

SPONSORSHIP & EXHIBITION MANUAL

 **EUROTOX 2023**

LJUBLJANA – SLOVENIA

10–13 SEPTEMBER 2023

TOXICOLOGY —
MULTIDISCIPLINARY SCIENCE LEADING
TO SAFER AND SUSTAINABLE LIFE



57th CONGRESS OF THE
EUROPEAN SOCIETIES OF TOXICOLOGY

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GENERAL INFORMATION AND CONTACTS

Congress & Exhibition	10 – 13 September 2023
Venue	Ljubljana Exhibition and Convention Centre (GR) Dunajska cesta 18 1000 Ljubljana, Slovenia
Participants	1,500+ delegates from all over the world
Congress Host	Slovenian Society of Toxicology
Congress President	Dr. Lucija Perharič
Congress Organisation	K.I.T. Group GmbH Dresden Bautzner Str. 117-119 01099 Dresden, Germany
Exhibition & Sponsorship Manager	Anja Zeun c/o K.I.T. Group GmbH Dresden Phone: +49351 65573-137 Mobile: +49151 22179942 Email: industry@eurotox-congress.com Web: www.eurotox2023.com



DEADLINES

Sponsorship	Deadlines
Promotional slides during breaks content	Monday, 17 July 2023
Advertisement branding space content	Monday, 17 July 2023
Preview of sponsoring items (pens, note pads, lanyards, cups...)	Monday, 17 July 2023
Delivery of material to congress venue	by Friday, 8 September 2023
Advertisements in congress app	
Arrangements	Monday, 17 July 2023
Contents	Friday, 31 August 2023
Email blast content	
Arrangements	Monday, 17 July 2023
Contents	One week prior to mailing date
Exhibition	Deadlines
Submission of own booth construction plan	Monday, 17 July 2023
Choice of booth construction style (shell scheme booth options)	Monday, 17 July 2023

EXHIBITION SCHEDULE

Set-up	Dismantling
9 Sept. 2023, 08h00-18h00: Set-Up booths*	13 Sept. 2023, 12h00-13h30: Dismantling booths
10 Sept. 2023, 10h00-16h00: Furnishing booths**	13 Sept., from 13h30: Removing booths*
Exhibition Opening Hours	
10 September 2023, 16h00	Opening of Exhibition incl. Welcome Reception
10 September 2023, 16h00-21h00	Exhibition
11 September 2023, 09h00-16h30	Exhibition
12 September 2023, 09h00-16h30	Exhibition
13 September 2023, 09h00-12h00	Exhibition
Contact On-Site	
Anja Zeun	Email: industry@eurotox-congress.com
	Mobile: +49151 22179942

Help Desk
During the set-up there is a help desk located at a designated area in GR where exhibitors may find support and place any last-minute furniture/equipment orders.

Floor Plan
The current floor plan is [available here](#).

*Set-up and Removal of shell scheme booths by the officially commissioned booth constructor, GR.

**Rented shell scheme booths and space only booths can be furnished on Sunday, 10 September 2023, from 10h00 to 16h00.

CONGRESS PROGRAMME

A preliminary programme of the congress is [available here](#).

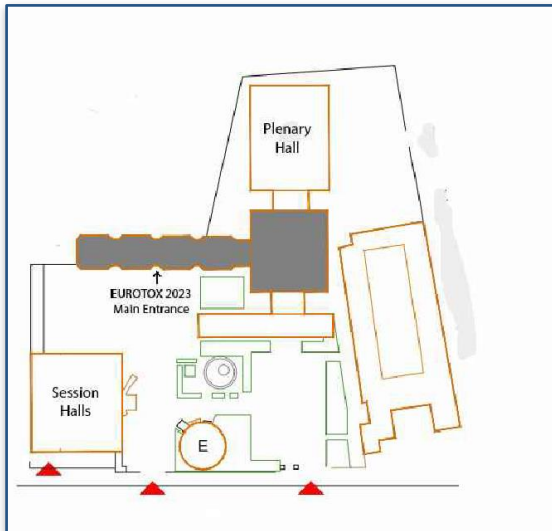
CONGRESS VENUE

Ljubljana Exhibition and Convention Centre (GR)



GR – Ljubljana Exhibition and Convention Centre is the leading event centre in Slovenia and located in the city centre of Slovenia's capital, Ljubljana. GR looks back on over half a century of tradition and experience in hosting all kinds of events and attracts half a million visitors per year.

<https://www.ljubljanafair.com/>



EXHIBITION AREA & FLOOR PLAN

EUROTOX 2023's exhibition is scheduled for all four congress days, from Sunday to Wednesday, 10 to 13 September 2023. Exhibition booths are located in the entrance area and nearby the plenary session hall, lining the main delegate traffic routes.

Traditionally, the exhibition area will host the Welcome Reception on Sunday evening as well as all coffee and lunch breaks.

Thus, a constant frequentation at the booths will be guaranteed.

The current floor plan is [available here](#).

Exhibitors are obliged to adhere to the general terms and conditions stated in their EUROTOX 2023 exhibition package agreement as well as the [general terms and conditions by GR](#).

Room Specifications

Please consider the room specifications for the two exhibition halls:

Kupola Hall	Booth numbers 22 to 71
Surface	1.731 m ² net: 1.681 m ²
Height	8,00 to 12,00 m
Construction Height	max. 2,50 m
Floor Load	1.000 kg/m ²
Floor Covering	Concrete floor
Rigging	No rigging points available

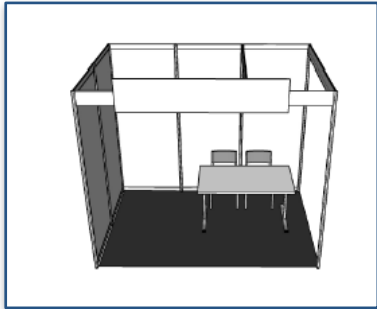

Steklena Hall	Booth numbers 1 to 21
Surface	1.673 m ² net: 1.482 m ²
Height	6,00 m
Construction Height	max. 2,50 m
Floor Load	1.000 kg/m ²
Floor Covering	Concrete floor
Rigging	No rigging points available

EXHIBITION BOOTHS

The officially commissioned booth constructor is the congress venue itself, Ljubljana Exhibition and Convention Centre (GR). GR will prepare the booth measurements, electricity and set-up all booked shell scheme booths on Saturday, 9 September 2023. Exhibitors may furnish the booths on Sunday, 10 September 2023, from 10h00 to 16h00.

