



Instructions for the exhibitors

59th Home Fair

Gospodarsko razstavišče, 4–8 March 2020

HOME-FAIR.SI



Index

1.0	General Organization.....	03
1.1	Hours of operation (hours of fair being open to the public).....	03
1.2	Official opening of the fair and luncheon for exhibitors	03
1.3	Reception and technical services working hours.....	03
2.0	Access to the Fair	03
2.1	Entrance fees.....	03
2.2	Permanent passes for exhibitors.....	04
2.3	Business coupons for clients.....	04
2.4	Service passes – assembling/disassembling.....	04
3.0	Assembling/Disassembling and Maintenance of Exhibition Spaces	05
3.1	Assembling	05
3.2	Delivery of goods, food and drinks to the fairgrounds (during montage and during the fair).....	05
3.3	Regulations concerning the equipment at the exhibition space	06
3.3.1	Height and equipment of exhibition spaces.....	06
3.3.2	Minimum equipment.....	07
3.3.3	Height of raised floors	07
3.3.4	Distances from passages	07
3.3.5	Passages to emergency exits and fire hydrant access	07
3.3.6	Garbage disposal and cleaning of the exhibition space	07
3.3.7	Disposal site and deliveries.....	07
3.4	Regulations concerning exhibits.....	08
3.5	Regulations concerning events at the exhibition space.....	08
3.6	Disassembling and carting of exhibits.....	08
3.7	Event safety	09
4.0	Administration and Legal Provisions	09
4.1	Customs formalities and forwarding services	09
4.2	Technical services (technical connections, exhibition space arrangements).....	09
4.3	Green decorations.....	09
4.4	Direct sales.....	09
5.0	Parking Facilities	09
6.0	Information and Public Relations	10
6.1	Official fair catalog	10
6.2	Press centre and press relations	10
6.3	Advertising space	10
6.4	Conference facilities.....	10
7.0	Contact with Organizers	11
7.1	Project team of the Fair DOM (HOME) 2020.....	11
8.0	Map of the Fair Ground	12

1.0 General Organization

The exhibitor must forward this information to the persons who set up the exhibition space and the persons who will be present at the exhibition space during the fair.

1.1. Hours of operation (hours of fair being open to the public)

Date	Office hours
4 – 7 March 2020	from 10:00 to 19:00
8 March 2020	from 10:00 to 18:00

Prior to official opening of the fair the exhibitors have an extra hour (60 minutes) to open their exhibition space and a further 30 minutes after closing time to close down their exhibit. On the first day of the fair, 4.3.2020, exhibitors may enter the grounds at 7.00.

1.2. Official opening of the fair for exhibitors

Official opening of the fair will take place on **Wednesday, 4 March 2020** in the morning hours. Exhibitors shall receive special invitations containing all necessary information concerning the exact time and location of the event. **Please join us.**

1.3 Reception and technical services working hours:

☎ +386 (0) 1 300 26 14 – reception

– during assembling	26. 2. – 3. 3. 2020	from 7:00 to 20:00
– during the fair	4. 3. 2020	from 7:00 to 19:00
	5. – 7. 3. 2020	from 9:00 to 19:00
	8. 3. 2020	from 9:00 to 19:00

The reception is located in hall Jurček!

2.0 Access To The Fair

2.1 Entrance fees

Regular entry pass (adults)	9 € (incl. 9,5 % VAT)
Discount pass (students, senior citizens)	7 € (incl. 9,5 % VAT)
Free pass (children under 18 with parents)	0 €

At the entrance visitor shall receive a **Fair Catalog** free of charge detailing the exhibitors and exhibition program sorted by halls and other relevant information.

Registers are open each day from 9:45 to 18:30, on the last day of the fair 8.3.2020 the registers are opened to 17:30.

