



53rd INTERNATIONAL
FAIR OF TOURISM
 17 - 19/11/2022



NOVI SAD FAIR



E-mail: turizam@sajam.net

APPLICATION - CONTRACT FOR PARTICIPATION

PLEASE FILL IN BLOCK CAPITALS

COMPANY NAME	COUNTRY		
CONTACT PERSON	TELEPHONE/CELLULAR PHONE		
V.A.T. (Number)	POSTAL CODE, TOWN ADDRESS		
E-MAIL	WWW.	APPLICATION DEADLINE 14th October 2022	

1	EXHIBITING AREA IN HALL	EUR/m ²	ORDERED
	Rental without stand construction	30	m ²
	Stand construction	27	m ²

The price of renting the exhibition space in the hall also includes the space for the presentation at the virtual Fair of Tourism as follows:

- For the stand of up to 50 m² – Online Classic Package*
- For the stand over 51 m² – Online Premium Package*

* The description of services for Classic and Premium Online Packages are specified at the back of the page (Description 1.1)

2	RENTING SPACE AND STANDARD STAND IN THE HALL	TYPE "A"	TYPE "B"	TYPE "C"
	<i>The description of services - at the back of the page (Description 2.1)</i>	12 m ² (4 x 3 m)	16 m ² (4 x 4)	20 m ² (5 x 4 m)
	EUR/item	280	370	460
	ORDERED	item	item	item

3	SPECIAL OFFER	TYPE "A"	TYPE "B"	TYPE "C"
	STANDARD STAND IN THE HALL AND QUALITY APPRAISAL	12 m ² (4 x 3 m)	16 m ² (4 x 4)	20 m ² (5 x 4 m)
	Large hotels (over 150 beds)	/	/	770 EUR
	Medium large hotels (from 81 to 150 beds)	/	620 EUR	/
	Small hotels (up to 80 beds), motels, spas, tourist organisations	470 EUR	/	/
	ORDERED	item	item	item

4	QUALITY APPRAISAL	EUR/item	ORDERED
	Large hotels (over 150 beds)	500	item
	Medium large hotels (from 81 to 150 beds)	400	item
	Small hotels (up to 80 beds), motels, spas, tourist organisations	300	item
	Cafes, pastry shops, pizzerias, etc.	100	item
	Apartments, b&b places, private accommodation, camping sites, tourist agencies, restaurants, patisseries, tourist events, education institutions in tourism, other institutions, facilities and services	200	item
	Equipment for hotels and catering	80	item
Exhibitors at the Fair of Tourism are entitled to a 20% discount on the specified prices for quality appraisal.			

Information about facilities and services for the evaluation of quality that have been applied for by means of a special offer or individually (Items 3 and 4) shall be delivered using the Form given at the back of the page.

5	COMPULSORY CATALOGUE LISTING	EUR/item	ORDERED	TICKETS	EUR/item	ORDERED
	Exhibitor	165	item	For adults	3	item
	Co-exhibitor	140	item	Collective visits (15 and more people)	2,5	item
	Indirect exhibitor	90	item	Permanent admission	10	item

6	NUMBERED PARKING-SPACE	EUR/item	ORDERED	NUMBERED PARKING-SPACE	EUR/item	ORDERED
	VIP area (behind "Master" Hall)	15	item	Reserved area (in fair parking lots)	15	item

- NOTE:**
- PRICES OF TICKETS AND PARKING ARE WITH V.A.T. INCLUDED, AND OTHER PRICES DO NOT INCLUDE V.A.T. ACCORDING TO THE LEGAL REGULATIONS IN POWER AT THE TIME WHEN THE SERVICE IS PROVIDED. V.A.T. IS COVERED BY THE BUYER.
 - BY SIGNING THIS APPLICATION-CONTRACT, EXHIBITOR AGREES WITH GENERAL TERMS AND CONDITIONS OF CONTRACTING, WHICH MAKE CONSTITUTENT PART OF PRESENT APPLICATION-CONTRACT, AS WELL AS WITH MANNER OF PAYMENT SPECIFIED IN GENERAL TERMS AND CONDITIONS. IN CASE OF LEGAL DISPUTE, THE RESOLUTION SHALL FALL WITHIN THE RESPONSIBILITY OF A COURT IN NOVI SAD.
 - APPLICATION IS IRREVOCABLE AND OBLIGES THE EXHIBITOR UNLESS CANCELLED IN WRITING FORM (OFFICIAL LETTER) 30 DAYS BEFORE THE OPENING OF THE EVENT.

