



# EXHIBITOR'S MANUAL

# CONTENTS

<b>1 GENERAL INFORMATION</b> .....	<b>3</b>
1.1 OPENING HOURS.....	3
<b>2 ACCESS TO THE FAIR</b> .....	<b>3</b>
2.1 ENTRANCE FEE.....	3
2.2 PERSONNEL BADGES.....	3
2.3 IDENTITY CARDS – INSTALLATION/DISMANTLEMENT.....	NAPAKA! ZAZNAMEK NI DEFINIRAN.3
2.4 VEHICLE PASSES.....	4
2.5 PARKING LOT.....	4
<b>3 INSTALLATION/DISMANTLEMENT AND MAINTENANCE OF EXHIBITION STANDS</b> .....	<b>5</b>
3.1 INSTALLATION.....	5
3.2 DISMANTLEMENT.....	5
3.3 DELIVERY OF GOODS TO THE EXHIBITION GROUND.....	5
3.4 TECHNICAL RECEPTION WORKING HOURS.....	5
3.5 ELECTRICITY.....	5
3.6 SECURITY.....	6
3.7 FIRE PROTECTION AND SAFETY AT WORK.....	6
3.8 RESTRICTIONS.....	6
3.9 WARNINGS.....	6
3.10 REGULATIONS ON THE EQUIPMENT OF THE EXHIBITION STANDS.....	7
3.11 HEIGHT AND EQUIPMENT OF THE EXHIBITION STANDS.....	7
3.12 MINIMUM FURNISHING.....	7
3.13 THE HEIGHT OF PEDESTALS.....	7
3.14 THE HEIGHT OF FLOWER DECORATIONS AND OTHER PLANTS.....	7
3.15 DISTANCE BETWEEN THE EXHIBITION STANDS AND THE PASSAGES.....	7
3.16 ACCESS TO EMERGENCY EXITS.....	7
3.17 TAKING AWAY OF THE REFUSE AND CLEANING OF THE EXHIBITION STANDS.....	7
3.11 REGULATIONS ON THE EXHIBITS.....	8
<b>4 ADMINISTRATIVE AND STATUTORY PROVISIONS</b> .....	<b>8</b>
4.1 CUSTOMS FORMALITIES AND FORWARDING SERVICES.....	8
4.2 TECHNICAL SERVICES (TECHNICAL CONNECTIONS, STAND SET-UP).....	8
4.3 DIRECT SALES.....	8
<b>5 TRAVELLING, HOTELS AND RESTAURANTS</b> .....	<b>8</b>
5.1 TRAVELLING BY TRAIN AND BUS.....	8
5.2 TAXI.....	9
5.3 RESTAURANTS.....	9
5.4 HOTEL ARRANGEMENTS.....	9
<b>6 CONTACTS WITH THE ORGANISER</b> .....	<b>10</b>

The workers setting up exhibition stands (installation, dismantlement), as well as any staff of the Exhibitor, who will be present at the exhibition stand during the fair, must be acquainted with these instructions.

## 1 GENERAL INFORMATION

### 1.1 Opening hours

Date	For exhibitors	For visitors
Thursday, March 21, 2019	5.00 pm – 7.00 pm	/
Friday, March 22, 2019	7.00 am – 7.30 pm	9.00 am – 7.00 pm
Saturday, March 23, 2019	8.00 am – 5.00 pm	9.00 am – 5.00 pm

## 2 ACCESS TO THE FAIR

### 2.1 Entrance fee

#### PRICES

- daily ticket 5,00 EUR
- children till 14 years of age and disabled free of charge

*\*The prices include a ticket and the fair catalogue!*

#### TICKETS ACQUISITION

The tickets will be available for acquisition at the Gospodarsko razstavišče cash desk:

