

Grand Reception Hall

SPECIFICATIONS

Height: 2,45 m – 5,80 m. Please check ceiling height on the exhibition floor plan.

Floor: marble

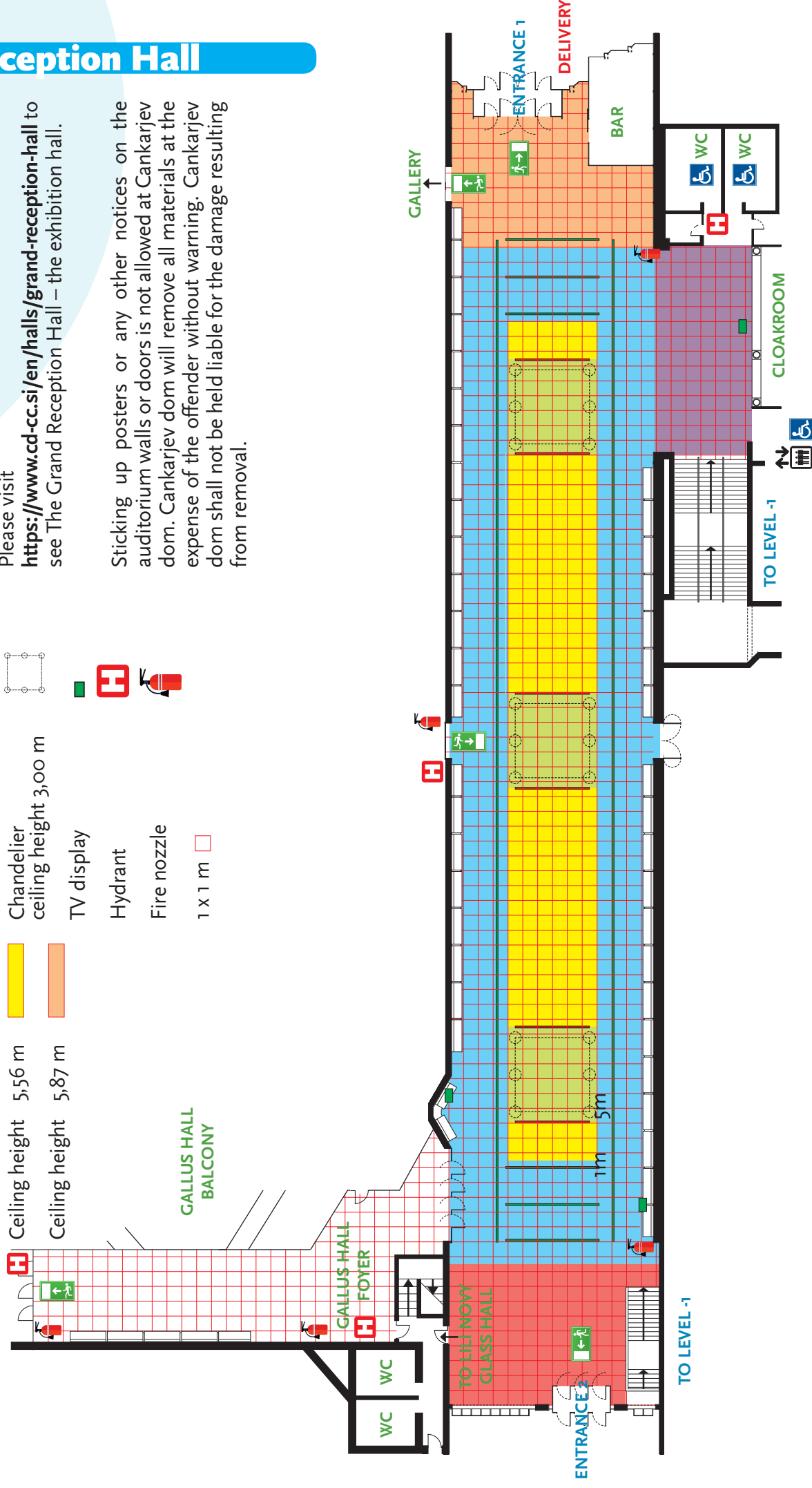
Floor loading: 500 kg/m² No equipment exceeding this limit can be accommodated.

