

Instructions for exhibitors 2019

**Ambient Ljubljana furniture fair
& Home Fair Plus**

6 – 10 November 2019, GR – Ljubljana Exhibition and Convention Centre

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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
6 – 9 November 2019	from 10.00 to 19.00
10 November 2019	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, 6 November 2019, exhibitors may enter the grounds at 7.00.

1.2 Official opening of the fair and luncheon for exhibitors

Official opening of the fair will take place on **Wednesday, 6 November 2019**. Exhibitors shall receive special invitations containing all necessary information concerning the exact time and location of both events. **Please join us.**

1.3 Reception and technical services working hours:

☎ 01 300 26 14 – reception

– during assembling	29. 10. – 5. 11. 2019	from 7.00 to 20.00
– during the fair	6. 11. 2019	from 7.00 to 19.00
	7. – 9. 11. 2019	from 9.00 to 19.00
	10. 11. 2019	from 9.00 to 18.00

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 (children age 7 – 16, students, senior citizens)	7 € (incl. 9,5 % VAT)
Free pass (children up to the age of 17 accompanied by their parents, disabled persons in wheelchairs and their escort)	0 €

At the register each 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 10 November 2019 the registers are opened to 17:30.

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

- entrance Hall Jurček (10 Dunajska st.) – no. of registers: 2
- entrance Marmorna Foyer (B2) – no. of registers: 2

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 (10 Dunajska street/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: pohistvo@gr-sejem.si no later than **18 October 2019**. 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 during reception working hours.**

Exhibitors can send in lists of persons who have previously been present at the Dom (Home fair) 2015-2019 and/or Furniture Fair 2014-2018 events. Passes for those exhibitors shall 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 (Dunajska street/Hall Jurček) during the montage time!

2.3 Business coupons for clients

a) Each exhibitor will receive free of charge business invitations for their partners, one (1) invitation for 1m2 unequipped exhibition space. The free business invitations will be send to the exhibitor when settled the proforma invoice.

b) Exhibitors have the option of ordering business (VIP) coupons for clients. A business visitor may exchange a business coupon for a business pass at designated registers(at every entrance – see item 2.1). Coupons can be ordered in writing via the following email address:
pohistvo@gr-sejem.si.

Realized business coupons are charged to the exhibitor after the event at 6 € (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:

29. 10. – 3. 11. 2019	from 7.00 to 20.00
4 November 2019	from 7.00 to 22.00
5 November 2019	from 7.00 to 17.00

Only cleaning and decorating of exhibition place is allowed.

All exhibition infrastructure must be set up until 17.00 hours on 5 November 2019, 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, A2	Vilharjeva street
B, B2, D	Dunajska street
C	Linhartova street
External areas	Dunajska street

! Delivery vehicles may stay parked only 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, 6 November 2019, 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, A2	Vilharjeva street
B, B2	Dunajska street
C	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.

In the halls is only allowed to use fair tape - double - sided tape yellow type SI 704, Baloh international representative. The strap can be purchased at the reception desk GR (Jurček hall) at a price of 8.5 € and VAT / 50 meter reel. In the event that the client uses a different tape, he may be charged for additional cleaning or Hall and polishing by the price list GR.

3.3.1 Height and equipment of exhibition spaces

Any exhibition taller than 2,50 m must be verified by the organizer. 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.

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.

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

Cleaning of the exhibition spaces is allowed each day of the fair from 9.00 until 9.45. After this time all the cleaners must leave the fairground.

Waste separation and disposal and exhibition space cleaning: The exhibitor shall be 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.

All waste has to be separated accordingly. In case of an improper waste separation by the exhibitor, the Ljubljana Exhibition and Convention Centre can impose a penalty on him (5,000.00 €) and transfer to him the potential costs of additional separation and inspection sanctions.

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 ...).

3.6 Disassembling and carting of exhibits

Disassembly of exhibits and exhibition spaces can begin an hour after the conclusion of the fair on **10 November 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:

10 November 2019	from 19.00 to 24.00
11 – 12 November 2019	from 7.00 to 19.00
13 November 2019	from 7.00 to 15.00

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: 00 386 1 478 38 00, email: gcu.carina@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 of the Ljubljana Exhibition and Congress Centre during office hours.