- Friday, March 22 8.30 am – 6.30 pm
- Saturday, March 23 8.30 am – 4.00 pm

### NEW ! 2.2 Wristbands for exhibitors

All exhibitors will have to wear wristbands which will allow them to enter the event. Wristbands can be picked up at INFO point which will be located at hall B2 – Gospodarsko razstavišče, from Thursday 21<sup>th</sup> march 2019 from 15.00 on. You will also need wristbands to arrange your exhibition space. Wristbands will be different color everyday so you will have to take them every day separately. Number of wristbands per exhibitor is limited by quantity of exhibiton tables you have reserved:

- 1-2 tables: 2 wristbands
- 2-4 tables: 3 wristbands
- 4-6 tables: 5 wristbands
- 6 tables: 7 wristbands

**You can obtain additional wristband only by pre-arrangin with the organizer. Every additional wristband will be charged 5,00 EUR.**

The Technical Reception will be available for distribution of personnel badges as follows:

- Thursday, March 21, 2019, **from 5.00 pm to 7.00 pm**
- Friday, March 22, 2019, **from 7.00 am to 7.00 pm**
- Saturday, March 23, 2019, **from 8.00 am to 3.00 pm**

On the personnel badge, only the title of the company or name and surname of person that is exhibiting will be listed.

## 2.4 Vehicle passes

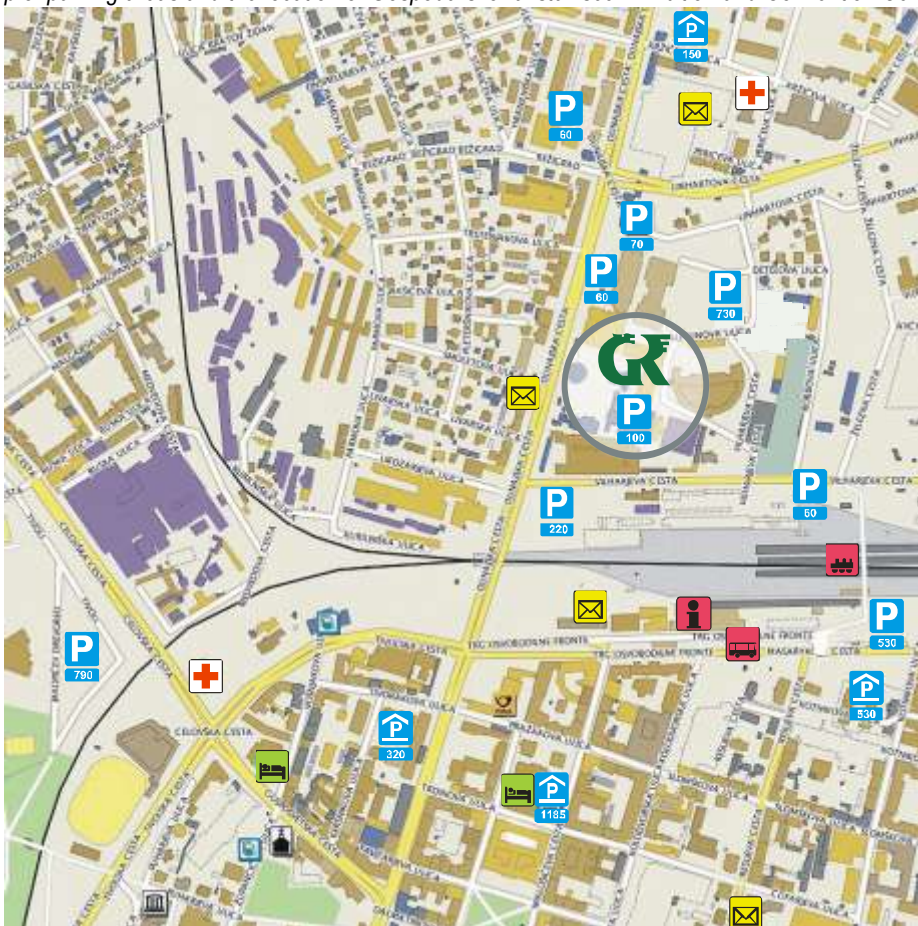
The Exhibitors will receive vehicle passes for the delivery of goods via email one week before the event. Delivery vehicle can be parked for 30 minutes.

