



REGISTRATION AND GENERAL TERMS & CONDITIONS

3rd Regional Coffee & Tea Fair - CoffeeFest™ Mediterraneo 2016

June 15 – 16, 2016

Belexpo Center, Belgrade, Serbia

www.coffeefest.rs

Please send the completed and signed application by March 31, 2016
By e-mail office@oivivio.com or fax +381.11.263.0289

1. EXHIBITOR INFORMATION
Name of Exhibitor ..... Address .....
web ..... Person in Charge of Show .....
e-mail ..... Tel ..... Mob .....
Fax ..... VAT ..... Account No. ....

Table with 3 main sections: 2. EXHIBITION SPACE, 3. PREMIUMS (ADD ONS), 5. SPONSORSHIP (please circle). Includes pricing for booth types and sponsorship options.

Table with 2 main sections: 6. REQUIREMENTS and REQUIREMENTS (cont'd). Lists various services and their prices/quantities.

Notes:

1. All prices are exclusive of VAT (20%)

Total to be Paid € \_\_\_\_\_

General Terms and Conditions

We need hotel accommodation. Please contact us.

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 Regional Coffee and Tea Fair – CoffeeFest™ Mediterraneo 2016 (hereinafter: the Fair).

Application and Payment

- 2) The organizer reserves the right to accept or decline an Application.
3) The submitted Application is irrevocable and obliges the Exhibitor, unless cancelled in writing more than 90 days before the opening of the Fair.
4) If cancellation is made:
a) Between 90 and 30 days before the opening of the Fair, the Exhibitor is entitled to the refund of the paid up sum, minus 20% processing fee.
b) Less than 90 days before the opening of the Fair, the Exhibitor is not entitled to a refund.



- 5) Upon the receipt of a dully signed Application, the Organizer will provide a pro-forma invoice to the Exhibitor, who is responsible for settling the payment, not later than 60 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 on a "first come, first served" basis.
- 6) Upon the completion of the Fair, all additional services that were ordered will be invoiced for immediate payment.
- 7) The Exhibitor cannot transfer the right to use the exhibition booth to a third party without the consent of the Organizer.
- 8) All complaints regarding the exhibition area and/or location must be made in writing exclusively during the Fair.

**Duties of the Organizer**

- 9) The Organizer retains the right to:
  - a) Allocate booth location and space to the Exhibitor;
  - b) Supply the equipment and services that were ordered and paid for in accordance to this Agreement;
  - c) Alter previously designated location, while making appropriate adjustments in the Invoice;
  - d) Cancel an already accepted application up to 30 days before the opening and reimburse all paid up monies;
  - e) Increase or decrease the agreed upon space, up to 10% of the ordered size, with appropriate adjustment in the Invoice.
- 10) The least amount of space that can be rented is 9m<sup>2</sup> (3m x 3m). The minimum size of a peninsula-type booth is 18m<sup>2</sup> and the minimum size of an island booth is 25m<sup>2</sup>.
- 11) "Fully Furnished Space" is a completely constructed booth, comprising: floor covering, walls, info booth, table, 4 chairs, trash can, racks for products or brochures, storage space, AC outlet (3kW max), flood lights, overhead panel with Exhibitor name (in block letters).

**Marketing promotion**

- 12) 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) The Organizer will also solicit participation of visitors from the neighboring countries in the Region.

**Liability and Insurance**

- 13) 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.
- 14) Organizer retains the right to remove from the Fair Hall all persons due to their suspicious/unacceptable behavior.
- 15) Organizer retains the right to remove, without refund, from the Fair Hall an Exhibitor who engages in political, illegal or immoral activities.

**Housekeeping**

- 16) 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.
- 17) Due to the nature of the Fair, smoking is allowed in the Exhibitor Hall.

**Booth Setup and Decoration**

- 18) Booth setup is between 6am and 10pm on the day before the Fair opening.
- 19) 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 12 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.
- 20) During the preparation and the Fair, the Exhibitor is obliged to be present when the Hall is opened and closed.
- 21) 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.
- 22) Exhibitor will use their allocated space of the booth for their promotion only. Posting of material on the Hall walls, doors and other surfaces is not allowed.

**Intellectual Property Rights**

- 23) The Organizer asserts its ownership over the name and logo "CoffeeFest™" and grants Exhibitor the limited right of use for promotional purposes only. When doing so, the Exhibitor will use standard trade mark notations like the "™" or "TM".

**Dispute Resolution**

- 24) In case of dispute, the parties accept the real jurisdiction of the Court in Belgrade, Serbia.

**Organizer**

Oivivio Consulting Services LLC  
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 11000 Belgrade, Serbia  
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 Fax +381.11.218.1143  
 e-mail office (at) oivivio (dot) com  
 web www.oivivio.com  
 web www.coffeefest.rs

**Signature of Authorized Person** .....

**Date** .....

**Stamp**

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

<b>For Official Use Only</b>
Appl. No. ....
Location .....
Date Appl .....
Date Acce .....
Signature .....