


# GENERAL TERMS OF WORK AT GR

**1. General term of work**

General terms of work at GR define measures for assuring safety and health at work, fire protection, rights of Gospodarsko razstavišče d.o.o. Ljubljana, Dunajska cesta 18, and obligations of:
•organizer – the person renting GR premises for organizing an event,
•contractor (e.g. exhibitor, contractor of exhibitor or another contractor) during his operations at GR at the time of montage, cleanup and the event itself.

The organizer is fully responsible for the contractors he chooses and obliges to fully inform the contractors with the general terms of work at GR.

**2. Access to GR and responsible persons:**

Access to GR during the montage, event and cleanup periods is allowed to contractors on the basis of an identity card issued by the organizer.

Prior to commencement of works the organizer must provide to GR a list of workers including:
•the worker responsible for the protection of health, occupational safety and fire protection, who performs the legally prescribed inspection prior to commencement of the event, if so provided in the contract between GR and the organizer,
•person responsible for coordination of operations with the organizer.

All representatives of the organizer and contractor are obliged to present identity cards or agreed documents upon entry into GR and at the request of stewards.

**3. Each contractor is obliged to:**

•appoint a person responsible for the protection of health and occupational safety and fire protection and a person responsible for coordination of operations with the organizer,
•perform operations in such a way as not to pose a threat to own workers, workers of other contractors and third parties, • observe all regulations in the field of health and safety at work, regulations concerning fire control, all applicable technical regulations and standards, general terms of work at GR and directions for organizing an event, if such a document is in existence,
•Ensure, that workers are trained in safe work practices and are medically capable of performing their tasks, that they have access to personal protection equipment and suitable work equipment and tools. Ensure the organization of proper first aid, •prior to beginning work obtain a written permit from GR for performing particularly dangerous operations, operations which present a fire hazard or operations which go beyond the limitations mandated in the organizer's directions for exhibitors, Carrying out works without permission is strictly forbidden.
•Inform work inspection services about the commencement of works in times and eventualities stipulated by law, ensure safe working conditions at the exhibition space, access routes and entire GR area. •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 under or beside the shelter roof at Vilharjeva cesta. The following waste has to be separated: particle boards and wood, cardboard and paper, polystyrene items, plastic foil and bulky waste, which includes floor coverings and mixed waste (e.g. sweepings).
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 EUR) and transfer to him the potential costs of additional separation and inspection sanctions. After dismantling and before delivering the floor coverings to the dumping area, they should be rolled up.If the organisation of an event requires the participation of a number of different exhibitors, with the assembly and dismantling being organized by various companies, and where a greater amount of waste can be expected, the organiser has to order the control of waste admission with the Ljubljana Exhibition and Convention Centre in advance.

**4. Person responsible for coordination of operations with the organizer:**

•performs coordination between various contractors, •orders (through order form) eventual additional services not included in the original agreement, •assures the carrying out of directions issued by the person authorized for the protection of health at work, fire safety, stewards, firemen and GR personnel,
• issues written permits by prior consent of GR for performing particularly dangerous operations, operations which present a fire hazard or operations which go beyond the limitations mandated in the organizer's directions for exhibitors, Prior to issuing such a permit, the event manager must obtain written consent from the person responsible for occupational and fire safety with the organizer detailing the measures to be taken while performing the listed operations. •informs workers of the measures and directions for safe and sound work and the general terms of work at GR, •demands that contractors immediately stop operations if their workers are in breach of the prescribed measures and procedures for safe and sound work or the general terms of work at GR on the basis of findings and requests of the person responsible for occupational and fire safety,
•provides an accurate time for technical inspection and coordinates it with all contractors and representative of GR and the person responsible for the protection of health and occupational safety and fire protection, •requests in writing or exceptionally orally that contractors remedy mistakes or shortcomings established at the time of montage,
•during technical inspection prior to the beginning of an event or in case mistakes or shortcomings become apparent during the event or during cleanup, observes all regulations in the field of health and safety at work, regulations concerning fire control, all applicable technical regulations and standards, general terms of work at GR and Directions for Exhibitors, •ensures, that movements of workers are limited to the exhibition space and access routes, •in case of a fire hazard removes said hazard or brings it to the attention of a duty fireman or steward and other persons at the scene and makes all necessary arrangements for extinguishing a fire and if necessary begins extinguishing a fire,
•is present at the event venue throughout the time of montage, cleanup and event. A deputy must be appointed in case of absence. Presence of the responsible person is mandatory during technical inspection. provides a program of measures ensuring safe and sound work.

