

EXHIBITOR MANUAL





EUROPEAN ROAD CONFERENCE

CORRIDORS FOR SHARED PROSPERITY and SUSTAINABLE MOBILITY

Dubrovnik, CROATIA, October 22-24 2018

Co-organizers











Knowledge Partners







University of Zagreb University of Applied Sciences Zagreb

Knowledge Partners





Under the High Patronage of



Introduction

\\\ Dear Exhibitor,

this manual is specially designed to answer are questions that may arise during your planning of the participation in the European Road Conference in Dubrovnik, October 2018.

Beside basic regulations and information referring to booth construction, you will also find order details of services, as well as additional services provided by Goldy Eventi and partners.

\\\ In order to avoid delays, please ensure that the orders are completed within the given time frame.

In case you need further assistance please be free to contact us directly at our email address info@goldy-eventi.hr.

We look forward to welcoming you to Dubrovnik and thank you for your entire support.

Igor Zlatar, Goldy Eventi, director

Important contacts

Igor Zlatar Goldy Eventi Zagrebačka Avenija 104 10 000 Zagreb

Tel: +38599 4444 077

Email: info@goldy-eventi.hr

General Dates

\\\ Build Up:

October 21th, 10:00

\\\ Break down:

October 24th, 10:00

Hotel location

\\\ Hotel Valamar Lacroma Dubrovnik Ul. Iva Dulčića 34, 20000 Dubrovnik, Croatia

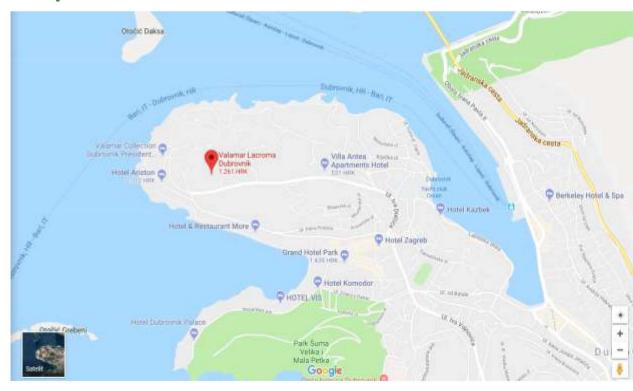




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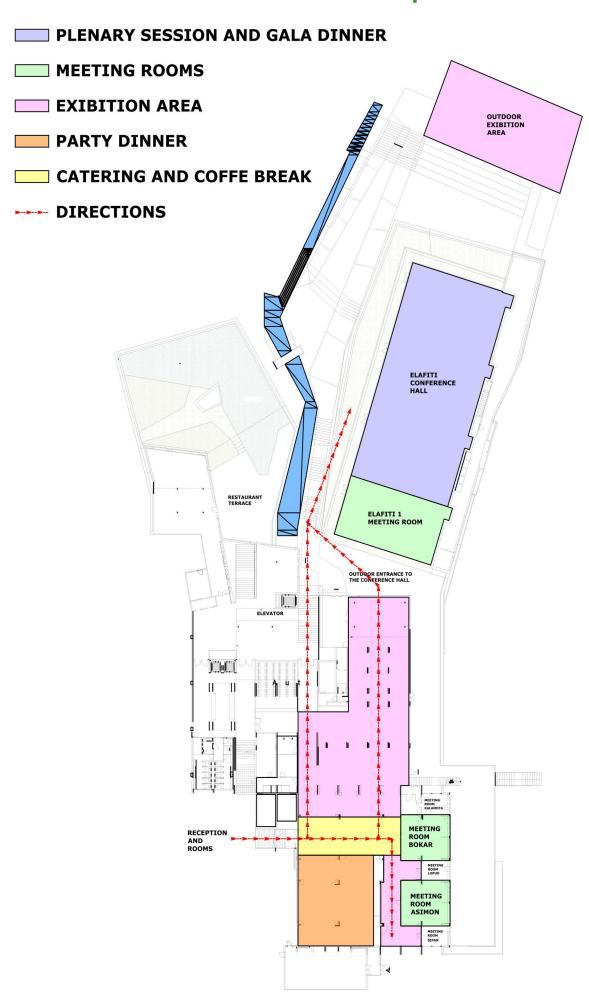
https://www.valamar.com/hr/hoteli-dubrovnik/valamar-lacroma-dubrovnik-hotel