FILLED BY NOVI SAD FAIR

Confirm the renting of exhibiting space _____ m² Hall _____

Novi Sad, _____ Seal _____



Date _____ Signature of Novi Sad Fair _____





FILLED BY EXHIBITOR

Name and surname of the authorized person

Seal _____

Signature _____

1.1 SERVICE PACKAGES FOR THE ONLINE FAIR		TYPE "CLASSIC" (up to 50 m ²)	TYPE "PREMIUM" (over 51 m ²)
www.expoonline.rs			
Participation at B2B meetings		✓	✓
Information about the exhibitor		Logotype / Text "About us" up to 1,000 characters Address / Website / Contact Up to five email addresses and telephone numbers	Logotype / Text "About us" up to 1,500 characters Address / Website / Contact Up to ten email addresses and telephone numbers
Products and services - Presentation of the assortment of products and services		Up to 6 photographs	Up to 8 photographs
		Photos 1200x800 pixels in JPG format up to 1 MB. Up to 500 characters of text with each photo.	
Fair offer		Up to 10 products/services	Up to 15 products/services
		Submit a maximum of three 1200x800 pixel photos in JPG format up to 1 MB with each products/services. With each products/services, text up to 500 characters.	
Advertising materials		Four PDF documents	Six PDF documents
		Maximum size up to 15 MB per PDF.	
Video material		2 files	4 files
		Deliver the link by Wetransfer for a maximum of one hour per file.	
Contact person during the Fair, e-mail, telephone		✓	✓
Possibility of organizations online events	<input type="checkbox"/> Conference or webinar		1x up to 60 minutes
	<input type="checkbox"/> Broadcast a recorded presentation		2x up to 60 minutes

2. 1. STANDARD STANDS IN THE HALL		TYPE "A" 12 m ² (4 x 3 m)	TYPE "B" 16 m ² (4 x 4)	TYPE "C" 20 m ² (5 x 4 m)
Equipped Area				
Partition walls		✓	✓	✓
Inscription of the company		✓	✓	✓
Carpet disposable		✓	✓	✓
Information desk		1	1	1
Table/Chairs		1/4	1/4	1/4
Information desk chair		1	2	2
Storage room with curtain		✓	✓	✓
Lighting 150/300 W		2	3	4
Electric receptacle up to 15 kW		✓	✓	✓
Parking		1	1	1
Passes for exhibitors		2	2	2
Compulsory catalogue listing Information about the exhibitor		Logotype / Text "About us" up to 500 characters / Address / Website / Contact / Up to three email addresses and telephone numbers		
SERVICE PACKAGE AT THE ONLINE FAIR www.expoonline.rs TYPE "BASIC"				
Participation at B2B meetings		✓		
Products and services - Presentation of the assortment of products and services		Up to 4 photographs Photos 1200x800 pixels in JPG format up to 1 MB. Up to 500 characters of text with each photo.		
Fair offer		Up to 5 products/services / Submit a maximum of three 1200x800 pixel photos in JPG format up to 1 MB with each products/services. With each products/services, text up to 500 characters.		
Advertising materials		Two PDF documents / Maximum size up to 15 MB per PDF.		
Video material		1 file / Deliver the link by Wetransfer for a maximum of one hour per file.		
Contact person during the Fair, e-mail, telephone		✓		

3.1. DATA ON FACILITIES AND SERVICES FOR QUALITY APPRAISAL

TYPE OF FACILITY	
NAME OF FACILITY	
N.B.	



APPLICATION - CONTRACT FOR ADDITIONAL SERVICES

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

1	ADDITIONAL EQUIPMENT	EUR/m ² /item	ORDERED	CONNECTORS	EUR/item	ORDERED
	Kitchenette utilisation with water connection	180	item	Water faucet	95	item
	Utilisation of sink	42	item	Electric receptacle of up to 15 kW	60	item
	Utilisation of boiler	42	item	Electric receptacle of over 15 kW	65	item
	Utilisation of refrigerator	75	item	ADDITIONAL SERVICES	EUR/m²	ORDERED
	Plasma TV 42"	35	day	Cleaning	0,80	m ²
	Laminate	12	m ²	Branding stand	15	m ²

2	STANDARD STANDS AT THE ONLINE FAIR	TYPE "BASIC"	TYPE "CLASSIC"	TYPE "PREMIUM"
	<i>The description of services is on the page 2</i>	www.exponline.rs		
	EUR/item	300	450	500
	ORDERED	item	item	item

3	CONGRESS CENTRE SERVICES	EUR/hour	ORDERED	CATERING	EUR/person	ORDERED
	Hall up to 50 seats	130	hour	Refresh break (coffee, tea, water, juice)	2,5	person
	Hall up to 100 seats	180	hour	Selection of various bites (basic menu)	15	person
	Hall up to 200 seats	280	hour	DATE _____		
	Grand Hall (350 seats)	350	hour	TIME _____		
	Online Event	400	hour			

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

Note:

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

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

One license is one user, or one device.

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

- NOTE:**
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FILLED BY NOVI SAD FAIR	
Novi Sad, _____	Seal _____
date _____	Signature of Novi Sad Fair _____

FILLED BY EXHIBITOR	
Seal _____	Name and surname of the authorized person _____
	Signature _____



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FAIR OF TOURISM
 17 - 19/11/2022



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APPLICATION - CONTRACT FOR MARKETING SERVICES PLEASE FILL IN BLOCK CAPITALS

