



ArhiBau.2024, regionalni sajam arhitekture i graditeljstva 17. – 20. listopada 2024.

## GENERAL TERMS OF PARTICIPATION

### 1. EVENT ORGANIZATION

- 1.1. The fair event "ArhiBau.2024 – Architecture and Construction Fair" (hereinafter referred to as the Fair) is organized by Katapult promocija d.o.o., Slavenska avenija 26/1, Zagreb, OIB: 65191050926, a company registered with the Commercial Court in Zagreb under entity registration number 080441712 (hereinafter referred to as the Organizer).
- 1.2. The Fair will take place from October 17 to October 20, 2024.
- 1.3. The Fair will be held at the Zagreb Fair, Avenija Dubrovnik 15, 10020 Zagreb, in pavilion 11a and the heated passage (TP). The Fair will run simultaneously with the Ambienta Fair, in connected pavilions of the Zagreb Fair.
- 1.4. The Fair will be open to visitors from October 17, 2024, to October 19, 2024, from 10:00 AM to 7:00 PM, and on October 20, 2024, from 10:00 AM to 6:00 PM. Exhibitors are required to arrive at their exhibition spaces 30 minutes earlier, i.e., at 9:30 AM, and can stay in the pavilion 30 minutes after closing, but no later than 7:30 PM, except on Sunday when dismantling of exhibition spaces will be allowed until 10:00 PM.
- 1.5. Ticket prices will be defined at a later date for the following categories: daily visitor tickets, daily tickets for groups of 20 people or more, family tickets, tickets for retirees and students.
- 1.6. The Organizer reserves the right to change the location and time of the Fair. If such changes occur, the Organizer is obliged to notify the Exhibitors (hereinafter referred to as Exhibitor/s) in writing no later than 30 days before the initially scheduled date of the Fair. In this case, the Exhibitor is not entitled to cancel their Registration or claim damages from the Organizer. If Exhibitors receive notice of a change in location or timing after the aforementioned deadline, the Exhibitor has the right to withdraw their registration without being liable for a portion of the exhibition fee and is entitled to a full refund of any paid fees.
- 1.7. All requests and inquiries from Exhibitors can be sent to the Organizer in writing via email to [sajam@arhibau.hr](mailto:sajam@arhibau.hr).

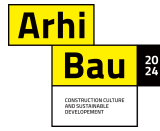
### 2. REGISTRATION AND PARTICIPATION CONDITIONS

- 2.1. Participation in the Fair is open to all legal and natural persons who have duly completed and submitted the exhibition registration form (hereinafter referred to as the Registration) and fulfilled the obligations arising from these General Terms.
- 2.2. The deadline for submitting the Registration is 30 days before the start of the Fair.
- 2.3. Direct sales at exhibition spaces are allowed, but Exhibitors are required to obtain all necessary documentation and permits in accordance with legal regulations. In the case of incomplete documentation, the Exhibitor bears full responsibility. If the

Exhibitor is subject to fiscalization, they are obliged to comply with the relevant laws and regulations. The Exhibitor is solely responsible for non-compliance. If the Exhibitor sells products that require sanitary or other permits (regarding product safety, etc.), the Exhibitor is responsible for obtaining them. In case of omission or lack of these permits, the Exhibitor bears full responsibility.