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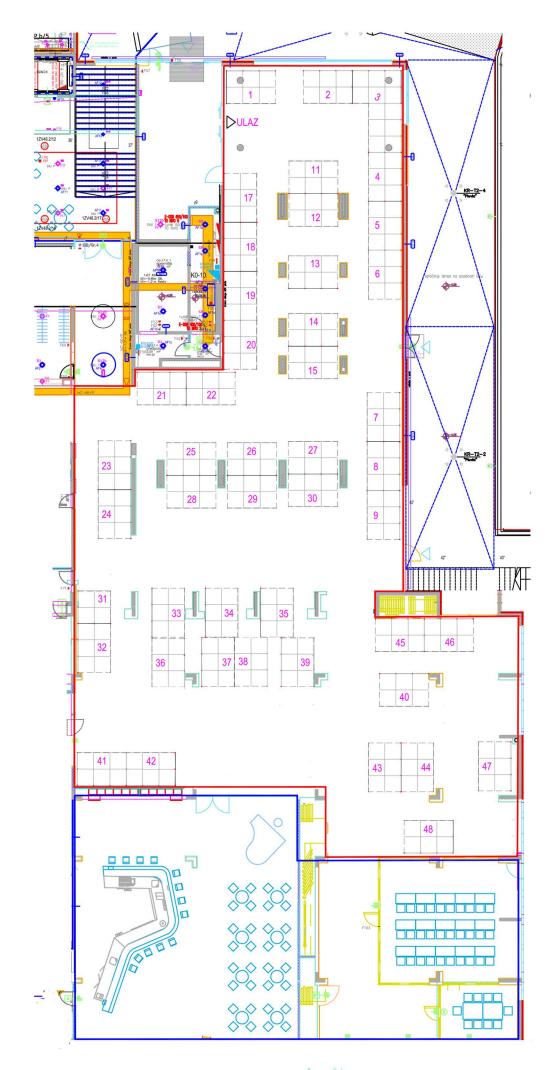
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Conference & Exhibition Florplan



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Dubrovnik Valamar Lacroma - floorplar



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Hotel notes

Ideally, you should aim to have your shipment arrive at least two days before the starting date of the event. Shipment order should be placed 3 weeks before in order to pass through possible customs procedure and to be delivered at the conference department of the Valamar Lacroma Hotel on aimed time. After sending your shipment, please share the tracking information with the hotel via email:

anja.paiccolakovic@valamar.com

The largest pallet size that can enter the hotel is the EURO size.

Delivery and pick-up time working hours:

Mon-Fri 07:00-14:00, Sat 07:00-12:00.

For larger items and deliveries outside working hours, please contact the hotel to arrange details at anja.paiccolakovic@valamar.com

The hotel has no forklift, and the hotel has one pallet jack available. We highly recommend bringing or renting your own pallet jack for booth montage. If there is a possibility for the transportation company to rent you a pallet jack please inform them of your wish. The dimensions of the hotel entrance don't allow the use of a forklift.

All pallets larger than EURO size have to be unloaded on the plateau of the congress hall and transported by hand for about 70 meters and 2 flights of stairs.

Professional material handling

\\\Please do not send any Booth material and/or literature to the congress venue directly or ahead of time, as the congress venue will refuse to accept the cargo. For all deliveries arriving in Dubrovnik, for courier deliveries arriving during build-up, as well as for all information regarding professional handling of booth material, empties, secured storage (before / during/after the Congress), general transport, freight shipment and customs clearance, forklift service etc., please contact Goldy Eventi at info@goldy-eventi.hr.