## 2.5 Parking lot

A limited number of numbered parking spaces in a fenced area of Gospodarsko razstavišče are provided for the Exhibitors. There are **20 »VIP PARKING SPACES«** near Steklena Hall/C–direct entrance from Dunajska Street. **The price of these parking lots (for the duration of the fair) is 45.00 EUR** (22% VAT is not included). You can order them by *Form 2* (see enclosure).

There are also well-arranged public parking lots for visitors and Exhibitors in Vilharjeva, Železna, Linhartova and Valjahunova Street, in front of the IPH sales centre in Dunajska Street and in the parking facilities in Bežigranski dvor (approx. 500m from the fairground).

*Photo: The map of parking areas and the location of Gospodarsko razstavišče Exhibition and Convention Centre*



*Note: Location of Gospodarsko razstavišče Exhibition and Convention Centre is marked with grey circle.*

## 3 INSTALLATION/DISMANTLEMENT AND MAINTENANCE OF EXHIBITION STANDS

### 3.1 Installation

**All the exhibition stands should be built up and equipped by Friday, March 22, 2019 up to 8.30 am** That is also when technical personnel and Proevent d. o. o. will perform a technical examination of the stands. The presence of the person responsible and the performer of the stands during the examination are obligatory, except in case of a timely agreement with the Organizer.

**The installation of exhibition stands will be on Friday, March 22, 2019, from 7.00 am to 9.00 am**

### 3.2 Dismantlement

**The disassembling of the exhibits may start immediately after the termination of the fair, i.e. on Saturday, March 23, 2019, from 5.00 pm to 9.00 pm.**

The disassembling of the exhibition stands is allowed only after the removal of the exhibits from the exhibition stands. The Exhibitors are obliged to remove and take away the construction materials and refuses of their stand construction (splinters, plastic and metal remains, the remains of adhesive tape etc.). **The exhibition space is to be returned to the hall owner as it was before the fair. Traffic with vehicles on the passages is not allowed until the floor coverings are removed.**

### 3.3 Delivery of goods to the exhibition ground

The Exhibitors are obliged to provide by themselves for the delivery of goods and exhibits to the exhibition stands, as well as for their removal.

#### a) During the installation

The delivery of goods will take place from Dunajska street and Valharjeva street with a valid permit on Thursday March 21, 2019, between 3.00 pm and 6.00 pm (Delivery after 6.00 pm will not be possible) and Friday, March 22, 2019, between 6.00 am and 9.00 am (Delivery after 9.00 am will not be possible).

#### b) During the fair (Saturday March 23, 2019)

The delivery of goods into the exhibition halls takes place with a valid permit between 8.00 am and 9.00 am Delivery after 8.30 am will not be possible.

**The delivery vans may occupy the delivery areas up to 30 minutes. In case of infringing this regulation the van may be removed at the Exhibitor's costs.**

### 3.4 Technical Reception working hours

The technical reception will be placed in the Small Hall (B2):

- Thursday, March 21, 2019, **from 5.00 pm to 7.00 pm**
- Friday, March 22, 2019, **from 7.00 am to 7.00 pm**
- Saturday, March 23 2019, **from 8.00 am to 8.00 pm**

Technical Reception phone number: +386 1 300 32 18.

### 3.5 Electricity

The protection (against electricity hit) in Gospodarsko razstavišče is the **“TN-S” system**. All electricity suppliers should adapt to this system. There should be no changes concerning the electricity installation after the fair opens. Otherwise we do not guarantee the safety and quality of the electricity installations.

**The supply of devices with heating surfaces such as electric table stoves, heaters or alike are not allowed.**

The technical service cannot be held responsible for the Exhibitor's equipment damage caused by electricity breakdown. The electrical devices which are not owned by the Organizer should be connected to the electricity by the Exhibitor. However, these devices should be protected against radiofrequency interference.

