INFO stands. Free catalogues for exhibitors and catalogues ordered for a charge are ready to pick up in the information stands in the halls F and P.

### CATERING

Catering services, deliveries of food, drinks and ready meals to the exhibitors' stands are provided by:

#### **RCATERING s. r. o.**

[Bedřich Crha](#), +420 725 741 082, [info@rcatering.cz](mailto:info@rcatering.cz)  
[www.rcatering.cz](http://www.rcatering.cz)

#### **FRGAL CATERING s. r. o.**

[Karolína Králová](#), +420 724 999 044, [bvvcz@frgal-catering.cz](mailto:bvvcz@frgal-catering.cz)  
[www.frgal-catering.cz](http://www.frgal-catering.cz)

### FORWARDING AND LOGISTIC SERVICES

#### **KÜHNE + NAGEL spol. s r.o.**

by Gate 7  
Výstaviště 405/1,  
CZ-603 00 Brno  
+420 543 565 510-513  
[exposervice.brno@kuehne-nagel.com](mailto:exposervice.brno@kuehne-nagel.com)  
[www.kuehne-nagel.com](http://www.kuehne-nagel.com)

## **IMMIX s. r. o.**

by gate 7

Výstaviště 4005/1, CZ-603 00 Brno

+420 724 979 810, + 420 722 122 186, brno@immix.cz

www.immix.cz

They offer a complex service: handling equipment, forklifts, cranes, palletize cars, lifting platforms, handling operators, consignments storage (before, during and after exhibition), empties storage (incl. pick-up and redelivering to the stand), storage in the warehouse or on the open area, custom clearance, arranging customs formalities, ATA carnets, transportation of exhibits within Czech Republic and abroad: by air, by sea, by land, oversize transportation, other services up to customer specific requests.

## **INDIVIDUAL STAND SECURITY**

Use Order form iESO for ordering the service.

## **INSURANCE**

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

Renomia a. s. insures exhibits, liability arising from exhibition stand operation, transportation, insurance of costs should the exhibition be cancelled, insurance of exhibition stands and equipment (goods designed for sale, stock, promotional materials, the personal effects of members of staff).

## **PRESS CENTRE**

Hall P – 2nd floor, room P3

– accreditation and services for journalists:

+420 541 152 549

– PR and Advertising Manager

Alexandra Koutná:

+420 601 252 620

## **PROTOCOL DEPT.**

next to the Administration building: +420 541 152 940

## **RADIO “TRADE FAIR”**

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

## **RESTAURANTS AND SNACK BARS ON THE EXHIBITION GROUNDS**

Restaurant – hall P

Buffet – hall P west

Buffet – hall P east

Buffet – hall F

## **WIFI**

A wireless network for mobile internet access is available on the exhibition grounds. 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 trade fairs (1000 CZK incl. VAT) at information stands in halls.

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.

Contact: Josef Dosoudil, +420 541 152 810, [jdosoudil@bvz.cz](mailto:jdosoudil@bvz.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.

# PLAN OF THE FAIRS

