

TECHNICAL INSTRUCTIONS

These instructions are intended for all users of the Zagreb Fair spaces, regardless of whether they are short-term or long-term tenants, event organizers, exhibitors or other participants of the fair. In this context, the term "User" refers to all contractors using the space, including both natural and legal persons, who have acquired the right to use the premises based on a contract, regardless of the type of contract or the User's status.

The Instructions determine the obligations of users regarding the use of the space, including the regulations for the exhibition space arrangement, procedures for carrying out works, obtaining the necessary approvals, restoration to the original condition and the system of measures for the protection of people and assets.

ARRANGEMENT OF THE EXHIBITION SPACE

The User may not, without the explicit written consent of Zagreb Fair, make any modifications to the contracted space that alter the structure, layout, surface area, intended use or external appearance of the space.

The User is also prohibited from carrying out any space arrangement works or installing equipment without obtaining the prior written approval of Zagreb Fair.

The approval shall be considered valid only if given in writing.

The space arrangement comprises construction that may include stands, specific installations, placing of hanging grids, billboards, masts, tents and other simple constructions.

The User is obliged to construct the exhibition/contracted space exclusively following the approved project. It is the User who bears responsibility for all divergences.

Space arrangement works can be carried out by:

- the Zagreb Fair Department for Design and Construction of Exhibition Space
- the User with Zagreb Fair's written approval



General instructions

The User is required to possess all legally prescribed certificates of conformity for any temporary structures, constructions, equipment, devices and exhibits installed in both indoor and outdoor spaces. These elements must meet demands for design and standards for construction of the exhibition space, must be positioned in a secure manner and must not pose a threat to the visitors and exhibitors. They must obligatorily meet the conditions of mechanical resistance and stability.

Special attention must be paid to tents, various cranes, scaffolds and other devices placed within space.

At the request of Zagreb Fair and/or relevant inspection authorities responsible for specific areas of construction, the User is obliged to provide the corresponding certificates and/or construction license documentation.

The User is responsible, based on their own assessment, and at their own risk and liability, to organize construction supervision and must apply all applicable regulations, including but not limited to the Occupational Safety Act, the Fire Protection Act and the Building Act.

To increase the safety of visitors and the working staff Zagreb Fair will organize visual surveillance via internal inspections over the construction of all spaces at the Zagreb Fair grounds.

Users undertaking stand construction on their own, are responsible, based on their own assessment and at their own risk and liability, to organize construction supervision and must apply all applicable regulations, including but not limited to the Occupational Safety Act and the Fire Protection Act.

For all possible accidents that might arise from non-compliance with the measures prescribed by the Occupational Safety Act and the Fire Protection Act, the exhibitor bears material and penal responsibility towards both Zagreb Fair and the third parties.

Operational instructions

In case that sawing (of chipboard, wood or similar materials) is needed in the pavilion, the circular saw should obligatorily be equipped with a dust extraction system. The mentioned works can be carried out outside the pavilion at the space scheduled for that purpose. The connection of electricity will be secured in that space.

Stands of dry-stone wall constructions and final processing (grinding of walls after smoothing) must be carried out with suction system machines (due to possible pollution of surrounding exhibition spaces).

Welding and use of metal grinders is not allowed at the Zagreb Fair premises. Exceptionally for the purpose of special stand construction reinforcement at several positions, at the exhibition space, it will be necessary to obtain special Approval from the authorized



departments of Zagreb Fair (Security Department). Apart from getting the Approval, the contractors are also obliged to take all fire protection and occupational safety measures.

For all possible accidents that might arise from non-compliance with the measures prescribed by the Occupational Safety Act and the Fire Protection Act (Official Gazette 92/2010), the exhibitor undertakes material and penal responsibility towards both Zagreb Fair and the third parties.

The contractor is obliged to use materials (carpets, decorative linen and sim.) possessing the Certificate on slow-burning (HRN EN 13501-1, CLASS Cfl-s1). The Certificate is the component part of the project documentation. For the sake of safety of participants and visitors, tempered security glass should be fitted in all foreseen spaces (display cases, shelves, partitions, doors etc.).

Floor constructions

Floor height is not regulated, but recommended height is 5 to 15 cm, provided that floor installations are accessible and stability requirements met.

For people with special needs, access ramps should be installed according to the Construction Ordinance Ensuring Accessibility for Persons with Disabilities and Reduced Mobility at the premises - min. 1 pcs.

