



INFORMATION AND INSTRUCTIONS FOR EXHIBITORS AGRA 2023

I. Exhibition site / ASSEMBLY - DELIVERY - DISASSEMBLY

Dates and hours of assembly and delivery of exhibit pieces:

August 21. – 25. 2023 from 7:00 a.m. – 7:00 p.m.
August 26. 2023 from 7.00 – 8.30 a.m.

ASSEMBLY

Assembly works can be carried out either on the part of the exhibitors under their own names or on the part of other companies /individuals that have entered into a written contract for performing works with the "Pomurski sejem". Exhibitors and executing parties must strictly observe all safety regulations. The company and/or individual carrying out the assembly accept full responsibility for the completed assembly works. All exhibition rooms must be ready for use and equipped with all exhibits one day before fair opening; 7 p.m. the latest.

All persons involved in exhibition site assembly must register.

All assembly contractors shall register (with first and second name) at the fair desk all persons involved in the assembly of the exhibition site. Based on his application, the contractor is allowed to carry out the works on the grounds of the Pomurski sejem. The permit is free of charge and is issued after the contractor provides a signed contract with Pomurski sejem

The permit is to place in a visible spot. Entry or work at the fair site without a permit is not allowed.

DELIVERY during the fair time

Delivery of goods to the exhibition site by car during the fair is limited from **7:30 to 8:30 a.m.** with the daily delivery permit you receive at the desk. Delivery trucks must not remain at the exhibition site longer than 30 minutes. If this rule is not respected, the vehicle shall be towed at exhibitor's expense.

DISASSEMBLY

Dates and hours of disassembly and dispatch of exhibit pieces:

August 31, 2023 from 5:00 p.m. - 10:00 p.m.
September 1 - 2, 2023 from 7:00 a.m. - 6:00 p.m.
September 4 - 6 2023 from 7:00 a.m. - 3:00 p.m.

All persons involved in exhibition site disassembly and vehicles collecting the goods must register. All disassembly contractors shall register (with first and second name) at the fair desk all persons involved in the disassembly of the exhibition site. Based on the registration the contractor is issued a **DISASSEMBLY PERMIT** for each registered person and a **DISPATCH DOCUMENT** for each vehicle. Permits are free of charge and issued only if the exhibitors does not have outstanding obligations towards the fair organiser. Entry or work at the fair site without the disassembly permit is not allowed. Vehicles carrying exhibit pieces may not leave the fair site without the dispatch document.

* If exceeding the mentioned working time for assemblies or disassemblies the company/individual exceeding time may be charged for costs resulting from this. Departure from above mentioned dates and conditions are permissible under consent of the fair's project manager only.

2. SPECIAL WARNINGS

Mandatory furnishing of the indoor exhibition site: flooring material, partition walls and table with the exhibitor's title.

When performing assembly of exhibition rooms please make sure all installations (water, electric power, drains) that are drawn in the ground plans can be easily accessed.

Electrical installations at the exhibition site are performed by the exhibition site assembly contractor, the connection to the mains is to be done by the person authorised by Pomurski sejem. The assembly contractor shall provide distribution cabinet with RCD-switch and fuses for the connection of power higher than 1.5kW. Special switch to turn on/off night current must be installed **to use the night current**. Using of night current must be ordered at the same time as other power connections. Users not connected to the night current, shall be turned off during night.

Water connection: Installation of the line to the exhibition site and connecting/disconnecting of water is allowed only to persons authorised by Pomurski sejem. Other equipment (sink, water heater, faucet, etc.) shall be provided by the assembly contractor.

Insurance: The exhibitor insures his exhibits and equipment on the exhibition stand at his own costs.

Tastings and selling at the exhibition site.

Tastings and selling at the exhibition site shall be registered with the fair organiser at least 10 days prior to the beginning of the fair. **On the basis of this registration, a consent for sale during the exhibition will be issued by the organizer of the fair, which the exhibitor gets at the reception of the fair.** Exhibitors selling food products shall comply with all sanitary-technical regulations for the provision of tastings and selling.

Events at the exhibition site: The exhibitor shall inform the organiser about all events taking place at his exhibition site at least 20 days prior to the beginning of the fair and submit the event programme for approval and coordination. The frequency for the wireless microphones used at the exhibition site shall be communicated to the fair's technical department.

3. CUSTOMER SERVICES DURING THE FAIR TIME

FAIR RECEPTION

Tel.: +386 2/ 564 2 120

Following is taken on **the reception:** permits for assembly and disassembly, fair catalogues - entry passes for the entire fair for exhibitors, permanent parking permits.

Other services provided for the exhibitors: sending of faxes and e-mails.

TECHNICAL SERVICE

Tel.: +386 2/564 2 113, e-mail: robi.fiser@pomurski-sejem.si

The following services are provided by the technical service for the exhibitors:

- information on the exhibition sites, coordination of goods delivery and internal transport
- coordination of the ordered technical services (water, electricity, telephone, internet)
- lease of phone sets and other additional equipment (tables, chairs)
- taking over and installing of advertising material (flags, banners, etc.)

Advertising materials must be delivered **until August 18, 2023 at 12:00 a.m.** in order to be installed.

- ordering of **additional services** (water, electricity, internet)

Desk and technical service work time

Fair reception

before the fair

August 21 - 24, 2023 8:00 a.m. - 3:00 p.m.

