



RENTAL OF EXHIBITING AREA
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PUTTING UP BOOTHS
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MARKETING SERVICES AND TICKETS
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QUALITY APPRAISAL
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PARKING
Phone: + 381 21/483-07-13
E-mail: parking@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
E-MAIL	ADDRESS
	www.
	APPLICATION DEADLINE 28th June 2019

1	EXHIBITING AREA IN HALL	EUR/m ²	ORDERED	EXHIBITING OUTDOOR AREA	EUR/m ²	ORDERED
	Rental without stand construction	30	m ²	Exhibiting outdoor area without stand construction	12	m ²
	Stand construction	27	m ²			

2	STANDARD STAND	TYPE „A“	TYPE „B“	TYPE „C“	TYPE „D“	TYPE „E“	TYPE „F“	TYPE „G“
	Service description - on the back of the page	HALL				OUTDOOR AREA		
		9 m ² (3 x 3 m)	12 m ² (4 x 3 m)	16 m ² (4 x 4)	20 m ² (5 x 4 m)	24 m ² (6 x 4 m)	4 m ²	8 m ²
	EUR/item	210	280	370	460	550	90	140
	ORDERED							

3	SPECIAL OFFER	TYPE "A"	TYPE "B"	TYPE "C"	TYPE "D"	TYPE "E"
	STANDARD STAND AND QUALITY APPRAISAL	9 m ² (3 x 3 m)	12 m ² (4 x 3 m)	16 m ² (4 x 4)	20 m ² (5 x 4 m)	24 m ² (6 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	/	/	/
	Apartments, b&b places, private accommodation, camping sites, tourist agencies, restaurants, patisseries, tourist events, education institutions in tourism, other institutions, facilities and services	330 EUR	/	/	/	/
	Equipment for hotels and catering, etc.	/	/	/	/	570 EUR
	ORDERED					

4	QUALITY APPRAISAL	EUR/item	ORDERED	QUALITY APPRAISAL	EUR/item	ORDERED
	Large hotels (over 150 beds)	500	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
	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	Equipment for hotels and catering	80	item

Exhibitors at the Fair of Tourism are entitled to a 20% discount on the specified prices.

5	COMPULSORY CATALOGUE LISTING, MOBILE APPLICATION AND INTERNET	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	item
	Indirect exhibitor	90	item	Permanent admission	9	item

6	NUMBERED PARKING-SPACE	EUR/item	ORDERED	NUMBERED PARKING-SPACE	EUR/item	ORDERED
	VIP area (behind "Master" Hall)	20	item	Reserved area (in fair parking lots)	20	item

7	B2B MEETINGS	BELONGING PARKING
	Are you interested in participating in B2B meetings? <input type="checkbox"/> YES <input type="checkbox"/> NO	12 m ² - 49 m ² 1 50 m ² - 99 m ² 2 100 m ² - 149 m ² 3
		150 m ² - 199 m ² 4 200 m ² - 249 m ² 5 From 250 m ² 6

- 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.
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 - 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 _____ m ² of exhibiting space	Hall _____ Outdoor area _____
Novi Sad, _____ Date	Seal _____ Signature of Novi Sad Fair

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



PLEASE FILL IN BLOCK CAPITALS

APPLICATION - CONTRACT FOR ADDITIONAL SERVICES

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

ADDITIONAL EQUIPMENT	EUR/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 EQUIPMENT	EUR/m ² /item	ORDERED	ADDITIONAL SERVICES	EUR/m ²	ORDERED
Plasma TV 32"	35	day	Cleaning	0,80	m ²
Laminate	12	m ²	Branding stand	61	m ²

RENTING HALLS IN THE CONGRESS CENTRE	EUR/hour	ORDERED	CATERING	EUR/person	ORDERED
Up to 50 seats	100	hour	Refresh break (cofee, tea, water, juice)	1,6	person
Up to 100 seats	140	hour	Selection of various bites (basic menu)	13	person
Up to 200 seats	230	hour	DATE _____		
Grand Hall (350 seats)	350	hour	TIME _____		

