

PLEASE FILL IN BLOCK CAPITALS

APPLICATION - CONTRACT FOR PARTICIPATION

COMPANY NAME	COUNTRY
POSTAL CODE, TOWN	ADDRESS
CONTACT PERSON	TELEPHONE/ CELLULAR PHONE
V.A.T. (Number)	<input type="checkbox"/> PRODUCTION <input type="checkbox"/> TRADE <input type="checkbox"/> REPRESENTATION <input type="checkbox"/> SERVICES <input type="checkbox"/> COLLECTIVE EXHIBITIONS
E-MAIL	www. APPLICATION DEADLINE 1st December 2022

SERVICE	PRICES/EUR	ORDERED	SERVICE	PRICE/EUR	ORDERED		
RENTAL OF EXHIBING INDOOR AREA WITHOUT STAND CONSTRUCTION	"Master" Hall	105/m ²	m ²	CONSTRUCTION OF STANDARD STAND	Up to 25 m ²	40/m ²	m ²
	Hall 1	90/m ²	m ²		From 26 to 50 m ²	36/m ²	m ²
	Hall 2	80/m ²	m ²		From 51 to 100 m ²	32/m ²	m ²
	Hall 23	45/m ²	m ²	ADDITIONAL EQUIPMENT	Kitchenette utilisation	190/item	item
RENTAL OF EXHIBING OUTDOOR AREA	Up to 100 m ²	45/m ²	m ²		Utilisation of refrigerator	85/item	item
	From 101 to 200 m ²	40/m ²	m ²	TICKETS	For adults	6/item	item
	Over 201 m ²	35/m ²	m ²		Collective visits (15 and more people)	4,5/item	item
	Avenue of Nations I	65/m ²	m ²		Permanent admission	38/item	item
	Avenue of Nations II	50/m ²	m ²	RENTAL OF PARKING-SPACE	Next to the "Master" Hall	110/item	item
WATER FAUCET	Hall space	105/item	item		Behind halls 4 - 6	110/item	item
	Outdoor area	135/item	item	CONGRESS CENTRE SERVICES	Up to 100 seats	420/hour	hour
ELECTRICITY SERVICE ENTRANCE OF UP TO 15 kW	Hall space	80/item	item		Up to 200 seats	630/hour	hour
	Outdoor area	105/item	item		Date _____ Grand Hall (350 seats)	750/hour	hour
ELECTRICITY SERVICE ENTRANCE OF OVER 15 kW	Hall space	105/item	item		Time _____ Online Event	350/hour	hour
	Outdoor area	130/item	item	CATERING	Refresh break (cofee, tea, water, juice)	3,5/person	person
COMPULSORY CATALOGUE LISTING, ONLINE FAIR AND INTERNET	Exhibitor	217/item	item		Date _____ Selection of various bites (basic menu)	24/person	person
	Co-exhibitor	165/item	item	ADDITIONAL SERVICES	<input type="checkbox"/> INFORMATION DESK <input type="checkbox"/> RENT LED TV		
	Indirect exhibitor	110/item	item		<input type="checkbox"/> _____		
				<input type="checkbox"/> _____			

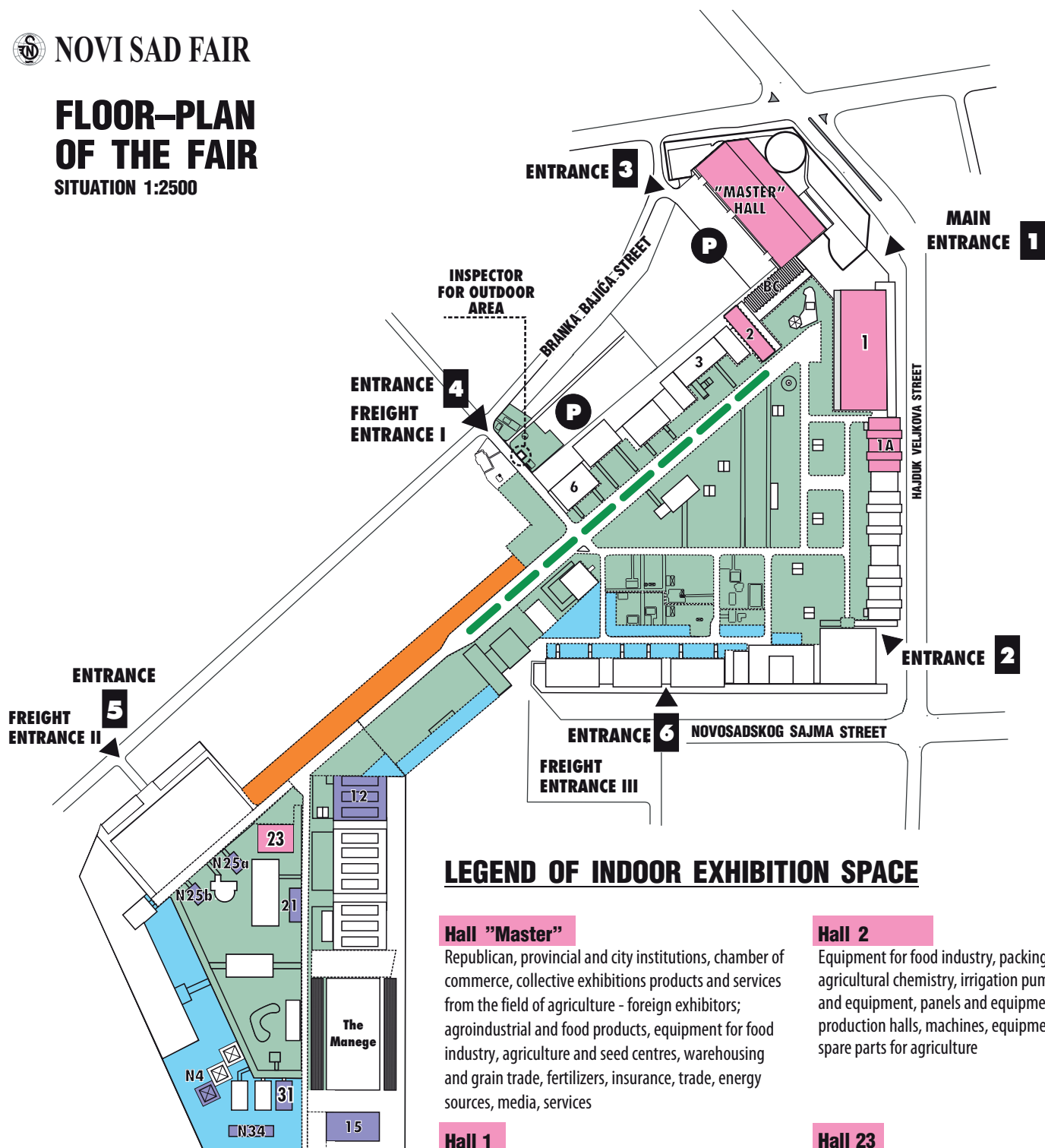
NOTE:

