

7.–11. 4. 2024, Brno – Exhibition Centre

INSTRUCTIONS

for build-up, course and dismantling of the fairs

(Important information for exhibitors and contractors)

We kindly ask exhibitors who have not ordered the construction of their stand from BVV Trade Fairs Brno – Stand Construction and Services, to forward a photocopy of these instructions to their contractor.

SCHEDULE FOR EVENT PREPARATION AND THE COURSE OF THE EVENT

The stated deadlines for sending orders must be met!
Late submission of an order entitles BVV Trade Fairs Brno to apply surcharges or to process the order with limitations according to the current situation or to refuse it entirely.

DEADLINE	TASK (order number in the online order form)	CONTACT
by 15. 3. 2024	Advertising and catalogue entries for Techagro, Silva Regina, Biomasa show	Ms. Ivana Kumrová +420 541 152 834 ikumrova@bvv.cz
by 20.3. 2024	Order all technical supplies, furniture and other services incl. entry passes, parking	iOffice or send to: Ms. Zuzana Mrňová +420 541 153 336 zmrnova@bvv.cz
by 10. 3. 2024	Order the construction of an exhibition stand from bVV Trade Fairs Brno, furniture and equipment. The organizer reserves the right to change the date of acceptance of orders in relation to capacity possibilities.	iOffice
by 15. 3. 2024	Send the exhibition project for approval *)	Mr. Martin Bednář Mr. Erik Pěček projekty@bvv.cz
by 15. 3. 2024	Book accommodation based on a special offer. OFFERS VALID ONLY UNTIL CAPACITY IS SOLD OUT.; offers under: https://www.bvv.cz/en/services/accommodation . Confirmation always according to the current situation.	Ms. Jana Buršíková, +420 541 152 777 jbursikova@bvv.cz

by 15. 3. 2024	Send information about companies and press conferences, send information about news, exhibits for trade press, send materials for the PR portal.	Mr. Jiří Palupa +420 541 152 817 jpalupa@bv.cz
by 15. 3. 2024	Order advertising services, trade fair radio, distribution of printed matters to exhibitor stands, permission to distribute promotional materials outside the exhibition stand and advertising in FAIRINZERT magazine.	Mr. Ivan Zahradníček +420 541 152 216 izahradnicek@bv.cz
26. 3. 2024	Start of the build-up at 7.30 am	
6. 4. 2024	Completion of build-up at 8.00 pm; delivery of heavy exhibits (over 5 t) into the halls is possible only until 3. 4. 2024	
7. 4. 2024	Exposition and exhibits insurance – insurance broker Renomia	Mr. Jiří Jílek +420 603 217 463 jiri.jilek@renomia.cz
7. 4. 2024	Start of the fair at 9.00 am	
11. 4. 2024	End of the fair at 4.00 pm, start of the dismantling	
16. 4. 2024	The latest permissible end of dismantling and clearing of the exhibition area – at 6.00 pm	

Price of services for technical supplies (electricity, water, compressed air, internet), furniture, equipment and cables from the ceiling of the hall will be increased by 10% if ordered after the binding deadline (20. 3. 2024). After the start of the build-up (26. 3. 2024), a surcharge of 25% will be applied to the prices of these orders. Price of services (excluding technical supplies) in case of late ordering shall be subject to the terms and conditions specified in the relevant order.

*) – if you are ordering the construction of an exposition from BVV Trade Fairs Brno, Dept. of Construction and Services, we will arrange project approval

OVERVIEW OF PRICES FOR CAR PASSES, PARKING AND ENTRY TO THE EVENT	
Deposit (under conditions given in these Instructions)	2,000 CZK
PARKING IN OUTDOOR CAR PARKS	
Prepaid (for the entire duration of the event)	1,200 CZK + 21 % DPH
One-off	200 CZK/day incl. VAT
PARKING AT EXPOPARKING	
Prepaid unattended (for the entire duration of the event including build-up and dismantling)	1,200 CZK + 21 % DPH
Entry pass	200 CZK incl. VAT
Build-up and Dismantling Pass	150 CZK incl. VAT
Catalogue	150 CZK incl. VAT

CONTACT DETAILS

Trade fair organizer

BVV Trade Fairs Brno
Výstaviště 405/1, CZ – 603 00 Brno
phone: +420 541 151 111
www.techagro.cz, www.silva-regina.cz,
www.bvv.cz/biomasa, techagro@bvv.cz

Director of the International Fair of the Agricultural Machinery TECHAGRO, of the International Forestry and Hunting Fair SILVA REGINA and the Fair of Renewable Energy Sources in Agriculture and Forestry

Mr. Petr Malíňák
phone: +420 541 152 979
e-mail: pmalinak@bvv.cz

Project Manager of TECHAGRO

Ms. Šimona Křečková
phone: +420 541 152 585
e-mail: skreckova@bvv.cz

Project Manager of SILVA REGINA, BIOMASA

Ms. Yvona Vaňková
phone: +420 541 152 923
e-mail: yvankova@bvv.cz

PR Manager

Mr. Jiří Palupa
phone: +420 541 152 817
e-mail: jpalupa@bvv.cz

Stand Construction Manger

Mr. Adam Touš
phone: +420 541 153 039
e-mail: atous@bvv.cz

Accommodation Manager – orders and booking

Ms. Jana Buršíková
phone: +420 541 152 775
e-mail: jbursikova@bvv.cz

HALL A, open area A

Hall manager
Mr. Josef Zámečník
hall V /office No. 037
phone: +420 602 7502 78
e-mail: jzamecnik@bvv.cz

