



MODERNAK & INTERGRAFIKA

International Packaging Materials, Packaging Technology
and Printing Industry Fair

4 - 7 December 2025

2025
ZAGREB



ITF INTERNATIONAL TRADE FAIR

INSTRUCTIONS

FOR EXHIBITORS, DECORATIVE CONTRACTORS
AND OTHER PARTICIPANTS AT THE FAIR

ASSEMBLY PERIOD
DURATION OF THE FAIR
DISMANTLING PERIOD

1 – 3 December 2025
4 – 7 December 2025
8 – 10 December 2025

MODERNAK & INTERGRAFIKA PROJECT TEAM:

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DEPARTMENT FOR DESIGN AND CONSTRUCTION OF EXHIBITION SPACE

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

Karmen Pavlić

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Please send the **project documentation** and the filled in and signed **Request for the stand arrangement permit (only exhibitors building their stand on their own)** to the e-mail: slavica.dolezal@zv.hr at the latest 3 days before the beginning of the stand construction.

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 agent	01/6520-470, 098/223-080

VENUE

- Pavilion: **10A** and the adjacent open-air space



Official opening:

- 4 December 2025 Pavilion 11A

Assembly period:

1– 2 December 2025	7:00 – 19:00
3 December 2025	7:00 – 21:00

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

Duration of the fair:

	EXHIBITORS	VISITORS
4 December 2025	7:30 – 19:00	10:00 – 18:30
5 – 6 December 2025	9:30 – 19:00	10:00 – 18:30
7 December 2025	9:30 – 20:00	10:00 – 17:00

Dismantling period:

8 – 10 December 2025	7:00 – 19:00
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- Dismantling and removal of exhibits will be possible on 7 December 2025 from 17:00-20:00
- Extended working hours: upon exhibitor's request, at exhibitors or contractor's cost

ADMISSION TO THE FAIR GROUNDS

Exhibitors and working staff

During the run of the fair the representatives of the exhibitors will be admitted to the Zagreb Fair grounds against presentation of EXHIBITOR'S CARD.

Entry gates:

- during the assembly and dismantling period: SOUTH-I, WEST-I, WEST-III, EAST-III
- during the run of the fair: WEST-I, WEST-III, EAST-III
- for visitors to the fair: South Gate

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-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 gates WEST-I, WEST-III and EAST-III. The number of parking spaces is limited.

ZAGREB FAIR HAS INTRODUCED AN AUTOMATED PARKING PAYMENT SYSTEM.

The exhibitors will obtain the corresponding parking tickets to be valid from the first assembly day (1 December 2025) to the last dismantling day (10 December 2025).

Exhibitor's cards and parking tickets can be obtained at the Zagreb Fair Management Building, 1st floor, room 17, from 1 December 2025 on, between 9:00-18:00.

Delivery vehicles entry during the run of the fair

During the run of the fair from 4 - 7 December 2025 deliveries can be made at the Zagreb Fair grounds from: 9:30-10:00. Catering deliveries are possible outside the mentioned hours with obligatory announcement to the Project team of the fair.

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 **1-2 December 2025** between **7:00-19:00** and on **3 December 2025 from 7:00-21:00**.

If the exhibitor wishes to start with the preparations earlier and if work needs 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 official Zagreb Fair price list.

Foreign exhibitors are requested to deliver their exhibits and report to the Customs Administration 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 7 December 2025 upon closing of the fair from 17:00–20:00 and should be finished conclusively on 10 December 2025 from 7:00–19:00.

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' Society) – ZAMP for the music-and-stage works. Croatian Composers' Society – 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 Society.

OTHER USEFUL INFORMATION

Cleaning

Zagreb Fair organizes daily cleaning of pavilions (sanitary facilities, external surfaces, aisles) during the run of the fair.

Exhibitors are obliged to dispose of their municipal waste into the designated containers for mixed municipal waste, paper and plastic located in front of the pavilion entrances.

The exhibitors or stand contractors are obliged to remove the waste arising from the stand assembly and dismantling works (chipboard, drywall, carpets, paint and varnish packaging, metal waste, glass etc.) from the Zagreb Fair grounds themselves or Zagreb Fair will do it for them but at their expense. Contractors working on stand construction are obliged to remove the equipment and the materials used for stand construction from the aisles and from the pavilion at the latest by 17:00 on the day before the opening of the fair.

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

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 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.

In case of damage to 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 the event of damage of the exhibitors' property (thefts, damages and sim.) during the run of the fair and during the assembly and dismantling period, the exhibitor is obliged to report immediately to the authorized Security Department 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 Department.

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

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

Forwarding services

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, fax: 01/6520-078, e-mail: info@intereuropa-sajam.hr
Mr. Krešimir, mobile: 098/223-080

Customs office

ZAGREB CUSTOMS ADMINISTRATION, CUSTOMS OFFICE ZAPADNI KOLODVOR (RAILWAY STATION WEST), Zagreb, Vodovodna 20A will be in charge of temporary customs clearance of exhibits. Working hours: 7:30 – 15:30.

Contact e-mail: javnost@carina.hr

The exhibitor is obliged to declare his exhibits for customs clearance at the latest 48 hours prior to the beginning of the fair. A customs officer will personally come to Zagreb Fair at the agreed time and take all the necessary actions related to temporary customs clearance of exhibits.

Catering facilities

Catering services are offered by restaurants and cafés:

- Restaurant "GASTRO L.P.", Zagreb Fair Congress Center, phone: 01/6554-377
- BURGER BAR d.o.o. "OZ bar" – South Gate/ground floor, mob: 091/5014-116
- Z 2, "SIMPLE bar" – South Gate/ground floor, mob: 098/488-237
- ALWAYS OPI d.o.o., Caffé bar "SONG", Customs building, mob: 085/8583-552, phone: 01/6530-970
- MRAV GASTRO d.o.o., pavilion 12-south/ground floor, mob: 099/281-347
- NOVI DVORI, south side of pavilion 8, mob: 091/5158-582
- ČEGETEK, north side of pavilion 7, mob: 098/205-070

Bank

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

ATMs

- Zagrebačka banka, Avenija Dubrovnik 15, South Gate/ground floor
- Erste & Steiermärkische Bank, Avenija Dubrovnik 15, pavilion 10/south

List of shops in the project South Gate – ground floor

- BURGER BAR (Oz bar), mob. 091/5014-116
- EKUPI d.o.o., internet sale, phone: 01/3338-888
- OMİĆ MOBİTELI d.o.o., retail sale of erotic equipment, phone: 01/3694-214
- POLLEO ADRIA d.o.o., sale of sports food and equipment, phone: 01/6520-255, fax: 01/6503-998
- 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

List of shops – Customs building

- ALWAYS OPI d.o.o., Café bar "SONG", mob: 095/8583-552
- APLAUSE DEVELOPMENT d.o.o., internet sale, mob: 098/603-118
- CACUMEN SERVICES d.o.o., sale of coffee and catering equipment, phone: 01/4558-522
- ISKRA MODE d.o.o., retail sale of food products, mob: 091/7938-161
- KAJZERICA SEDAM d.o.o., men's hair salon, mob: 099/3636-066

- 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