



AMBIENT AND HOME PLUS FAIR 13 –16 November 2025

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1 ORGANISATION IN GENERAL

The Exhibitor must forward this information to its Contractor for assembly of the exhibition space and the personnel present in the exhibition space for the duration of the Event.

1.1 Opening times (opening hours of the Show)

13 - 16 November 2025 10.00 am – 6.00 pm

Exhibitors are permitted to enter the exhibition space 1 hour earlier than the official opening hours of the Show; and are permitted to stay in the exhibition hall for an additional half an hour (30 minutes) following the Show to close their exhibition space. On the first day of the Show, 13 November 2025, the Exhibitors may enter the exhibition hall at 7.00 am.

1.2 Operating hours of the Reception Desk and Technical Support.

(Tel. +386 (0) 1/300 26 14, e-mail: sejem@gr-sejem.si)

- During assembly	10.–12. November 2025	7.00 am – 8.00 pm
- During the Show	13 November 2025	7.00 am – 6.00 pm
	14.–16. November 2025	9.00 am – 6.00 pm

THE RECEPTION IS LOCATED IN HALL E/JURČEK.

2 ACCESS TO THE EVENT

2.1 Entry fee

Regular (adults)	4,00 EUR
Concessions (secondary school students, students, pensioners and holders of EU disability benefits cards)	3,00 EUR
Organized school groups (primary, secondary, university)	Free admission
Children up to 14 years of age accompanied by an adult	Free admission

All tickets are valid for one-time entry to the fairgrounds. All prices include VAT.

The ticket also provides free city bus transportation (LPP) from the fairgrounds during the fair, and with a ticket purchased online, also to the fairgrounds.

For the duration of the Show, cashiers located at the entrance to **E/JURČEK** hall in operation.

Cashiers are open: 13.-16 November 2025 9.45 am – 5.30 pm

2.2 Permanent passes for Exhibitors

Exhibitors shall receive all the permits and permanent passes in the form of an identity card with a picture, company name and full name of the exhibitor at the reception of the Ljubljana Exhibition and Congress Centre (18 Dunajska street/hall Jurček, Ljubljana) starting on the first day of montage time in accordance with the conditions of the exhibition, as follows:

- upon arrival to the exhibition each direct exhibitor shall receive 2 permanent passes,
- for each additional 10 m² of allocated space exhibitors shall be granted one more pass, yet no more than 10 passes altogether.

We ask you to send us pictures in electronic form along with the names and surnames of the persons and company name by e-mail to the following address: pohistvo@gr-sejem.si no later than 5 November 2025. For those who do not submit the lists by this date, permanent passes will be issued on-site at the fair reception. The badge printing will follow the reception's working hours; however, please note that in this case, there may be waiting times for badge production.

Additional permanent passes for exhibitors can be bought (by written order) at **3,00 EUR/piece** (VAT included)

2.3 Business coupons for clients

Each exhibitor will receive free of charge business invitations for their partners, three (3) invitation for 1sqm unequipped exhibition space. The free business invitations will be send to the exhibitor when settled the proforma invoice.

Exhibitors have the option of ordering business (VIP) coupons for clients. A business visitor may exchange a business coupon for a business pass at designated registers (at every entrance – see item Coupons can be ordered in writing via the following email address: pohistvo@gr-sejem.si

2.4 Service ID cards – assembly / disassembly

Exhibitors will receive ID cards for staff executing assembly and disassembly of their exhibition space. A name list of Contractors and the name of authorised company for the works at the exhibition space shall be submitted at the Reception Desk upon acceptance of these ID cards. ***The ID cards must be worn in a visible place. Access to and work in the area of the fairground is not possible without a permit.***

3 ASSEMBLY / DISASSEMBLY AND MAINTENANCE OF EXHIBITION SPACES

During assembly of the exhibition space, the Exhibitor shall abide by the General conditions of work at the fairground and shall ensure its Contractor is also familiar with these. General conditions will be available from the Reception Desk and are also published at the webpage.