HALL F, open areas F, K

Hall manager
Mr. Zdeněk Tulla
hall F /office No. 104
phone: +420 602 476 829
e-mail: ztulla@bvv.cz

HALL G1, open area G

Hall manager
Mr. Milan Podsedník
hall G /office No. 56
phone: +420 602 476 824
e-mail: mpodsednik@bvv.cz

HALL P, open area P

Hall manager
Mr. Tomáš Odstrčil
hall P/ office No. 039
phone: +420 606 650 396
e-mail: todstrcil@bvv.cz

HALL Z, open areas R, Z, Z1

Hall manager
Mr. Tomáš Odstrčil
hall P/ office No.
phone: +420 606 650 396
e-mail: todstrcil@bvv.cz

Central service for exhibitors at the time of build-up, during trade fairs and dismantling:

Hall P, 1st floor, offices No. 122 and 125

Ms. Vladimíra Bodláková
phone: +420 541 152 365
e-mail: ybodlakova@bvv.cz

Ms. Marie Tesaříková
phone: +420 541 152 332
e-mail: mtesarikov@bvv.cz

DEAR EXHIBITORS,

We would like to start by drawing your attention to the most important rules of our communication during the preparation of the fair (build-up), during the fair and during the dismantling of exhibition stand. In the interest of a smooth and mutually pleasant process of all three above mentioned stages, please read carefully the General Conditions of Participation, which are part of the Binding Application for Participation and which you have agreed to respect by signing.

GENERAL RULES

- **Car entries to the Exhibition Centre**
The entry to the Exhibition Centre is through gate No. 4 during opening hours. Entry in the western part of the premises (i.e. former gates 8 and 9) will only be possible during the event. Drivers are obliged to obey the traffic signs, follow the instructions of the Police and Municipal Police, and respect the instructions of the guard service.
Entry of oversized vehicles into the premises will be handled individually, detailed information will be given to exhibitors in advance
 - **All vehicles must obey the traffic signs on the premises** and leave the Exhibition Centre at the end of the daily operating hours specified in these Instructions. Trailers may not be parked on the premises after the end of the operating hours. Violations are subject to a fine of CZK 5,000. Parking on the premises during the night is not allowed. Vehicles are not allowed to enter the exhibition halls. **Entry of vehicles over 3.5 tonnes into the Exhibition Centre is not allowed during the fair. The last day of entry of these vehicles is Saturday 6 April 2024.** After the end of the event, these vehicles may enter the the Exhibition Centre according to the instructions in section Dismantling point C) ENTRY TO THE EXHIBITION CENTRE. We ask that you read the instructions for entry during dismantling carefully. Requests for exceptions will not be accepted. When exiting the Exhibition Centre you must present a copy of the list of reported items, confirmed by a staff member upon entering the premises by the guard service. 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 iscovered by the security service in vehicles leaving the exhibition centre that are labelled as the property of BVV Trade Fairs Brno, that are not included on the list of items taken onto the grounds, and that have not been confirmed by the inspection service on entry to the Exhibition Centre, will be confiscated. The same applies to exhibits and other materials taken out through the gates.
 - **Passes for build-up and dismantling are provided free of charge in the range of 2 pcs for each rented exhibition area.** Additional passes can be ordered for a fee of **CZK 150 incl. VAT per piece.** (For details see section BUILD-UP OF THE FAIR - B) Entry to the Exhibition Centre). **The holder of the pass is obliged to wear it visibly displayed at all times when moving around the BVV premises.**
 - **Escape routes must remain clear.** To the assembled and dismantled materials, packaging and exhibits must not, for safety reasons, obstruct communications between exhibitions. In the exhibition halls it is only permitted to carry out assembly work. The manufacture of elements for assembly, the execution of flat painting, dusting or otherwise disturbing other exhibitors is in exhibition halls is prohibited and will be subject to penalties.
 - **All work must be completed no later than 6. 4. 2024 (Saturday) at 8.00 pm.** From this time onwards the electricity including hall lighting will be switched off automatically.
 - **For unloading and loading** of exhibits during build-up and dismantling, **it is obligatory**, for reasons of safety on the premises, **to use exclusively the services of the contracted forwarding companies Kühne+Nagel and IMMIX** (for contacts see Services/D). **Unauthorised handling by own means will be subject to a fine of CZK 50,000. We recommend insurance of exhibits** (including packaging) in case of damage or loss, **or exhibition stand guard service** (see Order Block D060). **Trade Fair Administration is not responsible for loss or damage to exhibits. Insurance payments can only be drawn from contracts concluded by the exhibitor.**
 - **Waste disposal.** For the disposal of waste generated mainly by during the build-up and dismantling of exhibition stands, use colour-coded containers for separated waste placed at individual halls. Information is available at the halls' gatehouses. In case of large quantities of separated waste (glass, paper, plastics and wood), the hall managers will arrange the appropriate container for you.
Disposal of bio-waste. Sanitation containers will be delivered near the respective pavilions.
 - **Receptions, cocktails and company presentations** at the stands can only be held during the fair within the daily operating hours of the hall, **i.e. until 7.00 pm.** Upon **prior request**, this time can be extended for a fee, **but no later than 10.00 pm.**
 - **Acoustic and optical means of advertising and music production may only take place at your own stand from 3.00 pm provided that they do not disturb neighbouring stands, do not block the roads and their volume does not exceed a noise level of 70 dB at the edge of the stand. BVV Trade Fairs Brno may, when you fail to comply with these conditions, take adequate action, e.g. disconnect the stand from the power supply after prior written notice. In such a case the lessee shall not be entitled to compensation for any damages caused by such intervention. The music production at the the exhibition, the hirer is additionally obliged to seek approval of BVV Trade Fairs Brno and the relevant collective administrator of copyright (OSA, Intergram) within the meaning of the Act 121/2000 Coll., Copyright Act, as amended.**
Placing your own advertising in the exhibition area outside own exhibition area is not allowed. Mass distribution of advertising printed matter or dropping it over the Exhibition Centre from ordered aircraft or balloons is not permitted without prior consent of a.s. Brno trade fairs allowed, as well as flights with towed advertising banners. Sending advertising messages at the Exhibition Centre via Bluetooth technology or BTS transmitter cells is also not allowed without prior consent of BVV Trade Fairs Brno. Your products and services are entitled to be promoted only in your own stand. Increased costs of cleaning will be charged to the respective exhibitor. Use of advertising means, such as bicycle, skateboard, roller skates, scooter, two-wheeled self-balancing trolleys and other proximity devices (e.g. bouncy shoes, stilts) are not allowed at the Exhibition Centre without the prior consent of the fair administration. **We recommend that you hand over the keys to areas you have locked to the gatekeeper 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 be charged for any damages resulting from forced entry into the area in question.
 - **Cleaning in expositions** outside opening hours may be carried out **only by contracted cleaning companies of BVV Trade Fairs Brno.**
- We wish you a pleasant stay and successful business negotiations.**

