

Application of the Stand Construction and Furnishing Contractors at Belgrade Fair Events

Full name of contractor:	
Address: country, town, street and number, P.O.B.	
Phone:	Fax:
E-mail:	http:
Agent in Serbia (name, address & phone):	
All correspondence to be addressed to:	
All contacts should be made through:	

The Contractor shall apply for the works on the exhibiting space construction and furnishing on his behalf at Belgrade Fair events. The Contractor shall:

- Submit to the Design Office the design for approval for each stand he constructs, in the electronic form (PDF, A4) to the address overprojekta@sajam.rs
- During designing obey the General and Special Rules of Participation in Fair Events (particularly the Chapter 5 – EXHIBITING SPACE CONSTRUCTION AND FURNISHING – its form part printed on the back side of this Application)
- After writing down the Design Office Report for all stands constructed by him, pay to the Fair the mutual costs compensation at the rate of EUR.4.00 per 1 sq. m. + VAT, according to the following calculation method:

- Up to 150 sq. m. - each square meter shall be calculated	- 301 - 500 sq. m. - fixed 210 sq. m. + 30% difference between 500 and 300 sq. m.
- 151 - 300 sq. m. - fixed 150 sq. m. + 40% difference between 300 and 150 sq. m.	- More than 500 sq. m. - fixed 270 sq. m. + 20% difference between the total space size and 500 sq. m.

Belgrade Fair shall enable the Contractor's review of the exhibitors' location plan in the halls for each exhibitor for which the Contractor constructs the stand.

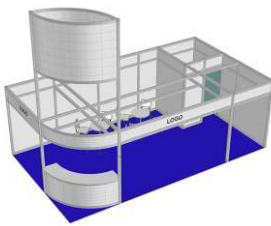
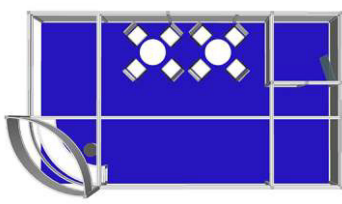
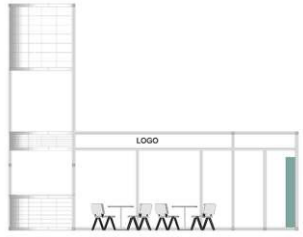
DESIGN APPROVAL INSTRUCTIONS:

Each Contractor engaged by an Exhibitor for the stand construction shall submit his Stand Design to the Design Office for approval, not later than three days before the stand construction mounting period beginning. The stand mounting and dismantle periods are determined in advance by the event organizer. The Exhibitor will be informed about it during his applying. The designs shall be submitted only to the e-mail address: overprojekta@sajam.rs in PDF A4 format, vertical orientation and shall include:

- The declaration **"The Exhibitor has been informed about the Stand Construction Rules and the Maximal Heights at Belgrade Fair events"**
- Stand base drawing
- Stand look drawing
- Stand technical description, mentioning all materials used in the stand wall and floor construction. **The drawing shall be leveled.**

Or 3D stand drawing from two corners, with the stand technical description. Each Design sent for approval shall include also the following information:

- The Exhibitor's and Contractor's name	- Hall number	- Contact Partner	- E-mail address
- Fair event title	- Stand number	- Telephone / fax	

Belgrade Fair reserves its right to amend the price. Payment upon receipt of the pro forma invoice. We declare we are aware of the price list and conditions on this Application and the General and Special Rules for Participation in Belgrade Fair Events and we fully accept them. The Application shall have the Contract validity. The Contract Parties have agreed to have possible disputes arising from the present Contract solved by the actually competent Court in Belgrade. VAT has not been included and it shall be paid in accordance with the Law. The prices not included in the Application are in Belgrade Fair Price List.

Venue and date

Seal

Contractors signature

AN EXCERPT FROM THE RULES UPON PARTICIPATION AT BELGRADE FAIR EVENTS AND THE CONTRACT SPECIAL CONDITIONS

V EXHIBITING SPACE CONSTRUCTION AND FITTING

Article 9. A. STAND MOUNTING

1. The Exhibitor shall design, mount, fit and dismantle his stand at his own cost. The Exhibitor may carry out the exhibiting space construction and fitting:

- Engaging Belgrade Fair Design Office
- Engaging registered constructors at Belgrade Fair
- Some other way

2. The Exhibitors shall pay the compulsory compensation of mutual costs for the period of hall preparation and clearing away. Belgrade Fair Price List shall determine the compensation amount and the payment liability bearers upon this basis.

3. By its shape, aesthetic look and quality, a stand shall be in accordance with the general conception, i.e. space distribution for the specific fair event.

