



## EXHIBITION MANUAL

### On site contacts

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Tomas Nejedly is your contact for any shipment of material, storage of the packages and onsite support.

### The Venue

BVV Trade Fairs Brno („Brno-výstaviště“)

Výstaviště

603 00 Brno

Czech Republic

<https://www.bvv.cz/en/rental/conference-halls/hall-e1/>

### Accommodation

Please click [here](#), to benefit from the conference rate at hotel Holiday Inn Brno ([www.hibrno.cz](http://www.hibrno.cz)). Alternatively you can write an email to [reservations@hibrno.cz](mailto:reservations@hibrno.cz). The hotel is suitably located next to the venue.

### Time schedule

Setup: Sunday 22.07.2018, from 08:00 to 16:00

- Please check the possibility for earlier set-up on Saturday 21.07.2018 with the organizers. Any such request needs to be submitted till Monday 16.07.2018.

Dismantling: Friday 27.07.2018, from 14:00 to 19:00

- After 19:00 the venue will be officially closed, should you need to store additional equipment overnight, or till Monday 30.07.2018, please check with the organizers. Any such request needs to be submitted till Monday 16.07.2018.

Floor plan: For up-to-date version of the floor plan please check our website at

<http://icnt2018.org/exhibitors.htm>



## Exhibition opening hours

Sunday 22.07. 16:00 – 20:00

- Please note that on Sunday, there is no official program, only official opening from 18:00 till 20:00

Monday 23.07. – Wednesday 25.07. 8:00 – 18:00

Thursday 26.07. 8:00 – 14:00

Friday 27.07. 8:00 – 13:00

## Your exhibition booth

For exhibitors and partners, please find below practical information for the organisation of your booth:

Exhibition area is situated in the foyer of hall E1, at the 1<sup>st</sup> floor of the pavilion E of BVV Trade Fairs Brno.

Together with the catering stations for coffee breaks. Lunches are offered to all participants in the exhibition area.

You will be supplied with:

- Exhibition area of the chosen size (marked on the floor), or constructed shell scheme booth as per your package order.
- Additionally, each partner and exhibitor have an opportunity to order further equipment for the booth from our list „Additional Items orders”
- Should you wish to equip your booth with any item from our list, please send six digit numerical code of the item/s to: [tomas.nejedly@c-in.eu](mailto:tomas.nejedly@c-in.eu) to receive quotation and invoice

To deliver packages in advance to your booth, to save time on Sunday 22.07., you can send any small/medium size packages to the following address:

Veletrhy Brno, a.s.  
Vrátnice pavilonu E  
Výstaviště 1  
603 00 Brno  
Czech Republic  
ICN+T 2018, 22-27.07.18  
Kontaktní osoba: Michal Červinka, tel.: +420 606 738 619

Please keep the format of the delivery address information, with all contact details on the package to ensure the delivery. The organizers take no responsibility for any package not delivered. We recommend using shipment services with a tracking number.  
Please try to time the delivery of the packages within the week 16.07.-20.07.2018.



## Additional Items orders



**162300**

Židle BYSTRICE  
Stuhl BYSTRICE  
BYSTRICE chair



**164000**

Židle NIKOL  
Stuhl NIKOL  
Chair NIKOL



**165000**

Židle GILBERT  
Stuhl GILBERT  
Chair GILBERT



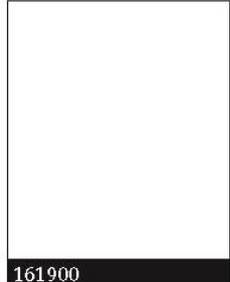
**164200**

Židle API  
Stuhl API  
Chair API



**165200**

Židle MIRO černá  
Stuhl MIRO schwarz  
Chair MIRO black



**161900**

Židle MAX  
Stuhl MAX  
Chair MAX



**114500**

Židle barová - chrom, černá  
Barhocker - schwarz  
Bar stool - black



**164700**

Židle barová API  
Barhocker API  
Bar stool API



**114502**

Židle barová MAX  
Barhocker MAX  
Bar stool MAX



**164500**

Židle barová NIKOL  
Barhocker NIKOL  
Bar stool NIKOL



**167001**

Židle barová BOMBO  
Barhocker BOMBO  
Bar stool BOMBO



**164900**

Židle barová LINO I.  
Barhocker LINO I.  
Bar stool LINO I.



