

APPLICATION FORM - CONTRACT FOR RENTING HALLS IN THE CONGRESS CENTRE

PLEASE FILL IN THIS FORM LEGIBLY BY USING BLOCK CAPITALS

FULL NAME OF THE COMPANY	
PLACE/COUNTRY	
ADDRESS	
CONTACT PERSON	PHONE/FAX
E-mail:	www.

TERMS – FILLED IN BY RENTER

HALL: _____ DATE: _____ TIME: _____

TERM APPROVED – FILLED BY THE FAIR

HALL: _____ DATE: _____ TIME: _____

HALL RENTAL AND TIME OF RENTAL		UNIT OF MEASUREMENT	PRICES IN EUR	ORDERED
GREAT HALL – 350 SETS	Up to 5 hours	1 hour	500	
	More than 5 hours interrupted		450	
HALL UP TO 100 SEATS	Up to 5 hours	1 hour	250	
	More than 5 hours interrupted		225	
HALL UP TO 200 SEATS	Up to 5 hours	1 hour	440	
	More than 5 hours interrupted		395	
HALL UP TO 400 SEATS	Up to 5 hours	1 hour	750	
	More than 5 hours interrupted		675	
HALL UP TO 600 SEATS	Up to 5 hours	1 hour	1,200	
	More than 5 hours interrupted		1,050	
HALL UP TO 1.000 SEATS	Up to 5 hours	1 hour	2,000	
	More than 5 hours interrupted		1,800	

BOOKING OF ADDITIONAL SERVICES

<input type="checkbox"/> Ordering cocktails _____	<input type="checkbox"/> Translation _____
<input type="checkbox"/> Flower arrangements _____	<input type="checkbox"/> System for translation _____
<input type="checkbox"/> Boards for poster sessions _____	<input type="checkbox"/> System for voting _____
<input type="checkbox"/> Filming events _____	<input type="checkbox"/> Organisation of press conferences _____
In agreement with the applicant, for additional services a separate offer will be issued.	

NOTE: ALL PRICES WITHOUT V.A.T.

THE FOLLOWING TERMS AND CONDITIONS FOR PAYMENT ARE ACCEPTED:

- A 5% discount is granted on the net amount if the whole capacity of the Congress Centre is rented.
- The FAIR shall issue a PRO-FORMA INVOICE to the Renter, covering all services requested in the application form. The Renter is obliged to settle the bill completely before the beginning of the event. Booking shall be deemed final and confirmed only after the payment has been made.
- After the event has finished, the Renter shall be issued a FINAL INVOICE, covering all serviced actually rendered and including all taxes, in accordance with the relevant law.
- The Renter is obliged to pay the whole amount stipulated in the FINAL INVOICE until the deadline stipulated in the FINAL INVOICE.
- The Renter is obliged to pay an interest rate should they not pay the whole amount until the deadline stipulated in the FINAL INVOICE.

By signing this application contract, the Renter has agreed to accept the general terms and conditions, payment methods and conditions stipulated in this application-contract. Once submitted, the application is irrevocable and legally binding, unless cancelled in writing seven (7) days prior to the fair event. In case of revocation/termination of this application – contract in the period shorter than seven (7) days prior to the fair event, the leaseholder is obliged to pay the whole sum in terms of damages in accordance with the last pro-forma invoice issued against this application – contract, regardless of the fact that he utilises or does not utilise this lease, and the Fair reserves the right to rent the stated services for the stated term to a different client.

In case of a dispute, the Commercial Court in Novi Sad shall resolve the matter.

SEAL AND SIGNATURE
ON BEHALF OF NOVI SAD FAIR

PLACE	DATE
SEAL AND SIGNATURE OF RENTER	

GENERAL RENTING TERMS AND CONDITIONS

Article 1

The price of renting the hall includes the complete audio–visual support:

a) from Great Hall (350 seats)

- frontal projections with two projectors, 6,000 ANSI Lumen each
- two automatic screens 4 m
- plasma screen in front of the Hall
- PC (PowerPoint, DVD, CD, Video, floppy, USB drive)
- audio (Radio, CD, DVD, Mic, PC)
- video (DVD, DV, SVHS, VHS)
- two cameras on the ceiling
- wireless microphones
- desk microphones
- monitors on the chairperson's desk
- monitor on speaker's desk
- access provided for notebooks, both on the speaker's desk and the chairperson's desk

b) for halls accommodating between 100 and 1.000 people

- frontal projection with a projector, 4,500 ANSI Lumen
- automatic screen 3 m
- PC (PowerPoint, DVD, CD, Video, floppy, USB drive)
- audio (CD, DVD, Mic, PC)
- video (DVD, DV, SVHS, VHS)

- a camera on the ceiling
- wireless microphones
- desk microphones
- monitors on the chairperson's desk
- monitor on the speaker's desk
- access provided for notebooks, both on the speaker's desk and the chairperson's desk
- plasma screen in front of the Hall

Article 2

Additional services and catering are not covered in this application form. All additional services are covered by an Appendix to the Contract.

Article 3

The Fair is not responsible for possible loss or damage to technical devices, material, equipment and other items brought in by the Renter before, during and after the renting period agreed.

Article 4

The Renter is responsible for possible damage to the equipment which is an integral part of the rented space during the renting period.



Serbia - 21000 Novi Sad, Hajduk Veljkova 11

Phone: + 381 21/483-07-77, 483-07-88

Fax: + 381 21/483-01-22

E-mail: congresscentre@novisadexpo.com

www.congresscentre.novisadexpo.com