

ORGANIZATION INSTRUCTION FOR ASSEMBLY, RUN AND DISASSEMBLY (important information for exhibitors and assembly companies)

We ask exhibitors who did not order construction of their exhibition at Veletrhy Brno corporation to hand over a copy of this instruction to their exhibition company.

Dear exhibitors,

We would like to inform you about the most important rules of our communication regarding preparations for the international horticultural and floristry fair "Green World" (hereinafter event) during preparations, the actual event and during disassembling the expositions.

To have a smooth and mutually pleasant course of all above mentioned phases, we ask you to familiarise yourself thoroughly with Technical-safety directions (hereafter only TSD), which are specified in the separate attachment.

- **Entrances to the exhibition area** – the exhibitors may use gate no. 4. Through gate 4 only passenger cars with a total weight up to 3.5t and vehicles with a size of Avia type may drive in, for the other trucks gate no. 9 is assigned where there is a reserved arrival lane for vehicles with free entrance. All vehicles have to respect the system of road signs and leave the exhibition area every day latest to the end of business hours. Parking of vehicles inside the exhibition area during nights is non-permissible. Entrance to pavilions is forbidden. Entrance of commercial vehicles and trucks into the exhibition area is not allowed when the action is performed. **On request of the gatekeeper the driver is obliged to let check a content of the luggage boot, for the reason of property protection of Veletrhy Brno corporation and other exhibitors. The same is valid also for taking exhibits and materials out through entrance gates.**
- **Emergency escapes**, paths, fire hydrants, fire extinguishers and fire protection devices have to stay free and accessible. Communications between exhibitions must not be blocked with assembled and disassembled material, packaging and exhibits. It is allowed to perform only assembling work in the exhibition hall. It is forbidden to produce elements for assembly, to perform areal painting, to raise dust, or to bother in other way the other exhibitors in the exhibition halls and it will be sanctioned.
- **Acoustic advertising means** and music playback are allowed only if they do not bother neighbours and their loudness does not exceed 70dB on the stand border. Veletrhy corporation can issue an order to cancel the performance if this condition is not observed. With music production, the exhibitor has duty to ask, apart from the agreement of Veletrhy Brno corporation, also an agreement of Author Protection Association, in relation to the Author Law no. 237/95 Coll.
- **It is not allowed to place own advertisements in the exhibition area outside the ordered area. It is not allowed to hand out en masse advertising prints** or to drop them from ordered planes or balloons over the fair ground without prior allowance from the fair administration. You are entitled to propagate your products or services only in your own exhibition. Increased cost to provide cleaning of areas will be invoiced to the exhibitors.
- It is recommended **to leave a key of your locked spaces in the relevant pavilion gatehouse**. If you do not do so and there will be a suspicion of fire origin or an accident on installed equipment in the locked space, you will defray also damages caused by forced break into the space.
- It is recommended to insure the exhibits (including packaging) in case of their damage or loss, or rent an individual security guard of the exhibition (see the part Other important information). The fair administration is not responsible for those damages.

We wish you a pleasant stay and successful business dealings.

Vlastimil Pasič
president of Association of Organization of Gardening Exhibitions



Action assembly

1. BUSINESS HOURS

30.08.2012 08:00-22:00

Assembly work has to be finished latest to 22:00 for the reason of proper hall preparation. **Power supply including hall lighting will be further in operation!** Ordered and paid technical services are provided for the whole assembly time from 30.08.2012 after wiring, at maximum until 22:00 o'clock.

Premature assembly is necessary to be ordered at the area administration manager, at least 1 week before the determined term of the action assembly beginning: phone: +420 541 152 501, fax: +420 541 152 509 for determined payment: 20,- CZK/m²/stand/day, at minimum 2 000,- CZK/stand/day.

2. ENTRANCE TO AREA

In addition to observing of general rules (principles), stated in the preface of this instruction, it is necessary to submit ID card for assembly and disassembly at the gate for the time of assembly on 30.08.2012. This card can be obtained in advance from the action organizer. ID card for assembly and disassembly entitles for entry to the area of Veletrhy Brno corporation. To enter the area of Veletrhy Brno corporation the entrance gate of hall E is appointed.

The exhibitors or firms authorized by them are obliged to park their cars on the reserved parking place at the free area A – behind hall C. Passenger cars up to 3.5t may park here non-stop until the fair is finished. Trucks over 3.5t are obliged to be parked on the TIR parking place next to gate 9. During unloading of trucks it is possible to park at hall C, just after it is finished is necessary to leave the area through the area exit or through the crossover in the TIR parking place. For entrance only gate 4 is determined. The last area entry 30.08.2012 at 20:30 with the last departure at 22:00 o'clock.

