

**ORDER FORM ANNEX TO APPLICATION FORM – TECHNICAL APPLIANCES AND EXHIBITION SPACE EQUIPMENT****GOSPODARSKO RAZSTAVIŠČE d.o.o.**

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Fair: **VINO LJUBLJANA 2016**  
 Fair dates: **20–21 October 2016**  
 Deadline for orders: **6 October 2016**

**Exhibitor details**

Full name of Exhibitor \_\_\_\_\_

Post code and town \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Director (full name) \_\_\_\_\_

Contact person's e-mail address \_\_\_\_\_

VAT no. (or tax ID) \_\_\_\_\_

Street, house number \_\_\_\_\_

Fax \_\_\_\_\_

Website \_\_\_\_\_

Contact person (full name) \_\_\_\_\_

Contact person's telephone number \_\_\_\_\_

Taxable entity (mark): YES NO

**Power supply (supplied to Exhibition space, Euro socket)**

1,5 kW, 220 V, 10 A	EUR 85.00/item	_____ items
3 kW, 220 V, 16 A	EUR 105.00/item	_____ items
5 kW, 220/380 V, 3×10 A	EUR 115.00/item	_____ items
5–10 kW, 220/380 V, 3×16 A	EUR 125.00/item	_____ items
10–15 kW, 220/380 V, 3×20 A	EUR 140.00/item	_____ items
15–20 kW, 220/380 V, 3×25 A	EUR 165.00/item	_____ items
20–30 kW, 220/380 V, 3×25 A	EUR 210.00/item	_____ items
30–40 kW, 220/380 V	EUR 250.00/item	_____ items

Night-time power supply (refrigeration devices) - enter power in kW  
 \_\_\_\_\_ (75 % of price) \_\_\_\_\_ items

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

**Water supply and kitchen equipment**

Water supply - first	EUR 65.00/item	_____ items
Water supply - additional	EUR 45.00/item	_____ items
Sink	EUR 27.50/item	_____ items
Boiler 10 litre	EUR 16.50/item	_____ items
Refrigerator 120 litre	EUR 55.00/item	_____ items
Kitchenette (fridge, sink, boiler, cooker)	EUR 98.50/item	_____ items

**Telephone connection**

Direct line	EUR 105.00/item	_____ items
Broadband line	EUR 75.00/item	_____ items

The Wi-Fi code may be picked up at the Fair's reception desk.  
 Telephone usage is not included in the price and will be charged at the end of the fair in accordance Telekom Slovenia's prices.

**Data concerning the person responsible for electrical installations for the Exhibition space interior** (company name and person responsible):

**Exhibition space layout** (standard equipment R8 - white) – mark

- [ ] Variant 1: EUR 25.00/m<sup>2</sup> - the layout includes Heuga flooring, partitions (height = 250 cm), counter 100 x 50 cm (1 item)  
 [ ] Variant 2: EUR 30.00/m<sup>2</sup> - in addition to the equipment referred to in no. 1 above, the layout also includes standard equipment (see last page)  
 [ ] Variant 3: Customized layout according to the requirements of each other (use the table below to indicate the quantities of each element required)

**Equipment elements:**

Quantity	Item	Unit	Price	Quantity	Item	Unit	Price
_____	Heuga flooring	m <sup>2</sup>	EUR 4.30	_____	Cushioned black chair	item	EUR 9.10
_____	Partition	m	EUR 21.00	_____	Gray leather chair	item	EUR 11.00
_____	Standard door	item	EUR 27.50	_____	Bar stool	item	EUR 10.00
_____	Counter 100 x 50 cm	item	EUR 22.00	_____	Bar table	item	EUR 13.50
_____	Double-sided tape 50 m	item	EUR 8.50	_____	Table, 80 x 80 cm	item	EUR 13.50
_____	Showcase, low 50 x 100 x 100 cm	item	EUR 39.50	_____	Round table, diameter 80 cm	item	EUR 13.50
_____	Showcase, low 100 x 50 x 250 cm	item	EUR 69.00	_____	Table, 160x80 cm	item	EUR 18.00
_____	Nameplate 200 x 40 cm	item	EUR 21.00	_____	Fascia board (enter below)	item	EUR 25.00

**Fascia board text:** \_\_\_\_\_

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).

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:** \_\_\_\_\_**Stamp:** \_\_\_\_\_**Signature:** \_\_\_\_\_

## Standard equipment for Exhibitions – Variant 2

	up to and incl. 12 m <sup>2</sup>	between 12 and 25 m <sup>2</sup>	between 25 and 40 m <sup>2</sup>	between 40 and 60 m <sup>2</sup>	over 60 m <sup>2</sup>
Storage unit	up to 2 m <sup>2</sup>	up to 6 m <sup>2</sup>	as arranged	as arranged	as arranged
Doors	yes	yes	yes	yes	yes
Tables	1	1	2	3	4
Chairs	4	4	8	12	16
Low cupboards	1	1	2	2	3
Hangers	1	1	1	2	2
Counters	1	2	2	3	4
Platforms	1	1	2	4	6
Showcases	no	1	2	4	5

## Electricity power points available in the halls

**Hall A extension (Kupola), Hall A lobby (Kupola lobby), A-A2 transition (Kupola-Kocka), Hall E (Jurček):** Euro sockets: single-phase 16 A and three-phase 16 A, up to 15 kW

**Hall A (Kupola):** Euro sockets 32 A

**Hall A2 (Kocka) and Hall C (Steklena dvorana):** Euro sockets 16–63 A

**Hall B (Marmorna dvorana) - all levels:** Euro sockets 10–63 A

\* Technical service will arrange the electrical conduit from the distribution point in the hall to the Exhibitor's stand.