MOBILE APPLICATION	EUR/item	ORDERED	MOBILE APPLICATION	EUR/item	ORDERED
Standard package (detailed company profile, advertising product brochures (PDF), entering product information, QR code for exhibitor - QR codes linked to the internal products and company database, promotional banner within application)	80	item	Expert package (detailed company profile, advertising product brochures (PDF), entering product information, QR code for exhibitor - QR codes linked to the internal products and company database, promotional banner within application, Ibeacon promotion - sending of promotional messages is activated once close to the Ibeacon stand, visitor statistics, push notifications to visitors)	170	item

INTERNET Promo L 10/1 Mb/s unlimited	EUR/item	ORDERED	INTERNET Promo XL 16/16 Mb/s unlimited	EUR/item	ORDERED
All days of the event	50	item	All days of the event	70	item

- NOTE**
- PRICES OF CATERING 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.
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Novi Sad, _____
Date

Seal

Signature of Novi Sad Fair

Seal

Signature

Name and surname of the authorized person

3 - 5/10/2019

NOVI SAD FAIR
www.novisadexpo.com
Serbia - 21000 Novi Sad, Hajduk Veljkova 11



INTEGRATED MARKETING COMMUNICATIONS SECTOR

Phone: + 381 21/483-11-26

E-mail: katalog@sajam.net

GENERAL SPONSOR



PLEASE FILL IN BLOCK CAPITALS

CATALOGUE DATA - EXHIBITOR

The exact name of the exhibitor (taken from the signed application for exhibiting)

Country, ZIP code, city/town, street and number

Phone

Fax

www.

E-mail

Name of the contact person in charge of the Catalogue listing and their phone number

INFORMATION ABOUT REPRESENTATIVE OFFICE

1. Country, ZIP code, city/town

Street and number

Phone

Fax

www.

E-mail

2. Country, ZIP code, city/town

Street and number

Phone

Fax

www.

E-mail

CATALOGUE DATA - CO-EXHIBITOR

1. Name of the co-exhibitor

Country, ZIP code, city/town

Street and number

Phone

Fax

www.

E-mail

2. Name of the co-exhibitor

Country, ZIP code, city/town

Street and number

Phone

Fax

www.

E-mail

CATALOGUE DATA - INDIRECT EXHIBITOR

1. Name of the indirect exhibitor

Country and City

2. Name of the indirect exhibitor

Country and City

- NOTE**
- SHOULD THE EXHIBITOR LIST REPRESENTATIVE OFFICES OF THE COMPANY (OUTSIDE THE PLACE WHERE THE HEADQUARTERS OF THE COMPANY IS), IT SHOULD PAY A FEE FOR EACH LISTED REPRESENTATIVE OFFICE, ACCORDING TO THE PRICE-LIST FOR INDIRECT EXHIBITORS.
 - IN CASE THE EXHIBITOR ALSO APPLIES MORE THAN TWO CO-EXHIBITORS AND INDIRECT EXHIBITORS, PLEASE MAKE COPIES OF THIS PAGE.
 - PLEASE SEND YOUR COMPANY COLOUR TRADEMARK AND LOGO ALONG WITH THE CATALOGUE DATA. YOU CAN SEND YOUR COLOUR TRADEMARK AND LOGO IN ELECTRONIC FORMAT (TIF, EPS, JPG, BMP IN HIGH RESOLUTION, OR IN A VECTOR FORMAT CDR, AI).

Name and surname of the authorized person for the exhibitor

Seal

Signature

Outline of the list of products presented at the fair - according to commodity groups which are an integral part of the catalogue.

Filled by Exhibitor
 Filled by Co-Exhibitor

Exhibitor
Co-Exhibitor

- Domestic and foreign operators and travel agencies
- Magazines
- Mountain tourism
- Municipal and city tourism organizations
- National and regional tourism organizations
- Publishing industry
- River and lake tourism
- Rural tourism
- Spas and resorts
- Tourist manifestations, attractions and events
- _____
- _____
- _____

Exhibitor
Co-Exhibitor

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

INFORMATION FOR THE CATALOGUE DATA CHAPTER (not necessary to be stated). The data are also used in informative public relations.