BUILD-UP OF THE FAIRS

26. 3.–6. 4. 2024

A) OPENING HOURS



26. 3.–3. 4. 2024	7.30 am–6.00 pm
4.–5. 4. 2024	7.30 am–10.00 pm
6. 4. 2024	7.30 am–8.00 pm

Technical services ordered and paid for are provided throughout the entire opening hours for assembly on 6.–7. 4. 2024, on other days till 6.00 pm. The hall manager may permit an extension to the assembly period in extraordinary cases for a fee agreed in advance (see CONTACTS). Verification of a possibility for an early build-up must be made in advance by the director of OLOG Mr. Petr Blaha, phone: +420 541 152 850, e-mail: pblaha@bvz.cz. An early build-up must be ordered at least one week before the stipulated date for the begin of the build-up for a fee agreed in advance through ieso.bvz.cz.

The build-up works must be finished at least at 8.00 pm on 6. 4. 2024. From this time on, the electricity will be switched off, including the lighting of the halls.

B) ENTRY TO THE GROUNDS DURING THE ASSEMBLY PERIOD



Entry Passes and Build-up and Dismantling Passes serve for entry to the Exhibition Centre during build-up and dismantling period. The passes can be downloaded from iOffice after payment of the exhibition space.

Passes for build-up and dismantling are provided to exhibitors free of charge and without ordering in the range of 2 pcs to each leased area.

Build-up and dismantling passes above this number are subject to a fee. Price of Build-up and dismantling passes is 150 CZK incl. VAT. Holders of these passes are obliged to wear it visibly and enter the Exhibition Centre without them or an Entry Pass will not be allowed. The fair administration has the right to expell unmarked person from the exhibition hall or grounds.

Entry passes and Passes for build-up and dismantling (free of charge or for a fee) are available for exhibitors online only if they have paid all their financial obligations to BVV Trade Fairs Brno. Price for an Entry pass is 200 CZK incl. VAT.

C) VEHICLE ENTRY TO THE EXHIBITION CENTRE



For entrances to the premises the following applies in general: **all vehicles on the premises must obey traffic signs and leave the Exhibition Centre each day no later than at the end of operating hours. Violations are subject to a fine of CZK 5,000. Parking vehicles in the area during the night is not allowed. Vehicles may not enter exhibition halls. Entry of own handling devices is not permitted without permission from the fair administration.**

During the build-up period, it is possible to enter the premises upon presentation of Build-up and Dismantling Pass through gate 4 from on 26. 3. 2024. 2022.

CARS AND VANS

26. 3.–5. 4. 2024

Entry through gate 4 during working hours against Build-up and Dismantling Passes or Car Passes.

6. 4. 2024

Entry through gate 4 during working hours against deposit of 2,000 CZK for a maximum of 4 hours.

Last entry to the premises: at 6.00 pm

Last exit from the premises: at 8.00 pm

If the time limit is exceeded, the amount is forfeited.

TRUCKS

i.e. vehicles above 3.5 tons (incl. load)

26. 3.–4. 4.

Entry and exit through gate 4 during working hours.

5. 4.

Entry through gate 4 during working hours against deposit of 2,000 CZK for a maximum of 6 hours.

Last entry to the premises: at 6.00 pm

Last exit from the premises: at 10.00 pm

If the time limit is exceeded, the amount is forfeited.

