



NOVI SAD FAIR

Serbia - 21000 Novi Sad, Hajduk Veljkova 11
TECHNICAL DEPARTMENT
 Phone: + 381 21/483-07-72, 483-07-71, 483-07-70, 483-07-69
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42nd INTERNATIONAL FAIR OF TOURISM
**15th INTERNATIONAL FAIR OF
 CATERING INDUSTRY EQUIPMENT**

www.catering-equipment.novisadexpo.com

6th - 10th October 2009

TECHNICAL DEPARTMENT

REGISTRATION FOR DESIGN, CONSTRUCTION AND DECORATION OF EXHIBITION AREA

PLEASE FILL IN THIS FORM LEGIBLY BY USING BLOCK CAPITALS

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.

SPACE DESIGN	Ordered (filled in by the Exhibitor)	Granted (filled by Fair)
Space design per m ²	27 EUR/m ²	

OTHER SERVICES	Ordered
Electric receptacle of over 15 kW and electricity consumption	85 EUR/connection

PRICES INCLUDE CONSTRUCTION AND DECONSTRUCTION OF FOLLOWING ELEMENTS:

- CONSTRUCTION WITH PANELS (columns, walls, panels made of ultrales)
- FLOOR COVERING (Hojga)
- FURNITURE (according to technical description on the back of the application)
- ONE SIGN 33/198 cm IN BLOCK CAPITALS
- TWO SPOTLIGHTS
- ONE GLASS-CASE 100 x 100 CM OR STAGE (on 25 m²)

ELEMENTS ORDERED SEPARATELY, NOT INCLUDED IN AFOREMENTIONED PRICE OF CONSTRUCTION AND EQUIPMENT

		VERTICAL GLASS-CASE	OCTANORM	TABLE 120 x 80 cm	
CARPET HOJGA	6 EUR / m ²	100 x 100 x 250 cm	43 EUR / /1 item	TABLE 80 x 80 cm	12 EUR / /1 item
LAMINATED PARQUET	14 EUR / m ²	100 x 50 x 250 cm	36 EUR / /1 item	CHAIR VIZI	10 EUR / /1 item
FLOORING h = 12 cm	8 EUR / m ²	50 x 50 x 250 cm	31 EUR / /1 item	OTHER CHAIRS	8 EUR / /1 item
DOOR WITH LOCK	24 EUR / /1 item	POSTER IN-BUILT	18 EUR / /1 item	BAR	4 EUR / /1 item
CURTAIN	9 EUR / /1 item	GLASS	8 EUR / m ²		18 EUR / /1 item
VENETIAN BLINDS	12 EUR / /1 item	TOWER 2-DIMENSION CONST.	33 EUR / /1 item		
COMPANY LOGO	61 EUR / m ²	TOWER 3-DIMENSION CONST.	57 EUR / /1 item		

ADDITIONAL TECHNICAL SERVICES

KITCHENETTE UTILISATION	160 EUR / /1 item	ACCESS TO DISTRIBUTION BOARD	45 EUR / /1 item
MOUNTING/UTILISATION OF SINK	42 EUR / /1 item	ELECTRIC CONNECTORS	9 EUR / /1 item
MOUNTING/UTILISATION OF ELECTRIC BOILER	42 EUR / /1 item	SPOTLIGHT 150 W	12 EUR / /1 item
UTILISATION OF REFRIGERATOR	75 EUR / /1 item	SPOTLIGHT 300 W	15 EUR / /1 item
		PHONE UTILISATION	11 EUR / /1 item

NOTE - ALL PRICES ARE PRESENTED WITHOUT V.A.T., WHICH SHALL BE CALCULATED IN THE INVOICE, IN ACCORDANCE WITH THE REGULATIONS IN POWER AT THE MOMENT WHEN SERVICES ARE RENDERED. The prices not stipulated in the application form shall be charged according to the valid pricelist of the Technical Department, and stipulated in the application form for additional services, which shall be sent later.
In case of a dispute, the Commercial Court in Novi Sad shall resolve the matter.

DATE	PLACE
SIGNATURE ON BEHALF OF NOVI SAD FAIR	

SEAL

SIGNATURE OF EXHIBITOR

SEAL



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GENERAL TERMS AND CONDITIONS AND TECHNICAL SERVICES

THE FOLLOWING TERMS AND CONDITIONS FOR PAYMENT ARE ACCEPTED:

1. Upon receiving the application form, the FAIR shall issue the PRO-FORMA INVOICE. The Exhibitor is obliged to make the payment before the stipulated deadline and not later than 10 days before the beginning of the event.

2. The Exhibitor who has fulfilled the obligations from the PRO-FORMA INVOICE receives RECEIPTS without which bringing exhibits in and taking them out from the fairground are not possible.

