

LJUBLJANA - Slovenia, Exhibition and Convention Centre,
Dunajska road 18

31. 1. – 3. 2. 2024

17th International fair of Gastronomy, Beverage, Coffee, Confectionery, Bakery, Catering and Hospitality

Instructions for EXHIBITORS

PRIMORSKI SEJEM d.o.o., Čevljarska 17, 6000 KOPER – Slovenia
Tel.: 00386/31-646-030
info@gast.si www.gast.si

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1. GENERAL ORGANIZATION

The exhibiting entity has to communicate the following information to the contractor, who is in charge of preparation of the exhibition area, and to the staff, who will be present at the exhibition area during the fair.

1.1	Official hours of the fair		Daily assembly	Daily disassembly
Wednesday	**31 1. 2024**	**10.00 – 19.00**	**7.00 – 10.00**	**19.00 – 20.00**
Thursday	**1. 2. 2024**	**10.00 – 19.00**	**8.30 – 10.00**	**19.00 – 20.00**
Friday	**2. 2. 2024**	**10.00 – 19.00**	**8.30 – 10.00**	**19.00 – 20.00**
Saturday	**3. 2. 2024**	**10.00 – 18.00**	**8.30 – 10.00**	**18.00 – 24.00**

The exhibitors will have one hour and a half (90 minutes) before the opening time to open their exhibition area and one hour (60 minutes) after the closing time to close their exhibition area. On the first day of the fair - Wednesday 31st of January 2024, the exhibitors can enter the halls at 7.00 am.
If the exhibitor has ordered a party/meeting with business partners at the exhibition space after the official hours of the fair, he is obliged to leave the exhibition space according to the schedule specified in a special form/order.

1.2 Reception and Technical service office hours (Hall E on the stand, administrative building of GR): phone: **00386/31-646-030**

During the setup	**27. 1. 2024**	**8.00 – 15.00**
	28. 1. 2024	**10.00 – 15.00**
	29. 1. - 30. 1. 2024	**7.00 – 20.00**
During the fair	**31. 1. 2024**	**7.00 – 20.00**
	1. – 3. 2. 2024	**8.30 – 20.00**
During the dismantling	**4. 2. 2024**	**7.00 – 14.00**

2. ACCESS TO THE FAIRGROUND

"NOTE – the ticket prices listed below are from the past fair in 2023 – new ones are being prepared."

2.1 Entrance fees

Regular (adults)	8,00 EUR
Concessions (primary school students, secondary school students, students, pensioners)	6,00 EUR
Family ticket (2 adults with up to 3 children)	16,00 EUR
Organized group of secondary school students, students accompanied by an adult (minimally 15 persons) – price per person	4,00 EUR
Children up to 6 years of age, and primary school students accompanied by an adult	Free of charge
Wheelchair users and person assisting wheelchair user	Free of charge
Businessmen invited by Exhibitor *On production of correctly filled business invitation (original signature, details and stamp)*	Free of charge

When purchasing concession tickets please present the suitable document (student ID, pension slip, etc.).

Notes: The prices include 9,5% VAT!

Cash registers (Hall E, "Jurček") are open every day from 9.45 a.m. till 6.30 p.m., and on the last day of the fair, February 3rd 2024, open from 9.45 a.m. till 5.00 p.m.

2.2 Permanent tickets for exhibitors

The exhibitors shall receive the required number of cards (permanent tickets) at the reception of the fairground Gospodarsko razstavišče, which they can use to access their exhibition area before the opening hours (30 minutes before the opening hours, or 7.00 a.m. on the first day of the fair – January 31st 2024) and to remain at their exhibition area one hour after the closing time.
The tickets are expected to be available at the reception from Monday, 29 th of January 2024 during the reception office hours.