Floor fixtures: NOT ALLOWED in the pavilion floor construction.

PAVILIONS 7 AND 8: It is NOT PERMITTED to stick any kind of material to the floor.

OTHER PAVILIONS: If double-sided tape is used, protective tape must be applied first. All tape must be removed after the event/fair.

Once the use of the space has ended, the exhibitor is obliged to remove all dirt, damage and residues of adhesive tapes, stickers and other fastening materials from the floor surfaces and to return the space to the condition in which it was taken over.

If the exhibitor fails to carry out the cleaning or if it is not performed fully and adequately, Zagreb Fair will do it at the exhibitor's expense, with additional charges for handling and administrative costs.

Hanging of lighting fixtures onto the pavilion construction

Spotlight placement on the pavilion columns or other construction elements of the pavilion is possible, upon approval, with the enclosed plan and the static calculation approved by a certified civil engineer.

Hanging of elements onto the pavilion construction

As part of the project documentation, it is necessary to mark the positions, dimensions and weight of the elements that you want to hang, along with the static calculation approved by a certified civil engineer.



Pavilion columns

Permitted height for column cladding within the exhibition space: up to 250 cm

Exceptions are permitted only with written approval.

It is strictly prohibited to block or obstruct indoor fire hose cabinets, manual fire alarms or emergency evacuation routes.

Special note regarding pavilion 15:

The User is obliged to keep a distance of at least 5 meters from the upper edge of the canopy of pavilion 15 with all activities and to ensure that this area always remains clear and accessible for the safety of all participants because the structure does not meet essential requirements regarding mechanical resistance and stability.

The User bears full responsibility for the use of all contracted spaces, as well as for the property and persons involved in any way in the scope of the activities.

Damage of exhibition pavilions (pavements, ceiling, walls) is strictly forbidden.

It is strictly prohibited to leave cardboard boxes inside the pavilion due to increased fire load, in accordance with the Official Gazette 29/2013.

STAND ARRANGEMENT at the fair performed by Zagreb Fair

Before the start of the stand arrangement works it is mandatory to submit the project documentation for inspection and obtain the Permit for the exhibition space construction.

Project documentation:

1. technical description incl. the description of materials or constructions that will be used
2. layout plan of the pavilion with the stand location
3. architectural project – floor plan, elevation, spatial representation
4. proof of mechanical resistance and stability
5. project of electrical installations – including the stand ground-plan with marked consumption devices (circle, square or sim.) and mentioned consumption device power
6. decision on the company's registration in the court register/decision on the entry in the Croatian Chamber of Civil Engineers and the Croatian Chamber of Architects
7. statement on the properties of the materials used

The project documentation should be carried out by a qualified professional in compliance with the valid regulations and rules of the profession and certified by the authorized departments of Zagreb Fair.

8. project documentation should include technical instructions for assembly and dismantling of stands in a secure way to protect the working staff and other persons present on the premises (stand dismantling project is needed for two-storey stands)

In case the project refers to the construction of stands where the standard attested construction elements will be used, it is mandatory to attach the proof on mechanical resistance and stability, which must contain the Conclusion stating that the exhibition space



is stable and safe to use. The documentation submitted for approval must be signed by the authorized and qualified person on behalf of the company executing the project. If the project documentation comprises non-standard construction elements (not constructions or parts of standard stand systems), it is mandatory to attach the proof of mechanical resistance and stability executed and certified by a licensed person authorized for the entire stand.

The Request for the exhibition space construction permit must be submitted on the appropriate form. On the same form the "Site manager's statement" confirms that the stand was arranged according to professional standards and in compliance with the "General Conditions of Exhibiting" of Zagreb Fair.

The Permit for the exhibition space construction can be obtained only if all conditions for project approval have been fulfilled, which includes complete documentation.

The permit will not be issued in the following cases:

- when the stand construction exceeds the permitted (exhibition) space size
- if at any height a part of the structure or of the decoration obstructs the evacuation of people or the normal passage of emergency vehicles
- when the exhibits weight surpasses the allowed pavement burdening

The User is obliged to construct the space exclusively following the approved project. It is the User/works coordinator who bears responsibility for all divergences.

The project creating new useful spaces above the existing flooring (two-storey constructions/standard and non-standard stands) should be executed by qualified and authorized persons in compliance with the Physical Planning and Building Act. The static calculation must obligatorily specify the number of visitors allowed at the stand's upper storey considering the load-bearing capacity of the two-storey construction. It must contain a separate stand dismantling project. New project execution won't be needed for future stands, if it refers to the construction of the same stand following the project previously certified by Zagreb Fair.

