

INSTRUCTIONS FOR EXHIBITORS



SEJEM DOM

63. sejem graditeljstva

5.-9. 3. 2025

Gospodarsko razstavišče



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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, 5 March – Saturday, 8 March 2025:** 10am – 7pm
- **Sunday, 9 March 2025:** 10am – 6pm

Exhibitors have an extra 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. 5 March 2025, exhibitors may enter the halls at 7am.

As the opening hours are shorter on the last day of the Fair (until 6pm), we kindly ask you not to 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	25/2 – 3/3/2025	7am - 8pm
	4/3/2025	7am – 6pm
- for the duration of the Fair	5/3/2025	7am – 7pm
	6/3 – 8/3/2025	9am – 7pm
	9/3/2025	9am – 6pm

2 ACCESS TO THE EVENT

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

2.1. Tickets

Regular ticket (adults)	EUR 11.00
Discount ticket (children aged 7 to 14, pupils, students, seniors)	EUR 9.00
Happy Hour, Wednesday-Friday 12pm-4pm, Sunday three hours before closing	EUR 8.00
Online sales	EUR 9.00
EU Disabled Persons' Benefits Card holders	EUR 8.00
Children up to the age 7 accompanied by an adult	free entry
Organised school groups of primary and secondary school pupils, students (15 persons)	price per person EUR 6.00

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.

3 INSTALLATION/DISMANTLING AND MAINTENANCE OF EXHIBITION SPACES

When setting up the exhibition space, 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 make their contractor aware of 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: 25/2 – 3/3/2025 7am – 8pm
4/3/2025 7am – 6pm

In prefabricated halls A1 and D, installation begins on 26/2/2025

Outdoor installation 4/3/2025 7am – 6pm
or by prior arrangement

All exhibition spaces must be set up no later than 4 March 2025 by 5pm, when the technical inspection of the exhibition spaces 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:

DVORANA	ROUTE - ENTRANCE
Lobby A, A/KUPOLA (DOME), A2/KOCKA (CUBE), passage A-A2	Vilharjeva cesta
C/STEKLENA (GLASS)	Linhartova cesta
A1/, B/MARMORNA (MARBLE), B2/ MARMORNA (MARBLE) LOBBY, D/ FOUNTAIN (FOUNTAIN), OUTDOOR SPACE	Dunajska cesta

Please allow the delivery vehicles to remain at the delivery area only for the time necessary 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 (the pass will grant you free parking) by the security guards at the entrance.

The exact delivery time for individual exhibitors 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.

The delivery of goods to the halls runs according to the following logistical order:

HALL	ROUTE - ENTRANCE
Lobby A, A1/A/KUPOLA (DOME), passage A-A2, A2/KOCKA (CUBE)	Vilharjeva cesta
C/STEKLENA (GLASS), B/MARMORNA (MARBLE), B2/MARMORNA (MARBLE) LOBBY, D/FONTANA (FOUNTAIN), OUTDOOR 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 stands 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 smooth and nicely finished, 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: 50m 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 reel. 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 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. Passageways to emergency exits and access to fire hydrants

If a passage leads through the exhibitor's exhibition space to the emergency exit and/or fire hydrants (see plan of the assigned exhibition space!), 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.

3.3.6 Garbage collection and cleaning of the exhibition area

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

Exhibitors can order the cleaning of their exhibition spaces during the Fair by using the order form available on the [website](#).

During the Fair, the exhibitor is obliged to separate the waste daily in the different 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 the 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 situated 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 (EUR 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

3.3.7 Storage and delivery areas

The exhibitors are obliged to provide a place for the storage of documentation and advertising material at their exhibition space. This area 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 9.45 am** 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 line with the Fair's exhibition programme may be exhibited. The organiser may request the removal of unregistered 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). ***"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 for the performance of live music 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 regulations."***

3.6 Dismantling and removal of exhibits

Dismantling of exhibits and exhibition spaces may begin immediately after the end of the event **on 9 March 2025 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 space 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:	9/3/2025	6pm – 10pm
- Kupola (Dome) Hall (A) and Steklena (Glass) Hall (C)	10/3 – 12/3/2025	7am–7pm
- Other halls	10/3– 12/3/2025	7am – 7pm and
	13/3	7am – 12pm

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, telephone) and the set-up of the exhibition space is available at the reception during on-call hours.

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

4.3 Green decoration

The suppliers of green decorations at the Fair are KPL, d.d., Ljubljana, phone: 01/547 45 20 and ŽALE javno podjetje, 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 conducting 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 a parking permit (for the duration of the Fair) is EUR 80.00 (VAT not included). The number of these parking spaces is limited.

In addition to the above, 15 "VIP parking spaces" with numbered parking spaces are available for exhibitors in the GR area, inside the fence. They are located next to Hall A2/KOCKA (CUBE) with a direct entrance from Vilharjeva cesta. The price of a VIP parking permit (for the entire duration of the Fair) is EUR 160.00 (VAT 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, Valjahunova cesta and along Dunajska cesta in front of the IPH Centre and in the Bežigranski dvor car park (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), thus please check the information in the application and send any changes or additions in writing no later than 12 February 2025, to the following e-mail address: dom@gr-sejem.si

Upon entry, visitors will receive a leaflet with a list of exhibitors and the Fair plan.

