



HOME FAIR

62nd Construction Fair

6.-10. 3. 2024



GR GR - Ljubljana Exhibition and Convention Centre

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1 GENERAL ORGANISATION

The exhibitor must communicate this information to the installation (assembly) contractor and to the staff present on the exhibition space for the duration of the Fair.

1.1. Opening hours (hours when the Fair is open)

- **Wednesday, 6 March - Saturday, 9 March 2024:** 10am – 7pm
- **Sunday, 10 March 2024:** 10am – 6pm

Exhibitors have an additional hour before the official opening of the Fair to open their exhibition space and half an hour (30 minutes) after the official time to close it. On the first day of the Fair, i.e. 6 March 2024, exhibitors may enter the halls at 7am.

As the opening hours are shorter on the last day of the Fair (until 6pm), please do not clean-up/leave the exhibition area before the end of the opening hours.

1.2. Business hours of the Fair reception located in the Jurček Hall:

(phone: 01/300 26 14, e-mail: sejem@gr-sejem.si)

during the installation period 27 February - 5 March 2024 7am – 8pm

during the Fair 6 March 2024 7am – 7pm

7 March – 9 March 2024 9 am – 7 pm

10 March 2024 9am – 6 pm

2 ACCESS TO THE EVENT

The entrance to the venue and the exit for all Fair participants, which will pass through the Jurček Hall /E and the Marble Hall (Marmorna dvorana) lobby / B2, will be marked for all Fair participants.

2.1. Admission

Ticket – adults EUR 10.00

Discount ticket

(unaccompanied children aged 7 to 14, pupils, students, pensioners) EUR 8.00

Children up to the age of 7 accompanied by an adult admission free

All tickets are valid for a single entry to the fairground. All prices include VAT.

With the ticket, you are also entitled to a free ride on the city bus from the fairground during the Fair, and also to the fairground with a ticket purchased online.

Each visitor will receive a list of exhibitors and a hall-by-hall programme by purchasing a ticket at the entrance to the fairground.

During the Fair, the ticket offices will be open in Hall E/JURČEK and in the lobby of the Marble Hall (Marmorna dvorana)/B2, entrance from Dunajská cesta.

Ticket office opening hours:

Wednesday, 6 March - Saturday, 9 March 2024 9.45am – 6.30pm

Sunday, 10 March 2024 9.30am – 5.30pm

2.2 Permanent passes for exhibitors

Exhibitors receive all exhibitor permits and permanent passes at the HOME Fair reception, in the Jurček Hall, in the form of a card with the company name and the exhibitor's first and last name, from the first day of installation onwards.

In accordance with the dismantling conditions, the following applies:

- each direct exhibitor receives 2 permanent passes upon registration to the event;
- for every 10 m² of exhibition space allocated, the exhibitor receives 1 additional permanent pass, but in total no more than 10.

Please send us the names and family names of the persons with the company names by e-mail to dom@gr-sejem.si no later than **20 February 2024**. For those who do not send us their lists by this date, permanent passes will be issued for you at the Fair reception. The production of badges will take place according to the reception business hours, but in this case, you should take into account that there may be a queue for the production of badges.

Additional permanent passes for exhibitors can be purchased by the exhibitor (written order form) at a price of EUR 10.00 (VAT included). The order form is published on the [website](#).

2.3 VIP vouchers for customers

Exhibitors have the option of ordering VIP vouchers for customers, which only they can exchange for tickets. VIP vouchers allow entry throughout the Fair's opening hours (but not outside the opening hours). The exhibitor shall indicate the number on the regular registration form and shall receive all instructions on how to forward the vouchers by e-mail (in electronic or printed form).

Your visitor can pick up a VIP voucher at any ticket office.

After the event, the GR – Ljubljana Exhibition and Convention Centre will provide data on redeemed VIP vouchers from the Mojekarte.si system. Redeemed business vouchers will be charged to the exhibitor after the event at a price of **EUR 7.00** (VAT included).

Exhibitors are kindly requested to provide us by 20 February 2024 with the email address of a person in your company to whom we will send the link for the application to send or print the vouchers electronically.

VIP VOUCHERS can be additionally ordered at any time by sending an e-mail to: dom@gr-sejem.si

2.4 Service cards - installation/dismantling

Exhibitors are issued with cards for the staff who carry out the installation and dismantling of the Fair event. The list of contractors and the name of the company authorised to set up the exhibition space must be presented at the reception desk upon collection. The ***cards must be worn in a visible place***. **Without a card, it is not possible to enter and work on the fairground.**

3 INSTALLATION/DISMANTLING AND MAINTENANCE OF EXHIBITION SPACES

When setting up the exhibition spaces, the exhibitors must comply with the General Conditions of Work at the GR – Ljubljana Exhibition and Convention Centre (hereinafter referred to as the “GR”) and should inform their contractors about them. The General Conditions are available to exhibitors at the reception desk, and are also published on the website.

