

52. međunarodni sajam namještaja, unutarnjeg uređenja, graditeljstva,
niskoenergetske montažne gradnje i hotelsko-ugostiteljske opreme




ambienta
25. - 28. 9. 2025.



INSTRUCTIONS

**FOR EXHIBITORS, DECORATIVE CONTRACTORS AND
OTHER PARTICIPANTS AT THE FAIR**

ASSEMBLY PERIOD
DURATION OF THE FAIR
DISMANTLING PERIOD

19 – 24 September 2025
25 – 28 September 2025
29 September – 3 October 2025

PROJECT TEAM:

Gordana Miošić	phone: 01/6503-431	e-mail: gordana.miosic@zv.hr
Jasna Grdović	phone: 01/6503-245	e-mail: jasna.grdovic@zv.hr
Tamara Čubretović	phone: 01/6503-592	e-mail: tamara.cubretovic@zv.hr
Bojan Markov	phone: 01/6503-437	e-mail: bojan.markov@zv.hr
Nikola Bunjevac	phone: 01/6503-365	e-mail: nikola.bunjevac@zv.hr
Đurđica Peček	phone: 01/6503-133	e-mail: durdica.pecek@zv.hr

www.zv.hr

e-mail: zv.ambienta@zv.hr

DEPARTMENT FOR EXHIBITION SPACE DESIGN AND CONSTRUCTION

Zagreb Fair architects in charge of the exhibition space arrangement:

Renato Kisić	phone: 01/6503-333	e-mail: renato.kisic@zv.hr
Karmen Pavlić	phone: 01/6503-338	e-mail: karmen.pavlic@zv.hr

Please send the project documentation and the filled in and signed Request for the stand arrangement permit (only exhibitors who will build their stand on their own) to the e-mail: renato.kisic@zv.hr at least 3 working days prior to the beginning of the stand construction.

Marketing and Sales Support Department - professional and accompanying programme:

Sanja Knjaz	phone: 01/6503-549	e-mail : sanja.knjaz@zv.hr
-------------	--------------------	----------------------------

IMPORTANT:

Emergency	112
Police	192
6 th Police station Novi Zagreb	01/6141- 455
Medical assistance	194, 112
Zagreb City Fire brigade	193, 112
ZF Security Department	01/6503-400, 6521-214
Zagreb City Municipal inspections	01/4698-355

VENUE:

- Pavilions: 7, 7a, 8, 8A, 9, 11A
- Open-air space: in front of the pav. 8 and 8A

**• ASSEMBLY PERIOD:** Date: **19 – 24 September 2025**

Working hours: 7:00 – 19:00

Extended working hours: upon exhibitor's request, at exhibitors or contractor's cost

• DURING THE RUN OF THE FAIR:

Thursday-Saturday	for visitors	for exhibitors
	10:00 – 19:00	09:30 – 19:30
Sunday	for visitors	for exhibitors
	10:00 – 18:00	09:30 – 18:30

On 25 September 2025 the pavilions will be exceptionally opened at 7:00 h

• OFFICIAL OPENING

25 September 2025 at 10:00 h, stage in the pavilion 11A

• DISMANTLING PERIOD: Date: **29 September – 3 October 2025**

Working hours: 7:00 – 19:00

Dismantling and removal of exhibits will be possible on **28 September 2025 from 18:00-22:00**

Extended working hours: upon exhibitor's request, at exhibitors or contractor's cost

NOTE: Upon closing of the Fair, the exhibitors are required to remove and peel from the OCTA panels - walls everything they fixed. Otherwise, removal/peeling/cleaning will be performed by Zagreb Fair at exhibitor's cost.

1. ADMISSION TO THE FAIR GROUNDS

Entry/exit for exhibitors and visitors

During the run of the AMBIENTA fair, representatives of exhibitors will be allowed to enter the pavilions with mandatory accreditations that can be obtained:

- during the assembly period (19-24 September 2025) from 9:00-18:00 h at the Zagreb Fair Management Building, South Gate, 1st floor, room 10

Entry gates:

- assembly/dismantling period: gates SOUTH-I, WEST-I, WEST-III, EAST III
- during the run of the fair: gate WEST-I, WEST-III, EAST-III
- for exhibitors and visitors (visitor entry): gate SOUTH-I and north side of the pav.11A
Auxiliary entrance during the run of the fair – for exhibitors only: north side of the pav. 8

Personal and freight motor vehicles

Personal motor vehicles of exhibitors to deliver exhibits during the assembly period from 19-24 September 2025 and upon closing of the fair from the first dismantling day 29 September - 3 October 2025 enter/exit Zagreb Fair grounds through the gates: SOUTH-I, WEST-I, WEST-III, EAST III.

Freight motor vehicles enter/exit Zagreb Fair grounds during the assembly and dismantling period through the gate WEST -III.

Parking

To enter the Zagreb Fair grounds the exhibitors will get required number of parking signs valid from the first assembly day (19 September 2025) to the last dismantling day (3 October 2025). The signs can be obtained during the assembly period 19-24 September 2025 from 9:00-18:00 h in the project team at the Zagreb Fair Management Building, South Gate, 1st floor, room 10.

During the run of the fair parking is possible: north of the pav. 8, 8A, 9, 11A

Entrance to the parking area is through the gates WEST-I, WEST-III and EAST-III

Entry of delivery vehicles during the run of the fair

During the run of the fair delivery and supply of stands will be possible from 09:30-10:00 h at the entrance on the north side of pavilion 8 and the entrances on the south and north side of pav. 11A.

2. GENERAL INFORMATION

Delivery /removal of exhibits

Delivery of exhibits and other goods needed for the arrangement of the exhibition space at the Zagreb Fair grounds is scheduled from 19 – 24 September 2025 on between 7:00–19:00 h.