Shell Scheme Booth

Exhibitors who booked the shell scheme option may **choose between two different booth construction styles**:

Booth construction with octa walls	Booth construction with wooden crates
	



The shell scheme booths will be equipped with:

- Floor covered space (anthracite)
- Wall panels 2.5 m high (side and back walls, corner booths with 2 open sides)
- Fascia board with company name* (max. 30 letters)
- 1 table (140 x 60 cm) and 2 chairs
- Electrical connection 3,5KWh (1 single phase 230V) with multiway socket**
- Internet access (free Wi-Fi in the congress centre)

- Floor covered space (anthracite)
- Wall panels 1.98 m high (side and back walls, corner booths with 2 open sides)
- Fascia board with company name* (max. 30 letters)
- 1 table (140 x 60 cm) and 2 chairs
- Electrical connection 3,5KWh (1 single phase 230V) with multiway socket**
- Internet access (free Wi-Fi in the congress centre)

**The fascia board will be printed with the company name that has been indicated during the submission of the industry partner application.*

*** Basic power supply for the exhibition days is included in the booth packages. If additional power supply is needed, it must be ordered separately.*

All exhibitors who booked the shell scheme option, are kindly asked to choose their preferred booth construction style **until Monday, 17 July 2023** and send their choice to industry@eurotox-congress.com.

Space Only Booth

Exhibitors who booked the space only option will be provided with the floor space including:

- Electrical connection 3,5KWh (1 single phase 230V) with multiway socket**
- Internet access (as part of the free WiFi network available in the congress centre)

*** Basic power supply for the exhibition days is included in the booth packages. If additional power supply is needed, it must be ordered separately.*

Exhibitor's Own Stand Constructions

If any own booth construction is planned, the exhibitor is obligated to send a detailed booth drawing (incl. measurements) for approval to industry@eurotox-congress.com by **Monday, 17 July 2023, the latest**. This is to ensure that all exhibition booths meet all regulations with regards to size, location and other restrictions (e.g., fire safety).

The planned set-up time for exhibitor assigned booth constructors is Sunday, 10 September 2023, from 10h00 to 16h00. If your assigned booth constructor requires individual arrangements, please submit the request along with your booth construction plan.

FURNITURE RENTAL AND ADDITIONAL EQUIPMENT

If you require further equipment/material for your booth, in addition to what is included in your exhibition package, you may place orders directly with the Ljubljana Exhibition and Convention Centre (GR).

GR's [equipment catalogue](#) and the [order form](#) are attached. To place an order, please fill in the order form and send it to Anja Mijatović from GR via email Anja.Mijatovic@gr-sejem.si

Kindly note that

- basic power supply for the exhibition days is included in the booth packages. If a freezer or a fridge is brought to the booth or power is needed during the construction and dismantling of the booth, additional power supply must be ordered.
- ordering, prices and invoicing for any additional furniture and equipment need to be directly managed with GR. The EUROTOX 2023 congress organisation is not involved and cannot be held liable for anything related to this process.

If, instead of ordering additional furniture and equipment, you wish to [upgrade your space only option to the above listed shell scheme option](#), please contact the EUROTOX 2023 congress organisation at industry@eurotox-congress.com.

Pricing

Timeline	Pricing
Until 11 August 2023	Standard prices apply
Until 25 August 2023	Standard prices plus 50%

The deadline for orders is 11 August 2023. Afterwards, the prices will be 50% increased. Still, all **orders have to be processed by 25 August 2023, the latest**.

Support

Do you need assistance? Or do you have questions about certain products or services? Feel free to contact the Anja Mijatović from GR via email Anja.Mijatovic@gr-sejem.si .

DELIVERY; PICK-UP AND STORAGE OF MATERIAL

There is no dedicated storage area at GR, thus deliveries must be scheduled on Thursday, 7 September 2023 or Friday, 8 September 2023. Of course, deliveries during the set-up times on Sunday, 10 September are also possible. Deliveries on these days must be scheduled from 8h00 to 15h00.

All shipments from exhibitors will be delivered to the corresponding booth (in Kupola Hall or Steklana Hall). In case of late arrival, a timely delivery to the booth cannot be guaranteed.

Contact	
Email	Anja Mijatović Anja.Mijatovic@gr-sejem.si

Deliveries

All deliveries must be packed for shipment and labelled with

- delivery address
- sender information
- event name
- booth number
- number of packages
- content of the packages
- name of logistic partner who will deliver the materials
- contact data

We recommend using the [attached delivery label](#) to make sure your packages can be assigned correctly. Kindly note that each package/box needs to be properly labelled.

The delivery address is as follows:

Gospodarsko razstavišče, d.o.o.,
c/o EUROTOX 2023
Dunajska cesta 18,
SI - 1000 Ljubljana, p.p. 3517,
Slovenia

Deliveries must be announced to the congress organisation before the delivery date so arrangements with the venue can be made. Please send the shipping details, including the following information to industry@eurotox-congress.com as soon as the delivery arrangements have been made on your side.