- THE EXHIBITOR SETTLE THE PAYMENT IN ADVANCE OF 30% OF THE TOTAL AMOUNT OF THE INVOICE WITHIN 5 DAYS OF THE DATE OF INVOICE, AND THE REMAINING 70% NO LATER THAN 35 DAYS BEFORE THE EVENT.
- PRICES OF TICKETS, PARKING AND CATERING ARE WITH V.A.T. INCLUDED, AND OTHER PRICES DO NOT INCLUDE V.A.T. ACCORDING TO THE LEGAL REGULATIONS IN POWER AT THE TIME WHEN THE SERVICE IS PROVIDED. V.A.T. IS COVERED BY THE BUYER.
- BY SIGNING THIS APPLICATION-CONTRACT, EXHIBITOR AGREES WITH GENERAL TERMS AND CONDITIONS OF CONTRACTING, WHICH MAKE CONSTITUTENT PART OF PRESENT APPLICATION-CONTRACT, AS WELL AS WITH MANNER OF PAYMENT SPECIFIED IN GENERAL TERMS AND CONDITIONS. IN CASE OF LEGAL DISPUTE, THE RESOLUTION SHALL FALL WITHIN THE RESPONSIBILITY OF A COURT IN NOVI SAD.
- APPLICATION IS IRREVOCABLE AND OBLIGES THE EXHIBITOR UNLESS CANCELLED IN WRITING FORM (OFFICIAL LETTER) 35 DAYS BEFORE THE OPENING OF THE EVENT.





FILLED BY NOVI SAD FAIR Confirm the renting _____ m ² of exhibiting space Hall / House-Office _____ Outdoor / Roofed area / Avenue _____ Novi Sad, _____ Date _____ Seal _____ Signature of Novi Sad Fair _____	FILLED BY EXHIBITOR _____ Name and surname of the authorized person Seal _____ Signature _____
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FLOOR-PLAN OF THE FAIR

SITUATION 1:2500



LEGEND OF OPEN EXHIBITION SPACE

-  Outdoor area
-  Avenue of Nations I
-  Avenue of Nations II
-  Zone „A/1”

Machinery, equipment and spare parts for agriculture, mechanization and equipment for fruit growing and viticulture; garden tools and equipment; means of transport, oils, tires and spare parts; cattle breeding equipment, fodder concentrates; banks

LEGEND OF INDOOR EXHIBITION SPACE

Hall "Master"

Republican, provincial and city institutions, chamber of commerce, collective exhibitions products and services from the field of agriculture - foreign exhibitors; agroindustrial and food products, equipment for food industry, agriculture and seed centres, warehousing and grain trade, fertilizers, insurance, trade, energy sources, media, services

Hall 1

Collective exhibitions products and services from the field of agriculture - foreign exhibitors, food, packing materials, seeds, planting material, anti-hail equipment

Hall 1a

Exhibition of organic products, products with geographical indication, products with mark Serbian quality and craft beer

Hall 2

Equipment for food industry, packing materials, agricultural chemistry, irrigation pumps and equipment, panels and equipment for production halls, machines, equipment and spare parts for agriculture

Hall 23

Genetics, veterinary drugs, cattle breeding equipment, fodder concentrates, non conventional livestock production

NATIONAL LIVESTOCK EXHIBITION

Hall 12

Cattle breeding

Hala 31

Sheeps

Hall 15

Horse breeding

Roofed area

4, 25a, 25b, 34

Sheeps and goats

Booth 21

Poultry

PLEASE FILL IN BLOCK CAPITALS

ORDER FORM

COMPANY NAME		COUNTRY
CONTACT PERSON		TELEPHONE/ CELLULAR PHONE
V.A.T. (Number)	POSTAL CODE, TOWN	ADDRESS
E-MAIL		www.

INTERNET	EUR/ITEM	ORDERED
Promo S speed 10/1 Mbps unlimited, with 2 wireless access licenses included (2 devices) - all days of the Fair	60	item
Promo M speed 10/1 Mbps unlimited, with 4 wireless access licenses included (4 devices) - all days of the Fair	90	item
Promo L speed 16/16 Mbps unlimited, with 8 wireless access licenses included (8 devices) - all days of the Fair	130	item
Promo XL speed 16/16 Mbps unlimited, with 16 wireless access licenses included (16 devices) - all days of the Fair	190	item
Promo XXL speed 20/20 Mbps unlimited, with 20 wireless access licenses included (20 devices) - all days of the Fair	210	item

Note:

It will not be possible to use the various 3 / 4G home routers of mobile operators or hotspot solutions.

The above license numbers are defined by package and refer to a possible number of devices that can obtain access parameters for connection.

One license is one user, or one device.

Clients can rent multiple times the same package or more different if they wish or need.

- NOTE:**
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 - ORDER FORM IS IRREVOCABLE AND OBLIGES THE EXHIBITOR UNLESS CANCELLED IN WRITING FORM (OFFICIAL LETTER) 35 DAYS BEFORE THE OPENING OF THE EVENT.
 - ENTER THE SERVICE YOU CHOOSE IN THE FIELD.