If the exhibitor/contractor wishes to start with the preparations earlier and needs to carry out work outside the scheduled time, such works should be **announced at least 7 days prior** to commencement, and the exhibitor will be charged for the early access according to the Zagreb Fair price list.

ZAGREB CUSTOMS ADMINISTRATION will be in charge of temporary customs clearance of exhibits. Working hours: 7:30 – 15:30 h, e-mail: javnost@carina.hr.

Removal of exhibits and other goods from the Zagreb Fair grounds is scheduled to start on 29 September 2025 from 7:00 h on and should be finished till 3 October 2025 by 19:00 h at the latest.

For the exhibits and stands constructions left at the exhibition space in the assembly and dismantling period, the exhibitor will bear the charges and responsibility for all possible damages.

Compensation for copyright for public performance

In compliance with the law, the exhibitor is obliged to report to and obtain approval from Hrvatsko društvo skladatelja (Croatian Composers' Association) – ZAMP for the music-and-stage works. Croatian Composers' Association – **ZAMP** claims the right to collect the royalties from exhibitors performing copyrighted music-and-stage works in public at their stand, following the valid law and the price list of the Association.

Insurance and guarding of the exhibition space, exhibits, equipment and other property

During the assembly period, the run of the fair and the dismantling period the exhibitor may have his exhibits and other properties insured with the Insurance Company in the country or abroad.

In case of damage of exhibitors' property (thefts, damages and sim.) during the assembly, event and dismantling period of the fair, the Zagreb Fair takes no responsibility for uninsured exhibits, equipment and other property. All responsibility and any resulting damages shall be borne by the exhibitor.

Exhibitors are obliged to organize watching of their properties (exhibits, equipment etc.) during the entire official operating hours designated for exhibitors and their staff, as well as upon closing of the fair (dismantling period) until they leave the exhibition grounds, since the Zagreb Fair will not take responsibility for disappearance or damages thereof.

In case of damage of the exhibitors' property (thefts, damages and sim.) during the run of the event and during the assembly and dismantling period, the exhibitor is obliged to report immediately to the authorized Security Service of the Zagreb Fair, pavilion 25 or to the phone: 01/6521-214, 6503-400, 6503-460 or exchange: 2400 and 2460 and to the Police Station Novi Zagreb, Remetinečki gaj 1, phone: 01/6141-455.

Exhibitors may not keep their staff at the stands after the closing of the pavilions. Exceptionally, it could be done at the open-air space with the approval of the Zagreb Fair's Security Service.

Upon closing of the fair, the exhibitors are obliged within the prescribed period to remove all exhibits, equipment and other things they made use of during the run of the fair from the exhibition space. Upon removal of exhibits and equipment, the exhibitors are obliged to empty and clean their exhibition space and remove all exhibits, goods and appliances from the fair grounds.

Press center

During the run of the fair the Press center will be available, phone: 01/6503-524 (Zagreb Fair exchange 2524), e-mail: zv.press@zv.hr

The exhibitors who prepare presentations of their latest exhibits, press conference or accompanying events may deliver the promotional materials to the Press Center to be available for accredited journalists.

Catering facilities

Catering services are offered by:

- Restaurant "GASTRO L.P." - Zagreb Fair Congress Center, phone: 01/6554-377
- Z 2, "SIMPLE bar" – South Gate/ground floor, mob: 098/488-237
- BURGER BAR d.o.o. "OZ bar" – South Gate/ground floor, mob: 091/5014-116
- ALWAYS OPI d.o.o., Caffè bar "SONG", Customs building, phone: 095/8583-552
- BURGER BAR "MRAV GASTRO d.o.o.", pavilion 12/ground floor, mob: 098/281-347
- NOVI DVORI, south side of pavilion 8, mob: 091/5158-582

Banks / ATMs

- Erste&Steiermarkische Bank, Av. Dubrovnik 15, pav.10-south, phone: 072/372-615, fax: 072/372-616
- ATM - Zagrebačka banka, Av. Dubrovnik 15, South Gate – ground floor

Forwarding services

- Forwarding agent at the Zagreb Fair grounds:

INTEREUROPA SAJAM d.o.o. Zagreb, Avenija Dubrovnik 15, Building C, phone: 01/6520-470, 6521-247, fax: 01/6520-078, e-mail: info@intereuropa-sajam.hr

List of shops in the project South Gate – ground floor

- POLLEO ADRIA d.o.o., sale of sports food and equipment, phone: 01/6520-255, fax: 6503-998
- OMIĆ MOBITELI d.o.o., retail sale of erotic equipment, phone: 01/3694-214
- RONIS d.o.o. retail sale of electro-technical goods, phone: 01/6620-705
- "Z2" (Simple bar) restaurant, owner: M. Zorić, phone: 01/6632-652, mob: 098/488-237
- BURGER BAR (Oz bar), mob. 091/5014-116
- EKUPI d.o.o., internet sale, phone : 01/3338-888

List of shops - customs building

- ALWAYS OPI d.o.o., Café bar "SONG", mob: 095/8583-552
- CACUMEN SERVICES d.o.o., sale of coffee and catering equipment, phone: 01/4558-522
- MIKRONIS d.o.o., sale of computers, tablets and smartphones, mob: 091/5244-087
- OPTOMETRIKA d.o.o., sale of diopter glasses, lenses..., mob: 098/359-432
- KAJZERICA SEDAM d.o.o., man's hair salon, mob: 099/3636-066
- ISKRA MODE d.o.o., retail sale of food products, mob: 091/7938-161
- APLAUSE DEVELOPMENT d.o.o., internet sale, mob: 098/603-118