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

PRINTED MATERIAL

	CATALOGUE	EUR/item	ORDERED
<p>CATALOGUE</p> <p>Sticker on front page (3 x 2.5 cm)</p> <p>Sticker on Map of Fair (2 x 2 cm)</p> <p>Stamp (2 x 2 cm) in the entry floor-plan of the Exhibitors</p>	Sticker on front page (3 x 2.5 cm)	130	item
	Sticker on Map of Fair (2 x 2 cm)	50	item
	Sticker on the floor map (2 x 2 cm)	30	item
	Inserting advertising inserts - delivered to the Fair	85	item
	Dividing cardboard - one colour page	100	item
	Inside colour page	70	item
	Inside black-and-white pages	55	item
	First inside page, colour	175	item
	Second cover page, colour	220	item
	Third cover page, colour	200	item
	Fourth cover page, colour	270	item

	OTHER SERVICES	EUR/item	ORDERED
<p>NOVI SAD FAIR TICKET</p> <p>Sticker (company logo)</p> <p>BILLBOARDS</p> <p>Sticker on billboards (60 x 40 cm)</p>	The right to hand out advertising material - exhibitors*	105	item
	The right to hand out advertising material - non-exhibitors **	220	item
	The right to hand out advertising material - exhibitors (one day) *	30	item
	The right to hand out advertising material - non-exhibitors (one day) **	60	item
	Logo on billboards (60 x 40 cm) and on posters (12 x 10 cm) advertising the event	1.750	item
	Printed sticker at the home of the tickets	1.478	item
	The back of the tickets - advertising space	1.130	item

* The Fair shall provide three day ticket for the distribution of advertising material for exhibitors. ** The Fair shall provide three day ticket for the distribution of advertising material for non-exhibitors. The abovementioned prices for graphic design services are valid in case the exhibitor delivers the design solution via e-mail or on a CD. Other services related to design and prepress are negotiated separately and charged according to a valid price-list.

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

TV SHOW	EUR	ORDERED	PRODUCTION	EUR	ORDERED
Broadcasting of 1 second/spot (brought in CD)	4/second	second	Filming and editing reportage from the stands of the exhibitors (up to 1 minute)	170/item	item
One report broadcast of 30 seconds	40/item	item	Filming and editing reportage from the place of event (up to 1 minute), broadcasting and CD with a broadcasted reportage	270/item	item
Streaming video events with the Fair	81/minute	minute			
Subtitle up to 10 words (design and one broadcasting)	30/item	item	Talk at the Fair (up to 2 minutes)	130/item	item
A sticker along with the anchor's introduction (in one show)	70/item	item	Video record of events at the Fair (up to 1 minute)	81/minute	minute
The host mentions the company's name (in one show)	45/item	item	Video of the event - award presentation (up to 1 min.)	70/minute	minutae
Inserter to 5 seconds (in a show)	90/show	show	CD with show where reports is show	5/item	item



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

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.
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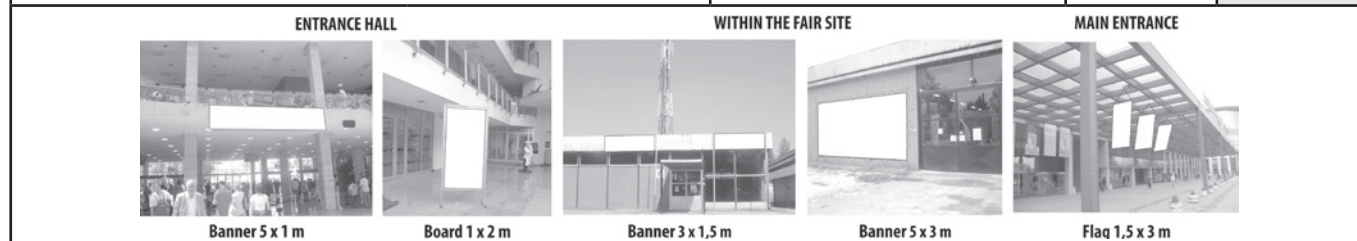
www.sajam.net					
INTERNET SITE - BANNERS	EUR/item	ORDERED	INTERNET SITE - BANNERS	EUR/item	ORDERED
Banner on first page of website - per month *			Banner of the page of the fair event - per month *		
Size 970 x 90 pixels	220	item	Size 970 x 90 pixels	130	item
Size 180 x 150 pixels	180	item	Size 250 x 250 pixels	180	item
Banner on all pages of website - over 4,000 pages - per month *			Banner on the page reserved for exhibitors, page for visitors, and page about us - per month *		
Size 970 x 90 pixels	360	item	Size 970 x 90 pixels	95	item
Size 250 x 250 pixels	500	item	Size 250 x 250 pixels	117	item
Banner on the page with the fairs of events and press page - per month *			Profile - per month *		
Size 250 x 250 pixels	95	item	Advertising page for sponsors	765	item
* Serbian and English, with a link to the company's site					

www.facebook.com/novosadskisajam		
Promotion on the Facebook page of the Novi Sad Fair - per month	EUR/item	ORDERED
Placing information, tagging and shuffling customer information	130	item

www.instagram.com/novosadski_sajam		
Promotion on the Instagram profile of the Novi Sad Fair - per month	EUR/item	ORDERED
Placing information, tagging and shuffling customer information	130	item

www.youtube.com/user/Novosadskisajam		
Promotion on the YouTube channel of the Novi Sad Fair - per month	EUR/item	ORDERED
Placing information	130	item

