



# NOVI SAD FAIR

Serbia - 21000 Novi Sad, Hajduk Veljkova 11  
**TECHNICAL DEPARTMENT**  
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# 75<sup>th</sup> INTERNATIONAL AGRICULTURAL FAIR

www.agriculture.novisadexpo.com

10<sup>th</sup> - 17<sup>th</sup> May 2008

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.

### HEREBY ORDER CONSTRUCTION AND EQUIPMENT OF EXHIBITION AREA MOUNTING ALUMINIUM CONSTRUCTION

OCTANORM	m <sup>2</sup>	Area	Up to 25 m <sup>2</sup>	26-50 m <sup>2</sup>	51-100 m <sup>2</sup>	> 100 m <sup>2</sup>	
		Price/m <sup>2</sup>	42 EUR	40 EUR	38 EUR	Depends on design	

#### PRICES INCLUDE CONSTRUCTION AND DECONSTRUCTION OF FOLLOWING ELEMENTS:

- CONSTRUCTION WITH FILLERS
- FLOOR COVERING (Hojga)
- FURNITURE (as specified)
- ONE SIGN 33/198 cm IN BLOCK CAPITALS
- TWO SPOTLIGHTS (area up to 25 m<sup>2</sup>)
- CUPBOARD OR STAGE ON 25 m<sup>2</sup>

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

CARPET HOJGA	6 EUR	m <sup>2</sup>	VERTICAL GLASS-CASE							
LAMINATED PARQUET	14 EUR	m <sup>2</sup>	100/100 cm	43 EUR	19 EUR	/1 item	OCTANORM OCTA, SYMA	TABLE 120 x 80 cm	12 EUR	/1 item
FLOORING h = 12 cm	8 EUR	m <sup>2</sup>	100/50 cm	36 EUR	12 EUR	/1 item		TABLE 80 cm	10 EUR	/1 item
DOOR WITH LOCK	24 EUR	/1 item	50/50 cm	31 EUR	10 EUR	/1 item		CHAIR VIZI	8 EUR	/1 item
CURTAIN	9 EUR	/1 item	POSTER IN-BUILT	16 EUR		/1 item		OTHER CHAIRS	4 EUR	/1 item
VENETIAN BLINDS	12 EUR	/1 item	GLASS		8 EUR	m <sup>2</sup>		BAR	18 EUR	/1 item
COMPANY LOGO	61 EUR	m <sup>2</sup>	TOWER 2-DIMENSION CONST.		33 EUR	/1 item				
			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.**

SEAL AND SIGNATURE  
 ON BEHALF OF NOVI SAD FAIR

PLACE DATE  
 SEAL AND SIGNATURE OF EXHIBITOR



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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 m<sup>2</sup> of stand.

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

Type A – Octanorm

### FILLERS

Made of Duplex black, white, light beige, olive green, orange or natural board-panel and glass with venetian blinds or nylon curtains, as the exhibitor wishes.

### 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 spot lights of 100 W

### 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

### FURNITURE

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 <sup>2</sup>	26 – 50 m <sup>2</sup>	51 – 100 m <sup>2</sup>	> 101 m <sup>2</sup>
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	6	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 <sup>2</sup>				

### 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.

**Construction and decoration of the exhibition space** may be done by the Exhibitor, as follows:

1. By hiring the Technical department of the NOVI SAD FAIR as the contractor
  2. Any other way, i.e. the Exhibitor hires another contractor or conducts the works on its own.
- By hiring the Technical department of the NOVI SAD FAIR as the contractor, the Exhibitor does not pay an approval fee for the project, while in any other case the fee is charged at 2.75 EUR/m<sup>2</sup>.
  - Should the Exhibitor hire another contractor, the works may not begin before the Technical department approves the project.
  - The fee for approving the project shall be paid by the contractor.
  - Should the Exhibitor agree to pay this fee, the Technical department should be informed about such decision in writing.
  - **The works not encompassed by the application, but deemed necessary by the Exhibitor can be ordered not later than two days (48 hours) before the opening of the event.**
  - **All such orders placed in a timely manner will be charged according to the current price-list.**
  - The prices do not include V.A.T.**