- Showroom size **until 12 m²** - exhibitor receive **2 permanent tickets**
- Showroom size **from 13 - 30 m²** - exhibitor receive **3 permanent tickets**
- Showroom size **from 31 - 40 m²** - exhibitor receive **4 permanent tickets**
- Showroom size **from 41 - 50 m²** - exhibitor receive **5 permanent tickets**
- Showroom size **above 51 – 70 m²** - exhibitor receive **6 permanent tickets**
- Showroom size **above 71 – 90 m²** - exhibitor receive **7 permanent tickets**
- Showroom size **above 90 m²** - exhibitor receive **8 permanent tickets**

Additional permanent tickets exhibitor can purchase by written order for price **35,00 €** (VAT included)

Permanent tickets are only intended to be used by the exhibiting entities and their staff. Access and work at the fairground shall not be allowed without the cards. They can be acquired at the reception of the fair in the time of set up (have they been ordered before-hand) or during the fair on demand.

2.3 Business invitations for exhibitors' business partners

PRINTED INVITATIONS
Exhibitors can order printed business invitations for their business partners in Slovenian and English languages and deliver them (signed and stamped) to business partners.

ELECTORNIC INVITATIONS
Electronic invitations can also be ordered - instructions are sent by e-mail.

The order of both invitations is possible at info@gast.si

Recipients of business invitations replace their correctly fulfilled invitation for the free ticket at the box office.

To exhibitors, only redeemed invitations will be charged according to a key that will be determined later. For every square meter of exhibition space, the exhibitor is entitled to receive 2 free invitations!

2.4 Delivery permit

Access and work at the fairground will not be possible without a delivery permit. You can receive the permit at the reception.

3. SETTING UP / DISMANTLING AND MAINTENANCE OF THE EXHIBITION AREAS

When you arrive (contractors and/or exhibitors), you first have to **check-in at the Fair reception desk** (Jurček hall E), where you'll receive the required permits and other documentation. The Fair reception is accessed via Vilharjeva Street (exhibitors in Hall A2) or via Dunajska Road (exhibitors in Hall A).

When setting up exhibition spaces, the exhibitor must comply with the **General Terms and Conditions of Work at the Fairgrounds** and inform his contractor about them. The General Terms and Conditions are received by the contractors at the reception, and are also published on the website www.gast.si.

3.1 Setting up

Schedule of assembly and installation at the exhibition areas:

Saturday, **27. 1. 2024**	8.00 – 18.00
Sunday, **28. 1. 2024**	9.00 – 17.00
Monday, **29. 1. 2024**	7.00 – 20.00
Tuesday, **30. 1. 2024**	7.00 – 22.00 (extension possible)

On 29th and 30th of January 2024, it is possible to extend the setup time by prior arrangement with organizer.

All exhibition areas have to be set up by Tuesday, 30th of January 2024 **by 5.00 p.m.,** when the technical examination of the fair booths and stalls will be carried out by Technical service of Exhibition and Convention Centre. Presence of the contractor and of the person in charge **is required** during the examination. **After the technical examination you may continue with arrangements at the exhibition area according to the schedule written above.**

Note: We reserve the right to change time of technical exam.

In case you have ordered an exhibition space with standard equipment, we would like to inform you that it will be set up on **Monday, 29th of January 2024 from 1.00 p.m. on**. If you want your space to be set up earlier than that, please contact us at least one week before the date when the exhibition space with standard equipment is to be set up.

3.2 Delivery of goods, food and drinks to the fairground

The exhibitors themselves are to take care of delivery of goods and exhibits to the exhibition area as well as their removal.

a) During setup

Delivery of goods into the buildings at the fairground is possible with **a valid permit (see Item 2)** according to the following schedule:

HALL	ROAD – ENTRANCE FROM
A	Dunajska cesta (Dunajska road)
A2	Vilharjeva cesta (Vilharjeva road)

b) During the fair

Delivery of goods, food and drinks to the fairground is possible during daily assembly hours (check schedule above). On the first day of the fair, 31st of January 2024, between 8.30 a.m. and 9.45 a.m. and on the other days from 7.00 a.m. to 9.45 a.m. with a **valid delivery permit**, which you can receive at the Reception of GR (see Item 2).

