

# GENERAL TERMS AND CONDITIONS FOR EXHIBITING

## CONDITIONS OF PARTICIPATION AND PAYMENT TERMS:

1. Upon receipt of the **signed and stamped application**, the Organizer will deliver the pro forma **invoice** to the Exhibitor stating everything indicated in the application form. The Exhibitor is obliged to perform the payment according to the calculation or in full until the beginning of the event.
2. The exhibitor is obliged to submit a registered own bill of exchange (signed by the authorized person) with the signed application to the Organizer as a valid payment instrument. With a registered own bill of exchange, the exhibitor is obliged to submit a copy of the valid depot card, a copy of the Decision on enrollment in the Agency for Business Registers, a copy of the OP form and proof - a bank's confirmation of the executed registration of the bill of exchange and the promissory note. In case of exceeding the payment deadline over 7 days, the bill will be activated with the registration of the legal default interest.
3. The Exhibitor who settles his obligations under the pro forma invoice and deposits the valid bill of exchange (with the accompanying documentation from item 2), receives from the Organizer a confirmation without which it is not possible to participate in the fair.
4. Upon completion of the fair, the exhibitor will be provided with a final invoice, with all the services actually used and the calculation of tax liabilities presented in accordance with the legal regulations. Taxes fall at the expense of the exhibitor.
5. The Exhibitor is obliged, upon the receipt of the final invoice, to pay the Organizer in full the amount of the debt in the currency period specified in the final invoice.
6. The exhibitor is obliged to pay the legal default interest if, for any reason, he does not pay the amount within the deadline specified in the final invoice.
7. The possibility of compensation is excluded as a method of payment for the services.
8. The Application for Exhibit is irrevocable and binding for the Exhibitor if it does not cancel it exclusively in writing 35 days before the beginning of the event until October 1<sup>st</sup>, 2018. In the case of canceling the appearance within less than 35 days from the beginning of the event after October 1<sup>st</sup>, 2018, the Exhibitor is obliged to pay on behalf of the main debt the entire amount of the last budget for the reserved reservation of the exhibition space under this contract, whether it is exhibited at the registered space or not, and the Organizer reserves the right to allocate the given space to another exhibitor, or the space that the exhibitor does not use, arrange according to the concept of the event, at the expense of the Exhibitor.
9. In case that the exhibitor cancels the appearance within the period of 50 to 35 days until the start of the event after September 1, 2018, the exhibitor is obliged to pay 10% of the amount of the last proforma invoice at the moment of the cancellation within 8 days from the delivery of the cancellation, the name of the obligations arising from the contractual relationship, the reservation of the exhibition space (project design, location, PTT costs, etc.), and due to the stated cancellation within the stated deadline.
10. The minimum size of the exhibition space that can be leased is **12 m<sup>2</sup> of the space**. The Organizer reserves the right to increase or decrease the exhibitor's space depending on possibilities for specified location.
11. The Organizer will notify in writing the Exhibitor of the location of the allocated exhibition space and will submit the Space Plan.
12. Without the approval of the Organizers, the Exhibitor may not transfer the right to use the leased space to another user.
13. All complaints for the exhibition space and technical services may be submitted only for the time of the event in writing (official letter).

## INSURANCE

14. The exhibitor is obliged to provide the insurance of the exhibition material with the insurance company. The organizer is not responsible for the disappearance or damage of the exhibitor's property. Responsibility for damage arising from exhibit material and other exhibitor's property unless they are secured in the manner referred to in the preceding paragraph shall entirely bear it by the Exhibitor.

## TICKETS

15. Entry to the **Traffic Solutions Expo 2018** for the representatives of exhibitors and visitors is **free of charge and with an unlimited number of entries / exits** of the exhibition space during the working hours of the event.