ADVERTISING SPACES - ADVERTISING-TECHNICAL SERVICES (during fair events)					
MAIN ENTRANCE	EUR/item	ORDERED	ENTRANCE HALL	EUR/m ² /item	ORDERED
Rental of advertising space 5 x 1 m for a brought board or brought banner 2 x 3 m (tarpaulin or mesh)	1.305	item	Rental of advertising space for a brought banner 5 x 1 m (tarpaulin or mesh)	55	m ²
Flags (1.5 x 3 m)	145	item	Rental of advertising space for a brought board 1 x 2 m	35	m ²
Flags (1.5 x 3 m) for a period of one month	205	item	WITHIN THE FAIR SITE AND IN THE HALL	EUR/m²/item	ORDERED
			Rental of advertising space for a brought board or brought banner 1 x 2 m	35	m ²
UPON SPECIAL REQUESTS			Flags (1.5 x 3 m) in 'Master' Hall	900	item
An option to rent advertising space on the facade of the Novi Sad Fair over a period of one month novior one year					



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

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 - APPLICATION IS IRREVOCABLE AND OBLIGES THE EXHIBITOR UNLESS CANCELLED IN WRITING FORM (OFFICIAL LETTER) 20 DAYS BEFORE THE OPENING OF THE EVENT.

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

GENERAL TERMS AND CONDITIONS OF CONTRACTING

1. INTRODUCTORY NOTES

1.1. Categories of participants at the Fair:

EXHIBITORS - companies, institutions, organisations that want to cooperate with the Novi Sad Fair through the presentation of products and/or services and rent certain exhibition space for that.

CO-EXHIBITORS - economic entities that present themselves at the stand rented by exhibitors. The obligation of the exhibitor is to report the presence of co-exhibitors at the stand and the manner and the scope of mandatory entry in the Catalogue and other services provided by co-exhibitors is defined in the Item 4.4 of the General Terms and Conditions

INDIRECT EXHIBITORS - economic entities (producers and countries of origin) that do not exhibit at the Fair but that have business relationship with the exhibitor and that want to be specified in the Catalogue of exhibitors. The exhibitor shall pay the registration fee for every specified indirect exhibitor and the manner and the scope of services provided by indirect exhibitors is defined in the Item 4.4 of the General Terms and Conditions

BUSINESS VISITORS - audience that is interested in attending events and that is coming at the invitation of participants and the organiser of the Fair.

ADVERTISERS - companies that recognise events organised by the Novi Sad Fair as an excellent opportunity for their visibility and for the promotion of their companies, products and services they provide to participants.

1.2. Categories of Services for Participants at the Fair:

1.2.1. EXHIBITING AT THE FAIR - by accepting ordered rent of equipped/not equipped exhibition space, the status of the exhibitor at the Fair shall be acquired. Irrespective of the date of application, all exhibitors shall be obliged to accept the General Terms and Conditions for the exhibition, which makes the integral part of the Application Form - Agreement for Participation.

In addition to selected rented space services, every exhibitor shall be obliged to pay the registration fee for the Catalogue (within this service, exhibitors shall have the right to be registered in the official database of exhibitors, co-exhibitors and indirect exhibitors - the Catalogue; basic internet connection and presentation at the Virtual Fair of Tourism, at the Platform expoonline.rs (Item 4.1 of the General Terms and Conditions) in accordance with the size and type of rented exhibition space in the real environment of the Fairgrounds. The exhibitor shall be entitled to use services at the Virtual Fair from the moment of payment for accepted Application Form until the end of 2022. By applying for the exhibition at the Fair, the exhibitor shall be entitled to have B2B meetings with tour operators that will be brought by the organiser for the business visit of the Fair.

1.2.2. TECHNICAL SERVICES AND ADDITIONAL EQUIPMENT - the construction and equipping of the exhibition space shall be agreed directly with the Fair and this includes the design of the stand, the execution of works at the stand (assembly of the structure, temporary electric and water supply installations), professional and technical supervision. **The exhibitor may carry out the construction and the arrangement of the exhibition area in the manner as follows:**

- Engaging Novi Sad Fair, in which case design certification is not charged;
- If exhibitor independently carries out work or engaging other contractors will be charged design certification in the amount of 2,75 EUR/m² (VAT not included) for indoor area.

1.2.3. PRESENTATION AT THE ONLINE FAIR - at the Platform expoonline.rs. All exhibitors shall be enabled to present themselves in the virtual environment in the real space of the Fairgrounds from the moment their Application Form has been accepted and after they have settled their obligations towards the Fair until the end of 2022. **Only exhibitors and co-exhibitors that are registered at the Platform expoonline.rs can organise meetings with business and overall audience. Visitors (individuals and legal entities) and media can only be initiators of meetings that can either be accepted or rejected by exhibitors and co-exhibitors. B2B and B2C meetings (not public) and streamed webinars, promotions and presentations shall be enabled at the Platform.**

1.2.4. MARKETING SERVICES - can be realised before and during the event with reference to the promotion of participants of the Fair by means of the following channels and tools (in the Catalogue of the Fair; on tickets, billboards, posters; on the website of the Novi Sad Fair; in TV shows of the Fair "Let's go to the Fair"; on advertising areas within the Fairgrounds ...). All services are specified in the Price List of the Fair and sponsorship packages that also enable presence in advertisements and in PR campaigns for events of the Fair shall be governed by means of special offers.

