



## EXHIBITORS' MANUAL



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## 1. GENERAL ORGANISATION

The Exhibitor shall inform the performer of the exhibiting stand (installation, dismantlement) and the personnel present at the exhibition stand during the educational fair about what follows.

### 1.1. Fair hours (when the educational fair is open to the public)

October 18, 2011: 12.00–7.00 p.m. (Tuesday)

October 19, 2011: 12.00–7.00 p.m. (Wednesday)

October 20, 2011: 12.00–7.00 p.m. (Thursday)

Before opening time exhibitors have an extra hour to prepare their exhibition booths. After closing time they have extra 30 minutes to clear up and close their exhibitions booths. On the first day of the fair (i.e. October 18, 2011) they can start with the preparations at 7.00 a.m.

### 1.2. Official inauguration of the fair

Student Arena will be officially inaugurated **on Tuesday, October 18, at 1.00 PM in hall Steklena (C)** of the complex. All Exhibitors are kindly invited to attend this event.

## 2. ACCESS TO THE FAIR

### 2.1. Entrance is free of charge

The entrance is free of charge. All the contents, lectures, cultural activities on the open stage and workshops are free of charge, too.

### 2.2. Personnel badges

The identification badges that count as identity cards and give the Exhibitors access to the exhibit area before it is open for the public may be picked up accordingly to the completed **Form 1** at **Ljubljana Exhibition and Convention Centre (Gospodarsko razstavišče) in hall Kupola (A) on October 17, 2011 from 8 a.m. and 7 p.m.**

### 2.3. Identity cards – installation/dismantlement

The cards will be issued to all Exhibitors for their installation and dismantlement staff. The identification cards can be picked up at the reception (**you are entitled to 1 card per 3m<sup>2</sup>**). The cards are to be worn somewhere visible. **Without the identity cards, entrance to the exhibition halls and work will not be possible.**

## 3. INSTALLATION / DISMANTLEMENT AND MAINTENANCE OF EXHIBITION BOOTHS

### 3.1. Installation

The installation of exhibition stands will take place on **October 17, 2011 from 7 a.m. to 8 p.m. and on October 18 from 7 a.m. to 11 a.m.**

**All the exhibition stands should be built up and equipped by Tuesday, October 18, 2011 up to 10 a.m.** That is also when technical personnel and in PROEVENT d. o. o. will perform a technical examination of the stands. The presence of the person responsible and the performer of the stands during the examination is obligatory.



### **3.2. Goods, food and drink delivery**

The Exhibitors are obliged to provide by themselves for the delivery of goods and exhibits to the exhibition stands, as well as for their removal.

#### **a) during the installation**

The delivery of goods to the fair site is only allowed with a valid permit. Delivery to hall Steklena (C) will take place from Dunajska and Valjahunova Street, while the delivery to hall Kupola (A) from Vilharjeva Street.

#### **b) during the fair**

The delivery of goods into the exhibition halls takes place daily between 11.00 a.m. and 11.30 a.m. with a valid permit which can be obtained at the reception/ INFO point at AVLA hall Kupola (A).

**Delivery vehicles are allowed to stop at the delivery site for a maximum duration of 30 minutes. In case of infringing this regulation the vehicle may be removed at the Exhibitor's costs.**

### **3.3. Reception Office and Technical Service working hours**

The technical reception will be placed **in hall Kupola (A)**:

- during the set-up on October 17, 2011: from 8 a.m. to 8 p.m., and
- during the fair: from 8 a.m. to 7 p.m.

### **3.4. Exhibition booth equipment regulations**

Constructions, installations, elements of equipment, decorations and demonstrations held at the exhibition stands may neither spoil the general appearance of the exhibition nor disturb the adjoining exhibition stands and visitors.

#### **3.4.1. Exhibition booths height and equipment**

The Exhibitors should obtain a written approval from the Organizer for all the exhibition stands, the height of which exceeds 2.5 m. Such plans are to be sent to the Organizer up to 14 days from the set-up to be confirmed. If you would like a two-level stand you have to send in the plan and the static measurement up to 14 days before the beginning of the installation.

**Whatever works affecting the constructions, performed by the Exhibitors, e.g. drilling, painting, etc. are forbidden.**

#### **3.4.2. Minimum equipment**

The minimum equipment of the exhibition stands is binding and comprises the arrangement of floor, walls' set-up, an inscription sign with the Exhibitor's name.

