

# TECHNICAL INSTRUCTIONS

FOR EXHIBITORS, DECORATIVE CONTRACTORS AND OTHER PARTICIPANTS OF THE FAIR

The Instructions determine the code of conduct and measures for the protection of people and assets, as well as aim at improvement of services regarding arrangement of the exhibition space at the Zagreb Fair grounds.

## ARRANGEMENT OF THE EXHIBITION SPACE

The exhibition space arrangement comprises stand construction that includes particular installations, placing of hanging grids, billboards, masts, tents other simple constructions aimed at exhibiting at Zagreb Fair – hereinafter referred to as the exhibition space.

## ARRANGEMENT OF STANDS

Arrangement of exhibition sites can be carried out by:

- the Zagreb Fair Department for Design and Construction of the Exhibition Space
- the exhibitor with his own staff
- the contractors registered for this kind of activity

### 1. The exhibitors entrusting their stand arrangement with Zagreb Fair:

They are not obliged to deliver the project documentation.

It is strictly forbidden to damage the stand construction elements and wall panels by drilling and similar works.

Should the exhibitors attach the advertising materials, self-adhesive foil or similar to the stand elements-panels, they are obliged to clean the elements-panels and restore the stand material into its original state on the first day after the closing of the fair. Otherwise, the exhibitors will be invoiced the amount required for the acquisition of new elements - panels at current purchase prices.

### 2. The exhibition space that is arranged by exhibitors themselves or by a contractor registered for that activity:

Before the start of the stand arrangement works it is mandatory to submit the project documentation for inspection and obtain the Permit for the exhibition space construction.

Construction must meet demands for design and standards for construction of the exhibition space as well as technical and security regulations. All exhibition constructions and exhibits to be mounted in the pavilions and especially at the open-air space must be positioned in a secure manner and must not pose a threat to the visitors and exhibitors.



They must obligatorily meet the conditions of mechanical resistance and stability. Special attention must be paid to tents, various cranes, scaffolds and other devices placed at the exhibition space.

In case that sawing (of chipboard, wood or similar materials) is needed in the pavilion or at the exhibition space, the circular saw should obligatorily be equipped with a dust extraction system. The mentioned works can be carried out outside the pavilion at the space scheduled for that purpose. The connection of electricity will be secured at that space.

Stands of dry-stone wall constructions and final processing (grinding of walls after smoothing) must be carried out with suction system machines (due to possible pollution of surrounding exhibition spaces).

Welding or use of metal grinders is not allowed at the Zagreb Fair premises. Exceptionally for the purpose of special stand construction reinforcement at several positions, at the exhibition space, it will be necessary to obtain a special Approval from the authorized departments of Zagreb Fair. Apart from getting the Approval, the contractors are also obliged to take all fire protection and occupational safety measures.

In order to increase the safety of visitors and the working staff Zagreb Fair will organize a visual surveillance via internal inspections over the construction of all exhibition spaces at the Zagreb Fair grounds. However, for the exhibition spaces to be arranged with their own staff, the exhibitors are obliged to organize the inspection of works according to their own estimate, at their own risk and responsibility, as well as to apply the regulations on occupational safety and fire protection.

For all possible accidents that might arise from non-compliance with the measures prescribed by the Occupational Safety Act and the Fire Protection Act, the exhibitor undertakes material and penal responsibility towards both Zagreb Fair and the third parties.

Neither additional hanging of the equipment onto the construction of the exhibition space nor additional modifications differing from the approved project documentation will be allowed.

The contractor is obliged to use materials (carpets, decorative linen and sim.) possessing the Certificate on slow-burning (HRN EN 13501-1, CLASS Cfl-s1). The Certificate is the component part of the project documentation. For the sake of safety of participants and visitors, tempered security glass should be fitted in all foreseen spaces (display cases, shelves, partitions, doors etc.).

### **Project documentation for the exhibition space construction**

The project documentation is considered to be the scheme or the project carried out in compliance with the valid regulations and rules of the profession and certified by the authorized departments of Zagreb Fair.



**Project documentation includes the following:**

1. technical description incl. the description of materials or constructions that will be used
2. layout plan of the pavilion with the stand location
3. architectural project – necessary ground-plans, sight, axonometric or perspective survey
4. proof of mechanical resistance and stability
5. project of electrical installations – including the stand ground-plan with marked consumption devices (circle, square or sim.) and mentioned consumption device power
6. decision on the company's registration in the court register/decision on the entry in the Croatian Chamber of Civil Engineers and the Croatian Chamber of Architects
7. statement on the properties of the materials used
8. technical instructions for assembly and dismantling of larger stands in a secure way to protect the working staff and other persons present in the pavilion during the stand dismantling works (stand dismantling project is needed for two-storey stands)

Special attention should be paid to the following: projects must enable free access to all fire-protection hydrants, evacuation routes, installation manholes in the pavement or on the pavilion walls; the advertising space is to be approved and calculated by Zagreb Fair and must not obstruct other exhibitors.