Please visit

<https://www.cd-cc.si/en/halls/grand-reception-hall> to see The Grand Reception Hall – the exhibition hall.

Sticking up posters or any other notices on the auditorium walls or doors is not allowed at Cankarjev dom. Cankarjev dom will remove all materials at the expense of the offender without warning. Cankarjev dom shall not be held liable for the damage resulting from removal.

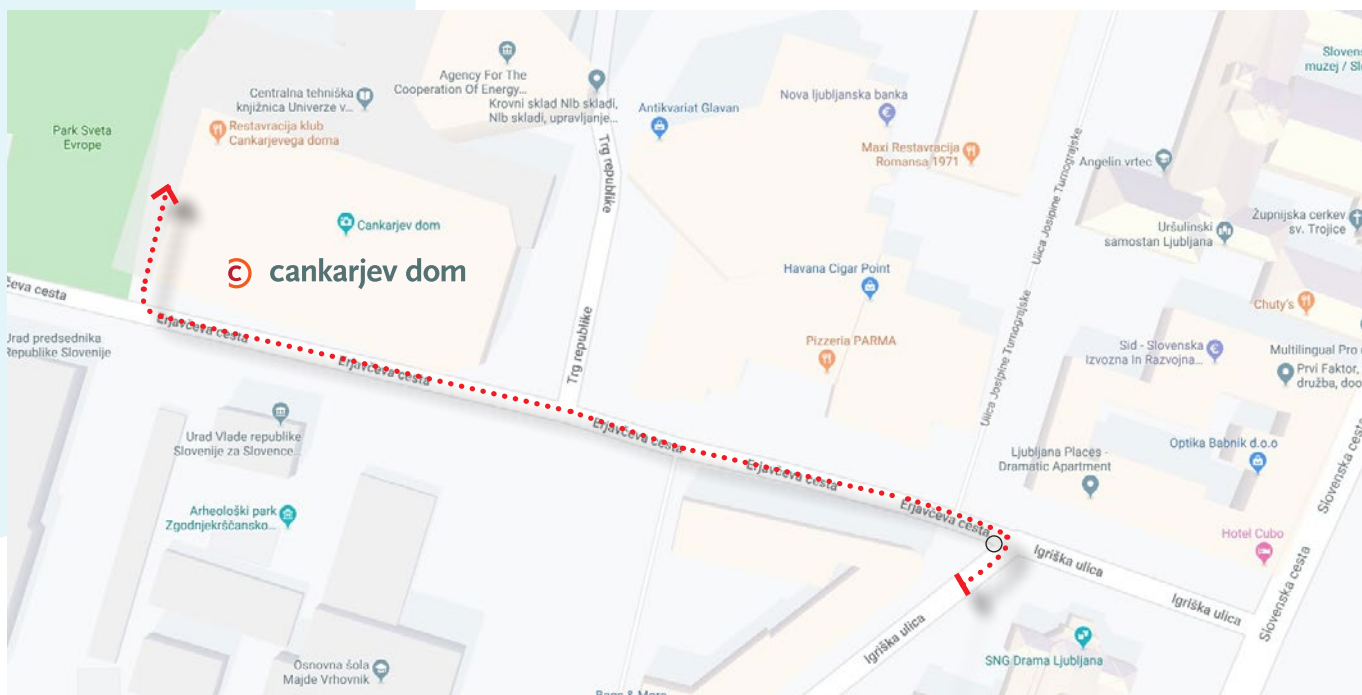
Ceiling height 2,45 m	Bank	
Ceiling height 3,00 m	Fixed bars, max capacity: 250 kg/unit ceiling height 4,90 m	
Ceiling height 4,12 m	Fixed bars, max capacity: 250 kg/unit ceiling height 5,60 m	
Ceiling height 5,07 m	Chandelier ceiling height 3,00 m	
Ceiling height 5,56 m	TV display	
Ceiling height 5,87 m	Hydrant	
	Fire nozzle	
	1 x 1 m	