6. 4. 2024 TRUCK MUST NOT ENTER THE EXHIBITION CENTRE

OVERSIZED VEHICLES

Dimensions width 2.6 m, height 4.40 m

Entry of oversized vehicles to the premises will be handled individually, detailed information will be provided to the exhibitor in advance.

D) PARKING



Parking of vehicles on the premises during the night is not permitted. Vehicles may not enter halls. Due to the occupancy of the premises it is not possible to park vehicles at the Exhibition Centre during the fair. All vehicles must leave the premises. Requests for parking of vehicles cannot be accepted and their parking on the premises will be penalized.

E) CONSTRUCTION OF STANDS

(ends on 6. 4. at 8.00 pm)



The official partner for construction of exhibition stands is BVV Trade Fairs Brno, Dept. Construction and Services.

Mr. Adam Touš – Key Account Manager,

phone: +420 602 584 377, e-mail: atous@bvz.cz, www.bvz.cz/expozice

Stand construction of "package" expositions is provided by Ms. Jitka Nedomová, e-mail: jnedomova@bvz.cz, phone: +420 541 152 518.

BVV Trade Fairs Brno, Dept. of Constuction and Services also offer:

- preparation of tender projects including pricing;
- creative preparation in design and artistic spatial design of the exhibition, including graphic designs and electrical projects;

- complex turn-key solution;
 - stands from OCTANORM, MAXIMA, DOPPELFORM, MONTI systems and atypical expositions.
- BVV Trade Fairs Brno, Dept. of Construction and Services also offers complex construction of expositions anywhere in the Czech Republic and abroad.**

If the construction is not performed by BVV Trade Fairs Brno, it is necessary to:

- **send the application form for approval of the exhibition - basic obligation of all exhibitors** is to send a complete fill-in application for approval. Confirmed application for exhibition stand is an essential part of the takeover of exhibition space by the exhibitor or contractor. The form can be found at www.ieso.bvv.cz
- submit by the deadline (see TIMELINE) a technical project of the stand and in case of hanging and a static calculation for approval to BVV Trade Fairs Brno, (e-mail: projekty@bvv.cz); take over the exhibition area from the hall manager (see CONTACTS) and after the end of dismantling, hand it back in its original condition.

The following are required as part of the area takeover documents:

- Approved exhibition project;
- Confirmation form (X030, part of iESO - www.ieso.bvv.cz) with confirmation of power of attorney;
- proof of payment for the exhibition space on request; the exhibition space will not be handed over unless the invoice for the exhibition space is settled;
- on request, proof of payment for services ordered from BVV Trade Fairs Brno (in case of non-payment of the following ordered services before the start of the fair, these services will not be provided)
- comply with all provisions of the General Conditions of Participation of the event and the Technical and Safety Regulations (see www.ieso.bvv.cz)

In the event of a breach of the General Terms and Conditions and the Technical Safety Regulations, including fire regulations, the water and electrical supply will not be provided to the stand, or by erecting a screen the entrance to the stand will be blocked.

Multi-storey stands must also comply with special conditions for fire protection (see Technical and Safety Regulations). Therefore, these stands must already at the planning or study stage be submitted for approval to the fire specialist at BVV Trade Fairs Brno (e-mail: projekty@bvv.cz).

At the time of approval of the exhibitions, exhibitors are obliged to allow members of the approval committee to inspect the exhibition stand.

F) TRANSPORT, CUSTOMS AND HANDLING SERVICES



Contract freight forwarder of BVV Trade Fairs Brno for processing the forwarding agenda for this trade fair are Kühne + Nagel spol. s r.o. and IMMIX spol. s r.o.

The exhibitor contacts them directly (not through BVV Trade Fairs) the necessary contact information can be found in these

instructions in the SERVICES/D section. These companies provide exhibitors with forwarding services, i.e. unloading, loading of exhibition goods, transport to the exhibition stand, removal, storage and import of empty packaging, build-up and dismantling work, customs clearance of trade fair shipments.

Last day for the arrival of exhibits over 5 t or exhibits requiring the use of mechanical means is on 3. 4. 2024. Failure to meet this deadline will be penalized.

A fixed ramp with a **maximum load capacity of 15 t for unloading and loading exhibits is located behind Hall Z (on the open area Z).**

Hand carts are also available to transport of your office supplies, promotional materials and small goods. Carts are rented against a deposit of 1,000 CZK/2 hours. These carts can be found at the marked stations in each hall. Rental of handling carts is carried out one day before the event from 8.00 am to 8.00 pm and on the first day of the event from 8.00 to 11.00 am. On the last day of the event the carts are rented after the official closing.

Removal and storage of empty packaging as well as its return must be ordered from one of the listed forwarding companies. 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, 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 grounds of the exhibition centre, and the name of the event 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.

Transport and handling services must be ordered in advance.