Project documentation should be executed by a qualified person (architect, civil engineer). In case the project refers to the construction of stands where the standard attested construction elements will be used, it is mandatory to attach the proof on mechanical resistance and stability, which must contain the CONCLUSION stating that the exhibition space is stable and safe to use. The documentation has to be confirmed by a seal and signed by the **authorized and qualified** person of the company executing the project.

If the project documentation comprises non-standard construction elements (not constructions or parts of standard stand systems), it is mandatory to attach the proof of mechanical resistance and stability executed and certified by the professional person authorized for the entire stand.

An authorized qualified person must estimate the form and the contents of the project documentation in relation to the type of the construction or the exhibit to be displayed.

**Damage of exhibition halls (pavements, ceiling, walls) is strictly forbidden.**

**Permit for the exhibition space construction**

The **“Request for the exhibition space construction permit”** must be submitted on the appropriate form. The stand contractor is obliged to write a STATEMENT on the same form to confirm that the stand was arranged according to the regulations and in compliance with the **“General Conditions of Exhibiting”** of Zagreb Fair.

The Permit for the exhibition space construction can be obtained only if all conditions for project approval have been fulfilled, which includes complete documentation.



The permit will not be issued in the following cases:

- when the stand construction exceeds the permitted exhibition area size
- if at any height a part of the structure or of the decoration obstructs the evacuation of people or the normal passage of emergency vehicles
- when the exhibits weight surpasses the allowed pavement burdening

**The stand contractor is obliged to construct the exhibition space/stand exclusively following the approved project. It is the constructor who bears responsibility for all divergences.**

### **Two-storey stands**

The project creating new useful spaces above the existing flooring (two-storey constructions – standard and non-standard stands) should be executed by qualified and authorized persons in compliance with the Physical Planning and Building Act. The static estimate must obligatorily specify the number of visitors allowed at the stand's upper storey considering the load-bearing capacity of the two-storey construction. It must contain a separate stand dismantling project. New project execution won't be needed for future stands, if it refers to the construction of the same stand following the project previously certified by Zagreb Fair.

### **NOTE:**

Without the proof of mechanical resistance and stability it will not be possible to position the mentioned construction on the exhibition space.

**Technical project documentation is certified and WORK PERMITS are obtained by e-mail.**

## **GENERAL STAND CONSTRUCTION RULES**

### **Stand floor constructions**

Floor height is not regulated, recommended height is 5 to 15 cm, provided that floor installations are accessible and stability requirements met.

For people with special needs, access ramps should be installed according to the Construction Regulations Ensuring Accessibility for Persons with Disabilities and Reduced Mobility at the exhibition space - min. 1 pcs.

### **Pavilion columns**

Permitted height for column cladding within the exhibition space: up to 2.5 m (exceptions must be approved)



### Arrangement, walls and urbanism at the space

- a) **If the stand is positioned against the pavilion wall:** rear construction placed against the wall may be up to 5 m high, width according to the exhibition space size.
- b) **Island stand:** stand construction can be placed at least 1.5 m from the exhibition space edge, max. height up to 2.5 m, except upon special approval
- c) **Stand with two/three sides open:** it is forbidden to place the stand construction (wall) on the edges of the open sides of the stand

### Hanging of lighting fixtures onto the pavilion construction

Lighting and spotlight placement on the pavilion columns or other construction elements of the pavilion is possible, with the enclosed plan and the static calculation approved by a certified civil engineer.

Floor fixtures: NOT ALLOWED in the pavilion floor construction

### Hanging of elements onto the pavilion construction

As part of the project documentation, it is necessary to mark the positions, dimensions, and weight of the elements that you want to hang, along with the static calculation approved by a certified civil engineer.

## CONNECTIONS AND INSTALLATIONS AT THE EXHIBITION SPACES

### Water and sewage system

Attention should be given to the fact that Zagreb Fair exclusively is carrying out water and sewage system installation.

Sinks and other equipment to be connected to the Zagreb Fair water and drainage system must be in working order and tested so as not to cause damages due to water spills during the equipment start-up. The Zagreb Fair personnel do not repair the connection elements and equipment owned by the exhibitor during the connection of the stands to the Zagreb Fair water and sewage system.

