

TECHNICAL INSTRUCTIONS

FOR EXHIBITORS, DECORATIVE CONTRACTORS AND OTHER PARTICIPANTS OF THE FAIR

The Instructions determine the code of conduct and measures for protection of people and assets, as well as aim at improvement of services regarding arrangement of the exhibition space at the Zagreb Fair grounds.

ARRANGEMENT OF THE EXHIBITION SPACE

The exhibition space arrangement comprises stand construction that includes particular installations, placing of hanging grids, billboards, masts, tents, cranes and other simple constructions aimed at exhibiting at the Zagreb Fair – hereinafter referred to as the exhibition space.

Arrangement of stands

(In compliance with the General conditions of exhibiting and the Regulations on arrangement of the exhibition space at the Zagreb Fair)

Arrangement of exhibition sites is carried out by:

- the Zagreb Fair, Department for Design and Construction of the Exhibition Space
- the exhibitor with his own staff
- the contractors registered for this kind of activity

The exhibitors may arrange their exhibition space either with their own staff or they can entrust a contractor registered for that kind of activity.

The exhibitors entrusting their stand arrangement with the Zagreb Fair are not allowed to damage the stand construction elements and wall panels by drilling and similar works. Should the exhibitors tape the stand elements-panels with advertising materials, self-adhesive foil or similar, they are obliged to clean the elements-panels and restore the stand material into its original state on the first day after the closing of the fair. Otherwise, the exhibitors will be invoiced the amount required for the acquisition of new elements-panels at current purchase prices.

Construction and dismantling of the exhibition space

Construction must meet demands for design and standards for construction of the exhibition space as well as technical and security regulations. If requested by the Zagreb Fair and/or by the inspectors in charge of specific construction fields, the contractor is obliged to present the attestation and documentation of licensed construction.

All exhibition constructions and exhibits to be mounted in the pavilions and especially at the open-air space must be positioned in a secure manner and must not pose a threat to the visitors and exhibitors. They must meet the conditions of mechanical resistance and stability. Special attention must be paid to tents, various cranes, scaffolds and other devices placed at the exhibition space.

In case that sawing of chipboard, wood or similar materials is needed in the pavilion or at the exhibition space, the circular saw should obligatorily be equipped with a dust extraction system. The mentioned works should be carried out outside the pavilion at the space scheduled for that purpose. The connection of electricity will be secured at that space. Information on the locations scheduled for sawing will be given along with the certified technical documentation and the work permit in the Management Building of the Zagreb Fair, ground floor.

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

Welding or use of metal grinders is not allowed at the Zagreb Fair premises. For the purpose of special stand construction reinforcement at 2 to 3 positions, on the spot, it will be necessary to obtain a special Approval of the Zagreb Fair. The contractors are obliged to obtain the Approval as well as to take all fire prevention and work safety measures.

In order to increase the safety of visitors and the working staff the Zagreb Fair will organize a visual surveillance over the construction of all exhibition spaces at the Zagreb Fair grounds. However, for the exhibition spaces to be arranged with his own staff, the exhibitor is obliged to organize the inspection of works according to his own estimate, at his own risk and responsibility, as well as to apply the regulations on protection at work and fire protection.

For all possible accidents that might arise from non-compliance with the measures prescribed by the Law on protection at work and the Law on fire protection the exhibitor undertakes material and penal responsibility towards both the Zagreb Fair and the third parties.

Neither additional hanging of the equipment onto the construction of the exhibition space nor additional modifications differing from the approved project documentation of the exhibition space will be allowed.

The contractor is obliged to use materials (carpets, decorative linen and sim.) possessing the Certificate on slow-burning (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.).

Project documentation for the exhibition space construction

The project is considered to be the scheme, project or project documentation technically carried out in compliance with the valid Law on Construction and certified by the authorized departments of the Zagreb Fair.

Project documentation includes the following:

- technical description incl. the description of materials or constructions that will be used
- layout plan of the pavilion with the stand location
- architectural project – necessary ground-plans, sight, axonometric or perspective survey
- proof of mechanical resistance and stability
- technical instructions for stand dismantling in a secure way to protect the working staff and other persons present in the pavilion during the stand dismantling works (for two-storey stands the stand dismantling project is required)
- project of electrical installations – including the stand ground-plan with marked consumption devices (circle, square or sim.) and mentioned consumption device power
- confirmation showing that the stand contractor, the designer and the person responsible for stand construction works are certified to perform the mentioned works.

SPECIAL ATTENTION should be paid to the following: projects must enable free access to the fire-prevention hydrants, evacuation exits, installation manholes in the pavement or on the pavilion walls; the advertising space is to be approved and calculated by the Zagreb Fair and must not obstruct other exhibitors.

Note:

A qualified or authorized qualified person must estimate the form and the contents of the project documentation in relation to the type of the construction or the exhibit to be displayed.

