



NOVI SAD FAIR

Serbia - 21000 Novi Sad, Hajduk Veljkova 11
 DEPARTMENT OF FAIR EXHIBITION MANAGEMENT
 Phone: + 381 21/483-01-21, 483-01-19
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GENERAL SPONSOR



82nd INTERNATIONAL
AGRICULTURAL FAIR
 ufi Approved Event
 E-mail: agriculture@novisadexpo.com
 www.agriculture.novisadexpo.com

9-15/5
2015

COMMERCIAL DEPARTMENT

PLEASE FILL IN THIS FORM LEGIBLY
 BY USING BLOCK CAPITALS

APPLICATION FOR EXHIBITING

APPLICATION DEADLINE: **30th January 2015**

FULL COMPANY TITLE OF EXHIBITOR (DEPARTMENT THAT BEARS EXHIBITING COSTS)	
NAME AND SURNAME OF GENERAL MANAGER	
NAME, SURNAME AND TELEPHONE OF PERSON IN CHARGE OF EXHIBITION	
COUNTRY	
POSTAL CODE AND TOWN	ADDRESS
TELEPHONE	FAX
E-mail:	www.

EXHIBITION AREA		Ordered	Granted
		(filled in by the Exhibitor)	(filled by Fair)
m ² of hall space without stand construction ("Master" Hall)		105 EUR/m ²	
m ² of hall space without stand construction (Hall 1)		90 EUR/m ²	
m ² of hall space without stand construction (Halls 1A-1C)		80 EUR/m ²	
m ² of hall space without stand construction (Halls 2-7, Hall 11)		80 EUR/m ²	
m ² of hall space without stand construction (Halls 23, 24)		45 EUR/m ²	
m ² of office space or booths (unequipped)		70 EUR/m ²	
m ² of roofed outdoor area		45 EUR/m ²	
m ² of outdoor area (Avenue of Nations)		50 EUR/m ²	
m ² of outdoor area	up to 99 m ²	40 EUR/m ²	
	from 100 m ² to 199 m ²	35 EUR/m ²	
	over 200 m ²	30 EUR/m ²	

OTHER SERVICES		Ordered
Water faucet and water consumption	hall space	95 EUR/connection
	outdoor area	105 EUR/connection
Electric receptacle of up to 15 kW and electricity consumption	hall space	60 EUR/connection
	outdoor area	85 EUR/connection
Electric receptacle of over 15 kW and electricity consumption	hall space	85 EUR/connection
	outdoor area	105 EUR/connection
Internet connection		150 EUR/connection

COMPULSORY CATALOGUE LISTING		
Exhibitor		150 EUR
Co-exhibitor		100 EUR
Indirect exhibitor		50 EUR

NOTE: By signing this application-contract, the exhibitor has agreed to comply with the general terms and conditions for exhibiting, which are an integral part of this application-contract, and with the terms and conditions regulating payment, found on the back of this application-contract. **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.**

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

DATE	PLACE
SIGNATURE ON BEHALF OF NOVI SAD FAIR	

SEAL

SIGNATURE OF EXHIBITOR

SEAL

GENERAL TERMS AND CONDITIONS FOR EXHIBITING

APPLICATION FORM AND CONFIRMATION

- 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).

- The Fair retains the right to approve or reject the application.

- Application is irrevocable and obliges the Exhibitor unless cancelled in writing form (official letter) 35 days before the opening of the event.

- If the Exhibitor cancel appearance in a period shorter than 35 days before the opening of the event, the Exhibitor is liable that on behalf of the principal debt pay the full amount of the final invoice for space reservations under this Contract, whether using the exhibitional area or not, the Fair reserves the right to assign the subject area to another exhibitor or the space that the Exhibitor does not use arrange by the concept of the event at the expense of the Exhibitor.

- In the event that an Exhibitor withdraws from the Contract- application in a period longer than 35 days before the event, the Novi Sad Fair keeps the previously paid amount of 20% of the total final invoice on behalf of the obligations arising from the contractual relationship, the reservation of exhibition space (making project, location, office expenses, etc...) because of the stated refusal.

- In the event that an Exhibitor withdraws from the Contract- the application in a period longer than 35 days before the event, and did not pay the amount of the agreed advance payment, the Novi Sad Fair keeps 20% of the total amount of the final invoice on behalf of the obligations arising from the contractual relationship, the reservation of exhibition space (design, location, office expenses, etc...) because of the stated refusal.

Upon completion of the event, 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 Exhibitor is obliged to pay an interest rate in accordance with the law should they not fulfil their obligations from the final invoice.

The Fair reserves the right to:

- 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.

- The minimum size of the exhibition space that can be leased is 20 m² of the indoor space and 40 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.

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

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

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 15 days before the event.

CATALOGUE LISTING

- 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.

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 by submitting specially designated application forms 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.

INDIRECT EXHIBITORS - If in the Exhibitor catalogue will be listed some other economic entities (manufacturers and countries of origin), these legal entities 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 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
- uploading of the information about the Exhibitor on the official web-site of the Fair
- entry in the Fair information system (a multimedia information centre in the Entrance Hall of the 'Master' Centre)
- a copy of the Catalogue.

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

- for indoor or office 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 100 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.

- The pass for exhibitors valid with bar-code per application.

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.

- 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
- uploading of the information about the co-exhibitor on the official web-site of the Fair
- entry in the Fair information system (a multimedia information centre in the Entrance Hall of the 'Master' Centre)
- a copy of the Catalogue.

Passes for co-exhibitors:

- two passes for each co-exhibitor listed in the Catalogue
- the pass for co-exhibitors valid with bar-code per application.

- 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 17th April 2015 shall be printed in a supplement for late-entries.

TICKETS AND ADDITIONAL TICKETS

- Based on the introduction of a new 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 exhibitors, permanent tickets can be ordered in the Exhibition Activities Service.

Note:

- All cards (except for daily ticket and daily press) 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.

- For each exit, user of the card must allow authorized persons who perform electronic access control to scan a bar code and registers the entry.