During the fair registers will be open at the following entrances:

- entrance 1 (Dunajska st./hall Jurček) – 4 registers
- entrance 2 (Montage hall F) – 2 registers

2.2 Permanent passes for exhibitors

Exhibitors shall receive all the permits and permanent passes in the form of an identity card with a picture, company name and full name of the exhibitor at the reception of the Ljubljana Exhibition and Congress Centre (Dunajska st., hall Jurček Ljubljana) starting on the first day of montage time in accordance with the conditions of the exhibition, as follows:

- upon arrival to the exhibition each direct exhibitor shall receive 2 permanent passes,
- for each additional 10 m2 of allocated space exhibitors shall be granted one more pass, yet no more than 10 passes altogether.

We ask you to send us pictures in electronic form along with the names and surnames of the persons and company name by e-mail to the following address: dom@gr-sejem.si no later than **13 February 2020. Those who will not provide the pictures until the listed date shall have the opportunity to have their picture taken at the reception. **Taking pictures and making of passes will take place from 26 February 2020 to 8 March 2020 from 8.00 to 19.00, but delays are a possibility.****

Exhibitors can send in lists of persons who have previously been present at the Dom (Home fair) 2011-2019 and/or Furniture Fair 2011-2019 events. Passes for those exhibitors shall be made on the basis of data and images saved in our database.

Additional permanent passes for exhibitors can be bought (by written order) at **10 €/piece (VAT included)**.

Permanent passes for which we receive all the relevant information in due time (see above) can be picked up at the GR reception (hall Jurček) during the montage time!

2.3 Business coupons for clients

Exhibitors have the option of ordering business (VIP) coupons for clients. A business visitor may exchange a business coupon for a business pass at registers. Coupons can be ordered in writing via the following email address: urban.stres@gr-sejem.si

Realized business coupons are charged to the exhibitor after the event at **7 € (VAT included)**.

2.4 Service passes – assembling/disassembling

Exhibitors shall be given passes for personnel carrying out the montage and cleanup of their exhibits. List of personnel and the name of company contracted for the assembly of the exhibition space must be submitted at the reception when picking up passes. **Passes must be worn in plain sight. Entry and work on the fairgrounds is not possible without a valid pass.**

3.0 Assembling/Disassembling and Maintenance of Exhibition Spaces

During the assembling of exhibition spaces exhibitors are obliged to follow the General Conditions of Work at the Fairgrounds and to notify their contractors of said General Conditions. General Conditions are available to contractors at reception and they are also published at our website.

3.1 Assembling

Montage of exhibition spaces shall be organized according to the following timetable:

For all halls (inside space)	
26.2.–1.3.2020	7:00 – 20:00
2.3.2020	7:00 – 22:00
3.3.2020	7:00 – 18:00

For outdoor space	
1.3.2020	7:00 – 20:00
2.3.2020	7:00 – 22:00
3.3.2020	7:00 – 18:00

All exhibition infrastructure must be set up until 17.00 hours on 3 March 2020, when the pavilions and stands will undergo technical inspection by the inspection service and Gospodarsko razstavišče d.o.o. A representative of the exhibitor or contractor must be present during the inspection, except in case of previous agreement with the organizer. After passing the technical inspection arrangement works may continue as per the montage and assembly timetables.

3.2 Delivery of goods, food and drinks to the fairgrounds

Delivery of goods and exhibition pieces to the exhibition space and their removal is the sole responsibility of the exhibitor.

a) During assembling

Delivery of goods into the fairgrounds halls is allowed only with a valid pass following this procedure:

Hall	Entrance (Street)
Lobby A, A, passage A-A2, A1, A2	Vilharjeva street
B, B2, D	Dunajska street
B basement, B2 basement, C, D and F	Linhartova street
External areas	Dunajska street

⚠ Delivery vehicles may stay parked solely for the time required to **unload cargo**. Vehicles may then be parked at designated areas (parking areas outside the Exhibition and Convention Centre). Entrance stewards will provide you with a permit for parking during the time of montage.

b) during the fair

Delivery of goods, food and drinks to the fairgrounds is allowed from 9:00 and 9:45. On the first day of the fair, 4 March 2020, deliveries may be performed from 7:00 to 9:45 with a valid delivery permit available at reception.

