



INSTRUCTIONS

FOR EXHIBITORS, DECORATIVE CONTRACTORS AND OTHER PARTICIPANTS AT THE FAIR

ASSEMBLY PERIOD
DURATION OF THE FAIR
DISMANTLING PERIOD

2 – 8 April 2024
9 – 12 April 2024
13 – 16 April 2024

PROJECT TEAM:

Damir Pavlek
Marina Surjan Brkić
Đurđica Peček

phone:01/6503-429
phone:01/6503-449
phone:01/6503-133

e-mail: damir.pavlek@zv.hr
e-mail: marina.surjanbrkic@zv.hr
e-mail: durdica.pecek@zv.hr

www.zv.hr

e-mail: zv.biam@zv.hr

DEPARTMENT FOR DESIGN AND CONSTRUCTION OF EXHIBITION SPACE:

Architects of Zagreb Fair in charge of the exhibition space arrangement:

Renato Kisić
Sanja Jurić

phone:01/6503-333
phone:01/6503-451

e-mail: renato.kisic@zv.hr
e-mail: sanja.juric@zv.hr

Issuing of stand arrangement permits: Please send the **project documentation** and the filled in and signed **Request for the stand arrangement permit** to:

Renato Kisić

phone:01/6503-333

e-mail: renato.kisic@zv.hr

IMPORTANT!

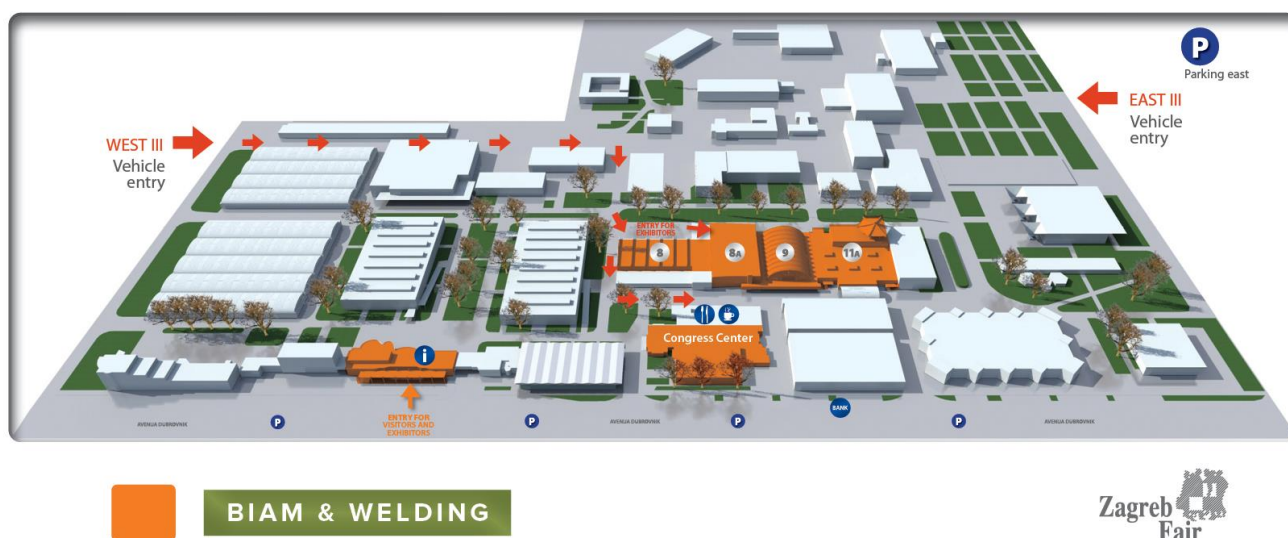
Emergency:	112
Police:	192
6 th Police Station Novi Zagreb:	01/6141-455
Medical assistance:	194, 112
Zagreb City Fire brigade:	193, 112
ZF Security:	01/6503-400, 01/6521-214
Municipal inspection at ZF:	01/4698-355
Intereuropa Sajam forwarding	01/6520-470, 098/223-080

1. VENUE

Pavilions: 8, 8a, 9, 11A, open-air space

The official opening will take place on 9 April 2024 at 10,00 h.

PAVILION SCHEME



2. OPERATING HOURS

a) Assembly and dismantling period:

2 – 8 April 2024	07,00 – 19,00 h
13 – 16 April 2024	07,00 – 19,00 h

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

On 12 April dismantling and removal of exhibits will be possible until 23,00 h.

b) Duration of the fair:

For exhibitors:

9 April 2024	07,00 – 18,30 h
10 – 12 April 2024	09,30 – 18,30 h

For visitors:

9 April 2024	09,30 – 18,00 h
10 – 12 April 2024	10,00 – 18,00 h

3. ADMISSION TO THE FAIR GROUNDS

Exhibitors and working staff

During the run of the fair the exhibitors and working staff will be admitted to the fair grounds against presentation of EXHIBITOR'S CARD.

Entry gates:

- during the assembly and dismantling period: SOUTH I, WEST III, EAST III (vehicle entry)
- during the run of the fair: WEST III, EAST III (vehicle entry)
- for visitors of the fair (visitor entry): SOUTH-I

Personal and freight motor vehicles

Personal motor vehicles of exhibitors to deliver exhibits during the assembly and dismantling period enter/exit the gates: SOUTH-I, WEST-III, EAST-III.