- For each exit, user of the card must allow authorized persons who perform electronic access control to scan a bar code and registers the exit.

- User of the card whose card is not registered at the exit will not be allowed re-entry and the only way to enter will be buying an individual ticket.

- Registration of entry and exit can be done only for user of the card; one person can use only one card for registration of entry/exit; it is not possible that one person registers the entry and exit for more cards (persons).

- This card is the property of the Novi Sad Fair: in the case of misuse or using contrary to the above rules, debit card can be blocked and/or confiscated without compensation or the obligation of issuing a replacement.

STAND DECORATION AND TRANSPORT OF GOODS TO THE STAND

- In order to have exact information about the location and size of the indoor/outdoor exhibition space, the Exhibitor shall contact the official inspector of the Fair upon arrival to the Fair. Should the Exhibitor occupy a wrong location, the relocation expenses shall be paid by the Exhibitor.

- In case the Exhibitor is decorating the exhibition space without having hired a contractor, the Novi Sad Fair shall approve the design project prior to any works. The Exhibitor is obliged to install floor cover and partition walls in accordance with the size of the exhibition space allocated by the Fair.

- Should the Exhibitor decide to hire a contractor, the contractor should seek approval from the Novi Sad Fair for the project. A fee shall be paid for this service. The fee is charged depending on the size of the exhibition space, according to the price list established by the Novi Sad Fair.

- The works on designing the exhibition space and transfer of goods to the Fair may begin five (5) days before the opening of the event for indoor and covered exhibition space, or ten (10) days for the outdoor exhibition space, but not later than 48 hours before the opening of the event. The Fair may allow the works begin earlier if the Exhibitor submits such request.

- The Exhibitor is obliged to complete the decoration of the exhibition space not later than 24 hours before the opening of the fair event and remove packaging and all other items that are not exhibited.

- If the Exhibitor 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.

- Exhibition goods can not be amounted and changed before the closing of the event, and the Exhibitors are required to ensure the presence of their authorized representatives by the end of the event.

- The packing and despatch may begin one day after the closing of the fair event.

- The Exhibitor may take out the goods only with a permit issued at the Exhibition Service of the 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 two (2) days after the end of the event. After this period, the Fair has the right to charge the cost storage of the Exhibitor's assets in its space for the price by the current price list of the 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.

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 measured should be taken by the Exhibitor, 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.

OTHER TECHNICAL INFORMATION

- Internet connection is available in the hall if technical requirements are fulfilled.

- The exhibitor is obliged to provide the application of required measures of safety and healthcare at work in accordance with the law and other bylaws for all his employees, other persons engaged or for the company he engages for assembling stands or other activities.

- The exhibitor is obliged to empower the engaged employees for the above mentioned jobs for safe and healthy work, to provide equipment for work, i.e. material and equipment for personal safety at work to which safety and healthcare measures have been applied.

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

- The Novi Sad Fair is the only authorised body to provide access to electrical installation. Should the Exhibitor decide to hire a contractor to install electrical wiring, the Exhibitor should submit a wiring diagram to the Novi Sad Fair for approval.

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

INSURANCE

- The Exhibitor is obliged to insure the exhibits and other property with an insurance company from Serbia or abroad.

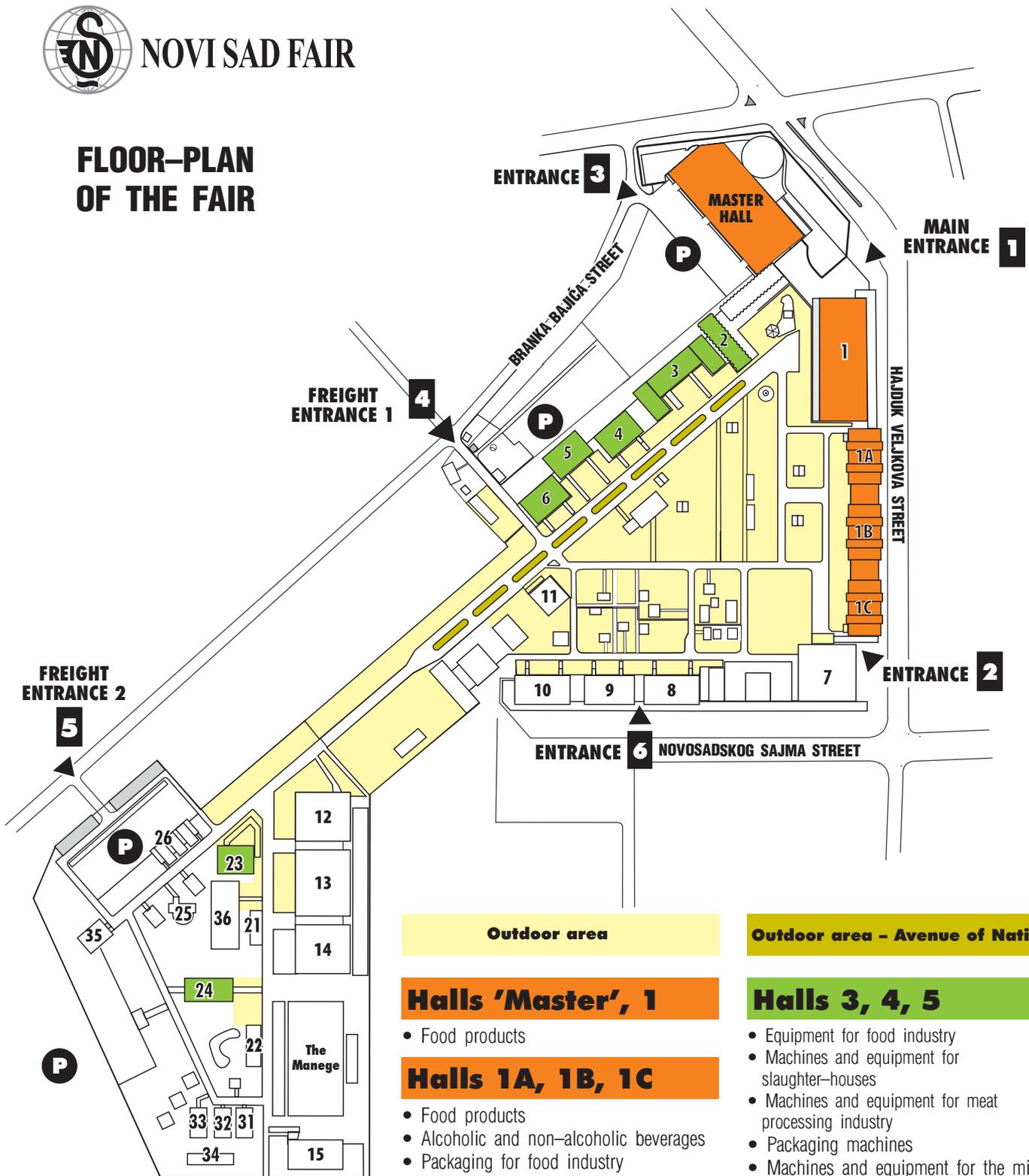
- Liability for damage caused on the exhibition materials and on the other property of the Exhibitors fully bears the Exhibitor.