**5. Authorized person for the protection of health and occupational and fire safety with the organizer:**

•cooperates with the event manager, organizer's technical service provider and responsible persons at individual contractors,
•carries out control over the performance of prescribed measures and procedures for safe and sound work and control over the performance of the general terms of work at GR,
•requests that the event manager stop his operations or the operation of a contractor in the event that workers are in breach of the prescribed measures and procedures for safe and sound work or the general terms of work at GR, •by prior consent of GR issues written permits with listed measures for performing particularly dangerous operations, operations which present a fire hazard or operations which go beyond the limitations mandated in the organizer's directions for exhibitors,
•takes part in technical inspections prior to event commencement, •oversees the completion of works, repairs the mistakes and shortcomings established during montage, during the technical inspection prior to event commencement, during the event and during cleanup.

**6. Limitations and obligations of work at GR:**

•the organizer or contractors must observe all technical regulations concerning permissible floor loads in exhibition halls, heights and widths of access routes, power of electrical connections, water pressure, etc. •interfering with the electrical, water, telecommunications and other installations of GR is strictly forbidden, Electrical and other installations must be set up in accordance with regulations. GR has the right to inspect installations, •in case a contractor fails to set up installations in accordance with regulations and fails to do so even after receiving a warning, his electrical connection shall be withheld or his electrical box disconnected, •use of heating elements, lights and distribution elements, which do not conform to applicable standards and technical procedures. Use of cookers with unprotected actuators is forbidden, •Use of sparking tools, open flame, flammable and other hazardous substances is forbidden in the entire GR area. If the need for the use of such tools or materials arises, the organizer or contractor is obliged to obtain a prior written permit from the event manager and organize a fire watch. Carrying out works without permission and presence of a fire watch is strictly forbidden. •Interfering with GR infrastructure is forbidden (drilling, painting, hanging elements of exhibition pavilions and exhibits, etc.), •use of marking adhesive tape is forbidden. Contractors can purchase suitable adhesive tape from the organizer's services. In case of remaining traces or marks of adhesive tape, the organizer has the right to charge additional cleaning fees. •Carrying out carpentry work in exhibition halls is forbidden. Should the organizer grant permission for such work, suitable vacuum machines must be used.
•operation of service and transport vehicles is limited to access routes, where speed shall not exceed 10 km/h in open grounds. Operation of service and personal vehicles in closed spaces is forbidden. Transport vehicles must be equipped with protective and warning devices. •The height of an exhibition pavilion must not exceed 2,50 m in closed spaces and 6 m on open grounds. In case an exhibitor wishes to set up a two- or multistory pavilion, he must obtain a written permit from the event manager prior to setup by submitting in advance the plan for such a pavilion and a static calculation. Carrying out works without written permission is strictly forbidden.

•If part of the space is intended for walking, its edge must be clearly marked. •storage of packaging materials at the event venue is forbidden, except in specific storage areas, •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. In the event of failure to comply, the organizer may impose sanctions on the offender in the amount defined in the regulations for sanctions of inspection services.

•The organizer or contractors must ensure that all access routes to emergency exits (evacuation routes), emergency exits, access routes to fire hydrants and fire extinguishers are clear and marked. If necessary, the organizer and contractors are obliged to provide additional fire extinguishers or other fire-extinguishing media. •in case of a fire hazard the organizer or contractor must remove said hazard or bring it to the attention of a duty fireman or steward and other persons at the scene and make all necessary arrangements for extinguishing a fire and if necessary begin extinguishing a fire. In such a case GR reserves the right to enter an exhibition area even if there are no representatives of the organizer or contractor present.

•Smoking is forbidden in all closed areas of GR. In the event of failure to comply, the organizer may impose sanctions on the offender in the amount defined in the regulations for sanctions of inspection services. •Any breach of the provisions of the general terms of work at GR, particularly in cases where there is a danger to health, loss of life or major material damage or fire, shall result in mandatory termination of work, withdrawal of electrical energy or intervention at contractor's cost.

•The organizer shall be held materially and morally liable for damages incurred on GR, its employees or third persons by itself or its employees. •GR bears no responsibility for damage, loss or destruction of property of contractors, its employees or third persons (visitors) caused by fire, storm, hail, breakage, theft, flood, poor equipment, design or any other eventuality.

•The organizer is obliged to arrange suitable insurance for the above eventualities at his own cost.

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