### 3.6 Security

The Exhibitor is responsible for the protection of the exhibits from fire, loss, theft or damage accordingly to the article 10 of the Participation Conditions of the Application form and contract, signed by them. In case you fail to provide proper security, do not leave precious exhibits unguarded.

### 3.7 Fire protection and safety at work

The Exhibitors should follow the regulations of protection against fire and safety at work, accordingly the article 9 of the Participation Conditions of the Application form they have signed.

### 3.8 Restrictions

- **Smoking is not allowed** in the venue of event.
- **Sticking on walls in the venue of event out of exhibition space is not allowed.** Eventual violators will have to pay all the costs of cleaning and damage.
- The Organizer does not ensure a storage space. Exhibitors have to remove packaging after setting up the exhibition stand at their own expenses.
- Exhibitors have to take care of the conveyance of waste materials after the setting up of the exhibition stands. Otherwise the Organizer will charge the costs of cleaning.
- The maximum height of exhibition stands is 2.5m.
- The Exhibitor is financially responsible for the damage caused on the hall and exhibition space inventory during the event.
- Exhibitors are not allowed to block emergency exits and fire hydrants during the event with their equipment.
- Sawing, grinding, painting and other work which causes dust and noise inside Gospodarsko razstavišče is not allowed.
- All kinds of prohibited promotion, which is not in accordance with the Organizer's instructions and the regulations of the event, will be fined.
- The Organizer provides basic lighting. In case you would like additional lighting turn to the technical service at the reception.

### 3.9 Warnings

- **We inform you that your competent national authority shall check whether the objects you wish to exhibit in the Republic of Slovenia are cultural objects forming part of the national cultural heritage and guarantee a license for their export.**
- The participation in the event is not possible without the signed and paid collaboration contracts.
- **Exhibition space payment deadline is March 16, 2019.**
- Order **Internet and electricity connections** by filling the *Form 2* (see enclosure). When the fair opens the price is 30 % higher.
- If you would need any additional or more powerful connection you have to order it in advance.
- The Exhibitor has to provide cleaning in their exhibition space. Otherwise the Organizer will charge extra cleaning.
- In case the participants play the music too loud disturbing other participants, the Organizer will cut off their electricity inlet after two warning.
- **Toilets** will be in the basement of hall B2.
- It is forbidden to distribute or sell any kind of crumbly food such as popcorn, chips, peanuts etc.

- The dismantlement of the stands begins on **Saturday, March 23, 2019 (between 5.00 pm and 8.00 pm)**
- All participants have to set up their transparent, counter and promotion billboard themselves, according to the previously determined location set by the Organizer.
- Taking equipment from other exhibition spaces IS NOT allowed and will be fined.
- For all other ways of collaboration, the participants should follow the directions from the Exhibitor's manual and the terms of collaboration and warnings by the Organizer in the application form for The 10<sup>th</sup> International Collectors Fair.
- **The Exhibitor's manual is also available also on our website [www.collecta.si](http://www.collecta.si) (For Participants).**

### **3.10 Regulations on the equipment of the exhibition stands**

Constructions, installations, elements of equipment, decorations and demonstrations held at the exhibition stands may neither spoil the general appearance of the exhibition nor disturb the adjoining exhibition stands and visitors.

### **3.11 Height and equipment of the exhibition stands**

The Exhibitors should obtain a written approval from the Organizer for all the exhibition stands, the height of which exceeds 2.5m. Such plans are to be sent to the Organizer up to 10 days from the opening of the fair, to be confirmed. The Exhibitors who wish to position their partition walls or exhibits above the established height have to ask the adjoining Exhibitors first. If you would like a two-level stand you have to send in the plan and the static measurement up to 10 days before the beginning of the installation.