Transportation of goods into the halls will be carried out according to the following logistics order:

HALL	ROAD - ENTRANCE

A, A2	Vilharjeva cesta (Vilharjeva road)

Delivery vehicles can stay at the delivery areas for no longer than 30 minutes and have to leave GR by 9.45. In case you disregard this rule, the vehicle will be removed at your expense.

3.3 Rules on the exhibition area equipment

Constructions, installations, equipment elements and demonstrations at the exhibition areas should follow the general appearance of the fair. We would kindly ask you to refrain from demonstrations or any kind of other activities that could cause disturbance of neighbouring exhibition areas or visitors.

3.3.1 Height and equipment of the exhibition areas

If your exhibition area is higher than 2.50 m, you need to obtain a written agreement from the organizer. The designs for such exhibition areas must be delivered and approved by the organizer 2 weeks (14 days) prior the beginning of setup.

The exhibitors who will put up partition walls or exhibits above the permitted height (the organizer has to approve that before the setup) have to agree upon that with the neighbouring exhibitors.

Any kind of work on the construction of the buildings (drilling, painting, etc.) is prohibited.

In the halls for fixing the carpet is only allowed to use fair tape - **double-sided tape yellow type SI 704, Baloh**. The strap can be purchased at the reception desk GR (Jurček hall) at a price of 8.5 euros 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, charged as stated in the price list by Convention and Exhibition Centre.

3.3.2 Minimal furnishing requirement

Minimal furnishing of the exhibition area is required, which includes floor arrangement, putting up walls and a visible sign with the name of the exhibiting entity.

3.3.3 Height of floor landing

The exhibitors can put up a floor landing in the height of max. 12 cm. Inclination of the edge is allowed.
A ramp for the disabled has to be provided.

3.3.4 Height of decorations made of flowers and other plants

All decorations made of flowers and plants that are higher than 1.65 m have to be included in the project, which is presented to the organizer.

3.3.5 Distance from the aisles

Exhibits and flower and plant pots can reach to the edge of the exhibition area. The distance between the information desks and the aisles and other exhibition areas has to be sufficient, in order to allow free access and passage for the visitors and to prevent any kind of disturbance to other exhibitors.

3.3.6 Emergency exits and hydrant access

If an access to the emergency exists and to the hydrants crosses your exhibition area, the passage has to be clear and accessible regardless of your solution, following the requirements of the security service.

3.3.7 Recycle, waste collection and cleaning of the exhibition space

Cleaning of exhibition booths and exhibits by the exhibitors is permitted each day during the fair between 8.30 a.m. and 9.45 a.m. After the defined timeline all cleaners have to leave the fairgrounds.

Cleaners can access to the fairground with a valid ticket (see Section 2).

Exhibitors are required to recycle waste every day and place them the waste bins, which are located at the crossings between the halls (glass containers - bottles, containers - cans, plastic packaging, organic waste and paper). Waste collection is organized by the Exhibition and Convention Centre. However, these bins are not designed for the waste generated in assembly/disassembly phase of exhibition stands (plastic film, Styrofoam, wood waste, chipboard, metal waste and other assembly/disassembly waste). These wastes must be delivered to the Exhibition and Convention Centre depot, which is located under the canopy roof at Vilharjeva street (also includes carpets and mixed wastes - sweeping remains etc.).

All waste must be properly separated. In case that the exhibitor or organizer of the event fails to separate the waste properly, it can be punished (5.000€ penalty) and charged the cost of any additional recycling and inspection penalties.

When removing carpets, those must be rolled and folded before delivering to the depot.

3.3.8 Deposit space and delivery

The exhibitor has to provide a certain space at the exhibition area to deposit/keep documentation and advertising material. This space has to be clearly indicated in the design and has to provide sufficient capacity for at least one day.

