



NOVI SAD FAIR
55th INTERNATIONAL

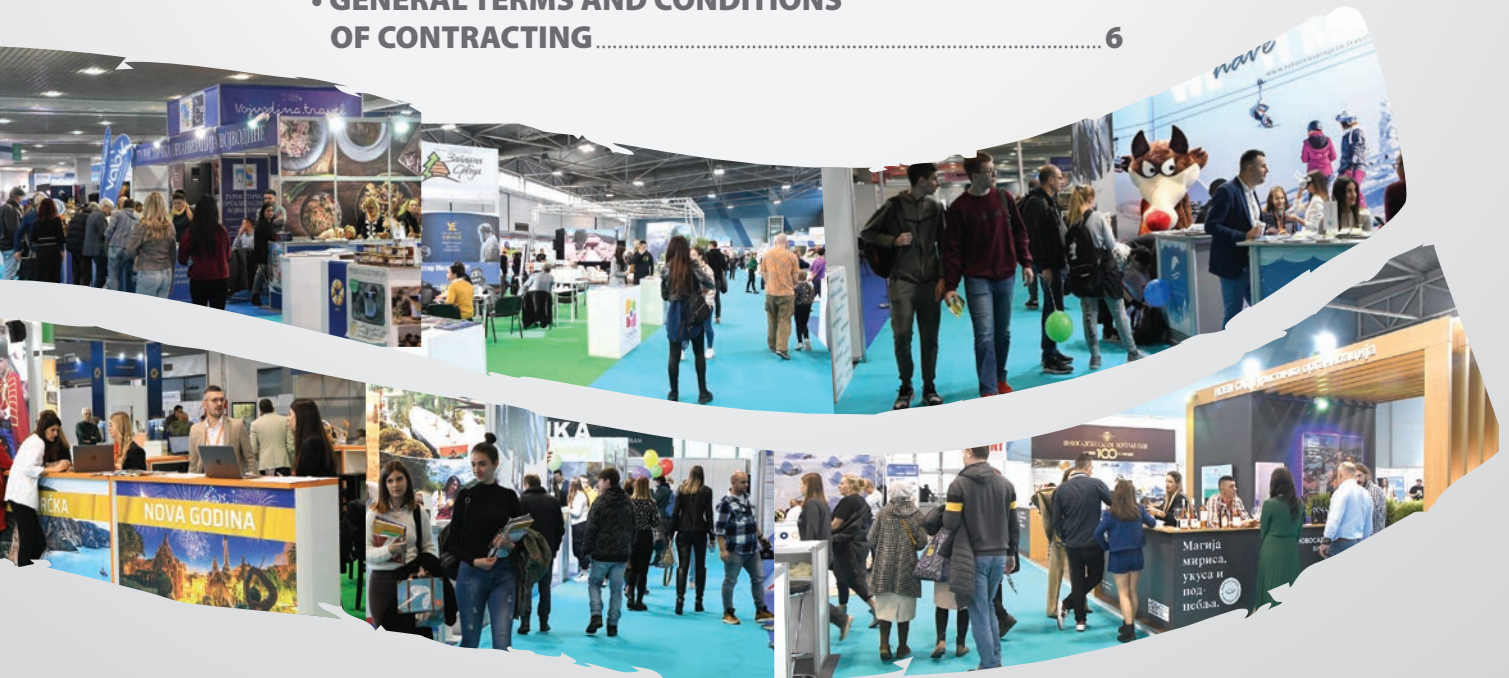


Fair of TOURISM

28 - 30 | 11 | 2024

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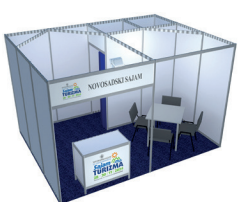

APPLICATION - CONTRACT FOR PARTICIPATION PLEASE FILL IN BLOCK CAPITALS

COMPANY NAME	COUNTRY
CONTACT PERSON	TELEPHONE/CELLULAR PHONE
V.A.T. (Number)	POSTAL CODE, TOWN ADDRESS
E-MAIL	www. APPLICATION DEADLINE 28th October 2024

1	EXHIBITING AREA IN HALL	EUR/m ²	ORDERED	2	COMPULSORY/CATALOGUE LISTING AND INTERNET	EUR/item	ORDERED
	Rental without stand construction	30	m ²		Exhibitor	165	item
	Stand construction (Oktanorm)	17	m ²		Co-exhibitor	140	item
	Stand construction (Combined Maxima light)	26	m ²		Indirect exhibitor	90	item