Accesses

Marked entrances on Google maps:
<https://goo.gl/HUXA2s>

Delivery Access to Cankarjev dom



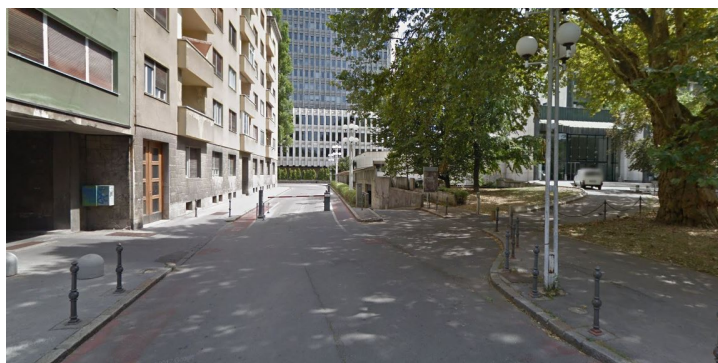
Access to Grand Reception Hall

Entrance 1, Prešernova street

Height: 230 cm

Width: 228 cm

Follow the sign Delivery, Entrance I (Valvasorjeva Street – access from Prešernova Street).
If the pneumatic bollard is raised, you are requested to press the button Cankarjev dom located at the access point from Valvasorjeva Street.



To get assistance, contact the Cankarjev dom Reception Desk by dialling + 386 1 241 71 00.
Please follow the CD Security Service instructions.



ATTENTION! Deliveries must be made directly to the booth. Once booth set-up is complete, all empty packaging and materials must be removed and taken to the designated storage area by the exhibitor.

No forklift or on-site support staff will be available, please plan deliveries and set-up accordingly!