- Date / hour of delivery
- Which material is expected
- How much material is being delivered
- How it is packed (boxes, pallets etc.)
- How and with which logistic partner the material arrives

Pick-Ups

Please arrange for your material to be picked up during/at the end of the dismantling time on Wednesday, 13 September 2023.

In exceptional circumstances, pick ups may also be arranged for Thursday, 14 September 2023, from 8h00 to 15h00. Kindly note that you will have to bring the material from your booth to a designated late pick ups area in the congress venue.

Storage during the Congress

All exhibitors are kindly asked to make their own storage arrangements during the event. If needed, limited storage space can be arranged at the venue. Please inform the congress organisation at industry@eurotox-congress.com if storage during the congress is required and how much space will approximately be needed.

(UN)LOADING AREA ONSITE

If you commission your own booth constructor and/or will bring your own material to the congress venue, you may (un)load your vehicles in front of the entrance to Kupola Hall on Sunday, 10 September 2023, during set-up time.



Kindly note that no vehicles may be parked on GR premises during the congress. The congress programme is already ongoing during the exhibition set-up time.

Once the vehicles are (un)loaded, they must be removed from the premises and parked nearby. A public parking lot is located behind the congress venue:

Parkirišče Gospodarsko razstavišče,
Valjahunova ulica 6,
1000 Ljubljana,
Slovenia

If your plan to set-up your own booth construction and your assigned booth constructor requires individual arrangements, please submit the request along with your booth construction plan to the congress organisation at industry@eurotox-congress.com.

A forklift may be rented from GR for the set-up times. The fork-lift usage amounts to 45,50 € per half hour and will be billed to the exhibitor directly. Requests may be submitted to GR directly:

Contact

Email

Anja Mijatović
Anja.Mijatovic@gr-sejem.si

SPONSORSHIP ITEMS

Promotion during Breaks

Industry partners who booked promotion opportunities during the congress breaks are kindly requested send the contents for the promotional slide to industry@eurotox-congress.com by **Monday, 17 July 2023**.

basic	premium
The sponsor is requested to send a PowerPoint slide (16:9 format) with the promotional content to the congress organisation.	The sponsor is requested to send the video (16:9 format, max 30 sec.) to the congress organisation.
The slide will be displayed 5 to 10 sec and embedded in the break slides that run in an infinite loop during congress breaks and in between sessions.	The video will be embedded in the break slides that run in an infinite loop during congress breaks and in between sessions.
The slide content is subject to approval by the congress organisation.	The slide content is subject to approval by the Scientific Programme Committee.

Advertisement Branding Space

The industry partner is requested to send the production file in pdf-format and finalise all arrangements regarding the advertisement branding space with the congress organisation until **Monday, 17 July 2023**.

The dimensions for the advertisement branding spaces are.

- Small: 300x100 cm
- Medium: 690x97 cm
- Larges: 1831x97 cm

Badge Lanyards

The sponsor is requested to send a preview of the lanyards to industry@eurotox-congress.com by **Monday, 17 July 2023**, the latest, and to provide approx. 1,700 pieces. The final number of pieces must be confirmed with the congress organisation.

The lanyards must be delivered to GR at the sponsor's own cost by **Friday, 8 September 2023, the latest**. Please adhere to the instructions for the [delivery of material](#).

Pens and/or Writing Pads

The sponsor is requested to provide approx. 1,700 pieces. The final number of pieces must be confirmed with the congress organisation.

Pens and note pads must be delivered to GR at the sponsor's own cost by **Friday, 8 September 2023, the latest**. Please adhere to the instructions for the [delivery of material](#).

Advertisement in Congress App

Industry partners who booked an advertisement in the congress app are kindly requested to send a preview of the planned ad and make any arrangements (date of advertisement etc.) with the congress organisation until **Monday, 17 July 2023**.

The corresponding content for the advertisement must be sent to industry@eurotox-congress.com until **Friday, 31 August 2023, the latest.**

basic	premium
<p>The sponsor is requested to send the text for the push message to the congress organisation.</p> <p>The date and time will finally agreed upon by the sponsor and the congress organisation.</p> <p>The push message content is subject to approval by the congress organisation.</p>	<p>The sponsor is requested to send the file for the splash screen to the congress organisation. The date and time will finally agreed upon by the sponsor and the congress organisation.</p> <p>The file should be in portrait format (9:16), ideally 1080x1920 px (min. 500px), and either in jpg/png format or a vector graphic. It should include a trimmed edge to make sure contents are not being cut off by different screen sizes of the used mobile devices and not too much text as it is only displayed for 3 to 5 sec.</p> <p>The splash screen content is subject to approval by the congress organisation.</p>

Email blast

Industry partners who booked an email blast are kindly requested to make any arrangements (date of mailing etc.) with the congress organisation until **Monday, 17 July 2023.** The corresponding content for the mailing must be sent to industry@eurotox-congress.com at least **one week in advance of the scheduled mailing date.**

basic	premium
<p>The sponsor is requested to send a text of max. 100 words to the congress organisation so it can be included in the EUROTOX 2023 participant newsletter along with the sponsor's logo.</p> <p>Three newsletter editions will be sent (July, August, September) and up to two sponsors can be included per newsletter.</p> <p>Sponsors may indicate which newsletter they would like to be preferably included in. Otherwise, the congress organisation schedules the inclusion accordingly.</p>	<p>The sponsor is requested to send the mailing content in a ready-to-send html format to the congress organisation.</p> <p>The date of mailing needs to be agreed upon with the congress organisation.</p> <p>The mailing is subject to approval by the Scientific Programme Committee (SPC).</p>

REGISTRATION & ACCOMMODATION

Complimentary Congress Registrations

Each exhibition package and sponsorship level include a certain number of complimentary congress registrations. The number of complimentary registrations included in your package is stated in the sponsorship/exhibition agreement.