Delivery of new material can be carried out between 8.30 a.m. and 9.45 a.m. with a valid delivery permit (see Item 2). Delivery vehicles can stay at the delivery areas 30 minutes at the most and have to leave the fairground by 9.45 a.m.

3.4 Rules on the exhibits

You can exhibit only those items that were listed in your application and are in compliance with the exhibition programme of the relevant fair. If you exhibit any unregistered items, the organizer can demand their removal. Permissible ground load in the hall is 1000 kg/m2. The exhibitors have to order suitable technical and forwarding services from the approved services at the fairground. The organizer has to be notified about the exhibits of very large size or weight in order to make arrangements for installation or dismantling.

3.5 Rules on the events at the exhibition area

No later than 8 days before the fair, the exhibiting entity has to notify and present an accurate programme of events to the organizer, in order to get an approval and for suitable adjustments to be made.

All events at the exhibition areas have to be conducted in compliance with the Offences Against Public Order and Peace Act and according to Article 13 and Exhibition requirements on the back of the application form A. The exhibiting entity has to obtain enough tickets for the performers from the organizer.

Permissible noise level in the halls during the fair is 60 dB.

3.6 Dismantling and transportation of the exhibits from the fairground

Before dismantling the exhibitor must receive the pass at the reception for the exit – the condition for obtaining this is to fulfil the contractual obligations to the organizer - especially financial.

Dismantling of the exhibits and exhibition areas can begin immediately after the fair closes, i.e. on Saturday, **3rd of February 2024, from 6.p.m. on.** Dismantling of the exhibition areas may only be carried out **after** all exhibits will have been removed, or before that if the exhibits can only be removed after dismantling the exhibition area.
After the fair the exhibitor or the contractor in charge of the exhibition area has to remove all decorations and construction (chipboards, plastic and metal waste, adhesive tape, etc.)
Vehicles are not allowed to drive on the aisles, until floor decking is removed.

Dismantling schedule:

3rd of February 2024	**18.00 – 24.00**
4th of February 2024	**7.00 – 20.00**
5th of February 2024	**7.00 – 13.00**

Before dismantling the exhibitor is required to get an **exit permit** at reception desk **–** necessary condition to get the exit permit is fulfilling contract obligations of exhibitor in a relation to organizer – especially financial.

If the exhibiting authority fails to meet his/her obligations regarding the dismantling and transportation of the exhibits and of the fair equipment construction according to the above mentioned schedule, the organizer reserves the right to carry out the necessary work. The exhibiting entity shall cover the expenses.

3.7 Forklift and storage

We would like to inform you that the forklift available at the fairground has the capacity of 1.5 t. In case you need a forklift with greater capacity, please let us know. A storage facility is available at the fairground, where you can store your packaging.

To benefit from the services to forklift is necessary to award previous a contract the day you need it.

4. ADMINISTRATIVE AND REGULATORY PROVISIONS

4.1 Customs formalities (for EU non- members) and transport organisation

You can get information on customs formalities from the Customs Administration of the Republic of Slovenia, telephone no.: 00386 1 478 38 00.

Exhibiting entities with ATA Carnet will carry out the customs formalities at the border crossing point.

For transport organisation: INTEREUROPA, Global Logistics Service, Vojkovo nabrežje 32, 6000 KOPER

4.2 Technical services (technical connections, arrangement of the exhibiting area and other)

All necessary technical services (water, electricity, telephone) and other services (cleaning, graphical services and other) can be ordered by »Application and contract« form (if you do not have this form, you can get it on our web page www.gast.si, or call us **00386/31-646-030.**

We would like to remind you to order forklift and storage services in time!

Information on the exhibition area equipment and on the additional services are available at the telephone number 00386/31-646-030.

Technical service (fairground reception, Dunajska 10 – administrative building of GR) is available during the fair and installation/dismantling: phone no.: **00386/31-646-030**. case of technical problems at the exhibition area, the exhibitor has to arrange repairs by the contractor, who is in charge for the exhibition area setup.