3 RENTING SPACE AND STANDARD STAND IN THE HALL - MINIMUM 12 m ² - MAXIMUM 25 m ²					
BASIC	EUR/m ²	ORDERED m ²	PROMO	EUR/m ²	ORDERED m ²
Arranged stand with compulsory catalogue listing	35	m ²	Arranged stand with compulsory catalogue listing	40	m ²

The description of services - at the page 5 (Description 3.1)

<p>Examples of standard stands (Note: printing and installation of graphics are not included in the price)</p>	 Basic stand (12 m ²)	 Promo stand (25 m ²)
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4	SPECIAL OFFER	BASIC		PROMO	
STANDARD STAND IN THE HALL AND QUALITY APPRAISAL		EUR/item	ORDERED	EUR/item	ORDERED
	16 m ² (4 x 4)	715	item	830	item
	20 m ² (5 x 4 m)	905	item	1.040	item
	25 m ² (5 x 5 m)	1.130	item	1.300	item

The description of services - at the page 5 (Description 3.1)

5 QUALITY APPRAISAL													
CATERING	Accommodation facilities				Facilities for food, drink and beverages		TOURIST ACTIVITY	Agen-cies	Tourist events	Organi-zations	Institu-tions	EQUIPMENT FOR HOTELS AND CATERING	
	Grand	Medium	Small	Apartments	Restaurants	Other facilities						Exhibitor <input type="checkbox"/>	Non-exhibitor <input type="checkbox"/>
	EUR/item				EUR/item								
Exhibitor <input type="checkbox"/>	400	320	240	175	175	95	Exhibitor <input type="checkbox"/>	175	175	175	175	Exhibitor <input type="checkbox"/>	80
Non-exhibitor <input type="checkbox"/>	500	400	300	220	220	120	Non-exhibitor <input type="checkbox"/>	220	220	220	220	Non-exhibitor <input type="checkbox"/>	100
ORDERED							ORDERED					ORDERED	


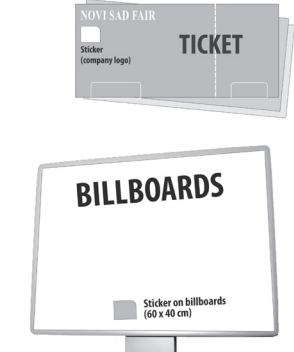
Information about facilities and services for the evaluation of quality that have been applied for by means of a special offer or individually (Items 3 and 4) shall be delivered using the Form given at the page 5.

6	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/m ²	ORDERED
	Plasma TV 42"	35	day	Cleaning	0,80	m ²	
	Laminate	12	m ²	Printing and installation of graphics	15	m ²	

7 INTERNET										
PACKAGE NAME	PROMO S		PROMO M		PROMO L		PROMO XL		PROMO XXL	
All days of the Fair - unlimited	10/1 Mbps	2 licenses	10/1 Mbps	4 licenses	16/16 Mbps	8 licenses	16/16 Mbps	16 licenses	20/20 Mbps	20 licenses
EUR/item	60		90		130		190		210	
ORDERED										

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.

8	CONGRESS CENTRE SERVICES	EUR/hour	ORDERED	CONGRESS CENTRE SERVICES	EUR/hour	ORDERED
	Hall up to 50 seats	150	hour	Hall up to 200 seats	320	hour
	Hall up to 100 seats	210	hour	Grand Hall (350 seats)	420	hour
	DATE			TIME		

9 PRINTED MATERIAL			
 <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>	CATALOGUE	EUR/item	ORDERED
	Sticker on front page (3 x 2.5 cm)	140	item
	Sticker on Map of Fair (2 x 2 cm)	53	item
	Sticker on the floor map (2 x 2 cm)	34	item
	Inserting advertising inserts - delivered to the Fair	89	item
	Dividing cardboard - one colour page	114	item
	Inside colour page	76	item
	First inside page, colour	178	item
	Second cover page, colour	237	item
	Third cover page, colour	212	item
	Fourth cover page, colour	280	item
	 <p>TICKET</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> <p>BILLBOARDS</p> <p>Sticker on billboards (60 x 40 cm)</p>	OTHER SERVICES	EUR/item
The right to hand out advertising material - exhibitors (one day) *		34	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		1.907	item
Printed sticker at the home of the tickets		1.610	item
The back of the tickets - advertising space		1.229	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.

