

Information for exhibitors

14th Slovenian Wine Festival, 17 and 18 November 2011

1. Location and hours of the Festival

This year, the Slovenian Wine Festival will take part in hotel **Grand hotel Union**. The Festival will be open to **visitors each day between 15:00 and 21:00**. **All exhibitors** are allowed to enter the Festival already **at 12:00**. There will be a special lounge in hotel for the exhibitors, where food will be offered from 14:00 till 15:00 and all exhibitors will have the possibility to socialize.

Your exhibition place is in Grand Hotel Union.

The official opening of the Festival will take place in the **atrium of the city hall of Ljubljana** (Mestni trg 1) on Thursday **17 November at 13:00**. During the ceremony winners of evaluation will be announced. Each exhibitor will receive a letter of invitation for the opening.

2. Delivery of Wine

The contact person for all your questions is **Petra Lukavečki, + 386 41 826 656**

You can bring wine with you, when you will arrive to Ljubljana. Contact person if needed in Grand Hotel Union is Ms. **Nevenka Koželj, 00386 31 615 544.**

How to mark the wine bottles?

The maximum number of wine samples each exhibitor was allowed to register for the Festival is 4. Please deliver wine for degustation, evaluation and Festival archive (voluntary) according to your registration. Please write clearly the number of your exhibition place on each wine cask as well as why the wine bottles should be used for:

- Please write the number of **your exhibition place and a letter F** on the cask with wine bottles for degustation (the list with exhibition places you can find on en.slovenskifestivalvin.si/slovenian-wine-festival/). There is no limit for the number of wine bottles (we reccomed 12-18 bottles per wine sample or more, because this year you can also **SELL YOUR WINE BOTTLES**).
- Please write the **number of your exhibition place** and a **letter A** on the cask with wine bottles for the archive (voluntary).
- For each workshop at least 2 wine bottles of each needed wine samples are needed. Please write the **number of your exhibition place** and a **letter D** on the cask or each wine bottle for the workshop.

3. Arrival of the Exhibitors, Thursday 17 November at 12:00

Each hotel will have a technical reception for all exhibitors in hotel. Our staff will help you with technical information, give you your badges as well as help you prepare the areas and exhibition stands for presentations and degustation.

The exhibition areas will be prepared on Thursday 17 November 2011 till 12:00. **The exhibitors can take over your badges and exhibition stand from 12:00 in Grand Hotel Union.**

For further information and assistance, please contact:

- **Andreja Gajser, 00386 40 416 341 and Petra Lukavečki, 00386 41 826 656**

Entrance to the Festival

The entrance to Grand Hotel Union is from the street Nazorjeva ulica. The Festival area will be appropriately marked. The reception in the Grand Hotel Union will be located in the entrance hall of the Grand Union Hall.

Parking Lot

All exhibitors of this year's Festival have a possibility to get a parking lot at a reduced price (**25€ for 2 days**, you will receive the bill). Parking lots for the exhibitors in Grand Hotel Union are in the hotel's garage or in the garage on the street Trdinova ulica. You have already requested parking space on the internet (in this case magnet cards for garages will be available at hotel's reception), but you can still reserve a parking lot by calling:

- **Andreja Gajser, 00386 40 416 341**
- **Petra Lukavecki, 00386 41 826 656**

Badges

All exhibitors will receive badges, enabling you to move freely around the Festival area. According to the Call for Participants you are entitled to 3 badges. You can get the badges on **Thursday, 17 November 2011 between 12:00 and 14.30 at the desk information for exhibitors** in Grand Hotel Union.

IMPORTANT! Deadline for informing the organizer about your names for the badges is **Friday 11 November 2011**. Please send the names to e-mail address below:

- **Ines Zagoranski, 00386 40 738 990, or ines@ljubljanskavinskapot.si**

4. Important Information

All exhibitors are obliged to follow the information/instructions set by the organizer. According to the Call for Participants **all exhibitors** should have settled the payment until the beginning of the Festival as well as provide the organizer with sufficient supply of registered wines for wine tasting during the both days of the Festival. Moreover, each exhibitor should provide the organizer with 3 bottles of each registered wine sample for the Festival archive as well as wine samples for workshops if agreed with the workshop leaders.

Each exhibitor is obliged to provide:

- constant presence of their staff at the exhibition stand;
- bottle opener;
- constant supply of their wines and cooperation with the organizer (glasses, cleaning);
- promotion of their brand (leaflets and business cards). **Exhibitors are not allowed to set up notice boards or additionally decorate their exhibition stands with posters etc.**

The working area of an exhibitor is behind and not in front of their table. Only registered festival wines, which are offered to the visitors at the Festival, may be used for the purposes of accompanying activities (eg. Workshops, etc.)

Exhibitors are not allowed to promote and offer unregistered wine samples at the Festival and disturb other exhibitors with their behavior. **Those exhibitors who will fail to comply with these rules may be denied the right to attend the Festival. If so, the exhibitor is not entitled to a refund of the participation fee or any other type of reimbursement.**

The organizer will provide:

- a table with a tablecloth and two chairs;
- common place for storage and cooling of wine;
- cooler, spittoon, jar of water
- grissini or bread on every table;
- boards with name tags on every table and in the Festival's catalogue
- clean glasses for exhibitors and visitors for deposit.

Each exhibitor is financially responsible for any damage to the equipment during the Festival.

5. Price of the Tickets

The price of a ticket for one day is 30 €. It includes catalogue of exhibitors, unlimited degustation of wine samples and delicatessen products and a free workshops. Please find the program enclosed. **The price of a ticket for two days is 50 €.**

6. Tickets/vouchers for your Business Partners

According to the Call for Participants, each exhibitor is entitled to 2 free vouchers for your business guests. Vouchers are enclosed in an envelope. **Each voucher is to be signed and stamped by an exhibitor otherwise it cannot be exchanged for a ticket. When the number of free vouchers will be exceeded, each additional voucher will be charged at the price of 20 €.**

7. Contacts

Director:

Rado Stojanovič
00386 41 620 696
rado.stojanovic@zotks.si

Public relations:

Nina Levičnik
00386 31 607 060
pr@slovenskifestivalvin.si

Responsible for ZDVVS and catalogue:

Bruno Gaberšek
00386 40 566 274
brunog@slovenskifestivalvin.si

Responsible for exhibitors in Grand Hotel Union:

Andreja Gajser
00386 40 416 341
andrejag@slovenskifestivalvin.si

Delivery responsible:

Petra Lukavečki
00386 41 826 656
petral@festivalkulinarike.si

Responsible for exhibitors for 4th Culinary festival:

Katarina Berglez
00386 31 344 264
katarina@radost.si

info@slovenskifestivalvin.si
www.slovenskifestivalvin.si

We are looking forward to seeing you at the Festival,

Ljubljana, 10 November 2011

Rado Stojanovič, director