- From the moment the goods are brought to the exhibition area and throughout the event, the Exhibitor is obliged to be present at the opening and closing of the pavilion. The Fair is not responsible for any possible damage or loss of exhibits or any other property.

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



FLOOR-PLAN OF THE FAIR



Outdoor area

Halls 'Master', 1

- Food products

Halls 1A, 1B, 1C

- Food products
- Alcoholic and non-alcoholic beverages
- Packaging for food industry
- Petroleum industry products

Hall 2

- Food products
- Alcoholic and non-alcoholic beverages
- Packaging for food industry
- Equipment for food industry

Hall 6

- Chemical agents for food industry
- Plant protecting agents
- Fertilizers

Outdoor area - Avenue of Nations

Halls 3, 4, 5

- Equipment for food industry
- Machines and equipment for slaughter-houses
- Machines and equipment for meat processing industry
- Packaging machines
- Machines and equipment for the milling and baking industry
- Machines and equipment for irrigation, drainage and hydro-melioration
- Equipment for livestock breeding
- Civil engineering in agriculture and food industry

Halls 23, 24

- Machines and equipment for preparing and processing of animal feed
- Animal feed
- Equipment for livestock breeding



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TECHNICAL ARRANGEMENT

REGISTRATION FOR DESIGN, CONSTRUCTION AND DECORATION OF EXHIBITION AREA

PLEASE FILL IN THIS FORM LEGIBLY BY USING BLOCK CAPITALS

FULL COMPANY TITLE OF EXHIBITOR (DEPARTMENT THAT BEARS EXHIBITING COSTS)	
NAME AND SURNAME OF GENERAL MANAGER	
NAME, SURNAME AND TELEPHONE OF PERSON IN CHARGE OF EXHIBITION	
COUNTRY	
POSTAL CODE AND TOWN	
ADDRESS	
TELEPHONE	FAX
E-mail:	www.

HEREBY ORDER CONSTRUCTION AND EQUIPMENT OF EXHIBITION AREA MOUNTING ALUMINIUM CONSTRUCTION

OCTANORM	m ²	Area	Up to 25 m ²	26-50 m ²	51-100 m ²	> 100 m ²
		Price/m ²	40 EUR	36 EUR	32 EUR	Depends on design

PRICES INCLUDE CONSTRUCTION AND DECONSTRUCTION OF FOLLOWING ELEMENTS:

- CONSTRUCTION WITH PANELS (columns, walls, panels made of ultraltes)
- FLOOR COVERING, HOJGA
- FURNITURE (according to technical description on the back of the application)
- ONE SIGN 33/198 cm IN BLOCK CAPITALS
- TWO SPOTLIGHTS
- ONE GLASS-CASE 100 x 100 CM OR STAGE (on 25 m²)

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

CARPET, HOJGA	6 EUR	m ²	VERTICAL GLASS-CASE	OCTANORM	TABLE 120 x 80 cm	12 EUR	/1 item
LAMINATED PARQUET	14 EUR	m ²	100 x 100 x 250 cm	43 EUR	/1 item	TABLE 80 x 80 cm	10 EUR /1 item
FLOORING h = 12 cm	8 EUR	m ²	100 x 50 x 250 cm	36 EUR	/1 item	CHAIR VIZI	8 EUR /1 item
DOOR WITH LOCK	24 EUR	/1 item	50 x 50 x 250 cm	31 EUR	/1 item	OTHER CHAIRS	4 EUR /1 item
CURTAIN	9 EUR	/1 item	POSTER IN-BUILT	18 EUR	/1 item	BAR	18 EUR /1 item
VENETIAN BLINDS	12 EUR	/1 item	GLASS	8 EUR	m ²		
COMPANY LOGO	61 EUR	m ²	TOWER 2-DIMENSION CONST.	33 EUR	/1 item		
			TOWER 3-DIMENSION CONST.	57 EUR	/1 item		

ADDITIONAL TECHNICAL SERVICES

KITCHENETTE UTILISATION	160 EUR	/1 item	ACCESS TO DISTRIBUTION BOARD	45 EUR	/1 item
MOUNTING/UTILISATION OF SINK	42 EUR	/1 item	ELECTRIC CONNECTORS	9 EUR	/1 item
MOUNTING/UTILISATION OF ELECTRIC BOILER	42 EUR	/1 item	SPOTLIGHT 150 W	12 EUR	/1 item
UTILISATION OF REFRIGERATOR	75 EUR	/1 item	SPOTLIGHT 300 W	15 EUR	/1 item

NOTE: By signing this application-contract, the exhibitor has agreed to comply with the general terms and conditions for exhibiting, which are an integral part of this application-contract, and with the terms and conditions regulating payment, found on the back of this application-contract. **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.** The prices not stipulated in the application form shall be charged according to the valid pricelist of the Novi Sad Fair, and stipulated in the application form for additional services, which shall be sent later. In case of legal dispute, the resolution shall fall within the responsibility of a court in Novi Sad.