Delivery of goods to the halls shall be performed by the following procedure:

Hall	Entrance (Street)
Lobby A, A, passage A-A2, A1, A2	Vilharjeva street
B, B2, D	Dunajska street
B basement, B2 basement, C and F	Linhartova street
External areas	Dunajska street

Delivery vehicles may stay parked on delivery surfaces for no more than 30 minutes. In case of violations vehicles will be removed at the cost of the exhibitor.

3.3 Regulations concerning the equipment at the exhibition space

Constructions, installations, equipment elements, decorations and demonstrations at the exhibition spaces may not damage the general image of the fair and may not interfere with the neighboring exhibition areas or visitors. Prior to beginning montage exhibitors are obliged to provide organizers with a sketch of their exhibition space via email.

3.3.1 Height and equipment of exhibition spaces

Any stand higher than 2,50 m must be verified by the organizer and the exhibitor **must pay the registration fee of 300 €** (VAT excluded). Plans for such exhibition spaces must be submitted to the organizer at least 20 days prior to the beginning of montage/assembly. If the organizer believes consent of neighboring exhibitors should be acquired, the exhibitor shall be provided with the information concerning neighbors whose consent is required. Organizers shall issue consent after receiving consent from neighboring exhibitors. Exhibition spaces in two levels (galleries) require a statics calculation to be submitted for verification at least 14 days prior to the beginning of montage/assembly.

Back side of the walls of the stand that border to neighbor stand must be painted in white colour and must not include advertising elements. Registration fee for a stand higher than 2,50 m (300 € (VAT excluded) must also be paid if any element of the stand (flag, ad, etc.) is higher than 2,50 m.

Any interference of exhibitors with the construction of the permanent buildings (drilling, painting, use of marking adhesive tape, pasting on walls, etc.) is strictly forbidden.

Exhibitors may only use the fairground adhesive tape – double-sided yellow adhesive tape with SI704 designation, provided by Baloh International. Exhibitor may purchase the adhesive tape at the reception for a price of 8,5 € (VAT excluded) per 50 m roll. If exhibitor uses different kind of adhesive tape, the organizer has the right to charge the exhibitor the expenses of additional cleaning or polishing of the hall or its part according to the GR price list.

3.3.2 Minimum equipment

Minimal equipment of the exhibition space is mandatory and includes: floor arrangement, setting-up of walls and a visible sign denoting the name of the exhibitor.

3.3.3 Height of raised floors

Exhibition spaces must be leveled with walkways. If exhibition spaces are raised, the edge must be clearly marked (e.g. yellow line). A ramp for disabled persons must be included in the design.

3.3.4 Distances from passages

Exhibits and flower pots can be set up at the edge of the exhibition space. Information counters must be at least 1 m away from passages, walkways and neighboring exhibition spaces.

3.3.5 Passages to emergency exits and fire hydrant access

If the allocated exhibition space is crossed by a passage to an emergency exit and/or a fire hydrant (see plan of allocated exhibition space), the passage must be clearly marked and accessible regardless of the exhibitor's pavilion or stand plan. The adequacy of such a passage will be judged by the fire safety service of the GR.

3.3.6 Garbage disposal and cleaning of the exhibition space

Exhibitors are allowed to clean their exhibition spaces and exhibits every day only from 9:00 to 9:45. After that, all cleaning personnel must leave the exhibition area.

