



8th INTERNATIONAL ENERGY AND INVESTMENT DAYS 27-28/2/2019

APPLICATION – CONTRACT FOR PARTICIPATION

COMPANY NAME		COUNTRY	
FIRST NAME AND LAST NAME OF DIRECTOR / PRESIDENT / MAYOR		CONTACT PERSON	
POSTAL CODE, TOWN		ADDRESS	
TELEPHONE		CELLULAR PHONE	
E-MAIL		WWW.	
APPLICATION DEADLINE	5 th February 2019		

AVAILABLE PACKAGES		PRICE IN EUR
<p>PACKAGE I</p>	<p>12 m²</p> <ul style="list-style-type: none"> Lease and standard arrangement and decoration of given area (Octa system, carpet, 1 table, 4 chairs, information desk, floodlights, company name in block lettering) Electrical connection with electricity meter Catalogue entry WiFi connection Parking in fair parking lots 	<p>520</p> <input type="checkbox"/>
<p>PACKAGE II</p>	<p>15 m²</p> <ul style="list-style-type: none"> Lease and standard arrangement and decoration of given area (Octa system, carpet, 1 table, 4 chairs, information desk, floodlights, company name in block lettering) Electrical connection with electricity meter Catalogue entry WiFi connection Parking in fair parking lots 	<p>610</p> <input type="checkbox"/>
<p>PACKAGE III</p>	<p>18 m²</p> <ul style="list-style-type: none"> Lease and standard arrangement and decoration of given area (Octa system, carpet, 1 table, 4 chairs, information desk, floodlights, company name in block lettering) Electrical connection with electricity meter Catalogue entry WiFi connection Parking in fair parking lots 	<p>700</p> <input type="checkbox"/>
<p>PACKAGE IV</p>	<p>21 m²</p> <ul style="list-style-type: none"> Lease and standard arrangement and decoration of given area (Octa system, carpet, 1 table, 4 chairs, information desk, floodlights, company name in block lettering) Electrical connection with electricity meter Catalogue entry WiFi connection Parking in fair parking lots 	<p>790</p> <input type="checkbox"/>

- NOTE**
- ALL PRICES LISTED ABOVE EXCLUDE V.A.T. WHICH WILL BE INCLUDED IN THE INVOICE, 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.
 - IT IS POSSIBLE TO ARRANGE LEASE OF PREMISES, AS WELL AS OTHER SERVICES, NOT INCLUDED IN ABOVE PACKAGES.
 - PLEASE CHECK BOX FOR CHOSEN PAKAGE.

<p>FILLED BY NOVI SAD FAIR</p> <p>Novi Sad, _____ Date _____ Seal _____ Signature of Novi Sad Fair _____</p>	<p>FILLED BY EXHIBITOR</p> <p>Seal _____ Name and surname of the authorized person _____ Signature _____</p>
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CATALOGUE DATA - EXHIBITOR

APPLICATION DEADLINE 5th February 2019

The information to be included in the Catalogue, as well as your company logo, should be sent by mail or to katalog@sajam.net. Such information, submitted with the application for exhibiting, are an integral part of the application. All exhibitors, regardless of the application deadline, are obliged to pay the catalogue listing.

THE EXACT NAME OF THE EXHIBITOR			
COUNTRY, ZIP CODE, CITY/TOWN, STREET AND NUMBER			
TELEPHONE		FAX	
E-MAIL		www.	
NAME OF THE CONTACT PERSON IN CHARGE OF THE CATALOGUE LISTING		TELEPHONE	

EXTRACT FROM REGISTER OF FAIR PARTICIPANTS:

ENERGETICS

	Energetics agencies
	Energy efficiency agencies
	Alternative or renewable energy sources
	Distribution of energy generating products
	Machinery and equipment for renewable energy sources
	Manufacturing of energy generating products
	Manufacturing of solar panels
	Storage of energy generating products
	Software solutions in the field of energetics
	Transport of energy generating products
	Environmental protection

INVESTMENT

	Agencies for development of small and medium enterprises
	Foreign investment agencies
	Banks
	Economic development departments
	Funds
	Cities and municipalities
	Investment funds
	Local economic development offices
	Insurance companies
	Districts

CONSTRUCTION INDUSTRY

	Manufacturers of:
	Materials for finishing works in construction
	Materials for plastering in construction
	Materials for external plastering in construction
	Materials for electrical installations in construction
	Materials for painting in construction
	Installation equipment
	Construction materials
	Prefabricated houses

SERVICES

	Design, consulting and engineering offices
	Construction works execution

INSTITUTIONS

	State and provincial institutions
	Government and non-government organizations (agencies)

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

NEW PROJECTS/PRODUCTS YOU ARE PRESENTING AT THE FAIR	
IF YOU CELEBRATE AN ANNIVERSARY IN 2019, PLEASE STATE.	