DATE	PLACE
SIGNATURE ON BEHALF OF NOVI SAD FAIR	SEAL

SIGNATURE OF EXHIBITOR	SEAL
------------------------	------



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GENERAL TERMS AND CONDITIONS AND TECHNICAL SERVICES

THE FOLLOWING TERMS AND CONDITIONS FOR PAYMENT ARE ACCEPTED:

1. Upon receiving the application form, the FAIR shall issue the PRO-FORMA INVOICE. The Exhibitor is obliged to make the payment before the stipulated deadline and not later than 10 days before the beginning of the event.
2. The Exhibitor who has fulfilled the obligations from the PRO-FORMA INVOICE receives RECEIPTS without which bringing exhibits in and taking them out from the fairground are not possible.
3. After the obligations from the PRO-FORMA INVOICE have been fulfilled and the event has finished, all additional services ordered in writing, as well as the difference in price for additional service of design and construction, are paid according to the FINAL INVOICE, before the stipulated deadline.
4. The Exhibitor is obliged to pay an interest rate in accordance with the law should they not fulfil their obligations from the FINAL INVOICE.

CONSTRUCTION OF EXHIBITION AREA COMPRISES

- Stand design, construction work on stand (mounting of aluminium construction, water pipes and electricity installation), expert technical supervision

NUMBER OF OFFICES, COFFEE ROOM AND FURNITURE STATED IN TABLE DEPENDS ON SIZE OF STAND

NAME	QUANTITY	Up to 25 m ²	26 - 50 m ²	51 - 100 m ²	> 100 m ²
OFFICE	ITEMS	1	2	2	4
COFFEE ROOM	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
CARPET	ACCORDING TO SIZE OF STAND IN m ²				

TERMS AND CONDITIONS FOR RENTING STAND CONSTRUCTION AND FURNITURE

- System elements, including equipment, must not be covered, painted, dismantled or appropriated.
- The exhibitor is responsible for maintenance of elements at the stand during the fair event.
- The exhibitor shall compensate for any possible loss or damage of any rented element in accordance to its market value.
- The Fair retains the right to make minimal changes in the project requested by the exhibitor.
- The Fair guarantees that all elements shall be delivered, provided there are enough items on stock, which depends on the time of application for stand construction. If the exhibitor chooses not to use all elements belonging to the particular stand type, the price of stand construction shall not be lowered.
- Cancellations of ordered services in writing 15 days before the event shall not be accepted, and the applicant shall be issued an invoice for all services conducted until the cancellation.

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

Type - Octanorm

FILLERS

Made of Duplex, white

FLOOR

Carpet covered in squares of 50/50 cm Hojga type

LIGHTING OF STAND

The business area is lit by fluorescent lighting, and the exhibition area is lit by spotlights

DISPLAY OF EXHIBITS

On carpet or stage height 7 cm, 40 cm, 80 cm, in horizontal and vertical window-cupboards

FURNITURE

- Tables and cupboards for telephone are made of white or black panel
- Chairs are fabric upholstered with metal legs, the plastic ones are with metal legs, or made of plastic all together

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

- by engaging a contractor that has been engaged by the Novi Sad Fair
 - any other way, i.e. the exhibitor does it himself or contracts his own constructor. In case the exhibitor executes the construction himself or contracts his own constructor, the party that executes the construction (exhibitor or his contractor) pays for acknowledgement of the project, i.e. EUR 2.75/m².
- 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.

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.

- Works not mentioned in the application, but wanted by the exhibitor 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.



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CATALOGUE DATA - EXHIBITOR

- The information to be included in the Catalogue, as well as your company logo, should be sent by mail or to katalog@novisadexpo.com
- 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 fee for the Catalogue listing

INFORMATION ABOUT COMPULSORY CATALOGUE LISTING (according to the price-list in the signed application for exhibiting)

The Exhibitors are 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. The fee for compulsory Catalogue listing for the 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, uploading of the information about the exhibitor on the official web-site of the Fair, entry in the Fair information system (a multimedia information centre in the Entrance Hall of the 'Master' Centre), a copy of the Catalogue and other services stipulated in the general terms and conditions.

The exact name of the exhibitor (taken from the signed application for exhibiting)

Country, ZIP code, city/town, street and number

Telephone

Fax

www.

E-mail

Name of the contact person in charge of the Catalogue listing and their phone number

INFORMATION ABOUT REPRESENTATIVE OFFICE

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.

Country, ZIP code, city/town

Country, ZIP code, city/town

Street and number

Street and number

Telephone

Fax

Telephone

Fax

E-mail

E-mail

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 CDR, Ai, FH)

During the Fair, the Novi Sad Fair will be informing the exhibitors about the most important daily events. If you are interested in receiving such news, we would like you to write the number of your mobile phone, so that we could send the information.

Mobile phone number

Stamp and signature of the Exhibitor

Please, turn over!



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CATALOGUE DATA - CO-EXHIBITOR

- The data for the catalogue, the trademark and the company logo can be sent by post or e-mailed to katalog@novisadexpo.com
- Such information, submitted with the application for exhibiting, are an integral part of the application
- In the case of registering more co-exhibitors, please copy the application form

DATA FOR THE OBLIGATORY APPLICATION FEE FOR THE CO-EXHIBITOR (according to the pricelist from the signed exhibition application form)

If on the stand rented by the Exhibitor are the other economic entities, they are required to be registered as a co-exhibitors. The co-exhibitors shall be registered by the exhibitor on separate application forms for the application in the official exhibition catalogue and shall pay the application fee for the co-exhibitor. The data about the co-exhibitor are not entered into the catalogue under a separate letter, but are published along with the text supplied by the exhibitor along with the data about the exhibitor. The co-exhibitor's obligatory application fee for the catalogue comprises the following services: publishing data about the co-exhibitor (name, address, telephone, fax, e-mail, http, logo) in the list of exhibitors in the catalogue, according to the commodity groups which are an integral part of the catalogue; publishing up to 20 words about the products or service in the list of exhibitors in the catalogue, according to the commodity groups which are an integral part of the catalogue; placement of data about the co-exhibitor on the Fair internet site; application in the Fair Info-service (multimedia information system in the 'Master' Entrance Hall); one copy of the catalogue and other services according to the elements of the general terms and conditions of exhibition.