COURSE OF THE FAIRS 7.-11.4. 2024

A) OPENING HOURS



or exhibitors:

7. 4. 2024

8.-10. 4. 2024

11. 4. 2024

7.00 am-7.00 pm

7.30 am-7.00 pm

7.30 am-midnight

for visitors:

7.-10. 4. 2024

11. 4. 2024

9.00 am-6.00 pm

9.00 am-4.00 pm

B) ENTRY TO THE GROUNDS



To enter the exhibition area during the event exhibitors are provided with Entry Passes. These will be available online for download in the [iOffice](#) after payment of the rental invoice for the exhibition space. Entry passes can be ordered (see DEADLINES) or can be purchased at the operational departments (see SERVICES FOR EXHIBITORS) if the exhibitor has paid all his financial obligations to BVV Trade Fairs Brno. The price of an Entry Card is CZK 200 incl. VAT.

C) MOVEMENT AROUND THE AREA

Moving around on a bike, skateboard, roller skates, scooter, two-wheeled self-balancing vehicles and other approximate means of transportation are not allowed without prior permission of the fair administration.

D) ENTRY OF VEHICLES TO THE GROUNDS



Because at trade fairs TECHAGRO - SILVA REGINA - BIOMASS exhibitors' displays line all the roads in the area of the trade fairs, for safety reasons parking will be only be permitted outside the exhibition area on the reserved space **until the capacity is exhausted**, namely:

EXHIBITORS

- Parking at the Exhibition Centre outside the trade fair area (entry through gate 4)
- EXPOPARKING, a building by the gate 4

TOURS (buses)

Buses are not allowed on the premises.

The driver drops off the visitors and leaves to park OUTSIDE the Exhibition Centre.

ENTRY INTO THE TRADE FAIR AREA during the event will be allowed only through gate No. 4 and **ONLY AGAINST** a DEPOSIT of CZK 2,000 during these hours:

7. 4. 2024

7.00–8.30 am (last exit at 9.00 am)
6.00–7.00 pm (last exist at 8.00 pm)

8.–10. 4. 2024

7.30–8.30 am (last exit 9.00 am)
6.00–7.00 pm (last exit at 8.00 pm)

11. 4. 2024

7.30–8.30 am (last exit 9.00 am)

It is possible to stay at the Exhibition Centre for just 1 hour for the deposit.

If the time limit is exceeded, the deposit is forfeited in full.

On the last day of the event, it is not allowed to enter the Exhibition Centre on the deposit in the afternoon.

E) PARKING



Parking on the premises is only possible on designated parking lots. **Parking of trucks during the fair is NOT POSSIBLE. Parking outside of the marked spaces will be sanctioned.** Parking of vehicles and trailers on the premises during the night is not permitted.

PARKING OUTSIDE THE EXHIBITION CENTRE

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

Prepaid parking in EXPOPARKING (for the entire during the event):

Unattended: 1,200 CZK + 21 % VAT Price for prepaid unguarded parking for the whole event also includes the days of build-up and dismantling.

Prepaid parking on parking lots inside the Exhibition Centre is open during the trade fair from 7.00 am to 8.00 pm. Prepaid parking can be booked (see the DEADLINES) or bought at the Central Services for exhibitors.

The price of prepaid parking for a passenger car with validity for the entire event is CZK 1,200 + 21% VAT.

One-time/one-day parking without a reservation can also be purchased in case of free capacity directly at the car park for CZK 200 (incl. VAT).

The hourly parking fee in EXPOPARKING is 30 CZK (incl. VAT).

DISMANTLING OF THE FAIRS

11.–16. 4. 2024

A) OPENING HOURS



11. 4. 2024	from 4.00 pm to midnight
12.–15. 4. 2024	7.30 am–midnight
16. 4. 2024	7.30 am–6.00 pm

The dismantling of the fair starts immediately after the gates of the Brno Exhibition Centre are closed to visitors, i.e. on 11 April 2024 at 4.00 pm.

At the same time, the return of empty packaging stored by the contracted forwarding companies will start. Supply of electricity, water and compressed air to will be interrupted on 11. 4. 2024 at 7.00 pm. Aisles between the stands must remain passable throughout the dismantling process. **The exhibition area must be cleared and handed over to the hall manager no later than 16. 4. 2024 by 6.00 pm.**

B) ENTRY TO THE EXHIBITION CENTRE



A Build-up and Dismantling Pass or an Entry Pass serves for entry the Exhibition Centre during dismantling (see Entry during the build-up period). The price of this pass is 150 CZK incl. VAT.

C) ENTRY OF VEHICLES



During the dismantling process it is possible to enter the premises on presentation of a Build-up and Dismantling Pass or Exhibitor's Card through gate 4. On 11. 4. 2024, **last day of the event**, vehicles up to 3,5 tons may enter the Exhibition Centre at **5.00 pm AT THE EARLIEST** (1 hour after the end of the event). **We ask exhibitors to direct the arrival of trucks cat. N2 (3.5–12 t) into the Exhibition Centre parking area after 7.00 pm on 11. 4. 2024. The entry of these vehicles will be**

allowed from 7.00 pm to midnight. **NOTICE: entry through the western part of the premises will only be possible on 11. 4. 2024.**

ENTRY OF TRUCKS CAT. N3 (VEHICLES OVER 12 t) WILL BE ALLOWED ON 11. 4. 2024 AT 7.00 PM.

No such vehicle will be allowed to enter the Exhibition Centre until then.

D) PARKING



Parking of vehicles on the premises during the night is not allowed. Vehicles may not enter exhibition halls.