In case of late arrival / missing pre-advice Goldy Eventi cannot guarantee any performance in time. Please contact them directly for a respective offer. We would like to point out that all shipments entering Croatia from a non-EU country are subject to customs clearance procedures. The organizer will accept not any customs charges, customs expenditures (duties & taxes). It is therefore vital that your goods are being transported/delivered on a customs-cleared/duties paid basis by a professional transport company.

Access to the exhibition hall

The material needed for booth construction will be delivered through the assigned route regulated by traffic marshals onsite.

Storage

\\\ Storage for empty crates and promotional materials will be secured by the hotel (storage space is limited).

Parking

\\\ After the unloading process finishes the delivery trucks will be moved to a designated parking area.

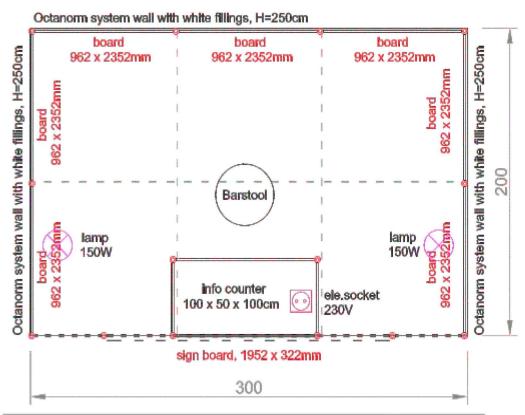
Booth construction

The exhibitor gets an octanorm stand enclosed from 3 sides in 3x2 SQM dimensions (or 6x2, depending on the sponsorship level). The basic stand includes 3 walls, info counter, board, electrical socket and barstool. The position of every element can be changed (please draw the position of the elements using the blank booth scheme below).

Every exhibitor has an obligation to deliver the conceptual design by 15.09.2018. The signboard comes with box letters with the company name, all additional prints and logos come with a fee. All other element design is possible at additional cost (please check the additional equipment list). It is forbidden to use adhesives on the perimeter walls, as well as drilling and hanging of any equipment. For any further design planning and upgrades, please contact us at info@goldy-eventi.hr.

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Stand design example



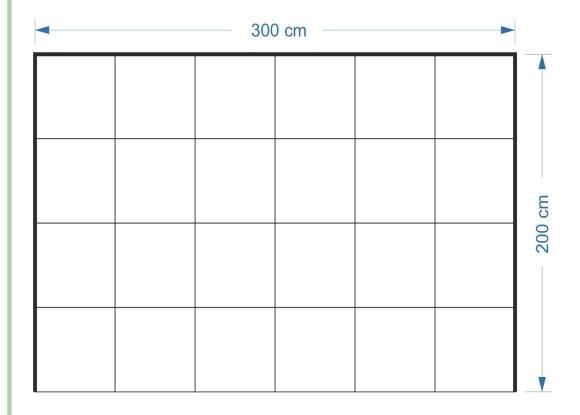


STANDARD BOOTH 6 m²
Hotel "Lacroma" Dubrovník
22.-24.10.2018.

Furniture / booth equipment

Additional booth equipment, as well as basic and luxury furniture, is available for order. Please consult the additional equipment list.

If you want a custom booth, please arrange the additional equipment inside the booth scheme.



Doors

Doors and gates forming part of an escape route shall be hung to open in the direction of escape, clear of any steps or landings, and shall where necessary be recessed so that when open they do not obstruct the required width of any gangway, corridor, passageway, staircase, landing or another escape route. The largest pallet size that can enter the hotel is the EURO size. The maximum height of a pallet is 2m, please keep in mind those door restrictions while planning the transportation of goods.

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General safety regulations

Ouring build-up and dismantling minors under the age of 18 are not allowed on the premises, not even if accompanied by a parent or legal guardian. The use of protective footwear is mandatory at all times on all the working areas.

