



SERVICE INFORMATION

As we like the preparations for the **47th International Agricultural-Food Fair - AGRA 2009** as well as the event itself to take place without unnecessary delaying we are sending you information that is **to be read through carefully**. **Please be kind enough and inform all persons** that are going to collaborate on the realisation of your fair attendance.

Exhibition rooms – ASSEMBLY/ DISASSEMBLY

Assembly works can be carried out either on the part of the exhibitors under their own names or on the part of other companies /individuals that have entered into a written contract for performing works with the "Pomurski sejem d.d.". All exhibition rooms must be ready for use and equipped with all exhibits one day before fair opening; 10 P.M. the latest. Exhibitors and executing parties must strictly observe all safety regulations. The company and/or individual carrying out the assembly accept full responsibility for the completed assembly works.

Period for assembly work and delivery of goods and exhibits:	from August 24 - 27, 2009 August 28, 2009	from 7 A.M. to 7 P.M. from 7 A.M. to 10 P.M.
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Registration of companies/individuals carrying out the work:	all individuals carrying out assembly or disassembly work of exhibition rooms must be given a PERMIT FOR ASSEMBLY or DISASSEMBLY at the fair's reception. Permits are free of charge and will be issued provided that either the exhibitor or its representative(s) have no outstanding amounts to be paid to the organizer.
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Delivery of goods: Delivery and/or dispatch of goods take place according to specially defined traffic regulations by means of a **DELIVERY PERMIT** and **DISPATCH PERMIT, respectively**. Vehicles may park in the exhibition rounds as described below: 2 hours for heavy goods vehicles and 1 hour for small vans and private cars A SECURITY of 20,00 EUR is to be paid when receiving permit. The security will be fully refunded if leaving the exhibition centre in time. It will be withheld otherwise.

Period for disassembly work and dispatch of goods	September 5, 2009 (last day of the fair) - from 6 P.M. to 10 P.M. and from September 6 - 8, 2009; 7 A.M. to 7 P.M. from September 9 - 11, 2009; 7 A.M. to 3 P.M.
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Delivery of goods during the fair	from 7 A.M. to 8:45 A.M. with the permit DAILY DELIVERY A SECURITY of 20,00 EUR is to be paid when receiving the permit. The security will be fully refunded if leaving the exhibition centre in time. It will be withheld otherwise.
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* If exceeding the mentioned working time for assemblies or disassemblies the company/individual exceeding time may be charged for costs resulting from this. Departure from above mentioned dates and conditions are permissible under consent of the fair's project manager only.

SERVICES FOR EXHIBITORS

THE FAIR'S RECEPTION

Following is taken on **the reception**: permits for assembly and disassembly, fair catalogues - entry passes for the entire fair for exhibitors, permanent parking permits, one day tickets

Further services for exhibitors: sending of faxes and e-mails

OUR TECHNICAL SERVICE provides:

- information on exhibition rooms, coordination of delivery of goods and exhibits as well as internal transportation
- coordination with regard to the execution of ordered technical services (water, electric power, phone lines)
- lending of telephone sets and other additional equipment (tables, desks, chairs)
- receipt and coordination for putting up promotion material (flags, banners etc.)

The Technical Service accepts and coordinates **ADDITIONAL ORDERS** - technical services (water, electric power), advertising space.

Additional orders will be accepted under terms and conditions (prices) according to regulations for **ADDITIONAL** orders for the time from August 21 - 28, 2009.

PRESS CENTRE

Exhibitors can hand over brochures, leaflets and information on all new products they present on the fair in the Press Centre. The Press Centre will be open every day for the entire fair from 9 A.M. to 7 P.M.

SPECIAL TIPS

Installations:

When performing assembly of exhibition rooms please make sure all installations (water, electric power, drains) that are drawn in the ground plans can be easily accessed.

Electrical Installations

Each exhibition room must be equipped with an electrical switching box with both mains switch and auxiliary and Off-Peak Electricity switch. A correctly installed switching box and electrical installations according to all regulations in and on the exhibition room is made a precondition for being connected to electricity supply. **Electrical installation works in the exhibition room are carried out on the part of the company/individual performing assembly of the room. Connection to mains supply may be carried out by an authorised person of the "Pomurski sejem" only. Connection to night current is to be registered at the Technical Service. An appropriate installation is to be guaranteed.**

Water mains supply:

Wash basins, water heaters, water faucets and other accessories are to installed on the part of the company/individual performing assembly of the exhibition room. **Installation and connection to water supply may be carried out by an authorised person of the "Pomurski sejem d.d." only.**

Phone Lines:

Supplier of phone services is the Slovenian telecommunication provider "Telekom Slovenije". Exhibitors can borrow phone sets in the Technical Service. Direct phone lines will be made available.

Deadline for ordering phone lines is August 21, 2009.