Freight motor vehicles (vans, lorries) enter/exit the Zagreb Fair grounds during the assembly and dismantling period the gate WEST-III.

Parking

Parking space for exhibitors' vehicles is secured **at the Zagreb Fair grounds** against the parking ticket. The Zagreb Fair parking area can be entered through the gate WEST III. The number of parking spaces is limited.

ZAGREB FAIR HAS INTRODUCED THE AUTOMATED PARKING PAYMENT SYSTEM.

The exhibitors will obtain the corresponding parking tickets to be valid from the first assembly day (2 April 2024) to the last dismantling day (16 April 2024).

During the run of the fair (9 – 12 April 2024) the parking space in front of the south gate of Zagreb Fair is free.

Delivery vehicles entry during the run of the fair

During the run of the fair from 9 – 12 April 2024 deliveries can be made at the Zagreb Fair grounds from: 09,30 – 10,00 h.

4. GENERAL INFORMATION

Delivery /removal of exhibits

Delivery of exhibits and other goods necessary for exhibition space arrangement at the Zagreb Fair grounds is scheduled from 2 – 8 April 2024 from 07,00 to 19,00 h.

If the exhibitor wishes to start with the preparations earlier and if works need to be performed outside the scheduled working hours, he is obliged to announce such works at least 7 days before their start and to pay the early entry according to the Zagreb Fair price list.

Foreign exhibitors are requested to deliver their exhibits and report to the customs at Zagreb Fair at least 48 hours prior to the opening of the event.

Removal of exhibits and other goods from Zagreb Fair is scheduled to start on **12 April 2024 upon closing of the fair from 18,00-23,00 h**, and should be finished till **16 April 2024 from 07,00-19,00 h**.

For the exhibits and stand constructions left at the exhibition space after the mentioned term, the exhibitor will bear the charges and responsibility.

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.

5. OTHER USEFUL INFORMATION

Cleaning

Zagreb Fair organizes daily cleaning of pavilions during the run of the fair from 10,00 – 20,00 h. Exhibitors are obliged to remove their waste and put it into the containers in front of the pavilion entrances as follows: paint and lacquer packaging, plastic packaging, metal waste, paper and glass into the marked containers located by the pavilions 1, 5, 6 and the South Gate.

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

Exhibitors are obliged to remove the waste arising from the stand assembly and dismantling works (chip wood, knauf plasters, carpets etc.) from the fair grounds themselves or Zagreb Fair will do it for them but at their expense. Contractors working on the stand construction are obliged to remove the equipment and the materials used for the stand construction from the aisles and from the pavilion at the latest by 17,00 h on the day before the opening of the fair.

Fire-prevention measures

Exhibitors and other contractors are not allowed to use gas or electric heaters, bottles under pressure, easily inflammable materials and naked flames for the purpose of presentations and heating and the cookers without prior consent of Zagreb Fair. It is forbidden to display, use and store easily flammable and explosive materials and goods.

Exhibitors and decorative contractors are obliged to ensure free access to firefighting devices and facilities.

In the event of fire the exhibitor shall start extinguishing the fire with the fire-extinguishing appliance. In addition, he will call the fire brigade by dialing direct line 193, 112 and report to the Security Department of Zagreb Fair, phone. 01/6503-400, 6503-460, or 2400 and 2460 through the Zagreb Fair exchange.

Insurance and guarding of exhibition spaces, 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. **Zagreb Fair takes no responsibility for uninsured exhibits and other goods in case of damage of exhibitors' property (thefts, damages and sim.). The exhibitor**

bears the expenses for all the damages that he and other physical or legal persons might cause at Zagreb Fair. Exhibitors are obliged to organize watching of their properties (exhibits, equipment etc.) during the official operating hours, from the beginning of the assembly period until they leave the fair grounds, since Zagreb Fair will not take the 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 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 by night after the closing of the pavilions. Exceptionally, it could be done at the open space with the approval of the Zagreb Fair's Security Service.

Upon closing of the fair the exhibitors are obliged within the prescribed period of time 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**, e-mail: zv.press@zv.hr

The exhibitors who make preparations for 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 (minimum 30 information packs).

Catering facilities

Catering services are offered by restaurants and cafés:

- Restaurant "GASTRO L.P.", Zagreb Fair Congress Center (RK building), 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., Caffe bar "SONG", Customs building, phone: 01/6530-970
- NOVI DVORI, south side of the pavilion 8, mob: 091/5158-582
- ČEGETEK, north side of the pavilion 7A, mob: 098/205-070

Bank

- Erste & Steiermarkische Bank, Av. Dubrovnik 15, pav.10 - South, phone: 072/372-615

ATMs

- Zagrebačka banka, South Gate/ground floor
- Erste banka, pavilion 10/ground floor

Forwarding services

Authorized forwarding agent at the Zagreb Fair grounds:

- INTEREUROPA SAJAM d.o.o. Zagreb, Avenija Dubrovnik 15, building C, phone: 01/6520-470, 01/6521-247, Mr. Krešimir, mob: 098/223-080, 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: 01/6503-998
- OMIC 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
- IN PIVO 82 d.o.o., beer retail sale, mob: 092/1008-218

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., men's hair salon, mob: 099/3636-066