3. After the obligations from the PRO-FORMA INVOICE have been fulfilled and the event has finished, all additional services ordered in writing, as well as the difference in price for additional service of design and construction, are paid according to the FINAL BALANCE AND INVOICE, before the stipulated deadline.

4. The Exhibitor is obliged to pay an interest rate in accordance with the law should they not fulfil their obligations from the FINAL BALANCE AND INVOICE.

CONSTRUCTION OF EXHIBITION AREA COMPRISES

- Stand design
- Construction work on stand (mounting of aluminium construction, water pipes and electricity installation)
- Expert technical supervision

STANDS

They are divided into business area 60% and exhibition area 40%. This is basis for price of m² of stand.

FOR THE CONSTRUCTION of stand naturally coloured aluminium construction is used.

Type - Octanorm

FILLERS

Made of Duplex, white

FLOOR

Carpet covered in squares of 50/50 cm Hojga type

LIGHTING OF STAND

The business area is lit by fluorescent lighting, and the exhibition area is lit by spotlights

DISPLAY OF EXHIBITS

On carpet or stage height 7 cm, 40 cm, 80 cm, in horizontal and vertical window-cupboards

FURNITURE

- Tables and cupboards for telephone are made of white or black panel
- Chairs are fabric upholstered with metal legs, the plastic ones are with metal legs, or made of plastic all together

NUMBER OF OFFICES, COFFEE ROOM AND FURNITURE STATED IN TABLE DEPENDS ON SIZE OF STAND

NAME	QUANTITY	Up to 25 m ²	26 - 50 m ²	51 - 100 m ²	> 101 m ²
OFFICE	No. of items	1	2	2	4
COFFEE ROOM	No. of items	1	1	1	1
TABLE	No. of items	1	2	4	5
CHAIR	No. of items	4	8	16	18
TEL. CUPBOARD	No. of items	1	1	2	5
KITCHEN SHELF LOW	No. of items	1	1	1	1
KITCHEN SHELF HIGH	No. of items	0	1	1	3
CARPET	ACCORDING TO SIZE OF STAND IN m ²				

TERMS AND CONDITIONS FOR RENTING STAND CONSTRUCTION AND FURNITURE

- SYSTEM ELEMENTS, INCLUDING EQUIPMENT, MUST NOT BE COVERED, PAINTED, DISMANTLED OR APPROPRIATED.
- THE EXHIBITOR IS RESPONSIBLE FOR MAINTENANCE OF ELEMENTS AT THE STAND DURING THE FAIR EVENT.
- THE EXHIBITOR SHALL COMPENSATE FOR ANY POSSIBLE LOSS OR DAMAGE OF ANY RENTED ELEMENT IN ACCORDANCE TO ITS MARKET VALUE.
- THE FAIR RETAINS THE RIGHT TO MAKE MINIMAL CHANGES IN THE PROJECT REQUESTED BY THE EXHIBITOR.
- THE FAIR GUARANTEES THAT ALL ELEMENTS SHALL BE DELIVERED, PROVIDED THERE ARE ENOUGH ITEMS ON STOCK, WHICH DEPENDS ON THE TIME OF APPLICATION FOR STAND CONSTRUCTION. IF THE EXHIBITOR CHOOSES NOT TO USE ALL ELEMENTS BELONGING TO THE PARTICULAR STAND TYPE, THE PRICE OF STAND CONSTRUCTION SHALL NOT BE LOWERED.
- CANCELLATIONS OF ORDERED SERVICES IN WRITING 15 DAYS BEFORE THE EVENT SHALL NOT BE ACCEPTED, AND THE APPLICANT SHALL BE ISSUED AN INVOICE FOR ALL SERVICES CONDUCTED UNTIL THE CANCELLATION.

The exhibitor may execute the **construction and design of the exhibition area** as follows:

1. by engaging the Service of Technical Arrangement of the Novi Sad Fair as the contractor
 2. any other way, i.e. the exhibitor does it himself or contracts his own constructor.
- In case the exhibitor executes the construction himself or contracts his own constructor, the party that executes the construction (exhibitor or his contractor) pays for acknowledgement of the project, i.e. EUR 2.75/m².
- In case the exhibitor executes the construction himself or contracts his own constructor, works cannot start until the Service of Technical Arrangement acknowledges the project of the stand.

Certification of the project and the costs of the project certification are solely the responsibility of the party that executes the construction.
The exhibitor can take over the responsibility of paying for the certification of the project if the Service of Technical Arrangement hands over the acknowledged project to the Project office of the Novi Sad Fair before the beginning of construction which confirms and allows such construction.

- Works not mentioned in the application, but wanted by the exhibitor to be done at his stand in the hall or outdoors, can be ordered, in writing, in an order form, not later than two days (48 hours) before the beginning of the event.
- For all timely extra orders of the exhibitor, the current pricelist will be used.
- V.A.T. is not included in the stated prices.