



# INSTRUCTIONS

FOR EXHIBITORS, DECORATIVE CONTRACTORS  
AND OTHER PARTICIPANTS AT THE FAIR

<b>ASSEMBLY PERIOD</b>	<b>29 November – 4 December 2024</b>
<b>DURATION OF THE FAIR</b>	<b>5 – 8 December 2024</b>
<b>DISMANTLING PERIOD</b>	<b>9 – 12 December 2024</b>

## CROAGRO PROJECT TEAM:

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## DEPARTMENT FOR DESIGN AND CONSTRUCTION OF EXHIBITION SPACE

Architects of Zagreb Fair in charge of the exhibition space arrangement:

Slavica Doležal	phone: 01/6503-358	e-mail: <a href="mailto:slavica.dolezal@zv.hr">slavica.dolezal@zv.hr</a>
Karmen Pavlič	phone: 01/6503-338	e-mail: <a href="mailto:karmen.pavlic@zv.hr">karmen.pavlic@zv.hr</a>

## Issuing the stand arrangement approvals:

Please send the **project documentation** and the filled in and signed **Request for the stand arrangement permit** to the e-mail [slavica.dolezal@zv.hr](mailto:slavica.dolezal@zv.hr) at the latest 3 days before the beginning of the stand construction.

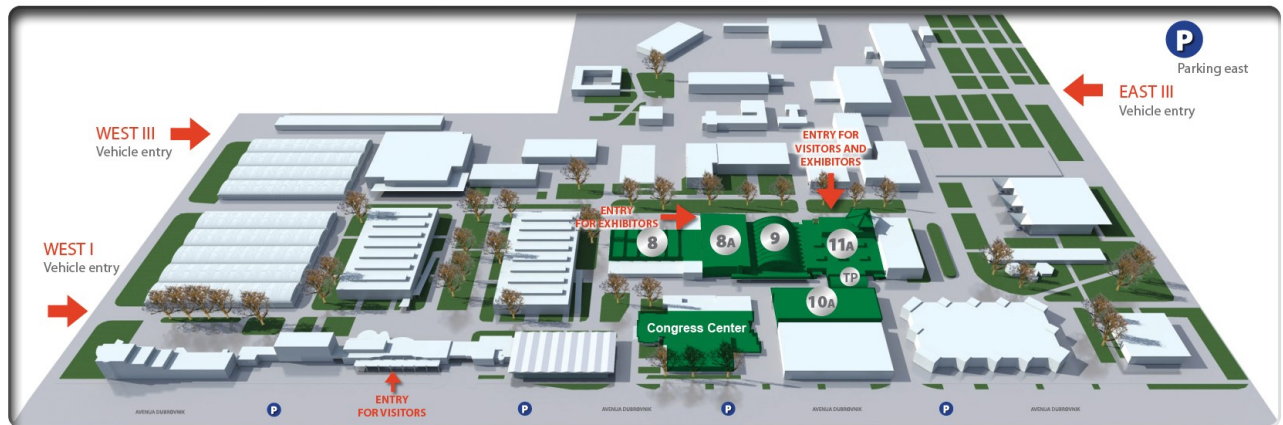
## IMPORTANT!

Emergency:	112
Police:	192
6 <sup>th</sup> Police Station Novi Zagreb:	01/6141-455
Medical assistance:	194, 112
Zagreb City Fire brigade:	193, 112
ZF Security:	01/6503-400, 01/6521-214
Municipal inspection at ZF:	01/4698-355
Intereuropa Sajam forwarding agent	01/6520-470, 098/223-080

## **1. VENUE**

Pavilions: **8, 8A, 9, 10A** and the adjacent open-air space

## **FLOOR PLAN**



**Official opening:** **5 December 2024**  
**Zagreb Fair Congress Hall**

## **2. OPERATING HOURS**

### **a) Assembly and dismantling period:**

29 November – 4 December 2024	07,00 – 19,00 h
9 - 12 December 2024	07,00 – 19,00 h

On 4 December 2024 pavilions can be arranged until 21,00 h.

On 5 December 2024 pavilions will be opened at 07,30 h.

On 8 December 2024 dismantling and removal of exhibits will be possible from 17,00 - 20,00 h.

**NOTE:** Upon closing of the fair, the exhibitors are required to remove and peel off from the OCTA panels-walls everything they fixed. Otherwise, removal/peeling off/cleaning will be performed by Zagreb Fair at exhibitor's cost.

## **b) Duration of the fair:**

### **For exhibitors:**

5 December 2024	07,30 – 19,00 h
6 – 7 December 2024	09,30 – 19,00 h
8 December 2024	09,30 – 20,00 h

### **For visitors:**

5 – 7 December 2024	10,00 – 18,30 h
8 December 2024	10,00 – 17,00 h

## **3. ADMISSION TO THE FAIR GROUNDS**

### **Exhibitors and working staff**

During the run of the fair the exhibitors and working staff will be admitted to the Zagreb Fair grounds against presentation of EXHIBITOR'S CARD.

