



ArhiBau 2025, regional architecture and building fair, September 10–13, 2025

GENERAL TERMS OF PARTICIPATION

1. EVENT ORGANIZATION

- 1.1. The fair event "ArhiBau 2025 – Architecture and Building Fair" (hereinafter referred to as the Fair) is organized by Organizacija za planiranje i arhitekturu d.o.o., Vlačka ulica 81a, Zagreb, OIB: 79817586565, a company registered with the Commercial Court in Zagreb under entity registration number 080622453 (hereinafter referred to as the Organizer). The event production is managed by the company Katapult promocija d.o.o., Slavenska avenija 26/1, 10000 Zagreb, OIB 65191050926.
- 1.2. The Fair will take place from September 10 to September 13, 2025.
- 1.3. The Fair will be held at two venues: Knowledge Hub and Creative Hub. Knowledge Hub is located in the atrium of the Faculties of Architecture, Civil Engineering and Geodesy (Kačićeva 26, 10000 Zagreb), while Creative Hub is the hall located across from the AGG Faculty (Kačićeva 23, 10000 Zagreb). The Fair will take place concurrently with the ArhiBau 2025 Conference.
- 1.4. The Fair will be open to visitors from Wednesday, September 10, 2025, from 5:00 PM till 9:00 PM and from September 11, 2025 to September 13, 2025 from 10:00 AM till 7:00 PM. Exhibitors are required to arrive at their exhibition spaces 30 minutes earlier, i.e., at 9:30 AM, and can stay in the exhibition area 30 minutes after closing, but no later than 7:30 PM. The setup of the exhibition space will take place on Tuesday, September 9, 2025, from 9:00 AM to 5:00 PM. The dismantling of exhibition stands will take place on Sunday, September 14, 2025, from 9:00 AM to 5:00 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 retired persons 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.

2. REGISTRATION AND PARTICIPATION CONDITIONS

- 2.1. The right to participate in the fair is granted to all natural and legal persons who have signed a contract for the rental of exhibition space and fulfilled the obligations arising from these General Terms.

- 2.2. The deadline for signing the contract for the rental of exhibition space is 15 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

- 3.1. The exhibition area consists of two sections: Knowledge Hub and Creative Hub. Exhibitors are offered exhibition spaces with gross surface areas ranging from 4.50 m² to 13.50 m², as shown in the official floor plans of the Fair.
- 3.2. By renting the exhibition space, the exhibitor receives: space of the selected gross area (without walls), a power connection, basic lighting, and fair entry tickets for business partners and clients.
- 3.3. The basic rental prices for the stands are listed in the exhibition space price list, which forms an integral part of the General Terms of Participation.

PRICE LIST OF EXHIBITION SPACE

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KNOWLEDGE HUB ((A – E)

Faculties of Architecture, Civil Engineering and Geodesy, 26 Kačićeva Street, Zagreb, Croatia

STAND NUMBER	STAND DIMENSIONS	STAND AREA	RENTAL PRICE
A1 – A4	3,00 x 1,50 m	4,50 m ²	2.500,00 EUR
B1 – B6	3,00 x 3,00 m	9,00 m ²	4.200,00 EUR
C1 – C2	3,00 x 1,50 m	4,50 m ²	3.500,00 EUR
C3 – C11	3,00 x 1,50 m	4,50 m ²	2.500,00 EUR
D1	3,00 x 4,50 m	13,50 m ²	Main sponsor
ROLL-UP POSTER DISPLAY POSITIONS		POSTER DIMENSIONS	RENTAL PRICE
E1 – E14		1,00 x 2,00 m	400,00 EUR

CREATIVE HUB (F)

Hall located across from the AGG Faculty, 23 Kačićeva Street, Zagreb, Croatia

STAND NUMBER	STAND DIMENSIONS	STAND AREA	RENTAL PRICE
F1- F2	4,00 x 2,25 m	9,00 m ²	3.300,00 EUR
F3 – F6	4,50 x 2,00 m	9,00 m ²	2.900,00 EUR
F7	width: 5,50 m depth: left – 1,00 m, right - 2.25 m	9,00 m ²	2.500,00 EUR
F8 – F11	4,00 x 2,25 m	9,00 m ²	2.500,00 EUR
F12	width: 5,50 m depth: left – 2.25 m, right – 1,00 m	9,00 m ²	2.500,00 EUR
F13 – F18	4,50 x 2,00 m	9,00 m ²	2.500,00 EUR

The listed base rental price refers to unfurnished indoor exhibition space and is subject to an additional 25% VAT. Each exhibitor will receive a certain number of one-day passes, depending on the size of the rented space.