4.3 Direct sale

Direct sale at the fair **is allowed**. The exhibitors who want to sell their items have to be registered as retailers and have to adjust to the minimal conditions for sale at the exhibiting area. We suggest that you have the necessary business documentation with you at the fairground at all times.
You should be aware of the following: the exhibition space must be marked by the company's data, the staff has to have a badge and has to speak Slovenian; the goods must have a declaration in Slovenian language and must be marked with the price, the buyer must receive the appropriate account.

The exhibitors who will carry out the food product trade at the exhibition area (catering, restaurant and hotel business) have to acquire the agreements of the Ministry of Forestry and Food, Veterinary Administration of the RS – veterinary inspection service, Vilharjeva 33, beforehand.

4.4 Serving alcoholic beverages

Because of the ZOPA Act (Act on Restriction of Drinking Alcoholic Beverages), passed in 2017, which places additional restrictions, we inform you that, as the organizer of the event, we are transferring to you the authorization to be able to serve alcoholic beverages to the visitors of your stand at the GASTexpo fair. Pay attention to all the restrictions imposed by the ZOPA Act.

5. TRANSPORT AND PARKING FACILITIES

5.1 ACCESS TO THE FAIRGROUND:

By plane:
Take the motorway from the Brnik airport to the centre of Ljubljana, and then follow the above mentioned instructions. Use the central railway station and the bus station as landmarks, which are located very close to the fairground.

By train or bus:
The central railway station and bus station are located very close (a 5-minute walk) to the fairground. Go under the railway overpass on Dunajska cesta and you will soon see the fairground on your right.

By car:
Drive to the city centre to the crossroads Bavarski dvor. Regardless of the direction you come from, you have to go under the railway overpass on Dunajska cesta. After the overpass you will soon see the fairground on your right. If you come into the city from the north, you will drive on Dunajska cesta and you will reach the back side



fairground before the railway overpass.



5.2 Where can I park?

For the exhibitors the parking spaces are available in the area of Emonica, where the parking place is guaranteed, but not assigned to a precise location (numbering). The parking space is accessible from Vilharjeva road. The price of one parking permit (for the entire duration of the fair) is 45.00 € (VAT not included). The number of parking spaces is limited to cca. 100.

Reservations of additional parking spaces must be ordered in advance to the e-mail info@gast.si
The service will be available until the available capacity.

The exhibitors can also park on one of the nearby payable public parking facilities at Vilharjeva road, Železna road, Linhartova road, Valjhunova road and Dunajska road.

We also recommend using:
- Bežigrajski dvor parking garage (https://maps.app.goo.gl/C974wd54WNnfi5Ec7)
- Parking lots on Parmova Road (https://maps.app.goo.gl/CsARieUuFGENukAEA)
- Parking lots at the Railway Station (https://maps.app.goo.gl/Gk4TtEhumTdi3mFh6 and https://maps.app.goo.gl/QNCCbZDYrVLj8DNk8)

Alternatively, you can choose parking lots that are further away from the Gospodarsko razstavišče and reach the Sejmi okusov with a city bus. Buses number 3G, 6, 7, 7L, 8, 11, 11B, 12, 12D, 13, 14, 19B, 19I, 20, and 20Z will take you to us. Get off at the Razstavišče station, which is right in front of the entrance to the exhibition center.

More distant parking lots and parking garages include:
- Kongresni trg parking garage (https://maps.app.goo.gl/HXEAvZYqdZ9VfGUk9)
- Center Parking (https://maps.app.goo.gl/t9sM3dWSxDRZiPRr8)
- Šiška Market parking lot (https://maps.app.goo.gl/qXQBdQKB3KFd98Jt9)

GPS coordinate:
N 46.061772
E 14.510022

N +46° 3' 42.38"
E +14° 30' 36.08"

6. HOTELS AND RESTAURANTS

6.1 Hotels and boarding houses

We advise you to book the rooms for the time of your stay as soon as possible. You can get information on hotels on our web page (For exhibitors – lodging).