New projects you are presenting at the Fair:

If you celebrate an anniversary in 2019, please state.

3 - 5/10/2019

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INTEGRATED MARKETING COMMUNICATIONS SECTOR
Phone: + 381 21/483-11-32
E-mail: marketing@sajam.net



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-MAIL		WWW.

PRINTED MATERIAL

	CATALOGUE	EUR/item	ORDERED
	Sticker on front page (3 x 2.5 cm)	130	item
	Second cover page, colour Third cover page, colour Fourth cover page, colour Dividing cardboard - one colour page Inside colour page First inside page, colour Inserting advertising inserts - delivered to the Fair		
	Sticker on Map of Fair (2 x 2 cm)	48	item
	Sticker on the floor map (2 x 2 cm)	30	item
	Inserting advertising inserts - delivered to the Fair	84	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
	Stamp (2 x 2 cm) in the inlay 'Floor-plan of the Exhibitors'		
	OTHER SERVICES	EUR/item	ORDERED
	The right to hand out advertising material - exhibitors*	104	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
	Advertising space of a flyer distributed to visitors (distributed in Novi Sad and surrounding settlements)	305	item
	Logo on billboards (60 x 40 cm) and on posters (12 x 10 cm) advertising the event	1.130	item
	Printed sticker at the home of the tickets	1.478	item
	The back of the tickets - advertising space	1.130	item
<p>* 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.</p>			

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PRINT AND E-EDITIONS

FAIR NEWSLETTER - DAILY PAPER	EUR/item	ORDERED	FAIR NEWSLETTER - SPECIAL EDITION	EUR/item	ORDERED
Colour page	90	item	Colour page	220	item
1/2 colour page	62	item	Back colour page	305	item
1/3 colour page	48	item	1/2 colour page	148	item
1/4 colour page	35	item	Banner on inside pages (19 x 3 cm)	117	item
Back colour page	180	item	Column on inside pages (4,5 x 25,7 cm)	84	item
Banner on inside pages (19 x 3 cm)	43	item	Sticker on first colour page (6 x 3 cm)	130	item
Column on inside pages (4,5 x 25,7 cm)	31	item	Sticker on inside colour pages (6 x 3 cm)	70	item
Sticker on first colour page (6 x 3 cm)	70	item	Inserting advertising inserts	offer	item
Sticker on inside colour pages (6 x 3 cm)	55	item	E-NEWSLETTER	EUR/item	ORDERED
Inserting advertising inserts for exhibitors	offer	item	A sticker in E-Newsletter	43	item
Inserting advertising inserts for non-exhibitors	offer	item			

FAIR NEWS BULLETIN – print and PDF version on the Novi Sad Fair web-site (Press pages)


DAILY PAPER - Issued daily during the event. Handed out for free to exhibitors, guests, visitors, media representatives and potential visitors to Novi Sad and the vicinity.

SPECIAL EDITION - Printed periodically before the event, as announcements of events and exhibitor presentations. They are sent to ministries, funds, chambers of commerce, associations, banks and other relevant institutions in order for them to plan possible contacts during the Fair.

www.lorist.novisadexpo.com

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	270	item	Size 970 x 90 pixels	93	item
Size 250 x 250 pixels	460	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	93	item	Advertising page for sponsors	765	item

* Serbian and English, with a link to the company's site



180 x 150 pixels

250 x 250 pixels

970 x 90 pixels

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 (3 times a week)	100	item

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

TV SHOW	EUR	ORDERED	PRODUCTION	EUR	ORDERED
Broadcasting of 1 second/spot (brought in CD, DV or DVD)	3,5/second	second	Filming and editing reportage from the stands of the exhibitors (up to 1 minute) with broadcasting and DVD with a broadcasted reportage	170/item	item
One report broadcast of 30 seconds	40/item	item			
Streaming video events with the Fair	81/minute	minute	Filming and editing reportage from the place of event (up to 1 minute), broadcasting and DVD with a broadcasted reportage	270/item	item
Subtitle up to 10 words (design and one broadcasting)	30/item	item			
A sticker along with the anchor's introduction (in one show)	70/item	item	Talk at the Fair (up to 2 minutes)	130/item	item
The host mentions the company's name (in one show)	43/item	item	Video record of events at the Fair (up to 1 minute)	81/minute	minute
Inserter to 5 seconds (in a show)	90/show	show	Video of the event - award presentation (up to 1 min.)	70/minute	minute
			CD or DVD with show where reports is show	4/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