Permit for the exhibition space construction

The "Request for the exhibition space construction permit" **must be submitted on the appropriate form. Upon issuing of the "Permit for the exhibition space construction" the stand contractor is obliged to write a STATEMENT on the same form to confirm that the stand was arranged according to the regulations and in compliance with the "General Conditions of Exhibiting" of the Zagreb Fair. During the stand construction works the permit for the exhibition space construction must be displayed at a visible spot on the exhibition space. Zagreb Fair authorized persons will collect the permits after finishing of all stand construction works at the latest 12 hours prior to the beginning of the 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 following cases: when parts of the construction exceed the permitted exhibition area size or obstruct the evacuation of people or the normal passage of intervention vehicles; when the exhibits weight surpasses the allowed pavement burdening; when the noise exceeds the permitted limit of 65 decibels. The stand contractor is obliged to construct the exhibition area/stand exclusively following the approved project. It is the constructor who bears responsibility for all divergences from the enclosed and confirmed documentation.

Note: Damage of exhibition halls (pavements, ceiling, walls) is strictly forbidden.

The Zagreb Fair inspectors will **check the** exhibitors' and decorative contractors' **permits** during the assembly period, in order to prevent non-licensed companies from working at the Zagreb Fair grounds.

If non-licensed firms and persons are found to be working at stands, the Zagreb Fair will stop the works.

Certification of documentation

1. Standard stands *

Standard type stand is considered a stand where OCTANORM, MEROFORM, SYMA, MODUL, ALLUSET assembly/dismantling elements will be used.

Project documentation should be executed by a qualified person (Engineer of Architecture, Building Engineer or Bachelor of Science in Architecture, Bachelor of Science in Construction). In case that the project refers to the construction of stands where the standard attested elements will be used, it is necessary 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 has to be confirmed by a seal and signed by the **authorized and qualified** person of the company that submits the project for approval.

If the project documentation comprises non-standard construction elements (not constructions or parts of standard stand systems), it is necessary to attach a proof of mechanical resistance and stability executed and attested by the professional person **authorized** for the entire stand.

2. Individual stands

Project documentation should be executed by a qualified person or **authorized** qualified person (Engineer of Architecture, Building Engineer or Bachelor of Science in Architecture, Bachelor of Science in Construction). The proof of mechanical resistance and stability **should be executed and attested by the authorized qualified person**. It must contain the CONCLUSION stating that the exhibition space is stable and safe to use. New execution of project won't be necessary for future stands, if it refers to the construction of the same stand according to the project already attested by the Zagreb Fair.

3. Two-storey stands

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 Law on physical planning and construction. The statical estimate must obligatory

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 attested by the Zagreb Fair.

NOTE:

For all simple constructions or exhibits not encompassed by these Instructions, an authorized and qualified representative of the exhibitor must estimate the form and the contents of the project documentation in relation to the type of the construction or the exhibit to be displayed, and must deliver it to the Zagreb Fair for certification.

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

Technical project documentation is certified and WORK PERMITS are obtained in the Zagreb Fair Management Building, ground floor.

WITHOUT THE CORRESPONDING CONFIRMATION OF PAYMENT OF THE SPACE RENTAL IT WILL NOT BE POSSIBLE TO OBTAIN THE WORK PERMIT AND TO START THE STAND CONSTRUCTION.

General stand construction rules

Stand floor constructions

- floor height is not regulated, recommended height is 10 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 Regulations Ensuring Accessibility for Persons with Disabilities and Reduced Mobility
- at the exhibition space min.: 1 pcs.

Pavilion columns

- permitted height for column cladding: up to 2.5 m (exceptions must be approved)

Arrangement, walls and urbanism at the space

- max. wall height: up to 2.5 m
- Free parts and limitations for stands:
- wall stands: rear construction placed against the wall height up to 5 m, width according to the exhibition space size
 - island stand: stand construction placed centrally, at least 6 m from the exhibition space edge, max. height up to 5 m, upon approval and according to possibilities
- In case of failure to meet the requirements the height is limited to 2.5 m.**
- for both types: exhibits should be at least 1 m away from the stand edge
 - for both types: the first construction element of max. height up to 1.3 m should be at least 0.5 m away from the stand edge

Hanging of lighting fixtures onto the pavilion construction

- Hanging of lighting fixtures: upon approval, possibility of pavilion construction with the enclosed plan and the static calculation
- Lighting and spotlight on the columns: upon approval, possibility of pavilion construction with the enclosed plan and static calculation
- Freestanding lighting fixture: upon approval, possibility of pavilion construction with the enclosed plan and static calculation
- Floor fixtures: NOT ALLOWED in the pavilion floor construction

Hanging of elements onto the pavilion construction

- Max. size and number of signs/logotypes: upon approval according to the enclosed project
- Max. sign height: 3.5 m according to the pavilion size, exceptions must be approved
- Attaching to the lighting fixture: according to the pavilion size along with the static calculation
- Max. sign number: not regulated
- Floor fixtures: NOT ALLOWED

CONNECTIONS AND INSTALLATIONS AT THE EXHIBITION SPACES

Water and sewage system

Attention should be given to the fact that exclusively Zagreb Fair is carrying out water and sewage system installation.

