

**APPLICATION FORM**

Fair: **LJUBLJANSKI POHIŠTVENI SEJEM 2008**
 Fair term: **3 – 9 November, 2008**
 Application deadline: **1 June, 2008**

GOSPODARSKO RAZSTAVIŠČE d.o.o.
 Dunajska cesta 18, SI-1000 Ljubljana,
 SI-1001 Ljubljana, p.p. 3517, Slovenia
 ID tax NO.: SI87878879
 tel.: +386/1/300 26 00
 fax: +386/1/300 26 49
<http://www.ljubljanafair.com>

1/ Data on the exhibitor

Exhibitor's full company/organisation name

Postcode/Zip, City

Address

Telephone

Telefax

E-mail

Website

Full bank address and SWIFT code

Bank account number, IBAN

Managing Director/CEO (First name, Last name)

Contact person (First name, Last name)

Contact person's e-mail

Contact person's telephone

ID tax No.

Corporate taxpayer (please circle) YES NO

Classification of the exhibitor (please circle)

Manufacturer Importer Trader Publisher Society / Association Other

2/ Text for the obligatory inscription in the catalogue

A/ Exhibition programme (please list the products and services to be exhibited – max. 30 words)

B/ Exhibition programme according to activities (please list the categories from the attached document »Exhibition programme by activities«)

List the companies you officially represent on the exhibition:

Company / Organisation	City	Country	Exhibits

Novelties you are going to present at this Fair:

3/ We are placing order on indoor unequipped exhibition space:

_____ sqm of row space (1 open side)
 _____ sqm of corner space (2 open sides)
 _____ sqm of front space or island space
 (3 or 4 open sides)

4/ We are placing order on _____ sqm of outside exhibition space

5/ We are placing order on _____ pcs. business coupons (5,00 EUR VAT, included per executed coupon will be billed)

6/ Prices:

1 sqm of the exhibition space in row (1 open side)	85 EUR
1 sqm of the exhibition corner space (2 open sides)	90 EUR
1 sqm of the exhibition front or island space (3 or 4 open sides)	100 EUR
1 sqm of outside exhibition space	65 EUR
obligatory inscription in the catalogue	130 EUR
registration fee for the fair	130 EUR

In hall B basement and A galery we approve 10% discount on exhibition space
 In assembly-halls we approve 5% discount on exhibition space

The TAX is not included and is to be paid by Exhibitor. Organiser reserves the right to change the prices by applying article 112 of Slovene Code of Obligations in case of the "effect of changed circumstances", which Organiser could not predict at the time of setting the prices.

7/ We hereby confirm that we have read and understood the terms and conditions as set out overleaf and that we irrevocably and exclusively recognise and accept these terms and conditions as contents of our offer to Organiser. The "Order form and supplement to Application form - technical fittings and stand equipment" will become an appendix to this Application and an integral part of the Application when confirmed and signed by Exhibitor and received by Organiser.

8/ Please complete this application form legibly and return one signed and stamped copy to the following address: **Gospodarsko razstavišče d.o.o.**, Dunajska cesta 18, SI-1000 Ljubljana, Slovenia.

Place and Date of Signing:

Company Stamp:

Signature:

Exhibition conditions

1. General provisions

- The Application Form is also acceptance of the offer. The Form is filled in by the exhibitor, who should also submit it to the organiser by due date specified as the application deadline. The Form should be sent to the organiser's address: Gospodarsko razstavišče d.o.o. Dunajska cesta 18, 1000 Ljubljana.
- Application Forms without signature of the authorised person shall not be valid.
- For exhibitors the Application Form is legally binding and irrevocable.
- The organiser will not consider or accept Application Forms containing reservations or proposals for amendments to the conditions.
- The Exhibition conditions specified in the Application Form, Order Form – Technical Connections and Stand Equipment, and Addendum to the Application Form are applicable to all events (fairs, exhibitions, and other events).
- Prices, which are valid for the event, are stated on the front page of the Application Form. Specification of the exhibition programme is the condition for the exhibitor to participate in the event. The exhibitor may exhibit the listed exhibition objects only.
- The organiser reserves the exclusive right to decide upon admitting the offers (Application Forms). The organiser as well is not obliged to consider Application Forms received after due date.
- The minimum exhibition space the exhibitor can order is 6 square metres of unequipped indoor exhibition stand and 6 square metres of unequipped outdoor exhibition stand.

