REGISTRATION AND GENERAL TERMS & CONDITIONS

13th International Education Fair - EDUfair™ 2016
March 11 – 12, 2016
Belgrade, Serbia

Please send the completed and signed application by February 18, 2016
to fax +381.11.2181.143 or via e-mail office@oivivio.com

Name of Exhibitor
Address
City
Institution
www.
Tel
Fax
VAT
Name of authorized person
Signature
(Seal)

Person in Charge of Fair
Tel
Personal e-mail

Price List

☐ Catalogue listing (mandatory)................. €300

☐ Unfurnished unit booth: ²
☐ Open on one side (in line) .................. € 1,600
☐ Open on two sides (corner) ............... € 1,800
☐ Open on three sides (peninsula)
min. 2 unit booths .......................... € 1,900
☐ Open on four sides (island)
min. 4 unit booths........................... € 2,100

☐ Fully furnished unit booth: ² ³
☐ Open on one side (in line) .................. € 1,900
☐ Open on two sides (corner) ............... € 2,100
☐ Open on three sides (peninsula)
min. 2 unit booths .......................... € 2,300
☐ Co-exhibitor Catalogue listing (per co-
exhibitor). Please list names of co-
exhibitors separately........................ € 500

Presentation Hall:
☐ Program presentation (30 minutes) ........ €400

Banner on Fair’s Web Site
☐ Exhibitor banner (60 x 130) for 1 yearon
EDUfair™ web site ............................ €400

TOTAL (please add up): __________

Notes:
1. All prices are subject to VAT (20%)
2. Size of one "unit booth" is 9m² (3m x 3m)
3. Fully furnished "unit booth" is a completely constructed
   unit booth of 9m², comprising: floor covering, walls, info
   booth, table, 4 chairs, trash can, racks for books or
   brochures, AC outlet, flood lights, overhead panel with
   exhibitor name

Catalogue Entry*
Exhibitor description and a logo should be sent electronically
to the Event Organizer to office@oivivio.com.
Description for co-exhibitors and their logo should also be
sent electronically to the same e-mail address.
* First 40 words are included in the price of the Catalogue
listing. Additional word is charged at €4 per word.

Program Presentations
The Organizer is planning a series of Promo Program events
where the Exhibitors would be able to present their 30-
minute programs and products to the Fair visitors. In
conjunction with this program, a series of Round Table
discussions will be held. Planned topics are: relationship
between academia and employers, Bologna, accreditation
challenges, international programs, etc. Exhibitors are kindly
invited to submit their topic suggestions.

Web Site Banner
The banner (60 x 130) or similar dimension should be sent
electronically for posting on the Fair’s site www.edufair.rs.

Accommodation
There are several fairs and big events going on in Belgrade in
early March 2016.
☐ If you would need assistance with the hotel accommo-
dation, please tick the box. The Event Organizer has
reserved a block of rooms of different categories and
prices.

General Terms and Conditions
1) A signed Registration Form, accepted by the Oivivio
Consulting Services LLC or their representative
(hereinafter: the Organizer), together with the General
Terms and Conditions, is considered a legally binding
Contract between the Participant (hereinafter: the
Exhibitor) and the Organizer regarding the 13th
International Education Fair – EDUfair™ 2016 (herein-
after: the Fair).

Application and Payment
2) Upon the receipt of a duly signed Application, the
Organizer will provide a pro-forma invoice to the
Exhibitor, who is responsible for settling the payment,
not later than 30 (thirty) days before the opening of the
Fair. It should be noted that the participation in the Fair,
the location and the size of the booth will be guaranteed
only upon receipt of the payment in full.
3) The submitted application is irrevocable and obliges the Exhibitor, unless cancelled in writing more than 30 days before the opening of the Fair.
4) If cancellation is made:
   a) Less than 30 but more than 15 days before the opening of the Fair, the Exhibitor is entitled to full refund of the paid up sum, minus 20% processing fee.
   b) Less than 15 days before the opening of the Fair, the Exhibitor is not entitled to a refund. The Organizer retains the right in such a case to dispose of the exhibition space to his liking.
5) The Organizer retains the right to:
   a) Allocate booth location and area to the Exhibitor,
   b) Alter previously designated location, while making appropriate adjustments in the Invoice,
   c) Cancel an already accepted application up to 15 days before the opening and reimburse all paid up monies,
   d) Increase or decrease the exhibition area, depending on the capacity of the location, by up to 15% of the registered area.
6) The Exhibitor cannot transfer the right to use the exhibition booth to a third party without the consent of the Organizer.
7) The Organizer informs the Exhibitor on the location of the designated exhibition area and provides a floor plan.
8) All complaints regarding the exhibition area and/or location must be made in writing exclusively during the Fair.
9) The least amount of space that can be rented is called a "unit booth." The area of a unit booth is 9m² (3m x 3m). Exhibitor can rent an integral number of "unit booths." Peninsula and island booth configuration require minimum purchase of 2 or 4 unit booths, respectively.
10) A fully furnished "unit booth" is a completely constructed and equipped unit booth of 9m² (3mx3m), comprising: floor covering, walls, info booth, table, 4 chairs, trash can, racks for books or brochures, AC outlet, flood lights, overhead panel with Exhibitor name (in block letters).

