

# enterprise europe

## Programme and Participant Information

### Match-making event "Contact-Contract 2014"

Dear participant,  
on behalf of the Brno Regional Chamber of Commerce and Enterprise Europe Network we would like to welcome you to the match-making event "Contact-Contract" taking place at the International MSV Fair.  
May you have any questions concerning your participation and how everything works during the two days of the event – by reading this document you will find quick answers to FAQ. If you have additional questions please visit us at the Info Desk at the match-making premises situated at **Hall A2, No.007**.  
Contact persons: Mrs Jana Šindelková, e-mail: [kooperace@rhkbrno.cz](mailto:kooperace@rhkbrno.cz), cell: +420 739 618 378 or  
Mr. Radek Kopecky, e-mail: [export@rhkbrno.cz](mailto:export@rhkbrno.cz), cell: +420 731 655 083



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MINISTRY OF  
INDUSTRY AND TRADE

# Programme Contact–Contract MSV 2014

## Tuesday 30<sup>th</sup> September 2014

09.00 a.m. – 09.45 a.m.	Registration at booth No.007, Hall A2
10.00 a.m. – 06.00 p.m.	B2B meetings according to the time schedule, visit of the trade fair
12.00 a.m. – 01.00 p.m.	Lunch break
07.00 p.m. - 09.00 p.m.	Official opening of the social event at AZ Tower

## Wednesday 1<sup>st</sup> October 2014

09.30 a.m. – 06.00 p.m.	B2B meetings according to the time schedule, visit of the trade fair
12.00 a.m. – 01.00 p.m.	Lunch break

## Frequently asked questions

### Where do I get my entrance ticket for the trade fair?

A free entrance for match-making event participants is arranged through the reception of Congress Centre – right next to the main entrance, on the basis of the list of participants registered in the online catalogue. Second meeting day, entry will be provided on the basis of a badge which will be handed over during registration at Info Desk of Brno RCC booth in hall A2.

### Where and when shall I register?

All participants shall come to the booth No.007 of Brno Regional Chamber of Commerce in the **Hall A2** on 30<sup>th</sup> September in the morning in order to register. Upon registration participants will get an updated meeting schedule and an information bag. Registration begins at 09.00 a.m.; first meetings start at 10.00 a.m., but you can come just before your first meeting, according to your schedule. Organizers will visit exhibitors at their booths and hand in schedules and information bags on 30<sup>th</sup> September in the morning.

### What is the deadline for requesting a meeting?

You can request new meetings on the portal until 26<sup>th</sup> September (11:59 p.m.), you will be allowed to accept/decline/cancel meetings until 28<sup>th</sup> September (11:59 p.m.).

### Where will I get all necessary information about the event?

Info Desk Brno RCC is situated in the Hall A2, booth No.007. If you have any questions or requests regarding meetings please don't hesitate to ask.

### Where will the meetings take place? How long are the meetings?

All meetings which include an exhibitor can take place at the exhibitors' booths. All meetings which do not include an exhibitor take place at Brno RCC booth in Hall A2. Time and place of each meeting will be clearly indicated in your meeting schedule. Each meeting is scheduled for 20 minutes, after which a 10 minutes break takes place. Please make sure to be present for your meeting in due time.

### Will my meetings be interpreted?

Please note: interpretation between Czech/English/Russian/Chinese will be available for the matchmaking meetings. An interpreter will be available automatically, if needed. This is strictly based upon the information given in the individual person profiles.

### Where will I find a catalogue of matchmaking profiles?

Each participant will receive a printed version of all participating company profiles. The catalogues are included in the bag given to each participant after registration at the Brno RCC booth.

### Is there a social event for us organized?

Contact-Contract social event will take place on 30<sup>th</sup> September at v AZ Tower Pražákova 1008/69, Brno. One person from a company is free of charge; second person will be charged 40 Euro. Please note, the capacity is limited and it is necessary to enrol and pay the participation fee before the event. Participants will

receive the entrance tickets at the registration booth of Brno RCC. Participants without a valid entrance ticket will not be admitted. At maximum 2 participants/company. Bus transportation will be available, departure at 06.15 p.m. from the main entrance of Brno Trade Fair and back from AZ Tower at 09:00p.m..

#### **How can I evaluate the event?**

An evaluation questionnaire is included in the information bag. Please return the completed evaluation form at the Info Desk to the organiser before your departure from Brno; you will get a thank you present in return.

#### **Where can I buy some refreshment?**

Coffee, water and light refreshments will be available at the coffee break point at Brno RCC booth in Hall A2, booth No.007 for all match-making event participants. You can also buy refreshment at one of the restaurants at the exhibition centre.

#### **May I access the Internet at the booth?**

There will be a WiFi connection organized for the Contact-Contract participants, you can ask for the password at the Info Desk.

#### **Can I park my car near the fairgrounds?**

You can park your car near the fairgrounds for the following charges.

EXPOPARKING garages	20 CZK/hour
Open air parking	200 CZK/day, VAT including

#### **What are the GPS geographical coordinates of trade fair in Brno?**

Main entrance	49°11'18.08"N; 16°35'8.26"E
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#### **How to travel to Brno?**

Transport to the Exhibition Centre, Information about flights, buses and railway transport:

<http://www.bvv.cz/en/visitors/transport/>

#### **How to travel to Brno by car?**

For travelling on the motorway and high-speed roads from Vienna, Prague and Ostrava, a motorway sticker is required. Prices: 1,500 CZK per year, 440 CZK for 1 month, 310 CZK for 10 days. Stickers are available on the frontier, at fuel stations or post offices.

#### **How to get to the Exhibition centre per city transport?**

City transport in Brno will bring you from the city centre to the Exhibition Centre (stop Výstaviště – main entrance) by tram No. 1 (direction Ečerova), trolley-bus No. 25 (direction Osová) or 26 (direction Kamenný vrch). Public Transport System of Brno: <http://www.brno.planydopravy.cz/>

Exhibition center plan: <http://www.bvv.cz/en/bvv-trade-fairs-brno/map-of-exhibition-centre/>

#### **May I pay with euros in the Czech Republic?**

Please note that the currency in the Czech Republic is Czech Crown (CZK, 1 € is cca 27.50 CZK). The Euro is not a valid currency but can be accepted in some shops. International credit cards are mostly accepted.

#### **What are opening hours of shops?**

The normal opening hours of shops in the Czech Republic are:

Monday–Friday 09.00 a.m. – 06.00 p.m.

Saturday 09.00 a.m. – 12.00 p.m.

Sunday closed

Shopping centres have additional opening hours, normally 09.00 a.m. – 09.00 p.m.

#### **What are the emergency numbers in the Czech Republic?**

In case of emergency please call 112 or the following numbers: 158 – Police, 155 – Emergency, 150 – Fire