Novi Sad, _____ Date Seal _____ Signature of Novi Sad Fair Seal _____ Name and surname of the authorized person _____ Signature

CATALOGUE DATA - EXHIBITOR

The exact name of the exhibitor			
Country, ZIP code, city/town, street and number			
Phone		Fax	
www.		E-mail	
Name of the contact person in charge of the Catalogue listing and their phone number			

INFORMATION ABOUT REPRESENTATIVE OFFICE

Country, ZIP code, city/town		Country, ZIP code, city/town	
Street and number		Street and number	
Phone		Phone	
Fax		Fax	
www.		www.	
E-mail		E-mail	

CATALOGUE DATA - CO-EXHIBITORS

Name of the co-exhibitor		Name of the co-exhibitor	
Country, ZIP code, city/town		Country, ZIP code, city/town	
Street and number		Street and number	
Phone		Phone	
Fax		Fax	
www.		www.	
E-mail		E-mail	

CATALOGUE DATA - INDIRECT EXHIBITORS

Name of the indirect exhibitor		Name of the indirect exhibitor	
Country and City		Country and City	

NOTE:

- SHOULD THE EXHIBITOR LIST REPRESENTATIVE OFFICES OF THE COMPANY (OUTSIDE THE PLACE WHERE THE HEADQUARTERS OF THE COMPANY IS), IT SHOULD PAY A FEE FOR EACH LISTED REPRESENTATIVE OFFICE, ACCORDING TO THE PRICE-LIST FOR INDIRECT EXHIBITORS.
- IN CASE THE EXHIBITOR ALSO APPLIES MORE THAN TWO CO-EXHIBITORS AND INDIRECT EXHIBITORS, PLEASE MAKE COPIES OF THIS PAGE.
- PLEASE SEND YOUR COMPANY COLOUR TRADEMARK AND LOGO ALONG WITH THE CATALOGUE DATA. YOU CAN SEND YOUR COLOUR TRADEMARK AND LOGO IN ELECTRONIC FORMAT (TIF, EPS, JPG, BMP IN HIGH RESOLUTION, OR IN A VECTOR FORMAT PDF, AI).

 Name and surname of the authorized person for the exhibitor

Seal

 Signature

- Filled by Exhibitor
 Filled by Co-Exhibitor

Extract from the list of products (in alphabetic order) displayed at the Fair - according to commodity groups which are an integral part of the catalogue. Please, mark the box or add the type of product/service you are exhibiting at the Fair.

- AGRICULTURAL MACHINES, EQUIPMENT AND PARTS**
- Agricultural implements
 - Agricultural machines
 - Agricultural-machine parts
 - Atomizers
 - Beet diggers
 - Combined
 - Cultivators
 - Drilling machines
 - Fertilizer distributors
 - Harrows
 - Hay tedders
 - Irrigation equipment
 - Irrigation pumps
 - Loaders
 - Machines for soil preparation
 - Maize harvesting machines
 - Manure distributors
 - Mounted and semimounted agricultural machines
 - Mowers
 - Ploughs
 - Pumps
 - Seed-harrows
 - Spare parts for tractors
 - Sprayers
 - Tractor tyres
 - Tractors
 - Trailers
 - Tyres for agricultural machinery
 - Vineyard equipment

- FOOD AND BEVERAGES**
- Additives
 - Alcoholic beverages
 - Alimentari pastes
 - Cheese
 - Coffee
 - Confectioners articles
 - Deep frozen fruits and vegetables
 - Diet food
 - Edible oils
 - Fish
 - Fresh fruits and vegetables
 - Fruit and vegetable products
 - Honey
 - Meat and meat products
 - Milk products (beverages)
 - Mill products
 - Natural mineral water
 - Powdered products
 - Sausages
 - Soft drinks
 - Soybean
 - Spices
 - Sugar
 - Teas
 - Tinned fruits and vegetables

- MACHINES AND EQUIPMENT FOR FOOD INDUSTRY**
- Confectionery machines and equipments
 - Dairy machines
 - Machines and equipment for beverage industry
 - Machines and equipment for food industry
 - Machines and equipment for fruit and vegetable processing
 - Machines and equipment for slaughter-house
 - Machines for bakeries
 - Processing equipment
 - Refrigerating installations
 - Restaurant equipment

- ORGANIC AGRICULTURAL PRODUCTION**
- Organic plant production
 - Organic livestock production

- Organic seeds and seedlings
- Organic plant protection
- Organic soil nourishment and enrichment
- Servicing businesses in the sector of organic agricultural production

- PACKING MATERIALS**
- Casings
 - Packing materials
 - Packing machines
 - Plastic products

- HERBAL PRODUCTION AND AGRICULTURAL CHEMISTRY**
- Chemical products
 - Fertilizers
 - Medicinal plants
 - Plant protecting agents
 - Planting material
 - Raw and manufactured tobacco
 - Seeds

- FACILITIES AND PRODUCTION, PROCESSING AND WAREHOUSING PLANTS IN HERB PRODUCTION**
- Conveyors
 - Devices for sorting, cleaning and finishing of seeds goods
 - Foil greenhouses
 - Glass greenhouses
 - Mills
 - Equipment for seed centres
 - Silos

- MEASURING INSTRUMENTS AND DEVICES**
- Balances
 - Laboratory equipment
 - Measuring instruments and devices

- LIVESTOCK BREEDING**
- Cattle
 - Bees
 - Fish
 - Goats
 - Horses
 - Pigs
 - Poultry
 - Sheep
 - Cattle breeding equipment
 - Farm equipment
 - Fodder
 - Machines and equipment for animal food
 - Milking equipment
 - Fodder concentrates
 - Pharmaceutical specialities for veterinary use
 - Pig breeding equipment
 - Poultry breeding equipments
 - Salt for cattle
 - Troughs
 - Veterinary equipment
 - Vitamin-foods for cattle

