

GENERAL TERMS AND CONDITIONS OF CONTRACTING

1. APPLYING FOR THE EXHIBITION

1.1. TERMS AND CONDITIONS OF CONTRACTING

The participation in the Fair is confirmed by signing the Application Form. The Form and the General Terms and Conditions comprise a contract between the Novi Sad Fair (hereinafter the Fair) and the Exhibitor. The Application Forms should be submitted completed, signed and stamped. Submitted application is irrevocable and binding on the Exhibitor unless canceled in writing (official letter) within the time limits prescribed by the Novi Sad Fair (paragraph 1.2). The Exhibitor shall be obliged to pay the exhibition space rental fee stipulated in the signed Application Form.

Horses can be exhibited only after the necessary application form has been signed, stipulating the exact horse box stalls or ties (stands) rented. The area designated to the horse exhibition can be used for this purpose solely and cannot be used for storing goods or other equipment.

The Fair recognises the following types of exhibitors:

EXHIBITORS – legal or natural persons who exhibit horses, their own products or services and who rent certain box stall or tie and are subject to compulsory catalogue listing.

CO-EXHIBITOR – Should other legal or natural persons present their products or services at the stand rented by the Exhibitor, they are also obliged to be registered as Co-exhibitors. The Co-exhibitors are registered by the Exhibitor by completing a separate application form for the catalogue listing and paying the Co-exhibitor's fee. The information about the Co-exhibitor are not listed under a separate category, but according to the text provided by the Exhibitor along the information about the Exhibitor.

INDIRECT EXHIBITOR – If the catalogue is to include other legal or natural persons (including the country of origin), those legal or natural persons are regarded as Indirect Exhibitors. The Exhibitors should pay the catalogue listing for each listed Indirect Exhibitor. The information about the Indirect Exhibitor are not listed under a separate category, but according to the text provided by the Exhibitor along the information about the Exhibitor.

1.2. APPLICATION DEADLINE

The application deadline is 30th August 2017. Late applications may not be taken into consideration.

In case the Exhibitor cancels appearance in the next deadlines:

EXHIBITION AREA	From 30. 8. to 29. 9. 2017 (50% of full price)	After 30. 9. 2017 (100%)
Box stall 9 m ²	55 EUR	110 EUR
Tie	27,50 EUR	55 EUR

The Exhibitor is obligated to pay all fees in an amount listed in the table above for liabilities set forth by the agreement, whether exposing on the area for which it has applied for or not, while the Fair retains the right to assign the subject area to another exhibitor. The Fair also has the right to arrange part of the area not used by the Exhibitor in accordance with the event's concept at the expense of the Exhibitor.

Late cancellations are justified in case of illness, death, inevitable euthanasia of horses, etc. The Exhibitor is obliged to inform the Fair as soon as possible about such circumstances and provide a veterinarian's certificate.

Other cancellations, such as sale of the registered horses, will be treated as unjustifiable after the deadline stipulated in the General Terms and Conditions. The Exhibitor may sell a registered horse after this date, but they are obliged to exhibit the registered horse and have it delivered to its new owner after the Fair.

1.3. HORSE EXHIBITION

The horse box stall is at least 3 x 3 m, envisaged for one horse or a mare and a foal.

Ties (stands) for horses are available only in the Hall 15.

Upon arrival, the animals will be under a constant supervision performed by a veterinarian, who shall, in cooperation with the organiser, decide whether the animals shall remain at the Fair or be moved for health reasons. Should the veterinarian decide that an animal cannot participate in the event for its own sake, the Fair is not responsible for the costs incurring from such decision and those shall be borne by the owner/Exhibitor.

1.4. EXHIBITION AREA

In case the Exhibitor does not use exhibition space for some unjustified reasons, he is obligated to pay the last invoice for the reservation of box stall or tie in accordance with the agreement, regardless of whether the subject space is assigned for another purposes or not.

1.5. PAYMENT METHOD

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 15 days before the event.

2. OTHER TECHNICAL INFORMATION

The applicants obliged to provides 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.

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, as well as in the open exhibition area. 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.

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 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.

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 measured should be taken by the applicant, who takes the whole responsibility for possible damage.

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

3. 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 – legal or natural persons who exhibit horses, their own products or services and who rent certain box stall or tie and are subject to compulsory catalogue listing. 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-EXHIBITOR – Should other legal or natural persons present their products or services at the stand rented by the Exhibitor, they are also obliged to be registered as Co-exhibitors. The Co-exhibitors are registered by the Exhibitor by completing a separate application form for the catalogue listing and paying the Co-exhibitor's fee. The information about the Co-exhibitor are not listed under a separate category, but according to the text provided by the Exhibitor along the information about the Exhibitor.