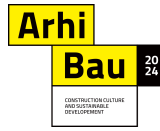
- 2.4. If, due to justified unforeseen circumstances, the Exhibitor requests in writing to withdraw their Registration no later than 90 days before the start of the Fair, and the Organizer accepts the request, the Exhibitor will not be charged the agreed exhibition space fee, and any paid fees will be fully refunded.
- 2.5. If the Exhibitor requests in writing to withdraw their Registration no later than 60 days before the start of the Fair, and the Organizer accepts the request, the Exhibitor will be charged 50% of the exhibition space fee, according to the Lease Agreement, and any excess paid amount will be refunded to the Exhibitor.
- 2.6. If the Exhibitor requests in writing to withdraw their Registration no later than 30 days before the start of the Fair, and the Organizer accepts the request, the Exhibitor will be charged 80% of the exhibition space fee, according to the Lease Agreement, and any excess paid amount will be refunded to the Exhibitor.
- 2.7. Cancellation by the Exhibitor less than 30 days before the start of the Fair, regardless of the reasons for cancellation, will result in the Organizer invoicing the Exhibitor for the full rental amount of the exhibition space, along with any actual costs incurred, including but not limited to costs of additional work related to setting up the exhibition space, up to the moment of cancellation, with no delay in payment. In such a case, the Organizer retains full control over the exhibition space.
- 2.8. The Organizer has the right to reject an Exhibitor's Registration in the following cases:
  - a) The Exhibitor has outstanding overdue debts to the Organizer;
  - b) There are no available exhibition spaces at the time of Registration;
  - c) The Exhibitor is undergoing bankruptcy, liquidation, or pre-bankruptcy settlement proceedings at the time of Registration;
  - d) The Exhibitor's activity or product/service offering is not in line with the Fair's content and purpose.
- 2.9. The Exhibitor chooses their exhibition space based on a hall layout with marked and numbered exhibition spaces, subject to availability.
- 2.10. The Exhibitor is not allowed to sublet the exhibition space to a third party without the Organizer's approval.
- 2.11. If special circumstances require, the Organizer reserves the right to revoke the confirmed exhibition space and allocate a different one, even after the notification of space assignment has been issued.
- 2.12. In case of violation of the legal regulations of the Republic of Croatia by the Exhibitor, the Exhibitor is solely responsible for any penalties and consequences resulting from such violations.

### 3. EXHIBITION SPACE



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- 3.1. Exhibitors are offered exhibition spaces ranging from 6.25 m<sup>2</sup> to 80 m<sup>2</sup> in gross area, with the layout visible on the official fair floor plan.
- 3.2. By renting the exhibition space, the exhibitor receives: an undeveloped space of the selected gross area (without carpet and walls, except for startup stands of 6.25 m<sup>2</sup>), a 3 kW power connection, basic lighting in the form of spotlights mounted on the exhibitor's structure, and fair entry tickets for business partners and clients.
- 3.3. The base price for renting an undeveloped exhibition space is €130/m<sup>2</sup> + 25% VAT. A 10% discount is offered by the organizer for payments made before June 1, 2024.
- 3.4. The basic rental prices for undeveloped spaces, startup stands, standard stands, and outdoor spaces are listed in the presentation.
- 3.5. Exhibitors who have participated in the fair in previous years are entitled to a 5% discount for each year of participation.
- 3.6. If necessary, due to objective reasons or upon the exhibitor's request, the organizer is authorized to offer an alternative exhibition space, either by combining two or more smaller spaces into a larger one or dividing a larger space into smaller ones. The organizer also reserves the right to refuse an exhibitor's request for merging or dividing exhibition spaces for justified reasons.
- 3.7. If needed, the exhibitor may send a written request to the organizer via email at [sajam@arhibau.hr](mailto:sajam@arhibau.hr) to order an additional power connection, no later than 15 days before the start of the fair.
- 3.8. Exhibitors who have registered to exhibit are required to submit the final design and execution plan for their exhibition space to the organizer by Monday, September 16, 2024, at the latest.
- 3.9. If the exhibitor is unable to independently construct, equip, and arrange the exhibition space, including partition walls, flooring, and other advanced works, they may arrange these services with the organizer. The financial terms will be agreed upon directly with the organizer, depending on the exhibitor's specific needs. The exhibitor must submit a written request for additional work on the exhibition space no later than 30 days before the start of the fair, after which detailed arrangements will follow.
- 3.10. The exhibitor is required to organize various promotional activities within their exhibition space. These activities are not subject to additional financial conditions and may include: a) A fair discount on products and services during the fair, communicated via the organizer's and exhibitor's channels; b) Use of the Arhibau.2024 online platform for business meetings at their booth at agreed-upon times; c) Promotion of their products and services through workshops aimed at specific target groups, such as daily prize draws; d) Promotion of their participation at the fair through their own promotional channels; e) Promotional items for visitors and incentive programs for students and high school pupils; f) Encouraging informal gatherings at their booth with music from 4:30 PM – 7:00 PM (the official fair hours are from 10:00 AM to 7:00 PM); g) Similar activities, which must be communicated to the organizer via email at [sajam@arhibau.hr](mailto:sajam@arhibau.hr) for timely promotion.
- 3.11. If the exhibitor wishes to organize promotional activities outside the indoor exhibition space, in the foyers or outdoor exhibition areas, they must negotiate the



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conditions with the organizer by submitting a written request no later than 15 days before the fair. Any promotional activities by the exhibitor outside their exhibition space but within the indoor exhibition area must be pre-announced to the organizer and are subject to special financial terms. If the exhibitor conducts a promotional activity within or outside the pavilions without the organizer's approval, a financial penalty of €1,500 + 25% VAT will be imposed, payable immediately.

