



INSTRUCTIONS

FOR EXHIBITORS, DECORATIVE CONTRACTORS AND OTHER PARTICIPANTS AT THE FAIR

ASSEMBLY PERIOD

11 – 17 February 2026

DURATION OF THE FAIR

18 – 22 February 2026

DISMANTLING PERIOD

23 – 27 February 2026

PROJECT TEAM - South Gate, 1st floor

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DEPARTMENT FOR DESIGN AND ARRANGEMENT OF THE EXHIBITION SPACE –
Management Building

- **exhibition space arrangement**

Renato Kisić, room 2 phone: 01/6503-333

renato.kisic@zv.hr

- **issuing of permits for exhibition space arrangement**

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.

OTHER

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 or ZF exchange 2400
Zagreb City Municipal inspections	01/4698-355

Important information regarding exhibition spaces at the Zagreb Boat Show:

- **The minimum arrangement of the exhibition space includes:** a carpet, partition walls towards neighboring exhibitors and the wall, exhibitor's inscription. Exhibition elements (counters, furniture, shelves etc.) must be suitable for exhibiting at trade fairs.
- **The Request for a building permit** must be submitted by every exhibitor whose stand is not arranged by Zagreb Fair.
- **The number of the exhibition space** should be displayed in a visible place of the stand.
- **Columns in pavilions** outside the exhibition spaces are not allowed to be used for exhibition purposes, and for advertising purposes only with the permission of Zagreb Fair. A permit will not be granted if the column's circumference is increased in any way or obstructs passageway accessibility or damages the space. If the exhibitors do not comply with the mentioned provisions, Zagreb Fair reserves the right to remove all elements from the columns at the exhibitor's expense.
- **Co-exhibitors** are companies that are represented at the exhibition space with their range of products and services without special emphasis at the exhibition space, and the exhibitor is obliged to register their participation on the form B5/A.
- The exhibitor **cannot transfer** the exhibition space allocated to him to another without the consent of Zagreb Fair.
- Only exhibitors are **allowed** to advertise at the exhibition space.

FLOOR PLAN



ZAGREB BOAT SHOW



VENUE:

- Pavilions: 7A, 7, 8A, 9, 11A, Warm passage, 10A

OFFICIAL OPENING

- Warm passage (space between pavilions 10A and 11A) 18 February 2026 at 11:00

WORKING HOURS:

		<u>EXHIBITORS</u>	<u>VISITORS</u>
• Assembly period	11 – 17 Feb	7:00 – 19:00	-
• Wednesday	18 February	7:00 – 19:30	10:00 – 19:00
• Thursday – Saturday	19 – 21 Feb	9:30 – 19:30	10:00 – 19:00
• Sunday	22 February	9:30 – 22:00	10:00 – 18:00
• Dismantling period	23 - 27 Feb	7:00 – 19:00	-

IMPORTANT:

- **Extended working hours** in the assembly/dismantling period upon request. Costs are borne by the stand contractor/exhibitor.
- On the first day of the fair, Wednesday, **18 February 2026**, pavilions will be exceptionally opened at 7:00 for final preparations.
- On the last day of the fair, Sunday, **22 February 2026**, pavilions will be open until 22:00 for dismantling and removal of exhibits from the stands.

1. ADMISSION TO THE ZAGREB FAIR GROUNDS

1.1. Entry/exit for exhibitors and the working staff

During the run of the fair (18 - 22 February) and working hours for the exhibitors, the entry to the pavilions will be possible against presentation of the official accreditations of the fair only.

