

**ORDER FORM:
TECHNICAL APPLIANCES AND EXHIBITION SPACE EQUIPMENT**

Congress: **2020 ECSITE CONFERENCE**
 Congress dates: **11 – 13 June 2020**
 Deadline for orders: **1 May 2020**

GOSPODARSKO RAZSTAVIŠČE d.o.o.
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Exhibitor details

Full name of Exhibitor _____	
Post code and town _____	Street, house number _____
Telephone _____	Fax _____
E-mail _____	Website _____
Director (full name) _____	Contact person (full name) _____
Contact person's e-mail address _____	Contact person's telephone number _____
VAT no. _____	Taxable entity (circle): YES NO

Power supply (supplied to Exhibition space, Euro socket)

1.5 kW, 220 V, 10 A (included)*	EUR 85.00/item	_____ items
3 kW, 220 V, 16 A	EUR 105.00/item	_____ items
5 kW, 220/380 V, 3x10 A	EUR 115.00/item	_____ items
5-10 kW, 220/380 V, 3x16 A	EUR 125.00/item	_____ items
10-15 kW, 220/380 V, 3x20 A	EUR 140.00/item	_____ items
15-20 kW, 220/380 V, 3x25 A	EUR 165.00/item	_____ items
20-30 kW, 220/380 V, 3x25 A	EUR 210.00/item	_____ items
30-40 kW, 220/380 V	EUR 250.00/item	_____ items
40-50 kW, 220/380 V	EUR 290.00/item	_____ items
50-80 kW, 220/380 V	EUR 340.00/item	_____ items
above 80 kW, 220/380 V	EUR 400.00/item	_____ items

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

For a power supply over 5kW fuse box must be installed:
 EUR 260.00/item _____ items

*is already included in the basic booth setup

Manpower order form:**Hostess (English Speaker)**

on 11.6. EUR 18,00 / hour; start time: _____ end time: _____ nr. of staff: _____
 on 12.6. EUR 18,00 / hour; start time: _____ end time: _____ nr. of staff: _____
 on 13.6. EUR 18,00 / hour; start time: _____ end time: _____ nr. of staff: _____

Assembly/disassembly help (English Speaker)

on 11.6. EUR 16,00 / hour; start time: _____ end time: _____ nr. of staff: _____
 on 12.6. EUR 16,00 / hour; start time: _____ end time: _____ nr. of staff: _____
 on 13.6. EUR 16,00 / hour; start time: _____ end time: _____ nr. of staff: _____

*2 people included in the basic booth setup - For ALL the exhibitors (limited time for individual exhibitor).

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

Equipment elements (Equipment elements and the price list of the equipment elements are specified in the Appendix No. 1 of the Order form - Equipment rental catalogue)

Catalogue No.	Quantity	Catalogue No.	Quantity	Catalogue No.	Quantity
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Branding:

Exhibitor booths/octa walls branding (print) YES NO Number of panels _____

Signage on the panel for inscription (fascia board) is included in the price of the exhibition package.

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:

Exhibitor booths branding

Upon additional payment we can offer exhibitors different branding for their stands:

- Panel dimension: 100 x 250 cm (octa wall)
- Designed materials dimension for print: 96 x 240 cm plus 2 cm bleed
- Designed document Form: in PDF, in ADOBE ILLUSTRATOR or COREL DRAW; the files should be in curves (.pdf, .cdr, .ai or .eps) resolution of the pictures (jpg or .bmp) at the size of 1000 x 1000 mm should be minimum 60 dpi; all documents should be in the scale of 1:1;
- Price per panel – print with the assembly: 95 € + VAT
- Deadline for sending the designed materials: 1 May 2020
- Number of panels - please state this on the order form
- Picture of the stand with printed panels: please send it to us when sending the materials

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 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 at least 30 days prior to the Event or within the deadline specified.

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 credit card. The equipment issued after the transaction is completed.

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

If the prepaid order is canceled by the Exhibitor/Client, the Exhibitor/Client is not entitled to refund.

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 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 to 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.

e) The Exhibitor/Client is fully responsible for all content published or made by the use of communication equipment, telephone and internet lines or access points provided by Contractor, no matter if the user was the Exhibitor/Client himself, his employees, subcontractors, visitors or clients. The Contractor shall not bear any responsibility or consequences of using the communication equipment, telephone and internet lines or access points.

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.