E) DISMANTLING WORK, DISPOSAL OF EXHIBITION DISPLAYS AND EXHIBITS



(ends on 16. 4. 2024 at 6.00 pm)

As of the date of completion of dismantling, exhibitors and their contractors are obliged to:

- complete the dismantling and removal of the exhibits (costs that incur by BVV Trade Fairs Brno in connection with storage and handling of unremoved exhibits, will be invoiced to the exhibitor);

- complete the dismantling and removal of the exhibition equipment, namely no later than the specified time of completion of the work;

- pay its due obligations to BVV Trade Fairs Brno (otherwise the exhibitor will not be allowed to leave the premises).

Any material left on the exhibition areas is considered waste and will be disposed of by the fair administration after the completion date. BVV Trade Fairs Brno is not liable for any damage.

After the dismantling is completed, the exhibition area must be handed back to the hall manager (see CONTACTS).

Dismantling of floral decorations, curtains, drapes and wiring material by BVV Trade Fairs Brno begins immediately after the end of the fair. Earlier dismantling is not permitted.

Exhibitors are kindly requested to make sure that they return all items borrowed from BVV Trade Fairs Brno before leaving the Exhibition Centre. These are mainly kitchen equipment etc., the value of any unreturned items will be invoiced to the exhibitor.

EMERGENCY CALLS

A) MEDICAL SERVICE



First aid

Medical supervision including first aid is provided by Czech Red Cross, hall P
phone: +420 725 195 129, +420 541 153 333

6. 4. 2024	8.00 am–8.00 pm
7. 4.–10. 4 2024	9.00 am–6.00 pm
11. 4. 2024	9.00 am–midnight

Medical emergency service

Ponávka 6, Brno entry through the trauma hospital,
phone: +420 545 538 407
phone: +420 545 538 538

Dental emergency:

Ponávka 6, Brno entry through the trauma hospital,
phone: +420 545 538 407

B) POLICE



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

C) FIRE BRIGADE



BVV Fire alarm station,
building H001 at the gate 5
phone: +420 541 152 200

D) SAFETY OFFICE



In the event of an accident or other emergency on the premises of BVV Trade Fairs Brno, everyone will immediately notify security at the main gatehouse – phone: +420 541 153 383, in case of emergency the first aid will be summoned.

E) BREAKDOWNS – ACCIDENTS



Defects at exhibitors' stands – **intended only for stands constructed by BVV Trade Fairs Brno!**
phone: +420 541 156 666, +420 702 246 666
Emergency service of the fair administration
phone: +420 541 158 888

SERVICES FOR EXHIBITORS

A) CENTRAL SERVICES FOR EXHIBITORS

HALL P, office No. 122, No. 125

Ms. Vladimíra Bodláková, phone: +420 541 152 365,
e-mail: vbodlakova@bvz.cz

Ms. Marie Tesaříková, phone: +420 541 152 332,
e-mail: mtesarikov@bvz.cz

Both offices accept orders for electricity and water connections, compressed air, technical gases, poles, gritting, cleaning, flowers, stand guards, sale of additional passes and parking.

Entry and Build-up and Dismantling passes (purchased or which could not be mailed to you) are ready in hall P (central service - CONTACTS). You can also purchase other passes and documents here.

Hall manager provides services related to the operation of pavilions and areas. Authorises the start of build-up work on the exhibition area, takes over the cleared area at the end of the event from the exhibitor or the contractor. Furthermore

he manages and coordinates the construction of the stands, the delivery of the exhibition equipment and installation of connections. For contact persons for respective halls see CONTACTS.

B) FURTHER SERVICES FOR EXHIBITORS – INFO CENTRES

Further services for exhibitors will be provided by staff at the information centres located in the exhibition halls.

Opening hours:

6.–10. 4. 2024 9.00 am–6.00 pm
11. 4. 2024 9.00 am–4.00 pm

Staff at the information centres can provide exhibitors with contacts to the relevant partners on the premises, arrange contact through the information service or the operations department. They are open on the last day of the build-up and throughout the event. They provide general information, exhibitor details, sales of WiFi voucher, catalogues and photocopying.

WiFi at the Exhibition Centre

In the halls of BVV Trade Fairs Brno a wireless network for mobile Internet access is available. The connection at the basic speed is free of charge. The service works in standard WiFi - 802.11a.c, it is provided by Faster s.r.o. WiFi coupons for a speed of 10Mbit can be purchased at the INFO booths in the halls. The speed and quality of the connection depends on number of registered users. The number of login points is limited. For this reason, it is not possible to fully guarantee constant data transfer. For a stable connection, use the device with Wi-Fi 802.11 ac, b/g/n support. In case of a request for a guaranteed speed connection, please order a fixed internet connection (see Order Block). Contact: Mr. Josef Dosoudil e-mail: jdosoudil@bv.cz, phone: +420 541 152 810. Coupons are offered for daily connection at a price of 250,- incl. VAT or connection for the entire event in the price of 1,000 CZK incl. VAT.

The exhibitor is not allowed to install its own WiFi network, namely not even through its own WiFi router installed on a fixed connection set up by the fair administration nor via a shared connection from mobile devices.

If the fair administration detects a violation of the above prohibition the exhibitor will be asked to stop operating such a WiFi network and the exhibitor shall cease use of such equipment immediately, but no later than 30 minutes after receipt of such notice. Upon expiration of this period, the fair administration shall be entitled to demand a contractual penalty of CZK 10,000.

