

**ORDER FORM AND SUPPLEMENT TO APPLICATION FORM  
- TECHNICAL CONNECTION AND STAND EQUIPMENT**

Fair: **Ambient Ljubljana - Furniture Fair 2011**  
 Fair term: **8 – 13 November, 2011**  
 Order deadline: **15 October, 2011**

GOSPODARSKO RAZSTAVIŠČE d.o.o.  
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 http://www.ljubljanafair.com

**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 telephone

ID tax No.

Corporate taxpayer(please circle) YES NO

**Electrical connections - rental (Euro connectors)**

1,5kW, 220V/10A	75,00 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/3x35A	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

Please contact the organizer if you wish to rent more powerful connection or fuse box etc.

**Water connection and kitchen equipment - rental**

Water connection - first	65,00 EUR / piece	psc
Water connection – additional	45,00 EUR / piece	psc
Wash basin	27,30 EUR / piece	psc
10 l - boiler	16,40 EUR / piece	psc
Mini kitchen	98,30 EUR / piece	psc
Refrigerator 1 20 l	49,20 EUR / piece	psc

**Telephone connection - rental**

Direct line	105,00 EUR / piece	psc
ISDN-BRA line	150,00 EUR / piece	psc
Wifi – wireless connection	10,00 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	Quantity	Element	Unit	EUR
	Floor covering - Heuga	sqm	4,30		Chair - upholstered	piece	7,60
	Partitioning wall - duplex	M	20,70		Leather chair	piece	10,90
	Door - ordinary	piece	27,30		Bar stool	piece	9,80
	Counter 100 x 50 x 100	piece	21,90		Table 80 x 80	piece	13,10
	Raised platform 100 x 50	piece	24,00		Bar table	piece	13,10
	Glass showcase - low 100 x 50	piece	39,30		Table diameter 80	piece	13,10
	Glass showcase - high 100 x 50	piece	68,60		Table 120 x 60	piece	13,10

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 exclude the 20% value added tax (VAT), which shall be paid by 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 m <sup>2</sup>	13-24 m <sup>2</sup>	25-40 m <sup>2</sup>	41-60 m <sup>2</sup>	over 60 m <sup>2</sup>
Storage space	up to 2m <sup>2</sup>	up to 6m <sup>2</sup>	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 vtičnice: enofazne 16 A in trifazne 16 A, do 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.

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

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**

- 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.
- 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.
- Any activities on the construction, installation, or equipment are not allowed without knowledge of the provider.
- 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.
- The Exhibitor - Client shall be responsible for all contents that are subject of any communication through internet connections or any other equipment necessary for the use of World Wide Web, or through Wi-Fi network, in the time of using the internet at Ljubljana Exhibition and Convention Centre by the Client itself or Client's employees, subcontractors, visitors or customers. Ljubljana Exhibition and Convention Centre shall not be held responsible for any consequences arising from the use of the above mentioned equipment and/or the use of the World Wide Web.

**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.