The complimentary congress registration for sponsors/exhibitors includes:

- Access to scientific sessions (except CECs), exhibition and poster area
- Refreshments during the official congress coffee breaks
- Light lunch during the lunch breaks on Monday and Tuesday (on Sunday & Wednesday, there are no lunch breaks)

To assign the complimentary congress registrations, please use the registration link that is provided in your sponsorship/exhibition agreement and follow the registration process online. Industry partner delegates may be registered for CECs at the regular registration fees.

Booth Representative Registrations

In addition to the complimentary congress registrations included in your package, you may register booth representatives at the reduced fee of 200 EUR (incl. 21% VAT). Exhibitors may register as many booth representatives as desired.

Booth representatives have access to the exhibition, poster and lunch area but not to scientific sessions. Booth representatives may still be registered for CECs at the regular registration fees.

To register booth representatives, please use the registration link that is provided in your sponsorship/exhibition agreement and follow the registration process online.

Further Registrations

If you would like to register further delegates with full access to scientific sessions and CECs, please use the regular delegate registration form: <https://www.eurotox2023.com/registration/>

Accommodation

In cooperation with our partner HRS, you will find a selection of hotels in Ljubljana here: <https://www.eurotox2023.com/travel-accomodation/>

COMPANY PROFILE AND LOGO

For the industry partners listing on the congress homepage and in the congress app, the company profile and logo that have been uploaded with the industry partner application will be used.

MEETING ROOMS

Meeting facilities are available on-site at GR. Meeting rooms will be provided on a “first come, first served”-basis (upon availability) during the regular congress opening hours. On request, technical and catering services can be offered (additional charges apply). If you would like to rent a meeting room, please contact the congress organisation via email (industry@eurotox-congress.com) specifying your request:

- Type of meeting
- Preferred date and time
- Room size and set-up
- Expected number of participants
- Technical and catering requirements
- Name and contact details of the contact person on-site

Please kindly note that access to these meetings is restricted to registered delegates/booth representatives and is not open to external visitors.

PROMOTE YOUR PARTICIPATION – MEDIA DOWNLOADS

You can download various graphics with the congress layout [here](#) in order to promote your participation. You may include the files in your email signatures, on social media, websites etc.

Further questions?

Please do not hesitate to contact us in case of any questions or if individual arrangements need to be made.

Sponsorship & Exhibition Manager

Anja Zeun | Phone: +49351 65573-137 | E-mail: industry@eurotox-congress.com

ATTACHMENTS

[Equipment Catalogue](#)

[Order Form](#)

[Delivery Label](#)

[GR Terms and Conditions](#)



12/2021

Equipment catalogue

GR - Ljubljana Exhibition and Convention Centre



Two seater Tom

- quantity: 3 pcs
- colour/material: black/leather
- price: 120,00€ + 22% VAT

Catalogue number: 1/B



One seater Tom

- quantity: 2 pcs
- colour/material: black/leather
- price: 95,00€+22% VAT

Catalogue number: 2/B



One seater / 1

- quantity: 12 pcs
- colour/material: black/leather
- price: 95,00€+22% VAT

Catalogue number: 3/A



One seater / 2

- quantity: 2 pcs
- colour/material: black/leather
- price: 95,00€+22% VAT

Catalogue number: 4/A



One seater / 3

- quantity: 6 pcs
- colour/material: beige/wooden
- price: 95,00€+22% VAT

Catalogue number: 5/A



Two seater

- quantity: 1 pcs
- colour/material: black/leather
- price: 120,00€ + 22% VAT

Catalogue number: 6/A



Three seater

- quantity: 6 pcs
- colour/material: grey/fabric
- price: 160,00€ + 22% VAT

Catalogue number: 7/B



Conference chair / 1

- quantity: 2810 pcs
- colour/material: black/leather
- price: 24,50€ + 22% VAT

Catalogue number: 8/A



Conference chair / 2

- quantity: 490 pcs
- colour/material: grey/leather
- price: 24,50€ + 22% VAT

Catalogue number: 9/B



Conference chair / 3

- quantity: 80 pcs
- colour/material: white/plastic
- price: 24,50€ + 22% VAT

Catalogue number: 10/B



Conference chair / 4

- quantity: 130 pcs
- colour/material: black/plastic
- price: 24,50€ + 22% VAT

Catalogue number: 11/B



Chair Bikini

- quantity: 15 pcs
- colour/material: grey/aluminium
- price: 24,50€ + 22% VAT

Catalogue number: 12/B



Chair A20

- quantity: 160 pcs
- colour/material: grey/chrome
- price: 24,50€ + 22% VAT

Catalogue number: 13/B



Swivel chair

- quantity: 38 pcs
- colour/material: black/leather
- price: 29,50€ + 22% VAT

Catalogue number: 14/A



Fabric chair

- quantity: 50 pcs
- colour/material: beige/fabric
- price: 22,00€ + 22% VAT

Catalogue number: 15/A



Chair Phantom / white

- quantity: 2 pcs
- colour/material: white/plastic
- price: 22,00€ + 22% VAT

Catalogue number: 16/A



Chair Phantom / black

- quantity: 4 pcs
- colour/material: black/plastic
- price: 22,00€ + 22% VAT

Catalogue number: 17/A



Bar chair / black,silver

- quantity: 120 pcs
- colour/material: black, silver/leather, chrome
- price: 29,50€ + 22% VAT

Catalogue number: 18/B



Bar chair / black

- quantity: 100 pcs
- colour/material: black/leather, black chrome
- price: 29,50€ + 22% VAT

Catalogue number: 19/B



Bar chair A22

- quantity: 30 pcs
- colour/material: grey/chrome
- price: 29,50€ + 22% VAT

Catalogue number: 20/B



Bar chair / white 1

- quantity: 8 pcs
- colour/material: white/iveral, metal
- price: 29,50€ + 22% VAT