Sinks and other equipment to be connected to the Zagreb Fair water and drainage system must be in working order and tested so as not to cause damages due to water spills during the equipment start-up.

Zagreb Fair personnel do not repair the connection elements and equipment owned by the exhibitor during the connection of the stands to the Zagreb Fair water and sewage system.

Electricity

The supply point of electric power is considered to be the demarcation point between the assets of the Zagreb Fair and the Electrical equipment of the 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.

- During the assembly and dismantling period electricity will be connected at 7,00 hours and disconnected at 19,00 hours, unless otherwise agreed by a timely order in case that extended work hours are required.
- The Zagreb Fair pavilions and open-air spaces offer power network with numerous connection points. The connection points voltage is 230/400 V, frequency 50 Hz. The whole ZF network is designed as TN system, i.e. TN-C/S in installation.

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

- control panel should be protected to prevent accidental contact of energized parts. On the outside it should be provided with the master switch (clearly marked) for complete disconnection and the lighting circuit breakers
- 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 ZF connection point
- connection point 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
- ZF provides for up to 10 kW connections in the whole area. Power in excess of 10 kW has to be specially announced
- **provide obligatorily 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 with a special conductor, not less than 6 mm² (Cu) in diameter, to the ZF 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 ZF 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 regulations
- 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
- 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 a stand, it is necessary to properly and timely fill in the electrical installation registration form in the Department for Electrical Works and Telecommunications or to hand the form to the ZF electrician when connecting the stand to the ZF main
- only the ZF electricians or other experts from this profession hired by the Zagreb Fair for electrical installation works are allowed to carry out connections to the ZF main
- it is forbidden to recharge batteries upon the exhibition spaces
- Zagreb Fair bears no responsibility for electrical installations and other electric equipment of the exhibited cars; if the wiring was perfected by the Zagreb Fair the point of taking over the electric power will be considered each socket (230/400V) installed at the stand and used for signalization, illuminating of cars etc.
- when executing preparatory works and during the run of the fair exhibitors should obey the specific measures relevant to safety at work, fire and explosion-prevention determined by the Fire-Prevention Regulations

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, so as to prevent injuries of 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 of the stand or other spaces at the Zagreb Fair grounds on the position of the emergency switch as well as to demonstrate its use, i.e. to instruct the representative of the stand user about the installed equipment.

Telecommunications

The access to the telecommunication network and telecommunication services (phone, connection to the Zagreb Fair computer network, ADSL etc.) must be ordered in advance. Connecting of telecommunication lines and terminal equipment is made exclusively by the technicians from the Zagreb Fair Department for Telecommunications and other technicians hired by the Zagreb Fair to carry out the telecommunication installations at the Zagreb Fair grounds.

The temporary electronic communication network at the exhibition space is carried out by the exhibitor himself in compliance with the profession's rules, obeying the specific measures relevant to safety at work and fire prevention and following the valid regulations (Law on Construction, Law on Safety at Work and Law on Fire Protection). It is necessary to sign the contract, i.e. promissory note for the terminal equipment (telephone, NT, ADSL modem etc.).

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

During the assembly and dismantling period and the run of the fair the exhibitors/stand contractors may have his exhibits and other properties insured with the Insurance Company in the country or abroad.

The Zagreb Fair takes no responsibility for uninsured exhibits, equipment and other property in case of damage (theft, damages etc.) during the assembly and dismantling period and the run of the fair. It is the exhibitor, who will take the responsibility and bear the expenses for all the damages.

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

Upon closing of the fair the exhibitors are obliged within the stipulated period of time to remove all exhibits, equipment and other items they used during the run of the fair from the exhibition space. After removal of exhibits and equipment, the exhibitors/decorative contractors are obliged to empty and clean their exhibition space and remove all exhibits, goods and appliances from the fair grounds.

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 the 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, or 2445 through the Zagreb Fair exchange, and report to the Security Department of the Zagreb Fair, tel. 6503-400, 6503-460 or exchange 2400 and 2460.

Safety regulations

- Governed by the Law and the regulations
- Emergency exit signs: YES, in closed spaces of the stand, offices and storages
- Free access to all installations and to the infrastructure at the exhibition space
- Free access to fire/panic exits and to the fire-fighting equipment

CLEANING

Zagreb Fair organizes daily cleaning of pavilions during the run of the fair.

Exhibitors are obliged to remove their municipal waste and put it into the containers in front of the pavilion entrances; whereas paint and lacquer packaging, plastic packaging, metal waste, paper and glass are to be put into the marked containers.

The exhibitors are obliged to remove the waste arising from the stand assembly and dismantling works (chipwood, knauf plasters, carpets etc.) from the fair grounds themselves or the Zagreb Fair will do it for them but at their expense.