10 TV SHOW "LET'S ALL GO TO THE FAIR"					
TV SHOW	EUR	ORDERED	TV SHOW	EUR	ORDERED
Broadcasting of 1 second/spot (brought in CD)	5/second	second	Inserter to 5 seconds (in a show)	93/show	show
One report broadcast of 30 seconds	42/item	item	PRODUCTION	EUR	ORDERED
Broadcasting video events with the Fair	85/minute	minute	Filming and editing reportage from the stands of the exhibitors (up to 1 minute)	170/item	item
Subtitle up to 10 words (design and one broadcasting)	38/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
A sticker along with the anchor's introduction (in one show)	76/item	item			
The host mentions the company's name (in one show)	51/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

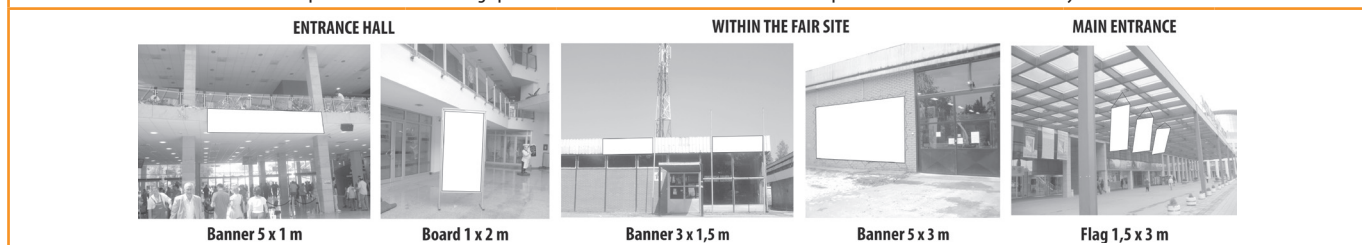
11 www.sajam.net * Serbian and English, with a link to the company's site					
INTERNET SITE - BANNERS	EUR/item	ORDERED	INTERNET SITE - BANNERS	EUR/item	ORDERED
Banner on first page of website - per month *			Banner of the page of the fair event - per month *		
Size 970 x 90 pixels	237	item	Size 970 x 90 pixels	144	item
Size 180 x 150 pixels	195	item	Size 250 x 250 pixels	191	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	381	item	Size 970 x 90 pixels	102	item
Size 250 x 250 pixels	517	item	Size 250 x 250 pixels	127	item
Banner on the page with the fairs of events and press page - per month *			Profile - per month *		
Size 250 x 250 pixels	102	item	Advertising page for sponsors	805	item

12	www.facebook.com/novosadskisajam		
Promotion on the Facebook page of the Novi Sad Fair - monthly		EUR/ITEM	ORDERED
Placing information, tagging and shuffling customer information		161	item
13	www.instagram.com/novosadski_sajam		
Promotion on the Instagram profile of the Novi Sad Fair - monthly		EUR/ITEM	ORDERED
Placing information, tagging and shuffling customer information		161	item
14	www.facebook.com/novosadskisajam · www.instagram.com/novosadski_sajam		
Package of services on the Facebook page and Instagram profile of the Novi Sad Fair - monthly		EUR/ITEM	ORDERED
Content placement: tagging and sharing of client information, reels and stories (4 posts and 12 stories)		255	item
15	LinkedIn		
LinkedIn		EUR/ITEM	ORDERED
Posting thematic posts on social media with mandatory tagging		45	item
16	www.youtube.com/user/Novosadskisajam		
Promotion on the YouTube channel of the Novi Sad Fair - monthly		EUR/ITEM	ORDERED
Placing information		161	item

17	ADVERTISING SPACES · ADVERTISING-TECHNICAL SERVICES (during fair events)				
MAIN ENTRANCE	EUR/item	ORDERED	ENTRANCE HALL	EUR/m ² /item	ORDERED
Rental of advertising space for a brought banner 2 x 3 m (tarpaulin or mesh)	1.424	item	Rental of advertising space for a brought banner 5 x 1 m (tarpaulin or mesh)	59	m ²
Flags (1.5 x 3 m)	144	item	Rental of advertising space for a brought board 1 x 2 m	42	m ²
Flags (1.5 x 3 m) for a period of one month	212	item	WITHIN THE FAIR SITE AND IN THE HALL	EUR/m ² /item	ORDERED
			Rental of advertising space for a brought board or brought banner 1 x 2 m	42	m ²