Dovoz v
Veliko
sprejemno
dvorano/
Delivery to
Grand
Reception
Hall

Prešernova ulica / Prešernova street

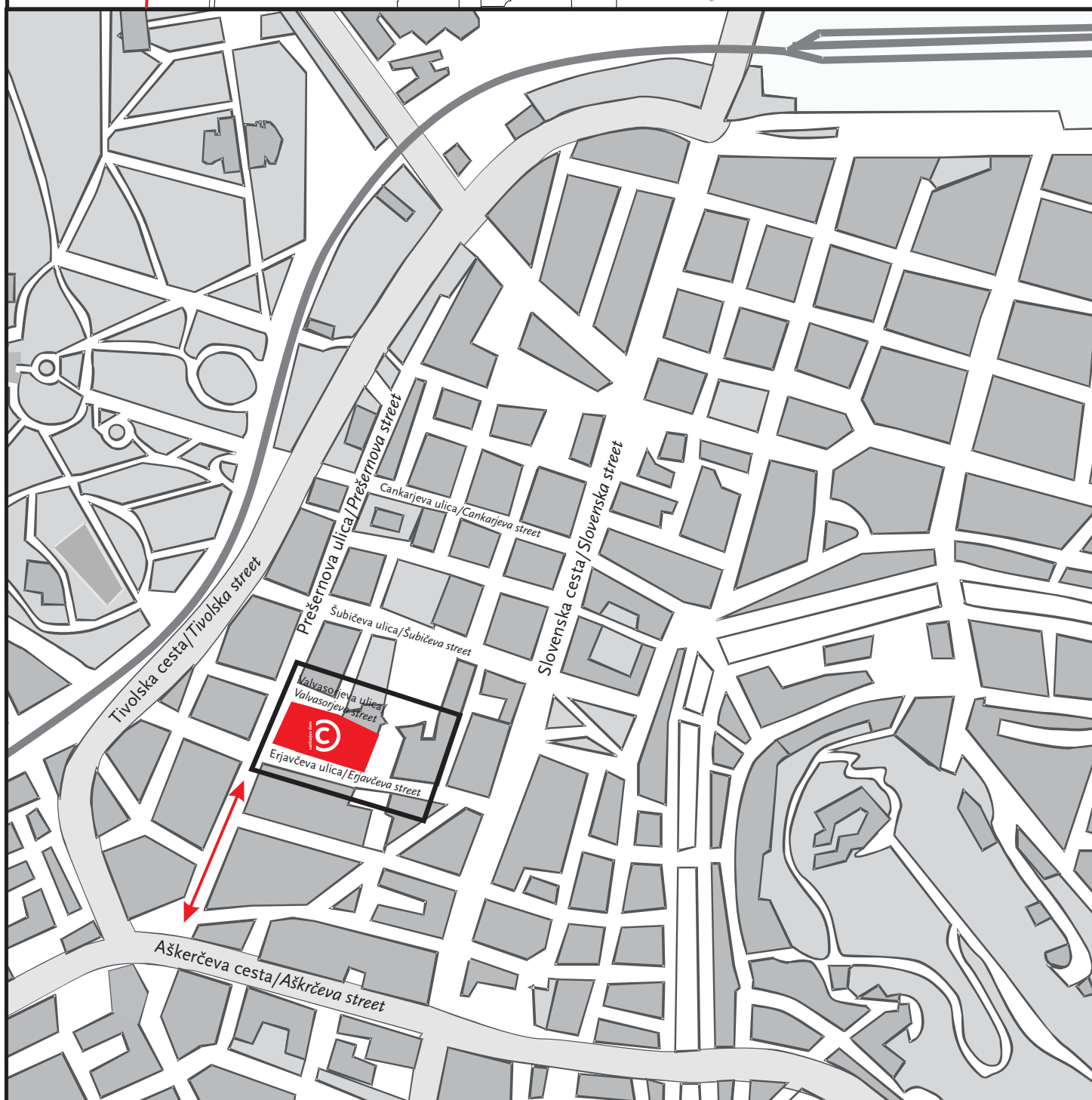
Vhod 1 / Entrance 1

Erjavčeva ulica / Erjavčeva street

 **cankarjev dom**
Prešernova 10, Ljubljana



CD Koordinate / CD Coordinates
46°3'0" N 14°29'56" E



Electrical power

Slovenia's power supply is 230 V, 50 Hz
and 3 phase 400 V, 50 Hz.

Schouko socket

2P +  230 V, 50 Hz, 10/16A


No person other than a member of the Cankarjev dom staff may install or interfere with the installation.

Cankarjev dom uses the "TN-C-S" system surge protection system with automatic supply disconnection. Every electric power consumer must be adapted to this protection system. Following the exhibition opening, no modifications are allowed in the electrical power installation. We cannot guarantee safety or electrical power installation and supply quality if this is not the case. The Cankarjev dom technical service centre shall not be liable for any damages to the exhibitor's devices or software tools caused by electric power outages. Electrical appliances not owned by Cankarjev dom must be connected to the power network by the exhibitor. These electrical appliances must be protected against radio-frequency interference.


Electricity and reflectors

Power connection,
2 kW/230 V/10 A

Power connection,
3 kW/230 V, 16 A

Power connection,
IEC 3 P + N +  Socket 3 x 16 A, 400 V, 50 Hz, 5 kW

Power connection,
IEC 3 P + N +  Socket 3 x 16 A, 400 V, 50 Hz, 10 kW

Power connection,
IEC 3 P + N +  Socket 3 x 32 A, 400 V, 15 Hz, 15 kW



General Conditions

Unloading and loading

Cankarjev dom is located in the very centre of the city where no parking is allowed. All unloading and loading vehicles at the Cankarjev dom must comply with the local parking restrictions and with instructions of traffic controllers, security staff and the official mechanical handling contractor.