3.1 Installation

Installation of the exhibition space takes place in the period:

27 February - 4 March 2024 7am – 8pm
5 March 2024 7am – 6pm

In prefabricated halls A1 and D, installation begins on 28 February 2024

Exterior installation 5 March 2024 7am – 6pm

All exhibition space must be set up no later than 5 March 2024 by 5 pm, when the technical inspection of the exhibition stands will be carried out by the relevant inspection services and the company Gospodarsko razstavišče, d.o.o. The presence of the person in charge and the contractor at the exhibition space is mandatory during the inspection, unless otherwise agreed in due time with the organiser. Following the technical inspection, only the arrangement of the exhibition space may be carried out.

3.2 Transport of goods, food and beverages to the fairground (at the time of installation and during the Fair)

The exhibitors themselves are responsible for the delivery of goods and exhibits to the exhibition space and their removal.

a) At the time of installation

Goods may be brought into the halls of the fairground with a valid permit according to the following logistics order:

HALL	ROUTE - ENTRANCE
Lobby A, A/KUPOLA/DOME A2/KOCKA/CUBE, passage A-A2	Vilharjeva cesta
STEKLENA/C	Linhartova cesta
MESTNA/ A1, MARMORNA/B, B2, FONTANA/D, OUTDOOR SPACE	Dunajska cesta

Please allow the delivery vehicles to remain at the delivery area only for the time unnecessary to UNLOAD the goods.

Once unloaded, you will park your vehicle in the designated parking areas (car park outside the GR yard behind the Slovenijales building) and you will be given a parking pass for the installation period (pass will give you free parking) by the security guards at the entrance.

The exact delivery time for each exhibitor will be coordinated in February.

b) during the Fair

Deliveries of goods, food and beverages to the fairground are allowed between 9am and 9.45am, and on the first day of the Fair between 7am and 9.45am with a valid delivery pass, which can be obtained from the reception.

Goods shall be delivered to the halls follows the following logistical sequences:

HALL	ROUTE - ENTRANCE
MESTNA/ A1, KUPOLA/A, passage A-A2, KOCKA/A2	Vilharjeva cesta
STEKLENA/C/ /MARMORNA/B, PREDDVERJE MARMORNE /B2, FONTANA/D, EXTERIOR SPACE	Dunajska cesta

Delivery vehicles are allowed to stay in the delivery areas for a maximum of 30 minutes and are not

allowed to be on the exhibition grounds during the event. Failure to comply with this rule will result in the vehicle being removed at the exhibitor's expense!

3.3 Regulations on the equipment of the exhibition space

Structures, installations, equipment elements, decorations and demonstrations on the exhibition spaces shall not spoil the general appearance of the Fair and shall not disturb neighbouring exhibition spaces or visitors. **Before commencing installation, the organiser should receive a sketch of the exhibition space by e-mail to: dom@gr-sejem.si**

3.3.1 Height and equipment of exhibition spaces

For exhibition spaces higher than 2.50 m, the exhibitor should obtain the written consent of the organiser and pay a registration fee of EUR 300.00 (VAT not included). The plans for such exhibition spaces must be submitted to the organiser 20 days before the start of the installation. If the organiser considers it necessary to obtain the consent of neighbours, he/she shall provide the exhibitor with details of the neighbours whose consent is required. Once the consents have been forwarded to the organiser, the latter shall issue the consent. All walls and elements bordering the adjacent space shall have their back side (side visible from the adjacent space) neatly and nicely smooth, painted white. This side must not contain advertising signs or other advertising elements! Registration for a stand higher than 2.5 m is also payable for all signs, hoardings, flags and other individual elements extending above 2.5 m.

For two-level exhibition spaces (gallery), a static calculation must be submitted for approval at least 14 days before the start of installation.

Any interference by the exhibitor with the structure of the buildings (drilling, painting, use of adhesive tapes that leave marks, taping on walls, etc.) is prohibited.

Only the Fair adhesive tape may be used in the halls; **the Fair adhesive tape, double-sided, yellow, type SI 704** (dimensions L: 50tm and W: 50mm), **from Baloh International**. The tape can be ordered on site at the GR reception at a price of EUR 12.00 plus VAT for a 50-metre roll. In case the customer uses a different adhesive tape, the GR may charge additional cleaning or polishing of the hall or part of the hall according to the GR's price list.