Entry gates:

- SOUTH-I, WEST-I, WEST-III, EAST-III
- SOUTH-I is closed during the run of the fair

Entry gates working hours:

- **SOUTH I** - open from 00:00-24:00; between 1:00-6:00 use of the entry gate only in exceptional cases and with prior approval of Zagreb Fair
- **WEST I** – open on workdays from 7:00-21:30 – closed on weekends and holidays
- **WEST III** – open from 7:00-23:00 (closed on holidays)
- **EAST III** – open from 7:00-00:30 (on holidays according to a special regime)

1.2. Personal and freight motor vehicles

Exhibitors can enter the Zagreb Fair grounds with their motor vehicles:

- with **personal motor vehicles** through the gates: SOUTH-I, WEST-I, WEST-III, EAST-III
- with **freight motor vehicles** through the gate: WEST -III
- gate SOUTH-I is closed during the run of the fair

Delivery vehicles can access the cargo entrance of the pavilion **during the run of the fair:**

- before and after working hours for visitors
- during working hours for visitors only with prior agreement with the Zagreb Fair Security Department

1.3. Parking

To enter the Zagreb Fair grounds the exhibitors will get a fixed number of parking signs valid from the first assembly day (11 February 2026) to the last dismantling day (27 February 2026). The signs can be obtained at the Zagreb Boat Show project team (Zagreb Fair - South Gate, 1st floor, room 23).

2. GENERAL INFORMATION

2.1. 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 11 - 17 February 2026 between 7:00–19:00.

If the exhibitor/stand contractor wishes to start the preparations earlier, he is obliged to pay the costs for the fire-prevention and duty hours according to the Zagreb Fair price list.

ZAGREB CUSTOMS ADMINISTRATION will be in charge of temporary customs clearance of exhibits, e-mail: javnost@carina.hr

Removal of exhibits and other goods from the Zagreb Fair is scheduled to start on 23 February 2026 and should be finished by 27 February 2026 at the latest.

Stand dismantling and removal of exhibits will be allowed on 22 February 2026 upon closing of the fair from 18:00-22:00.

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

2.2. Cleaning

Zagreb Fair organizes daily cleaning of pavilions during the run of the fair from 9:30-19:30.

Exhibitors are obliged to remove their waste and put it into the containers for mixed waste, paper and plastic in front of the pavilion entrances.

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.

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 the stand construction from the aisles and from the pavilion at the latest by 17:00 on the day before the opening of the fair.

2.3. 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 as well as to dispose packaging behind exhibition spaces.

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 the Zagreb Fair, phone: 01/6503-400, 6503-460 or exchange 2400 and 2460.

In accordance with the Act on Restrictions on the Use of Tobacco and Related Products, smoking is not permitted inside the premises.

2.4. Compensation for copyright for public performance

Hrvatsko društvo skladatelja (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.

2.5. 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.

The Zagreb Fair does not assume responsibility for any failure to insure exhibits, equipment and other goods in case of damage of exhibitors' property (thefts, damages

and sim.) during the assembly, event and dismantling period, but all responsibility and damage incurred shall be borne by the exhibitor.

Exhibitors are obliged to organize watching of their properties (exhibits, equipment etc.) during the official operating hours set for the exhibitors and their staff, as well as upon closing of the fair (dismantling period) until they leave the exhibition grounds, since 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 Department 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.

Zagreb Fair bears no responsibility for insuring the premises in any form and shall not be liable for theft or damage to equipment, damage to roadways or related installations, nor for any injuries and/or damages suffered by event participants or visitors in any manner.

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 period of time for dismantling 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 remove all items and materials they used for decoration and arrangement from the fair grounds.

2.6. 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.

2.7. Catering facilities

Catering services are offered by restaurants and cafés:

- Restaurant "GASTRO L.P.", phone: 01/6554-377, Zagreb Fair Congress Center (RK building);
- 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., Café bar "SONG", customs building, phone: 01/6530-970, mob. 095/8583-552
- MRAV GASTRO, pavilion 12 - south, mob: 098/281-347
- ČEGETEK, north side of the pavilion 7, mob: 098/205-070
- NOVI DVORI, south side of the pavilion 8, mob: 091/5158-582

2.8. Banks / ATMs

- Erste&Steiermärkische 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

2.9. Forwarding services

- 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

2.10. 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 d.o.o. (OZ bar), catering, mob: 091/5014-116
- EKUPI d.o.o., internet sale, phone: 01/3338-888

2.11. List of shops - customs building

- ALWAYS OPI d.o.o., Café bar "SONG", mob: 095/8583-552
- CACUMEN USLUGE d.o.o., sale of coffee and related 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
- 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