1.2.5. TICKETS AND PASS CARDS - on the basis of the electronic control system, all pass cards and tickets shall have a bar code on them. With reference to the size of the exhibition space applied for, exhibitors shall be entitled to corresponding **exhibition pass cards** that will be valid during the whole time of the event at the Fair. In addition, all participants of the Fair can provide one-time **tickets for adults and/or children** (up to 15 years of age) for **collective visits** (groups of more than 15 people), as well as **permanent tickets** that will be valid during the whole time of the event at the Fair.

1.2.6. PARKING LOTS - within the premises of the Fair, shall be provided for exhibitors and business visits at previously designated positions and, in accordance with the exhibition space that has been applied for, the exhibitors shall be entitled to corresponding parking lots in the duration of the Fair event. All other requirements for additional parking lots within the premises of the Fair shall be governed by special Application - Order Form and shall be invoiced in accordance with the applicable Price List.

1.2.7. INTERNET - higher speeds for different requirements of participants at the Fair shall be ordered additionally for all days of the Fair. This implies two options - 10/1 Mb/s unlimited and 16/16 Mb/s unlimited. Special user passwords shall be provided for these services.

1.2.8. CONGRESS CAPACITIES - for the purpose of holding conferences, congresses, educational and promotional gatherings, shall be ordered by signing the Application Form for the hall of 350 seats and/or for the capacity of the hall from 100 to 1,000 seats with accompanying equipment and services and the Fair shall determine the final date and time in line with the sequence of application.

1.2.9. QUALITY ASSESSMENT - shall be implemented by the Quality Assessment Commission in compliance with the "Basic Rulebook on the Quality Assessment of Products and Services", the "Rulebook on the Quality Assessment of Buildings and Services" and the "Rulebook on the Quality Assessment of Equipment in Hotels and Hospitality Industry" of the Novi Sad Fair. Medals (bronze, silver and gold), charters, plaques and trophies - are the result of evaluated criteria and also the confirmation of the level of quality for owners and the recommendation for guests that have been successfully used by participants for decades in promotional campaigns and for the purpose of raising their reputation in public.

1.2.10. HOSPITALITY AND CATERING SERVICES - shall be agreed separately and the assortment of food shall be decided on the basis of the number of people, the variety of daily menus, as well as on the basis of requirements for a richer offer for servings.

1.3. Mandatory Conditions for Participation:

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

The Fair reserves the right to:

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

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

If the exhibitor does not transport the goods using their own means of transport, the transport and despatch of the goods from the entrance to the Fair to the exhibition space may be done by a forwarding agency.

Please note that Novi Sad Fair mustn't be stated as importer in invoices, neither for final import of promo goods and samples, neither for temporary import of exhibits. All shipments must be consigned to your partner in Serbia or freight forwarder.

1.3.1. Deadlines for the Application for and the Cancellation of the Participation at the Fair

DEADLINES	DATE	NOTE
APPLICATION FOR THE PARTICIPATION AT THE FAIR	15 th September 2022	The submitted Application Form shall be irrevocable and compulsory for the exhibitor if it has not been cancelled by the exhibitor in writing (by means of an official letter)
CANCELLATION OF THE PARTICIPATION AT THE FAIR	Until 17 th October 2022	Without the compensation of costs
	From 17 th to 27 th October 2022	It shall be compulsory to pay to the Fair 20% of the amount of the last pro-forma invoice within 8 days after the delivery of the cancellation*
	From 28 th October to 17 th November 2022	It shall be compulsory to pay the full amount of the last pro-forma invoice**
APPLICATION FOR RENTING THE HALL IN THE CONGRESS CENTRE	Until 2 nd November 2022	Without the compensation of costs. The submitted Application Form shall be irrevocable and compulsory for the exhibitor if it has not been cancelled by the exhibitor in writing (by means of an official letter)
CANCELLATION OF THE RENTED HALL IN THE CONGRESS CENTRE	From 3 rd to 17 th November 2022	It shall be compulsory to pay the full amount of the last pro-forma invoice***

It is necessary for the cancellation statement to be in writing.

***The written notice of cancellation within the specified period of time is necessary, as well as the payment of the expected fee for costs that have been incurred due to the agreed relationship (the reservation of exhibition space - the preparation of the design, location, etc.)**

**** On behalf of the main debt for the reservation made for the exhibition space and for other services** under this Agreement no matter whether the exhibitor is using or not using the applied for space. At the same time, the Fair shall reserve the right to allocate the relevant space to another exhibitor and to arrange the space, which the exhibitor is not using, in accordance with the concept of the event at the expense of the exhibitor.

***** On behalf of the main debt for the reservation made for the Congress capacities and for other services** under this Agreement no matter whether the exhibitor is using or not using the applied for space and other services of the Congress Activities Division under this Application Form. At the same time, the Fair shall reserve the right to rent the relevant space to another user within the specified period.