During the build up and dismantling of stands, trucks and vans may enter the ground for unloading and loading purposes only. For security reasons and to guarantee smooth traffic, assembly and loading cars are to be parked outside the loading areas during the assembly and dismantling period.

Car parks

Parking is not permitted in the loading bay areas except for loading and unloading during build-up and dismantling. Illegally parked vehicles will be towed away at the owner's expense. Truck parking is available at: Parking place Ježica, Nemska cesta 1, SI-1000 Ljubljana, Phone +386 1 53 76 264.

Storage

If you need to deliver your booth material earlier than Monday 23 March to Ljubljana or pick-up can only be arranged after Friday 26 March, companies need to arrange with SCHENKER (see below).

Storage space during the congress (Monday 23 to Friday 27 March) for spare stock will be provided.

SCHENKER d.d.
Brnciceva 51
SI-1231 Ljubljana

Contact person:
Mr Izidor Bratun izidor.bratun@dbschenker.com
Phone +386 1 588 58 09

Insurance

Provision of insurance by the exhibitor for the exhibited items against all possible risk is mandatory.

Damage to property

Exhibitors are liable for any damage caused to exhibition building floor, walls or to standard booth equipment, or to other exhibitors.

Catering

The in-house caterers (Vivo Catering) has the sole right to supply all food and beverages consumed on-site.

Safety regulations

FIRE SAFETY MEASURES

General Prevention Measures

The premises of Cankarjev dom may only accommodate activities, which are in accordance with the intended function of the premises.

If working conditions have changed, the adequacy of fire safety must be examined and the rules of work organisation (fire safety regulations) adapted to new circumstances.

Touring technical crews, exhibitors and touring performers must conduct their activities in a manner that does not compromise the in-house fire safety.

Visitors, part-time help, outsourcers and performers must conduct their activities in compliance with the Fire Safety Regulations and instructions given by the CD employees.

All users of Cankarjev dom's premises must be acquainted with the Fire Safety Regulations.

The Fire Safety Regulations abstracts and emergency evacuation plans are visibly located on each floor or functional department. It is imperative that all users of the building acquaint themselves with Fire Safety Regulations.

Fire extinguishers are located on visible locations and should be used in case of fire break out.

Access to wall-mounted fire extinguishers, in-built fire hydrants and electrical cabinets must remain unobstructed at all times.

All interventions into electrical equipment and other installation/circuits of Cankarjev dom are strictly prohibited.

The relevant technical maintenance service must be notified about any malfunction of electrical devices or damages to the circuit.

It is strictly prohibited to enter and/or store combustible, inflammable and harmful substances at Cankarjev dom. If necessary, when required for smooth operation of activity, these substances (chemicals, gasses, oils, camphene, liquid oxygen, ethylene, kerosene, gasoline, pyrotechnical products) may be used in daily quantities. Their storage and usage must comply with safety certificates (safety data sheet) for each particular dangerous substance.

All show and exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Home-type "cube" taps are prohibited. Spliced wires are heat generators and are prohibited.

Cooking/warming devices shall be electric and shall be UL or FM approved. Cooking/warming devices and heated products need to be 1,5 meters away from the front of the display. A fire extinguisher must be in the booth and readily available near the demonstration area.

No spray painting is allowed on the premises. No saw cutting is allowed inside the CD Congress Centre. The CD Congress Centre does NOT allow any "hard construction" type of activities to be executed on the exhibit floor or within the building such as but not limited to material sawing, painting, welding, soldering, etc. without PRIOR written approval.

Only persons competent to safely handle dangerous substances are allowed to do so independently.

Exits, entrances, air supply vents, ramps, sidewalks, hallways,

stairways, elevators, escalators, and aisle ways must be kept clear at all times. Escape routes and exits are visibly and permanently equipped with standardised signage as well as safety lights and should be used in case of evacuation.

Staircases and passages must remain unobstructed in their full width.

In the event of violation of safety measures, the responsible members of Cankarjev dom staff (fire fighter on duty, officer responsible for fire safety, exhibition manager) have the right to take necessary measures.