4. Belgrade Fair shall determine the stand mounting commencement date for each fair event separately. The shortest period for the mounting commencement is 2 (two) days before a fair event opening, and the longest one 10 (ten) days.

5. The structure used for the exhibiting space construction at Belgrade Fair shall obey technical and safety regulations (particularly as regarding the structure stability, electrical cables and devices and fire protection) and other conditions stipulated by the present General Rules. The Exhibitor/Constructor shall submit, upon requirement of Belgrade Fair's person in charge, any certificates and documents on the used structure license. For any non-typical structure, other than shell scheme, a static calculation shall be submitted accordingly.

6. Each Exhibitor/Constructor shall obtain approval of his stand design in Belgrade Fair Design Office.

7. The design shall be submitted for approval in 3 (three) copies and it shall include the technical data clearly defining the designed stand size and height, within the stand dimensions received by the space allocation, the structure type and construction methods.

The following shall be enclosed:

- The stand basis drawing
- The stand look drawing
- The three dimension stand look - 3D
- The fair event data (the Exhibitor's / Contractor's name, the event title, hall number, stand number and mention the person in charge, telephone, fax, email address).

The design shall be submitted in three copies or may be sent by e-mail (in PDF or JPG) to the e-mail address: overprojekta@sajam.rs Incomplete designs shall not be received for approval.

The Exhibitors constructing their stands themselves, or through a registered constructor, shall submit a list of all construction workmen working there (name and ID number).

Should the Exhibitor use an adjacent stand wall as his own, he shall obtain approval for such use from the adjacent stand in writing. Should the Exhibitor plan a multi-level stand construction, he shall apply for it in a special heading of the Application for Participation in the Fair Event.

8. The Exhibitor/ Constructor shall submit to Belgrade Fair Design Office his stand design for approval, not later than three days before the stand mounting commencement for the fair event.

9. The Exhibitor/ Constructor may commence his stand construction in a hall only upon submitting his approved design to the Hall Supervisor for inspection. Any moving and staying of people in the hall is permitted only with identity documents.

Each Exhibitor/ Constructor shall have the right to free car parking cards, valid during the stand mounting and dismantle, by the following key:

Exhibitor:

- Up to 50 sq. m. – 3 Nos.
- from 51 to 100 sq. m. – 5 Nos.
- more than 100 sq. m. – 7 Nos.

Constructor: at the annual level - car parking* / pedestrian and car parking**

- Up to 1000 sq. m. – 5/2 Nos.
- from 1001 to 3000 sq. m. – 8/3 Nos.
- from 3001 to 7000 sq. m. – 12/4 Nos.
- more than 7000 sq. m. – 20/5 Nos.

* Car parking cards are not valid during a fair event

** Pedestrian and car parking cards are valid also during a fair event

event

10. Designers of Belgrade Fair Design Office shall approve the design.

11. The Design Office shall approve the design, if it is in accordance with stipulations of the General Rules upon Participation at Belgrade Fair Events, technical conditions and safety regulations, not later than 3 (three) days after receipt of the submitted design.

12. The Exhibitor/ Constructor shall make sure that his constructed stand fully complies with the approved design.

Any significant amendments of an already approved design shall be subject to approval of the Belgrade Fair Design Office.

13. The permit for his work in the hall shall be issued to the Exhibitor/Constructor by fulfillment of the following conditions:

- That the design submitted by the Exhibitor/Constructor has been approved by the person in charge in the Design Office.
- That the Exhibitor/Constructor has settled all his financial obligations toward Belgrade Fair due for payment so far.
- That the Exhibitor/ Constructor has submitted the list of persons with their ID (passport) numbers, who will be engaged on the stand construction and fitting operations.

14. The Exhibitor/ Constructor shall submit a copy of approved design to the Hall Supervisor. The Belgrade Fair's Supervisors will control the Exhibitors' work during the mounting period, in order to prevent non-authorized companies from carrying out works at Belgrade Fair. Any person carrying out the works in the hall shall have the identity cards, which will be controlled by checking his ID. Should it be found out that non-authorized companies and persons carry out the works, Belgrade Fair shall be entitled to stop any further works and remove the non-authorized persons from the hall.

15. The stand mounting and/or dismantle works shall be carried out as a rule in the period from 08.00 a.m. to 08.00 p.m., within the deadline determined for each fair event. Exceptionally, Belgrade Fair may decide to extend or shorten the above mentioned working hours, of which it shall inform the Exhibitors in due course. The stand shall be completely constructed and fitted not later than 24 (twenty four) hours before the event opening. At the same time, the Exhibitor shall remove any package materials from the stand.