Catalogue
11) Catalogue listing fee is compulsory for all Exhibitors and Co-exhibitors. The fee covers:
   a) Catalogue listing containing the comprehensive info on the Exhibitor and Co-exhibitor up to 40 words, each. Each additional word will be charged €4.
   b) Logo of the Exhibitor printed in the Catalogue
   c) Two (2) copies of the Catalogue
   d) Entry in the official Exhibition map
   e) Entry in the official Exhibition directory
   f) Entry in the Exhibitor List published on the EDUfair™ web site www.edufair.rs

Liabilities
12) Organizer will undertake all necessary measures to provide for safety of Exhibitors, their staff, their belongings and the visitors. Nevertheless, the Organizer cannot be held liable for injuries, damages or losses incurred by the Exhibitor or their staff. Exhibitors are advised to obtain their own liability and damage insurance. Exhibitors are also advised not to leave valuables in the booth during the off-hours.
13) During the preparation and the Fair, the Exhibitor is obliged to be present when the Hall is opened and closed.

Booth Setup and Decoration
14) Booth setup is between 7am and 10am on the day of the Fair opening.
15) The exhibited goods must not be taken out nor exchanged before the closing of the Fair. Packing and removal can start only after the closing and must complete within the 13 hours after closing. After the deadline, the Fair retains the right to hire a forwarding agent, who will store the goods in its own warehouse at the expense of the Exhibitor.
16) The Exhibitor can take the goods out from the Fair only with permission from the Organizer for exhibit removal, issued when all outstanding debts towards the Organizer have been settled.
17) The Exhibitor shall reimburse the Organizer for all damages caused by the Exhibitor's staff or third parties that work at the exhibition area under the Exhibitor’s orders. The damage shall be assessed by the Committee formed by the Organizer.
18) The Exhibitor can use the allocated area at the Fair to demonstrate their products and services only. The loudspeaker volume at the Exhibitor's booth must be confined within the booth.
19) In case of dispute, the parties accept the real jurisdiction of the court in Belgrade, Serbia.
20) The Exhibitor hall is a smoke-free area.
21) Venue management does not permit private catering.

Marketing promotion
22) To attract qualified visitors, the Organizer undertakes to develop, fund and execute a comprehensive promotional campaign consisting of, but not limited to, the following:
   a) Advertise the Fair in the mass media (newspaper ads, radio and TV interviews and appearances), billboards on key locations in key Serbian cities, Internet (own and third party sites);
   b) Press releases and Press conference;
   c) Direct mailing to over 750 schools in Serbia, Montenegro and Bosnia & Herzegovina inviting them to visit the Fair in organized groups.
23) To make the promotion as effective as possible, the Organizer invites the Exhibitors to join forces and create synergy through co-promotion (e.g. joint advertisements, Exhibitors inviting target audience to visit them at their booth at the Fair and/or in their private Program Presentation, promotion on their web sites, radio/TV channels, etc.)
24) The Organizer, as the owner of the intellectual property rights over the name and logo EDUfair™, grants Exhibitor the limited right of use for promotional purposes only. When doing so, the Exhibitor will use standard notations like the™ or “TM”.
25) In order to secure high number of visitors, entrance for visitors is free.

Presentation Hall (Optional)
26) A Presentation hall accommodates up to 50 visitors and comes with complete A/V equipment (laptop, video beam, speakers, screen). The program will be especially announced and advertised. Exhibitors are encouraged to advertise their Presentation in the Media. The Organizer will provide special agency discount in that case.

Organizer
Olivio Consulting Services LLC
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11000 Belgrade, Serbia
Tel. +381.11.2630.289
Fax +381.11.2181.143
office@olivio.com
www.edufair.rs
www.olivio.com

Attn. Project Manager Fairs and Exhibitions

For Official Use Only
Appl. No. ................
Location ................
Date Appl ...............
Date Acce ..............
Signature ..............

Note: All queries, application and specific requests should be directed to the Fair Project Manager.

Initials of the Exhibitor ..................

Registration Form for the 13th International Education Fair – EDUfair™ 2016