Evacuation

Evacuation from the premises of Cankarjev dom must be conducted – accordance with the evacuation plans, which are displayed throughout the premises of Cankarjev dom and with which all employees, performers and visitors must acquaint themselves. Evacuation must be conducted via escape routes that must be properly equipped with safety signage, and remain unobstructed and clear at all times. Emergency exits must remain unlocked at all times, or have the key located in immediate vicinity.

In the event of evacuation, employees specially trained for the purpose must act in accordance with the instructions relating to the action taken in the event of fire and help to direct people towards exits or safe places.

The command for the start of the evacuation is given by the Cankarjev dom's officer on duty, fire fighter on duty, or exhibition manager. The signal for the commencement of the evacuation is an oral notification, which reads:

ALL VISITORS ARE REQUESTED TO EVACUATE THE HALL (OR BUILDING). PLEASE PROCEED IN THE DIRECTION OF THE EMERGENCY EXITS OR THE EXIT SIGNS AND CAREFULLY FOLLOW THE INSTRUCTIONS OF THE CANKARJEV DOM'S USHER STAFF AND PERSONNEL ON DUTY.

Simultaneously with the notification, the usher staff shall open all exit doors of the hall or emergency exits when the main exits are overcrowded. During evacuation from the building, the use of the lifts is prohibited!

If owing to serious danger people had to be evacuated from the building, all evacuees should assemble at the designated safety point outside the building – the assembly point, where they wait for further instructions from personnel in charge. Cankarjev dom's assembly point is in the park Sveta Evrope located between Prešernova Street and Cankarjev dom.



Smoking, Heating appliance, Candles

On the basis of the Act amending the Restriction of the Use of Tobacco Products Act (OJ RS, No. 60/2007) smoking is forbidden throughout the premises of Cankarjev dom, with the exception of the smoking booth on the ground floor. Smoking booth is a sealed space, physically separated from other spaces, designated exclusively for smoking and provided with appropriate signage.

The premises of Cankarjev dom are heated with heating appliances (central heating – radiators), which do not pose fire hazard. It is not allowed to enter or use auxiliary electrical heating appliances, cookers, hot plates or stoves without previous express approval from the officer responsible for fire safety or appropriate member of the technical maintenance staff as well as inspection of the appliance's adequacy. Cooking is not allowed on exhibit stands.

It is forbidden to use candles (as a decorative element during receptions or on exhibit stands, banquets, etc.), torches and the like on the premises of Cankarjev dom. When these need to be used on stage, the responsible fire fighter on duty or the officer responsible for fire safety shall determine their suitability and grant authorisation.

MEASURES ACCORDING TO PREMISES

Foyers

Foyers are main communication routes for evacuation of visitors from halls and other premises of Cankarjev dom, thereby no additional equipment is allowed on these premises as it would obstruct passage and create possibility of fire, thus posing fire hazard.

When exhibitions and other events are organised in foyers, the following items need to be taken into consideration:

- Unobstructed passage of visitors during potential evacuation must be ensured;
- No equipment, booths, signs, displays or other items can block or obstruct any emergency exits, sprinkler valves, etc.
- Exhibited objects and exhibition equipment must not cover up the exit signs, safety or emergency lights, the signs indicating wall-mounted fire extinguishers and fire hydrants or other signs serving to direct the visitors;
- Access to fire hydrant cabinets, hand-held fire extinguishers and fire alarm buttons must remain unobstructed;
- The exhibitors are forbidden from storing transport crates or other packaging or wrapping material on exhibition grounds or on display stands and exhibition booths (it must be removed from the building);
- It is forbidden to use heating appliances and flammable substances on exhibition grounds. Open flames, butan gas, oxygen tanks are not permitted.
- During events, all exits from foyers leading outdoors must remain unobstructed and unlocked.