The name and address of the exhibitor (from the signed exhibition application) who registers the data about the co-exhibitor

1. _____

Name of the co-exhibitor

Country, ZIP code, city/town, street and number

Telephone

Fax

www.

E-mail

2. _____

Name of the co-exhibitor

Country, ZIP code, city/town, street and number

Telephone

Fax

www.

E-mail

3. _____

Name of the co-exhibitor

Country, ZIP code, city/town, street and number

Telephone

Fax

www.

E-mail

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 CDR, Ai, FH)

Stamp and signature of the Exhibitor

Please, turn over!

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
- Hay tedders
- Irrigation equipment
- Irrigation pumps
- 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

FOOD AND BEVERAGES

- Additives
- Alcoholic beverages
- Alimentari pastes
- Beer
- Biscuits
- Cheese
- Coffee
- Confectioners articles
- Deep frozen fruits and vegetables
- Edible oils
- Fish
- Fruit and vegetable products
- Fruits juices
- Meat and meat products
- Milk products (beverages)
- Mill products
- Natural mineral water
- Powdered products
- Sausages
- Smoked or cured meats
- Soft drinks
- Soybean
- Spices
- Spirits of fruits
- Sugar
- Teas
- Wines

ORGANIC AGRICULTURAL PRODUCTION

- Organic plant production
- Organic livestock production
- Seeds and seedlings
- Plant protection
- Soil nourishment and enrichment
- Servicing businesses in the sector of organic agricultural production

LIVESTOCK BREEDING

- Bees
- Cattle
- Fish
- Goats
- Horses
- Pigs
- Poultry

PACKING MATERIALS

- Packing materials
- Packing machines
- Plastic products

MACHINES AND EQUIPMENT FOR FOOD INDUSTRY

- Confectionery machines and equipmento
- Dairy machines
- Machines and equipment for beverage industry
- Machines and equipment for food industry
- Machines and equipment for slaughter-house
- Machines for bakeries
- Processing equipment
- Refrigerating installations
- Restaurant equipment

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

- Foil greenhouses
- Glass greenhouses
- Mills
- Silos

MEASURING INSTRUMENTS AND DEVICES

- Balances
- Laboratory equipment
- Measuring instruments and devices

SERVICES

- Carriers
- Insurance
- Leasing
- Telecommunications service
- Transport

PRODUCTS OF THE OIL INDUSTRY

- Gas equipment
- Gas distribution
- Motor oils
- Oil and oil derivates

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
- Fork lifters
- Hardware
- Industrial doors
- Joinery
- Safety doors
- 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

OTHER

- Boats
- Consumer goods
- Garden furniture
- Pools
- Publishing industry
- Shop equipment

Sugar beet shreds
 Vitamin-foods for cattle



NOVI SAD FAIR

Serbia - 21000 Novi Sad, Hajduk Veljkova 11
INTEGRATED MARKETING COMMUNICATIONS SECTOR
Phone: + 381 21/483-11-17, fax: + 381 21/483-11-23
E-mail: marketing@sajam.net

GENERAL SPONSOR



82nd INTERNATIONAL
AGRICULTURAL
FAIR
ufi
Approved
Event
E-mail: agriculture@novisadexpo.com
www.agriculture.novisadexpo.com

9 - 15/5
2015

PLEASE FILL IN THIS FORM LEGIBLY BY USING BLOCK CAPITALS

CATALOGUE DATA - INDIRECT EXHIBITOR

- The data for the catalogue can be sent by post or email it to katalog@novisadexpo.com
- In case you register more indirect exhibitors, please copy the application

DATA FOR THE OBLIGATORY APPLICATION FEE FOR THE INDIRECT EXHIBITOR (according to the pricelist from the signed exhibition application form)

If in the Exhibitor catalogue will be listed some other economic entities (manufacturers and countries of origin), these legal entities have the status of indirect exhibitors. The exhibitor shall pay to the Fair an application fee for each stated indirect exhibitor. The data about the indirect exhibitors are not listed in the catalogue under a separate letter, but are published according to the text given by the exhibitor along with the data about the exhibitor. The indirect exhibitor's application fee for the catalogue covers the following services: name of the indirect exhibitor, city and country.

Name and address of the exhibitor (form the signed exhibition application form) who registers the data about the indirect exhibitor

1. _____
Name of the indirect exhibitor

Country and City
2. _____
Name of the indirect exhibitor

Country and City
3. _____
Name of the indirect exhibitor

Country and City
4. _____
Name of the indirect exhibitor

Country and City
5. _____
Name of the indirect exhibitor

Country and City
6. _____
Name of the indirect exhibitor

Country and City

CATALOGUE

Stamp and signature of the Exhibitor



NOVI SAD FAIR

Serbia - 21000 Novi Sad, Hajduk Veljkova 11
 INTEGRATED MARKETING COMMUNICATIONS SECTOR
 Phone: + 381 21/483-11-17, fax: + 381 21/483-11-23
 E-mail: marketing@sajam.net

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 E-mail: agriculture@novisadexpo.com
 www.agriculture.novisadexpo.com

9-15/5
2015

PLEASE FILL IN THIS FORM LEGIBLY BY USING BLOCK CAPITALS

APPLICATION CONTRACT FOR MARKETING SERVICES

CLIENT	
NAME OF GENERAL MANAGER	NAME OF AUTHORISED PERSON
PLACE/COUNTRY	ADDRESS
PHONE	FAX
E-mail	www.