- SERVICES**
- Banking services
 - Carriers
 - Consulting services
 - Insurance
 - Leasing
 - Telecommunications service

- Transport
- Tourist services
- Warehousing

- PRODUCTS OF THE OIL INDUSTRY**
- Biogas plants
 - Gas equipment
 - Motor oils
 - Oil and oil derivatives

- MEANS OF TRANSPORTATION, SPARE PARTS AND EQUIPMENT**
- Accumulators
 - Lorries, trucks
 - Motor vehicles
 - Motorcycles
 - Motor-vehicle parts
 - Scooters
 - Wheels

- INDUSTRIAL AND CONSTRUCTION MACHINES, EQUIPMENT AND MATERIAL**
- Assembly halls
 - Bollers
 - Building machinery
 - Building materials
 - Castings
 - Compressors
 - Containers
 - Cranes
 - Diesel engines
 - Dredgers
 - Equipment for forestry
 - Fork lifters
 - Hardware
 - Industrial doors
 - Joinery
 - Springs
 - Tanks
 - Wire products
 - Woodworking machines

- INDUSTRIAL AND OTHER EQUIPMENT FOR MAINTENANCE, AIR-CONDITIONING AND SAFETY AT WORK**
- Air-condition systems
 - Washing and cleaning machines
 - Work protective equipment

- INSTITUTIONS**
- State institutions
 - Provincial institutions
 - Scientific institutes
 - Faculties

- OTHER**
- Boats
 - Consumer goods
 - Garden furniture
 - Pools
 - Publishing industry
 - Shop equipment
 - Tools
 - Work protective equipment.

INFORMATION FOR THE CATALOGUE DATA CHAPTER (not necessary to be stated). The data are also used in informative public relations.

New products/services you are presenting at the fair





If you celebrate an anniversary in 2023, godini please state.

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APPLICATION - CONTRACT FOR MARKETING SERVICES

FULL NAME OF EXHIBITOR / SERVICE USER		COUNTRY
CONTACT PERSON		TELEPHONE/ CELLULAR PHONE
V.A.T. (Number)	POSTAL CODE, TOWN	ADDRESS
E-MAIL		WWW.

PRINTED MATERIAL

	CATALOGUE	EUR/ITEM	ORDERED
	Sticker on front page (3 x 2.5 cm)	365	item
	Sticker on Map of Fair (2 x 2 cm)	85	item
	Stamp in the inlay 'Floor-plan of the Exhibitors'	70	item
	Column (1 cm tall) on all pages in the inlay 'Floor-plan of the Exhibitors'	300	item
	Stamp on the blob of the catalogue	185	item
	Inserting advertising inserts - delivered to the Fair	200	item
	Dividing cardboard - one colour page	265	item
	Dividing cardboard - both sides	345	item
	Inside colour page	170	item
	First inside page, colour	310	item
	Second cover page, colour	360	item
	Third cover page, colour	345	item
	Fourth cover page, colour	400	item
	OTHER SERVICES	EUR/ITEM	ORDERED
	The right to hand out advertising material - exhibitors*	370	item
	The right to hand out advertising material - exhibitors one day *	65	item
	The right to hand out advertising material - non-exhibitors **	500	item
	The right to hand out advertising material - non-exhibitors one day **	100	item
	Advertising space of a flyer distributed to visitors (distributed throughout Novi Sad and nearby villages)	400	item
	Logo on billboards (60 x 40 cm) and on posters (12 x 10 cm) advertising the event	3.600	item
	Printed sticker at the home of the tickets	3.500	item
	The back of the tickets - advertising space	2.800	item
* The Fair shall provide three day ticket for the distribution of advertising material for exhibitors. ** The Fair shall provide three day ticket for the distribution of advertising material for non-exhibitors. The abovementioned prices for graphic design services are valid in case the exhibitor delivers the design solution via e-mail or on a CD. Other services related to design and prepress are negotiated separately and charged according to a valid price-list.			

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PRINT AND E-EDITIONS

FAIR NEWSLETTER - DAILY PAPER	EUR/ITEM	ORDERED	FAIR NEWSLETTER - SPECIAL EDITION	EUR/ITEM	ORDERED
Colour page	145	item	Colour page	300	item
1/2 colour page	120	item	Back colour page	360	item
1/3 colour page	100	item	1/2 colour page	205	item
1/4 colour page	90	item	Sticker on first colour page (6 x 3 cm)	240	item
Back colour page	255	item	Sticker on inside colour pages (6 x 3 cm)	130	item
Banner on inside pages (25,7 x 3 cm)	100	item			
Column on inside pages (6 x 38 cm)	80	item	Banner on inside pages (19 x 3 cm)	150	item
Sticker on first colour page (6 x 5 cm)	180	item			
Sticker on inside colour pages (6 x 5 cm)	100	item	Column on inside pages (4,5 x 25,7 cm)	125	item
Inserting advertising inserts for exhibitors	offer				
Inserting advertising inserts for non-exhibitors	offer		Inserting advertising inserts	offer	

FAIR NEWSBULLETIN - print and PDF version on the Novi Sad Fair web-site (Press pages)

DAILY PAPER - Issued daily during the event. Handed out for free to exhibitors, guests, visitors, media representatives and potential visitors to Novi Sad and the vicinity.

