

## TECHNICAL GUIDELINES FOR EXHIBITORS AT CONVENTA MEET 2026

### 1. General organization information

The exhibitor must ensure that this information is communicated to all staff present at the exhibition space during the preparations for the trade show as well as during the event.

### 2. Trade show venue

The Conventa trade show will take place at the **Grand Hotel Union Eurostars**, Miklošičeva cesta 1, 1000 Ljubljana. Official website: [www.eurostarshotels.co.uk/grand-hotel-union-eurostars.html](http://www.eurostarshotels.co.uk/grand-hotel-union-eurostars.html)

### 3. Programme with the set-up and dismantling time

Please follow the updates on the website: <https://conventa.si/conventa-meet-exhibitors/>

#### **Tuesday, 10 February 2026**

16.00 - 18.30 Time for setting up exhibition stands (for exhibitors) – optional  
Venue: Grand Hotel Union Eurostars  
19.00 – 22.30 Welcome reception, venue: TBD

#### **Wednesday, 11 February 2026**

Venue: Grand Hotel Union Eurostars  
08.00 - 08.30 Registration and setting up exhibition stands (for exhibitors)  
08.30 – 09.00 Coffee / tea with hosted buyers  
09.00 - 12.30 One2One Meetings (15 minutes)  
12.30 - 14.00 Lunch  
14:00 - 15:00 One2One Meetings (15 minutes)  
15:00 – 17.30 Conventa Experience Crawl – networking activities for all participants  
19.30 – 21-30 Conventa networking dinner & Meetings Star Awards announcement  
Venue: CD-Congress Centre Ljubljana  
21:30 – 01:00 Conventa After Party  
Venue: CD-Congress Centre Ljubljana

#### **Thursday, 12 February 2026**

08.30 - 09.00 Coffee / tea with hosted buyers  
09.00 - 12.30 One2One Meetings  
12.30 - 14.00 Lunch  
14:00 - 15:00 One2One Meetings  
15:00 – 17.30 Conventa Experience Crawl – networking activities for all participants  
End of the trade show

Please note that timings may change. Check the online programme for updates.

## 4. Getting there

### Entry and registration

Entry to the event will be possible as follows:

- exhibitors can pick-up their **name badges**:  
on Tuesday, 10 February at the Registration desk at the Grand Hotel Union (from 16:00 to 18:30)  
or at the Welcome Reception (from 19:00 on)
- on Wednesday, 11 February at the Registration desk at the Grand Hotel Union (from 8:00 on)

### How to get to the venue

#### By Train

We recommend arriving by train to Ljubljana railway station, from where Grand Hotel Union can be reached within a 10-minute walk.

#### By Car

If arriving by private car, we advise a carpool or car-sharing. You can park in the Grand Hotel Union's garage. Price per day is 21 €. There are other public parkings in vicinity as well.

#### By Plane

All flights to and from Ljubljana are operated through the Jože Pučnik Ljubljana airport. The driving distance from the airport to the city centre is 25 kilometres. The easiest way to arrange your transfer from Ljubljana or other nearby airport is with Conventa partner, GoOpti shuttle service. Please find more information at their website: <https://www.goopti.com/en/>

#### Conventa Official Air Carrier

Turkish Airlines and Croatia Airlines are the official carriers of Conventa Meet 2026:

**Turkish Airlines** offers a special discount code for exhibitors travelling to/from Ljubljana with their airline.

To receive the discount, please use the code: **034TKM26**

#### Transfers from/to hotels and venues

Ljubljana is a walkable city, so consider walking from your hotel to the venues when feasible.

Transfers from hotels to the venues will not be organised. Exception are Four Points by Sheraton Mons Ljubljana and One66 Hotel from where the transfer will be organised according to the programme.

Detailed information will be published on the website.

## 5. Exhibition stand

### Exhibition stands construction

The Conventa organizers strive to organize the trade show according to the principles of sustainable event management. Exhibition stand construction will this year be slightly different from previous years, but still made from wooden walls, which have been used and will be reused also for the future events. We hope that you will enjoy the positive atmosphere created for business meetings.

We would like to invite you to set-up your exhibition stand in line with the Conventa image.

**Please note: promotional roll-ups or beach flags will not be allowed at the stands.**



### Utilities and fittings at Conventa exhibition stands

#### 4 m<sup>2</sup> exhibition stand (Blue Package 1, 2 and 3)

Organiser will provide standard exhibition stand, dimensions **2 x 2 m** with a standard banner with exhibitor's name and number. Exhibition stand includes wall construction, a table, 4 chairs, electricity – 220 V power outlet and daily stand cleaning. Password for the Wi-Fi internet will be available at the registration desk.

There are maximum of **two representatives** per exhibitor included in the Blue Package 2 and Blue package 3 and **one representative** in the Blue Package 1.

#### 8 m<sup>2</sup> exhibition stand (Green Package)

Organiser will provide **2** standard exhibition stands, dimensions **2 x 2 m** with a standard banner with exhibitor's name and number. Exhibition stand includes wall construction, two tables, 8 chairs, electricity – 220 V power outlet and daily stand cleaning. Password for the Wi-Fi internet will be available at the registration desk.