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	Location	Contact
DAFNIS, Srečko Blas s.p.	Ljubljana – Črnuče	00 386 41 781 774
FUNTEX d.o.o.	Ljubljana	00 386 1 426 04 05
KPL d.d.	Ljubljana	00 386 1 547 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 (degustations, catering), must acquire relevant consent from the Ministry of Forestry and Food, Veterinary Administration of RS – Veterinary Inspection service, Vilharjeva 33, Ljubljana (tel. 00 386 1 420 45 60).

5.0 Parking facilities

Exhibitors have a limited number of numbered parking spaces available to them on the Ljubljana Exhibition and Congress Centre. We have **30** so-called **VIP parking** spaces available along the (A2) hall with direct access from Vilharjeva street. The price of these parking spaces (for the entire duration of the fair) is 150 € (VAT not included).

Exhibitors may also use parking spaces at the lot behind the Slovenijales building, where a parking space is ensured yet not numbered. The lot may be accessed via Valjahunova street.

The price of these parking spaces (for the entire duration of the fair) is 50 € (VAT not included). The number of parking spaces is limited to 120.

Reservations of parking spaces of both types must be submitted via fax no. 00 386 1 300 26 49 or via e-mail: pohistvo@gr-sejem.si or at the reception of the Ljubljana Exhibition and Congress Centre (10 Dunajska street) during office hours. The service shall be available until capacities are filled.

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

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 upon purchasing a pass.** 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 **27 September 2019** at the email address: mojca.frank@gr-sejem.si or via fax at 01 300 26 49.

Exhibitors have the opportunity to publish adverts in the catalog. For the appropriate application form contact pohistvo@gr-sejem.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**. Materials should be delivered to the press centre until Wednesday, 6 November 2019.

Forward the most important information about your fair presentation directly to 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 tel.: 00 386 1 300 26 26, fax: 00 386 1 300 26 49.

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 us via e-mail: mojca.frank@gr-sejem.si.

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 us via e-mail: mojca.frank@gr-sejem.si.

7.0 Contact with organizers

7.1 Project team of the Ambient Ljubljana Furniture Fair and Home Fair Plus 2019

Name and surname		Telephone	E-mail
Stane Kavčič	Manager of the Ambient Ljubljana – Furniture Fair & Home Fair Plus 2018	00 386 1 300 26 13	stane.kavcic@gr-sejem.si
Urban Stres		00 386 1 300 26 31	urban.stres@gr-sejem.si
Mojca Frank		00 386 1 300 26 41	mojca.frank@gr-sejem.si
Milena Pelipenko	PR and protocol department manager	00 386 1 300 26 36	milena.pelipenko@gr-sejem.si
Marjana Lavrič	PR service manager	00 386 1 300 26 26	marjana.lavric@gr-sejem.si

Wishing you a successful fair,

Stane Kavčič,

Manager of the Ambient Ljubljana – Furniture Fair & Home Fair Plus 2019



Ljubljana, July 2019

8.0 Map of the fair ground



- | | | | |
|--|----------------------------------|---|------------------------------------|
| 1 Entrance, cashier | 3 Marmorna Hall | 11 Hall D | 14 Parking space |
| 2 Entrance, reception
(Jurček Hall) | Foyer (B2) | 12 Dunajska ploščad
– court in front of
Marmorna hall (B) | Slovenijales |
| | 4 Povodni mož Hall
(B2 - 1) | 13 Mestna ploščad
– court in front of
Kupola hall (A) | 15 VIP Parking space
Vilharjeva |
| | 5 Marmorna Hall (B) | | |
| | 6 Stebrna dvorana
Hall (B -1) | | |
| | 7 Steklena Hall (C) | | |
| | 8 Kocka (A2) | | |
| | 9 Kupola (A) | | |
| | 10 Gallery | | |