### **Entry gates:**

- during the assembly and dismantling period: SOUTH-I, WEST-III, EAST-III (vehicle entry)
- during the run of the fair: WEST-I, WEST-III, EAST-III (vehicle entry)
- for visitors of the fair (visitor entry): SOUTH-I

### **Personal and freight motor vehicles**

**Personal motor vehicles** of exhibitors to deliver exhibits during the assembly and dismantling period enter/exit the gates: SOUTH-I, WEST-I, WEST-III, EAST-III.

**Freight motor vehicles** (vans, lorries) enter/exit the Zagreb Fair grounds during the assembly and dismantling period the gate WEST-III.

### **Parking**

Parking space for exhibitors' vehicles is secured **at the Zagreb Fair grounds** against the parking ticket. The Zagreb Fair parking area can be entered through the gate WEST-I and WEST-III. The number of parking spaces is limited.

### **ZAGREB FAIR HAS INTRODUCED AN AUTOMATED PARKING PAYMENT SYSTEM.**

**The exhibitors will obtain the corresponding parking tickets to be valid from the first assembly day (29 November 2024) to the last dismantling day (12 December 2024).**

***Exhibitor's cards and parking tickets can be obtained at the Zagreb Fair Management Building, 1<sup>st</sup> floor, room 17, from 29 November 2024 on.***

**During the run of the fair (5 - 8 December 2024) the parking space in front of the Main Gate South of Zagreb Fair is free.**

### **Delivery vehicles entry during the run of the fair**

During the run of the fair from 5 - 8 December 2024 deliveries can be made at the Zagreb Fair grounds from: 09,30 – 10,00 h. Catering deliveries are possible outside mentioned hours with obligatory announcement to the Project team of the fair.

#### **4. GENERAL INFORMATION**

##### **Delivery /removal of exhibits**

**Delivery of exhibits** and other goods necessary for exhibition space arrangement at the Zagreb Fair grounds is scheduled from **29 November – 3 December 2024 from 07,00 to 19,00 h** and on **4 December 2024 from 07,00 - 21,00 h**.

If the exhibitor wishes to start with the preparations earlier and if works need to be performed outside the scheduled working hours, he is obliged to announce such works at least 7 days before their start and to pay the early entry according to the Zagreb Fair price list.

**Foreign exhibitors are requested to deliver their exhibits and report to the Customs Administration at Zagreb Fair at least 48 hours prior to the opening of the event.**

**Removal of exhibits** and other goods from Zagreb Fair is scheduled to start on **8 December 2024 upon closing of the fair, from 17,00 - 20,00 h**, and should be finished conclusively on **12 December 2024 from 07,00 - 19,00 h**.

***For the exhibits and stand constructions left at the exhibition space after the mentioned term, the exhibitor will bear the charges and responsibility.***

##### **Compensation for copyright for public performance**

In compliance with the law, the exhibitor is obliged to report to and obtain approval from Hrvatsko društvo skladatelja (Croatian Composers' Association) – ZAMP for the music-and-stage works. Croatian Composers' Association – ZAMP claims the right to collect the royalties from exhibitors performing copyrighted music-and-stage works in public at their stand, following the valid law and the price list of the Association.

#### **5. OTHER USEFUL INFORMATION**

##### **Cleaning**

Zagreb Fair organizes daily cleaning of pavilions (sanitary facilities, external surfaces, aisles) during the run of the fair.

Exhibitors are obliged to dispose of their municipal waste into the designated containers for mixed municipal waste, paper and plastic located in front of the pavilion entrances.

**Upon closing of the fair, the exhibitors are required to remove and peel off from the OCTA panels-walls everything they fixed. Otherwise, removal/peeling off/cleaning will be performed by Zagreb Fair at exhibitor's cost.**

**The exhibitors or stand contractors are obliged to remove the waste arising from the stand assembly and dismantling works (chipwood, knauf plasters, carpets, paint and varnish packaging, metal waste, glass etc.) from the Zagreb Fair grounds themselves or Zagreb Fair will do it for them but at their expense. Contractors working on the stand construction are obliged to remove the equipment and the materials used for stand construction from the aisles and from the pavilion at the latest by 17,00 h on the day before the opening of the fair.**

### **Fire-prevention measures**

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

### **Exhibitors and decorative contractors are obliged to ensure free access to firefighting devices and facilities.**

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 193/112 and report to the Security Department of Zagreb Fair, phone. 01/6503-400, 6503-460, or 2400 and 2460 through the Zagreb Fair exchange.