**Whatever works affecting the halls, performed by the Exhibitors, e.g. drilling, painting, etc. are forbidden.**

### **3.12 Minimum furnishing**

The minimum furnishing of the exhibition stands is binding and comprises the arrangement of floor, walls' set-up, an inscription sign with the Exhibitor's name, a promotion counter, a table, two chairs and a storage space with a door.

### **3.13 The height of pedestals**

The maximum height of pedestals which the Exhibitors may set up is 12cm. The edges may be sloping. A ramp for the disabled must be implemented in these cases.

### **3.14 The height of flower decorations and other plants**

All flower decorations or plants that exceed the height of 1,65m are to be inserted in the project that the Exhibitor hands in to the Organizer.

### **3.15 Distance between the exhibition stands and the passages**

The exhibits and flower boxes may be placed up to the edges of the exhibition space. The information counters should be placed at least 1m from the passages and adjoining exhibition stands.

### **3.16 Access to emergency exits**

Whenever a way to emergency exits and/or hydrants leads through the exhibition area of the Exhibitor, it should be made both clearly discernible and accessible according to the judgment of the security service of Proevent, irrespective of the Exhibitor's way of set-up of the exhibition stand.

### **3.17 Taking away of the refuse and cleaning of the exhibition stands**

The Exhibitors are obliged to put dustbins onto the passages in front of their own exhibition stands each day after the termination of working hours. In the evening, the Organizer will see to the removal of the refuse.

Cleaning of the exhibition stands and exhibits is allowed each day during before the fair opens up:

- Friday, March 22, 2019 from 7.00 am to 9.00 am
- Saturday, March 23, 2019 from 8.00 am to 9.00 am

After that time the cleaning staff should leave the exhibition grounds. The cleaning staff may enter only with a valid ticket that you can get at the reception.

### 3.11 Regulations on the exhibits

Only the objects which have been stated in the application form and which comply with the exhibition program of the fair may be exhibited. The Organizer has a right to claim for the removal of the exhibits which had not been stated in the application form. The allowed floor load capacity is 1000 kg/sqm.

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## 4 ADMINISTRATIVE AND STATUTORY PROVISIONS

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### 4.1 Customs formalities and forwarding services

Information regarding the procedures on customs formalities are given by the Customs Administration of the Republic of Slovenia: Telephone no.: +386 (0)1 478 38 00.

The Exhibitors disposing of ATA Carnet perform the customs formalities at the border crossing.

Detailed information on forwarding services are to be obtained at the following forwarding agency:

INTEREUROPA, Letališka cesta 35, 1000 Ljubljana, tel.: +386 (0)1 586 85 41, fax: +386 (0)1 586 85 49.

### 4.2 Technical services (technical connections, stand set-up)

You can find out all about technical services (power supply, telephone) and the set-up of the exhibition stands at Tim Trojar Vidmar (phone no. +386 1 300 32 18, [tim.trojar-vidmar@proevent.si](mailto:tim.trojar-vidmar@proevent.si)).

Ordering forms for additional equipment and technical connections can be found at the end of this manual (*Order form 2*) or at the website [www.collecta.si](http://www.collecta.si) under for participants.

In case of technical problems in the fair grounds, the Exhibitor has to turn to the executer of the exhibition space for repair.

### 4.3 Direct sales

Direct sales at the fair **are permitted**. The Exhibitors that have reasons for direct sales should be registered for a retail trade and should comply with the minimum conditions required for the sales at the exhibition stands.

All the Exhibitors who will perform sales of foodstuffs at their exhibition stands are kindly requested to ask for an approval (in case they do not have it already) from the following ministry: Ministry of Agriculture, Forestry and Food, Veterinary Administration of the Republic of Slovenia – Veterinary inspectorate, Vilharjeva 33, Ljubljana (phone no. +386 (1) 420 45 60).