PROTECTION OF FAIR STANDS AND EXHIBITS

Protection of exhibition rooms is organised on the part of the fair organiser (point 12 from contract A). **Effecting insurance of the exhibition room and /or exhibits is to be provided for by the exhibitor.**

- TASTING** Agreement is organised on the part of the "Pomurski sejem d.d." based on a written registration of all companies/individuals carrying out tasting or selling. Registration must be sent 10 days before the fair opens at the latest (form A). For tasting and selling all sanitary-technical requirements must be met.
- ADDITIONAL SERVICES:**
- Accommodation** Tourist Agency "KAM" - Ms Karmen Kavcic -Žibret, Radenci
phone: +386 2/565 1375, fax +386 2/566 9279, cell phone +386 41/799 725
e-mail: kam@siol.net
- Tourist Information Centre of Gornja Radgona
phone: +386 2/564 8240, e-mail: zt-tic.radgona@siol.net
- Hostesses:** Tourist Agency "KAM" - Ms Karmen Kavcic -Žibret, Radenci
phone: +386 2/565 1375, fax +386 2/566 9279, cell phone +386 41/799 725
e-mail: kam@siol.net
- Student Job Service "Mladinski servis Murska Sobota", Mr Darko Kutoš
phone: +386 2/534 8410, +386 2/521 1038, fax: +386 2/534 8411
e-mail: mladinskiservis-ms@siol.net
- Flowers:** FLOWER SHOP "KURBUS", Gornja Radgona,
phone: +386 2/564 8960, fax: +386 2/564 8964, e-mail: info@kurbus.com
- Vrtnarstvo d.o.o. Murska Sobota
phone: +386 2/530 0222, fax: +386 2/523 1229, e-mail: info@vrtnarstvo.si
- Equipment of indoor places** GR inženiring d.o.o. Ljubljana, Mr Samo Gorjup
tel.: +386 1/300 2616, fax: +386 1/300 2648, e-mail: samo.gorjup@gr-i.si
- Container Renting:** ARCONT Gornja Radgona, Ms Mojca Dundek
phone: +386 2/564 4229, 564 4100, fax: +386 2/564 4292.
e-mail: prodaja@arcont.si
- Pavilion Renting:** Biro ogis Andrej Kuzma s.p. Teharje- Mr Andrej Kuzma
phone: +386 3/541 2710 fax: +386 3/541 2720, e-mail: ogis@siol.net
- Expo biro d.o.o. Maribor - Mr Iztok Černko
phone: +386 2/480 5800, fax: +386 2/480 5800, e-mail: info@expobiro.si
- Petre d.o.o. Žalec - Ms Mateja Gojzdnik
phone: +386 3/703 2100, fax: +386 3/703 2104, e-mail: mateja@petre.si
- Transport Services:** The fair's authorised forwarding agent is INTEREUROPA, branch in Murska Sobota
phone: +386 2/530 8353, 530 8354
Services: import and customs clearance
- Internal Logistics:** Technical Service: +386 2/564 2113, fax: +386 2/564 2160
e-mail: tehnika@pomurski-sejem.si
Services: unloading and loading of goods, storage of packing

OPENING TIMES AND FAIR OPENING

Opening	August 29, 2009	at 10 A.M.
Reception:	August 24 - 27, 2009	from 8 A.M. to 5 P.M.
Ph.: +386 2/564 2120	August 28, 2009	from 8 A.M. to 8 P.M.
fax: +386 2/564 2121	August 29 - September 4, 2009	from 8:30 A.M. to 7:30 P.M.
	September 5, 2009	from 8:30 A.M. to 8 P.M.
	September 6 - 7, 2009	from 7 A.M. to 3 P.M.
Technical Service	August 24 - 27, 2009	from 8 A.M. to 7 P.M.
	August 28, 2009	from 8 A.M. to 10 P.M.
	August 29 - September 4, 2009	from 8:30 A.M. to 7:30 P.M.
	September 5, 2009	from 8:30 A.M. to 8 P.M.
	September 6 - 7, 2009	from 7 A.M. to 5 P.M.
Fair Management	from 8 A.M. to 4:30 P.M. and to 7 P.M. for the time of the fair	
Working Time for Exhibitors:	August 28, 2009	from 7 A.M. to 10 P.M.
	August 29 - September 4, 2009	from 8:30 A.M. to 7:30 P.M.
	September 5, 2009	from 8:30 A.M. to 6:30 P.M.
Opening Times for Visitors:	August 29 - September 4, 2009	from 9 A.M. to 7 P.M.
	September 5, 2009	from 9:00 A.M. to 6 P.M.

LIST OF PRICES - admission tickets - permits - catalogues

One day admission ticket:

	- for adults	7,00 EUR
	- for groups larger than 20 persons and cashed coupons	6,00 EUR
	- young people	4,00 EUR
	- permanent card for exhibitors	30,00 EUR
Parking Fees	- permanent parking permit - without number	20,40 EUR
	- permanent parking permit - with number	42,00 EUR
Fair Catalogue:	7,00 EUR (each exhibitor will receive one copy for free)	

Gornja Radgona, June 2009

Pomurski sejem d.d., Cesta na stadion 2, 9250 Gornja Radgona, Slovenija, tel.: +386/2 564 2100, fax.: +386/2 564 2160