#### **3.4.3. Pedestals height**

The maximum height of pedestals which the Exhibitors may set up is 12 cm. The edges may be sloping. A ramp for the disabled must be implemented in these cases.

#### **3.4.4. Flowers and other plants decoration height**

All flower decorations or plants that exceed the height of 1,65 m are to be inserted in the project that the Exhibitor hands in to the Organizer.

#### **3.4.5. Distance to passages**

The exhibits and flower boxes may be placed up to the edges of the exhibition space. The information counters should be placed at least 1 m from the passages and adjoining exhibition stands.



#### **3.4.6. Access to emergency exits and hydrants**

Whenever a way to emergency exits and/or hydrants leads through the exhibition area of the Exhibitor, it should be made both clearly discernible and accessible according to the judgment of the security service of in PROEVENT d. o. o., irrespective of the Exhibitor's way of set-up of the exhibition stand.

#### **3.4.7. Carting away waste and exhibition booth cleaning**

The Exhibitors are obliged to put dustbins onto the passages in front of their own exhibition stands each day after the termination of working hours. In the evening, the Organizer will see to the removal of the refuse. Cleaning of the exhibition booths and exhibits is allowed each day during the duration of the fair from 11 a.m. and 11.45 a.m. After that time the cleaning staff should leave the exhibition grounds.

Exhibitors are required to **separate waste every day** in the set pieces which are located at gateways chambers (glass containers - bottles, containers - cans, plastic containers, organic waste and paper). Refuse collection is organized in the evening. However, these bins are not designed for the waste generated during the installation / dismantlement of exhibition stands (plastic film, styrofoam, wood waste, wood chippings, metal waste and other waste of installation / dismantlement). Waste that comes out of installation / dismantlement has to be delivered to the depot of Gospodarsko razstavišče, which is located under the roof at Vilharjeva street - flounder and wood, cardboard and paper, Styrofoam, plastic film and bulky waste, which also includes carpets and mixed waste.

**All waste must be properly separated.** The exhibitor, who does not properly separate waste during the event, can be punished (€ 5,000.00 penalty) and delegated to any additional costs of extra separation and inspection penalties. When removing carpets they should be rolled before delivery to the landfill.

#### **3.4.8. Regulations on the exhibits**

Only the objects which have been stated in the application form and which comply with the exhibition program of the fair may be exhibited. The Organizer has a right to claim for the removal of the exhibits which had not been stated in the application form. The allowed floor load capacity is 1000 kg/m<sup>2</sup>. The Exhibitors must order adequate technical and forwarding services with the authorized services at the fair site. Exhibits of extraordinary dimensions or weight must be notified to the Organizer to settle its set-up and dismantlement.

### **3.5. Regulations on programs at the exhibition space**

The Exhibitor has to inform the Organizer about their program at the exhibition space by sending them the exact program of events no later than 14 days before the fair takes place to confirm it. All the events on exhibition grounds must proceed in accordance with the Act on Criminal Offences Against Public Order and Peace, and Article 12 – »Terms of exhibiting« on the back side of Form A »Application and Contract«. The Exhibitor must get the permits for the performers at the exhibition space from the Organizer. During the event the noise levels in the halls must not exceed 60 dB.

### **3.6. Dismantlement and carting away exhibits**

Carting away the exhibits may start immediately after the termination of the fair, i.e. on **Thursday, October 20, 2011 from 7.00 p.m. to midnight. The carting away of the exhibition equipment before the stated time is not permitted.** The disassembling of the exhibition stands is allowed only after the removal of the exhibits from the exhibition stands or in case this is necessary before the disassembling.



The Exhibitors are obliged to remove and take away the construction materials and refuses of their stand construction (splinters, plastic and metal remains, **the remains of Sellotape** etc.).

**The exhibition space is to be returned to the hall owner as it was before the fair. Traffic on the passages is not allowed until the floor coverings are removed.**

#### **Dismantlement schedule:**

- October 20, 2011 from 7 p.m. to midnight, **access will be possible from Dunajska** (entrance at hall Steklena (C) ) **and from Vilharjeva Street** (entrance at hall Kupola (A) ).
- October 21, 2010 from 7 a.m. to 8 p.m.