3. CONSTRUCTION OF EXHIBITION

Veletrhy Brno corporation, Realization of exhibitions and service, that offer to you in the range of its service a complete exhibition service, i.e.:

- creative preparation with design-graphic space solution of the exhibition including graphic designs and electric project
- complex provision of project realization
- exhibition of structural systems OCTANORM, COMBI, (SYMA), MERO, MONTI and atypical exhibitions

Contact: <http://www.bvv.cz/expozice>, e-mail: expozice@bvv.cz

Veletrhy Brno corporation, Realization of exhibitions and service, **offers to you a complex construction of exhibitions very where in CR and abroad.**

If the exhibition construction is not provided by Veletrhy Brno corporation, it is necessary:

- until 01.08.2012 to submit in double copy the technical project of the exhibition – stand for approval at Veletrhy Brno corporation, projection and inspection department: Eng. Vera Staneva – phone: +420 541 152 607, fax: +420 541 153 081, e-mail: vstaneva@bvv.cz
- to take over the exhibition area from the organizer (see SERVICE FOR EXHIBITORS) and when disassembly is finished, to return it in an original state
- observe all TSD provisions

In case of infringement of TSD including fire directions, supply of water and power will not be put into operation in the stand, or possibly the enter to the exhibition will be blocked by a screen.

During a process of approval of exhibitions the exhibitors are obligated to enable an exhibition inspection for members of the approval committee. The exhibitors are obligated to remove immediately found faults. Otherwise they may be sanctioned.

Action course

1. BUSINESS HOURS

The action will start on 31.08.2012 at 10:00 o'clock.

Business hours for exhibitors:

31.08. 08:00-20:00

01.09. 08:00-17:00

2. ENTRANCE TO THE AREA

For both action days the entrance to the exhibition area will be through the entrance gate of hall E. The exhibitor is obligated to carry visibly his exhibitor ID card. This card serves as an entrance ticket to the area for both days. The exhibitors ID cards will be sent to the exhibitors by the action organizer sufficiently in advance.

3. ENTRANCE TO THE AREA FOR CARS

It will not be allowed either for action participants or exhibitors. Possible deviation approval should be discussed with the action organizer. This entry will be paid, see table below.

4. PARKING

For cars up to 3.5t it is possible to use the reserved non-stop parking place on the free area A where a night guard service will be provided; trucks can park on the TIR parking place next gate 9. Further it is possible to use parking place in the EXPOPARKING object, which is next to the exhibition area entrance, in front of pavilion E. Business hours of the object are non-stop. The parking place provider is not responsible for destruction, damage or stealing of the parking vehicle or for things inside. In case any damage was found, it is necessary to inform immediately Police CR on phone no.: +420 543 212 919.

Action disassembly

1. BUSINESS HOURS

Disassembly can start not earlier than on 01.09.2012 from 17:00 **to 21:00 o'clock when the action is finished**. Disassembly will continue on 02.09.2012 from 08:00 **to 12:00 o'clock** when disassembly has to be unconditionally finished and the area handed over. If the term is not observed, the exhibitor may be sanctioned with 10,000 CZK for every hour, even it began.

2. ENTRANCE TO THE AREA

Entry for disassemble is possible on the base of submission of the ID card for assembly and disassembly on 01.09.2012 from 17:00 o'clock and on 02.09.2012 from 08:00 o'clock. To enter the exhibition area, the ID card for assembly and disassembly or a valid paid entrance to the action are necessary.

Entrance through gate 4. The last entrance to the area on 01.09.2012 at 19:30 with the last exit at 21:00, on 02.09.2012 the last entrance at 11:00 with the last exit of the area at 12:00.

3. DISASSEMBLY AND LIQUIDATION OF EXHIBITIONS

All technical supplies will be disconnected from the side of Veletrhy Brno corporation at 18:00 on 01.09.2012. If you need to extend the period of power supply, it must be ordered at the action organizer. Communications between exhibitions have to remain passable for the whole time of disassembly. Costs arose to Veletrhy Brno corporation in connection with storage and handling with exhibits not carried away will be invoiced to the exhibitor. Also borrowed and not returned things (phones, kitchen equipment etc.) will be invoiced to the exhibitor with a full price. Any material left on exhibition areas is judged as waste and will be physically liquidated after disassembly finish.

Service for exhibitors – contacts

1. ACTION ORGANIZER

Association of Organization of Gardening Exhibitions, Dvorecká 363/31, 620 00 Brno, E
Eng. Eva Vondrová
mobile: +420 608 874 299
e-mail: info@green-world.info
www.green-world.info

2. ADVERTISEMENT IN THE AREA

Eliška Holánová
Office no. 225 – pavilion A3, phone: +420 541 153 117
Here you can order advertisement carriers, areas, advertising activities and with this connected advertising or graphic services.

3. OPERATION REQUISITES

Order of power supply, exhibition furnishings, light current supply and other services in the range of exhibition construction have to be ordered in advance at the action organizer. Orders can be submitted latest until 07.08.2012 with possibility of modifications until 21.08.2012.

