

# CEM 2025 EXHIBITOR MANUAL

## EXHIBITION BOOTHS

Exhibitors may furnish the booths on Tuesday 23rd September, from 8:00 am to 5:00 pm.

Booths include:

- 3x2m Shell scheme
- Name board
- 1 x Single power socket
- Lighting
- 1 x Conference pass
- 1 x Exhibitor Stand pass
- Entry into printed event catalogue

## CUSTOM GRAPHICS AND FURNITURE ORDERS

The onsite provider can assist with custom graphic printing, furniture and electric orders. You [can view the catalogue here](#) and [order any custom graphics and items here](#). Matjaž Mohar ([matjaz.mohar@gr-sejem.si](mailto:matjaz.mohar@gr-sejem.si)) or Petra Korenjak ([petra.korenjak@gr-sejem.si](mailto:petra.korenjak@gr-sejem.si)) can assist with any questions related to furniture, electrics and custom graphics.

## SPACE ONLY BOOTH

Exhibitors who booked the space only option will be provided with the floor space including:

- Electrical connection 1,5kw – 220 V power outlet (1 single phase) with multiway socket\*\*
- Internet access as part of the free WiFi network available in the congress centre. Higher speed is available, but it must be ordered separately.

\*\* Basic power supply for the exhibition days is included in the booth packages. If additional power supply is needed, it must be ordered separately.

## EXHIBITOR'S OWN STAND CONSTRUCTIONS / CUSTOM BUILD STANDS

If any own booth construction is planned, the exhibitor is obligated to send a detailed booth drawing (incl. measurements) for approval to Matjaž Mohar ([matjaz.mohar@gr-sejem.si](mailto:matjaz.mohar@gr-sejem.si)) or Petra Korenjak ([petra.korenjak@gr-sejem.si](mailto:petra.korenjak@gr-sejem.si)) by 27th August 2025, the latest. This is to ensure that all exhibition booths meet all regulations with regards to size, location and other restrictions (e.g., fire safety).

The planned set-up time for exhibitor assigned booth constructors is Tuesday 23rd September, from 8:00 am to 5:00 pm. If your assigned booth constructor requires individual arrangements, please submit the request along with your booth construction plan.

## Exhibitor Badges

Each 3x2m stand comes with one Full conference pass and one Exhibitor pass. This means two people can attend with one of them also having conference access. This year all passes include lunches, refreshments and also access to the networking party at Ljubljana castle on the Wednesday evening. GES are the badge provider and we will send you a separate email with instructions on how to register your included passes as well as ordering additional passes for your team.

## Networking Party

All CEM registration passes include access to the networking party on Wednesday evening. This is taking place at Ljubljana Castle from 7pm. Please make your way to the castle, there are several walking routes there as well as a funicular rail. It's a steep walk so you may also prefer to use a taxi or uber.

## Travelling to CEM 2025:

CEM 2025 is being held at the **Marmorna Hall** in the **Ljubljana Exhibition and Convention Centre** Dunajska cesta 18, 1000 Ljubljana.

[Google Maps](#)

Google plus code: 3G65+Q7 Ljubljana, Slovenia



## CEM 2025 Hotels and Accommodation

We recommend guest to book the hotel of their choice using their preferred booking partner. There are two hotels within a five-minute walk of the venue.

### The Grand Plaza – [Find out more here](#)

Access a booking [PDF for the Grand Plaza here](#)

### The Intercontinental – [Find out more here](#)

All guests can book their special rate at the Intercontinental by emailing [ljubljana.reservation@ihg.com](mailto:ljubljana.reservation@ihg.com) using a special code: CEM15%DISCOUNT

## DELIVERY; PICK-UP AND STORAGE OF MATERIAL

There is no dedicated storage area at GR, thus deliveries must be scheduled on Monday, 22nd September or on Tuesday, 23rd September 2025. Deliveries on these days must be scheduled from 8:00 am to 5:00 pm. All shipments from exhibitors will be delivered to the corresponding booth. In case of late arrival, a timely delivery to the booth cannot be guaranteed.