- 3.12. The exhibitor must be present in the rented space throughout the fair's operating hours, taking care of all exhibits and equipment at their own expense, and manage their own waste at designated locations.
- 3.13. The exhibitor agrees to adhere to the daily schedule at the exhibition space, arriving before visitors and leaving no later than 15 minutes after closing to the public. Daily deliveries can be made through the freight entrance as per the organizer's instructions.
- 3.14. The exhibitor must complete all setup work for their exhibition space, including the installation of all exhibits, by the day before the start of the fair. The setup of the fair begins on October 9, 2024, at 7:00 a.m., and all setup and exhibition space preparation must be completed by 7:00 p.m. on October 16, 2024.
- 3.15. The exhibitor is obligated to finish all dismantling and removal of the exhibition space no later than October 25, 2024, by 4:00 p.m.
- 3.16. The exhibitor must adhere to the schedule for setup and dismantling, as well as entry and exit from the exhibition area, which the organizer will provide no later than 3 days before the start of setup.
- 3.17. If deliveries are made during the fair, the exhibitor must use the designated freight entrance. Only manual delivery of goods is allowed into the exhibition space, without the use of forklifts.
- 3.18. The price per m<sup>2</sup> of exhibition space includes basic night security outside the fair's operating hours.

#### 4. TERMS OF PAYMENT

- 4.1. After receiving the Exhibition Application and the reservation of the desired exhibition space, the Organizer will send the Exhibitor a draft contract that regulates the rights and obligations during the Fair. The contract is signed with Katapult promocija d.o.o., Slavenska avenija 26/1, 10000 Zagreb, VAT ID: 65191050926. Upon signing the contract, the Organizer will issue an invoice for the total exhibition fee and any additional charges. The Exhibitor is required to pay the fee within 7 days of signing the contract.
- 4.2. Payment is considered completed when the funds are received in the account of Katapult promocija d.o.o., held at Erste & Steiermärkische Bank, IBAN: HR5324020061100423722.
- 4.3. If the Exhibitor fails to pay the full agreed amount within the specified deadlines, or if the full amount is not paid no later than 30 days before the start of the Fair, the Organizer reserves the right to cancel the Exhibitor's application and their right to

exhibit without adhering to cancellation deadlines, and retain any payments made as compensation for contractual damages.

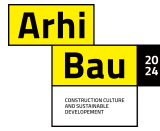
- 4.4. In the event that the Exhibitor fails to make payment by the specified deadlines and the Organizer does not cancel the exhibition application for justified reasons, the Organizer will charge legal default interest for each day of delay in payment, in accordance with Croatian law.
- 4.5. The Organizer will issue the Exhibitor a final invoice in the month the service is rendered. For payments based on a quotation, the Organizer will issue a prepayment invoice, which will be canceled after issuing the final invoice.
- 4.6. Any complaints regarding the invoice must be submitted to the Organizer in writing no later than 7 days from the date of issuance of the invoice.

## 5. TECHNICAL INFORMATION

- 5.1. The Organizer will provide one 3kW Schuko socket to the Exhibitor's stand space, while further electrical cabling, as required, must be arranged by the Exhibitor.
- 5.2. If the Exhibitor cannot handle the cabling within their exhibition space, the Organizer can provide this service upon prior notice and under special conditions that will be determined based on the complexity of the service.
- 5.3. For the safety of the system and adequate power supply, the Exhibitor must notify the Organizer if they intend to consume more than 3kW of electricity.
- 5.4. The Exhibitor is not allowed to drill the floor or apply any adhesive materials that cannot be removed without causing damage.
- 5.5. The Organizer will provide containers for communal and bulky waste, where all Exhibitors must individually dispose of and sort their waste regularly, every day.
- 5.6. Exhibitors are responsible for handling their own waste in the exhibition spaces during the Fair, ensuring proper disposal and sorting as outlined in Article 5.5. During the setup and dismantling phases of the Fair, Exhibitors must manage their own waste at their own expense, without using the containers mentioned in Article 5.5. If they fail to do so, the Organizer will handle waste disposal on their behalf and charge the cost to the Exhibitor.
- 5.7. Smoking is not permitted inside the hall where the Fair is being held. A designated smoking area will be marked in an outdoor space.
- 5.8. During the setup and dismantling of the exhibition space, only gas or electric forklifts and manual pallet trucks are permitted in the hall. The Organizer will provide forklift services for the needs of Exhibitors throughout the setup and dismantling process. Exhibitors are advised to bring their own gas-powered forklifts, if necessary, to ensure process efficiency.

