



# NOVI SAD FAIR

Serbia - 21000 Novi Sad, Hajduk Veljkova 11  
COMMERCIAL DEPARTMENT  
Phone: + 381 21/483-01-34  
Fax: + 381 21/483-01-11

## 42<sup>nd</sup> INTERNATIONAL FAIR OF TOURISM 15<sup>th</sup> INTERNATIONAL FAIR OF CATERING INDUSTRY EQUIPMENT

E-mail: catering-equipment@novisadexpo.com  
www.catering-equipment.novisadexpo.com

6<sup>th</sup> - 10<sup>th</sup> October 2009

APPLICATION DEADLINE: 1<sup>st</sup> September 2009

PLEASE FILL IN THIS FORM LEGIBLY  
BY USING BLOCK CAPITALS

### APPLICATION FOR EXHIBITING

FULL COMPANY TITLE OF EXHIBITOR (DEPARTMENT THAT BEARS EXHIBITING COSTS)	
NAME AND SURNAME OF GENERAL MANAGER	
NAME, SURNAME AND TELEPHONE OF PERSON IN CHARGE OF EXHIBITION	
COUNTRY	
POSTAL CODE AND TOWN	ADDRESS
TELEPHONE	FAX
E-mail:	www.

EXHIBITION AREA		Ordered (filled in by the Exhibitor)	Granted (filled by Fair)
m <sup>2</sup> of hall space without stand construction	40 EUR/m <sup>2</sup>		
space design per m <sup>2</sup>	27 EUR/m <sup>2</sup>		
OTHER SERVICES		Ordered	
Water faucet and water consumption	95 EUR/connection		
Electric receptacle of up to 15 kW and electricity consumption	60 EUR/connection		
Direct phone-line	120 EUR/connection		
Internet connection	100 EUR/connection		
Espresso machine EMONEC and 100 cartridges (products: espresso, cappuccino, chocolate, tea...)	100 EUR		
COMPULSORY CATALOGUE LISTING			
Exhibitor	200 EUR		
Co-exhibitor	140 EUR		
Indirect exhibitor	65 EUR		

**NOTE:** By signing this application-contract, the exhibitor has agreed to comply with the general terms and conditions for exhibiting, which are an integral part of this application-contract, and with the terms and conditions regulating payment, found on the back of this application-contract. **All prices listed above exclude V.A.T. which will be included in the invoice, according to the legal regulations in power at the time when the service is provided.**

DATE	PLACE
SIGNATURE ON BEHALF OF NOVI SAD FAIR	

SEAL

SIGNATURE OF EXHIBITOR
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SEAL

# GENERAL TERMS AND CONDITIONS FOR EXHIBITING

## APPLICATION FORM AND CONFIRMATION

- A signed application form and the General Terms and Conditions comprise a contract concluded between the applicant (hereinafter: the Exhibitor) and the Novi Sad Fair (hereinafter: the Fair).
- The Fair retains the right to approve or reject the application.  
– **Once submitted, the application is irrevocable and legally binding, unless cancelled in writing (official document sent to the Fair) 35 days before the opening of the fair event.**  
– **Should the cancellation be submitted less than 35 days before the opening of the fair event, the Exhibitor is obliged to pay the amount stipulated in the last invoice received, while the Fair retains the right to allocate the exhibition space to another exhibitor or furnish it in accordance with the theme of the event, with all the expenses paid by the Exhibitor.**

The Fair also retains the right to:

- a) determine the exact location and size of the exhibition space allocated to the Exhibitor
- b) change the already allocated location
- c) increase or decrease the size, depending on the situation, up to 20% in comparison with the size applied for
- d) cancel a previously approved application 15 days prior to the opening of the fair event.

- The smallest exhibition space that can be rented covers 20 m<sup>2</sup> of indoor exhibition area. The Exhibitor may not transfer the rights onto another exhibitor without a prior consent of the Fair.