2. Granting the exhibition stand

Domestic and foreign exhibitors, whose exhibition objects and services comply with the event programme, may exhibit in the event. Commercial representatives and importers may exhibit products of the companies they represent. It is the organiser who decides upon admitting the exhibitor and granting them the exhibition stand, as it is in the organiser's interest the event to be successful. In order to optimise the exhibition surfaces, the organiser has the right to allocate a space with less open sides than ordered by the exhibitor. The organiser reserves the right to grant up to approximately 30% less exhibition stand or 10% more. Any modification of the granted exhibition stand should be previously approved by the organiser. The organiser may displace or close the entrance and exit doors of halls, and, if necessary, perform other modifications of the exhibition space. Should the organiser for whatever reason not be able to give at disposal the already granted stand to the exhibitor, the exhibitor is entitled to the reimbursement of the paid amount.

3. Cancellation of the Application Form

The exhibitor may terminate the Application Form already concluded only with a written statement. In that case the exhibitor shall pay the organiser:

- 40 % of the price of the exhibition stand in case of applicant's cancellation more than 30 days prior to the beginning of the event;
- 100 % of the price of the exhibition stand in case of applicant's cancellation less than 30 days prior to the beginning of the event.

4. Registration fee, the obligatory inscription into the exhibition catalogue

Every exhibitor undertakes to pay the exhibition registration fee and obligatory inscription into the exhibition catalogue. The data in the catalogue are in the Slovene and English language.

The exhibitor shall supply the data for the inscription into the catalogue 45 days prior to the beginning of the event at the latest. If the data are supplied later than 45 days prior to the beginning of the event, or they fail to supply the data, only the general data about the exhibitor will be included in the catalogue. The organiser reserves the right to properly shorten and adjust the content of the inscription but is not responsible for any possible mistakes.

5. Payment

The exhibitor undertakes to pay for the exhibition stand, registration fee for the fair, and the obligatory inscription into the exhibition catalogue at the prices stipulated and stated in the Application Form.

The stated prices do not include Value Added Tax, which is to be paid by the exhibitor. Once the Application Form is signed and submitted to the organiser, the exhibitor will receive a pro forma invoice, which shall be paid on the whole within due date on the pro forma invoice. Payment of the pro forma invoice is the condition for the admission (participation) on the exhibition. The organiser undertakes to issue an invoice in pursuance with positive legislation to the exhibitor. In case the payment term is exceeded, the organiser may charge the legal penalty interests. The exhibitor can object to the invoice only in written form and within 8 days after its receipt.

If the exhibitor objects only to one part of the invoice, they are obliged to settle the undisputed part of the invoice within due date and in the way provided in the Application Form.

6. Confirmation of the allocation of the exhibition space

On the basis of the settled pro forma invoice the organiser issues an invoice for the prepayment to the exhibitor, thus confirming the allocation of the exhibition space.

7. Cancellation of the allocation of the exhibition space

The organiser has the right to refuse the Application Form or annul the issued confirmation stated in the item 6 of the Application Form in the following cases:

1. if at the time of application the exhibitor is in settlement, bankruptcy, or winding-up proceedings;
2. if there are outstanding debts of the exhibitor towards the organiser, arising from the past;
3. if the objects to be exhibited in the event do not suit the topic of the event;
4. if the exhibitor fails to supply documents required by the organiser (stated in the Item 14);
5. if the Application Form is received after due date;
6. if the exhibitor does not pay proforma within the stated term.

8. Term and place of exhibition

If the exhibition has to be postponed or started earlier, if its duration has to be shortened or extended, or the exhibition has to be re-located, the exhibitors do not have the right either to cancel the participation in the exhibition or claim indemnity.

9. Technical conditions

Exhibitors shall submit to the organiser an outline (scheme) of the set-up and equipment of their exhibition stand. The schemes are to be confirmed by the organiser prior to assembling.

The height of the exhibition stand may not exceed 250 cm. If higher exhibition stand is wanted, it is necessary to obtain organiser's permission. When assembling the exhibition stand, the exhibitor may not usurp the area beyond their allocated exhibition space.

10. Permanent tickets for exhibitors

After confirmation of the exhibition space the exhibitor receives free-of-charge permanent tickets for exhibitors. Permanent tickets bear the name and photo of the user and are not transferable.

In case of misuse of permanent ticket the organiser reserves the right to withdraw them.