### Electricity

The supply point of electric power is considered to be the demarcation point between the assets of Zagreb Fair and the electrical equipment of the connection user.

All responsibilities and obligations based on the installed electrical equipment and the liability for possible damages arising from the use of the mentioned equipment will be demarcated at the supply point of electric power.

During the assembly and dismantling period electricity will be connected at 7,00 hours and disconnected at 19,00 hours, unless otherwise agreed by a timely order in case extended work hours are required.



The Zagreb Fair pavilions and open-air spaces offer power network with numerous connection points. The connection points voltage is 230/400 V, frequency 50 Hz. The whole Zagreb Fair network is designed as TN system, i.e. TN-C/S in installation.

**During electrical installation works the following technical requirements should be met:**

The control panel should be protected to prevent accidental contact of energized parts. On the outside it should be provided with the master switch (clearly marked) for complete disconnection and the lighting circuit breakers.

The 5-wire connection cable should have a proper quadrature, depending on the load of the stand (three-phase system, neutral-light blue, protective-green yellowish) brought to the Zagreb Fair connection point.

The connection point, if located in the space that is used, should always be accessible.

In compliance with the fire and harmful thermal action prevention measures, the spotlights at the exhibition spaces must be fixed at a minimal distance from inflammable surfaces as follows: 100 W – 0.5 m; 300 W – 0.8 m; 500 W – 1 m.

All electrical devices used at the Zagreb Fair premises which get hot while used must be at a prescribed distance from surrounding surfaces.

Zagreb Fair provides for up to 10 kW connections in the whole area. Power in excess of 10 kW has to be specially announced.

**It is obligatory to provide protection from indirect voltage contact by a differential current protection device (ZUDS- differential current  $I_n = 0.03 \text{ A}$ ).**

All metal surfaces along which electrical installations are led or which may get in contact with electric power should be connected with a special conductor, not less than 16 mm<sup>2</sup> (Cu) in diameter, to the Zagreb Fair earth lead.

All metal objects, such as containers, cranes etc. that have points to be connected to the adequate grounding, must be grounded (connected) in an appropriate manner to the grounding system determined by the Zagreb Fair Department for Electrical Works.

Circuits can be provided only with double-insulated cables (class II) and special attention should be paid to the load of lines, which must conform with the regulations and the rules of the profession.

Conductor connections must be performed only in junction and connection boxes in the main control panel or in lighting fittings.

Lighting fixtures made of electro-conductive materials must be grounded.

Circuits must have over-current protection.

All stand sockets must have protective contact.

The use of mended fuse inserts is strictly forbidden.

Safety transformers for halogen lighting fixtures should be placed upon a non-inflammable base or transformers with metal housing should be used.

When making a stand, it is necessary to properly and timely fill in the electrical installation registration form in the Department for Electrical Works or to hand the form to the Zagreb Fair electrician when connecting the stand to the Zagreb Fair main.



Only the Zagreb Fair electricians or other experts from this profession hired by Zagreb Fair for electrical installation works are allowed to carry out connections to the Zagreb Fair main. It is forbidden to recharge batteries upon the exhibition spaces.

Zagreb Fair bears no responsibility for electrical installations and other electric equipment of the exhibited cars. If the wiring was perfected by Zagreb Fair the supply point of the electric power will be considered each socket (230/400V) installed at the stand and used for signalization, illuminating of cars etc.

When executing preparatory works and during the run of the fair exhibitors should obey the specific measures relevant to occupational safety, fire and explosion-protection determined by the Fire Protection Act. It is forbidden to place in operation the rotating parts of the exhibits as well as the rotary machines, whose rotating parts are not adequately secured, so as to prevent injuries of the personnel and the visitors.

All exhibits with rotating parts that are used in the presentations as well as the rotary machines must have an easily accessible, visibly placed and marked built-in safety switch to disconnect the machine in case of an emergency.

The electrical installations contractor is obliged to inform the user of the stand or other spaces at the Zagreb Fair grounds on the position of the emergency switch as well as to demonstrate its use, i.e. to instruct the representative of the stand user about the installed equipment.

Electrical appliances connected to the Zagreb Fair electricity network must have the CE mark. All other electrical appliances must obtain approval from Zagreb Fair for connection, or they may NOT be connected to the Zagreb Fair electricity network.

The exhibitors are responsible for the correctness of the electrical installation and electrical appliances at their stand from the demarcation point with Zagreb Fair.

If a fault occurs, which is the responsibility of the contractor, the contractor is obliged to eliminate the fault.

If a fault, which is the responsibility of the contractor, causes a fault in a part of the Zagreb Fair electricity network, the contractor shall cover the costs of repairing the fault according to the Zagreb Fair Price list.