**The Fair shall inform the Exhibitor in writing about the allocated location of the exhibition space, providing the floor-plan. Possible complaints can only be submitted during the fair event.**

## PAYMENT TERMS AND CONDITIONS

**Pursuant to the signed application, the Fair shall send a pro-forma invoice to the Exhibitor, who is obliged to pay 20% of the amount in advance within 5 days from the date of issuing, while the remaining 80% shall be paid at least 15 days before the opening of the fair event. Should the exhibitor decide to cancel the booking at least 35 days before the opening of the fair event, the Novi Sad Fair retains the right to keep the 20% advanced payment to compensate for the losses imposed by the Exhibitor.**

**After the fair event has finished, the Exhibitor shall be sent the final invoice for all services utilised. The Exhibitor is obliged to settle the debt until the date stipulated in the invoice.**

## CATALOGUE LISTING

- **All exhibitors, regardless of the application deadline, are obliged to pay the catalogue listing.**

The Fair has defined the following categories of exhibitors:

**EXHIBITORS** – legal persons who present their own products or services, rent a designated exhibition space and who are obliged to be listed in the official Catalogue.

**CO-EXHIBITORS** – Should the stand rented by the Exhibitor feature presentations of other companies as well, they shall be registered as co-exhibitors. The co-exhibitors are registered by the Exhibitor by submitting specially designated application forms and the Exhibitor is also obliged to pay the Catalogue listing fee. The information about the co-exhibitor shall not be listed under the first letter of the company's name, but are listed alongside the information about the Exhibitor, in accordance with the text submitted by the Exhibitor.

**INDIRECT EXHIBITORS** – Should the Catalogue contain the name of some other company (producers and countries of origin), such entities shall have a status of indirect exhibitors. The Exhibitor shall pay a fee for each listed indirect exhibitor. The information about the indirect exhibitor shall not be listed under the first letter of the company's name, but are listed alongside the information about the Exhibitor, in accordance with the text submitted by the Exhibitor.

- **The fee for compulsory Catalogue listing for EXHIBITORS includes the following:**

- publishing of information about the Exhibitor (exact name, address, phone and fax number, e-mail address, http, logo) in the list of exhibitors in the Catalogue
- publishing of up to 20 words about the products or services in the list of exhibitors in the Catalogue, in accordance with the commodity groups published in the Catalogue
- uploading of the information about the company on the official web-site of the Fair, with a link to the web-site of the Exhibitor (the information shall be available from the opening of the event to the opening of the same event in the following year)
- entry in the Fair information system (a multimedia information centre in the Entrance Hall of the 'Master Centre') all information about the Exhibitor, including the location of the exhibition space at the Fair (information available at all events until the opening of the same event in the following year)
- a copy of the Catalogue.

The passes for a fair event shall be allocated as follows:

- for indoor or office space of up to 25 m<sup>2</sup> three passes, for each additional 25 m<sup>2</sup> additional two passes
  - **The organiser of a collective exhibition that does not have its own stand shall receive three (3) passes from the Fair, and a copy of the Catalogue, and for each registered company the number of passes as stipulated above.**
  - The Exhibitor's pass contains the name of the company, name, surname and photo of the person and is not transferable (3x4 cm photos in .jpg format should be sent to propusnice@novisadexpo.com).
- Should the Exhibitor list a representative office of the company (outside the place where the headquarters of the company is), the Exhibitor shall pay a fee for each representative office in accordance with the price-list for indirect exhibitors.

- **The fee for compulsory Catalogue listing for CO-EXHIBITORS, includes the following:**

- publishing of information about the co-exhibitor (exact name, address, phone and fax number, e-mail address, http, logo) in the list of exhibitors in the Catalogue
- publishing of up to 20 words about the products or services in the list of exhibitors in the Catalogue, in accordance with the commodity groups published in the Catalogue.
- uploading of the information about the company on the official web-site of the Fair, with a link to the web-site of the co-exhibitor (the information shall be available from the opening of the event to the opening of the same event in the following year)
- entry in the Fair information system (a multimedia information centre in the Entrance Hall of the 'Master Centre') all information about the co-exhibitor, including the location of the exhibition space at the Fair (information available at all events until the opening of the same event in the following year)

- a copy of the Catalogue.

Passes for co-exhibitors:

- two passes for each co-exhibitor listed in the Catalogue
- the pass contains the name of the company, name, surname and photo of the person, and is not transferable.