1.3.2. Payment terms and conditions

On the basis of signed application, the Fair will deliver a pro-forma invoice, based on which is required that the applicant settle the payment in advance of 20% of the total amount of the invoice within 5 days of the date of invoice, and the remaining 80% no later than 35 days before the event. Additional services ordered by the exhibitor according to the offer will be invoiced in accordance with the request.

1.3.3. Insurance

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

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

The Fair is not responsible for possible loss or damage to technical devices, material, equipment and other items brought in by the Lessee before, during and after the renting period agreed.

The Lessee in Congress centre of Fair is materially responsible and obligated to compensate for any damage to the equipment and space that is the subject of the lease or use during the lease period.

1.4. Health care measures:

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

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

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

The exhibitors is obliged to empower the engaged employees for the above mentioned jobs for safe and healthy work, to provide equipment for work, i.e. material and equipment for personal safety at work to which safety and health care 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.

2. EXHIBITION SPACE AT THE FAIRGROUNDS

2.1. Size and Position of the Exhibition Space

The minimum size of the exhibition space that can be leased is 12 m² of the indoor space.

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

The Fair shall notify the exhibitor in writing about the location of allocated exhibition space and deliver the plan of that space to the exhibitor. Until the receipt of the final plan of the space, the exhibitor shall not be allowed to make public the disposition of stands in the Hall or to share information about the location with the external public.

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

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

It is forbidden to take exhibits and disassemble the stand before the official closing of the fair event. The exhibitor is obliged to ensure the presence of representatives and exhibit items at the stand until the official closing of the fair exhibition. Packaging can begin after the official end of the fair event (after closing the entrance of the Fair for visitors).

The exhibitor may take out the goods only with a permit issued at the Exhibition Service of the Fair, after all the debts to the Fair have been settled.

The exhibitor is required to upload their property from the area of the Fair within two (2) days after the end of the event. After this period, the Fair has the right to charge the cost storage of the applicant's assets in its space for the price by the current price list of the Fair Services. If the exhibitor at the expiration of the period of 15 days from the date of comple-

tion of the event does not upload their property, it becomes the property of the Novi Sad Fair.

2.2. Arrangement of exhibition space

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

Additional equipment (stand cleaning, e.g.) may be ordered by way of the purchase order, all according to the current price list of the Fair.

The price for the preparation of the standard stand includes assembly and disassembly services: structure, furniture, specially rented elements, as well as temporary electric and water supply installations.

Terms and conditions for renting stand construction and furniture:

Stand elements must not be covered, painted, dismantled or appropriated.

The exhibitor is responsible for maintenance of elements at the stand during the fair event. The exhibitor shall compensate for any possible loss or damage of any rented element in accordance to its market value.

The Fair retains the right to make minimal changes in the project.

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

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

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

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

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

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

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

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

Works not mentioned in the exhibitor, but wanted by the applicant to be done at his stand in the hall or outdoors, can be ordered, in writing, in an order form, not later than two days (48 hours) before the beginning of the event.

For all timely extra orders of the exhibitor, the current pricelist will be used.

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

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

If exhibitor or his contractor will be doing electrical wiring from the main power supply, he is obliged to submit the wiring diagram to Novi Sad Fair for inspection prior to commencing works. Exhibitor or contractor shall be liable for correct electrical wiring from the main power supply. The exhibitor shall pay for the damage done by the applicant's workers or third parties hired by the applicant to perform works at the Fair. The amount shall be determined by a committee established by the Fair.

3. Mode of work and stay in the fair space

3.1. Arrangement of the exhibition space and delivery of goods to the Fair premises may be initiated by the exhibitor five (5) days for indoor area and ten (10) days for outdoor area before the opening of the fair event, and no later than 48 hours before the opening of the fair. With the special consent of the Fair, works can start earlier. Otherwise, the Fair is not responsible for the untimely arrangement of the exhibition space.

The exhibitor shall be obliged to fully complete the preparation of the exhibition space 24 hours before the opening of the Fair event. Until then, it will be necessary to remove packaging and other materials that are not exposed.

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

3.3. All cards and tickets for exhibitors can be taken in the Exhibition Activities Service, before and during the Fair. If there is a need to hire more staff at the stands or for the guests of exhibitor, permanent tickets can be ordered in the Exhibition Activities Service.

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:

• At each entry, the pass user must allow the person controlling the entry to scan the bar code and record the entry.

• 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.

3.4. The sound equipment at the exhibition stand can be tolerated only within the space covered by the stand. The exhibitor may use the exhibition space to organise demonstrations of equipment, provided it does not disturb other exhibitors and visitors. During the demonstration, all safety and precaution measures should be taken by the exhibitor, who takes the whole responsibility for possible damage.

4. EXHIBITION SPACE AT THE VIRTUAL FAIR

4.1. For Exhibitors

In accordance with the size and the type of the exhibition space for the presentation in the real environment of the Fairgrounds at the Virtual Fair, the exhibitors shall be able to present through the set of services in three types of packages: "BASIC" (included in the price for renting the standard stand), "CLASSIC" (included in the price for renting the space of up to 50 m²) and "PREMIUM" (included in the price for renting the space over 51 m²).

Every exhibitor can order additional advertising services at the Virtual Fair according to the Price List posted in the webstore of the Novi Sad Fair (www.sajam.net and www.expoonline.rs) or by signing the special Purchase Order – Application Form.