SPECIAL EDITION - Printed periodically before the event, as announcements of events and exhibitor presentations. They are sent to ministries, funds, chambers of commerce, associations, banks and other relevant institutions in order for them to plan possible contact during the Fair.

www.sajam.net

INTERNET SITE - BANNERS	EUR/ITEM	ORDERED	INTERNET SITE - BANNERS	EUR/ITEM	ORDERED
Banner on first page of website - per month *			Banner of the page of the fair event - per month *		
Size 970 x 90 pixels	240	item	Size 970 x 90 pixels	150	item
Size 180 x 150 pixels	200	item	Size 250 x 250 pixels	200	item
Banner on all pages of website - over 4,000 pages - per month *			Banner on the page reserved for exhibitors, page for visitors, and page about us - per month *		
Size 970 x 90 pixels	360	item	Size 970 x 90 pixels	100	item
Size 250 x 250 pixels	510	item	Size 250 x 250 pixels	130	item
Banner on the page with the fairs of events and press page - per month *			Profile - per month *		
Size 250 x 250 pixels	100	item	Advertising page for sponsors	800	item

* Serbian and English, with a link to the company's site



www.facebook.com/novosadskisajam

Promotion on the Facebook page of the Novi Sad Fair - per month	EUR/ITEM	ORDERED
Placing information, tagging and shuffling customer information	200	item

www.instagram.com/novosadski_sajam

Promotion on the Instagram profile of the Novi Sad Fair - per month	EUR/ITEM	ORDERED
Placing information, tagging and shuffling customer information	200	item

www.youtube.com/user/Novosadskisajam

Promotion on the YouTube channel of the Novi Sad Fair - per month	EUR/ITEM	ORDERED
Placing information	200	item

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TV SHOW "LET'S ALL GO TO THE FAIR"

TV SHOW	EUR	ORDERED	PRODUCTION	EUR	ORDERED
Broadcasting of 1 second/spot (brought in CD)	5/1 second	second	Filming and editing reportage from the stands of the exhibitors (up to 1 minute)	180/1 minute	minute
Broadcast video news (of 30 seconds)	70/item	item	Filming and editing reportage from the place of event (up to 1 minute), broadcasting and CD with a broadcasted reportage	305/item	item
Streaming video events with the Fair (1 minute)	140/1 minute	minute			
Subtitle up to 10 words (design and one broadcasting)	70/10 words	words	Talk at the Fair (up to 2 minutes)	270/item	item
A sticker along with the anchor's introduction (in one show)	180/item	item	Video record of events at the Fair (up to 1 minute)	80/1 minute	minute
The host mentions the company's name (in one show)	130/item	item	Video of the event - award presentation (up to 1 minute)	70/1 minute	minute
Insertor to 5 seconds (in a show)	220/item	item	CD with show where reports is show	5/item	item



TV SHOW "LET'S ALL GO TO THE FAIR" – TV show produced by the Novi Sad Fair, broadcast on 40 regional and local television stations across Serbia
 DURING THE FAIR – 25-minute shows produced daily during the event and broadcast on local television stations
 BEFORE AND AFTER THE FAIR – 15-minute shows produced once a week and broadcast on the network of regional and local television

ADVERTISING SPACES - ADVERTISING-TECHNICAL SERVICES (during fair events)

ENTRANCE HALL	EUR/m²/ITEM	ORDERED	WITHIN THE FAIR SITE AND IN THE HALL	EUR/m²/ITEM	ORDERED
Rental of advertising space for a brought banner 5 x 1 m (tarpaulin or mesh)	130/m²	m²	Rental of advertising space for a brought board or brought banner 1 x 2 m	45/m²	m²
Rental of advertising space for a brought roll up	220/item	item	Rental of advertising space for a brought banner (tarpaulin or mesh) - on the Avenue of Nations at Hall 2	100/m²	m²
Broadcasting of the logo of service user on the LED display	100/day	days	Flags (1.5 x 3 m) in 'Master' Hall	130/item	item
MAIN ENTRANCE	EUR/ITEM	ORDERED	Flags (1.5 x 3 m) on a flagpole, without a console	70/item	item
Rental of advertising space for a brought banner 2 x 3 m (tarpaulin or mesh)	1.750/item	item	Flags (1.5 x 3 m) on a flagpole, with a console	90/item	item
Flags (1.5 x 3 m)	220/item	item	Flags (1.5 x 3 m) on a movable flagpole with a console	100/item	item
Flags (1.5 x 3 m) for a period of one month	610/item	item	Rental of advertising space for a brought banner 3.60 x 0.92 m - on Manege	120/item	item
ZEPELIN	EUR/ITEM	ORDERED	Rental of advertising space to print on concrete	45/m²	m²
Space rental for a brought zeppelin	130/item	item	Branding house	30/m²	m²

UPON SPECIAL REQUESTS - An option to rent advertising space on the facade of the Novi Sad Fair over a period of one month novior one year



SPONSORSHIP PACKAGES AND OTHER PACKAGE OF MARKETING SERVICES ARE CHARGED BY SPECIAL OFFERS. PHONE: + 381 21/483-11-25.

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Novi Sad, _____ Seal _____
 Date _____ Signature of Novi Sad Fair _____ Name and surname of the authorized person for the exhibitor / Service user _____ Signature _____

GENERAL TERMS AND CONDITIONS OF CONTRACTING

1. TERMS AND CONDITIONS OF CONTRACTING

A signed application form and the General Terms and Conditions comprise a contract concluded between the Exhibitor (hereinafter: the Exhibitor) and the Novi Sad Fair (hereinafter: the Fair).

If the application is canceled, exclusively in writing (official letter) from 50 to 36 days before the opening of the Fair, the exhibitor is obliged to pay the Fair 20% of the amount of the last advance within 8 days from the delivery of the cancellation, in the name of the obligations arising from the contract relationships, executed reservations of the exhibition space (project design, location, PTT costs, etc.).

The filed application is irrevocable and obligatory for the exhibitor if it is not canceled exclusively in writing (by official letter) 35 days before the opening of the Fair. In the event that the exhibitor cancels an appearance within a period shorter than 35 days before the opening of the Fair, it is obliged to pay the entire amount of the last budget for the outstanding debt for the reservation of the exhibition space and other services under this contract, whether it is exhibited in the registered area or not, and the Fair reserves the right to allocate the given space to another exhibitor or space that the exhibitor does not use according to the concept of the event at the expense of the exhibitor.

Upon completion of the event, the exhibitor will be sent a final invoice for the services that have been used. The exhibitor is obligated to pay the remaining debt according to the final invoice within the specified period.

The Fair reserves the right to:

- approve or reject the application
- determine the location and size of the exhibition space
- modify the already assigned location
- cancel the accepted application 15 days before the opening of the event
- registered exhibitors by commodity groups.

