

**ORDER FORM AND SUPPLEMENT TO APPLICATION FORM
– TECHNICAL CONNECTION AND STAND EQUIPMENT**

Fair : **VINO LJUBLJANA - 50th International Wine Fair**
 Fair term: **4 - 6 September 2014**
 Order deadline: **20 August 2014**

GOSPODARSKO RAZSTAVIŠČE d.o.o.
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 http://www.ljubljanafair.com

1/ Exhibitor details

Full name of Exhibitor

Post code and town

Street, house number

Telephone

Fax

E-mail

Website

Bank location and branch

Current account number

Director (full name)

Contact person (full name)

Contact person's e-mail address

Contact person's telephone number

VAT no.

Taxable entity (circle)

YES

NO

Electrical connections - rental (Euro connectors)

1,5kW, 220V/10A	85,00 EUR / piece	_____ psc
3kW, 220V/16A	105,00 EUR / piece	_____ psc
5kW, 220/380V/3x10A	115,00 EUR / piece	_____ psc
5-10kW, 220/380V/3x16A	125,00 EUR / piece	_____ psc
10-15kW, 220/380V/3x20A	140,00 EUR / piece	_____ psc
15-20kW, 220/380V/3x25A	165,00 EUR / piece	_____ psc
20-30kW, 220/380V/3x25A	210,00 EUR / piece	_____ psc
30-40kW, 220/380V	250,00 EUR / piece	_____ psc

Water connection and kitchen equipment - rental

Water connection - first	65,00 EUR / piece	_____ psc
Water connection - additional	45,00 EUR / piece	_____ psc
Wash basin	27,50 EUR / piece	_____ psc
10 l - boiler	16,50 EUR / piece	_____ psc
Refrigerator 1 20 l	55,00 EUR / piece	_____ psc
Mini kitchen	98,50 EUR / piece	_____ psc

(refrigerator, wash basin, boiler, stove)

Telephone connection - rental

Direct line	105,00 EUR / piece	_____ psc
Internet line	150,00 EUR / piece	_____ psc

Wi-Fi code may be picked up at the Fair's reception desk.

Prices do not include the cost of landline operator's services, which will be charged at the end of the Fair, according to the actual consumption and the prices of Telekom Slovenije d.d.

Additional overnight electricity (refrigeration equipment only)

- enter power in kW _____ (75% of the basic price) _____ psc

For a power supply over 3kW, a corresponding fuse box must be installed (this can be done by Exhibitor itself or ordered for an Organizer).

Data on the performer of electrical installation within the exhibition space (company name and responsible person - if not GR)

Arrangement of exhibition space - space equipment (octanorm R8 standard white) – please mark with an "x"

- I. 25,00 EUR/sqm - stand equipment includes: floor covering (Heuga), partition walls (h=2,5 m), counter 100 x 50 (1 piece)
- II. 30,00 EUR/sqm - stand equipment includes: same as option 1 + inventory by the norms (please see backside)
- III. _____ EUR/sqm- equipment by the specific offer

Individual equipment (single elements):

Quantity	Element	Unit	EUR
_____	Floor covering - Heuga	sqm	4,30
_____	Partitioning wall - duplex	M	21,00
_____	Door - ordinary	piece	27,50
_____	Counter 100 x 50 x 100	piece	22,00
_____	Raised platform 100 x 50	piece	34,00
_____	Glass showcase - low 100 x 50	piece	39,50
_____	Glass showcase - high 100 x 50	piece	69,00
_____	Board without the signage _{200x40}	piece	21,00
_____	Inscription on board	piece	25,00

Quantity	Element	Unit	EUR
_____	Chair - upholstered, black	piece	9,10
_____	Leather chair, gray	piece	11,00
_____	Bar stool	piece	10,00
_____	Bar table	piece	13,50
_____	Table 80 x 80	piece	13,50
_____	Table diameter 80	piece	13,50
_____	Table, 160 x 80 cm	piece	19,50
_____	Double-sided tape	piece	8,50

If you would like to order any individual or additional items of equipment that are not listed here (e.g. platforms, counters, showcases) or if you would like to have the complete planning and implementation of your Exhibition space equipment taken care of according to your specific needs, please contact the Fair management.

The prices do not include VAT, which will be accounted for in accordance with the provisions of the VAT Act-1, and paid by the Exhibitor. The organizer reserves the right to change the prices by invoking the "effect of a change in circumstances," which refers to circumstances that could not have been foreseen on the day the prices were defined (Article 112 of the Code of Obligations).

For orders received after 20 August 2014, a 50% supplement will be charged in addition to the normal price of the service.

We hereby confirm our acceptance of the conditions for service stated on the reverse side of this order form and irrevocably acknowledge and accept them as part of the application.