## **4. ADMINISTRATIVE AND STATUTORY PROVISIONS**

### **4.1. Customs formalities and forwarding services**

Information regarding the procedures on customs formalities is given by the Customs Administration of the Republic of Slovenia, telephone no.: +386 1 478 38 00. The Exhibitors disposing of ATA Carnet perform the customs formalities at the border crossing. Detailed information on forwarding services are to be obtained at the forwarding agency INTEREUROPA, Letališka cesta 35, 1000 Ljubljana, phone: +386 1 586 85 41, fax: +386 1 586 85 49.

### **4.2. Technical services (technical connections, exhibition booth set-up)**

You can find out all about technical services (water, power supply, telephone) and the set-up of the exhibition booths at **Mr. Uroš Pohlin (telephone no. +386 1 300 32 03, e-mail: [uros.pohlin@proevent.si](mailto:uros.pohlin@proevent.si))** or at the PROEVENT d. o. o. reception (at AVLA A) during working hours. Exhibitors can rent additional and technical equipment no later than **October 3<sup>rd</sup> 2011** through the forms you can find at this link: [Additional Equipment Order Form >>](#) (at [www.proevent.si](http://www.proevent.si) under Rainbow of Events – Additional Equipment Order Form).

In case of technical problems in the fair grounds, the Exhibitor has to provide troubleshooting.

### **4.3. Direct sales**

Direct sales at the fair **are permitted**. The Exhibitors that have reasons for direct sales should be registered for a retail trade and should comply with the minimum conditions required for the sales at the exhibition stands.

**All the Exhibitors who will perform sales of foodstuffs at their exhibition stands are kindly requested to ask for an approval (in case they do not have it already) from the Ministry of Agriculture, Forestry and Food, Veterinary Administration of the Republic of Slovenia – Veterinary inspectorate, Vilharjeva 33, Ljubljana (telephone no. +386 1 420 45 60).**

## **5. TRAVELING AND PARKING**

### **5.1. Traveling by train and bus**

For group visitors from remote locations we advise the use of the railway service or city transport bus services. The main stations of both are in the immediate vicinity of Gospodarsko razstavišče.

### **5.2. Parking lots**

A limited number of numbered parking lots in a fenced area of Gospodarsko razstavišče are provided for the Exhibitors. There are **30 »VIP PARKING SPACES«** near hall A2, with direct entrance from



Vilharjeva Street **The price of these parking lots (for the duration of the fair) is 90,00 EUR** (the price does not include 20 % VAT).

Exhibitors can book VIP parking spaces no later than **October 3<sup>rd</sup> 2011** through the forms you can find at this link: [Additional Equipment Order Form >>](#) (at [www.proevent.si](http://www.proevent.si) under Rainbow of Events – Additional Equipment Order Form).

There are also well-arranged public parking lots for visitors and Exhibitors in Vilharjeva Street, in Železna, Linhartova and Valjahunova Street, in front of the IPH sales centre in Dunajska Street and in the parking facilities in Bežigranski dvor (approx. 500 m from the fairground).

## **6. HOTELS AND RESTAURANTS**

### **6.1. Hotels**

The Exhibitors are suggested to make room reservations in Ljubljana's hotels or nearby for the period of their stay in Ljubljana as soon as possible. If you are looking for information on vacancies, you can contact the tourist information office **Turistično informativni center**, Adamič Lundrovo nabrežje 2, 1000 Ljubljana, telephone: +386 1 306 12 15. For on-line reservations see [www.ljubljana-tourism.si](http://www.ljubljana-tourism.si).

### **6.2. Restaurants**

During the exhibition, Gospodarsko razstavišče will host the restaurant Super d.o.o. at Hall A. Kindly welcome all exhibitors and visitors.

## **7. INFORMATION AND PUBLIC RELATIONS**

### **7.1. Official catalogue**

The official catalogue of the event will be released at the end of September 2011. Each Exhibitor and visitor will receive a free copy. The catalogue will include the data the Exhibitor has reported in the application form and the contract (clause A).

### **7.2. Press room**

During the fair information for the media will be daily updated at [www.dobimo.se](http://www.dobimo.se). Contact person: Ms. Aleksandra Rebec, telephone: +386 1 300 26 95, fax: +386 1 300 32 11, e-mail: [aleksandra.rebec@proevent.si](mailto:aleksandra.rebec@proevent.si).