3.1 Assembly

Assembly of exhibition space will take place:

MARMORNA HALL / B	10.–12. November 2025	7.00 am – 8.00 pm
STEBRNA HALL / BK		
OUTDOOR AREA /ZU, LOBBY MARMORNE HALL /B2	12. November 2025	7.00 am – 8.00 pm

(Only cleaning and decorating of exhibition place is allowed)

All exhibition infrastructures must be set up until 7.00 pm on 12 November 2025, when the pavilions and stands will undergo technical inspection by the inspection service and Gospodarsko

razstavišče d.o.o. A representative of the exhibitor or contractor must be present during the inspection, except in case of previous agreement with the organizer. After passing the technical inspection arrangement works may continue as per the montage and assembly timetables.

3.2 Delivery of goods, food and drink to the fairground (during assembly and during the Show)

Exhibitors must arrange their own delivery and collection of goods and exhibit items to and from the exhibition space.

a) During assembly

Delivery of goods to the halls of the fairground is possible with a valid permit based on the following logistics arrangement.

HALL	ROAD – ENTRANCE
MARMORNA HALL /B, LOBBY MARMORNE HALL /B2, STEBRNA HALL /BK, EXTERNAL SPACE /ZU	Dunajska street

Delivery vehicles may stay parked only for the time required to **unload cargo**. Vehicles may then be parked at designated areas (parking areas outside the Exhibition and Convention Centre). Entrance stewards will provide you with a permit for parking during the time of montage.

b) During the Show

Delivery of goods, food and drinks to the fairground is permitted **between 9.00 and 9.45 am**, and the first day of the Show **13 November 2025, between 7.00 and 9.45 am**, with a valid permit for delivery, which you can collect from the Reception Desk.

Delivery of goods to the halls shall be organised based on the following logistics arrangement.

HALL	ROAD – ENTRANCE
MARMORNA HALL /B, LOBBY MARMORNE HALL /B2, STEBRNA HALL /BK, EXTERNAL SPACE /ZU	Dunajska street

Delivery vehicles may remain on delivery surfaces up to 30 minutes. In case of disregard of this provision, the vehicle shall be removed at the expense of the Exhibitor!

3.3 Regulations governing the equipment of the exhibition space

Constructions, installations, equipment elements, decorations and demonstrations at the exhibition spaces may not damage the general image of the fair and may not interfere with the neighboring exhibition areas or visitors. Prior to beginning montage exhibitors are obliged to provide organizers with a sketch of their exhibition space via email.

In the halls is only allowed to use fair tape - double - sided tape yellow type SI 704, Baloh international representative. The strap can be purchased at the reception desk GR (Jurček hall) at a price of 15,00 EUR 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 by the price list GR.

3.3.1 Height and equipment of exhibition spaces

Any exhibition taller than 2,50 m must be verified by the organizer. Plans for such exhibition spaces must be submitted to the organizer at least 10 days prior to the beginning of montage/assembly. If the

organizer believes consent of neighbouring exhibitors should be acquired, the exhibitor shall be provided with the information concerning neighbours whose consent is required. Organizers shall issue consent after receiving consent from neighbouring exhibitors. Exhibition spaces in two levels (galleries) require a statics calculation to be submitted for verification at least 14 days prior to the beginning of montage/assembly.

Any interference of exhibitors with the construction of the permanent buildings (drilling, painting, use of marking adhesive tape, pasting on walls, etc.) is strictly forbidden.

3.3.2 Minimum equipment

Minimal equipment of the exhibition space is mandatory and includes: floor arrangement, setting-up of walls and a visible sign denoting the name of the exhibitor

3.3.3 Height of floor level

Exhibition spaces must be levelled with walkways. If exhibition spaces are raised, the edge must be clearly marked (e.g. yellow line). A ramp for disabled persons must be included in the design.

3.3.4 Distance from passageways

Exhibits and flower pots can be set up at the edge of the exhibition space. Information counters must be at least 1 m away from passages, walkways and neighbouring exhibition spaces.