**113700**

Stůl KODRETA - bílý, buk Ø70 cm,  
v=72 cm  
Tisch KODRETA - weiss, Buche  
Table KODRETA - white, beech



**113900**

Stůl KODRETA - bílý, černý, buk  
Ø90 cm, v=72 cm  
Tisch KODRETA - weiss, schwarz, Buche  
Table KODETA - white, black, beech



**114000**

Stůl KODRETA - bílý, buk  
Ø120 cm, v=72 cm  
Tisch KODRETA - weiss, Buche  
Table KODRETA - white, beech



**114100**

Stůl - bílý, Ø180 cm, v=72 cm  
Tisch - weiss  
Table - white



**115501**

Stůl MAX - bílý, buk Ø90 cm, v=70 cm  
Tisch MAX - weiss, Buche  
Table MAX - white, beech



**115001**

Stůl UNIVERSAL - bílý, buk 120/60/75 cm  
Tisch UNIVERSAL - weiss, Buche  
Table UNIVERSAL - white, beech



**115400**

Stůl MAX - bílý, buk 80/80/70 cm  
Tisch MAX - weiss, Buche  
Table MAX - white, beech



**115200**

Stůl BUFET - bílý, buk Ø60 cm, v=110 cm  
Tisch BUFET - weiss, Buche  
Table BUFET - white, beech



**141205**

Stůl CLASSIC - bílý 80/80/75 cm  
Tisch CLASSIC - weiss,  
Table CLASSIC - white



**160600**

Stůl MODUL - 120/60/75 cm  
Tisch MODUL - weiss  
Table MODUL - white



**602660**  
Otočná vitrina 192/60/60 cm  
Drehbare Vitrine  
Revolving show-case



**602800**  
Vitr. OCTANORM s osvětlením  
Vitr. OCTANORM mit Beleuchtung  
Show-case OCTANORM with illumination



**M209005**  
Vitrina stolová (vč. spodní skříňky)  
Tischvitrine (einschl. Unterschrank)  
Table-type show case (incl. bottom cabinet)



**602680**  
Vitrina skleněná 30/95/45 cm  
Tischvitrine  
Glass show-case



**602600**  
Skříňka OCTANORM uzamykatelná 68/95/45 cm  
Abschließbarer Schrank OCTANORM  
Vitrine / Lockable cabinet OCTANORM



**180500**  
Barový pult roh KOBBLITZ 105/122/60 cm  
Infotheke KOBBLITZ  
Info counter KOBBLITZ



**180600**  
Barový pult malý KOBBLITZ 105/90/55 cm  
Infotheke KOBBLITZ  
Info counter KOBBLITZ



**180700**  
Barový pult velký KOBBLITZ 105/136/55 cm  
Infotheke KOBBLITZ  
Info counter KOBBLITZ



**M115001**  
Regál COMBI  
Regal COMBI  
Shelf COMBI



**M212000**  
Věšák  
Kleiderständer  
Hat and coat stand



**601500**  
Nosič prospektů š = 97, v = 25 cm  
Prospekthalter  
Leaflet holder



**818200**  
Věšák stojanový  
Kleiderständer  
Hat and coat stand



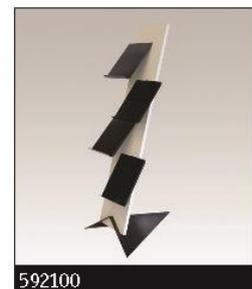
**591001**  
Zábradloví stojánek  
Geländeständer  
Stand with handrail



**591900**  
Plexi stojan na prospekty CIK-CAK buk, v = 140 cm  
Plexi-Prospektsänder CIK-CAK Buche  
Plexiglas leaflet holder CIK-CAK beech



**591901**  
Plexi stojan na prospekty CIK-CAK bílý, v = 140 cm  
Plexi-Prospektsänder CIK-CAK weiss  
Plexiglas leaflet holder CIK-CAK white



**592100**  
Stojan na prospekty v = 140 cm  
Prospektsänder  
Leaflet holder



## General guidelines:

### INSURANCE

Equipment and all related display materials installed by exhibitors are not insured by the organizers, but are covered through general insurance of the venue.

Organizers will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors during the opening hours of the exhibition.

The Exhibitor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space through full and comprehensive insurance.

Exhibitors are reminded of the need to consult the organizers and arrange additional insurance in writing, in order to cover themselves fully against all risks at the Exhibition.

### FIRE AND SAFETY RULES

Exits, passages, corridors, emergency exits, staircases etc. that are located in the exhibition area, cannot be blocked in any way.

It is not allowed to use easily inflammable tissues like jute, crepe paper and wavy paper, paperboard, matting etc. and equipment or decoration of the booth unless they are treated with an anti-fire paint or a sealer.

