

**ORGANISATIONAL INSTRUCTIONS  
FOR THE ASSEMBLY AND DISMANTLING PERIODS  
AND THE COURSE OF THE EVENT**  
*(IMPORTANT INFORMATION FOR EXHIBITORS AND ASSEMBLY COMPANIES)*

# **International Dog Show DUO CACIB**

**27 – 28 January 2024**

Brno Exhibition Centre, Czech Republic

Halls P, F and G1

## SCHEDULE

### for event preparation and the course of the event

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

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

|        | <b>DEADLINE</b> | <b>DESCRIPTION – TASK – SENDING, ORDER FORMS</b>  | <b>NOTE</b>   |
|--------|-----------------|---|---|
| *<br>) | 12.1.2024       | Orders for stand construction, furniture, special exhibition stand equipment  | <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a><br>or<br>Ms. Jitka Nedomová<br>phone<br>+420541152518, email:<br><a href="mailto:jnedomova@bvv.cz">jnedomova@bvv.cz</a> |
|        | 12.1.2024       | Orders for entry passes, parking, vehicle entry passes to the grounds , electrical connection, connection to water mains, compressed air, technical gases | <a href="https://ikancelar.bvv.cz">https://ikancelar.bvv.cz</a><br>or Ms. Zuzana Mrňová,<br>phone +420 54115 3336,<br>email: <a href="mailto:zmrnova@bvv.cz">zmrnova@bvv.cz</a>         |
|        | 10.1.2024       | Order accommodation (date confirmation guaranty at: <a href="http://www.bvv.cz/hotels">www.bvv.cz/hotels</a> )  | Ms. Jana Buršíková<br>email: <a href="mailto:jbursikova@bvv.cz">jbursikova@bvv.cz</a> ,<br>phone: +420 541 152 777  |
|        | 12.1.2024       | Send an exposition project for approval   | Mr. Martin Bednář,<br>phone: +420541152613,<br>email: <a href="mailto:mbednar@bvv.cz">mbednar@bvv.cz</a>  |
|        | 26.1.2024       | Beginning of assembly   |   |
|        | 27.1.2024       | Event begins  |   |
|        | 28.1.2024       | Event ends  |   |
|        | 29.1.2024       | Latest permissible termination of dismantling and vacating of the exhibition area   |   |

Price of ordered services for technical connections (electrical, water, compressed air, internet), furniture-furniture and hanging of steel cables **will be increased by 10%** if ordered after the binding date (see above). After the start date installation, **a surcharge of 25%** will be applied to the prices of these orders. Prices for services (excluding technical connections) are subject to the terms and conditions specified in the relevant order block in the event of late ordering.

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

### VEHICLE PASSES

|   |                        |
|---|------------------------|
| Free entry vehicle pass (for the entire course of the event)            | CZK 1.500,- + 21 % VAT |
| Free entry vehicle pass (one day validity)                              | CZK 500,- + 21 % VAT   |
| Deposit (under the conditions given in the Organisational Instructions) | CZK 1.000,-            |

### Admission for visitors:

|  |           |
|--|-----------|
| full-day ticket  | CZK 150,- |
| discounted admission (students, pensioners)                            | CZK 80,-  |
| children up to 6 years free of charge, dog as an escort free of charge |           |

## INTRODUCTION ...

Dear Exhibitors,

We would first like to draw your attention to the most important rules relating to the preparation of the trade fair (the assembly period), the course of the event, and the stand dismantling period. In the interests of the smooth and mutually pleasant progress of

all three of these stages, we would ask you to ensure that you are thoroughly acquainted with the General Conditions for Participation, which are given on the reverse side of the form Binding Application 1, and which, with your signature, you have undertaken to respect.