LOUDSPEAKERS OF NOVI SAD FAIR

SERVICE	EUR	ORDERED	SERVICE	EUR	ORDERED
Broadcasting of 1 second spot	0,13/second	second	Broadcasting a advertisement up to 20 words (three readings a day)	8,50/item	item
Lease between 400 to 3.000 second	0,10/second	second	Call-in programmes or live interview in the studio (up to 2 minutes)	27/item	item

During the 51st International Fairs "Lorist", the program is broadcast in the round of the Fair, with the intention of following the fair facts, the offer of exhibitors and accompanying events.

ADVERTISING SPACES · ADVERTISING-TECHNICAL SERVICES (during fair events)

ENTRANCE HALL	EUR/m ²	ORDERED	WITHIN THE FAIR SITE AND IN THE HALL	EUR/m ² /item	ORDERED
Rental of advertising space for a brought banner 5 x 1 m (tarpaulin or mesh)	55	m ²	Rental of advertising space for a brought board or brought banner	27	m ²
Rental of advertising space for a brought board 1 x 2 m	35	m ²	Rental of advertising space for a brought banner (tarpaulin or mesh) - on the Avenue of Nations at Hall 2	62	m ²
Broadcasting of the logo of service user on the LED display	100	day	Flags (1.5 x 3 m) in 'Master' Hall	90	item
MAIN ENTRANCE	EUR/item	ORDERED	Flags (1.5 x 3 m) on a flagpole, without a console	30	item
Rental of advertising space for a brought banner 2 x 3 m (tarpaulin or mesh)	1.304	item	Flags (1.5 x 3 m) on a flagpole, with a console	55	item
Flags (1.5 x 3 m)	145	item	Flags (1.5 x 3 m) on a movable flagpole with a console	90	item
Flags (1.5 x 3 m) for a period of one month	202	item	Flags (1.5 x 3 m) on a own flagpole	27	item
ZEPPELIN	EUR/item	ORDERED	UPON SPECIAL REQUESTS		
Space rental for a brought zeppelin	104	item	- An option to rent advertising space on the facade of the Novi Sad Fair over a period of one month novior one year		

ENTRANCE HALL

WITHIN THE FAIR SITE

MAIN ENTRANCE



Banner 5 x 1 m



Board 1 x 2 m



Banner 3 x 1,5 m



Banner 5 x 3 m



Flag 1,5 x 3 m

SPONSORSHIP PACKAGES AND OTHER PACKAGE OF MARKETING SERVICES ARE CHARGED BY SPECIAL OFFERS. PHONE: + 381 21/483-11-32

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Novi Sad, _____
Date

Seal

Signature of Novi Sad Fair

Seal

Name and surname of the authorized person for the exhibitor / Service user

Signature

GENERAL TERMS AND CONDITIONS OF CONTRACTING

1. TERMS AND CONDITIONS OF CONTRACTING

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

Application is irrevocable and obliges the applicant unless cancelled in writing form (official letter) 30 days before the opening of the event.

Should the applicant cancel his appearance within 30 to 20 days prior to fair event opening, Novi Sad Fair shall keep the previously paid 20% of the total amount specified in the last pro forma invoice, for obligations stemming from contractual relation and made reservation of exhibition area (design, location, postal and telephone charges, etc.), due to given notice of cancellation within the specified period.

Should the applicant cancel his appearance within a period of less than 20 days prior to fair event opening, the applicant is obliged to pay the entire amount specified in the last pro forma invoice, as principal debt, for made reservation of exhibition area and other services, regardless of whether he will be exhibiting in the area he registered for or not, whereas Fair reserves the right to designate the relevant area to another exhibitor, or to arrange and decorate the area not used by the above exhibitor in a manner suited to the concept of the event, to be encumbered to the above the applicant.

