

Order Form

Home Fair 2027

Fair duration: **10–14 March 2027**
 Deadline for orders: **10 February 2027**

Gospodarsko razstavišče d.o.o.

Dunajska cesta 18, SI-1000 Ljubljana, Slovenia
 1001 Ljubljana, p.p. 3517
 VAT no.: SI 87878879

B

+386 1 300 26 00, dom@gr.si

1. Exhibitor details

Full name of Exhibitor

Address (street, house number, post code and town)

Contact person (full name)

Contact person's e-mail address

Contact person's telephone number

VAT no. (or tax ID)

2. Power supply

(access to the exhibition space, connection to the euro connector – 5 days)

1,5 kW, 220 V, 10 A	150,00 EUR/pcs	_____ pcs
3 kW, 220 V, 16 A	210,00 EUR/pcs	_____ pcs
5 kW, 220/380 V, 3x10 A	250,00 EUR/pcs	_____ pcs
5-10 kW, 220/380 V, 3x16 A	315,00 EUR/pcs	_____ pcs
10-15 kW, 220/380 V, 3x20 A	420,00 EUR/pcs	_____ pcs
15-20 kW, 220/380 V, 3x25 A	475,00 EUR/pcs	_____ pcs
20-30 kW, 220/380 V, 3x25 A	630,00 EUR/pcs	_____ pcs
30-40 kW, 220/380 V	780,00 EUR/pcs	_____ pcs

Night-time power supply (refrigeration devices) - enter power in kW:

_____ (75 % of price) _____ pcs

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).

5. We would like to place an order for the following equipment elements

Quantity	Item	Price/unit	Quantity	Item	Price/unit
_____	Exhibition flooring	6,00 EUR/m ²	_____	Cushioned black chair	11,00 EUR/pcs
_____	Partition (wall)	24,00 EUR/m	_____	Bar stool	12,00 EUR/pcs
_____	Ceiling beam connection 100 x 100 cm	9,00 EUR/pcs	_____	Bar table	15,00 EUR/pcs
_____	Standard door	32,00 EUR/pcs	_____	Table, 80 x 80 cm	15,00 EUR/pcs
_____	Counter 100 x 50 cm	26,00 EUR/pcs	_____	Round table, diameter: 80 cm	15,00 EUR/pcs
_____	Showcase, low 50 x 100 x 100 cm	60,00 EUR/pcs	_____	Table, 140 x 60 cm, grey	21,00 EUR/pcs
_____	Showcase, low 100 x 50 x 250 cm	90,00 EUR/pcs	_____	Selfstanding clothes rack	20,00 EUR/pcs
_____	Reflector	21,00 EUR/pcs	_____	Nameplate 200 x 40 cm	26,00 EUR/pcs
_____	Double-sided tape - 50 m	15,00 EUR/pcs	_____	Fascia board (enter below)	30,00 EUR/pcs

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.

6. Exhibition space layout (octanorm R8 - standard grey) - mark accordingly

_____	Stand – Variant 1: the layout includes exhibition flooring, partitions (height = 250 cm), counter 100 x 50 cm (1 item) and bar stool	32,00 EUR/sqm
_____	Stand – Variant 2: the layout includes the equipment as specified on the page 2 of this order	37,00 EUR/sqm

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. Please complete this form clearly and legibly, and return one signed and stamped copy to:

Gospodarsko razstavišče d.o.o., Dunajska cesta 18, SI-1000 Ljubljana, Slovenia or by e-mail **dom@gr.si**.

Place and date: _____

Stamp: _____

Signature: _____

Standard equipment for Exhibitions - stand Variant 2:

	up to and incl. 9 sqm	between 9 and 15 sqm	between 15 and 25 sqm	between 25 and 40 sqm	over 40 sqm
Storage unit	up to 1 sqm	up to 2 sqm	as arranged	as arranged	as arranged
Doors	yes	yes	yes	yes	yes
Exhibition 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

Sonet Hall, 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.