## **GENERAL RULES**

- **The entry of vehicles to the grounds of the exhibition centre** –Gate No. 4 within the established operating hours.
- All vehicles must observe the traffic signs on the grounds, and leave the grounds of the exhibition centre each day by the end of opening hours at the latest. Any breach of this regulation will be punished by the imposition of a penalty of 5,000 CZK. Overnight parking of vehicles on the grounds is not permitted. The entry of vehicles into pavilions is prohibited. The entry of lorries and vans into the exhibition grounds during the course of the trade fair is not permitted. On exiting the grounds, a copy of the list of registered items, confirmed by the duty guard on entry to the grounds, must be submitted at the gate. At the request of the duty guard at the gate the driver is, in the interests of protecting the property of BVV and other exhibitors, obliged to allow the contents of the boot of his vehicle to be inspected. Any items discovered by the duty guard in vehicles leaving the Exhibition Centre which are labelled as the property of the company Trade Fairs Brno, and which are not included on the list of items taken into the grounds of the Exhibition Centre and have not been confirmed by the duty guard on entry into the Exhibition Centre, will be confiscated by the duty guard. The same applies to exhibits and other materials taken out through the gates.
- **Escape routes must be kept clear.** For safety reasons assembled and dismantled material, packaging and exhibits may not block aisles between exhibition stands. Assembly work only is permitted in the exhibition halls. The production of items for assembly, surface painting, creating dust or otherwise disturbing other exhibitors is prohibited in exhibition halls, and will be subject to a penalty.
- **Waste disposal.** Use colour-coded containers located outside individual 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 pavilion manager at your request.
- **Acoustic advertisements** and musical productions are permitted only if they do not disturb neighbouring stands and are not louder than 85 dB at the edge of the stand. If this condition is not observed exhibition Trade Fairs may order the production to be terminated. In the case of musical productions on exhibition stands, exhibitors are obliged not only to request the approval of Trade Fairs but also that of the Copyright Protection Association in relation to Copyright Law 237/95 Coll.
- **The placement of advertisements** on the grounds of the Exhibition Centre outside your own exhibition area **is not permitted.** **The mass distribution of printed advertising materials**, or their being scattered onto the exhibition centre from hired aeroplanes or balloons, is not permitted without the prior agreement of the trade fair administration. You are authorised to promote your products and services on your own exhibition stand only. Any increased cleaning costs will be invoiced to the exhibitor in question.
- We recommend that you **hand in the keys to any areas you lock to the relevant pavilion gatehouse** every day. If you do not do so, and the outbreak of fire or a malfunction to equipment installed in the locked area is suspected, then you will be charged any damages arising from forced entry to this area.
- **The cleaning of stands** outside opening hours may be performed only by contractual cleaning companies of the Trade Fairs.
- We recommend that you **insure exhibits** (including packaging) against any possible damage or loss, or recommend individual stand security (see the section Additional Important Information). The trade fair administration will not be held liable for any such damages.

## **BUILT UP PERIOD**

### **1. OPENING HOURS**

**26.1.2024** from **7.30 a.m. to 08.00 p.m.**

During these times, electricity is provided for assembly purposes.

Ordered and paid technical services (electrical energy, water, compressed air, telephone) are supplied within working hours of the assembly period.

Extension of the assembly time is permitted in exceptional cases by the production technician of the exhibition area (see Service for exhibitors) for a pre-agreed fee. The possibility of early assembly can be verified by contacting the Head of the Logistics Department, Mr. Petr Blaha (tel. +420 541 152 850, e-mail: pblaha@bv.v.cz). Early assembly must be ordered at least 1 week before the set date of the start of the fair assembly in the ordering block [ieso.bvv.cz](mailto:ieso.bvv.cz) for a predetermined fee.

Installation work must be completed no later than 26.1. 2024 at 8 p.m.. From this time onwards the electricity will be switched off, including the hall lighting!

## **2. ENTRY TO THE EXHIBITION CENTRE**

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

Passes are distributed electronically only through the iESO ordering system or pick up or pick up at Hall P, 1st floor, Office 125 Ms. **Vladimíra Bodláková**

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

## **3. VEHICLE ENTRY TO THE EXHIBITION CENTRE**

In addition to the general rules given in the introduction to these instructions, either an Assembly and Dismantling Pass or a Free Entry Pass for the event must be shown at the gate during the assembly period. In addition to this, on 26.1. 2024 a security deposit of 1,000 CZK, valid for a maximum of 4 hours, must also be paid on entry to the grounds, with last entry at 6.00 p.m. and last exit at 8.00 p.m. If these conditions are not observed, then the security deposit will be forfeited in full! This security deposit will be paid by drivers of both cars and lorries. **It need not be paid by those holding Free Entry Passes.**