Without the proof of mechanical resistance and stability it will not be possible to position the mentioned construction in the exhibition space.

The Permit for the exhibition space construction will be delivered by e-mail as confirmation of the validity of the documentation.

The User/exhibitor must not damage stand construction elements or wall panels by drilling or similar actions. If wall panels are covered with the exhibitor's promotional materials, self-adhesive films or similar, the User/exhibitor is required to clean the panels and return the stand materials to their original condition on the first day after the fair is closed. Otherwise, the User/exhibitor will be invoiced for the cost of new wall panels at current purchase prices.



Instructions for the exhibition space design:

- If the stand is positioned against the pavilion wall: rear construction placed against the wall may be up to 5 m high, width according to the exhibition space size
- Island stand: stand construction can be placed at least 150 m from the exhibition space edge, max. height up to 250 m, except upon special approval
- Stand with two/three sides open: it is forbidden to place the stand construction (wall) on the edges of the open sides of the stand

CONNECTIONS AND INSTALLATIONS within/on THE PREMISES

Water and sewage system

Connection to the water supply and sewage system requires the approval of Zagreb Fair's Technical Department.

Attention should be given to the fact that all connections to the water and sewage system must be carried out exclusively by the authorized personnel of Zagreb Fair.

In the case of connecting mobile sanitary tanks, the authorized personnel of Zagreb Fair will perform the necessary preparatory work, while the actual connection shall be carried out by the User or a contractor engaged by the User.

Equipment refers to all equipment not owned by Zagreb Fair, regardless of whether it is owned by the User or a third party.

Equipment (e.g., sinks) and all other devices connected to Zagreb Fair's water supply and sewage network must be in proper working condition and tested to prevent damage during commissioning.

If the equipment and/or connection elements are found to be defective, the connection will be suspended until proper equipment and/or connection elements are provided.

Zagreb Fair's personnel are not authorized to repair connection elements or equipment not owned by Zagreb Fair.

Electricity

The supply point of electric power is the demarcation point between the assets of Zagreb Fair and the electrical equipment of the temporary connection User.

All responsibilities and obligations based on the installed electrical equipment and the liability for possible damages arising from the use of the mentioned equipment, will be demarcated at the supply point of electric power.

The Zagreb Fair pavilions and open-air spaces offer power distribution network with numerous connection points. The connection points voltage is 230/400 V, frequency 50 Hz. The whole Zagreb Fair network is designed as a TN system, i.e. TN-C/S within the installation.

For trade fairs and events:

Electricity is connected at 7:00 and disconnected at 19:00, unless otherwise agreed with the Organizer of the trade fair or event.



Operational instructions

During electrical installation works the following technical requirements should be met:

- The control panel should be protected to prevent accidental contact with energized parts. On the outside it should be provided with the master switch (clearly marked) for complete disconnection and the lighting circuit breakers.
- The 5-wire connection cable should have a proper quadrature, depending on the load of the stand (three-phase system, neutral-light blue, protective-green yellowish) brought to the Zagreb Fair connection point.
- The connection point, if located in the space that is used, should always be accessible.
- In compliance with the fire and harmful thermal action prevention measures, the spotlights at the exhibition spaces must be fixed at a minimal distance from inflammable surfaces as follows: 100 W – 0.5 m; 300 W – 0.8 m; 500 W – 1 m.
- All electrical devices used at the Zagreb Fair premises which get hot while used must be at a prescribed distance from surrounding surfaces.
- Zagreb Fair provides for up to 10 kW connections in the whole area. Power over 10 kW must be specially announced.
- **It is obligatory to provide protection from indirect voltage contact by a differential current protection device (ZUDS- differential current $I_n = 0.03 \text{ A}$).**
- All metal surfaces along which electrical installations are led, or which may get in contact with electric power should be connected by a special conductor, not less than 16 mm² (Cu) in diameter, to the Zagreb Fair earth lead.
- All metal objects, such as containers, cranes etc. that have points to be connected to the adequate grounding, must be grounded (connected) in an appropriate manner to the grounding system determined by the Zagreb Fair Department for Electrical Works.
- Circuits can be provided only with double-insulated cables (class II) and special attention should be paid to the load of lines, which must conform with the regulations and the rules of the profession.
- Conductor connections must be performed only in junction and connection boxes in the main control panel or in lighting fittings.
- Lighting fixtures made of electro-conductive materials must be grounded.
- Circuits must have over-current protection.
- All stand sockets must have protective contact.
- The use of mended fuse inserts is strictly forbidden.
- Safety transformers for halogen lighting fixtures should be placed upon a non-inflammable base or transformers with metal housing should be used.
- When making the electrical installation at the stand, it is necessary to properly and timely fill in the electrical installation registration form in the Department for Electrical Works or to hand the form to the Zagreb Fair electrician when connecting the stand to the Zagreb Fair main.
- Only the Zagreb Fair electricians or other experts from this profession hired by Zagreb Fair for electrical installation works are allowed to carry out connections to the Zagreb Fair main.