Catalogue number: 21/A



Bar chair / white 2

- quantity: 30 pcs
- colour/material: white/plastic, metal
- price: 29,50€ + 22% VAT

Catalogue number: 22/B



Stool (tabure) / 1

- quantity: 25 pcs
- colour/material: black/fabric
- price: 50,00€ + 22% VAT

Catalogue number: 23/B



TITLE: Stool (tabure) / 2

- quantity: 10 pcs
- colour/material: green/fabric
- price: 50,00€ + 22% VAT

Catalogue number: 24/B



Stool (tabure) / 3 (LED)

- quantity: 10 pcs
- colour/material: different colour possibilities
- price: 50,00€ + 22% VAT

Catalogue number: 25/B



Table 160 x 70 cm (64 front sides 160 x 50 cm possible)

- quantity: 64 pcs
- colour/material: brown/iveral, chrome
- price: 40,00€ + 22% VAT

Catalogue number: 26/A



Table 160 x 80 cm (50 front sides 160 x 50 cm possible)

- quantity: 50 pcs
- colour/material: black/iveral, chrome
- price: 40,00€ + 22% VAT

Catalogue number: 27/A



Table 140 x 60 cm (55 front sides 140 x 50 cm possible)

- quantity: 430 pcs
- colour/material: white/iveral, chrome
- price: 40,00€ + 22% VAT

Catalogue number: 28/A



Table grey 140 x 80 cm foldable

- quantity: 60 pcs
- colour/material: grey/iveral, chrome
- price: 40,00€ + 22% VAT

Catalogue number: 29/B



Table grey 140 x 80 cm

- quantity: 70 pcs
- colour/material: grey/iveral, aluminium
- price: 40,00€ + 22% VAT

Catalogue number: 30/B



Table grey 200 x 80 cm

- quantity: 30 pcs
- colour/material: grey/iveral, aluminium
- price: 42,00€ + 22% VAT

Catalogue number: 31/B



Table 160 x 80 cm (55 front sides 160 x 50 cm possible)

- quantity: 50 pcs
- colour/material: white/iveral, chrome
- price: 40,00€ + 22% VAT

Catalogue number: 32/B



Club table 55 x 55 cm / white

- quantity: 8 pcs
- colour/material: white/iveral
- price: 45,00€ + 22% VAT

Catalogue number: 33/A



Club table 55 x 55 cm / light brown

- quantity: 6 pcs
- colour/material: white/iveral
- price: 45,00€ + 22% VAT

Catalogue number: 34/B



Club table square white 80 x 80 cm / white / 1

- quantity: 80 pcs
- colour/material: white/chrome
- price: 45,00€ + 22% VAT

Catalogue number: 35/B



Club table square white 80 x 80 cm / white / 2

- quantity: 20 pcs
- colour/material: white/chrome
- price: 45,00€ + 22% VAT

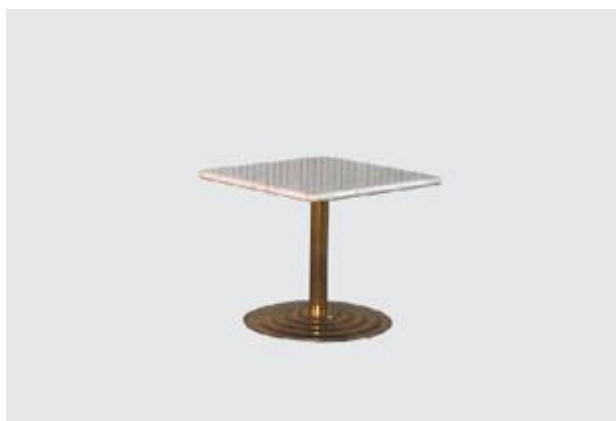
Catalogue number: 36/B



Club table 55 x 55 cm / black

- quantity: 8 pcs
- colour/material: black/iveral, chrome
- price: 45,00€ + 22% VAT

Catalogue number: 37/A



Club table 60 x 60 cm / marble

- quantity: 2 pcs
- colour/material: marble, metal
- price: 45,00€ + 22% VAT

Catalogue number: 38/A



Club tables package / large (30 x 30cm, h: 36cm / 35 x 35 cm, h: 39cm / 40 x 40 cm, h: 42cm)

- quantity: 1 pcg
- colour/material: grey, black
- price: 54,00€ + 22% VAT

Catalogue number: 39/A



Club tables package / small (30 x 30cm, h: 36cm / 40 x 40 cm, h: 42cm)

- quantity: 1 pcg
- colour/material: grey, black
- price: 43,00€ + 22% VAT

Catalogue number: 40/A



Table round (fi=40 cm) / white

- quantity: 6 pcs
- colour/material: white/metal
- price: 45,00€ + 22% VAT

Catalogue number: 41/B



Round table D 80

- quantity: 20 pcs
- colour/material: grey/chrome
- price: 45,00€ + 22% VAT

Catalogue number: 42/B



Bar table 65 x 65 cm / white

- quantity: 10 pcs
- colour/material: white/chrome
- price: 49,00€ + 22% VAT

Catalogue number: 43/B



Bar table / white

- quantity: 3 pcs
- colour/material: white/iveral, metal
- price: 49,00€ + 22% VAT

Catalogue number: 44/B



Bar table D60 / black

- quantity: 20 pcs
- colour/material: black/chrome
- price: 49,00€ + 22% VAT

Catalogue number: 45/B



Bar table 1 / D60 / white

- quantity: 25 pcs
- colour/material: white/chrome
- price: 49,00€ + 22% VAT

Catalogue number: 46/B



Bar table 2 / D60 / bela

- quantity: 20 pcs
- colour/material: white/chrome
- price: 49,00€ + 22% VAT

Catalogue number: 47/B



Wooden table 60 x 120 cm (h: 76 cm)