The minimum size of the exhibition space that can be leased is 12 m² of the indoor space and 25 m² of the outdoor space. The Fair reserves the right to increase or decrease the exhibitor's space depending on possibilities for determining location. The Fair will notify in writing the exhibitor of the location of the allocated exhibition space and will submit the Space Plan.

Should an exhibitor take up the space larger than originally allocated by the Novi Sad Fair, the additional area shall be calculated and included in the final invoice.

Without the approval of the Fair, the exhibitor may not transfer the right to use the leased space to another user.

A single booth may not be used by more than one exhibitor, unless the present business entities have been registered with the Fair as co-exhibitors alongside the lead exhibitor.

If the exhibitor and organiser of a collective exhibition does not register co-exhibitors or indirect exhibitors, or fails to provide complete information in his registration, Fair is entitled to subsequently charge the exhibitor for costs of co-exhibitor and indirect exhibitor registration fees.

All complaints for the exhibition space and technical services may be submitted only for the time of the event in writing (official letter).

It is forbidden to take exhibits and disassemble the stand before the official closing of the fair event.

The exhibitor is obliged to ensure the presence of representatives and exhibit items at the stand until the official closing of the fair exhibition.

In the event that the Hall Inspector notes on the record the non-compliance with the provision from the previous paragraph, the exhibitor is obliged to pay a contractual fine in the amount of 500 EUR with VAT.

Packaging can begin after the official end of the fair event (after closing the entrance of the Fair for visitors).

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 required to upload their property from the area of the Fair within seven (7) days after the end of the event. After this period, the Fair has the right to charge the cost storage of the applicant's assets in its space for the price by the current price list of the Fair Services. 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 Novi Sad Fair.

2. PAYMENT TERMS AND CONDITIONS

On the basis of signed application, the Fair will deliver a pro-forma invoice, based on which is required that the exhibitor settle the payment in advance of 30% of the total amount of the invoice within 5 days of the date of invoice, and the remaining 70% no later than 35 days before the event. Additional services ordered by the exhibitor according to the offer will be invoiced in accordance with the request.

3. STAND CONSTRUCTION

Design of exhibition area includes structural design of booth, work on booth (erection of aluminum construction, erection of water-supply and electric power supply), expert and technical supervision.

Standard booths have aluminum construction in natural aluminum color OCTANORM, **floor covering**, small **floodlights**, **sign on booth** in block letters (logotype charged additionally), **furniture** – as per exhibitor's choice.

Additional equipment may be ordered by way of the purchase order, all according to the current price list of the Fair. The complete price list can be viewed on the website of the Novi Sad Fair (www.sajam.net).

Part of the additional equipment that the exhibitor may order (prices are without VAT):

- A barrier - wall - 18,00 EUR/pc.
- Installation and use of floor covering - 6,00 EUR/m²
- "Vizi" chair - 8 EUR/ pc.
- Table 120 x 80 cm - 12 EUR/ pc.

Price of setting up standard booth includes services related to erecting and disassembling of following booth elements:

STANDARD BOOTH

NAME	QUANTITY	Up to 25 m ²	26 - 50 m ²	51 - 100 m ²	> 100 m ²
OFFICE	ITEMS	1	2	2	4
STORAGE	ITEMS	1	1	1	1
TABLE	ITEMS	1	2	4	5
CHAIR	ITEMS	4	8	16	18
KITCHEN SHELF-LOW	ITEMS	1	1	1	1
KITCHEN SHELF-HIGH	ITEMS	0	1	1	3
FLOOR COVERING	ACCORDING TO SIZE OF STAND IN m ²				

Terms and conditions for renting stand construction and furniture:

Stand elements 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.

The Fair guarantees that all elements shall be delivered, provided there are enough items on stock, which depends on the time of application for exhibiting. If the exhibitor chooses not to use all elements belonging to the particular stand type, the price of stand construction shall not be lowered.

It is possible to order a construction of a customized stand at the request of the applicant.

The exhibitor may carry out the construction and the arrangement of the exhibition area in the manner as follows:

- Engaging Novi Sad Fair, in which case design certification is not charged;
- If exhibitor independently carries out work or engaging other contractors will be charged design certification in the amount of 3,5 EUR/m² (VAT not included) for indoor area and 2,5 EUR/m² (VAT not included) for outdoor area.

The attestation of the project and the project attestation fees are solely the obligation of the contractor.

The exhibitor may take over the obligation of paying for the project attestation fee, in case, before the assembly has been started, he provides a certified document wherein he confirms such obligation.

In case the exhibitor executes the construction himself or contracts his own constructor, works cannot start until the Novi Sad Fair acknowledges the project of the stand.

If exhibitors independently decorate leased area or enlist the services of a decorating company, they are obliged to submit the design to the Fair for APPROVAL, including the following attachments, namely:

1. Specification of materials for setting up booth
2. Specification of furniture
3. Registered own blank bill of exchange (signed by authorized person) and proof of bill of exchange registration (for contractors from Serbia)
4. Vehicle license plate number
5. List of workers who will be carrying out works.

If any of the above is missing, they will not be able to access Fair Halls.

Contractor is obliged to pay the invoiced amount or to deposit a bill of exchange upon design certification and prior to commencing works.

Works not mentioned in the exhibitor, but wanted by the applicant 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.

4. OTHER TECHNICAL INFORMATION

Upon arrival at the Fair, each exhibitor shall report to the relevant inspector, in order to receive precise information regarding the location and dimensions of the designated premises in the hall, as well as in the open exhibition area. Should an exhibitor occupy a location other than the one designated to him, he shall bear all costs of relocating to his designated exhibition area.

The exhibitor is obliged to be present during halls opening and closing during preparations for the fair event and during the fair event itself. **Fair shall in no way be liable for any disappearance of or damage to exhibition materials or exhibits.**

- The shape, aesthetic appearance and the quality of the stand should correspond to the general conception and distribution of the space.