Seal

Name and surname of the authorized person for the exhibitor

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 applicant (hereinafter: the Exhibitor) and the Novi Sad Fair (hereinafter: the Fair).

Application is irrevocable and obliges the applicant unless cancelled in writing form(official letter) 10 days before the opening of the event.

Should the applicant cancel his appearance within a period of less than 10 days prior to fair event opening, the applicant is obliged to pay the entire amount specified in the last pro forma invoice, as principal debt, for made reservation of exhibition area and other services, regardless of whether he will be exhibiting in the area he registered for or not, whereas Fair reserves the right to designate the relevant area to another exhibitor, or to arrange and decorate the area not used by the above exhibitor in a manner suited to the concept of the event, to be encumbered to the above the applicant.

Should the applicant cancel his appearance within 15 to 10 days prior to fair event opening, Novi Sad Fair shall keep the previously paid 20% of the total amount specified in the last pro forma invoice, for obligations stemming from contractual relation and made reservation of exhibition area (design, location, postal and telephone charges, etc.), due to given notice of cancellation within the specified period.

Should the applicant abandon the contract – registration within 15 to 10 days prior to fair event opening, without having paid the arranged advance amount, he shall pay to Novi Sad Fair 20% of the total amount specified in the last pro forma invoice, for obligations stemming from contractual relation and made reservation of exhibition area (design, location, postal and telephone charges, etc.), due to given notice of cancellation.

Upon completion of the event, the applicant will be sent a final invoice for the services that have been used. The applicant 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. 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 applicant of the location of the allocated exhibition space and will submit the Space Plan.

Without the approval of the Fair, the applicant 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 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. Exhibitors are obliged to ensure that their representatives are present on the stand until the official end of the fair event. Packaging can begin after the official end of the fair event (after the gates of the Fair have been closed for visitors).

The applicant 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 applicant 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 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 applicant 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 applicant settle the payment in advance of 20% of the total amount of the invoice within 5

days of the date of invoice, and the remaining 80% 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. PUTTING UP BOOTHS

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, with duplex interior, white, floor covered in floor covering, booth has lighting, small floodlights, sign on booth in block letters (logotype charged additionally), furniture – as per applicant's choice.

The applicant may order additional equipment, the prices of which are not specified in the registration, by completing an order form, all in line with the current Fair price list. The complete price list is available on the Novi Sad Fair website at www.sajam.net.

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 applicant is responsible for maintenance of elements at the stand during the fair event.

The applicant 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 applicant chooses not to use all elements belonging to the particular stand type, the price of stand construction shall not be lowered.

Custom booths can be made (maxima, particleboard, craft, etc.) in accordance with the request.

The applicant 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;
- Engaging other contractors in which case design certification is charged 2,75 EUR/m² (VAT not included);

- If applicant independently carries out work on his booth and possesses the necessary materials for the booth (to be determined by a committee), he will be charged design certification in the amount of 1 EUR/m² (VAT not included).

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

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

If applicants 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:

- Specification of materials for setting up booth
- Specification of furniture
- Registered own blank bill of exchange (signed by authorized person) and proof of bill of exchange registration (for contractors from Serbia)
- Vehicle license plate number
- 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 application, 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 applicant, the current pricelist will be used

4. OTHER TECHNICAL INFORMATION

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

The applicant is obliged to be present during pavilion 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 sound equipment at the exhibition stand can be tolerated only within the space covered by the stand.

The applicant 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 applicant, who takes the whole responsibility for possible damage.

The applicant may begin arranging and decoration of the exhibition area, as well as delivery of merchandise to Fair premises five (5) days prior to fair event opening in the closed area, respectively, but no later than 48 hours prior to the opening. Activities may commence earlier than stated above, subject to special approval of the Fair. Otherwise, Fair shall not be liable for untimely arranging and decoration of the exhibition area.

The applicant 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 applicants 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 applicant 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.

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

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

If applicant (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.

Applicant (exhibitor or contractor) shall be liable for correct electrical wiring from the main power supply.

The applicant 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.

5. COMPULSORY CATALOGUE LISTING AND PASSES FOR EXHIBITORS

All exhibitors, regardless of the application deadline, are obliged to pay the catalogue listing.

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 on the stand rented by the Exhibitor are the other economic entities, they are required to be registered as co-exhibitors. 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 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
- The passes for a fair event:
- 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 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
- The passes for a fair event:
- Number of co-exhibitor passes with bar code defined under registration.

The Catalogue is printed in Serbian. 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. **The information received after 5th February 2019 shall be printed in a supplement for late-entries.**

6. INSURANCE

The applicant is obliged to insure exhibition material with a domestic or foreign insurance company. Fair shall not be liable for disappearance of or damage to applicant's property at the Fair.

The applicant shall be fully liable for damage to exhibition material and other applicant's property, unless the above has been insured as specified in the above paragraph.