- quantity: 15 pcs
- colour/material: wood/iveral
- price: 32,00€ + 22% VAT

Catalogue number: 48/A



Rope barrier

- quantity: 70 pcs
- colour/material: grey/metal
- price: 12,50€ + 22% VAT

Catalogue number: 49/A



Flex barrier

- quantity: 52 pcs
- colour/material: black/metal
- price: 29,50€ + 22% VAT

Catalogue number: 50/A



Stand for paintings / large

- quantity: 3 pcs
- colour/material: brown/wood
- price: 39,50€ + 22% VAT

Catalogue number: 51/A



Stand for paintings / small

- quantity: 3 pcs
- colour/material: brown/wood
- price: 39,50€ + 22% VAT

Catalogue number: 52/A



Stage element

200 x 100 cm

- quantity: 350 pcs
- colour/material: black/wood, alu
- price: 15,00€ + 22% VAT (up to 1m height)

Catalogue number: 53/A



Stage element - triangular

100 x 100 x 140 cm

- quantity: 8 pcs
- colour/material: black/wood, alu
- price: 26,10€ + 22% VAT (up to 1m height)

Catalogue number: 54/A



Stage element

100 x 100 cm

- quantity: 3 pcs
- colour/material: black/wood, alu
- price: 29,50€ + 22% VAT (up to 1m height)

Catalogue number: 54/A



Counter octa

- quantity: by agreement
- colour/material: white or grey /octanorm
- price: 48,50€ + 22% VAT

Catalogue number: 55/B



Counter iveral

- **quantity:** by agreement
- **colour/material:** iveral
- **price:** 48,50€ + 22% VAT

Catalogue number: 56/B



Registration octa counter

(counter: 100 x 50 x 100 cm / counter with fascia: h=250 cm / fascia: 100 x 40 cm)

- **quantity:** by agreement
- **colour/material:** white or grey /octanorm
- **price:** 88,50€ + 22% VAT

Catalogue number: 57/B



Octa glass showcase / low

(showcase - lxwxh: 100 x 50 x 100 cm or 100 x 100 x 100 cm / glass - lxwxh: 100 x 30 cm or 100 x 50 cm)

- **quantity:** by agreement
- **colour/material:** white or grey /octanorm, glass
- **price:** 69,00€ + 22% VAT

Catalogue number: 58/B



Octa glass showcase / high

(showcase - lxwxh: 100 x 50 x 200 cm or 100 x 50 x 250 cm or 100 x 100 x 250 cm or 50 x 50 x 250 cm / lower part - lxw: 100 x 30 cm or 100 x 50 cm or 100 x 100 cm)

- **quantity:** by agreement
- **colour/material:** white or grey /octanorm, glass
- **price:** 103,50€ + 22% VAT

Catalogue number: 59/B



Mero panel

(100 x 200 cm + 50 cm)

- quantity: 150
- colour/material: white, chrome/octanorm, mero
- price: 42,00€ + 22% VAT

Catalogue number: 60/B



Flipchart

- quantity: 8 pcs
- colour/material: silver/alu
- price: 40,00€ + 22% VAT

Catalogue number: 61/A



Signane stand / A2 format

- quantity: 5 pcs
- colour/material: grey/alu
- price: 21,50€ + 22% VAT

Catalogue number: 62/A



Signane stand / A3 format

- quantity: 16 pcs
- colour/material: grey/alu
- price: 21,50€ + 22% VAT

Catalogue number: 63/A



Signane stand small (A3)

- quantity: 4 pcs
- colour/material: grey/alu
- price: 21,50€ + 22% VAT

Catalogue number: 64/A



Illuminated totem 60 x 180 x 50 cm (without print, with electrical connection)

- quantity: 11 pcs
- colour/material: white/alu, plexi
- price: 185,00€ + 22% VAT

Catalogue number: 65/A



Wooden totem

- quantity: 12 pcs
- colour/material: natur/wood
- price: 89,50€ + 22% VAT

Catalogue number: 66/A



Wardrobe stand / 1

- quantity: up to 170 pcs of wardrobe / 28 stands
- colour/material: silver/alu
- price: 38,50€ + 22% VAT

Catalogue number: 67/A



Wardrobe stand / 2

- **quantity:** up to 800 pcs of wardrobe
- **colour/material:**
- **price:** 1,4€ + 22% VAT

Catalogue number: 68/B



Clothes hanger - selfstanding

- **quantity:** 15 pcs
- **colour/material:**
- **price:** 22,50€ + 22% VAT

Catalogue number: 69/B



Umbrella basket

- **quantity:** 16 pcs
- **colour/material:** grey/alu
- **price:** 9,90€ + 22% VAT

Catalogue number: 70/A



Trash bin / eco

- **quantity:** 11 pcs
- **colour/material:** grey/alu
- **price:** 17,50€ + 22% VAT

Catalogue number: 71/A



Trash bin - office round/square

- **quantity:** 60 pcs/80 pcs
- **colour/material:** grey/alu
- **price:** 9,50€ + 22% VAT

Catalogue number: 72/A



Kerrock desktop small

60 x 106 cm, depth 60 cm

- **quantity:** 1 pcs
- **colour/material:** beige, purple/kerrock
- **price:** 57,00€ + 22% VAT

Catalogue number: 73/A



Kerrock desktop

160 x 96 cm, depth 60 cm

- **quantity:** 2 pcs
- **colour/material:** beige, purple/kerrock
- **price:** 68,00€ + 22% VAT

Catalogue number: 74/A



Kerrock desktop with ending page

160 x 96 cm, depth 60 cm

- **quantity:** 1 pcs
- **colour/material:** beige, purple/kerrock
- **price:** 68,00€ + 22% VAT

Catalogue number: 75/A



Lectern / 1

- quantity: 2 pcs
- colour/material: grey, white/wood, plexi
- price: 95,00€ + 22% VAT