6.2 Restaurants

Food & beverage takes place at the fairground itself.

6.3 Conference rooms – PROFESSIONAL CONFERENCES

Press conferences, lectures or business meetings organized by the exhibitors have to be booked in advance. Reservations and all information on events during the fair are available at the telephone number +386/5 -626-02-17, mobile: **+386 (0)31/646-030**.

7. INFORMATION AND ADVERTISMENTS

7.1 Press centre (during the opening hours of the fair)

Information and promotion material, which you will deliver to us, will be available for the public media at the press centre. We would therefore like to ask you to deliver the most important information on the novelties that you are going to present at the fair to the reception **30th of January 2024 by 6.30 p.m.**

Novelties can be published by the Fair Public Relations Service unless the exhibiting entity disagrees.

Media information will be published daily during the fair. All information will be published on the internet www.gast.si.

7.2 Advertising areas

Additional advertising areas will be available at the fairground Gospodarsko razstavišče during the fair. You can use additional means of visual communication (posters, flags, etc.) to support your presentation at the fair and to promote the brand names you represent. To make the necessary arrangements you can contact the fair management at **+386 (0)31/646-030** or info@gast.si

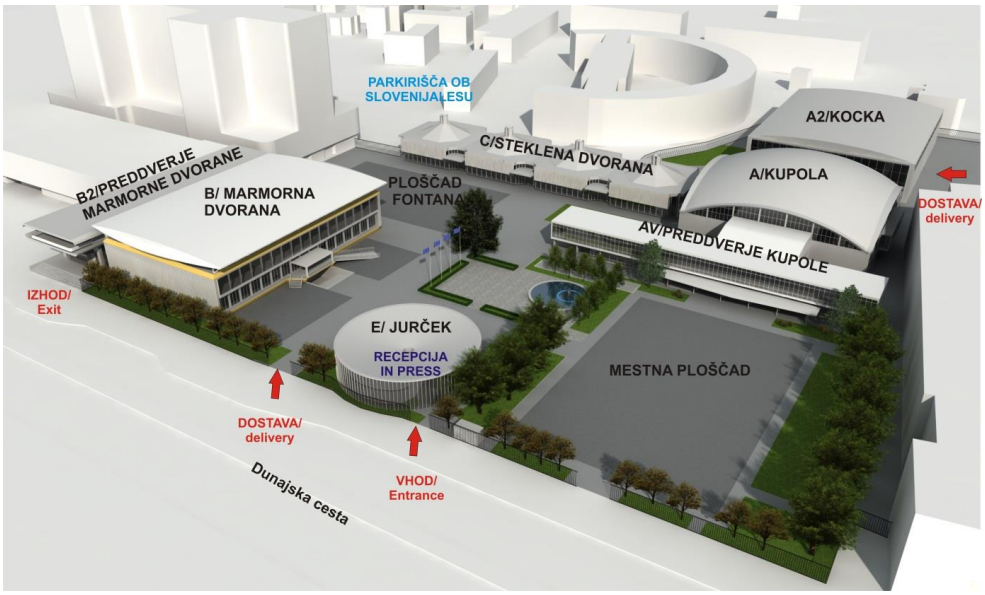
8. CONTACTS WITH THE ORGANIZER

Project team for the fair GASTexpo & ICE CREAM & WINE

DEPARTMENT / AREA	Telephone	E-mail
Management	**00386/31-646-030**	info@gast.si
Commercial /Technical assistance	**00386/31-646-030**	info@gast.si
Marketing / Press	**00386/31-646-030**	info@gast.si

We wish you a great business success at the fair.

THE PLAN OF THE FAIR



PRIMORSKI SEJEM d.o.o.
Director
Matjaž Turk

Koper/Ljubljana, october 2023