### **7.3. Advertisement areas**

During the fair some advertising and promotional areas are available at the Gospodarsko razstavišče fair site. All exhibitors are kindly invited to further emphasize their fair appearance and promote their brands with visual communications like banners, flags, posters, etc. These areas are available until all the capacities are occupied:

34 advertising posters in the rest rooms (A4 dimension). Reservation Deadline ends on 12<sup>th</sup> October 2011. For orders please contact Aleksandra Rebec, phone: +386 1 300 32 11, e-mail: [aleksandra.rebec@proevent.si](mailto:aleksandra.rebec@proevent.si).



## 8. CONTACTS WITH THE ORGANIZER

### PROJECT MANAGEMENT AND EXHIBITOR RELATIONS

**Project Manager and Exhibition Venue Coordinator:**

Uroš Pohlin, +386 (0)1 300 32 03, [uros.pohlin@proevent.si](mailto:uros.pohlin@proevent.si)

### EDUCATIONAL AND ACCOMPANYING PROGRAMME

**Educational Programme Coordinator:**

Ana Bevc, +386 (0)1 300 32 04, [ana.bevc@proevent.si](mailto:ana.bevc@proevent.si)

**Student Stage and Cultural Programme Coordinator:**

Martina Jeras, 386 (0)1 300 32 05, [martina.jeras@proevent.si](mailto:martina.jeras@proevent.si)

**ŠOU activities and Cultural Programme Coordinator:**

Luka Korenčič, 386 (0)31 318 526, [lukakorencic@gmail.com](mailto:lukakorencic@gmail.com)

### MARKETING AND PR

**Marketing and PR Manager:**

Aleksandra Rebec, 386 (0)1 300 32 11, [aleksandra.rebec@proevent.si](mailto:aleksandra.rebec@proevent.si)

**Deputy Marketing and PR Manager:**

Lara Petkovšek, 386 (0)1 300 32 12, [lara.petkovsek@proevent.si](mailto:lara.petkovsek@proevent.si)

### SECURITY AND FIRE PROTECTION

Andrej Glavica, 386 (0)1 300 32 16, [andrej.glavica@proevent.si](mailto:andrej.glavica@proevent.si)

**We wish you a successful participation in the fair!**

**Uroš Pohlin, project Manager  
Proevent d. o. o.**

**Ljubljana, September 2011**

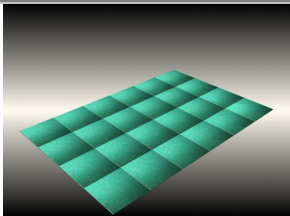
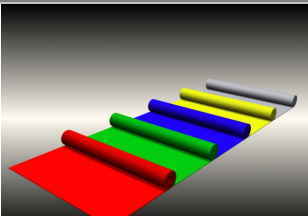
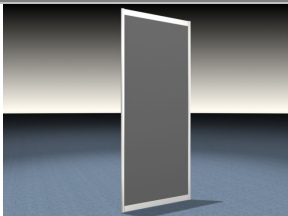

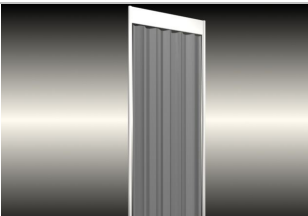
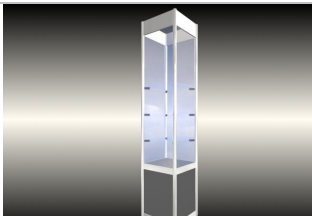