3.3.5 Access to emergency exits and access to hydrants

If the allocated exhibition space is crossed by a passage to an emergency exit and/ or a fire hydrant (see plan of allocated exhibition space), the passage must be clearly marked and accessible regardless of the exhibitor's pavilion or stand plan. The adequacy of such a passage will be judged by the fire safety service of the GR.

3.3.6 Waste collection and cleaning of exhibition space

Cleaning of the exhibition spaces is allowed each day of the fair from 9.00 until 9.45. After this time all the cleaners must leave the fairground.

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).

After dismantling and before delivering the floor coverings to the dumping area, they should be rolled up.

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.

3.3.7 Space for disposal and delivery

Exhibitor is obliged to set up a place for disposal and keeping of documentation and marketing materials at the exhibition space. This place must be clearly marked in the plan and must be adequate for the needs of at least one day.

Daily delivery of materials is allowed from 9:00 to 9:45 with a valid delivery permit. Delivery vehicles may stay parked for no more than 30 minutes.

3.4 Regulations governing exhibition items

Only items which are listed in the application and are in accordance with the exhibition programme of the Show may be exhibited. The Organiser may demand removal of items not included in the application. The permitted load of the floor in the halls is 1000 kg/m². Exhibitors must order suitable technical services from authorised department of the fairground, whereas items of extraordinary dimensions or weight must be registered with the Organiser for coordination of their assembly and / or disassembly.

3.5 Regulations governing events in the exhibition space

All events taking place in exhibition spaces must be in accordance with the Act on Criminal Offences Against Public Order and Peace and in accordance with Article 13 of Conditions of exhibiting available at the Show's webpage. The Exhibitor must obtain from the Organiser a sufficient number of tickets for performers at its exhibition space. The permitted volume level in halls during the operation of the Show is 60 dB. The Exhibitor shall be liable for all pertaining fees relating to authorship rights for performances (SAZAS), etc. ***The Exhibitor undertakes to pay all fees imposed as regards the fees for use of copyright and legally protected works, which it must - as the Organiser of an event, in accordance with the valid legislation (Article 159 of Copyright and Related Rights Act) pay to collective organisations, operating within the territory of the Republic of Slovenia, for live music (public performances). The Exhibitor undertakes to inform the competent collective organisation in order to exercise copyright and related rights on the use of copyright protected works at least 8 days prior to the public performance and in accordance with the regulations.***

3.6 Disassembly and collection of exhibited items

Disassembly of exhibition items and exhibition spaces may begin immediately after the end of the event at **6.00 pm on 16 November 2025**. The disassembly of exhibition spaces is permitted only after removal of most of exhibition items; the disassembly is possible earlier if required so by the nature of removal of exhibition items.

Exhibitor or Contractor responsible for the exhibition space undertakes to remove all decorative material and structural remains (particle board, plastic and metal remains, adhesive tape, etc.) following the event and must dispose of these in the designated containers in accordance with the rules of waste separation. **Prior to the removal of floor coverings of the walkways, no vehicular traffic is permitted through passageways.**

Timetable of disassembly:

MARMORNA HALL / B	16. November 2025	6.00 pm – 8.00 pm
STEBRNA HALL / BK	17. November 2025	7.00 am – 7.00 pm
EXTERNAL SPACE / ZU	18. November 2025	7.00 am – 3.00 pm
LOBBY MARMORNE HALL / B2	16. November 2025	6.00 am – 8.00 pm
	17. November 2025	7.00 am – 5.00 pm

4 ADMINISTRATION AND LEGAL PROVISIONS

4.1 Duty formalities

Information on duty procedures is provided by the Custom Administration of the Republic of Slovenia, telephone. +386 (0) 1/478 38 00, e-mail: gcu.carina@gov.si

4.2 Technical services (utilities, organisation of exhibition space)

All necessary information in relation to technical services (water, electricity, telephone) and the layout of the exhibition space is available at the Reception Desk during duty hours.