6.2 Press Centre and contacts with journalists

For any information regarding media promotion of the Fair or the promotion of innovations you would like to highlight as an exhibitor, please contact Ms. Nina Černuta (PR and Marketing), E: nina.cernuta@gr-sejem.si Unless otherwise requested by the exhibitor, the GR may publish the news from the Fair in its press releases or communicate it to the media.

6.3 Advertising space

Designated advertising areas 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 presence 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 surfaces can also be found on the [Fair's website](#). Please send the completed and signed order form to mojca.frank@gr-sejem.si

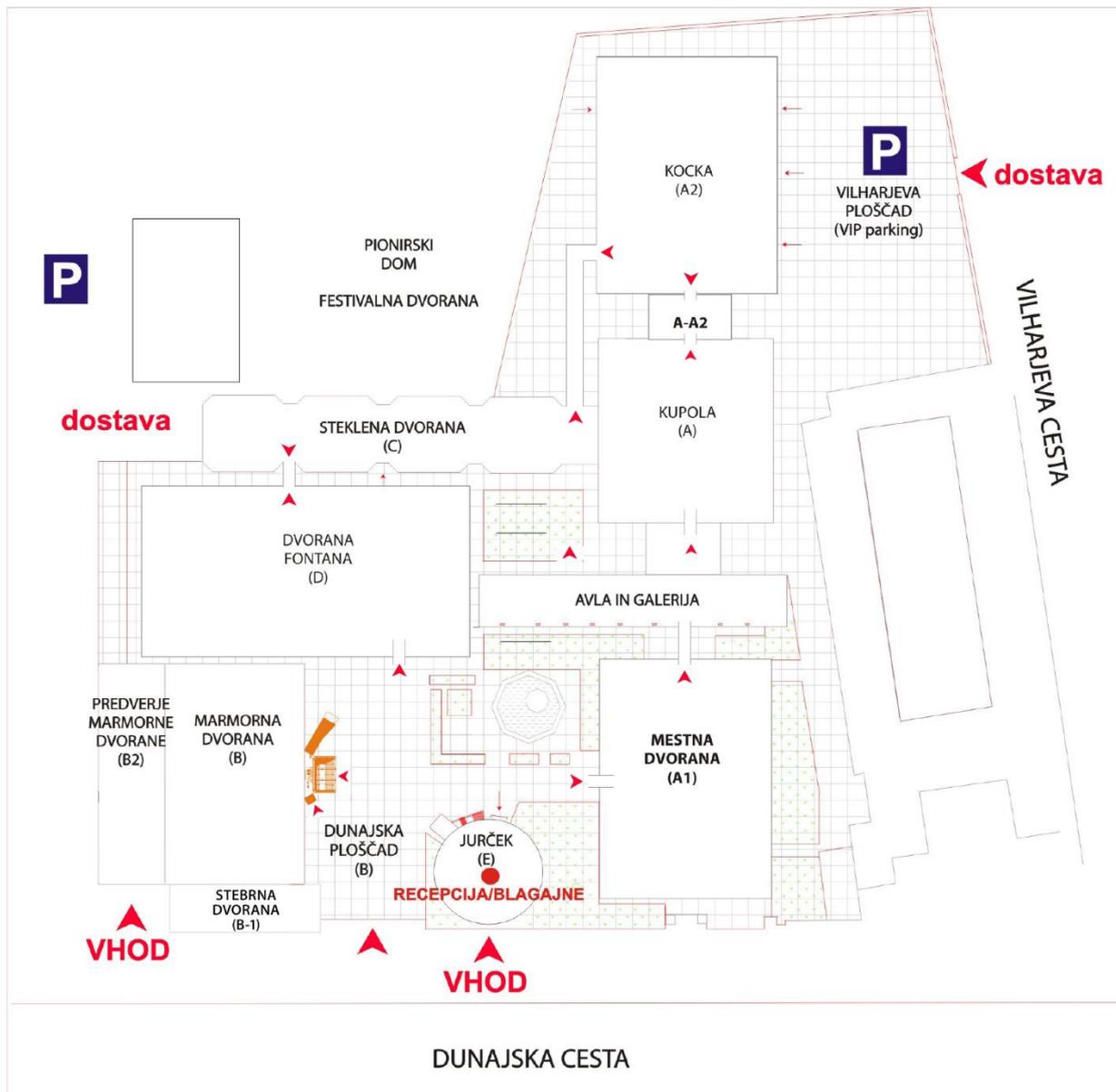
6.4 Conference rooms

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

CONTACTS WITH THE ORGANISER

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7 HALL LAYOUT



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

Home Fair 2025 team

Ljubljana, January 2025