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

The companies Kühne & Nagel and SCHENKER have been appointed Trade Fair 's contractual forwarding agents for this trade fair event. Exhibitors should contact these companies directly (not through Trade Fairs). You can find the necessary contact information in the section Additional Important Information in these instructions, or in the companies' own informational materials. These companies provide forwarding services for exhibitors, i.e. unloading and loading of exhibition materials, transportation to stands, the removal, storage and return of empty packaging, and assembly and dismantling work. **Exhibitors are not allowed to use their own mechanical equipment for loading and unloading or for assembly and dismantling work!**

**The removal and storage of empty packaging** and its subsequent return should be ordered from one of the forwarding companies given above. Empty packaging, marked in accordance with forwarding company instructions, will be stored in the packaging storage hall. Its return will commence an hour after the official closing of the event. The storage of assembly tools, exhibition elements and parts of exhibits in the storage hall can be ordered through the forwarding companies. Unmarked packaging and unwanted material will be taken to a dump for disposal after 8.00 p.m. Unmarked exhibits left outside the rented exhibition area will be taken to the storage hall, and sold or disposed of after a period of 15 days has elapsed. Any costs incurred will be charged to the exhibitor. The storage of packaging and installation material behind exhibition stands is prohibited. The given forwarding companies can also mediate **customs services** for you. All consignments must be labelled with the name of the exhibiting company, its location on the grounds, and the name of the event to which they are being sent. **The recipient of such consignments is neither Trade Fairs nor the trade fair administration.** Trade Fairs will not be held responsible for any consequences resulting from the incorrect addressing of consignments or any violation of regulations relating to the importing of goods.

## **5. THE CONSTRUCTION OF EXHIBITION STANDS**

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

**Jitka Nedomová**, tel. +420 724852975, email: [jnedomova@bvvcz](mailto:jnedomova@bvvcz)

**<http://www.bvv.cz/expozice>, e-mail: [jnedomova@bvvcz](mailto:jnedomova@bvvcz), which can offer you a complete exhibition art service, i.e.:**

- free project quotation, including price calculation
- creative preparation of the project – creative spatial design of your exhibition stand, including graphic design and electrical connection
- comprehensive project implementation
- exhibition stands from the OCTANORM, MONTI MAXIMA construction systems, and atypical exhibition stands

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

- submit the technical design of the exhibition and, in the case of hanging, a static calculation for approval to the Brno Trade Fairs within the set deadline (see TERMINARY) (e-mail: [projekty@bvvcz](mailto:projekty@bvvcz));
- take over the exhibition area from the Pavilion Manager (see SERVICES FOR EXHIBITORS), and return it in its original condition following the end of the dismantling period.

**The exhibition area will not be handed over to the exhibitor unless the invoice for rental of the area has been paid! A proof of the payment must be submitted on request.**

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

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

Storey expositions must also comply with special fire protection conditions. Therefore, these expositions must be submitted for approval to the fire specialist of Veletrhy Brno, a.s., e-mail: [bozvp@bvvcz](mailto:bozvp@bvvcz).

During the approval of expositions, exhibitors are obliged to allow members of the approval committee to inspect the exhibition.

## 6. WIFI

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

In view of your request relating to guaranteed connection speed, we recommend you to use A fixed Internet connection service, provided by T-Mobile Czech Republic for BVV Trade Fairs Brno (<https://ieso.bvv.cz>). Contact: Mr. **Josef Dosoudil**, tel.: +420 541 152 810, e-mail: [jdosoudil@bvv.cz](mailto:jdosoudil@bvv.cz)

The Internet is also accessible by coupons that can be purchased at the office of Mrs. **Vladimíra Bodláková** (tel. +420 541152365).

Coupons are offered in the following denominative values: CZK 250 (1 day) and CZK 500 (the course of the fair).

Exhibitors are not entitled to install their own Wi-Fi networks – this includes networks using their own Wi-Fi router installed on a landline connection set up by the trade fair administration and shared connections from mobile devices. Should the trade fair administration discover any violation of the above prohibition, it will demand that the exhibitor in question halts operation of the Wi-Fi network in question. The exhibitor will be obliged to terminate the use of the given device immediately (within 30 minutes at the latest of receiving the given demand). The trade fair administration is entitled to demand a contractual penalty to the amount of 10,000 CZK following the expiry of this period.