3.3.2 Minimum equipment

The minimum equipment of the exhibition space is mandatory and includes: floor arrangements, wall layout and a visible sign with the name of the exhibitor.

3.3.3 Height of the floor platform

The exhibition area must be at the same level as the walkway, and if it is raised, the edge must be clearly marked (e.g. yellow line). In this case, the ramp must also ensure accessibility for people with reduced mobility.

3.3.4 Distances from passages

Exhibits, flower troughs and other elements may be placed up to the edge of the exhibition space. Information desks shall be separated from passages and adjacent exhibition spaces by a minimum of 1 m.

3.3.5 Passages to emergency exits and access to fire hydrants

If a passage leads through the exhibitor's stand to emergency exits and/or fire hydrants (see plan of the

assigned exhibition stand!), the passage must be clearly identifiable and accessible, regardless of the solution chosen by the exhibitor. Its suitability shall be assessed by the GR Fire and Safety Service. Garbage collection and cleaning of the exhibition area

Cleaning of the exhibition space and exhibits by exhibitors is permitted between 9am and 9.45 am each day of the Fair before its opening. After this time, all cleaners must leave the fairground.

During the Fair, the exhibitor is obliged to separate the waste daily in the multi-coloured bags that you will receive daily at the exhibition space (separate: paper and cardboard in the blue bag, organic waste in the black bag, packaging in the red bag). Place the separated waste on the walkway after the end of the Fair's opening hours. However, this does not apply to waste generated during the installation/dismantling of the exhibition spaces (plastic foil, Styrofoam, wood waste, wood chips, metal waste, and other installation/dismantling waste). The above waste must be delivered to the GR landfill, which is shown on the attached GR sketch and will be located at the following locations: the canopy at Vilharjeva cesta - chipboard and wood, cardboard and paper, Styrofoam, plastic foil, and bulky waste, including carpets and mixed waste (e.g. sweepings).

All waste must be properly separated. In case the exhibitor does not separate waste properly, the GR may impose a penalty (€ 5,000.00 fine) and pass on to the exhibitor the costs of any additional separation and inspection sanctions.

When dismantling carpets, they must be rolled up before they are delivered to the landfill site.

3.3.6 Storage and delivery areas

The exhibitors are obliged to provide a place for the storage of documentation and advertising material at their exhibition stand. This space must be clearly marked in the plan and must be sufficient for at least one day's needs.

The daily reserve can be replenished between **9am and 9.45am** with a valid delivery pass, which can be collected from the reception. Delivery vehicles may stay in the delivery areas for a maximum of 30 minutes.

3.4 Regulations on exhibits

Only items that are listed in the application form and are in accordance with the Fair's exhibition programme may be exhibited. The organiser may request the removal of undeclared exhibits. The permitted floor load in the halls is 1000 kg/m². Exhibitors must order the appropriate technical services from an authorised service at the fairground; exhibits of extraordinary dimensions or weight must also be notified to the Fair organiser for coordination during installation or dismantling.

3.5 Regulations on events in the exhibition area

All events on the exhibition grounds must be held in accordance with the Act on Criminal Offences against Public Order and Peace and Article 13 – Exhibition Conditions on the Fair's website. The exhibitor must obtain the necessary number of tickets from the organiser for the performers at the exhibition space. The permitted volume in the halls during the Fair is 60 dB. The exhibitor must pay for all copyrights for the performances (SAZAS – collective management organisation) ... ***The exhibitor undertakes to pay all claims for compensation for the use of copyright-protected works, which as the event organiser is obliged to pay to collective organisations operating in the territory of the Republic of Slovenia in accordance with the applicable legislation (Article 159 of the Copyright and Related Rights Act – ZASP). For this purpose, the lessee undertakes to notify the use of the protected works in due time, i.e. at least 8 days before the public performance, and inform the competent collecting organisations for the enforcement of copyright and related rights in accordance with the rules.***

3.6 Dismantling and removal of exhibits

Dismantling of exhibits and exhibition spaces may begin immediately after the end of the event **on 10 March 2024 at 6pm**. Dismantling of the exhibition spaces is only permitted after the removal of the majority of the exhibits, or earlier if the nature of the removal of the exhibits so requires.

After the event, the exhibitor or exhibition stand contractor is obliged to dispose of all staging materials and all structural remains (chipboard, plastic and metal debris, adhesive tape, etc.) by delivering them to the containers provided for this purpose, in full compliance with the waste separation rules. The contractor shall return the rented space to its original condition. Vehicular traffic shall not be allowed on the passages until the floor coverings on the walkways have been removed.