The exhibitor is entitled to two permanent tickets for each allocated space, and one ticket for each 10 square metres of the exhibition space, however, 10 at the utmost. If the exhibitor needs more tickets, they may purchase them at the prices published in "Instructions for exhibitors".

11. Assembling, disassembling

Assembling and disassembling shall be registered prior to their beginning. The assembling and disassembling terms stated in the "Instructions for exhibitors" are to be strictly observed. If the disassembling term is exceeded, the organiser has the right to disassemble the exhibition stand at expense and risk of the exhibitor. When disassembling is completed, the exhibitor shall restore the stand into its original state; otherwise, the exhibitor is obliged to compensate the organiser for the whole damage.

When setting and equipping the exhibitions stand, during the assembling, the event, and disassembling the exhibitor or their contractor shall above all consider and act in compliance with:

- regulations on safety and health at work;
- regulations on fire safety;
- general conditions of work on the exhibition grounds (stated on the organiser's web page);
- "Instructions for exhibitors" that receive them with the allocation of the exhibition space.

The exhibitor is not allowed to remove exhibits from the exhibition stand until the event is over. The exhibitor is allowed to leave the exhibition stand only on the basis of a written approval of the organiser.

12. Guarantee and insurance

- a) The organiser will not be held responsible neither for any damage, loss, destruction, or theft of the property of the exhibitor or their contractor (exhibits, equipment, and other), their staff and third persons, or damage occurred to the exhibitors or their contractors, their staff and third parties, caused by fire, storm, hail, strokes of lightning, breakage, water outflow, theft, or for whatever other reason.

The organiser will not be held responsible for any damage, loss, destruction, or theft occurred to third parties as well as not for any injuries of third parties caused by the exhibitor or their contractor at the stand or on the exhibition grounds.

The exhibitors and their contractor, respectively, obtain the corresponding insurances at their own expense.

- b) The exhibitor and their contractors, respectively, will be held responsible for any damage or injury caused to the organiser and/or third party at the exhibition stand or on the exhibition grounds by them or their staff.
- c) The organiser does not assume any guarantee for vehicles left on the on the exhibition ground or parking places by exhibitors, people from their staffs or authorised persons and their contractors.
- d) The exhibitor is not allowed to lease the granted exhibition stand or advertising space or their parts to any third parties. In case of violation the organiser reserves the right to charge the exhibitor additional 100% of the price of the granted exhibition stand and advertising space, respectively.

13. Presentations

At the latest 8 days before the beginning of the exhibition, the exhibitor has to notify the organiser in written form about any events to be held on the granted exhibition space (e.g. musical show).

The organiser has the right to restrict or prohibit presentations that cause noise, dirt, dust, gas escape or in whatever way hinder the course of the event, in spite of the fact that the organiser has already issued a written consent for presentations. Presentations may be performed exclusively on the granted exhibition stand.

14. Operation of the exhibitor – documents

Before confirmation of granting the exhibition stand the exhibitor has the right to require from the exhibitor submission of the following documents:

- Business permit or business registration certificate issued by a relevant authorised office and proving that the exhibitor fulfils the conditions of conducting business as set by law;
- Relevant sanitary and veterinary certificate issued by an authorised inspectorate if the exhibitor plans to trade in foodstuffs and general consumer goods, to organise food testing or demonstration of general consumer goods or perform catering services;
- Evidence on insurance of persons and objects.

The organiser has the right to cancel the participation of the exhibitor if the exhibitor fails to supply the required documents.

15. Photographing and drawing

The organiser has the right to take photographs of the exhibition stands and exhibits, as well as draw them, or shoot them on a film or video tape. The obtained material may be used by the organiser for personal or general use. The organiser renounces all contestations arising from copyright. It is not allowed to photograph, draw or shoot exhibition stands without the permission of the organiser. The only exception is the exhibitor's own stand.

16. Cleaning of the exhibition stand

The organiser provides for the cleaning of the exhibition grounds and passages in halls. Cleaning of exhibition stand is the responsibility of each exhibitor; however, upon an order, cleaning may be assumed by the organiser at the expense of the exhibitor.

17. Jurisdiction

The organiser and the exhibitor will settle all eventual disputes in an amicable way. In case a dispute cannot be settled in this way, the organiser and exhibitor agree to confer jurisdiction to the competent court in Ljubljana.