INDIRECT EXHIBITOR – If the catalogue is to include other legal or natural persons (including the country of origin), those legal or natural persons are regarded as Indirect Exhibitors. The Exhibitors should pay the catalogue listing for each listed Indirect Exhibitor. The information about the Indirect Exhibitor are not listed under a separate category, but according to the text provided by the Exhibitor along with the information about 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 horses, 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 shall be allocated as follows:
 - Competing teams (clubs) registered for the tournaments in show-jumping and driving are entitled to five passes and an additional pass for each registered horse
 - Exhibitors whose horses are not competing are entitled to one pass and an additional pass for each registered horse
- 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 horses, 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
- Passes for co-exhibitors:
 - two passes for each co-exhibitor listed in the Catalogue
- Number of co-exhibitor passes with bar code defined under registration.

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

- name of the indirect exhibitor, town/city and country

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. **The information received after 18th September 2017 shall be printed in a supplement for late-entries.**

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 applicants 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 applicant, 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.

4. SUPPLY AND EXHIBITION SERVICE

The working hours for visitors are 10 to 19.

The Horse Exhibitors

Box/stalls cleaning - from 6.00 to 6.30

Waste disposal - from 6.30 to 7.30

Bulk food delivery - from 7.30 to 8.00

Hall and passage cleaning - from 8.00 to 9.00

Box/stalls cleaning - from 19.30 to 20.00

Waste disposal - from 20.00 to 21.00

Horse washing – provided space at the Equestrian Centre “Novosadski sajam”, twice a day (from 7.00 to 9.00 and from 19.00 to 21.00)

Horse walking - from 7.00 to 9.00 and from 19.00 to 21.00.

Allowed space to perform, walking horse and carriage ride in the triangle of Hall 15 - dezo barrier - Hall 12 - Hall 15.

5. HEALTHCARE AND GROOMING OF ANIMALS

The exhibitors are obliged to adhere to the legal regulations regarding the welfare of animals and to treat them in a humane manner. The registered horses originating from Serbia have to meet the healthcare regulations regarding the animal for its stay at the Fair regulated by the Act on Veterinary Medicine of the Republic of Serbia and have to have an affidavit on veterinary blood check, not older than 30 days, issued by the relevant veterinary institution (Veterinary Institute, Novi Sad, Rumenački put 20 and the Veterinary Institute, Belgrade, Vojvode Toze 14) in order to establish the health of the animal.

HEAD FROM THE TERRITORY OF SERBIA EXHIBITED AT THE FAIR MUST BE ADEQUATELY MARKED (MICROCHIP) AND MUST ORIGINATE FROM A REGISTERED FARM.

THE EXHIBITED HEAD MUST MEET THE FOLLOWING MEDICAL CONDITIONS:

- not to have any medical indications of contagious cough and scabies
- to have a negative medical record regarding EIA (equine infectious anaemia), not older than 30 days
- to have a negative medical record regarding leptospirosis, not older than 30 days
- to have a negative medical record regarding equine viral arteritis (EVA), not older than 30 days
- to have a negative medical record regarding rhinopneumonitis (equine herpes virus-EHV-1), not older than 30 days
- to have a negative medical record regarding influenza (H7 N7 and H3 N8), not older than 30 days

All participants are obliged to have a complete veterinary documentation for horses, pursuant to the Law on Veterinary Science of the Republic of Serbia, stipulated in the General Terms and Conditions. For more information, please contact the National Veterinary Inspection, South Bačka District on + 381 21/427-823.

Grooming and feeding the horses may be done only by certain staff, registered by the exhibitor. Regarding such activities, one person is allowed to do such activities per 2 horses, i.e. boxes/stalls.

5.1. MAINTENANCE AND CLEANING

The Exhibitor is not allowed to smoke, sleep or deposit luggage in the facilities envisaged for the exhibition of horses, but use only specially designated spaces for such purposes. The Exhibitor may request a room in the pavilion, but their number is limited.

The Exhibitors are obliged to maintain order and keep their exhibition area clean, collect the manure on the passage in front of the Exhibition area within the time frame envisaged (point 4).

All horses are issued a number that needs to be made visible on the horse during all days of the event, when the horse is taken out of its box stall, for the safety of both people and animals. The numbers are issued at the same time as the complete documentation at the Fair.

The aisles must be dirt-free between 9 a.m. and 7 p.m., thus facilitating uninterrupted flow of visitors. **SMOKING IS FORBIDDEN** at the box stalls and other premises where horses are exhibited or where animal bedding and feed are stored.

The Exhibitor is responsible for any damage caused by their workers or third parties commissioned by the Exhibitor who perform works within the fairground.

The compensation amount will be determined by a committee established by the Fair.

The Exhibitor is also obliged to fully comply with the instructions stipulated in the application form, particularly the deadlines.

Horse owners or people who look after horses are obliged to lead horses on a tether when moving them about, leading them to programme venues or any other instance of moving horses outside their box stalls or enclosed spaces. No horse riding is allowed outside the specially designated areas. Should the aforementioned rules be broken, the organiser retains the right to ban the responsible Exhibitor from taking part in further events at the Fair, without any financial compensation for the incurring expenses.

Construction of stands/box stalls must be conducted in such a way that there is no threat to either visitors or horses. Inappropriate fences, such as electric ones, are not allowed. Visitors are not allowed access to the venues where horses are kept at night, prepared for various events or quarantined.