PRINTED MATERIAL

	CATALOGUE	EUR	ORDERED
	Sticker on front page (3 x 2.5 cm)	360/item	item
	Sticker on Map of Fair (2 x 2 cm)	81/item	item
	Stamp in the inlay 'Floor-plan of the Exhibitors'	67,50/item	item
	Column (1 cm tall) on all pages in the inlay 'Floor-plan of the Exhibitors'	288/item	item
	Stamp on the blob of the catalogue	180/item	item
	Inserting advertising inserts - delivered to the Fair	198/item	item
	Dividing cardboard - one colour page	261/item	item
	Dividing cardboard - both sides	342/item	item
	Inside colour page	162/item	item
	First inside page, colour	306/item	item
	Second cover page, colour	360/item	item
	Third cover page, colour	342/item	item
	Fourth cover page, colour	391,50/item	item
	OTHER SERVICES	EUR	ORDERED
	The right to hand out advertising material - exhibitors	370/item	item
	The right to hand out advertising material - exhibitors one day	61/item	item
	The right to hand out advertising material - non-exhibitors	500/item	item
	The right to hand out advertising material - non-exhibitors one day	98/item	item
	Advertising space of a flyer distributed to visitors	400/item	item
	Logo on billboards (60 x 40 cm) and on posters (12 x 10 cm) advertising the event	3.500/item	item
	Printed sticker at the home of the tickets	2.800/item	item
	The back of the tickets - advertising space	2.450/item	item
The abovementioned prices for graphic design services are valid in case the exhibitor delivers the design solution via e-mail or on a CD. The Fair shall provide three permanent admission tickets for the distribution of advertising material for exhibitors, and three day ticket for the distribution of advertising material for non-exhibitors. Other services related to design and prepress are negotiated separately and charged according to a valid price-list.			

MARKETING

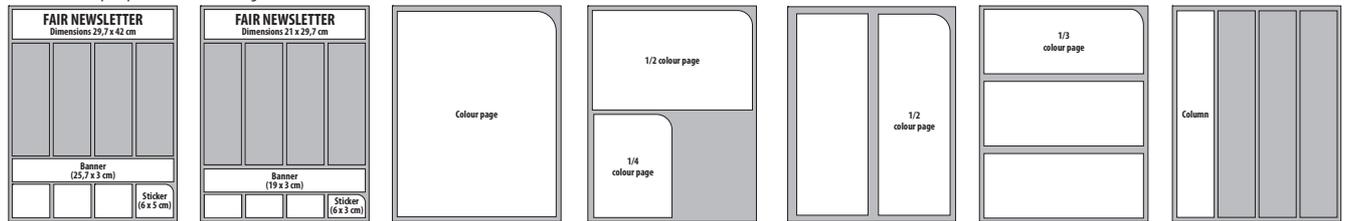
SPONSORSHIP PACKAGES AND OTHER PACKAGE OF MARKETING SERVICES ARE CHARGED BY SPECIAL OFFERS. PHONE: + 381 21 / 483-11-32

By signing this application-contract, the exhibitor has agreed to comply with the general terms and conditions for exhibiting, which are an integral part of this application-contract, and with the terms and conditions regulating payment, found on the back of this application-contract.

PRINT AND E-EDITIONS

FAIR NEWSLETTER - DAILY PAPER	EUR	ORDERED	FAIR NEWSLETTER - SPECIAL EDITION	EUR	ORDERED
Colour page	144/item	item	Colour page	288/item	item
1/2 colour page	117/item	item	Back colour page	360/item	item
1/3 colour page	99/item	item	1/2 colour page	198/item	item
1/4 colour page	90/item	item	Sticker on first colour page (6 x 3 cm)	234/item	item
Back colour page	234/item	item	Sticker on inside colour pages (6 x 3 cm)	126/item	item
Banner on inside pages (25,7 x 3 cm)	97/item	item	Banner on inside pages (19 x 3 cm)	137/item	item
Column on inside pages (6 x 38 cm)	72/item	item	Column on inside pages (4,5 x 25,7 cm)	113/item	item
Sticker on first colour page (6 x 5 cm)	171/item	item	Inserting advertising inserts	offer	
Sticker on inside colour pages (6 x 5 cm)	99/item	item	E-NEWSLETTER	EUR	ORDERED
Inserting advertising inserts for exhibitors	offer		A sticker with a link to the company site	90/item	item
Inserting advertising inserts for non-exhibitors	offer		Announcement of the company's performance at the Fair	163/item	item

FAIR NEWS BULLETIN – print and PDF version on the Novi Sad Fair web-site (Events and 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 contacts during the fair.



www.agriculture.novisadexpo.com

INTERNET SITE - BANNERS	EUR	ORDERED	INTERNET SITE - BANNERS	EUR	ORDERED
Banner on first page of website - per month *			Profile - per month *		
Size 120 x 60 pixels	150/item	item	Advertising page for sponsors	1.050/item	item
Size 180 x 150 pixels	220/item	item	Novi Sad Fair recommend - per year *		
Banner of the page of the fair event - per month *			Sticker on the same page	200/item	item
Size 120 x 60 pixels	120/item	item	* Serbian and English, with a link to the company's site		
Size 180 x 150 pixels	185/item	item			
Banner of the page of the fair event - six months *					
Rotating banner	442/item	item			
Banner on the page reserved for exhibitors, pages for Congress Centre, page for visitors, and page about us - per month *					
Size 120 x 60 pixels	80/item	item			
Size 180 x 150 pixels	90/item	item			
Banner on the page reserved for exhibitors, pages for Congress Centre, page for visitors, and page about us - six months *					
Rotating banner	442/item	item			
Banner on the page with the fairs of events and press page - per month *					
Size 180 x 150 pixels	80/item	item			
Banner on all pages of website - over 4,000 pages - per month *					
Size 120 x 60 pixels	220/item	item			
Size 180 x 150 pixels	370/item	item			

SPONSORSHIP PACKAGES AND OTHER PACKAGE OF MARKETING SERVICES ARE CHARGED BY SPECIAL OFFERS. PHONE: + 381 21 / 483-11-32

By signing this application-contract, the exhibitor has agreed to comply with the general terms and conditions for exhibiting, which are an integral part of this application-contract, and with the terms and conditions regulating payment, found on the back of this application-contract.

