

Exhibition conditions

1. General provisions

- a) The Application Form shall represent the acceptance of the offer. The Exhibitor shall submit a duly completed Form to the Organiser by the specified Application Deadline. The Form shall be sent to the Organiser's address: Gospodarsko razstavišče d.o.o., Dunajska cesta 18, 1000 Ljubljana.
- b) Application Forms without signature of the authorised person shall not be valid.
- c) For Exhibitors, the Application Form is legally binding and irrevocable.
- d) The Organiser shall not consider or accept Application Forms containing reservations or proposals for amendments to the conditions.
- e) The Exhibition conditions specified in the Application Form, Order Form and Annex to the Application Form apply for all events (fairs, exhibitions, other events).
- f) Prices valid for the Event are stated on the front page of the Application Form. The specification of the Exhibition programme is a condition of Exhibitor's participation at the Event. The Exhibitor may exhibit only the listed Exhibition objects.
- g) The Organiser reserves the exclusive right to decide upon the admission of tenders (Application Forms). Similarly, the Organiser is not obliged to consider Application Forms received after the due date.
- h) The smallest Exhibition space that may be requested by an Exhibitor is 6 sqm of unequipped interior Exhibition space and 6 sqm of unequipped exterior Exhibition space.
- h) With our signature, we authorise Gospodarsko razstavišče d.o.o. to process our above listed data in accordance with the Personal Data Protection Act in its data bases and to use them for the following purposes: statistical processing, participant segmentation, fulfilment of contractual and legal obligations, sending of offers, advertising material, publications and invitations to Events and consumer surveys by telephone, in writing or by e-mail. The data may be processed by Gospodarsko razstavišče d.o.o. for up to 10 years following the last participation at a Fair or other Event, or until the termination of written authorisation, provided the applicable legislation does not impose other time limitations.

2. Allocation of the Exhibition space

Domestic and foreign Exhibitors may exhibit at the Event, provided their exhibited products and services are in accordance with the programme of the Event. Commercial agents and importers may exhibit products of companies they represent. The Organiser decides upon allowing access to the Event to a certain Exhibitor and allocation of the Exhibition space so as to assure the benefit of the Event. Due to the optimisation of Exhibition spaces, the Organiser may assign an Exhibitor a space with a smaller number of open sides than requested by the Exhibitor. The Organiser reserves the right to allocate up to approximately 30% less and 10% more of Exhibition space to an Exhibitor. The Organiser must confirm each change of the assigned Exhibition space. The Organiser may re-allocate or close entrances and exits from halls and, if required, apply other changes to the Exhibition space. If for any reason, the Event Organiser is not able to allocate an Exhibition space to an Exhibitor following the receipt of the Exhibitor's Application, the Exhibitor is entitled to a full refund of the already paid sum.

3. Cancellations

An Exhibitor may cancel an already submitted Application only with a written statement. In such case, the Exhibitor is obliged to pay:

- 40% of the Exhibition space price, if the Application is cancelled more than 30 days prior to the beginning of the Event,
- 100 % of the Exhibition space price, if the Application is cancelled less than 30 days prior to the beginning of the Event.

4. Application fee, mandatory entry in the Fair Catalogue, ecological fee

Each Exhibitor shall pay the Fair Application fee, ecological fee and the mandatory entry in the Fair Catalogue. The data in the Catalogue is published in the Slovenian and English language.

The Exhibitor is obliged to submit the data for the Catalogue entry at the time of submission of the Application or, at the latest, 45 days prior to the beginning of the Event. If the Exhibitor submits the data later or does not submit them at all, only the Exhibitor's general data shall be published in the Catalogue. The Event Organiser reserves the right to summarize or adjust the content of the Fair Catalogue entry; however, the Organiser shall not be held accountable for possible errors.

5. Payment

The Exhibitor undertakes to pay for the Exhibition space, application fee for the Event and mandatory entry in the Fair Catalogue based on the prices agreed upon and listed in this Application Form. The prices do not include VAT, which shall be paid by the Exhibitor. Following delivery of a signed Application Form to the Event Organiser, the Exhibitor shall receive a Pro Forma Invoice which must be paid in entirety (the entire sum) within the deadline stated on the Invoice. The payment of the Pro Forma Invoice is a condition for the Exhibitor's participation at the Event. The Event Organiser undertakes to issue Invoices in accordance with the valid legislation. In case of a late payment, the Event Organiser may charge the Exhibitor legal late payment interest. The Exhibitor may appeal against the issued Invoice in writing, within 8 days following the issue of the Invoice.

If the Exhibitor appeals only against a part of the Invoice, he is obliged to pay the undisputed part within the deadline and in the manner defined by this Application.

6. Confirmation of allocated Exhibition space

On the basis of the settled Pro Forma Invoice, the Organiser shall issue an Invoice for the pre-payment to the Exhibitor, thus confirming the allocation of the Exhibition space.

7. Cancellation of allocated Exhibition space

The Organiser reserves the right to refuse an Application Form or to annul the issued confirmation under Item 6 of this Application Form, particularly in the following cases:

- Exhibitor is subject to compulsory composition, bankruptcy or winding-up proceedings at the time of the Application,
- Exhibitor has outstanding debts to the Organiser, arising from the past,
- Objects to be exhibited at the Event do not suit the topic of the Event,
- Exhibitor fails to supply the documents required by the Organiser (Item 14),
- Application Form is delivered after the due date,
- Exhibitor does not settle the Pro Forma Invoice within the stated deadline.

