

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 obligated to make the payment of the invoice in full or at least 60% before the beginning of the event, and 40% after the event, at latest until **November 14th, 2017**.
2. The Exhibitor who makes the payment of the invoice and forwards a valid blank promissory note receives from the Organizer a certificate without which it is not possible to participate in the fair.
3. Upon completion of the exhibition, the Organizer will issue the final invoice to the Exhibitor stating all services actually used and calculation of taxes in accordance with legal regulations.
4. After the event and upon the receipt of the final invoice The Exhibitor is obligated to settle the indicated amount of debt in full and in the currency specified in the final invoice.
5. The Exhibitor is obliged to pay the legal default interest, if for any reason fails to pay the amount specified in the final invoice within due time.
6. The possibility of compensation is excluded as a method of payment for the services.
7. The registration form for exhibiting is irrevocable and obligatory for the exhibitor unless cancelled in writing by October 1st, 2017. In case the cancellation occurs after October 1st, 2017, the Exhibitor is obligated to pay the full amount of the last invoice, for the exhibition space for which reservation was made under this agreement, exhibiting at the registered premises or not, the Organizer reserves the right to allocate the present space to another exhibitor, or an exhibitor space that is not used, arrange by the concept of the event, at the expense of the exhibitor.
8. If the Exhibitor cancels appearance after September 1st, 2017., a 10% cancellation fee is to be charged from the Exhibitor, based on the last invoice within 8 days from the submission of the applicant, on behalf of the obligations arising from the contract, payment of the reservation of exhibition space (project design, locating, postal charges, etc.) due to the cancellation within a specified period.
9. The minimum size of the exhibition space that can be leased is **12 m² of the space**. The Organizer reserves the right to increase or decrease the exhibitor's space depending on possibilities for specified location.
10. The Organizer will notify in writing the Exhibitor of the location of the allocated exhibition space and will submit the Space Plan.
11. Without the approval of the Fair, the Exhibitor may not transfer the right to use the leased space to another user.
12. All complaints for the exhibition space and technical services may be submitted only for the time of the event in writing (official letter).

INSURANCE

13. The Exhibitor is obliged to insure the exhibits and other property with an insurance company from Serbia or abroad. The Organizer is not responsible for any possible damage or loss of exhibits or any other property. Liability for damage caused on the exhibition materials and on the other property of the Exhibitors fully bears the Exhibitor.

TICKETS

14. Entry to the **Traffic Solutions Expo 2017** 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

15. 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.
16. The exhibitor is obliged to empower the engaged employees for the above mentioned 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. If the Exhibitor engages contractors, the engaged contractor can begin work only when the Organizer approves the project.
23. The fee for verification of the project is charged per m² based on the price list.
24. 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.
25. If the Exhibitor decides to perform plumbing works at the Fair, the Exhibitor should ask the Organizer to inspect the installations.
26. 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.
27. 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.
28. 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.
29. The sound equipment at the exhibition stand can be tolerated only within the space covered by the stand.

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