Place and Date of Signing:

Company Stamp:

Signature:

Equipment norms for exhibition space arrangement – variant II

	up to 12 m2	13-24 m2	25-40 m2	41-60 m2	over 60 m2
Storage space	up to 2m2	up to 6m2	by agreement	by agreement	by agreement
Door	yes	yes	yes	yes	yes
Table	1	1	2	3	4
Chair	4	4	8	12	16
Low cupboard	1	1	2	2	3
Clothes rack	1	1	1	2	2
Desk	1	2	2	3	4
Raised platform	1	1	2	4	6
Glass cabinet	no	1	2	4	5

Possible electrical connections in halls:

Hall A extension, concourse of the hall A, passage A - A2, hall E: Euro connectors: single phase 16 A in tripple phase 16 A, up to 15 kW

Hall A: Euro connectors 32 A

Hall A2 and hall C: Euro connectors 16-63 A

Hall B (all levels): Euro connectors 10-63 A

- * The technical service will implement the conduit – electric conductor, from the distribution point in a hall to the exhibitor's exhibition space.
- * In case of special requirements (e.g. powerful connectors), it is necessary to submit the appropriate documentation (connection diagrams, etc.).
- * Electrical installation providers in the exhibition space (exhibitor or authorised company with contract with GR) shall confirm with a statement that all the appropriate technical regulations, standards, and norms were applied during the implementation of works.
- * The electrical connection installer in the exhibition stand is obliged to provide for the earthing of metal parts of the construction.

Conditions of use of technical connections and equipment of the exhibition stand:

1. Order – Order Form

The exhibitor – client orders services with a fully and correctly completed Order Form.

The exhibitor – client shall submit the order to the provider 15 days before the beginning of the event at the latest, or within the prescribed time. By confirming the Order Form, the exhibitor – client irrevocably orders services and agrees with conditions of the provider. For the exhibitor – client the Order Form is a binding and irrevocable Addendum to the Application Form. Provisory orders will not be considered by the provider.

2.

With the order, the exhibitor – client obliges to pay for the services marked on the Order Form at valid service prices and under the conditions of the provider.

3.

Fully and correctly completed Order Form is the condition for the implementation of the order.

4.

The provider reserves the right to select the material and equipment needed for the implementation of the service, unless otherwise agreed.

5. Cancellation of the order

In case of cancellation of the order more than 7 days before the beginning of the event, the provider is entitled to a cancellation fee in the amount of 15% of the value of the order. In case the order is cancelled less than 7 days before the beginning of the event, the amount of the cancellation fee is 50% of the value of the order. In both cases the cancellation fee is the agreed lump-sum compensation for the loss of the provider.

6. Payment terms

The exhibitor – client receives a pro forma invoice which is to be paid on the whole until due date. The payment is the condition for the implementation of the order.

After the services has been performed or after the event has finished, the provider issues an invoice to the exhibitor – client.

In case the payment term is exceeded, the provider reserves the right to charge the legal penalty interests charge.

The exhibitor can object to the invoice within 8 days after the receipt. If the exhibitor – client objects only to one part of the invoice, they are obliged to pay the undisputed within due date.

7. Cancellation of the order

The provider has the right to cancel the previously confirmed order in the following cases:

- if the exhibitor – client fails to settle their liabilities within due date;
- if there are outstanding debts of the exhibitor towards the provider, arising from the past;
- if the exhibitor's – client's requirements are in contravention of general provisions of work on the exhibition grounds.

8. Force majeure

In case the event is cancelled due to force majeure, the provider is entitled to 50% of the agreed value of the order for the already completed order.

9. Technical conditions

The exhibitor – client has to supply all technical requirements for implementation of the exhibition space or preparation of technical connections. Requirements have to be supplied in due time (within due date, stated in the head of this Order Form) and in written form (e-mail, fax, mail). All the valid regulations on fire safety, safety at work, and general provisions of work on the exhibition grounds have to be observed.

10. Takeover conditions

The takeover is performed by the exhibitor – client and representative of the provider at the latest:

- 12 hours before the beginning of the event for furnished exhibition space;
- 2 hours before the beginning of the event for electrical, TT, and water connections;
- up to the beginning of the event for additional orders and services that were not ordered in due time.

The exhibitor – client, who fails to take over the completed order in time, is not entitled to complaint concerning the performed service.

11. Guarantee and insurance

a) The exhibitor – client is obliged to protect the hired equipment and materials. The exhibitor – client will be held fully responsible for any damage or losses that occur.

b) The provider will not be held responsible for incorrect orders (forms). The provider will charge all corrections and additional interventions, arising from the change of the order.

c) Any activities on the construction, installation, or equipment are not allowed without knowledge of the provider.

d) The exhibitor – client is not allowed to rent the exhibition space, installation, leased equipment, or materials to a third party. In case of violation the provider reserves the right to charge a contractual penalty in the amount of 50% supplement of the value of the order on this Order Form.

12.

The exhibitor – client renounces all objections, arising from copyright.

13.

The provider obliges to hand over cleaned exhibition space and equipment.

14.

The District Court in Ljubljana is responsible for settlement of any disputes between the exhibitor and the provider.