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

TV SHOW	EUR	ORDERED	PRODUCTION	EUR	ORDERED
Broadcasting of 1 second/spot (brought in CD, DV or DVD)	4/1 second	second	Filming and editing reportage from the stands of the exhibitors with broadcasting (up to 1 minute)	163/1 minute	minute
Broadcast video news (of 30 seconds)	65/item	item	Filming and editing reportage from the place of event (up to 1 minute), broadcasting and DVD with a broadcasted reportage	285/item	item
Streaming video events with the Fair (1 minute)	130/1 minute	minute			
Subtitle up to 10 words (design and one broadcasting)	55/10 words	words	Talk at the Fair (up to 2 minutes)	244/item	item
A sticker along with the anchor's introduction (in one show)	180/item	item	Video record of events at the Fair (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 (1 minute)	70/1 minute	minute
Inserter to 5 seconds (in a show)	203/item	item	CD or DVD with show where reports is show	4/item	imte

TV SHOW "LET'S ALL GO TO THE FAIR" – TV shows produced by the Novi Sad Fair, broadcast on 26 regional and local television stations across Serbia

DURING THE FAIR – 20-minute shows produced daily during the event and broadcast on local television stations in Novi Sad

BEFORE AND AFTER THE FAIR – 15-minute shows produced once a week and broadcast on the network of regional and local television



ADVERTISING SPACES

ENTRANCE HALL



Banner 5 x 1 m



Board 1 x 2 m

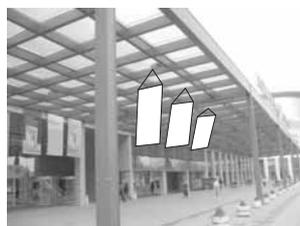
WITHIN THE FAIR SITE



Banner 3 x 1,5 m



Banner 5 x 3 m



**MAIN ENTRANCE
Flag 1,5 x 3 m**

ADVERTISING-TECHNICAL SERVICES (during fair events)

ENTRANCE HALL	EUR	ORDERED
Rental of advertising space of 5 x 1 m (tarpaulin or mesh)	130/m ²	m ²
Rental of advertising space for a brought board 1 x 2 m (tarpaulin or mesh)	90/m ²	m ²
MAIN ENTRANCE	EUR	ORDERED
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)	215/item	item
Flags (1.5 x 3 m) for a period of one month	610 item	item
WITHIN THE FAIR SITE AND IN THE HALL	EUR	ORDERED
Rental of advertising space for a brought board or brought banner	40/m ²	m ²
Rental of advertising space for a brought banner (tarpaulin or mesh) - on the Avenue of Nations at Hall 2	100/m ²	m ²
Flags (1.5 x 3 m) in 'Master' Hall	130/item	item
Flags (1.5 x 3 m) on a flagpole, without a console	70/item	item
Flags (1.5 x 3 m) on a flagpole, with a console	85/item	item
Flags (1.5 x 3 m) on a movable flagpole with a console	100/item	item
Flags (1.5 x 3 m) on a own flagpole	45/item	item
Rental of advertising space to print on concrete	41/m ²	m ²
Branding house	27/m ²	m ²

ZEPPELIN	EUR	ORDERED
Space rental for a brought zeppelin	130/item	item

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 / 483-11-32

GENERAL CONDITIONS OF CONTRACTING ADVERTISING SERVICES AND CATALOGUE

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, the exhibitor has agreed to comply with the general terms and conditions for exhibiting, which are an integral part of this application-contract, and with the terms and conditions regulating payment, found on the back of this application-contract.

MATERIAL DELIVERY DEADLINES:

The signatory applicant is obliged to deliver the material ready for print (advertisements on CDs or in electronic format) to the Novi Sad Fair not later than 15 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

Terms of termination:

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

THE CATALOGUE

- **At least 15 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 15 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

Rental and design of advertising spaces is contracted during fair events.

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 obligated to pay on behalf of the obligations of contractual relationship 10% of the ordered services (final invoice).

MANNER OF PAYMENT:

After signing the application the Fair will issue a pro-forma invoice for everything stated in the application.

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. After the service has been done the vendee will be issued the FINAL INVOICE with the stated really performed services and the calculation of taxes, in accordance with the regulations.

The Exhibitor is obliged to pay an interest rate in accordance with the law should they not fulfil their obligations from the final invoice.

By signing this application-contract, the exhibitor has agreed to comply with the general terms and conditions for exhibiting, which are an integral part of this application-contract, and with the terms and conditions regulating payment, found on the back of this application-contract.

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

SPONSORSHIP PACKAGES AND OTHER PACKAGE OF MARKETING SERVICES ARE CHARGED BY SPECIAL OFFERS. PHONE: + 381 21 / 483-11-32

DATE
PLACE
SIGNATURE ON BEHALF OF NOVI SAD FAIR

SEAL

SIGNATURE OF EXHIBITOR

SEAL



NOVI SAD FAIR

Serbia - 21000 Novi Sad, Hajduk Veljkova 11

TICKETS

Phone: + 381 21/483-11-22

Fax: + 381 21/483-11-23

E-mail: ulaznice@sajam.net

PARKING

Phone: + 381 21/483-07-13

Fax: + 381 21/483-07-15

E-mail: parking@sajam.net

GENERAL SPONSOR



82nd INTERNATIONAL
AGRICULTURAL



FAIR

E-mail: agriculture@novisadexpo.com
www.agriculture.novisadexpo.com

9-15/5
2015

PLEASE FILL IN THIS FORM LEGIBLY BY USING BLOCK CAPITALS

ORDER FORM

FULL COMPANY TITLE OF EXHIBITOR (DEPARTMENT THAT BEARS EXHIBITING COSTS)	
NAME AND SURNAME OF GENERAL MANAGER	
NAME, SURNAME AND TELEPHONE OF PERSON IN CHARGE OF EXHIBITION	
COUNTRY	
POSTAL CODE AND TOWN	ADDRESS
TELEPHONE	FAX
E-mail:	www.