Catalogue number: 76/A



Lectern / 2

- quantity: 1 pcs
- colour/material: milky white, plexi
- price: 95,00€ + 22% VAT

Catalogue number: 77/A



Lectern / 3

- quantity: 1 pcs
- colour/material: brown/wood
- price: 95,00€ + 22% VAT

Catalogue number: 78/A



Lectern / 4

- quantity: 2 pcs
- colour/material: natur/iveral
- price: 95,00€ + 22% VAT

Catalogue number: 79/A



Lectern / 5

- quantity: 2 pcs
- colour/material: milky white/plexi
- price: 95,00€ + 22% VAT

Catalogue number: 80/A



Brochure stand (up to A4) - white/ black

- quantity: 5 pcs / 5 pcs
- colour/material: white, black
- price: 58,50€ + 22% VAT

Catalogue number: 81/B



Brochure stand (up to A3)

- quantity: 2 pcs
- colour/material: grey
- price: 58,50€ + 22% VAT

Catalogue number: 82/B



Flagpoles (for 4 flags)

- quantity: 22 pcs
- colour/material: grey/metal
- price: 52,00€ + 22% VAT

Catalogue number: 83/A



Flagpoles / conical hanging of flags

- quantity: 4 pcs
- colour/material: grey/metal
- price: 65,00€ + 22% VAT

Catalogue number: 84/A



Stand for flags

- quantity: 1 pcs
- colour/material: grey/marble
- price: 29,00€ + 22% VAT

Catalogue number: 85/A



Wooden crates

- quantity: 3800 pcs
- colour/material: natur/wood
- price: 4,7€ + 22% VAT

Catalogue number: 86/A



Plexi barriers (Covid barriers)

- quantity: 5 pcs
- colour/material: see through/plexi
- price: 12,00€ + 22% VAT

Catalogue number: 87/A



Partition wall (spanish)

250 x 200 cm

- quantity: 30 pcs
- colour/material: black/iveral
- price: 58,50€ + 22% VAT

Catalogue number: 88/A



LCD on stand

**picture is symbolic*

- quantity: by agreement
- price: 650,00€ + 22% VAT
(after the consumption of stock, the price rises / without USB port / laptop and HDMI cable required - additional)

Catalogue number: 89/A



AV drop (construction with print and assembly/disassembly)

- quantity: 88,5 m²
- price: 60,00€ + 22% VAT/m²

Catalogue number: 90/A



Reflector LED

- quantity: 180 pcs
- colour/material:
- price: 42,00€ + 22% VAT

Catalogue number: 91/B



Refrigerator 120l

- quantity: 16 pcs
- colour/material: white
- price: 100,50€ + 22% VAT

Catalogue number: 92/B



Fridge showcase

197 x 102 x 120 cm

- quantity: 2 pcs
- price: 445,00€ + 22% VAT

Catalogue number: 93/B



Fridge showcase

260 x 97 x 120 cm

- quantity: 1 pcs
- price: 505,00€ + 22% VAT

Catalogue number: 94/B



Mini kitchen

100 x 70 x 100 cm (80l, water heater)

- quantity: 9 pcs
- colour/material: white
- price: 170,50€ + 22% VAT

Catalogue number: 95/B



Wine cooler

- **quantity:** 50 pcs
- **price:** 130,00€ + 22% VAT

Catalogue number: 96/B



Carpet (different colours possible)

- **quantity:** by agreement
- **colour/material:** different colours
- **price:** 10,50€/m² + 22% VAT

Catalogue number: 97/A

**ORDER FORM:
TECHNICAL APPLIANCES AND EXHIBITION SPACE EQUIPMENT**

Congress: **EUROTOX 2023**
 Congress dates: **10th – 13th September 2023**
 Deadlines for orders: **11th August 2023**

GOSPODARSKO RAZSTAVIŠČE d.o.o.
 Dunajska cesta 18, SI-1000 Ljubljana,
 SI-1001 Ljubljana, p.p. 3517, Slovenia
 VAT no.: SI 87878879
 Tel.: +386 1 300 26 00
 Fax: +386 1 300 26 49
 Website: www.gr-congress.si

After the deadline the price is treated 50 % higher, but all the orders still have to be processed by 25th August 2023 the latest.

Exhibitor details

Full name of Exhibitor _____	
Post code and town _____	Street, house number _____
Telephone _____	Fax _____
E-mail _____	Website _____
Director (full name) _____	Contact person (full name) _____
Contact person's e-mail address _____	Contact person's telephone number _____
VAT no. _____	Taxable entity (circle): YES NO

Power supply (supplied to Exhibition space, Euro socket)

1.5 kW, 220 V, 10 A	EUR 124.00/item _____ items
3 kW, 220 V, 16 A	EUR 202.00/item _____ items
5 kW, 220/380 V, 3x10 A	EUR 271.00/item _____ items
5-10 kW, 220/380 V, 3x16 A	EUR 354.00/item _____ items
10-15 kW, 220/380 V, 3x20 A	EUR 461.00/item _____ items
15-20 kW, 220/380 V, 3x25 A	EUR 528.00/item _____ items
20-30 kW, 220/380 V, 3x25 A	EUR 765.00/item _____ items

Night-time power supply (refrigeration devices) - enter power in kW:

_____ (75 % of price) _____ items

For a power supply over 5kW fuse box must be installed:

EUR 260.00/item _____ items

Manpower order form:

Hostess (English Speaker)

on 10.9. EUR 20,00 / hour; start time: _____ end time: _____ nr. of staff: _____

on 11.9. EUR 20,00 / hour; start time: _____ end time: _____ nr. of staff: _____

on 12.9. EUR 20,00 / hour; start time: _____ end time: _____ nr. of staff: _____

on 13.9. EUR 20,00 / hour; start time: _____ end time: _____ nr. of staff: _____

Water supply and kitchen equipment

Water supply _____ EUR 84.80/item _____ items

Internet connection

Wired internet _____ EUR 188.50/item _____ items

Stand cleaning

Stand cleaning on 10. 9. EUR 2,50 / sqm stand size / sqm

Stand cleaning on 11. 9. EUR 2,50 / sqm stand size / sqm

Stand cleaning on 12. 9. EUR 2,50 / sqm stand size / sqm

Stand cleaning on 13. 9. EUR 2,50 / sqm stand size / sqm

Cleaning of the exhibition space during the event includes:

- Floor cleaning – vacuuming/washing,
- Cleaning surfaces - different types of countertops, glass cabinets or other materials (not including washing dishes, cleaning the refrigerator, etc.).