# THE COURSE OF THE EVENT

## 1. OPENING HOURS

**Exhibitors:** 27. – 28. 1. 2024 entry to the grounds is possible daily from 6.30 a.m. to 7:00 p.m.

**Visitors:** 27. – 28. 1. 2024 entry to the grounds from 8:00 a.m. to 4:00 p.m.

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

## 2. ENTRY TO THE GROUNDS

An Entry Passes for the event serve for the admission of exhibitors to the grounds during the course of the event. Exhibitors will generally receive these passes by e-mail. **Additional passes may be ordered (see SCHEDULE) or purchased from operational sections (see SERVICES FOR EXHIBITORS) if the exhibitor has paid all his due financial obligations towards Trade Fairs Brno.**

Entry Passes cost CZK 150 each (incl. VAT)

## 3. ENTRY OF VEHICLES TO THE GROUNDS

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

- exhibitors: against a Free Entry Pass purchased in advance. Entry is possible through gate No. 4 throughout the opening hours stipulated for exhibitors. These passes can be ordered (see SCHEDULE), or purchased direct from operational sections (see SERVICES FOR EXHIBITORS), and cost 1.500 CZK + VAT. Exhibitors may also purchase one-day Free Entry Passes for themselves and their visitors and guests for the price of 500 CZK + VAT. These passes cannot be purchased for the final day of the event. It is also not possible to transfer a Free Entry Pass onto another vehicle for the last day of the event.
- against a security deposit of 1.000 CZK; entry through gate only. Entry against a security deposit is allowed only in the early morning, i.e. from 6.30 a.m. to 7.30 a.m., with last exit from the grounds at 8.30 a.m., and in the afternoon from 5.00 p.m. to 6.00 p.m., with last exit from the grounds by 7.00 p.m. The security deposit is, however, valid for a maximum of one hours. If this period of time is exceeded, then the deposit is forfeited in full. Entry to the grounds against a security deposit is not permitted in the afternoon of the final day of the event.

## 4. PARKING

Parking on the grounds of the exhibition centre is possible only on the designated car parks. Parking outside these areas will be subject to a penalty. On the basis of the "Confirmation of admission to the dog show", owners of competing dogs can park inside the premises. The fee for parking inside the premises is CZK 180,- including VAT.

## 5. MOVING AROUND THE GROUNDS

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

## **THE DISMANTLING PERIOD**

### **1. OPENING HOURS**

Dismantling can be performed from 28. 1. 2024 from 4.00 p.m. till 9.00 p.m. at the earliest.

29. 1. 2024 dismantling work may be performed from 7.30 a.m. till 4.00 p.m.

Exhibition areas must be vacated and returned to the exhibition area manager by **4:00 p.m. on 29. 1. 2024 at the latest.**

### **2. ENTRY TO THE GROUNDS**

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

### **3. ENTRY OF VEHICLES TO THE GROUNDS**

An Assembly and Dismantling Pass or a valid Free Entry Pass serves for entry to the grounds. In the evening of the last day of the event passenger and transport vehicles may enter the exhibition grounds after 4:00 p.m. with last exit at 9:00 p.m. On other dismantling day the entry of all vehicles is permitted from 7.30 a.m. to 4:00 p.m. through the gate 4.

The entrance to the pavilions is forbidden.

### **4. THE DISMANTLING AND CLEARANCE OF EXHIBITION STANDS**

Dismantling may only be commenced **following the end of the event. The dismantling of electrical installations and other technical equipment connected to mains electricity, water, telephones or compressed air may be commenced only after 5 p.m.**, at which time all supplies will be disconnected by Trade Fairs. Any extension to the period of supply of electricity must be ordered from the manager of the operational section (see SERVICES FOR EXHIBITORS).

**Aisles between exhibition stands must remain passable throughout the dismantling period.**

Exhibitors are responsible for the removal of their exhibits from the exhibition grounds by 4:00 p.m. **on 29. 1. 2024.** 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 (telephones, kitchenette equipment, etc.) will also be invoiced to the exhibitor.