Should the applicant abandon the contract – registration within 20 days prior to fair event opening, without having paid the arranged advance amount, he shall pay to Novi Sad Fair 20% of the total amount specified in the last pro forma invoice, for obligations stemming from contractual relation and made reservation of exhibition area (design, location, postal and telephone charges, etc.), due to given notice of cancellation.

Upon completion of the event, the applicant will be sent a final invoice for the services that have been used. The applicant is obligated to pay the remaining debt according to the final invoice within the specified period.

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.

The minimum size of the exhibition space that can be leased is 12 m² of the indoor space, other than standard stand offered in packages of services which are an integral part of the application - contract for participation. The Fair reserves the right to increase or decrease the exhibitor's space depending on possibilities for determining location. The Fair will notify in writing the applicant of the location of the allocated exhibition space and will submit the Space Plan.

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

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. If the exhibitor and organiser of a collective exhibition does not register co-exhibitors or indirect exhibitors, or fails to provide complete information in his registration, Fair is entitled to subsequently charge the exhibitor for costs of co-exhibitor and indirect exhibitor registration fees.

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. Exhibitors are obliged to ensure that their representatives are present on the stand until the official end of the fair event. Packaging can begin after the official end of the fair event (after the gates of the Fair have been closed for visitors).

The applicant 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 applicant 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 applicant 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. 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.

3. PUTTING UP BOOTHS

Design of exhibition area includes structural design of booth, work on booth (erection of aluminum construction, erection of water-supply and electric power supply), expert and technical supervision.

Standard booths have aluminum construction in natural aluminum color OCTANORM, with duplex interior, white, floor covered in floor covering, booth has lighting, small floodlights, sign on booth in block letters (logotype charged additionally), furniture – as per applicant's choice.

The applicant may order additional equipment, the prices of which are not specified in the registration, by completing an order form, all in line with the current Fair price list. The complete price list is available on the Novi Sad Fair website at www.sajam.net.

Price of setting up standard booth includes services related to erecting and disassembling of following booth elements:

STANDARD BOOTH

NAME	QUANTITY	Up to 25 m ²	26 - 50 m ²	51 - 100 m ²	> 100 m ²
OFFICE	ITEMS	1	2	2	4
STORAGE	ITEMS	1	1	1	1
TABLE	ITEMS	1	2	4	5
CHAIR	ITEMS	4	8	16	18
KITCHEN SHELF LOW	ITEMS	1	1	1	1
KITCHEN SHELF HIGH	ITEMS	0	1	1	3
FLOOR COVERING	ACCORDING TO SIZE OF STAND IN m ²				

Terms and conditions for renting stand construction and furniture:

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

The applicant is responsible for maintenance of elements at the stand during the fair event.

The applicant 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 applicant chooses not to use all elements belonging to the particular stand type, the price of stand construction shall not be lowered.

Custom booths can be made (maxima, particleboard, craft, etc.) in accordance with the request.

The applicant 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;
- Engaging other contractors and if applicant independently carries out work on his booth, in which case design certification is charged 2,75 EUR/m² (VAT not included).

The attestation of the project and the project attestation fees are solely the obligation of the contractor.

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

If applicants 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 application, 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 applicant, the current pricelist will be used.

4. OTHER TECHNICAL INFORMATION

Upon arrival at the Fair, each applicant 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 applicant occupy a location other than the one designated to him, he shall bear all costs of relocating to his designated exhibition area.

The applicant is obliged to be present during pavilion 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.**

The sound equipment at the exhibition stand can be tolerated only within the space covered by the stand.

The applicant 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 applicant, who takes the whole responsibility for possible damage.

The applicant may begin arranging and decoration of the exhibition area, as well as delivery of merchandise to Fair premises five (5) or ten (10) days prior to fair event opening in the closed and in the open area, respectively, but no later than 48 hours prior to the opening. Activities may commence earlier than stated above, subject to special approval of the Fair. Otherwise, Fair shall not be liable for untimely arranging and decoration of the exhibition area. Any earth works to be carried out in the open exhibition area must be announced and completed no later than 10 days prior to fair event opening.