Booth construction safety regulations

- \\\ All material used for the construction of booths and displays should follow these regulations:
 - Of a suitable nature and quality for the purposes and conditions of their intended use
 - Adequately prepared and fixed in order to adequately perform the functions for which they are designed
 - Non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part7
 - · Water-based, where applicable, e.g. adhesive and paint

ELECTRICAL INSTALLATIONS

Only Goldy Eventi is authorized to provide the electrical switchboards for the power points. Every client has to order an electrical switchboard from the Goldy Eventi via email. If the builder brings his own switchboard it is compulsory to connect it to the Goldy Eventi electrical switchboard ordered by the exhibitor and provided by the Goldy Eventi, and inform the venue about how they will connect both Switchboards. Goldy Eventi provides electric service in the Exhibition area, during the official exhibition times. In case that you need a 24h electrical connection for some devices (no booth general light), you need to order a second electrical switchboard. Three-phase electricity is available on request.

Joints

\\\ Joints shall not be made in cables except where necessary as a connection to equipment/accessories. In such cases, the insulated screwed connection shall be used and shall be enclosed in totally insulated enclosures.

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Technical supplies / booth services

Various technical supplies and services can be ordered through Goldy Eventi:
Electricity Water Supply subject to availability / upon request
Telecommunication / Internet Connections
Audio-Visual / Computer Equipment
Modular Booth Construction/Furniture/Equipment

Waste disposal

Waste disposal during the event is included in the compulsory fee which is automatically being invoiced to all exhibitors.

During build-up and dismantling, waste disposal (crates, glasses, aluminium profiles, wooden chips etc.) is the sole responsibility of each booth builder and their staff.

The hotel will not provide any containers for waste disposal!

For ecological reasons, all exhibitors are kindly requested to reduce their waste to a minimum.

Booth cleaning

\\\ At the end of each day, the corridors will be cleaned.

The booth cleaning-including hoovering, emptying of waste bins and removal of waste bags-is is not included in the compulsory fee.

Exhibitors are kindly asked to place full dustbin bags in the corridors for removal at the end of each day

Flowers/foliage plants

\\\ Should you wish to order flower arrangements or foliage plants, please contact Goldy Eventiat info@goldy-eventi.hr.

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Hostess services

\\\ Booth hosts/hostesses can be ordered by sending an email to info@goldy-eventi.hr

Photographer

An official photographer will be available onsite. Please contact us at info@goldy-eventi.hr for additional information and services.

Internet connection

\\\ If you plan to have your own access points (Wi-Fi) at your booth, please contact us.

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Hotel shipping notes

\\\ ATA Carnet

If ATA Carnet is operating in your country, please note that customs procedures can be done with ATA Carnet guarantee more conveniently. ATA Carnet is an international customs document that permits the duty-free and tax-free TEMPORARY import of goods for up to one year. For detailed instructions, please contact your Country's Chamber of Economy or Chamber of Commerce.

Please, address correctly your package/ shipment:

VALAMAR LACROMA DUBROVNIK

Conference Department

Attn: Ms Anja Paic Colakovic

Iva Dulcica 34, 20 000 DUBROVNIK

CROATIA

PROFORMA INVOICE has to contain:

All goods, with value(in €), listed it can be just 1.00 €, but the value

Sender: name, telephone number and complete address of the sender

If the shipment is sent from outside the EU:

Receiver: the address of on the proforma invoice is not the same as on the

package,

Please, address correctly the proforma invoice:

Attn.: TRUST d.d DUBROVNIK

Valamar Riviera d.d.

Branch for tourism DUBROVNIK BABIN KUK,

Vatroslava Lisinskog 15A

EORI Hr85619845167

(hotel Valamar Lacroma Dubrovnik)

HR-20000 DUBROVNIK, CROATIA

Statement: Payment of customs duties and taxes will be covered by the

sender

TEMPORARY IMPORT: specification for goods which will be shipped back to

the origin country

PERMANENT IMPORT: specification for goods which will be freely

distributed to event participants or guests

Shipment of medical devices and drugs:

A special permit from the Croatian Ministry of Health needs to be obtained.

The permit can be obtained ONLY by a registered company for

medicines and medical equipment, whether it is a REGULAR or TEMPORARY Shipment from EU or from outside the EU! For more details please check with HALMED http://www.halmed.hr/en/Kontakti

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Shipment deadlines

No Because of limited space of the venue and the time-schedule, all unloading operations are strictly operated by Goldy Eventi and partners. Trucks must leave the designated unloading area immediately after finishing the unloading process.

