

31. 1. – 3. 2. 2024

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

Brief summary of the instructions for EXHIBITORS

PRIMORSKI SEJEM d.o.o., Čevljarska 17, 6000 KOPER – Slovenia
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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)**

DISMANTLING and transportation of the exhibits from the fairground

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**

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.) by delivering it to the containers provided, in full compliance with the waste separation rules.
Vehicles are not allowed to drive on the aisles, until floor decking is removed.

PREPARATION OF THE EXHIBITION SPACE

		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 – 20.00**

Exhibitors have an additional one and a half hour (90 minutes) before the official time of the fair to open their stand and one hour (60 minutes) after the official time to close their stand. On the first day of the fair - Wednesday, 31 January 2024, exhibitors may enter the halls from 07:00.

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.

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.

RECEPTION OPENING HOURS (Reception is located in Hall E - tel: 031/646-030)

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**

PERMANENT TICKETS FOR EXHIBITORS

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 and can be used access exhibition area before the opening and to remain at exhibition area one hour after the closing time.

- 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, for which we will receive all the necessary information (company name) in time, can be picked up at the reception during the installation!

CONTACTS WITH THE ORGANIZER

Project team for the fair GASTexpo:

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