- It is forbidden to recharge batteries upon the exhibition spaces of Zagreb Fair.
- Zagreb Fair bears no responsibility for electrical installations and other electric equipment. If the wiring was perfected by Zagreb Fair, the supply point of the electric power will be considered each socket (230/400V) installed at the stand and used for signalization, illuminating of cars etc.
- It is necessary to obey the specific measures relevant to occupational safety, fire and explosion-protection determined by the Fire Protection Act.
- It is forbidden to place in operation the rotating parts of the exhibits as well as the rotary machines, whose rotating parts are not adequately secured, to prevent injuries to the personnel and the visitors.

All exhibits with rotating parts that are used in the presentations as well as the rotary machines must have an easily accessible, visibly placed and marked built-in safety switch to disconnect the machine in case of an emergency.

- The electrical installations contractor is obliged to inform the User on the position of the emergency switch as well as to demonstrate its use, i.e. to instruct the representative of the User about the installed equipment.
- Electrical appliances connected to the Zagreb Fair electrical network must have the CE mark. All other electrical appliances must obtain approval from Zagreb Fair for connection, or they may NOT be connected to the Zagreb Fair electrical network.
- If a qualified expert from Zagreb Fair determines that the exhibitor's and/or tenant's and/or contractor's electrical devices/systems/loads to be connected to the Zagreb Fair's electrical network are not in proper working condition and/or do not comply with professional standards, or if the connected electrical load exceeds the ordered capacity, the expert has the right NOT to connect such devices/systems/loads to the Zagreb Fair's electrical network.
- Electrical loads and/or electronic devices (e.g., computers, network devices, etc.) that are to be connected to the Zagreb Fair's electrical network must be equipped with integrated protective systems and/or additional protective systems against possible disturbances in power quality (e.g., voltage drops, power outages and subsequent restoration of power supply, overvoltage and other disturbances in the power supply network).

Zagreb Fair shall not be held liable for any damage or malfunction of electrical loads and/or electronic devices resulting from disturbances in the quality of supplied electrical energy.

- The exhibitors are responsible for the correctness of the electrical installation and electrical appliances at their stand from the demarcation point with Zagreb Fair.
- If a fault occurs, which is the responsibility of the contractor, the contractor is obliged to eliminate the fault.
- If a fault, which is the responsibility of the contractor, causes a fault in a part of the Zagreb Fair electrical network, the contractor shall cover the costs of repairing the fault according to the Zagreb Fair Price list.
- Should the contractor request an intervention of a Zagreb Fair electrician due to a power outage at the stand and it is determined that the power outage was caused by a malfunction of the electrical installation or electrical appliances, which is the



responsibility of the contractor, the contractor shall pay the cost of the intervention of a Zagreb Fair electrician according to the valid Zagreb Fair Price list. The minimum charge for the intervention of Zagreb Fair electricians is 1 hour.

Telecommunications

The access to the telecommunications network and services must be ordered in advance through the Fairs and Events Division of Zagreb Fair.

The connection of terminal equipment is made exclusively by the technicians from the Zagreb Fair's Corporate IT/ICT and User Support Department or by other technicians authorized and hired by Zagreb Fair to carry out the telecommunications installations at Zagreb Fair.

The installation of a temporary electronic communications network within the premises is the responsibility of the User. The installation must be carried out in compliance with the professional standards and applicable laws, including but not limited to the Occupational Safety Act, the Fire Protection Act and the Building Act.

INSURANCE AND GUARDING OF EXHIBITION SPACES, EXHIBITS, EQUIPMENT AND OTHER PROPERTY

Zagreb Fair bears no responsibility for the security of the premises in any form and shall not be held liable for any theft or damage to the equipment, damage to the roadways and associated infrastructure, or for any harm and/or injury incurred by participants or visitors to the event.