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



18	TICKETS	EUR/item	ORDERED	NUMBERED PARKING-SPACE	EUR/item	ORDERED
	For adults	4	item	VIP area (behind "Master" Hall)	20	item
	Collective visits (15 and more people)	3,5	item	BELONGING PARKING		
	Permanent admission	10	item	12 m ² - 49 m ²1	150 m ² - 199 m ²4	
				50 m ² - 99 m ²2	200 m ² - 249 m ²5	
				100 m ² - 149 m ²3	From 250 m ²6	

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	
Novi Sad, _____	Seal _____
date	Signature of Novi Sad Fair

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

1.2.4. 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 14 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.

1.2.5. 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.

1.2.6. 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).

1.2.7. 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.

1.2.8. 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.

Hotel categories: grand hotels (over 150 beds), medium-sized hotels (from 81 to 150 beds), small hotels (up to 80 beds), motels, spas, tourist organizations.

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.

DEADLINES	DATE	NOTE
APPLICATION FOR THE PARTICIPATION AT THE FAIR	28th October 2024	The submitted Application Form shall be ir-revocable 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 28th October 2024	Without the compensation of costs
	From 28th October to 8th November 2024	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 11th to 27th November 2024	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 15th November 2024	Without the compensation of costs. The submitted Application Form shall be ir-revocable 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 18th to 28th November 2024	It shall be compulsory to pay the full amount of the last pro-forma invoice ***

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

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 shall be obliged to arrange insurance for the property and persons who will be exposed to or who will be present at the premises of the Fair in the duration of the fair. During the fair, the exhibitor shall be directly liable and obliged to compensate for all damages caused to employees and/or to property of the Fair, to third parties and/or to property of third parties and to the environment by the exhibitor's activities or by owned property.

The Fair shall not be liable for the loss of or for the damage to the property of the exhibitor at the Fair.

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 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 companyhe engages forassembling 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 safetyand healthcaremeasureshave been applied.

Pursuant to the Law on Protection of the Population from Exposure to Tobacco Smokein 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 completion 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 furnitere:

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

4. 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

- 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 from 12 m² to 19 m² - two passes

- standard stand from 20 m² to 25 m² - three passes

• 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

- 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.

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 15th November, 2024 will be entered in the annex for subsequently received applications.**

5. GENERAL TERMS AND CONDITIONS FOR CONTRACTING MARKETING SERVICES

5.1. 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	1st November 2024	Catalogue , Advertising Areas
	21st November 2024	Website of the Fair
CANCELLATION OF ORDERED SERVICES	Until 28th October 2024	Without the compensation of costs with an explanation in writing within the specified period (for the Catalogue and for advertising areas)
	8th November 2024	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 11th to 27th November 2024	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.

6. CONGRESS CENTRE SERVICES

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

6.1. 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, Video, USB drive)
- audio (Radio, DVD, Mic, PC)
- video (DVD)
- 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

6.2. 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-8415M 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, Video, USB drive)
- audio (Radio, DVD, Mic, PC)
- video (DVD)
- 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.

7. 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.

8. CONTACT	Telephone	E-mail
PARTICIPATION IN THE FAIR	CROATIA, GREECE, AUSTRIA	+ 381 21/483-01-26, 483-11-42
	SLOVENIA, BULGARIA, ROMANIA, HUNGARY, TURKEY, ALBANIA	+ 381 21/483-01-15, 483-11-42
	OTHER	+ 381 21/483-11-42, 483-01-26, 483-01-15
HOSTED BUYER PROGRAMME	+ 381 21/483-01-15	turizam@sajam.net
CAREER DAYS IN TOURISM	+ 381 21/483-12-08	
STAND CONSTRUCTION	+ 381 21/483-07-72	tehnika@sajam.net
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	ocena.kvaliteta@sajam.net
TICKETS	+ 381 21/483-11-45	ulaznice@sajam.net; marketing@sajam.net
PARKING	+ 381 21/483-01-13	parking@sajam.net; dragan.kosovac@sajam.net