Any material left on exhibition areas will be considered as waste, and will be physically disposed of following the end of the dismantling period. Following the end of the dismantling period, the exhibition area must be returned to the exhibition area manager (unless stand construction is performed by Trade Fairs). BVV will not be held responsible for any damages incurred.

## **SERVICES FOR EXHIBITORS**

### **1. THE ORGANISER OF THE EVENT**

Trade Fairs Brno, Výstaviště 1, 603 00 Brno

**Michalis Busios, Project director**

phone: +420 5 41152927, e-mail: mbusios@bvvcz

**Lenka Bednářová, Project manager**

phone: +420 724006196, e-mail: lbednarova@bvvcz

**Jitka Nedomová, Stand construction**

phone: +420 724852975, e-mail: jnedomova@bvvcz

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

**Hall P, 1<sup>st</sup> floor - office no. 125:**

Additional orders for furniture and equipment, electrical and water supplies, compressed air, technical gases, masts, cleaning, flowers, security guards, additional entry passes, parking permits and car passes are accepted here. Car Passes (that have been purchased or that could not be sent by post) will be prepared here and you can also buy additional entry passes, parking permits and car passes.

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

**Hall manager****Hall P**

**Tomáš Odstrčil** – phone +420 606 650 396, e-mail: todstrcil@bvv.cz

**Hall F**

**Zdeněk Tulla** – phone +420 602 476 829, e-mail: ztulla@bvv.cz

**Hall G1**

**Milan Podsedník** – phone +420 602 476 827, e-mail: mpodsednik@bvv.cz

**EMERGENCY CALLS**

during the course of the fair

**1. MEDICAL SERVICE**

Emergency medical service – Ponávka 6 , phone:+420 545 538 538.

**2. POLICE**

Police station on the Trade Fairs – phone: +420 974626481 (also handles lost property).

**3. FIRE BRIGADE**

The building by gate 5, phone: +420 541 152 200

**4. SAFETY OFFICER**

The safety officer must be contacted in the case of an injury, phone: +420 541 152 528; in his absence he will be represented by the company OLMAN, phone.: +420 541 153 383.

**5. BREAK-DOWNS – ACCIDENTS**

Emergency service, phone.: +420 54115 8888

Faults on exhibitors' stands - only for stands build by BVV Trade Fairs Brno, phone.: +420 541 156 666, +420 702 246 666

**ADDITIONAL IMPORTANT INFORMATION****1. ATM LOCATION AT THE EXHIBITION CENTRE**

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

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

## **2. TRANSPORT, FORWARDING AND CUSTOMS SERVICES**

### **Kühne+Nagel company**

Tel.: +420 543 565 513

Fax: +420 543 565 519

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

[www.kuehne-nagel.com](http://www.kuehne-nagel.com)

### **IMMIX company**

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

e-mail: [svoboda@immix.cz](mailto:svoboda@immix.cz)

**Jiří Tonar**, phone: +420 725 723 769

e-mail: [tonar@immix.cz](mailto:tonar@immix.cz)

[www.immix.cz](http://www.immix.cz)

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

## **3. INSURANCE**

**RENOMIA, a.s.** , phone: +420 603 217 463. E: [jiri.jilek@renomia.cz](mailto:jiri.jilek@renomia.cz)

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

## **4. ACCOMMODATION**

**Jana Buršíková** , phone: +420 541 152 777

e-mail: [jbursikova@bvvcz.cz](mailto:jbursikova@bvvcz.cz)

Special offer for accommodation can be found at:

[www.bvv.cz/en/accommodation](http://www.bvv.cz/en/accommodation)

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

Advertising media and spaces and other advertising activities can be ordered from **Ivan Zahradníček**, pavilion A3, room 225 – phone: +4250 541 152216, e-mail: [izahradnicek@bvvcz.cz](mailto:izahradnicek@bvvcz.cz)

## **6. EXPOSITION SECURITY**

The safety officer must be contacted in the case of an injury, phone.: +420 541 152 528; in his absence he will be represented by the company OLMAN, phone.: +420 541 153 383.





**27. - 28. 1. 2024**

**DUO CACIB**