

Exhibitor: _____

Stand contractor: _____

Responsible person-designer (stand contractor): _____

Phone: _____ e-mail: _____

WE EXHIBIT IN THE PAVILION no. _____ stand no. _____ m² _____

REQUEST FOR STAND ARRANGEMENT PERMIT

AT THE FAIR: _____

During the stand arrangement works you should adhere to the project documentation, which must be in compliance with the Regulations on the exhibition space arrangement at Zagreb Fair, and/or the General Conditions of Exhibiting (form B1/E) and/or the Instructions for exhibitors, decorative contractors and other participants at the fair.

THE PROJECT DOCUMENTATION includes:

- **technical description** (incl. the description of materials or constructions that will be used)
- **layout plan** of the pavilion with the stand location
- **architectural project** – necessary ground-plans, sight, axonometric or perspective survey
- **proof of mechanical resistance and stability**
- **technical instructions for stand dismantling in a secure way** to protect the working staff and other persons present in the pavilion during the stand dismantling works
- **project of electrical installations** – including the stand ground-plan with marked consumption devices (circle, square or sim.) and mentioned consumption device power
- **company registration certificate** proving that the stand contractor, the designer and the person responsible for stand construction works are licensed to perform the mentioned works.

STATEMENT OF THE STAND CONTRACTOR

to confirm that the stand was arranged according to the project documentation (approved by Zagreb Fair), in accordance to the rules of the profession and the “General Conditions of Exhibiting” of Zagreb Fair. After completion of the works, the stand contractor is also requested to restore the space into its original state, as found before the construction of the exhibition space.

Signature of the stand contractor

Approved by

NOTE: Exhibitors or stand contractors are obliged to remove the waste arising from the stand assembly and dismantling works (chip wood, knauf plasters, carpets etc.) from the Zagreb Fair grounds themselves or Zagreb Fair will do it for them but at their expense.