The applicant is obliged to complete arranging and decoration of the exhibition area 24 hours prior to fair event opening, as well as to remove any packaging and other materials which will not be exhibited, by the same deadline.

The applicants obliged to provide the application of required measures of safety and healthcare 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 applicant 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 healthcare 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.

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

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

If applicant (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.

Applicant (exhibitor or contractor) shall be liable for correct electrical wiring from the main power supply.

The applicant 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.

If the applicant 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.

5. COMPULSORY CATALOGUE LISTING, MOBILE APPLICATION, INTERNET AND PASSES FOR EXHIBITORS

All exhibitors, regardless of the application deadline, are obliged to pay the catalogue listing, mobile application and internet. The Fair has defined the following categories of exhibitors:

EXHIBITORS - economic entities who present their own products or services, rent a designated exhibition space and who are obliged to be listed in the official 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.

CO-EXHIBITORS - If on the stand rented by the Exhibitor are the other economic entities, they are required to be registered as co-exhibitors. 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.

INDIRECT EXHIBITORS - If business entities (manufacturers and countries of origin) which are not Fair exhibitors, and which have a business relationship with an exhibitor, are listed in the catalogue of exhibitors, they shall have the status of indirect exhibitors. The Exhibitor shall the Fair a fee for each listed indirect exhibitor. 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 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
 - Mobile app – publishing data on exhibitor, products or activity
 - 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 passes for a fair event shall be allocated as follows:
- for indoor or office 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 4 m², 8 m² and 9 m² - one passes
 - 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.**
- Number of exhibitor passes with bar code defined under registration.

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
 - Mobile app – publishing data on exhibitor, products or activity
 - 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).
- Passes for co-exhibitors:
- two passes for each co-exhibitor listed in the Catalogue
 - Number of co-exhibitor passes with bar code defined under registration.

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

- name of the indirect exhibitor, town/city and country
- Mobile app – publishing data on exhibitor, products or activity

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.

The Catalogue application form is submitted with the application for exhibiting and the two forms are regarded as the same application. **The information received after 20th September 2019 shall be printed in a supplement for late-entries.**

TICKETS AND ADDITIONAL TICKETS

Based on the introduction of a system of electronic controls, all cards and tickets have a bar-code. All cards and tickets for applicants 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 applicant, permanent tickets can be ordered in the Exhibition Activities Service.

Note:

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.

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.

6. INSURANCE

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

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

7. GENERAL TERMS AND CONDITIONS FOR CONTRACTING MARKETING SERVICES

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 not later than 20 working days prior to the beginning of the fair event. 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.

Materials for a CD: format jpg 800x600

Materials for the Internet site - banners: format jpg or gif, 120x60 pixels or 180x150 pixels

DEADLINES FOR AND TERMS OF CANCELLATION OF SIGNED REGISTRATIONS

Once submitted, the application for marketing services is irrevocable and legally binding, unless cancelled in writing, as follows:

- THE CATALOGUE

- **At least 20 days before the start of the event**, the applicant is obligated to pay on behalf of the obligations of the contractual relationship 10% of the ordered services (final invoice).

- **In period shorter than 20 days and if the Exhibitor do not submit the material for publication**, the applicant is obligated to pay on behalf of the obligations of the contractual relationship 100% of the value of ordered services (final invoice).

- ADVERTISING SPACES

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.

Once submitted, the application is irrevocable and legally binding, unless the applicant submits a cancellation in writing:

- within 20 days before the start of the event (cancellation deadline less than 20 days)-the applicant is obligated to pay on behalf of the obligations of contractual relationship 10% of the ordered services (final invoice).

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.

8. RENTING HALLS IN THE CONGRESS CENTRE

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

a) 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

b) for halls accommodating between 100 and 400 people

- 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)
- 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 (halls 3, 4, 5 and 6)

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.

Catering and hospitality services shall be arranged separately. Food assortment depends on the number of persons, variations of daily menus, as well as on the need for a broader selection of refreshments.

The basic buffet menu is comprised of the following:

Hors d'oeuvre (smoked sirloin, minced pork sausage, ham, chicken breast, feta cheese, trappista 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 Karadorde'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.

9. 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.