\* In the event there are special requirements (e.g. stronger connections) appropriate documentation must be submitted (wiring diagrams, etc).

\* The person responsible for carrying out electrical installations in the Exhibition space (the Exhibitor itself or a company contracted to do so by Organizer) must confirm by way of a statement that all appropriate technical regulations, standards and norms have been taken into account.

\* The person responsible for carrying out electrical installations at the Exhibition space is obliged to earth any metal parts of the structure.

## Terms of Use for supply connections and Exhibition space equipment

### 1. Order – Order Form

The Exhibitor/Client is required to order services by completing the order form in full and without error.

Orders made by the Exhibitor/Client must be submitted to the Contractor by **no later than the deadline for orders**.

By making the order, the Exhibitor/client irrevocably orders the services and agrees to the conditions laid down by the Contractor.

The order is binding and irrevocable on the Exhibitor/Client. Orders submitted with conditions will not be considered by the Contractor.

**2.** By submitting its order, the Exhibitor/Client undertakes to pay for the services indicated on the order form according to the price list in place for the services and conditions carried out by the Contractor.

**3.** The order form must be completed in full and without error in order for the order to be carried out.

**4.** Unless otherwise agreed, the Contractor reserves the right to choose the material and equipment required to carry out the order.

### 5. Termination of contract

In the event that the contract is cancelled more than 7 days before the event, the Contractor is entitled to a cancellation fee of 15% of the value of the order. If the contract is cancelled less than 7 days before the event, the cancellation fee shall be 50% of the value of the order. In both cases the cancellation fee is agreed to be a lump sum compensation for the loss sustained by the Contractor.

### 6. Payment terms

The exhibitor/Client receives a pro forma invoice which it is obliged to settle by the due date stated on the invoice. Remittance of this payment is a condition for performance of the contract.

The Contractor shall issue an invoice to the Exhibitor/Client either after the service has been completed or at the end of the event.

The Contractor reserves the right to charge the Exhibitor/Client for late payments, including legal interest on arrears.

Any objection to the invoice issued must be submitted within eight days of the invoice date. If the Exhibitor /Client objects to only part of the bill, the part of the invoice not subject to dispute must be paid within the period agreed.

### 7. Cancellation of the order

The Contractor reserves the right to cancel a previously approved contract in the following cases:

- If the Exhibitor/Client has not settled their obligations in a timely manner.
- If the Exhibitor/Client has outstanding past debts owed to the Contractor.
- If the requirements of the Exhibitor/Client breach the general terms and conditions of the Fair's work.

### 8. Force Majeure

If the event is cancelled due to a force majeure event, the Contractor is entitled to 50% of the agreed value for completed orders.

### 9. Technical conditions

The exhibitor/Client must send all technical specifications required in order to prepare the Exhibition space and technical connections in good time (until the due date of the order, which is stated in the header of the order form) and in written form (by email, fax, regular post).

When ordering it is necessary to comply with all applicable regulations on fire safety, health and safety at work, and the general the conditions for work at the Fair.

### 10. Conditions of acceptance

Collection of the order shall be carried out by the Exhibitor/Client and the Contractor's representative by no later than:

- 12 hours prior to the event, for equipped Exhibition space
- 2 hours prior to the event for electricity, telecommunication and water connections
- By the beginning of the event for any additional orders and services that were not ordered in good time. Any exhibitor/Client that fails to collect the completed order shall not be entitled to refunds for any services provided.

### 11. Guarantees and insurance

a) The Exhibitor/Client is obliged take care of any equipment or supplies hired. The Exhibitor/Client will be held fully responsible for any damage or loss sustained.

b) The Contractor shall not bear any responsibility for orders (forms) that have been submitted incorrectly.

The Contractor will charge a fee for any corrections and additional interventions required as a result of changes made to orders.

c) Interventions in construction, installation, or equipment without the prior knowledge of the Contractor are not allowed.

d) The Exhibitor/Client is not allowed to sublet the Exhibition space, wiring or any hired equipment or materials to a third party. In the event that this is breached, the Contractor reserves the right to charge a penalty in the form of a 50 per cent addition to the value of the contract under this Order.

### 12.

The exhibitor/Client waives all its copyright claims.

### 13.

The Contractor undertakes to ensure that the Exhibition space and equipment will be cleaned prior to their use.

### 14.

Any dispute between the parties shall be dealt with by the District Court of Ljubljana.