ADMISSION TICKETS

	Price in EUR with V.A.T.	Number of admission tickets
· Tickets for adults	5	<input type="text"/>
· Tickets for collective visits (groups larger than 15 people)	3,5	<input type="text"/>
· Tickets for collective visits of primary, secondary schools and faculties, children between 7 and 12 years of age and pensioners	2	<input type="text"/>
· Permanent admission tickets	25	<input type="text"/>
· Annual ticket (from 1 st January to 31 st December 2015)	55	<input type="text"/>
· Semi-annual ticket (from 1 st July to 31 st December 2015)	23	<input type="text"/>

NB: Mark the number of admission tickets required in the square provided. All prices include V.A.T.

The filled in order for tickets should be delivered to the Integrated Marketing Communications Sector by e-mail: ulaznice@novisadexpo.com

PARKING

	Price in EUR with V.A.T.	Number of admission tickets
· Rental of numbered parking-space next to the 'Master' Hall	110	<input type="text"/>
· Rental of numbered parking-space next to halls 4, 5 and 6	110	<input type="text"/>
· Rental of numbered parking-space next to the cargo entrance 2	60	<input type="text"/>

NB: Mark the number of admission tickets required in the square provided.

Numbered spaces mean using parking-spaces next to the indicated halls, for unlimited admissions.

All prices include V.A.T.

The filled in order for parking services should be delivered by e-mail: parking@novisadexpo.com

DATE	PLACE
SIGNATURE ON BEHALF OF NOVI SAD FAIR	

SEAL

SIGNATURE FOR THE APPLICANT - EXHIBITOR
--

SEAL

TICKETS AND PARKING



NOVI SAD FAIR

Serbia - 21000 Novi Sad, Hajduk Veljkova 11
SECTOR OF CONGRESS ACTIVITIES
Phone: + 381 21/483-07-77, 483-07-78
Fax: + 381 21/483-02-22
E-mail: congresscentre@novisadexpo.com

GENERAL SPONSOR



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ufi Approved Event
E-mail: agriculture@novisadexpo.com
www.agriculture.novisadexpo.com

**9-15/5
2015**

APPLICATION FORM - CONTRACT FOR RENTING HALLS IN THE CONGRESS CENTRE

PLEASE FILL IN THIS FORM LEGIBLY BY USING BLOCK CAPITALS

FULL NAME OF THE COMPANY	
PLACE/COUNTRY	
ADDRESS	
CONTACT PERSON	PHONE/FAX
E-MAIL:	WWW.

TERMS - FILLED IN BY RENTER

HALL: _____	DATE: _____	TIME: _____
-------------	-------------	-------------

TERM APPROVED - FILLED BY THE FAIR

HALL: _____	DATE: _____	TIME: _____
-------------	-------------	-------------

HALL RENTAL	PRICES IN EUR		ORDERED
	RENTAL HALL UP TO 1 HOUR	RENTAL HALL OVER 1 HOUR	
HALL UP TO 50 SEATS	200	150	
HALL UP TO 100 SEATS	280	240	
HALL UP TO 200 SEATS	460	420	
HALL UP TO 400 SEATS	800	720	
HALL UP TO 600 SEATS	1.300	1.200	
SALHALL UP TO 1.000 SEATS	1.500	1.350	
GRAND HALL UP TO 350 SEATS	600	550	

BOOKING OF ADDITIONAL SERVICES

<input type="checkbox"/> Ordering cocktails _____	<input type="checkbox"/> Translation _____
<input type="checkbox"/> Flower arrangements _____	<input type="checkbox"/> System for translation _____
<input type="checkbox"/> Boards for poster sessions _____	<input type="checkbox"/> System for voting _____
<input type="checkbox"/> Filming events _____	<input type="checkbox"/> Organisation of press conferences _____
	<input type="checkbox"/> _____

In agreement with the applicant, for additional services a separate offer will be issued.

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.

THE FOLLOWING TERMS AND CONDITIONS FOR PAYMENT ARE ACCEPTED:

- The FAIR shall issue a PRO-FORMA INVOICE to the Renter, covering all services requested in the application form. The Renter is obliged to settle the bill completely before the beginning of the event. Booking shall be deemed final and confirmed only after the payment has been made.
- After the event has finished, the Renter shall be issued a FINAL INVOICE, covering all serviced actually rendered and including all taxes, in accordance with the relevant law.
- The Renter is obliged to pay the whole amount stipulated in the FINAL INVOICE until the deadline stipulated in the FINAL INVOICE.
- The Renter is obliged to pay an interest rate should they not pay the whole amount until the deadline stipulated in the FINAL INVOICE.

By signing this application contract, the Renter has agreed to accept the general terms and conditions, payment methods and conditions stipulated in this application-contract.

Once submitted, the application is irrevocable and legally binding, unless cancelled in writing seven (7) days prior to the fair event.

In the event of cancellation / termination of this Contract in a period shorter than seven (7) days before the event, the Lessee is obligated to pay on behalf of arising liabilities from the contractual relationship the full amount of the last invoice issued pursuant to this Contract, whether using lease or not, and the Fair reserves the right to issue contracted services to another user.

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

DATE	PLACE
SIGNATURE ON BEHALF OF NOVI SAD FAIR	

SEAL

SIGNATURE OF RENTER

SEAL

GENERAL RENTING TERMS AND CONDITIONS

Article 1

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, floppy, USB drive)
- audio (Radio, CD, DVD, Mic, PC)
- video (DVD, DV, SVHS, VHS)
- 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, floppy, USB drive)
- audio (CD, DVD, Mic, PC)
- video (DVD, DV, SVHS, VHS)
- 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

Article 2

Catering - Catering services are the subject of the separate agreement. If the realization of the event requires only a suitable restaurant space, equipment, inventory and service of serving and does not require a complete catering services, the Lessee is obligated that by the current price list and by the special contract arrange this service and pay appropriate fee.

Article 3

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.

Article 4

The Renter is responsible for possible damage to the equipment which is an integral part of the rented space during the renting period.



NOVI SAD FAIR

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