- **The wall of the stand towards the aisle shall not be more than 1/3 of the length of that side of the stand. If it is necessary for it to be installed along the whole side of the stand, then it must be drawn 1 m away from the border of the stand and it must be decorated with showcases, podiums, photo materials and other exhibition details and with the sign of the exhibitor company.**

- **The allowed height of the booth walls in the „Master“ hall, Hall 1 and in the open space in front of Hall 1, which is free of charge, is 4 m. Walls exceeding this height are subject to a fee of EUR 10/m² excluding VAT.**

- The exhibitor company's sign shall be affixed to the front of the stand and shall be at least 1 m away from the adjacent stand.

- **When constructing the stand, it is necessary to leave enough space in places where electricity, water, internet and telephone connections are located.**

- **For exhibits that are exhibited indoors and have large dimensions, it is obligatory to submit a sketch with dimensions and weight of the exhibits together with the application for participation, in order to determine whether the hall has the technical capacity for those exhibits. Otherwise, exhibits will not be allowed to enter the exhibit space unless the dimensions and weight data have been submitted with the application for participation and confirmed by the Fair.**

The sound equipment at the exhibition stand can be tolerated only within the space covered by the stand.

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.

Arrangement of the exhibition space and delivery of goods to the Fair premises may be initiated by the exhibitor 20 days before the opening of the fair event, and no later than 48 hours before the opening of the fair.

Otherwise, Fair shall not be liable for untimely arranging and decoration of the exhibition area. Any earth works to be carried out in the open exhibition area must be announced and completed no later than 10 days prior to fair event opening.

Should the exhibitor decide to perform plumbing works at the Fair, the exhibitor should ask the Novi Sad Fair to inspect the installations.

Novi Sad Fair will supply electrical power for installations in exhibition areas.

If exhibitor or his contractor will be doing electrical wiring from the main power supply, he is obliged to submit the wiring diagram to Novi Sad Fair for inspection prior to commencing works.

Exhibitor or contractor shall be liable for correct electrical wiring from the main power supply.

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

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.

Please note that Novi Sad Fair mustn't be stated as importer in invoices, neither for final import of promo goods and samples, neither for temporary import of exhibits. Your partner in Serbia or the receiving forwarder has to be specified in all shipments.

The exhibitor is obliged to complete arranging and decoration of the exhibition area 24 hours prior to fair event opening, as well as to remove any packaging and other materials which will not be exhibited, by the same deadline.

The exhibitor is obligated to fully apply and respect all regulations on health care, instructions of the organizers as well as the measures of the Emergency Situations Headquarters of the City of Novi Sad at the territory of Novi Sad in order to prevent further spread of the COVID-19 virus epidemic.

The exhibitors 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. The exhibitors 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.

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.

5. COMPULSORY CATALOGUE LISTING, ONLINE FAIR, INTERNET AND PASSES FOR EXHIBITORS

All exhibitors, regardless of the application deadline, are obliged to pay the catalogue listing, Online fair and internet. The Fair has defined the following categories of exhibitors:

EXHIBITORS - economic entities who present their own products or services, rent a designated exhibition space and who are obliged to be listed in the official Catalogue. If the Exhibitor lists its representative offices (outside of headquarters) pays the registration fee that applies to indirect exhibitors for each of the specified representative office.

CO-EXHIBITORS - If other business entities (**principals, members of holding companies/groups, subsidiaries, members of official state collective exhibitions**) are also present at the booth rented by the exhibitor, they are obliged to be registered as co-exhibitors. The exhibitor is obliged to provide the Fair with written proof of a business relationship with the co-exhibitor. The co-exhibitors are registered by the Exhibitor 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. The co-exhibitors indicate their name equally with the exhibitor on the stand.

INDIRECT EXHIBITORS - If the catalog of exhibitors also lists business entities (**principals, representative offices, subsidiaries**) that do not exhibit at the Fair, they have the status of indirect exhibitors. The Exhibitor shall the Fair 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 names of indirect exhibitors may be displayed on a separate panel within the exhibitors' stand.

*** ONLINE fair includes the following:**

- publishing of information about the Exhibitor (exact name, address, phone and fax number, e-mail address, http, logo)
- publishing of up to 20 words about the products or services, in accordance with the commodity groups

Deadline for delivery of information: 28th April 2023

• 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
- entering data in the list of exhibitors on the Fair website
- entry in the Fair information system (a multimedia information centre)
- a copy of the Catalogue
- Online fair *

- Internet - means the basic package, the minimum speed of 1 Mbps for all participants, each user receives one license for wireless access (1 license = 1 device).

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

- for indoor space of up to 25 m² three passes, for each additional 25 m² additional two passes
- for outdoor or covered exhibition space of up to 50 m² three passes, and for each additionally required 100 m² one additional pass.

- **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.**

- Number of exhibitor passes with bar code defined under registration.

• **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
- entering data in the list of exhibitors on the Fair website
- entry in the Fair information system (a multimedia information centre)
- a copy of the Catalogue
- Online fair *
- Internet - means the basic package, the minimum speed of 1 Mbps for all participants, each user receives one license for wireless access (1 license = 1 device).
- Passes for co-exhibitors:
 - two passes for each co-exhibitor listed in the Catalogue
 - Number of co-exhibitor passes with bar code defined under registratio.

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

- name of the indirect exhibitor, town/city and country
- Online fair *
- Internet - means the basic package, the minimum speed of 1 Mbps for all participants, each user receives one license for wireless access (1 license = 1 device).

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. **Data received after 28th April, 2023 will be entered in the annex for subsequently received applications, and data submitted after 12th May, 2023 will neither be published in the catalog, nor in the annex for subsequently received applications.**

TICKETS AND ADDITIONAL TICKETS

Based on the introduction of a system of electronic controls, all cards and tickets have a bar-code. All cards and tickets for exhibitors can be taken in the Exhibition Activities Service, before and during the Fair.

If there is a need to hire more staff at the stands or for the guests of exhibitor, permanent tickets can be ordered in the Exhibition Activities Service.