- **The fee for compulsory catalogue listing for INDIRECT EXHIBITOR includes the following:**

- name of the indirect exhibitor, town/city and country.

The Catalogue is printed in Serbian and English. The Exhibitors are responsible for correctness of the information published. The Fair retains the right to adjust the names of products listed in the Catalogue application form in accordance with the commodity groups, which are integral part of the Catalogue.

The Catalogue application form is submitted with the application for exhibiting and the two forms are regarded as the same application. The information received after 28<sup>th</sup> September 2009 shall be printed in a supplement for late-entries.

## STAND DECORATION AND TRANSPORT OF GOODS TO THE STAND

- In order to have exact information about the location and size of the indoor/outdoor exhibition space, the Exhibitor shall contact the official inspector of the Fair upon arrival to the Fair. Should the Exhibitor occupy a wrong location, the relocation expenses shall be paid by the Exhibitor.

- In case the Exhibitor is decorating the exhibition space without having hired a contractor, the Technical department shall approve the design project prior to any works. The Exhibitor is obliged to install floor cover and partition walls in accordance with the size of the exhibition space allocated by the Fair.

- Should the Exhibitor decide to hire a contractor, the contractor should seek approval from the Technical department for the project. A fee shall be paid for this service. The fee is charged depending on the size of the exhibition space, according to the price list established by the Technical department.

- The works on designing the exhibition space and transfer of goods to the Fair may begin five (5) days before the opening of the event for indoor and covered exhibition space, or ten (10) days for the outdoor exhibition space, but not later than 48 hours before the opening of the event. The Fair may allow the works begin earlier if the Exhibitor submits such request.

- The Exhibitor is obliged to complete the decoration of the exhibition space not later than 24 hours before the opening of the fair event and remove packaging and all other items that are not exhibited.

- If the Exhibitor does not transport the goods using their own means of transport, the transport and despatch of the goods from the entrance to the Fair to the exhibition space may be done by a forwarding agency.

- The exhibited products may not be taken out or replaced during the fair event.

- The packing and despatch may begin one day after the closing of the fair event.

- The Exhibitor may take out the goods only with a permit issued at the Exhibition Service of the Fair, after all the debts to the Fair have been settled.

- The Exhibitor is obliged to despatch all the belongings from the Fair within two (2) days after the closing of the fair event. In case the deadline is not met, the Fair retains the right to hire a forwarding agent to take the goods and store them in a warehouse, with all the expenses covered and risks taken solely by the Exhibitor.

**The Exhibitor may use the exhibition space to organise demonstrations of equipment, provided it does not disturb other exhibitors and visitors. During the demonstration, all safety and precaution measured should be taken by the Exhibitor, who takes the whole responsibility for possible damage. The sound equipment at the exhibition stand can be tolerated only within the space covered by the stand.**

## OTHER TECHNICAL INFORMATION

- All phone calls are charged according to the price-list of the PTT Communications 'Serbia', with additional 15% handling fee.

- An indirect telephone connection also accounts for direct telephone lines.

- An Internet connection can be established in the hall if technical facilities allow it.

- Should the Exhibitor decide to perform plumbing works at the Fair, the Exhibitor should ask the Technical department to inspect the installations.

- The Technical department is the only authorised body to provide access to electrical installation. Should the Exhibitor decide to hire a contractor to install electrical wiring, the Exhibitor should submit a wiring diagram to the Technical department for approval.

- The Exhibitor shall pay for the damage done by the Exhibitor's workers or third parties hired by the Exhibitor to perform works at the Fair. The amount shall be determined by a committee established by the Fair.

## INSURANCE

- The Exhibitor is obliged to insure the exhibits and other property with an insurance company from Serbia or abroad.

- In case they have not been insured, the responsibility for any possible damage on exhibits and other property of the Exhibitor shall be taken solely by the Exhibitor.

**In case of legal dispute, the resolution shall fall within the responsibility of a court in Novi Sad.**

- From the moment the goods are brought to the exhibition area and throughout the event, the Exhibitor is obliged to be present at the opening and closing of the pavilion. The Fair is not responsible for any possible damage or loss of exhibits or any other property.



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