8. Time and place of Event

If the Event has to be postponed or started earlier, if its duration has to be shortened or extended, or the Event has to be relocated, the Exhibitors do not have the right to either refuse their participation or claim indemnities.

9. Technical conditions

Exhibitors shall submit to the Organiser an outline (project) of the set-up and equipment of their Exhibition space, which must be confirmed by the Organiser prior to assembly. The height of the Exhibition set-up must not exceed 250 cm. If higher Exhibition space is required, a written permission must be obtained from the Organiser. When assembling the Exhibition space, the Exhibitor may not usurp the area beyond their allocated Exhibition space.

10. Permanent entry passes for Exhibitors

Following the confirmation of the allocated Exhibition space, the Exhibitor shall receive free-of-charge permanent entry passes for his staff. Permanent entry passes bear the name and photo of the user and are not transferable. In case of misuse of permanent entry passes, the Organiser reserves the right to withdraw them.

Following the application, the Exhibitor is entitled to two permanent passes for each allocated space and one additional pass for each 10 square metres of the Exhibition space, up to a total of 10. If the Exhibitor requires more passes, they can be purchased at prices published in the "Instructions for Exhibitors".

11. Assembly and disassembly

Assembly and disassembly must be registered in advance. The assembly and disassembly deadlines, as set in the »Instructions for Exhibitors«, must be strictly observed. If the deadline for disassembly is exceeded, the Organiser reserves the right to disassemble the Exhibition space at the expense and risk of the Exhibitor. Once disassembly is completed, the Exhibitor shall restore the space to its original state. If this is not the case, the Exhibitor undertakes to pay all incurred damages to the Organiser. When setting up and equipping the Exhibition space, during the assembly, the Event, and disassembly, the Exhibitor or their Contractor shall above all consider and act in compliance with:

- occupational safety and health regulations,
- fire safety regulations,
- general conditions of work on the Fair premises (published on the Organiser's website),
- »Instructions for Exhibitors«, which Exhibitors receive upon the allocation of the Exhibition space.

The Exhibitor is not permitted to remove exhibits from the Exhibition space until the Event is over. The Exhibitor is allowed to a premature leave of the Exhibition space only based on a written consent from the Organiser.

12. Guarantee and insurance

- a) The Organiser shall not be held accountable for damage, loss, destruction or theft of the property of the Exhibitor or their Contractors, staff and third parties, caused by fire, storm, hail, strikes of lightning, breakage, water release, theft or any other reason. The Organiser shall not be held accountable for any damage, loss, destruction or theft of objects and injuries incurred to third parties caused by the Exhibitor or his/her Contractor at the Exhibition space or on the Fair premises. The Exhibitors and their Contractors, respectively, shall conclude suitable insurances at their own expense.
- b) The Exhibitor and their Contractor, respectively, shall be held responsible for any damage or injury caused to the Organiser and/or third party at the Exhibition space or on the Fair premises by themselves or their staff.
- c) The Organiser does not assume any guarantee for vehicles left at the Fair premises or parking spaces by Exhibitors, their staff or authorised persons and their Contractors.
- d) The Exhibitor is not permitted to lease the allocated Exhibition space or advertising space or their parts to third parties. In case of violation, the Organiser reserves the right to charge the Exhibitor an additional 100% of the price for the allocated Exhibition space and advertising space, respectively.

13. Presentations

At the latest 8 days prior to the beginning of the Event, the Exhibitor has to notify the Organiser in writing with regards to any special presentations to be held on the allocated Exhibition space (e.g. musical performance). After issuing a written consent for the presentation, the Organiser reserves the right to restrict or prohibit presentation causing noise, dirt, dust, gas release or in any way hindering the course of the Event. The presentation may be performed exclusively in the allocated Exhibition space.

14. Operation of the Exhibitor – documents

Before confirming the allocation of the Exhibition space, the Organiser reserves the right to demand from the Exhibitor to submit the following:

- Business permit or business registration certificate issued by a competent office confirming that the Exhibitor fulfils the conditions of conducting business as set by law.
- Relevant consent issued by a competent sanitary and veterinary inspectorate if the Exhibitor intends to trade in foodstuffs and general consumer goods, organise food testing or demonstration of general consumer goods or perform catering services.
- Proof of insurance of persons and objects.

The Organiser reserves the right to refuse participation of Exhibitor if the Exhibitor fails to submit the required documents.

15. Photography and drawing

The Organiser reserves the right to take photographs of the Exhibition spaces and the Exhibits, as well as to draw them or shoot them on a film or video tape. The Organiser may use thus obtained material for personal or general use. The Exhibitor renounces all contestations arising from copyright. Photography, drawing or shooting of Exhibition spaces is not permitted without the permission of the Organiser, the only exception being the Exhibitor's own space.

16. Cleaning of the Exhibition space

The Organiser provides for the cleaning of the Fair premises and passages in halls. Cleaning of Exhibition spaces is the responsibility of individual Exhibitors; however, upon an order, cleaning may be assumed by the Organiser at the expense of the Exhibitor.

17. Jurisdiction

The Organiser and the Exhibitor shall settle all eventual disputes in an amicable way. In case a dispute cannot be settled in this way, the competent court in Ljubljana holds complete jurisdiction over the matter.