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

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Fair : **HOME FAIR 2012**
Fair term: **6 - 11 March 2012**
Order deadline: **14 February 2012**

1/ Data on the exhibitor

Exhibitor's full company/organisation name

Postcode/Zip, City | Address

Telephone | Telefax

E-mail | Website

Full bank address and SWIFT code | Bank account number, IBAN

Managing Director/CEO (First name, Last name) | Contact person (First name, Last name)

Contact person's e-mail | Contact person's telephonee

ID tax No. | Corporate taxpayer(please 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

Additional overnight electricity (refrigeration equipment only)
- enter power in kW _____(75% of the basic price) _____ psc

A corresponding fuse box must be installed for connections over 3 kW (provided by exhibitors themselves or they may order it from GR).

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	49,50 EUR / piece	_____ psc
Mini kitchen (refrigerator, wash basin, boiler, stove)	98,50 EUR / piece	_____ psc

Telephone connection - rental

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

Telephone equipment rental is included in the price.
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..

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 YOUR ORDER*

- ☐ 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	24,00
	Glass showcase - low 100 x 50	piece	39,50
	Glass showcase - high 100 x 50	piece	69,00

Quantity	Element	Unit	EUR
	Chair - upholstered, black	piece	7,50
	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, 140 x 80 cm	piece	13,50

If you wish to receive our full offer of stand equipment or you would like us to help you plan, design and execute the building of your stand, please do not hesitate to contact us!

Prices do not include the VAT that is charged in accordance with the provisions of the Value Added Tax Act (ZDDV-1) and paid by the exhibitor. Organiser reserves the right to change the prices by applying article 112 of Slovene Code of Obligations in case of the "effect of changed circumstances", which Organiser could not predict at the time of setting the prices. We hereby confirm that we have read and understood the terms and conditions as set out overleaf and that we irrevocably recognise and accept these terms and conditions as contents of our order.

Please make sure this order is valid by completing it legibly and thoroughly, including your exact VAT and other company details.

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 21 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.