



Order Form

Alpe-Adria Fair 2024

Fair duration: **31 January – 3 February 2024**
Deadline for orders: **10 January 2024**

Gospodarsko razstavišče d.o.o.

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

B

+386 1 300 26 00, alpeadria@gr-sejem.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)

1,5 kW, 220 V, 10 A	110,00 EUR/pcs _____ pcs
3 kW, 220 V, 16 A	130,00 EUR/pcs _____ pcs
5 kW, 220/380 V, 3x10 A	200,00 EUR/pcs _____ pcs
5-10 kW, 220/380 V, 3x16 A	300,00 EUR/pcs _____ pcs
10-15 kW, 220/380 V, 3x20 A	400,00 EUR/pcs _____ pcs
15-20 kW, 220/380 V, 3x25 A	450,00 EUR/pcs _____ pcs

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

3. Water supply and kitchen equipment

Water supply - first	70,00 EUR/pcs _____ pcs
Water supply - additional	50,00 EUR/pcs _____ pcs
Sink	30,00 EUR/pcs _____ pcs
Refrigerator 135 litre	60,00 EUR/pcs _____ pcs
Mini kitchen	108,00 EUR/pcs _____ pcs

4. Internet connection

Broadband line 75,00 EUR/pcs _____ pcs
The Wi-Fi code may be picked up at the Fair's reception desk.

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).

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

Quantity	Item	Price/unit	Quantity	Item	Price/unit
_____	Heuga flooring	5,00 EUR/sqm	_____	Cushioned black chair	10,00 EUR/pcs
_____	Partition (wall)	23,00 EUR/m	_____	Bar stool	11,00 EUR/pcs
_____	Ceiling beam connection 100 x 100 cm	8,00 EUR/pcs	_____	Bar table	14,00 EUR/pcs
_____	Standard door	30,00 EUR/pcs	_____	Table, 80 x 80 cm	14,00 EUR/pcs
_____	Counter 100 x 50 cm	25,00 EUR/pcs	_____	Round table, diameter: 80 cm	14,00 EUR/pcs
_____	Showcase, low 50 x 100 x 100 cm	43,00 EUR/pcs	_____	Table, 140 x 60 cm, grey	20,00 EUR/pcs
_____	Showcase, low 100 x 50 x 250 cm	73,00 EUR/pcs	_____	Nameplate 200 x 40 cm	25,00 EUR/pcs
_____	Reflector	20,00 EUR/pcs	_____	Fascia board (enter below)	28,00 EUR/pcs
_____	Double-sided tape - 50 m	12,00 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 Heuga flooring, partitions (height = 250 cm), counter 100 x 50 cm (1 item) and bar stool 30,00 EUR/sqm
- _____ **Stand – Variant 2:** the layout includes the equipment as specified on the page 2 of this order 35,00 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, 1000 Ljubljana or by e-mail **alpeadria@gr-sejem.si**.

Place and date: _____

Stamp: _____

Signature: _____

Standard equipment for Exhibitions - stand Variant 2:

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

Hall A extension (Kupola), 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 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 due date stated on the invoice. 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

The Contractor reserves the right to cancel a previously approved contract in the following cases:

- If the Exhibitor/Client has not settled their obligations in a timely manner.
- If the Exhibitor/Client has outstanding past debts owed to the Contractor.
- If the requirements of the Exhibitor/Client breach the general terms and conditions of the Fair's work.

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, he's 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.