C) ADVERTISING

Advertising media, areas and advertising activities can be order from Mr. Ivan Zahradníček in hall. A3/office No. 223, phone: +420 541 152 216, e-mail: izahradnicek@bv.cz

For advertising it is possible to use various types of inflatables, individual advertising and related services (rental of inflatables, airships). Competent employee will arrange distribution of your printed materials to the exhibitors' stands, permission to distribute printed material to visitors. Through the trade fair radio your spot might be broadcasted.

We can also provide you with camelots or mascots for visibility of your advertisement.

D) FOOD AND DRINKS, READY MEALS

Rychlík catering s.r.o., (hall A)

Ms. Kristýna Rychlíková

Contact: info@rychlik-catering.cz, phone: +420 721 165 676

Frgal catering (hall P)

Contact: bv@frgal-catering.cz, +420 724 999 044

Infinito catering (hall G)

Ms. Aneta Horová

Contact: catering@cateringinfinito.cz,

phone: + 420 777 777 819,

The caterers provide a daily supply of food and ready-made meals for the stands, catering if necessary, or offer the possibility of dinners or corporate events in their premises even after the official closing hours of the fair. The range of products and services offered will be sent to you on request. The restaurants will be open during operating hours from 10.30 am to 6.00 pm and then from 6.00 pm onwards by arrangement with any interested parties for closed corporate events. Other refreshment centres will be open from 9.00 am to 6.00 pm.

SERVICES

A) TRADE FAIR RADIO

Manor House, phone: +420 541 152 061

For ordering a commercial spot or broadcasting call:

phone: +420 541 152 216, +420 541 152 580.

B) CASH DESK, EXCHANGE OFFICE

BVV Trade Fairs Brno, ground floor of the Administration Building, phone: +420 541 153 230

accepts:

- payment of invoices in cash
 - payment of invoices by VISA, EC-MC, AMEX credit cards
- offers currency exchange

opening hours: 2. 4. 2024 9.30 am–noon

ATM location at the Exhibition Centre

– ATM of ČSOB, foyer of Hall E – EC-MC, VISA

– ATM of Euronet, hall F – EC-MC, VISA

C) CZECHPOINT

Certification Office

Czech POINT RHK Brno Exhibition Centre

Contact:

RHK Brno, Výstaviště 1, 648 04 Brno

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

Mr. Jaroslav Křápek, phone: +420 532 194

Office hours:

Tue 8.00 am–4.30 pm

Wed 8.00 am–4.30 pm

Thur 8.00 am–4.30 pm

Fri 8.00 am–1.00 pm

After a telephone agreement it is also possible outside these hours.

D) TRANSPORT, CUSTOMS AND HANDLING SERVICES, FORWARDING TERMINAL

KÜHNE + NAGEL spol. s r.o.

Výstaviště 405/1, CZ–603 00 Brno

phone: +420 543 565 510–513

fax: +420 543 565 519

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

www.kuehne-nagel.com

IMMIX spol. s r.o.

Trade fair department

Mr. Miloslav Svoboda, phone: +420 724 979 810

e-mail: svoboda@immix.cz

Mr. Jiří Tonar, phone: +420 725 723 769

e-mail: tonar@immix.cz

www.immix.cz, info@immix.cz

They perform loading and unloading of goods (exhibits, installation, and exhibition material), customs clearance and transport services at the Exhibition Centre, warehousing and provision of air transport, truck and sea transport.

E) INFORMATION CENTRES

INFO centres are open in halls F, P, Z

Opening hours:

6.–10. 4. 2024 9.00 am–6.00 pm

11. 4. 2024 9.00 am–4.00 pm

F) FAIR CATALOGUE

Free catalogues for exhibitors are available at the INFO stands on the day before the fair.

The catalogues can be ordered via the ESO on-line ordering block. Catalogues ordered in this way will be delivered to the exhibitor's stand.

G) INSURANCE

Provided by RENOMIA, a.s.

Administration Building, ground floor, office No. 4

Mr. Jiří Jílek

phone: +420 603 217 463

e-mail: jiri.jilek@renomia.cz

Opening hours during trade fairs:

Mon 8.00 am–3.00 pm

Tue 8.00 am–3.00 pm

Wed 8.00 am–3.00 pm

Thu 8.00 am–3.00 pm

Fri 8.00 am–1.00 pm

The day before the opening of the exhibition from 8.00 am to 6.00 pm, on the opening day from 8.00 am to 4.00 pm.

Outside of the exhibition event, you can use the phone: +420 603 217 463 or e-mail: jiri.jilek@renomia.cz. We provide insurance for exhibits, liability insurance for exhibition stand operation, transport insurance, insurance of costs in case of exhibition cancellation, stand insurance, equipment insurance (goods for sale, stock, promotional materials, workers' outerwear), transport insurance. Furthermore we carry out the settlement of insurance claims.

