



NOVI SAD FAIR

Serbia - 21000 Novi Sad, Hajduk Veljkova 11

SECTOR OF CONGRESS ACTIVITIES

Phone: + 381 21/483-07-77

E-mail: congresscentre@novisadexpo.com • www.congresscentre.novisadexpo.com

APPLICATION FORM - CONTRACT FOR RENTING HALLS IN THE CONGRESS CENTRE

PLEASE FILL IN THIS FORM LEGIBLY BY USING BLOCK CAPITALS

FULL NAME OF THE COMPANY	
PLACE/COUNTRY	
ADDRESS	
CONTACT PERSON	V.A.T. (Number)
PHONE	E-MAIL:

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	100	80	400	
HALL UP TO 100 SEATS	140	120	600	
HALL UP TO 200 SEATS	230	210	1.000	
HALL UP TO 400 SEATS	400	360	1.800	
HALL UP TO 600 SEATS	650	600	3.000	
HALL UP TO 1.000 SEATS	1.000	950	5.000	
GRAND HALL UP TO 350 SEATS	350	300	1.500	
AULA			3.500	
"MASTER" HALL			7.000	

ADDITIONAL SERVICES		PRICES IN EUR	ORDERED
RENTAL OF EXHIBITING AREA	1 m ²	25	
EXHIBITING AREA TABLE AND TWO CHAIRS	4 m ²	100	
PANO FOR POSTER SESSION	1 item	10	
OTHER SERVICES			

NOTE: ALL PRICES WITHOUT V.A.T.

THE FOLLOWING TERMS AND CONDITIONS FOR PAYMENT ARE ACCEPTED:

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

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 lease or not, and the Fair reserves the right to issue contracted services to another user.

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

DATE	PLACE
SIGNATURE ON BEHALF OF NOVI SAD FAIR	

SEAL

SIGNATURE OF RENTER

SEAL

GENERAL RENTING TERMS AND CONDITIONS

Article 1

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

a) from 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, CD, Video, floppy, USB drive)
- audio (Radio, CD, DVD, Mic, PC)
- video (DVD, DV, SVHS, VHS)
- two cameras on the ceiling
- wireless microphones
- desk microphones
- monitors on the chairperson's desk
- monitor on speaker's desk
- access provided for notebooks, both on the speaker's desk and the chairperson's desk

b) for halls accommodating between 100 and 1.000 people

- frontal projection with a projector, 4,500 ANSI Lumen
- automatic screen 3 m
- PC (PowerPoint, DVD, CD, Video, floppy, USB drive)
- audio (CD, DVD, Mic, PC)
- video (DVD, DV, SVHS, VHS)
- a camera on the ceiling
- wireless microphones
- desk microphones

- monitors on the chairperson's desk
- monitor on the speaker's desk
- access provided for notebooks, both on the speaker's desk and the chairperson's desk
- plasma screen in front of the Hall

Article 2

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

Article 3

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

Article 4

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



Serbia - 21000 Novi Sad, Hajduk Veljkova 11

Phone: + 381 21/483-07-77, 483-07-78

Fax: + 381 21/483-02-22

E-mail: congresscentre@novisadexpo.com

www.congresscentre.novisadexpo.com