In case of technical defects of the exhibition space, the Exhibitor shall ensure the reparation of these with its Contractor responsible for the exhibition space.

4.3 Greenery as decoration

Providers of greenery for decoration at the Show are.

- KPL d.d., Ljubljana, telephone: +386 (0) 1/547 45 20,
- ŽALE javno podjetje, d.o.o., Ljubljana. (Plečnikova cvetličarna) tel: +386(0)1/ 420 17 19

4.4 Direct sales

Direct sales at the fair are available only upon prior consent of the organizer for each individual exhibitor. Exhibitors who perform direct sales must be registered to perform retail activities and conform to the minimal conditions for sales at the exhibition space.

Exhibitors who will purvey foodstuffs at their exhibition spaces (degustations, catering), must acquire relevant consent from the Ministry of Forestry and Food, Veterinary Administration of RS – Veterinary Inspection service, Vilharjeva 33, Ljubljana (tel. 00 386 1 420 45 60).

5 PARKING

Exhibitors have access to a limited number of parking spaces at the Ljubljana Exhibition and Convention Centre, located on the plaza next to the Steklena Hall/C. Parking is available without assigned spots, but access is guaranteed. Entry is from Dunajska Road. The number of these parking spaces is limited. **The price for these parking spaces (for the entire duration of the exhibition) is 46.00 EUR (VAT not included).**

The reservation of parking spaces must be ordered in writing in advance with an order form published [on the webpage](#) of the Show. Duly completed order form may be sent email to pohistvo@gr-sejem.si or may be handed in at the Reception Desk during its operating hours. The service is available until capacities are available.

The ordered parking permit will be collected by the client at the fair reception. The parking permit will be programmed for the duration of the fair and must be returned after the event. Unreturned permits will be charged by the fair organizer at a rate of €5.00 per permit.

Other organised and payable public parking is located along Vilharjeva street, Železna street, Linhartova street and Valjahunova street, and along Dunajska street in front of IPH centre and in

Bežigraski dvor parking house (radius of approximately 500 m from the fairground – see webpage of GR – Ljubljana Exhibition and Convention Centre).

6 INFORMATION AND PUBLIC RELATIONS

6.1 Official Show Catalogue

The official Show Catalogue will be published on website. The Catalogue will contain information on the Exhibitors and the accompanying programme.

6.2 Press Centre and contacts for journalists

The Press Centre will be located in hall **E/ JURČEK**.

For all information in relation to media promotion of the Show or the promotion of novelties, which you wish to highlight as an Exhibitor, please contact Ms. Nina Černuta (PR & Marketing) on email: nina.cernuta@gr-sejem.si. Unless the exhibitor requests otherwise, GR may publish the fair's news in its press releases or forward them to the media.

6.3 Advertising surfaces

Certain advertising surfaces are available in the area of the GR – Ljubljana Exhibition and Convention Centre for the duration of the Show. We kindly invite Exhibitors to make use of additional means of visual communication (banners, flags, posters, etc.) and reinforce their appearance at the Show and promote the trademarks they represent. Surfaces are limited and available on a first-come-first-serve basis.

6.4 Congress Centre

Spaces for press conferences, lectures or business meetings organised by Exhibitors need to be reserved with the Organiser in advance. For lease and other information on events in the Congress centre during the Show please contact Aljaža Škarabota on phone: 01/300 26 70, or e-mail: aljaz.skarabot@gr-sejem.si.

7 ORGANISER'S CONTACTS

Name and surname	Work field	Phone number	E-mail
Mateja Briški	Manager of the Ambient and Home plus fair	01/300 26 47	mateja.briski@gr-sejem.si
Aljaž Škarabot	Fair programme	01/300 26 70	aljaz.skarabot@gr-sejem.si
	Additional orders		pohistvo@gr-sejem.si
Nina Černuta	PR in marketing	01/300 26 26	nina.cernuta@gr-sejem.si

8 MAP OF THE FAIR GROUND



We wish you many business successes at the Show!

Team of Ambient and Home plus fair

Ljubljana, October 2025