Eng. Eva Vondrová
phone: +420 608 874 299
e-mail: info@green-world.info

Emergency calls in the time of the action

1. MEDICAL SERVICE

First aid: health centre in the exhibition area, an object next to Congress centre Brno, phone: **+420 541 152 750**
daily (**except of Saturdays and Sundays**) 08:30-14:00

Medical emergency service – Ponávka 6 (entry through Accident hospital), phone: **+420 545 538 538**

Dentist: a building next to Congress centre Brno, 1st floor, phone: **+420 541 152 751**, daily (**except of Saturdays and Sundays**)
07:30-14:00

2. POLICE

phone: **+420 543 212 919**, Horní 21 street

3. FIRE BRIGADE

Object next to gate 5, phone: **+420 541 152 200**

4. SAFETY INSPECTOR

In case of accident it is necessary to contact a safety inspector, **+420 541 152 528**;

a deputy in case of absence: company OSTREX, phone: **+420 541 153 383**

5. FAILURES – BREAKDOWNS

Defects in exhibitor stands, phone: **+420 541 153 176**

Breakdown service of the area administration (outside of exhibitions), phone: **+420 541 158 888**

Phone failures in the exhibition area, phone: **+420 541 152 063**

Other important information

1. BANK SERVICE, EXCHANGE OFFICE

In-house bank of Veletřhy Brno corporation

– ground floor of the administration building, phone: +420 541 153 230, +420 541 153 184

Accepts: cash payments
payments with credit cards VISA, AMERICAN EXPRESS, EUROCARD–MASTERCARD, reception of travel cheques

Provides: foreign exchange, cash payments for cards VISA, EUROCARD–MASTERCARD

Business hours: Mo-Fr 08:30-12:30

Branch of CSOB Corp., Brno

– foyer of hall E; branch director phone: +420 541 159 747, counters phone: +420 541 159 725-8

Cash dispensers of CSOB are located in the foyer of pavilion E, possibility to use cards EC/MC, VISA for cash withdrawal and foreign exchange

Cash dispenser of Česká spořitelna – payment cards EC/MC, VISA, it is also located in the foyer of hall E.

2. INSURANCE

ČESKÁ POJIŠŤOVNA

Hall A3/door no. 1, phone: +420 541 159 107

To your order it provides insurance against damage or loss of exhibits including empty packaging, stand facility, goods, cloths and things of workers and customers of the exhibition.

3. FOOD AND DRINK, HOT FOOD

To order it can be delivered to the exhibition by EXPO RESTAURACE phone: +420 541 158 413
fax: +420 541 159 567

4. ENTRANCE PROHIBITION

Entrance of pets (dogs, cats etc.) into the exhibition area is not allowed either in the time of assembly and disassembly or in the course of the action. Entrance on bikes into the exhibition area is not allowed.

Review of important information

	30.08.2012	31.08.–01.09.2012	01.09.2012	02.09.2012
	Assembly	Action	Disassembly	Disassembly
Business hours for exhibitors	08:00-22:00	08:00-20:00	17:00-21:00 time 21:00 must be observed	08:00-12:00 time 12:00 must be observed
Business hours for visitors of the action	–	31.08. 10:00–18:00 01.09. 09:00–17:00	–	–
Car entrance to the exhibition area	ID card for assembly and disassembly gate 4 up to 3.5 t gate 9 over 3.5 t	Only for charge: 390 CZK/car/action* 1290 CZK/car/action**	ID card for assembly and disassembly gate 4 up to 3.5 t gate 9 over 3.5 t	ID card for assembly and disassembly gate 4 up to 3.5 t gate 9 over 3.5 t
Entrance to the exhibition area	ID card for assembly and disassembly	ID card for exhibitors	ID card for assembly and disassembly	ID card for assembly and disassembly

* Amount includes entrance into the area and parking on a reserved place **during the action**. Parking is appointed for cars up to 3.5t. Application based on bought free entrance. Parking outside the reserved area is forbidden.

** Amount includes entrance into the area, **non-stop parking in days 30.08.–01.09.2012 on the reserved and paved parking place with a night guard**. Parking is appointed for cars up to 3.5t. Application based on bought free entrance. Parking outside the reserved area is forbidden.

Non-stop parking for vehicles over 3.5t is provided on the TIR parking place next to gate 9. Welfare service available (WC and shower). Prices are quoted without VAT.

It is recommended for assembly firms and exhibitors to make a list of own things carried in the exhibition area (exhibits, video recorders, exhibition elements etc.) before entry. The list must be validated at a gate with area entry. A copy of the list, modified according to reality (deleted, consumed or damaged things) must be submitted with thing carrying away after the exhibition action finish. In case of gate inspection, the own brought things cannot be taken away without the validated list.