- 3.4. Exhibitors who have participated in one of the ArhiBau fairs in previous years are entitled to a 5% discount, while exhibitors who have participated in two or more ArhiBau fairs are entitled to a 10% discount.
- 3.5. 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.
- 3.6. 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, August 10, 2025, at the latest.
- 3.7. 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 2025 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 for timely promotion.
- 3.8. If the exhibitor wishes to organize promotional activities outside the indoor exhibition space, they must negotiate the 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.
- 3.9. 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.
- 3.10. The exhibitor agrees to adhere to the daily schedule at the exhibition space, arriving



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- before visitors and leaving no later than 30 minutes after closing to the public. Daily deliveries can be made through the freight entrance as per the organizer's instructions.
- 3.11. 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 September 9, 2024, at 9:00 a.m., and all setup and exhibition space preparation must be completed by 7:00 p.m. on September 9, 2025.
 - 3.12. The exhibitor is obligated to finish all dismantling and removal of the exhibition space no later than September 14, 2024, by 5:00 p.m.
 - 3.13. 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.
 - 3.14. If goods are to be delivered during the Fair, the Exhibitor is required to carry out deliveries through the designated loading entrance. Only manual delivery of goods is allowed into the exhibition space, without the use of forklifts.
 - 3.15. The price per m² of exhibition space includes basic night security outside the fair's operating hours.

4. TERMS OF PAYMENT

- 4.1. Following the expression of interest in exhibiting 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., Slavonska avenija 26/1, 10000 Zagreb, VAT ID: 65191050926. Upon signing the contract, Katapult promocija d.o.o. 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. Katapult promocija d.o.o. will issue the Exhibitor a final invoice in the month the service is rendered. For payments based on a quotation, Katapult promocija d.o.o. 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



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no later than 7 days from the date of issuance of the invoice.

5. TECHNICAL INFORMATION

- 5.1. The Organizer will provide one Schuko socket to the Exhibitor's stand space, while do the electrical cabling.
- 5.2. The Exhibitor is not allowed to drill the floor or apply any adhesive materials that cannot be removed without causing damage.
- 5.3. The Organizer will provide containers for communal and bulky waste, where all Exhibitors must individually dispose of and sort their waste regularly, every day.
- 5.4. Exhibitors are responsible for handling their own waste in the exhibition spaces during the Fair, ensuring proper disposal and sorting as outlined in Article 5.3. 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 5.3. If they fail to do so, the Organizer will handle waste disposal on their behalf and charge the cost to the Exhibitor.
- 5.5. Smoking is not permitted inside the hall where the Fair is being held. A designated smoking area will be marked in an outdoor space.

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 and sent to the email address 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 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 single-entry tickets for business partners and clients, based on the designation of the rented stand:
 - for stands marked A1 to A4: 100 tickets
 - for stands marked B1 to B6: 200 tickets
 - for stands marked C1 to C2: 130 tickets
 - for stands marked C3 to C12: 100 tickets



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- for stand marked D1: 300 tickets
- for stands marked F1 to F2: 130 tickets
- for stands marked F3 to F6: 120 tickets
- for stands marked F7 to F18: 100 tickets

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

- 6.6. Any activity that spatially or audibly disturbs other Exhibitors and visitors is prohibited, as determined by the Organizer's representative.
- 6.7. The maximum allowed sound level for each exhibition space is 30dB.
- 6.8. 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.
- 6.9. 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.
- 6.10. The organization of insurance for the fair space outside each Exhibitor's exhibition space is the responsibility of the Organizer.
- 6.11. 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 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.
- 6.12. 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.
- 6.13. 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, 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.
- 6.14. In the event of a dispute, the competent court is in Zagreb.

Organizer Contacts:

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