It is recommended that the Organizer/User insure their property, all their employees who will be present on the utilized premises and visitors at full value against all risks to which they may be exposed during the term of the contractual relationship or use of the premises.

In case of any damage (theft, property damage and sim.) during the use of the space, the User is obliged to report immediately to the authorized Security Department of Zagreb Fair, pavilion 25 or to the phone: 01/6503-400 and to the Police Station Novi Zagreb, Remetinečki gaj 1, phone: 01/6141-455.

HANDOVER OF THE SPACE

Upon completion of use, the User is obliged, within the agreed deadline, to remove from the premises all equipment and other items that were used during the occupancy. After removing the equipment, the User must clear the space of all materials and objects.



If the User has used equipment owned by Zagreb Fair, and upon its return it is found that any items are missing or have become unusable, the User shall bear the cost of purchasing new equipment.

The User is not permitted to damage stand construction elements or wall panels by drilling or performing similar actions.

If the User applies advertising materials, adhesive films etc. to wall panels or other surfaces, they are required, on the first day after the end of the rental period, to clean those panels and/or surfaces and return all stand elements to their original condition.

If the User fails to return the space in the agreed condition and in accordance with these Technical instructions, Zagreb Fair will carry out all necessary actions to restore the premises to their original state at the User's expense, including the procurement of new equipment.

SPECIAL PROVISIONS

Fire prevention measures

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

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.

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

The User is required to request an assessment of the temporary increased fire risk. The assessment must be carried out by a person or company authorized by the Ministry of the Interior.

Hiring the necessary number of firefighters and firefighting vehicles is the responsibility of the organizer. The organizer must submit a copy of the assessment to the Security Department of Zagreb Fair.

According to the Act on Restrictions on the Use of Tobacco and Related Products, smoking is prohibited in the area.

The use of pyrotechnic devices is strictly prohibited both indoors and outdoors. The use of open flames requires prior consultation and written approval from the Security Department of Zagreb Fair.

In the case of using stage special effects (such as smoke effects), the User is obliged to comply with all applicable regulations, including but not limited to the Fire Protection Act and the Ordinance on Testing the Operation of Fixed Fire Protection Systems.



Safety Regulations

- Governed by law and regulations
- Emergency exit signs: YES, in indoor areas, offices and storage rooms

The User is obliged to:

- provide access to all installations and infrastructure
- ensure unobstructed passage along fire escape/evacuation routes and exits, as well as access for firefighting equipment, vehicles and fire lanes
- if applicable, enclose the contracted area in agreement with the Security Department of Zagreb Fair
- take care of the premises entrusted to them with the diligence of a prudent businessperson
- adhere to the Public Order Rulebook at the Zagreb Fair Grounds.

Public assembly, noise and copyright regulations

The User is obliged to notify the authorized police station about the organization of the event in accordance with the Public Assembly Act and to report the public performance of music to the Croatian Composers' Society – Music Copyright Protection (HDS ZAMP), in accordance with the Copyright and Related Rights Act.

The User/Organizer is also obliged to ensure that the event is conducted in compliance with the provisions of the Noise Protection Act and the subordinate legislation regulating this subject.

The Organizer/User shall be solely responsible for any actions contrary to the provisions of the abovementioned acts and for any consequences arising therefrom.

CLEANING

The User is responsible for organizing the cleaning of the contracted space unless otherwise agreed.

The User is obliged, at their own expense, to organize and ensure the timely disposal of all waste generated in connection with the use of the contracted space. The User must comply with all applicable laws and other regulations governing waste management, including but not limited to the Waste Management Act and other relevant legislation. The User is responsible for the proper sorting of waste. In case of non-compliance with waste disposal obligations, the User shall bear all costs, fines and other legal consequences arising from such non-compliance. Zagreb Fair shall not be held liable for any consequences resulting from improper waste disposal by the User.

In the event of non-fulfillment of this obligation, Zagreb Fair will remove the waste at the User's expense, in accordance with the official Zagreb Fair price list.

Waste generated during the assembly and dismantling of constructed elements (e.g., chipboard, drywall, carpets, packaging from paints and varnishes, metal waste, glass, etc.) must be removed from the exhibition grounds by the Organizer or contractors. If they fail to do so, Zagreb Fair will arrange removal at their expense.