Dismantling schedule:

10 March 2024	7pm – 10pm
11 March – 13 March 2024	7am – 7pm
14 March 2024	7am – 3pm

No dismantling is allowed before the end of the event.

4 ADMINISTRATION AND LEGAL PROVISIONS

4.1 Customs formalities

Information on customs formalities is available from the Customs Administration of the Republic of Slovenia, phone: 01/478 38 00, e-mail: gcu.carina@gov.si

4.2 Technical services (technical connections, layout of the exhibition space)

All necessary information regarding technical services (water, electricity, phone) and the set-up of the exhibition space is available at the reception during on-call hours.

In the event of technical malfunctions at the exhibition space, the exhibitor must arrange for repairs to be carried out by his/her exhibition stand contractor.

4.3 Green decoration

The suppliers of green decorations at the Fair are KPL, d.d., Ljubljana, phone.: 01/547 45 20 and the ŽALE Public Company, d.o.o., Ljubljana (Plečnik's Flower Shop), phone: 01/420 17 19.

4.4 Direct sales

Direct sales at the Fair are allowed. Exhibitors carrying out direct sales must be registered for retail sales and comply with the minimum conditions for selling on the exhibition ground.

Exhibitors who will be selling food products (tastings - caterers) at the exhibition space must obtain the relevant permits or approvals from the Ministry of Forestry and Food, Veterinary Administration of the Republic of Slovenia - Veterinary Inspection, Vilharjeva 33, Ljubljana (phone: 01 420 45 60).

5 PARKING

A limited number of parking spaces are available for exhibitors in the area behind the Slovenijales building, where a free space is provided, but without an assigned exact location (numbering) and with access from Valjahunova cesta or Vilharjeva cesta.

The price of one parking permit (for the duration of the Fair) is EUR 70.00 (VAT is not included in the price). The number of these parking spaces is limited.

In addition to the above, 30 "VIP parking spaces" with numbered parking spaces are available for exhibitors in the area of the GR, inside the fence. They are located next to Hall A2/KOCKA/ with a direct entrance from Vilharjeva cesta. The price of one VIP parking permit (for the entire duration of the Fair) is EUR 160.00 (VAT is not included). The number of these parking spaces is limited.

Reservations for parking permits must be made in advance in writing using the order form published [on the Fair's website](#). You can send it by e-mail to: dom@gr-sejem.si. The service will be available until the available capacities are filled.

The ordered parking permit will be collected at the Fair's reception desk. The parking permit will be programmed for the duration of the Fair; thus, it must be returned at the end of the Fair. Unreturned permits will be charged by the Fair organiser at a price of EUR 5.00 per piece.

Other public parking lots, which are regulated and chargeable, are located along Vilharjeva cesta, Železna cesta, Linhartova cesta, Valjhnova cesta, along Dunajska cesta in front of the IPH Centre and in the Bežigranski dvor parking garage (in a circle of approx. 500 m from the fairground - see the GR website).

6 INFORMATION AND PUBLIC RELATIONS

6.1 Official Fair catalogue

The Fair catalogue will be published on the website, where you can browse it or download the file. It will contain the exhibitor information from the Application (items 1 and 3), so please check the information in the Application and send any changes or additions in writing no later than 12 February 2024, to the following e-mail address: dom@gr-sejem.si.

Exhibitors have the option to place an advertisement in the Fair catalogue. The order form is published on the Fair's [website](#).

Visitors will receive a leaflet with a list of exhibitors and the Fair plan upon entry.

6.2 Press Centre and contacts with journalists

For any information regarding the media promotion of the Fair or the promotion of innovations you would like to highlight as an exhibitor, please contact Ms. Ina Unuk (PR and Marketing), E. ina.unuk@gr-sejem.si. Unless otherwise requested by the exhibitor, the GR is allowed to announce the novelties of the Fair in its press releases or forward them to the media.

6.3 Advertising space

Designated advertising space is available in the GR area during the Fair. We invite exhibitors to use additional means of visual communication (banners, flags, posters, etc.) to support their appearance at the Fair and to promote the brands they represent. Space is available until the available capacity is reached. The specification and the price list of the available advertising space can also be found on the [Fair's website](#).