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## 5 TRAVELLING, HOTELS AND RESTAURANTS

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### 5.1 Travelling by train and bus

For group visitors from remote locations we advise the use of the railway service ([www.slo-zeleznice.si/](http://www.slo-zeleznice.si/)) or city transport bus services ([www.lpp.si/](http://www.lpp.si/)). The main stations of both are in the immediate vicinity of Gospodarsko razstavišče Exhibition and Convention Centre.



## 5.2 Taxi



Download the Cammeo app on your mobile phone and start using Cammeo rides at lower prices. All you have to do is:

Use the code PROEVENT and get:

- A 20% discount off your first ride
- 3 EUR of credit to use on further rides

## 5.3 Restaurants

During the exhibition, Gospodarsko razstavišče will host a restaurant at B2 basement, the Coffee Point will be in Big Hall (B). Kindly welcome all exhibitors and visitors. Hot meals are served at the different restaurants around the fair area.

## 5.4 Hotel Arrangements

Around the fair there are many hotel arrangements, providing good service and facilities. Below find some hotels:

[ANTIQ PALACE, Small Luxury Hotels of the World](#)

[Austria Trend Hotel Ljubljana](#)

[Best Western Premier Hotel Slon](#)

[City hotel Ljubljana](#)

[Hotel Lev](#)

[Hotel Center](#)

**For more information on hotel arrangements, please visit:**

[http://www.slovenia.info/en/Nastanitve.htm?where\\_to\\_stay=0&lng=2&redirected=1](http://www.slovenia.info/en/Nastanitve.htm?where_to_stay=0&lng=2&redirected=1)

## 6 CONTACTS WITH THE ORGANISER

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For help and advice you can always contact one of the members of the organizing team:

**Project Manager:**

Lara Petkovšek, +386 1 300 32 12, [lara.petkovsek@proevent.si](mailto:lara.petkovsek@proevent.si)

**Project Manage Assistant**

Vanja Sitar, +386 1 300 32 04, [vanja.sitar@proevent.si](mailto:vanja.sitar@proevent.si)

**Technical services:**

Tim Trojar Vidmar, +386 1 300 32 18, [tim.trojar-vidmar@proevent.si](mailto:tim.trojar-vidmar@proevent.si)

**RECEPTION**

Technical Reception, +386 1 300 32 18, [info@collecta.si](mailto:info@collecta.si)

**We are looking forward to welcoming you at 13<sup>th</sup> Collecta and we wish you a successful participation in the fair!**

**Collecta Team**

## FORM 2: ADDITIONAL EQUIPMENT AND PARKING ORDER FORM

### IMPORTANT:

- All the Additional equipment, listed (point A) can be ordered only by exhibitors renting exhibition spaces. While technical connections (point B) and VIP parking spaces (point C), can be ordered by all exhibitors (renting exhibition spaces and tables).
- Application deadline: 10 March, 2019.
- Orders for the services still realisable received after March 20, 2018 will be charged 30 % higher.
- Unless otherwise specified, all prices are charged for the whole time of an event (and not per day).
- None of the prices include 22% VAT, which is to be covered by the Exhibitor.
- The additional equipment can be ordered until it runs out.
- By filling out this Form you undertake to pay for additional equipment in due date (depending on the event).



Dunajska cesta 10, SI-1000 Ljubljana, Slovenia  
 T.: +386 1 300 32 22  
 F.: +386 1 300 32 07  
[www.proevent.si](http://www.proevent.si)  
[info@proevent.si](mailto:info@proevent.si)

### INFORMATION:

**Tim Trojar Vidmar** Technical services  
 01 300 32 18, [tim.trojar-vidmar@proevent.si](mailto:tim.trojar-vidmar@proevent.si)

## 1 GENERAL INFORMATION

Filed by the exhibitor:

Filed by the organizer:

OFFICIAL TITLE OF THE ORGANIZATION: \_\_\_\_\_

NUMBER OF EXHIBITION BOOTH: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

HALL: \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CONTACT PERSON E-MAIL: \_\_\_\_\_