The exhibitor is obliged to separate waste on a daily basis into provided bins located at hall passages (glass packaging – bottles, packaging – cans, plastic packaging, organic waste and paper). Waste disposal is organized by the Ljubljana Exhibition and Convention Centre. However, the aforementioned bins should not be used for waste produced during the assembly/dismantling of exhibition stands (plastic foil, polystyrene items, wood waste, particle boards, metal waste and other assembly/dismantling waste). This waste should be disposed at the Ljubljana Exhibition and Convention Centre dumping area, as follows:

- under or beside the shelter roof at Vilharjeva cesta: particle boards and wood, cardboard and paper, polystyrene items, plastic foil and bulky waste, which includes floor coverings and mixed waste (e.g. sweepings),
- in front of Hall B (Marmorna Hall): particle boards and wood,

After dismantling and before delivering the floor coverings to the dumping area, they should be rolled up.

Every day of the fair, all waste must be separated accordingly into the containers placed between the halls. Waste disposal is organized.

3.3.7 Disposal site and deliveries

Exhibitor is obliged to set up a place for disposal and keeping of documentation and marketing materials at the exhibition space. This place must be clearly marked in the plan and must be adequate for the needs of at least one day.

Daily delivery of materials is allowed from 9:00 to 9:45 with a valid delivery permit. Delivery vehicles may stay parked for no more than 30 minutes.

3.4 Regulations concerning exhibits

Only objects stated in the application form and in accordance with the theme of the fair may be exhibited. The organizer reserves the right to demand removal of irregular exhibits. The allowed ground load in the halls is 1000 kg/m². Exhibitors must commission appropriate technical services with authorized contractors at the fairgrounds. Exhibits of exceptional weight and dimensions must be declared to the organizer in advance for the purpose of coordinating montage and cleanup.

3.5 Regulations concerning events at the exhibition space

Exhibitors are obliged to notify the organizer of the exact program of events at the exhibition space **at least 15 days prior to the event.**

All events at the exhibition spaces must be organized in accordance with the Offences Against Public Order and Peace Act and in accordance with article 13 – Conditions of exhibition overleaf of the **“Application form”** paper. The exhibitor shall acquire the necessary number of passes for the performers from the organizer. The allowed volume in the halls during the fair is 60 dB. Exhibitors are responsible for covering all copyrights relevant to performances (SAZAS, etc.).

Exhibitor is obligated to pay all the compensation fees for the use of copyrighted material. Under the article 159 of the ZASP Act, the exhibitor (in this case as an event organizer) must pay the compensation fees to the competent collective organizations of Republic of Slovenia for playing or performing live music (public performances). Exhibitor undertakes the responsibility to inform the collective organizations about the use of copyrighted material at least 8 days before the performance, according to the ZASP Act.

3.6 Disassembling and carting of exhibits

Disassembly of exhibits and exhibition spaces can begin immediately after the conclusion of the fair **on 10 March 2019 at 19:00.** Disassembly of exhibition spaces is allowed only after the removal of exhibits or sooner, if it is mandated by the nature of the exhibits.

Exhibitors or contractors are obliged to remove all arrangement material and remains of constructions (particle board, plastic or metal elements, adhesive tape, etc.) from the exhibition space after the event and transport them to specific containers provided for this purpose, paying full regard to the rules of separating waste materials. **Vehicles may not enter the halls and passageways until carpets have been removed from the passages.**

Hours of the disassembling period are as follows:

8.3.2020	19:00 – 24:00
9.3.– 11.3.2020	7:00 – 19:00

3.7 Event safety

Prior to the opening of an event, the exhibitor is obliged to check his exhibiting space for unknown objects. **If such an object is found, the exhibitor is obliged to immediately inform, by telephone or in person, the reception of the GR - Ljubljana Exhibition and Convention Centre.**

The exhibitor himself provides eventual insurance of his items at the exhibiting space. The organizer is not responsible for exhibitors' objects.

4.0 Administration and Legal Provisions

4.1 Customs formalities

Information on customs formalities is available from the **Customs Service of the Republic of Slovenia**, telephone: +386 1 478 38 00, e-mail: gfu.fu@gov.si.

4.2 Technical services (technical connections, exhibition space arrangements)

All necessary information concerning technical services (water, electricity, telephone) and other arrangements at exhibition spaces can be obtained at the reception during office hours (tel. +386 1 300 26 14).