## 6. SPECIAL PROVISIONS

- 6.1. Marketing and other activities in the Fair space, excluding the Exhibitor's own exhibition space, must be approved in writing by the Organizer upon written request



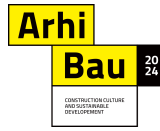
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sent to the email address [sajam@arhibau.hr](mailto:sajam@arhibau.hr). These activities include, among others, filming, hospitality, sales, distribution of flyers, etc.

- 6.2. Inclusion of the Exhibitor in the list of all Exhibitors that will be published on the website [www.arhibau.hr](http://www.arhibau.hr) and in the fair and conference brochure is mandatory and free of charge. Only one logo or visual per Exhibitor can be placed at each exhibition position on the Fair's website.
- 6.3. Each Fair participant representing the Exhibitor within their exhibition space will have official accreditation, and the Exhibitor must designate a representative who will be authorized to receive all communications from the Organizer.
- 6.4. Accreditations that allow Fair participants, as mentioned in Article 6.3, free entry and exit to the hall are non-transferable, and wearing them is mandatory. In this regard, Exhibitors must submit the total number of accreditations needed for authorized persons at least 15 days before the Fair starts.
- 6.5. Along with the rented exhibition space, the Exhibitor is entitled to the following number of complimentary tickets for business partners and clients, based on the size of the rented space:
  - up to 20m<sup>2</sup>: 5 tickets;
  - for space from 21m<sup>2</sup> to 60m<sup>2</sup>: 10 tickets;
  - for space from 61m<sup>2</sup> to 90m<sup>2</sup>: 15 tickets;
  - for space over 91m<sup>2</sup>: 20 tickets.

These tickets are valid for a one-time entry to the Fair on any day it is held.

- 6.6. If the Exhibitor wishes to purchase an additional quota of fair tickets, a discount will be applied for 15 or more purchased tickets, reducing the price to 4 euros per ticket, including VAT.
- 6.7. Any activity that spatially or audibly disturbs other Exhibitors and visitors is prohibited, as determined by the Organizer's representative.
- 6.8. The maximum allowed sound level for each exhibition space is 30dB.
- 6.9. Playing music in the Exhibitor's exhibition space is subject to copyright laws, and the Exhibitor assumes all material and immaterial responsibility for any obligations incurred. The Exhibitor also takes full responsibility if third parties make any claims regarding the music repertoire and agrees to handle any proceedings directed towards the Organizer related to playing and broadcasting music within the exhibition space. Additionally, the Exhibitor will compensate the Organizer for any damages resulting from claims made by third parties.
- 6.10. The Organizer has the right to photograph and/or create other types of video and audio recordings in the exhibition spaces during setup, the Fair, and dismantling, and to use them for its own and public purposes. The data controller is Katapult promocija d.o.o., based in Slavenska avenija 26/1, Zagreb, VAT ID: 65191050926. Any questions and requests regarding your personal data can be sent to the email address: [sajam@arhibau.hr](mailto:sajam@arhibau.hr).
- 6.11. The organization of insurance for the fair space outside each Exhibitor's exhibition space is the responsibility of the Organizer.
- 6.12. In the event of damage within the exhibition space (theft, damage, etc.), the Organizer is not liable in any case, and the Exhibitor is required to report the damage



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to the nearest police station as soon as possible. The Exhibitor is responsible for insuring their exhibits and equipment within the exhibition space at their own expense.

6.13. The Exhibitor is responsible for any damage or injury caused to the Organizer and other Exhibitors or persons within the exhibition space, if caused by themselves or their staff.

6.14. Communication between the Organizer and the Exhibitor, for the purpose of fulfilling obligations arising from these General Terms, will primarily be conducted via email at [sajam@arhibau.hr](mailto:sajam@arhibau.hr), which is considered a valid means of communication equal to written communication. The date of sending an email is thus regarded as the date of receipt of the notification, equivalent to the receipt of a registered letter.

6.15. In the event of a dispute, the competent court is in Zagreb.

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Organizer Contacts:

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