Contacts:

Petra Korenjak [petra.korenjak@gr-sejem.si](mailto:petra.korenjak@gr-sejem.si)

Matjaz Mohar [matjaz.mohar@gr-sejem.si](mailto:matjaz.mohar@gr-sejem.si)

## EFM Logistics

EFM Logisitcs can assist with freight at the event. You can also use your own provider.

Contact Details for EFM :

Jack Heathcote

Email: [Jack.Heathcote@efm.global](mailto:Jack.Heathcote@efm.global)

Web: [www.efm.global](http://www.efm.global)

## DELIVERIES

All deliveries must be packed for shipment and labelled with:

- delivery address
- sender information
- event name
- booth number
- number of packages
- content of the packages
- name of logistic partner who will deliver the materials
- contact data

Kindly note that each package/box needs to be properly labelled.

The delivery address is as follows:

**Gospodarsko razstavišče, d.o.o.**

Dunajska cesta 18, SI - 1000 Ljubljana,

p.p. 3517,

Slovenia

For CEM 2025 - 16th International Conference and Exhibition dedicated to Emission Monitoring

Deliveries must be announced to the congress organisation before the delivery date so arrangements with the venue can be made. Please send the shipping details, including the following information to Matjaž Mohar ([matjaz.mohar@gr-sejem.si](mailto:matjaz.mohar@gr-sejem.si)) or Petra Korenjak ([petra.korenjak@gr-sejem.si](mailto:petra.korenjak@gr-sejem.si)) as soon as the delivery arrangements have been made on your side.

- Date / hour of delivery
- Which material is expected
- How much material is being delivered
- How it is packed (boxes, pallets etc.)
- How and with which logistic partner the material arrives

## PICK-UPS

Please arrange for your material to be picked up during/at the end of the dismantling time on Friday, 26th September 2025, after the end of the event or on Monday the 29th of September 2025. Kindly note that you will have to bring the material from your booth to a designated late pick ups area in the congress venue.

## STORAGE DURING THE CONGRESS

All exhibitors are kindly asked to make their own storage arrangements during the event. If needed, limited storage space can be arranged at the venue. Please inform the congress organisation at Matjaž Mohar ([matjaz.mohar@gr-sejem.si](mailto:matjaz.mohar@gr-sejem.si)) or Petra Korenjak ([petra.korenjak@gr-sejem.si](mailto:petra.korenjak@gr-sejem.si)) if storage during the congress is required and how much space will approximately be needed. We will have some small storage space behind the main exhibition build in the main hall.

## (UN)LOADING AREA ONSITE

If you commission your own booth constructor and/or will bring your own material to the congress venue, you may (un)load your vehicles in front of the service door to Marmorna Hall on Tuesday 23rd September, during set-up time. Kindly note that no vehicles may be parked on GR premises during the congress. Once the vehicles are (un)loaded, they must be removed from the premises and parked at the nearby public parking area.

A public parking lot is located behind the congress venue: Parkirišče Gospodarsko razstavišče, Valjehnova ulica 6, 1000 Ljubljana, Slovenia

A forklift may be rented from GR for the set-up times. The forklift usage, with driver included, amounts to 55,50 € per half hour and will be billed to the exhibitor directly. Requests may be submitted to GR directly.

Contacts for the onsite build team for shell scheme alterations, graphics, furniture and electrics:

Petra Korenjak [petra.korenjak@gr-sejem.si](mailto:petra.korenjak@gr-sejem.si)

Matjaz Mohar [matjaz.mohar@gr-sejem.si](mailto:matjaz.mohar@gr-sejem.si)

For any other questions, please contact the organisers:

David Hellyer [info@ilmexhibitions.com](mailto:info@ilmexhibitions.com)