All vehicles must be at the designated unloading location before the appointed time.

Customs clearance (non-eu countries only)

All custom clearance services will be provided by Goldy Eventi. All exhibit material under temporary importation will be processed by Croatian custom service. Goods under temporary bond cannot be sold during the exhibition and all sale operations must be reported to Croatian Customs. Goldy Eventi will not answer for any penalties resulted from sale operations that were not reported to the authorities. Please contact us at info@goldy-eventi.hr for any further information.

Permanent import

\\\ All goods planned to be consumed on the show as brochures, giveaways and other promotional materials.

Shipping Instructions

\\\ Goldy Eventi has been appointed as the official forwarder, customs clearance agent and handling agent for the event. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue.

The range of services provided by Goldy Eventi include:

- Transport, national or international
- Temporary or permanent customs clearances coordination of deliveries, delivery time slot management
- Unloading, delivery to the exhibition Stands, fork lifting storage of empty boxes and crate during the event
- Accessible storage for brochures and giveaway items during the eventsite assistance and supervision

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General Dates

\\\ Build Up:

October 21st, 10:00

\\\ Break down:

October 24th, 10:00

Payments and insurance

\\\ Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Goldy Eventi does not ensure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Goldy Eventi is not liable for any losses, theft or pilferage.

Forwarding & Handling Tariff

The liability of Goldy Eventi ceases with delivery and commences with a collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of material until collected from the standby partners of Goldy Eventi.

No unauthorized Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed on any terms of payment will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

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PRICE LIST OF ADDITIONAL STAND EQUIPMENT

1. SHOWCASE SHELVES length x width x height (cm) 100 x 100 x 250 pcs 60 x 100 x 250 pcs 70 x 70 x 250 pcs 50 x 50 x 250 pcs	90 €	9. INPO COUNTER length x width x height (om) 100 x 50 x 80	75 €	17. GLASS PARTITION WALL length x width (cm) 100 x 100 x 250 pcs 50 x 100 x 250 pcs 70 x 70 x 250 pcs 60 x 50 x 250 pcs	50 €
2. LOW SHOWCASE length x width x height (om) 100 x 100 x 100 pos 50 x 100 x 100 pos 70 x 70 x 100 pos 50 x 50 x 100 pos	90 €	10. BAR COUNTER length x width x height (om) 100 x 50 x 120 pos	80 €	18. PARTITION WALL METAL GRID length x height (om) 100 x 250 pos 60 x 260 pos 70 x 250 pcs	50 €
3. ILLUMINATED PLEXIGLASS POST length x width x height (om) 100 x 100 x 250 pos 50 x 100 x 250 pos 70 x 70 x 250 pos 50 x 50 x 250 pos	160 €	11. CARPET color m ²	13 €	19. TABLE Ø 80 om pos 80/80 om pos 120/80 om pos	80 €
4 WALL UNIT WITH 3 SHELVES length x width x height (cm) 100 x 100 x 250 pos 50 x 100 x 250 pcs 70 x 70 x 250 pcs 50 x 60 x 250 pos 90 you	65 €	12. CEILING RASTER m ²	30 €	20. BAR TABLE Ø 60 om pos	70 €
5. WALL UNIT: TRIANGLE, PLANE, WORKING SURFACE length x width x height (cm) 100 x 100 x 250 pcs 50 x 100 x 250 pos 70 x 70 x 250 pos 50 x 50	20 €	18. CEILING SCREEN FOR INSCRIPTION AND ILLUMINATION m ²	30 €	21. CHAIRS (DIFFERENT SHAPES) PC8	25 €
6. INCLINED SHELVES length x width (cm) 100 x 250 pos	12 €	14. ACCORDION DOORS WITH KEY pas	55 €	22. BAR CHAIR	70 €
7. LOCKER WITH KEY, INBUILT length x width x height (onn) 100 x 800 x 80 pos	65 €	15. PARTITION WALL length x width (orn) 100 x 250 pos 60 x 250 pos 70 x 250 pos 60 x 250 pos 90 pos 90 pos 90 pos	40 €	23. REFRIGERATOR pos	80 €
8. PEDESTAL PANEL length x width (cm) 100 x 100 pos 60 x 100 pos 70 x 70 pos 60 x 60 pos	On demand	18. PARTITION WALL double construction or with upgrade	50 €	24. KITCHEN SINK	On demand