16. Should the Exhibitor/ Constructor fail to complete his stand within the deadline provided for, he shall apply for work extension in the hall. Such application shall be submitted to the Hall Supervisor. For each extension hour other than working hours of the hall, the Exhibitor/ Constructor shall be charged for the working hour price in accordance with Belgrade Fair Price List. Should the Exhibitor fail to remove the package materials from the exhibiting space, Belgrade Fair shall be entitled to do so at the cost and risk of the Exhibitor, at the price stipulated by the Belgrade Fair Price List.

17. Should the Exhibitor commence his exhibiting space construction without the work permit, Belgrade Fair shall stop any further work without any delay, i.e. remove already constructed structure, at the cost and risk of the Exhibitor.

18. Any damage to the floor, ceiling, wall, column, or any other part of the hall during the stand mounting and dismantle is strictly forbidden to the stand Constructors. Any nail knocking, screw driving, sticking, welding, drilling, etc. at any hall section, i.e. rented stand structure and fitting is forbidden.

For the works with materials creating waste in the form of dust (cutting, grinding ...) the machines with vacuum cleaning devices shall be used.

19. The rented stand components may not be damaged or taken out of the stand or hall, unless specifically approved by Belgrade Fair and the Constructor. In case of any damage, the Exhibitor shall pay the value equal to the loss of a new component for any, even accidental damage, as well as 100% of the rental price for the profit loss. Any damage shall be determined by a team of experts in writing.

20. After completion of the stand mounting and handing over before the event opening, no complaints shall be received anymore.

Article 10.

B. TECHNICAL CONDITION

1. Each stand in the exhibiting space distribution plan shall have its special mark stand number, entered name and location of the Exhibitor / Co Exhibitor, size in square meters and marked places for water, power and telephone connections and fire protection hydrant respectively.

2. The stand size is marked on the hall floor and the stand shall be mounted solely within the marked space.

3. The stand design shall comprise the rented space only. Stand components may not exceed any stand dimension, i.e. be an obstacle in case of any people evacuation or passes for intervention vehicles in an emergency case. Special attention should be paid during designing the fascia panels and other stand components made of spatial grid systems (such as Syma-Orbit), as the structure components may not exceed the stand dimensions, either horizontally or vertically. One should bear in mind also the effective exhibiting space shall be reduced for the stand external wall thickness toward the adjacent stand.

4. Stand construction system components shall comply with the standards for this type of structure and all technical and safety regulations as regarding their shape and quality. The components shall be clean and not damaged.

5. The allowed height of the stand partition wall structure is 4.0 m at the indoor exhibiting space. The maximal component height for which the compensation shall not be paid is 4 m. For the components exceeding this height, the compensation of EUR.20.00 / 1 sq. m. of the space installed above the 4 m height. An exception may be made in case that the Exhibitor has rented the whole exhibiting hall, in case of a multi-level stand construction and other cases specially agreed upon.

Attachment: **Schematic Layout of the Zones in the Halls**

6. The stand wall toward the pass may not be longer than 1/3 of that stand side. Should it be necessary to install it along the whole stand side, it has to be moved for 0.5 m from the stand limit line and components of showcases, platforms, photo materials or any other exhibition details shall fill in the space with the exhibitor's company name inscription above.

7. For installation of any advertising towers, company names, columns, wall panels with the height exceeding 4 m, Belgrade Fair's approval is necessary (Belgrade Fair Advertising Department and Design Office). Such components shall be at the distance of not less than 1 m from the stand limit line toward the adjacent stand. Any poles or flags may not be installed independently, outside the rented exhibiting space.

8. Should the stand be next to the fence of the hall gallery, or the hall glass wall, backside of the stand shall be prepared in white color. The hall gallery fence and glass walls are Belgrade Fair's advertising areas and may be used as an integral part of a stand, upon the Exhibitor's request. The limit wall toward the adjacent stand shall also be prepared in white color. A wall of the adjacent stand may not be used as one's own.

9. The fascia panel shall be installed on the front side of a stand. Should the stand have more front sides, the fascia panels shall be installed on each one. The fascia panel shall be at the distance from the adjacent stand of not less than 1 m.

10. Should a stand have a ceiling structure, such structure shall be equally prepared also from the top, whenever it is visible.

11. Stand floor may be elevated up to the height of 20 cm. The floor structure shall be safe for walking on it, mounted as not to damage the hall floor and processed at the edges.

12. During a fair event any package materials may not be left outside the stand, or at any other visible place, other than the way provided for the hall and stand cleaning during the fair event.

