

**Standard equipment for Exhibitions - stand Variant 2:**

Storage unit	up to and incl. 9 m <sup>2</sup>	between 9 and 15 m <sup>2</sup>	between 15 and 25 m <sup>2</sup>	between 25 and 40 m <sup>2</sup>	over 40 m <sup>2</sup>
	up to 1 m <sup>2</sup>	up to 2 m <sup>2</sup>	as arranged	as arranged	as arranged
Doors	yes	yes	yes	yes	yes
Flooring	yes	yes	yes	yes	yes
Partition (wall)	yes	yes	yes	yes	yes
Nameplate	1	1	1	1	1
Bar stool	1	2	3	4	5
Cushioned black chair	no	4	4	8	12
Table, 140 x 60 cm	no	1	1	2	3
Counter 100 x 50 cm	1	2	3	4	5
Hanger	1	1	1	1	1
Reflector*	2	2	3	4	5

\*when ordering an electrical connection

**Electricity power points available in the halls**
**Hall Sonet, Hall A lobby (Kupola lobby), A-A2 transition (Kupola-Kocka), Hall E (Jurcek):**

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 orders services by submitting a correctly and fully completed order form.

The exhibitor – client must submit the order to the contractor no later than the specified order deadline.

By confirming the order form, the exhibitor – client irrevocably orders the services and accepts the contractor's terms and conditions. The order constitutes a binding and irrevocable supplement to the application. Orders with reservations will not be considered.

2. By placing the order, the exhibitor – client undertakes to pay for the selected services according to the valid price list and the contractor's terms and conditions.

3. A correctly and fully completed order form is a prerequisite for the execution of the order.

4. The contractor reserves the right to select the materials and equipment required for the execution of the order, unless otherwise agreed.

**5. Cancellation of Order**

If the order is cancelled 15 to 7 days before the start of the event, the contractor is entitled to a cancellation fee of 15% of the order value.

If the cancellation is submitted less than 7 days before the event, the cancellation fee amounts to 50% of the order value.

**6. Payment Terms**

The exhibitor – client receives a pro forma invoice, which must be paid in full by the deadline stated therein. Payment is a condition for execution of the order.

After completion of the service or the end of the event, the contractor issues an invoice to the exhibitor – client.

The contractor reserves the right to charge statutory default interest for late payments. Any objection to the issued invoice must be submitted within eight days of issuance. If the exhibitor – client disputes only part of the invoice, the undisputed amount must be paid within the agreed deadline.

**7. Revocation of Order**

The contractor has the right to revoke a confirmed order in the following cases:

- if the exhibitor – client fails to settle obligations within the specified deadline,
- if the exhibitor – client has outstanding obligations to the contractor from the past,
- if the exhibitor – client's requirements are contrary to the general working conditions at the fairground.

**8. Force Majeure**

If the event is cancelled due to force majeure, the contractor is entitled to 50% of the agreed order value for services already performed.

**9. Technical Conditions**

The exhibitor – client must submit all technical requirements for the construction of the exhibition stand or preparation of technical connections in writing (e-mail, fax or post) by the

order deadline specified in the header of the order form.

All applicable fire safety regulations, occupational safety regulations and general working conditions at the fairground must be observed.

**10. Acceptance Conditions**

Acceptance of the completed order shall be carried out by the exhibitor – client and the contractor's representative.

If during assembly and no later than two hours after the start of the event the exhibitor does not submit a written complaint (by e-mail or written statement at the fair reception) regarding the ordered equipped exhibition stand, it shall be deemed that the stand was properly equipped.

**11. Liability and Insurance**

a) The exhibitor – client is obliged to safeguard the rented equipment and materials and assumes full financial liability for any damage or loss.

b) The contractor assumes no liability for incorrect orders (forms). All corrections and additional work resulting from order changes will be charged.

c) Interventions in structures, installations or equipment without the contractor's knowledge are not permitted.

d) The exhibitor – client may not sublet the exhibition space, installations, rented equipment or materials to third parties. In case of violation, the contractor reserves the right to charge a contractual penalty amounting to an additional 50% of the order value under this order form.

e) The exhibitor – client waives all objections based on copyright claims.

12. The contractor undertakes to hand over a cleaned exhibition space and the equipment installed by the contractor for use.

13. Any disputes between the contracting parties shall fall under the jurisdiction of the District Court in Ljubljana.