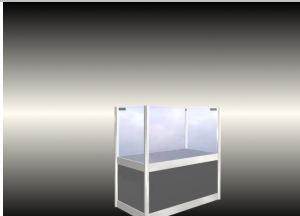


## ATTACHMENT 1: ADDITIONAL AND TECHNICAL EQUIPMENT ORDER

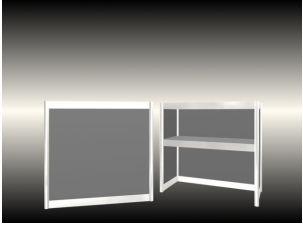

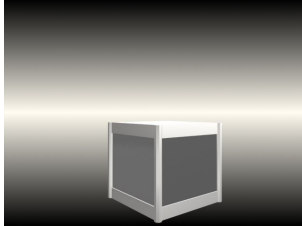
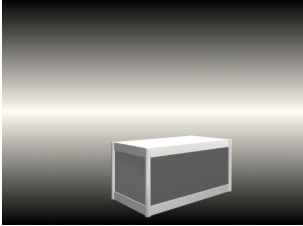
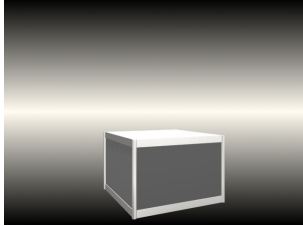
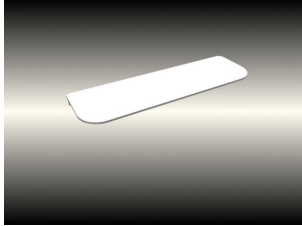
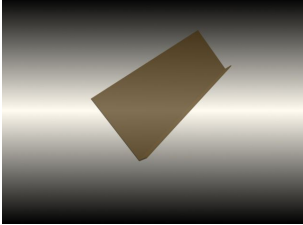






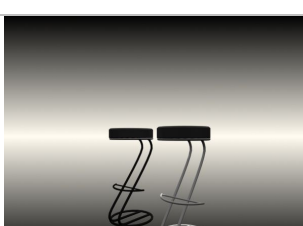
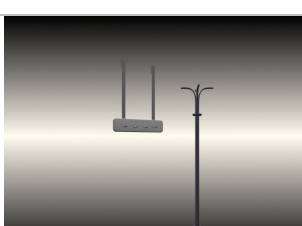



### IMPORTANT:

- **Additional equipment orders can be made electronically through the e-form** <http://en.proevent.si/mavrica-dogodkov-e-narocilo-22/> (the web address of the form is: <http://en.proevent.si/mavrica-dogodkov-e-narocilo-22/>).
- **Final deadline for submitting additional equipment order is: 3<sup>rd</sup> October 2011.**
- After the deadline, the prices will be **30 % higher**.
- Unless otherwise specified, all the prices listed are valid for renting the equipment **for the whole duration of the fair** and not by day.
- The prices **do not include 20% VAT** that is to be paid by the client;
- The order is considered irrevocable; all orders are subject to the terms and conditions of participating in the fair stated in the Application and Contract.
- Additional equipment can be ordered **until the stocks run out**.
- With submitting the form, you agree to pay the services as long as the service has been provided.



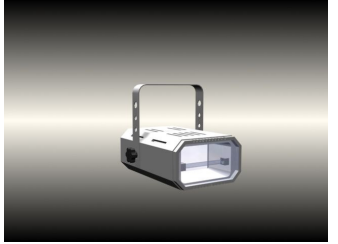


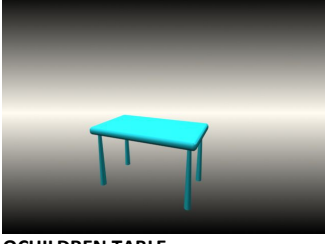

In case you need any other equipment you can order it through the website [www.proevent.si](http://www.proevent.si) (under Service Order Forms and Prices).

A ADDITIONAL EQUIPMENT		
<p><b>A.1</b></p>  <p><b>HEUGA FLOOR COVERING (grey, green)</b> 4,30 EUR/sq m</p>	<p><b>A.2</b></p>  <p><b>FLOOR COVERING, COLOURFUL MAT</b> 8,70 EUR/sq m</p>	<p><b>A.3</b></p>  <p><b>PARTITION WALL</b> 20,70 EUR/running meter</p>
<p><b>A.4</b></p>  <p><b>DOOR (SQUEEZE, WING)</b> 27,31 EUR/piece</p>	<p><b>A.5</b></p>  <p><b>CURTAIN</b> 7,90 EUR/piece</p>	<p><b>A.6</b></p>  <p><b>GLASS SHOWCASE, HIGH (50x50)</b> 52,30 EUR/piece</p>
<p><b>A.7</b></p>  <p><b>GLASS SHOWCASE, HIGH (100x50)</b> 55,90 EUR/piece</p>	<p><b>A.8</b></p>  <p><b>GLASS SHOWCASE, LOW (50x50)</b> 47,15 EUR/piece</p>	<p><b>A.9</b></p>  <p><b>GLASS SHOWCASE, LOW (100x50)</b> 49,33 EUR/low</p>