Note:

All cards allows the user an unlimited number of entries into the exhibit space during the working hours for exhibitors, whereby the user must comply with the below terms of use.

Pass holder must permit person in charge of monitoring entrance to scan the bar code and record entrance, on every single occasion of entrance.

Pass must be scanned on every occasion of departure, as well.

Pass holder whose pass has not been recorded at departure will not be permitted re-entry; i.e. the only way to re-enter will be by purchasing a one-day pass.

Only pass holder may be subject to recording of entrance and departure; a single pass may only be used by a single person.

Pass is property of Novi Sad Fair. In the event of misuse or use contrary to rules, pass shall be blocked and/or confiscated without right to reimbursement, and without Fair's obligation to issue a replacement pass.

6. INSURANCE

The exhibitor shall be obliged to arrange insurance for the property and persons who will be exposed to or who will be present at the premises of the Fair in the duration of the fair. During the fair, the exhibitor shall be directly liable and obliged to compensate for all damages caused to employees and/or to property of the Fair, to third parties and/or to property of third parties and to the environment by the exhibitor's activities or by owned property.

The Fair shall not be liable for the loss of or for the damage to the property of the exhibitor at the Fair.

7. GENERAL TERMS AND CONDITIONS FOR CONTRACTING MARKETING SERVICES

MATERIAL DELIVERY DEADLINES

The signatory applicant for marketing services is obliged to deliver the material ready for print (advertisements on CDs or in electronic format) to the Novi Sad Fair not later than 20 working days prior to the beginning of the fair event. In the event that he does not deliver the material, the Fair will realise the ordered service according to the data it has at its disposal, and if it is not possible, the applicant will bear all the costs stated in the application as if the service were done.

Materials for a CD: format jpg 800 x 600

Materials for the Internet site - banners: format jpg or gif, 970 x 90 pixels, 180 x 150 pixels or 250 x 250 pixels

DEADLINES FOR AND TERMS OF CANCELLATION OF SIGNED REGISTRATIONS

Once submitted, the application for marketing services is irrevocable and legally binding, unless cancelled in writing, as follows:

- THE CATALOGUE

- **At least 20 days before the start of the event**, the applicant is obligated to pay on behalf of the obligations of the contractual relationship 10% of the ordered services (final invoice).

- **In period shorter than 20 days and if the Exhibitor do not submit the material for publication**, the applicant is obligated to pay on behalf of the obligations of the contractual relationship 100% of the value of ordered services (final invoice).

- ADVERTISING SPACES

Renting and making advertising signs may be stipulated for the duration of the fair or for a period longer than the duration of the fair event.

In case the contract is terminated due to any applicant's fault, the applicant shall bear the costs of the dismantling of the advertisement from the advertising space.

Once submitted, the application is irrevocable and legally binding, unless the applicant submits a cancellation in writing:

- within 20 days before the start of the event (cancellation deadline less than 20 days)-the applicant is obligated to pay on behalf of the obligations of contractual relationship 10% of the ordered services (final invoice).

The applicant is obliged to make the payment in full not later than before the works begin, according to the stated prices for the services.

8. CONGRESS CENTRE SERVICES

The price of renting the hall includes the complete audio-visual support:

a) from Great Hall (350 seats)

- frontal projections with two projectors, 6,000 ANSI Lumen each
- two automatic screens 4 m
- plasma screen in front of the Hall
- PC (PowerPoint, DVD, CD, Video, USB drive)
- audio (Radio, CD, DVD, Mic, PC)
- video (DVD, DV, SVHS)
- two cameras on the ceiling
- wireless microphones
- desk microphones
- monitors on the chairperson's desk
- monitor on speaker's desk
- access provided for notebooks, both on the speaker's desk and the chairperson's desk

b) for halls accommodating between 100 and 1,000 people

- frontal projection with a projector, 4,500 ANSI Lumen
- automatic screen 3 m
- PC (PowerPoint, DVD, CD, Video, USB drive)
- audio (CD, DVD, Mic, PC)
- video (DVD, DV, SVHS)
- a camera on the ceiling
- wireless microphones
- desk microphones
- monitors on the chairperson's desk
- monitor on the speaker's desk
- access provided for notebooks, both on the speaker's desk and the chairperson's desk
- plasma screen in front of the Hall (halls 3, 4, 5 and 6)

The Renter is responsible for possible damage to the equipment which is an integral part of the rented space during the renting period. The Fair is not responsible for possible loss or damage to technical devices, material, equipment and other items brought in by the Renter before, during and after the renting period agreed.

Novi Sad Fair reserves the right to set the final date and time in accordance with the order of registrations.

The associate confirms, under full criminal and material liability, that during the organization of events at the Novi Sad Fair, he/she will observe all health care regulations as well as measures of the City Emergency Headquarters in the territory of Novi Sad; he/she also confirms that during the event he/she will appoint a person in charge of epidemiological measures - COVID attendant in order to prevent further spreading of the COVID-19 virus epidemic and to organize an event in accordance with that.

Catering and hospitality services shall be arranged separately. Food assortment depends on the number of persons, variations of daily menus, as well as on the need for a broader selection of refreshments.

The basic buffet menu is comprised of the following:

Hors d'oeuvre (smoked sirloin, minced pork sausage, ham, chicken breast, feta cheese, trappista cheese, vegetarian, tuna, seafood, etc.), **pies** (cheese, meat, greens, cheese cornbread, etc.), **cocktail barbecue** (mini kebabs, bacon-wrapped chicken skewers, pork noisettes, chicken fillet cocktail, cocktail wieners, etc.), **short-order meals** (chicken, mini Karađorđe's schnitzels, orly catfish - Lenten, etc.), **filled pastry shells** (chicken salad with peanuts, Russian salad, beef salad with pickles and mushrooms, ham salad with corn, grilled vegetables, sesame-corn salad, etc.), **fresh salads, mixed pastries, homemade petits fours.**

Beverages: unlimited quantity of coffee and domestic non-alcoholic beverages.