## OTHER TECHNICAL INFORMATION

16. The exhibitor is obliged to provide the application of required measures of safety and healthcare at work in accordance with the law and other bylaws for all his employees, other persons engaged or for the company he engages for assembling stands or other activities.
17. The exhibitor is obliged to empower the engaged employees for the mentioned above jobs for safe and healthy work, to provide equipment for work, i.e. material and equipment for personal safety at work to which safety and healthcare measures have been applied.
18. Pursuant to the Law on Protection of the Population from Exposure to Tobacco Smoke in Facilities, it is forbidden to smoke in the halls of the Novi Sad Fair.
19. The works on designing the exhibition space and transfer of goods to the Organizer may begin five (5) days before the opening of the event, but **not later than 48 hours before the opening of the event**. The Organizer may allow the works to begin earlier if the Exhibitor submits such request.
20. 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 takes someone else's space, he'll bear all the expenses of the space.
21. Exhibition goods cannot be amounted and changed before the closing of the event, and the Exhibitors are required to ensure the presence of their authorized representatives by the end of the event. During the preparation and fair event, the Exhibitor is obliged to attend the opening and closing of the pavilion. The Organizer does not take responsibility for possible disappearance or damage to exhibition materials.
22. 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 Organizer, after all the debts to the Organizer have been settled. The Exhibitor is required to upload their property from the area of the Fair within two (2) days after the end of the event. After this period, the Organizer has the right to charge the cost storage of the Exhibitor's assets in its space for the price by the current price list of the Organizer. If the Exhibitor at the expiration of the period of 15 days from the date of completion of the event does not upload their property, it becomes the property of the Organizer.
23. If the Exhibitor engages contractors, the engaged contractor can begin work only when the Organizer approves the project.
24. The fee for verification of the project is charged per m<sup>2</sup> based on the price list.
25. The contractor is obligated to authenticate the project before the start of works, make the payment of the invoiced amount or leave the promissory note.
26. If the Exhibitor decides to perform plumbing works at the Fair, the Exhibitor should ask the Organizer to inspect the installations.
27. The Organizer is the only authorized 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 Novi Sad Fair for approval.
28. 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 Organizer.
29. 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 measures should be taken by the Exhibitor, who takes the whole responsibility for possible damage.
30. The sound equipment at the exhibition stand can be tolerated only within the space covered by the stand.

## LEASE A CONFERENCE ROOM IN THE CONGRESS CENTER

The rental price includes complete audio-visual support

- a) for the Grand conference room (350 seats)
  - Front projections with two 6,000 ANSI Lumen projectors
  - two motorized canvases 4 m
  - Plasma screen in front of the shop
  - PC (PowerPoint, DVD, CD, Video, USB drive)
  - audio (Radio, CD, DVD, Mic, PC)
  - video (DVD, DV, SVHS)
  - two ceiling cameras
  - wireless microphones
  - desktop microphones
  - monitors at the chair
  - Monitor the speaker
  - Connectors for notebooks and on the speaker and at the chair
  
- b) for conference room from 100 to 1,000 places
  - front projection with a 4.500 ANSI Lumen projector
  - motorized canvas 3 m
  - PC (PowerPoint, DVD, CD, Video, USB drive)
  - audio (CD, DVD, Mic, PC)
  - video (DVD, DV, SVHS)
  - ceiling camera
  - wireless microphones
  - desktop microphones
  - Monitor at the chair of the chair
  - Monitor the speaker
  - Connectors for notebooks, speaker and chair
  - Plasma screen in front of the sale (3, 4, 5 and 6)

The charterer of the conference room is responsible for any damage to the equipment that is an integral part of the space during the leased term. The Fair shall not be liable for possible disappearances and damages of technical devices, materials, equipment and other items that the tenant provides during the preparation, maintenance and expiration of the lease of the hall.

The Novi Sad Fair reserves the right to determine the final date and time in accordance with the schedule of applications.

Catering - catering services are specially negotiated. The assortment of foods is created based on the number of people, the variety of daily menus, and the need for a richer offer of serving.

The main menu of the Swedish table consists of:

Canapés (pechenitsa, kulen, ham, chicken breast, cheese feta, cheese trapist, vegetarian, tuna, seafood ...), pies (cheese, meat, cabbage, cheese ...), cocktail grill (cocktail chefs, chicken chicken kernel, pork noodles, cocktail cocktail, cocktail sausages ...), dishes on order (chicken, mini karadordeve, som eagle ...), breadcrumbs (chicken salad with peanuts, Russian salad, beef salad with acid cucumbers and mushrooms, salad with corn and ham, grilled vegetables, sugar with sesame ...), fresh salads, pastry mix, small homemade cakes.

Beverages: coffee and homemade soft drinks in unlimited quantities

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