<p><b>A.10</b></p>  <p><b>COUNTER</b> 21,85 EUR/piece</p>	<p><b>A.11</b></p>  <p><b>TV, VIDEO RACK</b> 41,40 EUR/piece</p>	<p><b>A.12</b></p>  <p><b>PODIUM (50x50)</b> 31,03 EUR/piece</p>
<p><b>A.13</b></p>  <p><b>PODIUM (50x100)</b> 34,03 EUR/piece</p>	<p><b>A.14</b></p>  <p><b>PODIUM(100x100)</b> 41,05 EUR/piece</p>	<p><b>A.15</b></p>  <p><b>SHELF, WOODEN(100x30)</b> 6,32/running meter</p>
<p><b>A.16</b></p>  <p><b>SHELF, PLEKSI GLASS</b> 8,62/running meter</p>	<p><b>A.17</b></p>  <p><b>TABLE, FOLDING (140x80)</b> 13,10 EUR/piece</p>	<p><b>A.18</b></p>  <p><b>PRESS TABLE (80x80)</b> 13,10 EUR/piece</p>
<p><b>A.19</b></p>  <p><b>ROUND TABLE (D=80)</b> 13,10 EUR/piece</p>	<p><b>A.20</b></p>  <p><b>ROUND TABLE (D=60)</b> 13,10 EUR/piece</p>	<p><b>A.21</b></p>  <p><b>CONFERENCE CHAIR, UPSHOLTERED</b> 7,60 EUR/piece</p>
<p><b>A.22</b></p>  <p><b>CONFERENCE CHAIR, LEATHER</b> 10,90 EUR/piece</p>	<p><b>A.23</b></p>  <p><b>BAR STOOL</b> 9,83 EUR/piece</p>	<p><b>A.24</b></p>  <p><b>CLOTHES HANGER</b> 14,95 EUR/piece</p>
<p><b>A.25</b></p>  <p><b>REFRIGERATOR (120 l)</b> 49,16 EUR/piece</p>	<p><b>A.26</b></p>  <p><b>FASCIA BOARD, STANDARD</b> 37,95 EUR/fascia board</p>	<p><b>A.27</b></p>  <p><b>FASCIA BOARD, LOGO</b> (logo in vector form) 65,55 EUR/logo</p>



<p><b>A.28</b></p>  <p><b>WASTPAPER BASKET</b> 4,60 EUR/piece</p>	<p><b>A.29</b></p>  <p><b>REFLECTOR, 200W</b> 16,38 EUR/piece</p>	<p><b>A.30</b></p>  <p><b>REFLECTOR, 500W</b> 27,60 EUR/piece</p>
<p><b>A.31</b></p>  <p><b>FLUO LIGHT</b> 13,80 EUR/piece</p>	<p><b>A.32</b></p>  <p><b>HOSTESS</b> 12,00/hour/hostess</p>	<p><b>A.33</b></p>  <p><b>EXTENTION LEAD</b> 11,00 EUR/piece</p>
<p><b>A.34</b></p>  <p><b>OCHILDREN TABLE</b> 22,40 EUR/piece</p>	<p><b>A.35</b></p>  <p><b>CHILDREN CHAIR</b> 5,30 EUR/pieces</p>	

<div style="background-color: #008000; color: white; padding: 5px;"><b>B</b></div> <b>TECHNICAL CONNECTION ORDER</b>	
<p><b>B.1</b></p> <p><b>DIRECT INTERNET ACCESS</b> 150,00 EUR/piece</p>	
<p><b>B.2</b></p> <p><b>WIRELESS INTERNET ACCESS</b> 90,00 EUR/piece</p>	
<p><b>B.3</b></p> <p><b>ELECTRICAL CONNECTION, 1,5 kW, 220V/10A</b> 75,00 EUR/piece</p>	
<p><b>B.4</b></p> <p><b>ELECTRICAL CONNECTION, 3 kW, 220/16A</b> 105,00 EUR/piece</p>	
<p><b>B.5</b></p> <p><b>ELECTRICAL CONNECTION, 5 kW, 220/380V/3x10A</b> 115,00 EUR/piece</p>	
<p><b>B.6</b></p> <p><b>WATER DRAIN</b> 65,00 EUR/piece</p>	

**C****PARKING LOT****VIP PARKING LOT**

90,00 EUR/one parking space/for 3 days

**IMPORTANT:** Exhibitors have the possibilities to rent parking spaces at the Ljubljana Exhibition and Convention Centre parking lot. Reservations are available until all parking spaces are full (depending on the event). Parking spaces can be reserved only for the whole event and not per single day. The price is specified for one parking space.

[Additional Equipment Order Form >>](#)(direct link: <http://en.proevent.si/mavrica-dogodkov-e-narocilo-22/>)