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DoS DOS						
20. AFBMCHAIR 20. AFBMCHAIR 20. AFBMCHAIR 20. OR		On demand			WITH COLORED IVERAL	60 €
90 € 220 W 15 € COLOURS 15	pos		pes		oolor m²	
27. ICE MACHINE 28. COFFEE MACHINE DOI demand DOS		90 €	220 W	15€	COLOURS	15€
22. COFFEE MACHINE Don demand Don dem						
28. COFFEE MACHINE Dos		On demand	6 x 1,6 mm ²	10 €	WHITE COLOUR	12 €
Dos Dos					m	
29. HANGER 10 €		On demand	6 - 10 KW pos	On demand	Ø5m	On demand
10 €	29. HANGER					
Solid Pos On demand Sh=50 cm M² 40 € M² 40	pcs	10€		20 €		40 €
Solid Pos On demand Sh=50 cm M² 40 € M² 40	AA AUDTAIN		41 FLOOR STRUCTURE		K2 INSCRIPTION	
7 € h=10 om 35 € 80 m²		On demand	≤ hm ² O cm	40 €		40 €
20 €	31. WASTE PAPER BASKET		42. IVERAL PLOOR BOARD		53. INSCRIPTION IN LOGOTYPE	
32. DECORATIVE PIER WITH ROPES 20 € BEAM / PILLAR 40 € m²	pcs	7€		35 €	m²	80 €
33. SELF-SUPPORTIVE LEAFLET HOLDER 80 €	ROPES		BEAM / PILLAR	40 €		60 €
LEAFLET HOLDER		Γ1				
WITH CARRIER	LEAFLET HOLDER	80 €	CONSTRUCTION 29/29 cm ► 2 m pos	40 €	print and confection	60 €
WITH CARRIER	34. REFLECTOR	c Eta	45 LEXAN		58, PLASMA TV 42"	
	150 W pos	(WE)		55 €	WITH CARRIER	85 €
300 W pos 50 € m² pos	300 W pos	50 €	m²		pos	
AND DVD PLAYER (1 DAY)		80 €	WITH IVERAL BOARDS	40 €	WITH CARRIER	150 €
pos pos pos	pos		m²		pos	

2

Customs

	THE RESIDENCE OF THE PERSON NAMED IN COLUMN 1	The second secon	WILLIAM TO THE PARTY OF THE PAR
58. SOUNDSYSTEM ROADGEAR for smaller presentations	250 €		
89. CITYLIGHT DISPLAY self-supported, two sided pcs	200 €		
60. ADVERTISEMENT BOX	100 €		
61. ILLUMINATED PLEXIGLAS ADVERTISEMENT BOX pcs	120 €		
62. ROTATING ILLUMINATED PLEXIGLAS ADVERTISEMENT BOX pos	300 €		
63. PLANTS	50 €		
		00000000000000000000000000000000000000	

ALL PRICES EXCLUDE VATI

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Customs

STAND FURNITURE

PRICE LIST / ORDER FORM (Prices are for the entire exhibition period)