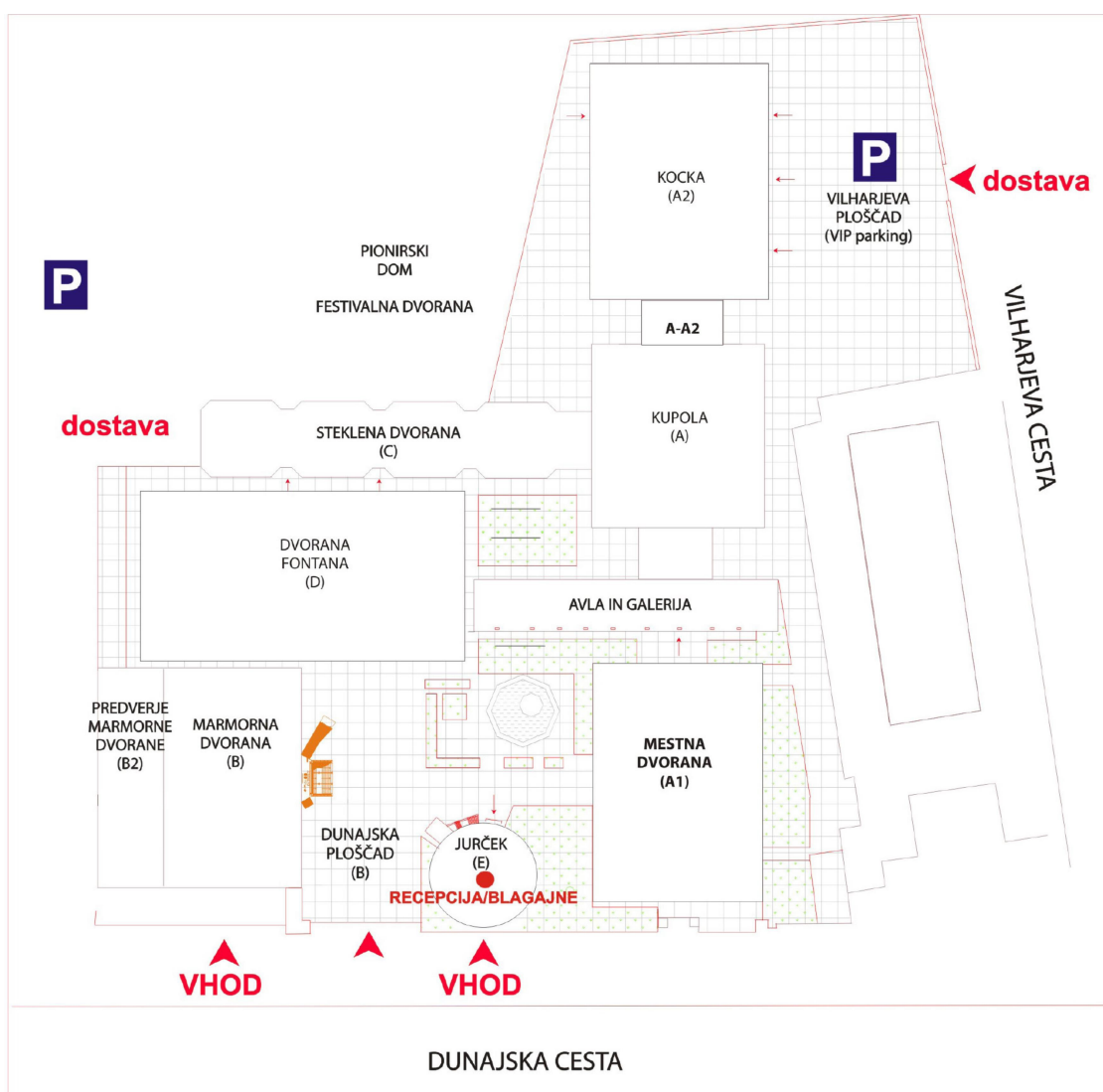
6.4 Conference rooms

For press conferences, lectures or business meetings organised by exhibitors, rooms must be booked in advance with the organiser. For rental and other information about events at the Congress Centre during the Fair, please contact Mojca Frank, 01/300 26 41, mojca.frank@gr-sejem.si

CONTACT WITH THE ORGANISER

Stane Kavčič	Event Manager	01/300 26 13	stane.kavcic@gr-sejem.si
Mojca Frank		01/300 26 41	mojca.frank@gr-sejem.si
	Additional orders		dom@gr-sejem.si
Milena Pelipenko	Head of Protocol and Marketing	01/300 26 36	milena.pelipenko@gr-sejem.si
Ina Unuk	PR in marketing	01/300 26 26	ina.unuk@gr-sejem.si

7 HALL LAYOUT



We wish you a great deal of success in your business endeavours at the Fair and we warmly welcome you!

Home 2024 Fair team

Ljubljana, January 2024