H) PRESS CENTRE

hall P, 2nd floor, phone: +420 541 152 549

accreditation, services to journalists, editorial office of the Trade Fair Bulletin, PR Manager – Mr. Jiří Palupa,

phone: +420 541 152 817, e-mail: jpalupa@bvz.cz

I) PROTOCOL

trade fair centre at the lake

Protocol – official guests

phone: +420 541 152 835, +420 541 152 582

J) ACCOMMODATION – ARRANGEMENT AND BOOKING (ACCORDING TO ORDER) INCL. PAYMENT

Administration building of BVV, ground floor

Ms. Jana Buršíková, phone: +420 541 152 777,

e-mail: jbursikova@bvz.cz, www.bvz.cz/ubytovani

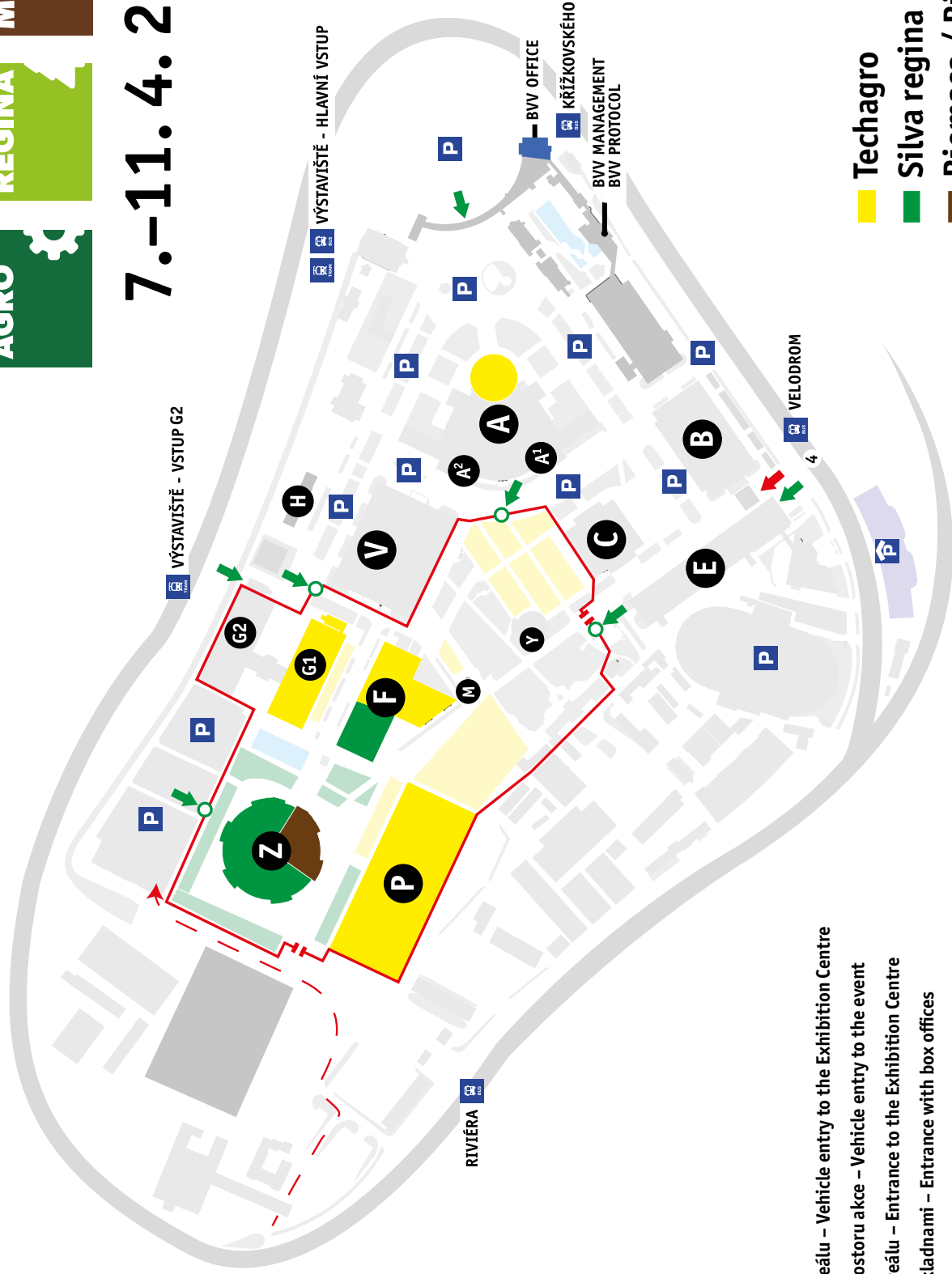
We guarantee confirmation of orders sent on time (preferably by 15. 3. 2024, then according to the current situation); offers are available on the event website.

K) NO ENTRY TO THE EXHIBITION CENTRE

Pets (dogs, cats, etc.) are not allowed on the premises during the build-up and dismantling of the event. During the event, the Visiting Regulations of BVV Trade Fairs Brno, a.s. apply. Entry on motorcycles, bicycles, scooters, roller skates, self-balancing two-wheelers or skateboards are not allowed during the the build-up and dismantling of the fair or during the fair.



7.-11.4.2024



- Vjezd do areálu – Vehicle entry to the Exhibition Centre
- Vjezd do prostoru akce – Vehicle entry to the event
- Vstup do areálu – Entrance to the Exhibition Centre
- Vstup s pokladnami – Entrance with box offices
- Parkování pro návštěvníky – Parking for visitors

- Techagro
- Silva regina
- Biomasa / Biomass