13. The Exhibitors shall obey the rules of fair competition, business behavior and house rules within their stand. The following actions are forbidden:

- Loud demonstrations and presentations of a company, program and product without the organizer's prior announcement and consent
- Announcements, declarations and advertising disturbing other Exhibitors

- Disputes with the competition, other staff members and fair event visitors

14. Any usage of audio electronic devices at the stand producing the noise level higher than 50 decibels is not allowed.

15. Belgrade Fair electric network has got power voltage of 220 V single phase and 3 x 380 V three phase alternating power of 50 Hz. The system is connected to the zero level. Belgrade Fair shall give the power connection at the stand, after checking the cables installed by the Exhibitor. Should the Exhibitor need an installed power higher than 15 KW, he shall announce this in his Application, in due course, in order to enable Belgrade Fair Power Department to provide the appropriate connection accordingly. Should the installed cables not comply with technical regulations, the connection shall not be given before the installed cables are brought into a technically proper condition. After giving the connection with the marked technical consumption capacity thereon, the Exhibitor may not make any change or amendment of the installed devices, or exceed the allowed consumption capacity, whether it is used for stand lighting or exhibit demonstration.

Belgrade Fair plumbing has got connection dimensions of ¾ inch and the maximum plumbing pressure of 7 bars. Solely Belgrade Fair shall carry out any connecting to the plumbing. During the carpet installation or the stand podium construction, available places shall be left open for the power, water and telephone connections. The access shall be provided by the carpet cutting on three sides above the manhole cover, in order to enable access to the connection point, if necessary. If the podium is installed, the chipboard (or any other material) shall be cut in the cover shape above the connection point at the stand.

16. The Exhibitor shall keep any installation devices, exhibits and the stand in proper condition. If there is a fire protection hydrant or power switchboard within the stand, the access to them shall be kept free. Free access shall be kept also to emergency exits from the hall. The Exhibitor shall allow plumbing hoses and other cables through the rented exhibiting space, if the adjacent stands do not have such connections

17. Highly inflammable materials may not be used for any stand decoration. The light spot distance from inflammable surfaces may not be less than 40 cm.

Heating devices and compressors may be used in the halls only under special approval of Belgrade Fair. Usage and display of high-pressure gas bottles is not allowed. Welding, lacquer coating, torch welding or any other fire hazard works, may be carried out only under approval in writing by Belgrade Fair Fire Protection Department and under strict obeying of the fire protection regulations. Such works may be carried out only without any visitors.

18. For mounting advertising towers and facilities on the semi-outdoor and outdoor exhibiting space, the Exhibitor shall submit to Belgrade Fair his design with the static calculation. Should the Exhibitor produce and install the supports, floorings or bearings for the above mentioned advertising facilities himself, he shall remove them from Belgrade Fair ground after the fair event completion and bring the ground to the original condition within the time provided for the stand dismantle.

19. Should the Exhibitor fail to obey any of the above mentioned items of the technical conditions, he shall bear the following consequences:

- Any facilities or stand parts that do not comply with the construction technical conditions shall be dismantled immediately, at the Exhibitor's cost
- Any damage shall be paid as found out by the expert team.

Article 11.

C. STAND DISMANTLE

1. The deadline for stand dismantle and removal of exhibits and materials from Belgrade Fair shall be determined for each fair event separately. The minimum time period for the stand dismantle shall be 1 (one) day and the maximum one 5 (five) days.

2. The dismantle commencement shall be determined for each fair event separately, within the hall working hours from 08.00 a.m. to 08.00 p.m. Exceptionally, Belgrade Fair may decide to shorten or extend the above mentioned working hours, of which it shall inform the Exhibitors in due course.

3. Belgrade Fair shall be entitled, after expiry of the dismantle deadline, to dismantle the stand or engage any other Contractor to do so, and put the exhibits and materials in the storage, to the Exhibitor's cost and risk.

4. The exhibiting space shall be returned to Belgrade Fair in the original condition, in which it was submitted to the Exhibitor / Contractor for his use. Thus, such Exhibitor / Contractor shall remove any materials, exhibits, equipment and any other items whatsoever from the rented exhibiting space. Any damage repair shall be carried out at the Exhibitor's / Contractor's cost.

5. Any damage caused by the Exhibitor during his utilization of the exhibiting space shall be found out by an expert team provided by Belgrade Fair, under compulsory presence of the Exhibitor's / Contractor's representative.

Should such Exhibitor's / Contractor's representative fail to be present there for any unjustified reason, Belgrade Fair shall find out the damage itself and issue the relevant expert team report.

6. Outside the current fair event working hours, the supervision of the exhibiting spaces and safeguarding of the exhibits shall be provided by Belgrade Fair and the Exhibitors, under an agreement with the Hall Supervisor Staff. The Exhibitor shall strictly obey the scheduled working hours and deadlines for the exhibit removal, as determined for each fair event separately.