Should the contractor request an intervention of a Zagreb Fair electrician due to a power outage at the stand and it is determined that the power outage was caused by a malfunction of the electrical installation or electrical appliances, which is the responsibility of the contractor, the contractor shall pay the cost of the intervention of a Zagreb Fair electrician according to the valid Zagreb Fair Price list. The minimum calculation for the intervention of Zagreb Fair electricians is 1 hour.

## Telecommunications

The access to the telecommunication network and telecommunication services must be ordered in advance. Connection of telecommunication lines and terminal equipment is made exclusively by the technicians from the Zagreb Fair ICT Department/technicians hired by Zagreb Fair to carry out the telecommunication installations.





The temporary electronic communication network at the exhibition space is carried out by the exhibitor himself in compliance with the rules of the profession, obeying the specific measures relevant to the occupational safety and fire protection and following the valid regulations (Building Act, Occupational Safety Act and the Fire Protection Act). It is necessary to sign the contract, i.e. a promissory note for the terminal equipment (VDSL modem etc.).

After exhibiting, the exhibitor/operator is obliged to dismantle all installations/temporary optical patch cables, remove them from the exhibition area and dispose of them properly.

Otherwise, Zagreb Fair will carry out the necessary work and charge a minimum of 1 hour according to the Zagreb Fair Price list.

## **INSURANCE AND GUARDING OF EXHIBITION SPACES, EXHIBITS, EQUIPMENT AND OTHER PROPERTY**

During the assembly and dismantling period and the run of the fair the exhibitors/stand contractors may have their exhibits and other properties insured with the Insurance Company in the country or abroad.

**Zagreb Fair takes no responsibility for uninsured exhibits, equipment and other property in case of damage (theft, damages etc.) during the assembly and dismantling period and the run of the fair. It is the exhibitor who will take the responsibility and bear the expenses for all the damages.**

In case of damage of the exhibitors' property (thefts, damages and sim.) during the run of the fair and during the assembly and dismantling period, the exhibitor is obliged to report immediately to the authorized Security Service of Zagreb Fair, pavilion 25 or to the phone: 01/6503-400, 6503-460 or Zagreb Fair exchange: 2400 and 2460 and to the Police Station Novi Zagreb, Remetinečki gaj 1, phone: 01/6141-455.

Upon closing of the fair the exhibitors/decorative contractors are obliged within the stipulated dismantling period to remove all exhibits, equipment and other items they used during the run of the fair from the exhibition space. After removal of exhibits and equipment, the exhibitors/decorative contractors are obliged to empty and clean their exhibition space and remove all exhibits, goods and appliances from the fair grounds.

### **Fire prevention measures**

Exhibitors, decorative contractors and other participants are not allowed to use gas or electric heaters, bottles under pressure, easily inflammable materials and naked flames for the purpose of presentations, heating and cooking without prior consent of Zagreb Fair. It is forbidden to display, use and store easily flammable and explosive materials and goods.

**Exhibitors and decorative contractors are obliged to ensure free access to firefighting devices and facilities.**





In the event of fire, the exhibitor shall start extinguishing the fire with the fire extinguishing appliance. In addition, he will call the fire brigade by dialing direct line 193 and report to the Security Department of Zagreb Fair, phone: 01/6503-400, 6503-460 or Zagreb Fair exchange 2400 and 2460.

### **Safety regulations**

Governed by the Law and the regulations

Emergency exit signs: YES, in closed areas of the stand, offices and storages

Free access to all installations and to the infrastructure at the exhibition space

Unobstructed passage through fire/panic routes and exits and access to the firefighting equipment (wall hydrants, manual fire alarms, power off buttons, fire extinguishers).

## **CLEANING**

Zagreb Fair organizes daily cleaning of pavilions during the run of the fair (sanitary facilities, outdoor areas, aisles between stands).

Exhibitors are obliged to remove their waste and put it into the containers for mixed waste, paper and plastic in front of the pavilion entrances.

Upon closing of the fair, the exhibitors are required to remove and peel off from the OCTA panels - walls everything they fixed. Otherwise, removal/peeling off/cleaning will be performed by Zagreb Fair at exhibitor's cost.

**Exhibitors are obliged to remove all waste arising from the stand assembly and dismantling works (chip wood, knauf plasters, carpets, paint and lacquer packaging, metal waste, glass etc.) from the fair grounds themselves or Zagreb Fair will do it for them but at their expense. Contractors working on the stand construction are obliged to remove the equipment and the materials used for the stand construction from the aisles and from the pavilion at the latest by 17,00 h on the day before the opening of the fair.**