QTY	NO.	UNIT CODE / NAME	PRICE
	1	SHOWCASE SHELVES	90,00€
	2	LOW SHOWCASE	90,00€
	3	ILLUMINATED PLEXIGLASS POST	160,00€
	4	WALL UNIT WITH 3 SHELVES	65,00€
	5	WALL UNIT: TRIANGLE, PLANE, WORKING SURFACE	20,00€
	6	INCLINED SHELVES	12,00€
	7	LOCKER WITH KEY, INBUILT	65,00€
	8	PEDESTAL PANEL	on demand
	9	INFO COUNTER	75,00€
	10	BAR COUNTER	80,00€
	11	CARPET	13,00€
	12	CEILING RASTER	30,00€
	13	CEILING SCREEN FOR INSCRIPTION AND ILLUMINATION	30,00€
	14	ACCORDION DOORS WITH KEY	55,00€
	15	PARTITION WALL	40,00€
	16	PARTITION WALL	50,00€
	17	GLASS PARTITION WALL	50,00€
	18	PARTITION WALL METAL GRID	50,00€
	19	TABLE	80,00€
	20	BAR TABLE	70,00 €
	21	CHAIRS (DIFFERENT SHAPES)	25,00€
	22	BAR CHAIR	60,00€
	23	REFRIGERATOR	80,00€
	24	KITCHEN SINK	on demand
	25	MINI KITCHEN	on demand
	26	ARMCHAIR	90,00€
	27	ICE MACHINE	83,00€
	28	COFFEE MACHINE	124,00€
	29	HANGER	10,00€
	30	CURTAIN	on demand
	31	WASTE PAPER BASKET	7,00€

QTY	NO.	UNIT CODE / NAME	PRICE
	32	DECORATIVE PIER WITH ROPES	20,00€
	33	SELF-SUPPORTIVE LEAFLET HOLDER	80,00€
	34	REFLECTOR	35-50 €
	35	METAL -HALOGEN REFLECTOR	80,00€
	2.6	T.U.G. 1 1 1 5	40.00.0
	36	FLUO LAMP	40,00€
	37	SOCKET	15,00€
	38	ELECTRIC CABLES	12,00 € on
	39	ELECTRIC CASE	demand
	40	LAMINATE	20,00€
	41	FLOOR STRUCTURE	40,00€
	42	IVERAL FLOOR BOARD	35,00€
	43	MAXIMA CONSTRUCTION BEAM / PILLAR	40,00€
	44	ALLUMINIUM TRUSS CONSTRUCTION 29/29 cm	40,00€
	45	LEXAN	55,00€
	46	WRAPPING UP WALLS WITH IVERAL BOARDS	40,00€
	47	WRAPPING UP WALLS WITH COLORED IVERAL BOARDS	60,00€
	48	PAINTING WALLS WITH COLOURS	15,00€
	49	PAINTING WALLS WITH WHITE COLOUR	12,00€
	50	ROTATING PLATFORM	on demand
	30	NOTATIVE I BATTONIA	on
	51	STOREY STAND ELEMENTS	demand
	52	INSCRIPTION	40,00€
	53	INSCRIPTION IN LOGOTYPE	80,00€
	54	GRAPHICS - PRINT	60,00€
	55	MESH - TARPAULIN print and confection	60,00€
	56	PLASMA TV 42'' WITH CARRIER AND DVD PLAYER (1 DAY)	85,00€
	57	PLASMA TV 60'' WITH CARRIER AND DVD PLAYER (1 DAY)	150,00€
	58	SOUNDSYSTEM ROADGEAR for smaller presentations	250,00€
	59	CITYLIGHT DISPLAY self-supported, two-sided	200,00€
	60	ADVERTISEMENT BOX	100,00€
	61	ILLUMINATED PLEXIGLAS ADVERTISEMENT BOX	120,00€
	62	ROTATING ILLUMINATED PLEXIGLAS ADVERTISEMENT BOX	300,00 €
	63	PLANTS / different plants	30-50 €

Subtotal	€	
25% VAT	€	
Grand		
Total	€	

SIGN / STAMP	

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Please fill application form

Date (mm-dd-yyyy):
Stand no:
Company:
Contact name:
Telephone (with country code):
Mobile phone:
Email:
Name Board – For stand fitting only (box letters included in shell scheme pricing, logo and print are not included)
Company description – English, 100 word maximum

Information about the organizer

GOLDY EVENTI j.d.o.o.

OIB: 99684581674

Zagrebačka avenija 104, 10 000 Zagreb

BANK:

Privredna Banka Zagreb

IBAN

HR7823400091110817702

SWIFT/BIC account

PBZGHR2XXXX