There are maximum of **four representatives** per exhibitor included in the Green package.

Constructions, installations, other equipment elements and decorations should not interfere the general image of the Conventa trade show and should not disturb the neighbouring exhibitors or participants.

## 6. Catering

During the Conventa trade show catering services will be provided by the Grand Hotel Union. For this reason, your own food and drink may be served on your stand only in agreement with the Organiser.

## 7. Exhibition stand layout

***Important: the same name as entered in the B2Match meetings application will be used also for the name board on your stand. We suggest you to use the international commercial name.***

Stand number (dimensions 50 x 33 cm) and the name of exhibitor (dimension 100 x 33 cm) printed to the cardboard **are included in the price of the stand rental**. (PICTURE 2).

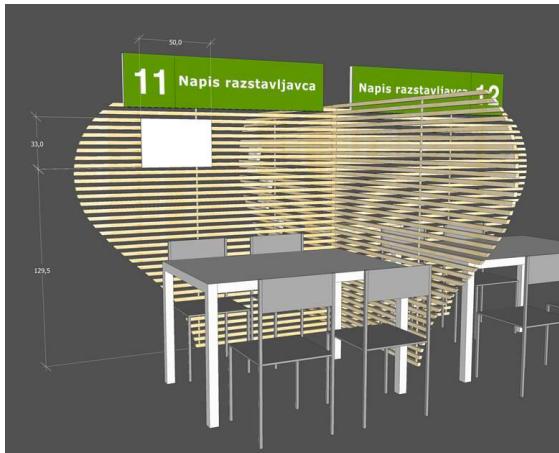
We would like to suggest, that you use the same materials (cardboard) for printing as the organiser, or you can order the images from the organisers directly.

## 8. Printing of the images

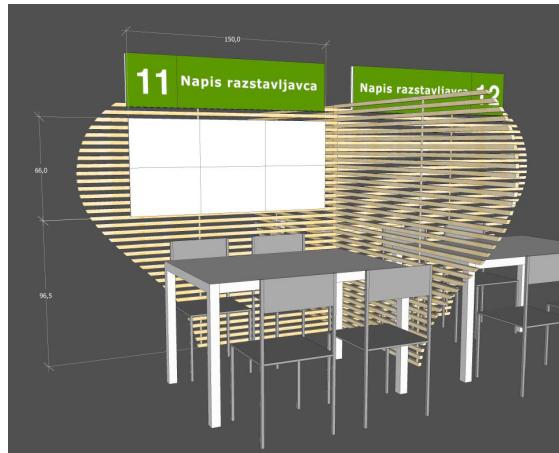
Upon additional payment we can offer:

**Printing of small images**, dimensions 50 x 33 cm; PRICE: 20 EUR +V.A.T. /per image (estimated 1-6 images per exhibition stand) (PICTURE 1 and 2). Price includes the tape for fixing.

PICTURE 1



PICTURE 2



**Printing of one big image**, dimensions 100x66 cm - horizontal (PICTURE 3)

PRICE: 70 EUR + V.A.T./ per image. Price includes the tape for fixing.

PICTURE 3



By printing on the cardboard you will act environmental friendly. Images printed on the cardboard can be reused for other occasions or can be recycled.

***Orders for the printing of the images should be addressed to [exhibitor@conventa.info](mailto:exhibitor@conventa.info) no later than Tuesday, 20 January 2026. Images should be sent by WeTransfer to the same e-mail address. Invoice will be sent by the Organiser after the event.***

## 9. Exhibition floor plan

The floor plan will be set by the organizer. Before assembly works begin, the exhibition spaces will be marked with the standard banners and the staff at the Conventa reception desk will provide directions to your allotted space. Exhibition layout will be available at the Conventa website one week before the trade show.

## 10. Regulations regarding the fittings of the exhibition space

Construction frames, installations, equipment, decorations and demonstrations at the exhibition space must not diminish the general appearance of the Conventa trade show, and must not infringe upon adjacent exhibition spaces or visitors, meaning that they must not extend outside the allotted space, and no sound, lighting or other effects may be used which might disturb other exhibitors.

The organiser reserves the right to make corrections to the exhibition space if it diminishes the general appearance of the Conventa trade exhibition.

## 11. Disassembly and removal of exhibits

Disassembly of the exhibits and exhibition spaces begins immediately after the closing of the Conventa show on **12 February 2026, from 17.30 to 18.30**.

The exhibitor is required to remove all promotional materials after the trade show.

***Organizers would appreciate if you leave the stand the same as it was on your arrival. Please plan in advance the quantity of promotional materials. Please take all the unused materials with you. Check the Conventa sustainable recommendations!***

## 12. Additional technical services

**Technical services, additional decoration, photographer**

Exhibition stands are equipped with the electricity and access to the wireless internet. For any additional technical and other services please contact the organisers before the event or personnel at the registration desk during the event.

## 13. Hotel accommodation

In cooperation with the partner hotels, Conventa offers special rates for Conventa exhibitors. Information can be found at Conventa website: <https://conventa.si/welcome-exhibitors/>

## 14. Contact

### **Ms. Natalija Bah Čad, Exhibition Manager**

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