4.2. For Advertisers

In accordance with desired scope of presentation at the Virtual Fair, advertisers can opt for advertising presentations at areas anticipated for these purposes and defined in the special price list.

4.3. Positioning at the Virtual Fair:

The Fair shall determine the location for the participant in accordance with the concept of the event and this shall not automatically imply the location as in the real space of the fairgrounds at the time of the event

Participants shall also be positioned in multiple searches at the web platform in accordance with the necessary elements from the Application Form and contracted services.

4.4. B2B meetings

Bilateral meetings in the duration of 25 minutes with registered users shall be implemented in the virtual surroundings of the EXPOONLINE.rs

All exhibitors shall be obliged to set up business profiles of companies and employees with whom those interested can arrange meetings during online International Fair of Tourism.

Participant shall not be obliged to accept requested meeting

Until the beginning of online International Fair of Tourism, all participants who have applied shall be given their personal schedule of accepted and arranged meetings

4.5. Arrangement of the Virtual Stand

DEADLINES	DATE	NOTE
DELIVERY OF MATERIALS	4th November 2022	In line with the defined scope and technical characteristics specified in the Application Form
CONTROL OF SET UP CONTENTS	11th November 2022	Without the compensation of costs
CHANGES IN SET UP MATERIALS	From 11th to 13th November 2022	After compulsory payment of EUR 130 within 2 days from the delivery of the request in writing
	From 11th to 17th November 2022	After compulsory payment of EUR 300 within 2 days from the delivery of the request in writing

4.6. Copyright and related rights

The Exhibitor shall be responsible and bear all legal consequences in accordance with the Law on Copyright and Related Rights in case of possible abuse of the copyright which occurs in the delivery of documentation and data by which the Exhibitor is going to be presented at the Virtual Fair (photographs, video records and other documentation)

Protection of Personal Data and Consents

The person authorised to conclude this Contract (hereinafter referred as the: Authorised Person) shall confirm that he/she agrees that his/her personal data are used in accordance with the Law on Personal Data Protection (hereinafter referred as the: Law), Privacy Policy, Cookie Policy and Information on Processing and Protecting Personal Data of Natural Persons in Business Operations with Legal Entities.

By signing this Contract, the Authorised Person shall confirm that he/she has been informed about processing and protecting personal data of natural persons in business operations with legal entities.

In order to execute this Contract, the Fair shall collect and process only those personal data that are relevant and restricted in relation to the purpose of processing.

The Fair shall process personal data in a lawful, fair and transparent manner in accordance with the Law.

In compliance with the Article 11 of the Law on Advertising of the Republic of Serbia, the ordering party of the advertisement in electronic media shall be obliged to deliver completed

Declaration for Advertising Messages together with the Application Form for these services. In this way, the copyright of the producer of advertising messages shall be protected and this shall also be in compliance with the provisions of the law governing obligations of a broadcaster

5. COMPULSORY CATALOGUE LISTING

By completing the Application Form for the participation at the Fair, the exhibitor shall accept the obligation to be registered in the official Catalogue of the Fair.

• The fee for compulsory Catalogue listing for EXHIBITORS includes the following:

- publishing of information about the Exhibitor (exact name, address, phone and fax number, e-mail address, http, logo) in the list of exhibitors in the Catalogue
- publishing of up to 20 words about the products or services in the list of exhibitors in the Catalogue, in accordance with the commodity groups published in the Catalogue
- entering data in the list of exhibitors on the Fair website
- entry in the Fair information system (a multimedia information centre)
- a copy of the Catalogue
- Information about the exhibitor at the Online Fair of Tourism – publication of information about the exhibitor, products or activities
- Internet - means the basic package, the minimum speed of 1 Mbps for all participants, each user receives one license for wireless access (1 license = 1 device).

• **The number of accompanying pass cards for exhibitors** with the bar code shall be defined in line with the size of rented exhibition space to be used by the exhibitor:

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

- standard stand 6 m² and 9 m² - one pass

- standard stand 12 m², 16 m², 20 m² and 24 m² - two passes

• **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 fee for compulsory Catalogue listing for CO-EXHIBITORS, includes the following:**

- publishing of information about the co-exhibitor (exact name, address, phone and fax number, e-mail address, http, logo) in the list of exhibitors in the Catalogue
- publishing of up to 20 words about the products or services in the list of exhibitors in the Catalogue, in accordance with the commodity groups published in the Catalogue
- entering data in the list of exhibitors on the Fair website
- entry in the Fair information system (a multimedia information centre)
- a copy of the Catalogue
- Information about the co-exhibitor at the Online Fair of Tourism - publication of information about the co-exhibitor, products or activities
- Internet - means the basic package, the minimum speed of 1 Mbps for all participants, each user receives one license for wireless access (1 license = 1 device).

• **The number of accompanying pass cards** with the bar code for co-exhibitors shall be defined in line with the number of registered co-exhibitors in the Catalogue – two pass cards for every registered co-exhibitor in the Catalogue.