## 2 FAIR TITLE:

A	ADDITIONAL EQUIPMENT ORDER	PRICE/ PIECE	QUANTITY
A.1	HEUGA FLOOR COVERING (grey, green)	4,30/sq m	_____
A.2	FLOOR COVERING, COLOURFUL MAT	8,70/ sq m	_____
A.3	PARTITION WALL	20,70/ running meter	_____
A.4	DOOR (SQUEEZE, WING)	27,31	_____
A.5	CURTAIN	7,90	_____
A.6	GLASS SHOWCASE, HIGH (50x50)	52,30	_____
A.7	GLASS SHOWCASE, HIGH (100x50)	55,90	_____
A.8	GLASS SHOWCASE, LOW (50x50)	47,15	_____
A.9	GLASS SHOWCASE, LOW (100 X 50)	49,33	_____
A.10	COUNTER	21,85	_____
A.11	TV, VIDEO RACK	41,40	_____
A.12	PODIUM (50x50)	31,03	_____
A.13	PODIUM (50x100)	34,03	_____
A.14	PODIUM (100x100)	41,05	_____
A.15	SHELF, WOODEN (100x30)	6,32/running meter	_____
A.16	SHELF, PLEKSI GLASS	8,62/running meter	_____
A.17	TABLE, FOLDING (140x80)	13,10	_____
A.18	PRESS TABLE (80x80)	13,10	_____
A.19	ROUND TABLE (D=80)	13,10	_____
A.20	ROUND TABLE (D=60)	13,10	_____
A.21	CONFERENCE CHAIR, upholstered	7,60	_____
A.22	CONFERENCE CHAIR, LEATHER	10,90	_____
A.23	BAR STOOL (black, chrome)	9,83	_____
A.24	CLOTHES HANGER	14,95	_____
A.25	REFRIGERATOR (120 l)	49,16	_____
A.26	FASCIA BOARD, standard	37,95/fascia board	_____
FASCIA BOARD TITLE*: (insert the text): _____			
*The title you would like to appear on the fascia board over the exhibition stand. Only for Exhibitors renting standard equipped exhibition stands. Fill in only if you wish to have writing and you haven't ordered it yet in the Application form and Contract.			
A.27	FASCIA BOARD, logo	65,55/logo	_____
A.28	WASTPAPER BASKET	4,60	_____
A.29	REFLECTOR, 200W	16,38	_____
A.30	REFLECTOR, 500W	27,60	_____
A.31	FLUO LIGHT	13,80	_____
		12,00/hour/	_____
A.32	HOSTESS	hostess	_____
A.33	EXTENTION LEAD	11,00	_____

B	TEHCNICAL CONNECTIONS ORDER	PRICE/ PIECE	QUANTITY
B.1	DIRECT INTERNET ACCESS	75,00	_____
B.2	ELECTRICAL CONNECTION, 1,5 kW, 220V/10A	75,00	_____
B.3	ELECTRICAL CONNECTION, 3 kW, 220/16A	105,00	_____
B.4	ELECTRICAL CONNECTION, 5 kW, 220/380V/3x10A	115,00	_____
B.5	WATER DRAIN, inflow/drain	65,00	_____

C	PARKING LOT (only for whole event duration)	PRICE	No. OF PARK. LOTS
	VIP PARKING LOT	45,00/1 P	_____
* Exhibitors have the possibilities to rent parking spaces at the Ljubljana Exhibition and Convention Centre parking lot. Reservations are available until all parking spaces are full (depending on the event). Parking spaces can be reserved only for the whole event and not per single day. The price is specified for the duration of the fair. 22 % VAT is not included.			

## 3 NOTES ABOUT THE ADDITIONAL EQUIPMENT ORDER:

NOTES:

## 4 DATE AND PLACE

IN LJUBLJANA \_\_\_\_\_

CONTACT PERSON SIGNATURE: \_\_\_\_\_