Textile material used for decoration of the booth must be well impregnated with an anti-fire tissue.

Prior approval by the Organizers is mandatory for any exhibits using steam or compressed air driven machines, welding or lasers, and exhibits using dangerous substances, explosives or items of an objectionable nature.

The exhibitor is bound to respect all demands given by the organizer or security guard in the respect of devices usage, equipment presenting, storing etc.

No packaging or any other material is allowed to keep in the space between each exposition or behind it.

All exhibitors, contractors and sub-contractors within the exhibition halls are advised to conduct their industrial relations in accordance with good practice.

Smoking is prohibited in all rooms and halls of the venue.



## OPERATING RULES

Exhibitor is bound to follow the instructions of the organizer regarding area and location of the booth, safety maintenance and dismantling of the booth, displayed exhibits and other ware including the decoration.

All exhibitors who want to use the space-only and will bring their own, pre-constructed booths, must send their detailed stand plans including length, width and height of the booth, floor plan, front and side elevation in for approval.

The exhibitors are not allowed to damage the floor, walls, ceiling and other parts of the building by adjusting their exposition (e.g. nails, paint, glue etc.). Exhibitors are responsible for the proper care of the floors, walls and staircases as well as the hired booths and furnishings. Hired booths and furnishings must be returned in an orderly condition and in an orderly way. To avoid scratches and furrows on floors as the result of sliding heavy packing cases, exhibitors are required to use protective coverings. Exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care when transporting heavy packing cases and heavy loads.

It is not permitted to drive nails or hooks into the walls of the exhibition hall, to install electric wiring or to cut or drill holes in the walls of the rented booths. Empty containers and packing materials must be disposed of at the exhibitor's cost before the start of the exhibition; cleaning the booth is the Exhibitor's responsibility.

No part of an exhibition booth may be suspended from the ceiling. No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the booth's walls. Decorating materials and wallpaper used by the exhibitor must be fire-proof. Police regulations, fire regulations and other official regulations must be observed at all times, also during the construction and dismantling of the exhibits.

In the exhibition area is not allowed to keep exhibits that can bother other exhibitors and visitors by their scent, disturbing noise, light or in any other way.

Displayed goods must stay in the limits of the booth. Portable things cannot be taken out of the booth borders (not even with the intention of presenting the functions of the goods).

Dangerous parts must be safely secured.

During opening hours it is not permitted to remove displayed exhibits from the expositions unless there is given a written exception by the organizer.

Written agreement of the organizer is necessary for usage of amplified sound, live music production, installation of other portable equipment that is not approved in guidelines. This production must not disturb or bother other exhibitors and conference guests.

The Exhibitor must dismantle the booth/remove equipment from rented booth within the allotted time and return hired furnishings on time.

Stored materials, empty containers and packing materials must be disposed of. Items for which the Exhibitor has made no arrangements regarding removal and storage at his/her cost and which are left behind become the property of the venue, and no reimbursement will be made for such items.



### Exhibitors are not allowed:

- to place posters and promotion material on poles, walls, dividers, stands, etc. in the building and outside of the given area
- to give out any bothering, political or dangerous material
- to abuse in any way brand names, trademarks etc.

### Exhibition Stand Cleaning

Cleaning of public areas and gangways is carried out after build-up, and thereafter on a daily basis in the morning/evening.

It is the responsibility of the exhibitor to make arrangements for any special cleaning requirements with the organizers, should the need arise.

### Parking and unloading during set-up day:

Parking for loading (as specified in section time schedule) and unloading booth equipment is not charged (however is time limited)

It is possible to use a cargo elevator located on ground/street-level next to the official parking slots for exhibitors, to reach the exhibition area at 1<sup>st</sup> floor of the venue.

Please make sure to send in advance your estimated arrival time to [tomas.nejedly@c-in.eu](mailto:tomas.nejedly@c-in.eu) and our team will greet you upon arrival.

Please note that the official entrance is **gate Nr.4 (49°11'4.89"N; 16°34'55.61"E)** as per the official plan:

<https://www.bvv.cz/en/bvv-trade-fairs-brno/map-of-exhibition-centre/>

Please follow the signs from gate Nr.4 to reach the exhibitors parking slots, in case of any difficulty, please call Tomas Nejedly at "+420 777 777 058"

All parking for exhibitors and partners during the set-up and dismantling days are free of charge.

We encourage all exhibitors/partners to send their estimated arrival times in advance to [tomas.nejedly@c-in.eu](mailto:tomas.nejedly@c-in.eu), in order for the organizing team to better serve you upon arrival.