5.2. RULES AND REGULATIONS REGARDING HEALTH ISSUES

All horses (and other live exhibits, such as donkeys, mules, etc.) exhibited at the Fair or taking part in the event in a different capacity are under official control and supervision of veterinarians commissioned by the Fair. Only those animals who meet the official health standards defined by veterinary experts will be allowed access to the fairground. The necessary documentation related to animals' health is presented on the spot to the organiser or their representative. Horses (and other live exhibits) must be healthy and in perfect shape. Once they are brought to the designated exhibition space, they will be regularly inspected by the organiser and veterinarians. Horses that do not meet the health standards defined by the laws will not be allowed to stay within the fairground or take part in the event and they will be quarantined or denied access if such condition is established upon their arrival. Veterinarians retain the right to provide medical assistance (treatment) to the animals or relocate them without the owner's/Exhibitor's consent if necessary. Any additional veterinary services are borne by owners of horses.

6. TRANSPORT

6.1. TRANSPORT AND ARRIVAL OF HORSES AND OTHER EXHIBITS

The exhibitors may bring in their horses to the Fair from Friday, 29th September from 8 a.m. to 8 p.m. and Wednesday, 4th October from 8 a.m. to 8 p.m. (Cargo entrance of the Novi Sad Fair, Branka Bajica Street).

The horses brought to the Fair must pass through a disinfection zone. The Exhibitors will be welcomed by a Fair official, Disinfection team, on-duty veterinary inspector and a veterinarian, who is going to examine the horses, official documents, as well as the documents pertaining to the health condition of the horses. Should the Exhibitor fail to produce the necessary documents, their horses WILL BE DENIED ACCESS and all costs incurring from incomplete documentation shall be paid by the Exhibitor who failed to produce the necessary documents.

Trucks and transport vehicles must leave the fairground after animals have been unloaded, except vehicles used for transport of horses, which can use the parking space within the fairground.

The TRANSPORTATION COSTS, possible medical treatment fees, storage fee, operational and administrative costs are to be paid by the Exhibitor.

The number of indoor and outdoor box stalls is limited. The Fair shall inform the Exhibitor about the exact location of rented box stalls, which will depend mostly on the date when the Application Form is submitted.

6.2. EXHIBIT REMOVAL/HORSE TRANSPORT

The displayed and competing horses may not be transported during the event, i.e. before the event is declared closed. The Exhibitor may transport horses only with consent of the Veterinary Institute and the Fair in emergency situations. The horses may be transported on the last day of the event. The Exhibitor is obliged to remove/transport the exhibits/horses from the fairground within next day after the event has been declared closed. After that day, the Fair retains the right to remove and warehouse the exhibits/horse, while all the costs are to be borne by the Exhibitor. The exhibits may be moved to another facility or kept at the same one with fees charged for every new day. This does not refer to the horses/exhibits and goods for which the Exhibitor and the Fair have signed a special contract. Only those exhibitors who have settled their financial debt or provided appropriate collateral are allowed to leave the Fair (does not apply to the Horse Exhibitors).

The permit for removing/transporting exhibits and horses after the event will be issued on the last day of the event, Saturday 7th October from 12 a.m. to 6 p.m. at the Exhibition Information Desk – Cargo Entrance 2. Horses may be transported at Saturday, 7th October after 5 p.m.

6.3. TEMPORARY IMPORT OF HORSES

Each head entering Serbia has the status of temporary import and must have a passport, ID number, a healthcare certificate, a veterinarian certificate and EIA (equine infectious anaemia), a laboratory test not older than 30 days. The border control staff checks the entrance into the country.

Exhibitors from abroad are required 20 days prior to arrival at the fair to send information on holders of certificates to the Fair in cooperation with the Border Veterinary Service provided effective passage at border crossings.

The border crossings where there are veterinary professionals are the following:

- Hungary - Horgoš
- Croatia - Batrovci
- the Republic of Srpska - Sremska Rača and Mali Zvornik
- Montenegro - Gostun
- Macedonia - Preševo
- Bulgaria - Gradina
- Romania - Vatin
- Airport "Nikola Tesla" Belgrade (veterinary professionals available upon request).

7. INSURANCE

The Exhibitor – horse owner is obliged to insure all horses and goods with an insurance company during the period between entering and leaving the fairground.

As an addition, the Exhibitor is obliged to obtain additional insurance against third party damage for each exhibited horse/animal. The Fair is not responsible for any damage caused by and/or to horses. Hence, the Exhibitors are responsible for their horses during their entire stay at the Fair.

8. HORSE SALE

All live exhibits at the Fair can be offered for sale. The sold exhibits may not leave the Fair before the closing of the Fair. The Exhibitor is obliged to provide food and water to all animals during the Fair. For all exhibits sold at the Fair necessary documents should be completed and sealed. If the purchase includes a party from abroad, the duty tax shall be paid to the organisations in charge of such transactions.

9. 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 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, 120 x 60 pixels or 180 x 150 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 obliged 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 obliged 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 5 (five) days before the start of the event (cancellation deadline less than 5 days) – the applicant is obliged 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.