The co-exhibitors are registered by the Exhibitor and the Exhibitor is also obliged to pay the Catalogue listing fee. The information about the co-exhibitor shall not be listed under the first letter of the company's name, but are listed alongside the information about the Exhibitor, in accordance with the text submitted by the Exhibitor.

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

- name of the indirect exhibitor, town/city and country.
- publication of information about the indirect exhibitor, products or activities at the Online Fair shall be within information on the page of exhibitors

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 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.

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 Catalogue application form is submitted with the application for exhibiting and the two forms are regarded as the same application. **Data received after 1st November, 2022 will be entered in the annex for subsequently received applications.**

6. GENERAL TERMS AND CONDITIONS FOR CONTRACTING MARKETING SERVICES

6.1. 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 in the following format and within the stipulated deadlines:

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	DATE	NOTE
DELIVERY OF MATERIALS	20 th October 2022	Catalogue , Advertising Areas
	10 th November 2022	Website of the Fair, Platform expoonline.rs
CANCELLATION OF ORDERED SERVICES	Until 14 th October 2022	Without the compensation of costs with an explanation in writing within the specified period (for the Catalogue and for advertising areas)
	28 th October 2022	10% of the value of ordered services (the last pro-forma invoice) on behalf of costs that have been incurred due to agreed relationship - for the Catalogue and for advertising area
	From 31 st October to 17 th November 2022	The signatory of the Application Form shall be obliged to pay 100% of the value of ordered services (the last pro- forma invoice) on behalf of costs that have been incurred due to agreed relationship.

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.

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.

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.

7. CONGRESS CENTRE SERVICES

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

7.1. from Great Hall (350 seats)

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

7.2. for halls accommodating between 100 and 1.000 people

- NEC 40001244, quantity: 2
 - InfinityBoard 86", professional interactive display; V864Q InGlass Touch Display; OPS Slot-In PC incl. Windows 10 IoT; Huddly Camera; SP-841SM Speakers; 2 x passive Pen; NEC Multi-Presenter Stick; Mosaic Canvas white board software
 - frontal projection with a projector, 4,500 ANSI Lumen
 - automatic screen 3 m
 - PC (PowerPoint, DVD, CD, Video, USB drive)
 - audio (CD, DVD, Mic, PC)
 - video (DVD, DV, SVHS, 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
- The Renter is responsible for possible damage to the equipment which is an integral part of the rented space during the renting period. The Fair is not responsible for possible loss or damage to technical devices, material, equipment and other items brought in by the Renter before, during and after the renting period agreed.
- Novi Sad Fair reserves the right to set the final date and time in accordance with the order of registrations.

8. QUALITY APPRAISAL OF FACILITIES, SERVICES AND PRODUCTS

Quality appraisal committee will work in accordance with "Basic rulebook of product and service quality appraisal", "Rulebook of facilities and services quality appraisal", "Rulebook of equipment for hotels and catering quality appraisal" of the Novi Sad Fair.

Each awarded participant in the quality appraisal process will be entitled to use the fair logo in media promotion of his product(s) and in his own market promotion, in line with current regulations.

Quality appraisal results will be published on the Novi Sad Fair website www.sajam.net, where quality appraisal rulebooks and registration forms are also available.

9. CATERING AND HOSPITALITY SERVICES

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.

The basic buffet menu is comprised of the following:

Hors d'œuvre (smoked sirloin, minced pork sausage, ham, chicken breast, feta cheese, trapista cheese, vegetarian, tuna, seafood, etc.), pies (cheese, meat, greens, cheese, cornbread, etc.), cocktail barbecue (mini kebabs, bacon-wrapped chicken skewers, pork noisettes, chicken fillet cocktail, cocktail wieners, etc.), short-order meals (chicken, mini Karadord's schnitzels, orly catfish – Lenten, etc.), filled pastry shells (chicken salad with peanuts, Russian salad, beef salad with pickles and mushrooms, ham salad with corn, grilled vegetables, sesame-corn salad, etc.), fresh salads, mixed pastries, homemade petits fours. Beverages: unlimited quantity of coffee and domestic non-alcoholic beverages.

10. CONTACT	Telephone	E-mail
PARTICIPATION IN THE FAIR	+ 381 21/483-11-42, 483-01-55, 483-02-04 + 381 21/483-00-83, 483-01-45	turizam@sajam.net
PUTTING UP BOOTHS	+ 381 21/483-07-72	tehnika@sajam.net
VIRTUAL STANDS	+ 381 21/483-01-45	vladislav.stojic@sajam.net
HOSTED BUYER PROGRAMME		
CAREER DAYS IN TOURISM		
PROMOTION AND PRESS	+ 381 21/483-11-25, 483-11-18	marketing@sajam.net; pr@sajam.net
CONGRESS CENTRE	+ 381 21/483-07-77	kongresnicentar@sajam.net
QUALITY APPRAISAL OF PRODUCTS AND SERVICES	+ 381 21/483-02-15	andjelka.savic@sajam.net
TICKETS	+ 381 21/483-11-25	marketing@sajam.net; ulaznice@sajam.net
PARKING	+ 381 21/483-01-13	dragan.kosovac@sajam.net
CATERING AND HOSPITALITY SERVICES	+ 381 21/483-11-48	vladan.loncarevic@sajam.net