

## APPLICATION FORM - CONTRACT FOR RENTING HALLS IN THE CONGRESS CENTRE

PLEASE FILL IN THIS FORM LEGIBLY BY USING BLOCK CAPITALS

FULL NAME OF THE COMPANY	POSTAL CODE, TOWN, ADDRESS
CONTACT PERSON	TELEPHONE CELLULAR PHONE
V.A.T. NUMBER	COUNTRY
E-MAIL	WWW.

**TERMS - FILLED IN BY RENTER**

HALL: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**TERM APPROVED - FILLED BY THE FAIR**

HALL: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

HALL RENTAL	PRICES IN EUR			ORDERED
	RENTAL HALL UP TO 1 HOUR	RENTAL HALL OVER 1 HOUR	RENTAL HALL ONE DAY	
HALL UP TO 50 SEATS	150	130	600	
HALL UP TO 100 SEATS	210	180	900	
HALL UP TO 200 SEATS	320	290	1.450	
HALL UP TO 400 SEATS	510	460	2.300	
HALL UP TO 600 SEATS	770	730	3.650	
HALL UP TO 1.000 SEATS	1.200	1.140	6.000	
GRAND HALL UP TO 350 SEATS	420	360	1.800	
AULA			3.500	
"MASTER" HALL			7.000	

ADDITIONAL SERVICES	PRICES IN EUR		ORDERED
RENTAL OF EXHIBITING AREA	1 m <sup>2</sup>	30	
EXHIBITING AREA TABLE AND TWO CHAIRS	4 m <sup>2</sup>	120	
PANO FOR POSTER SESSION	1 item	15	
OTHER SERVICES			

**NOTE: ALL PRICES WITHOUT V.A.T.**

By signing this application contract, the Renter has agreed to accept the general terms and conditions, payment methods and conditions stipulated in this application-contract. **Once submitted, the application is irrevocable and legally binding, unless cancelled in writing fifteen (15) days prior to the fair event. In the event of cancellation / termination of this Contract in a period shorter than fifteen (15) days before the event, the Lessee is obligated to pay on behalf of arising liabilities from the contractual relationship the full amount of the last invoice issued pursuant to this Contract, whether using declared space and other services or not, and the Fair reserves the right to issue contracted services to another user.** In case of legal dispute, the resolution shall fall within the responsibility of a court in Novi Sad.

<b>FILLED BY NOVI SAD FAIR</b>	
Novi Sad, _____	Seal _____
Date _____	Signature of Novi Sad Fair _____

<b>FILLED BY RENTER</b>	
_____	Seal _____
Name and surname of the authorized person _____	Signature _____

## GENERAL RENTING TERMS AND CONDITIONS

### ARTICLE 1

#### THE FOLLOWING TERMS AND CONDITIONS FOR PAYMENT ARE ACCEPTED:

1. The FAIR shall issue a PRO-FORMA INVOICE to the Renter, covering all services requested in the application form. The Renter is obliged to settle the bill completely before the beginning of the event. Booking shall be deemed final and confirmed only after the payment has been made.
2. After the event has finished, the Renter shall be issued a FINAL INVOICE, covering all serviced actually rendered and including all taxes, in accordance with the relevant law.
3. The Renter is obliged to pay the whole amount stipulated in the FINAL INVOICE until the deadline stipulated in the FINAL INVOICE.
4. The Renter is obliged to pay an interest rate should they not pay the whole amount until the deadline stipulated in the FINAL INVOICE.
5. If it is an event whose maintenance contracts for the following year, the required advance payment in the current year contract in the amount of 20% of the total. If the event is arranged 6 months earlier, the deadline for the cancellation of the event is 15 days from the agreed date of the event.

### ARTICLE 2

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

#### a) from Grand 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

#### b) 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, 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

### ARTICLE 3

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

### ARTICLE 4

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.

### ARTICLE 5

The Lessee 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.

### ARTICLE 6

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 corona virus epidemic and to organize an event in accordance with that.