### **Insurance and guarding of exhibition spaces, exhibits, equipment and other property**

During the assembly period, the run of the fair and the dismantling period the exhibitor may have his exhibits and other properties insured with the Insurance Company in the country or abroad. **Zagreb Fair takes no responsibility for uninsured exhibits and other goods in case of damage of exhibitors' property (thefts, damages and sim.) during the assembly period, the run of the fair and the dismantling period, but it is the exhibitor who bears the expenses for all the damages that he and other physical or legal persons might cause at Zagreb Fair. Exhibitors are obliged to organize watching of their properties (exhibits, equipment etc.) during the official operating hours, from the beginning of the assembly period until they leave Zagreb Fair grounds, since Zagreb Fair will not take the responsibility for disappearance or damages thereof.**

In case of damage of the exhibitors' property (thefts, damages and sim.) during the run of the event and during the assembly and dismantling period, the exhibitor is obliged to report immediately to the authorized Security Service of Zagreb Fair, pavilion 25 or to the phone: 01/6521-214, 6503-400, 6503-460 or exchange: 2400 and 2460 and to the Police Station Novi Zagreb, Remetinečki gaj 1, phone: 01/6141-455.

Exhibitors may not keep their staff at the stands by night after the closing of the pavilions. Exceptionally, it could be done at the open space with the approval of the Zagreb Fair's Security Service.

Upon closing of the fair the exhibitors are obliged within the prescribed period of time to remove all exhibits, equipment and other things they made use of during the run of the fair from the exhibition space. Upon removal of exhibits and equipment, the exhibitors are obliged to empty and clean their exhibition space and remove all exhibits, goods and appliances from the fair grounds.

### **Press Center**

During the run of the fair the Press center will be available; phone: **01/6503-524**, e-mail: [zv.press@zv.hr](mailto:zv.press@zv.hr)

The exhibitors who are preparing presentations of their latest exhibits, press conferences or accompanying events may deliver the promotional materials to the Press Center to be available for accredited journalists.

### **Catering facilities**

Catering services are offered by restaurants and cafés:

- Restaurant "GASTRO L.P.", Zagreb Fair Congress Center, phone: 01/6554-377
- BURGER BAR d.o.o. "OZ bar" – South Gate/ground floor, mob: 091/5014-116
- Z 2, "SIMPLE bar" – South Gate/ground floor, mob: 098/488-237

- ALWAYS OPI d.o.o., Caffe bar "SONG", Customs building, phone: 01/6530-970
- MRAY GASTRO d.o.o., pavilion 12-south, mob: 099/281-347
- NOVI DVORI, south side of pavilion 8, mob: 091/5158-582
- ČEGETEK, north side of pavilion 7, mob: 098/205-070

### **Bank**

- Erste & Steiermarkische Bank, Av. Dubrovnik 15, pav.10 - south, phone: 072/372-615

### **ATMs**

- Zagrebačka banka, Avenija Dubrovnik 15, South Gate/ground floor
- Erste & Steiermärkische Bank, Avenija Dubrovnik 15, pavilion 10/south

### **Forwarding services**

Forwarding agent at the Zagreb Fair grounds:

- INTEREUROPA SAJAM d.o.o. Zagreb, Avenija Dubrovnik 15, building C  
Mr. Krešimir, mobile: 098/223-080  
phone: 01/6520-470, 6521-247, fax: 01/6520-078, e-mail: [info@intereuropa-sajam.hr](mailto:info@intereuropa-sajam.hr)

### **Customs office**

ZAGREB CUSTOMS ADMINISTRATION, CUSTOMS OFFICE ZAPADNI KOLODVOR (RAILWAY STATION WEST), Zagreb, Vodovodna 20A will be in charge of temporary customs clearance of exhibits. Working hours: 7,30 – 15,30 h.

Contact e-mail: [javnost@carina.hr](mailto:javnost@carina.hr)

The exhibitor is obliged to declare his exhibits for customs clearance at the latest 48 hours prior to the beginning of the fair. A customs officer will personally come to Zagreb Fair at the agreed time and take all the necessary actions related to temporary customs clearance of exhibits.

### **List of shops in the project South Gate – ground floor**

- BURGER BAR (Oz bar), mob. 091/5014-116
- EKUPI d.o.o., internet sale, phone: 01/3338-888
- IN PIVO 82 d.o.o., beer retail sale, mob: 092/1008-218
- OMIĆ MOBITELI d.o.o., retail sale of erotic equipment, phone: 01/3694-214
- POLLEO ADRIA d.o.o., sale of sports food and equipment,  
phone: 01/6520-255, fax: 01/6503-998
- RONIS d.o.o. retail sale of electro-technical goods, phone: 01/6620-705
- "Z2" (Simple bar) restaurant, owner: M. Zorić, phone: 01/6632-652, mob: 098/488-237

### **List of shops – Customs building**

- ALWAYS OPI d.o.o., Café bar "SONG", mob: 095/8583-552
- AREA INVEST d.o.o., retail sale of music instruments and equipment, mob: 098/379-940
- CACUMEN SERVICES d.o.o., sale of coffee and catering equipment, phone: 01/4558-522
- KAJZERICA SEDAM d.o.o., men's hair salon, mob: 099/3636-066
- MIKRONIS d.o.o., sale of computers, tablets and smartphones, mob: 091/5244-087
- OPTOMETRIKA d.o.o., sale of diopter glasses, lenses..., mob: 098/359-432