In case of technical faults at the exhibition area, the exhibitor is obliged to seek repairs with their contractor.

4.3 Green decorations

Providers of green decorations at the fair are:

Provider	Region	Contact
DAFNIS, Srečko Blas s.p.	Ljubljana – Črnuče	041 781 774
FUNTEX d.o.o.	Ljubljana	01 426 04 05
KPL d.d.	Ljubljana	01 547 45 20

4.4 Direct sales

Direct sales at the fair are available only upon prior consent of the organizer for each individual exhibitor. Exhibitors who perform direct sales must be registered to perform retail activities and conform to the minimal conditions for sales at the exhibition space.

Exhibitors who will purvey foodstuffs at their exhibition spaces (degustation, catering), must acquire relevant consents.

5.0 Parking Facilities

Exhibitors have a limited number of parking spaces available to them that should be ordered by order form published on our website!

Other available and payable parking spaces are situated along Vilharjeva, Železna, Linhartova, Valjhumova and Dunajska streets and in front of the IPH center and at the Bežigranski Dvor parking house (all approximately 500 m from the fairgrounds, see GR website).

6.0 Information and Public Relations

6.1 Official fair catalog

The official fair catalog will be published on the first day of the fair. Each exhibitor shall receive a copy of the catalog free of charge by mail. **Each visitor will also receive a copy of the catalog free of charge at the entrance.** The catalog shall contain information gathered from the application form (it. 2), so we ask you to verify the submitted information and submit any corrections or amendments until Friday, 31 January 2020 at the email address: mojca.frank@gr-sejem.si or via fax at +386 1 300 26 49).

Exhibitors have the opportunity to publish adverts in the catalog. The appropriate application form is published at the website of the fair <http://www.home-fair.si/>

6.2 Press centre and press relations

We will forward any information or promotional materials you provide to the media at the press centre of the Ljubljana Exhibition and Congress Centre at 18 Dunajska street (hall Jurček). Materials should be delivered to the press centre until Wednesday 4 March 2020.

Forward the most important information about your fair presentation directly to Ms. Marjana Lavrič. Unless exhibitors state otherwise, the public relations department of the fair is allowed to publish such information. The contact person is Ms. Marjana Lavrič, e-mail: marjana.lavric@gr-sejem.si.

6.3 Advertising space

There are advertising spaces available at the fairgrounds for the duration of the fair. We invite exhibitors with additional funds for visual communications (banners, flags, posters, etc.) to support their presence at the fair and to promote the brands they represent. Surfaces are available until capabilities are filled. For your order please contact Mrs. Mojca Frank (tel. +386 1 300 26 41, e-mail: mojca.frank@gr-sejem.si).

Specifications and price list of the available advertising surfaces can be found at the fair's website.

6.4 Conference facilities

Press conferences, lectures or business meetings organized by exhibitors require reservation of the appropriate halls in advance. For rental and other information concerning events in the congress centre during the fair please contact Mrs. Mojca Frank (tel. +386 1 300 26 41, e-mail: mojca.frank@gr-sejem.si).

7.0 Contact with Organizers

7.1. Project team of the Fair Dom (Home) 2020

Name		Telephone	E-Mail
Stane Kavčič	Manager of the Fair	+386 01 300 26 13	stane.kavcic@gr-sejem.si
Mojca Frank		+386 01 300 26 41	mojca.frank@gr-sejem.si
Urban Stres		+386 01 300 26 31	urban.stres@gr-sejem.si
Milena Pelipenko	PR and protocol department manager	+386 01 300 26 36	milena.pelipenko@gr-sejem.si
Marjana Lavrič	PR service manager	+386 01 300 26 26	marjana.lavric@gr-sejem.si

Wishing you a successful fair,

Stane Kavčič

Manager of the Fair Dom (Home) 2020:



Ljubljana, November 2019

8.0 Map of the Fair Ground