Floor coverings, structural materials for stalls, exhibition elements

At the exhibition spaces in lobbies and other spaces in Cankarjev dom, the stand structures, floor coverings and other exhibition materials must be from non-combustible or flame spread material (fire class B, Bfl, Bfl-s1 or C, Cfl, Cfl-s1). All of textile or plastic floor coverings, as well as parquet and laminate must bear the CE mark, which must be clearly visible at designated label pasted on the packaging or on the technical sheets (certificates, declaration of conformity, etc).

Vehicles or other flammable fuelled engines

Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than 3/4 full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.

The electrical system shall be de-energized by either: removing the battery or disconnecting both battery cables and covering them with electrical tape or other similar insulating material. Vehicles may not be started, run or moved during event hours. Helium-filled balloons are allowed only as part of a display and must be securely fastened to the stand. Balloons may not be given out and must be used for decor only. Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from within the during all events hours.

Halls

Prior approval from the officer responsible for fire safety is required for any additional equipment/decoration of halls, which must consist of non-flammable materials or materials incapable of burning rapidly.

All main exits and escape doors must be freely accessible and unlocked during events. The number of visitors admitted into a hall shall correspond to the number of seats. No person is allowed to stay or sit on stairs or in aisles.

Stairways and Corridors

Stairways and corridors must facilitate safe passage and unimpeded evacuation of spectators, exhibitors, performers and staff. It is forbidden to place or temporarily store objects on stairways and corridors that might impede passage or intervention by fire-fighters.

If fire safety measures are neglected or fire safety requirements incorrectly implemented, any witness thereof is obliged to immediately report any neglect or incorrect implementation to the officer responsible for fire safety.

Measures taken in the event of fire

Instructions on Safe Conduct

In the event of fire hazard, the instructions on conduct are as follows:

- Extinguish the initial fire as soon as possible or eliminate danger (source of fire, inflammable substances...);
- If you are unable to extinguish the initial fire, notify people in your immediate vicinity, call the fire department, the officer responsible for fire safety or the person responsible for dousing the initial fire and evacuation;
- If the fire is already beyond your control, call 112 immediately;
- Close the rooms in which fire has not yet spread and make sure all people present are safely evacuated;
- Facilitate unobstructed access to premises for emergency vehicles;
- At assembly point (see picture at the bottom), make sure all persons have evacuated the building;
- Wait for the emergency vehicles to arrive; until they do, follow the instructions of officer responsible for fire safety and persons responsible for implementation of evacuation;
- When the fire-fighters have arrived all evacuees or people still in the building must follow the instructions of the head of fire department unit on conduct and action taken during and after fire as well as offer information related to incident.

Notifying and Alerting

In the event of fire the ways of alerting applicable in Cankarjev dom are as follows: by calling out "FIRE", by pressing the fire alarm button, by sounding the siren or by dialling 112.

When you have dialled 112 (FIRE-FIGHTERS, RESCUE SERVICES) or 113 (POLICE), give as accurate as possible information on the following:

- **WHO** is calling;
- **WHAT** happened and **WHERE** it happened;
- **WHEN** the incident happened;
- **THE NUMBER** of casualties;
- The nature of **INJURIES**;
- What are the **CIRCUMSTANCES** at the site of the incident (fire, hazardous or inflammable substances, damaged gas piping or other installation...);
- What kind of **HELP** you require.

Measures Taken after Fire Has Been Controlled

- All incidents (fire hazard, suspicion that fire might reignite) should be reported to the officer responsible for fire safety even if the fire has been successfully put out.
- Fire watch should be maintained after the fire in order to control the area of extinguished fire, until it has been determined by professionals that there is no secondary danger of fire, ignition or explosion.
- It should be ensured that people present do not hinder the investigation procedure and remove potential traces or causes of fire.
- Persons present during fire are obliged to offer information to head of fire-fighting unit, the person in charge, the officer responsible for fire safety and, in the event of investigation, also the criminal police.
- On the basis of the ascertained cause of fire, the CD Director General can take appropriate action – impose additional organisational, technical, or technological measures.