August 25, 2023 7:00 a.m. - 7:00 p.m.

during the fair

August 26, 2023 7:00 a.m. - 6:30 p.m.

August 27 – 31, 2023 8:00 a.m. - 6:00 p.m.

September 1, 2023 7:00 a.m. – 3:00 p.m.

September 2, 2023 8:00 a.m. – 12:00 p.m.

Technical service

before the fair

August 21 - 24, 2023 8:00 a.m. - 5:00 p.m.

August 25, 2023 8:00 a.m. - 7:00 p.m.

during the fair

August 26 - 30, 2023 8:00 a.m. - 6:30 p.m.

August 31, 2023 8:00 a.m. - 10:00 p.m.

September 1 -2, 2023 7:00 a.m. – 6:00 p.m.

PRESS CENTRE

Tel.: +386 41/ 263 107, e-mail: miran.mate@pomurski-sejem.si

Exhibitors may submit information on the novelties presented at the fair in the press centre.

The press centre work hours during the fair is 9:00 a.m. to 6:00 p.m..

ACCOMMODATION

- Turistično informativni center Gornja Radgona, Tel.: +386 2/564 8240, e-mail: zt-tic.radgona@siol.net

HOSSTESSES

- Mladinski servis Murska Sobota

Tel.: +386 2/534 8410, Fax: +386 2/534 8411, e-mail: mladinkiservis-ms@siol.net

FLOWERS FOR THE DECORATION OF EXHIBITION SITES

- Vrtni center Kurbus, Simona Kurbus s.p.

Tel.: +386 2/564 8960, e-mail: simona.kurbus@vrtnar.si

FITTING OF THE EXHIBITION SITES

Fitting of the exhibition sites:

- R8 inženiring d.o.o. Maribor, Partizanska cesta. 1, 2000 Maribor

Tel.: +386 2/320 3510, +386 41/ 622 538, e-mail: leon.decko@r8-inzeniring.si

Contact: Leon Dečko

- ATOM d.o.o., Zamarkova 1a, 2230 Lenart v Slovenskih goricah

Tel.: +386 41 649 784, +386 31 580 009, e-mail: info@atom.si

Pavilion Renting:

- Expo biro d.o.o. Maribor

Tel.: +386 2/480 5800, e-mail: info@expobiro.si

Contact: Iztok Černko

- Petre šotori d.o.o. Žalec

Tel.: +386 3/710 2102, e-mail: komerciala@petre.si

Contact: Klavdija Gaberc

INSURANCE

- ZAVAROVALNICA TRIGLAV, Gornja Radgona

Tel.: +386 2/ 564 80 70, +386 41 575 943, e-mail: goran.gacevic@triglav.si

Contact: Goran Gačević

CUSTOMS SERVICES

INTEREUROPA Izpostava Murska Sobota,

Tel.: +386 2/530 8353, e-mail: sabina.kumin@intereuropa.si

Contact: Sabina Kumin

LOGISTICS SERVICES

Services: unloading and loading of goods

Pomurski sejem d.o.o., Technical service, Contact: Robi Fišer

Tel.: +386 2/564 2113, robi.fiser@pomurski-sejem.si

FAIR OPENING TIME

- The opening time of the Agra fair for exhibitors and visitors:

for exhibitors

August 26. – 30. 2023 8.30 a.m. - 6.30 p.m.
August 31. 2023 8.30 a.m.- 5.00 p.m.

for visitors

August 26. – 30. 2023 9.00 a.m. - 6.00 p.m.
August 31. 2023 9.00 a.m.- 5. p.m.

- **Official opening of the fair:** August 26, 2023 at 10:00 p.m.

- **Fair administration opening times:** before the fair 8:00 a.m. – 4:00 p.m.; during the fair 8:00 a.m. - 6:00 p.m.

FAIR ENTRY

Permanent passes and parking permits for exhibitors

Exhibitors receive permanent passes to access the fair grounds at the fair desk, pursuant to the provisions of item 10 under the exhibition requirements, listed in the application and A contract.

Exhibitors can purchase additional permanent passes at the fair desk (written order form) for € 30,00 per piece (VAT included).

Parking permits are available against payment at the fair desk.

Business tickets for business partners

Exhibitors can order e-business tickets for their business partners. They will receive the code for ordering e-business tickets from the fair organizer.

After the fair event realized e-business tickets are invoiced to the exhibitor at a rate of € 6,00 per ticket (VAT included). E-Business tickets can be ordered on the A-entry form of the application form or by e-mail to the following address: komerciala@pomurski-sejem.si

Entry ticket regular

| | | |
|----------------------------------|---|---------|
| Daily entry ticket – regular | - adults | € 9,00 |
| | - youth | € 6,00 |
| Daily entry ticket with discount | - adults – groups over 20 persons | € 7,00 |
| | - youth – groups over 20 persons | € 5,00 |
| Parking Fee | - permanent parking permit - without number | € 24,40 |
| | - permanent parking permit - with number | € 42,70 |

Free admission (children less than 6 years old, disabled persons on wheelchairs with attendant)

Fair catalogue € 5,00
(Exhibitors may pick up one catalogue free of charge at the fair desk)

VAT included.

We wish you a successful fair appearance!

Pomurski sejem d.o.o.

Gornja Radgona, 2023