The exhibition space will be cleaned every morning according to submitted order before the exhibition opens.

ADDITIONAL ORDERS - EQUIPMENT CATALOGUE RENTAL:

Product Name	Catalogue Number	Quantity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Exhibitor booths branding (print) / OCTA WALLS YES NO Number of panels _____

Exhibitor booths branding (print) / WOODEN CRATES

Option 1: 55x33cm; 55€ + VAT	YES	NO
Option 2: 150x66cm (horizontal); 95€ + VAT	YES	NO
Option 3: 100x99cm (vertical); 95€ + VAT	YES	NO
Option 4: 300x166cm (horizontal); 320€ + VAT	YES	NO

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.

Place and date:

Stamp:

Signature:

Exhibitor booths branding

Upon additional payment we can offer exhibitors different branding for their stands:

- Panel dimension: 100 x 250 cm (octa wall)
- Designed materials dimension for print: 96 x 240 cm plus 2 cm bleed
- Designed document Form: in PDF, in ADOBE ILLUSTRATOR or COREL DRAW; the files should be in curves (.pdf, .cdr, .ai or .eps) resolution of the pictures (.jpg or .bmp) at the size of 1000 x 1000 mm should be minimum 60 dpi; all documents should be in the scale of 1:1;
- Price per panel – print with the assembly: 110 € + VAT
- Deadline for sending the designed materials: 11th August 2023
- Number of panels - please state this on the order form
- Picture of the stand with printed panels: please send it to us when sending the materials

Electricity power points available in the halls

Hall A extension (Kupola), Hall A lobby (Kupola lobby), A-A2 transition (Kupola-Kocka), Hall E (Jurček): 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 credit card. The equipment issued after the transaction is completed. 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

If the prepaid order is canceled by the Exhibitor/Client, the Exhibitor/Client is not entitled to refund.

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 the 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 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.

Event: <i>57th Congress of the European Societies of Toxicology (EUROTOX 2023)</i>	Sender:
Date of Event: <i>10 to 13 September 2023</i>	Contact:
Contact on-site: <i>Anja Zeun (EUROTOX Congress Organisation)</i>	
Booth Number: <i>No. in Kupola Hall / Steklena Hall</i>	Logistic Partner:

Gospodarsko razstavišče, d.o.o.,
Dunajska cesta 18,
SI - 1000 Ljubljana, p.p. 3517,
Slovenia

<u>Items Incl.:</u>	<u>Box No:</u>
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GENERAL TERMS AND CONDITIONS OF WORK AT THE GR

1. General terms of work:

General Terms and Conditions of Work at the GR determine the measures for ensuring occupational safety and health and fire safety; the rights of Gospodarsko razstavišče, d. o. o. Ljubljana Company, Dunajska cesta 18 (GR) and the following obligations:

- the CLIENT (according to the Public Assembly Act, this is the organizer), that is, the person who will use the premises and other services of the GR to carry out the project,
- the contractor (e.g. the exhibitor or its contractor or other contractor or subcontractor) that works at the GR during the project.

The CLIENT is fully liable for the contractors selected by him, and the CLIENT undertakes to fully inform them of the General Terms and Conditions of Work at the GR.

2. Entering the GR premises and liable persons:

Entry to the GR at the time of the project (assembly, events and disassembly) is possible for the CLIENT's personnel on the basis of an agreed upon regime between the parties (typically cards issued by the CLIENT or the GR, if agreed by the parties). Before commencing work, the CLIENT has to appoint the person:

- responsible for occupational health and safety and fire safety who is in charge of occupational safety and fire safety,
- the person coordinating the execution of the project.

All representatives of the CLIENT and its contractors are obliged to show the card or the agreed document upon entering the GR and at every claim of the GR guard.

3. CLIENT undertakes or agrees:

COMPANY REGISTRATION

To perform, at the GR premises, only activities which content, that are performed or advertised within the event, are entered in the Business Register. The CLIENT shall be solely liable for any breach of the provision in the preceding sentence.

PERMIT FOR THE EVENT

To timely register the event on his behalf and for his own account or obtain a permit from the competent authorities, if necessary in accordance with the Public Assembly Act, and that in this case the entire event venue and the maximum number of persons will be indicated in the confirmed application or permit for the event;

- to comply strictly with all requirements/terms as stated in the Competent Authority's Approved Event Registration or in the Competent Authority's Approved Event Authorization
- to submit to the GR a copy of the approved registration or the authorization for holding the public event by the competent authorities not later than 15 days before the project.

CERTIFICATES, APPROVALS

To obtain, on his own behalf and for his own account, all other consents, certificates and other documents necessary for performing the event, and to strictly follow the instructions which derive therefrom. The CLIENT undertakes to deliver the above mentioned certificates and consents to the GR no later than 15 days before the project. In particular, the following certificates and approvals are obliged, if required: a statement from the security service that will perform the eventual security at this event, the title of the Security Service Manager and the Security Plan, a statement from the Medical Assistant on participation in the event, technical documentation of the equipment used, and a declaration of conformity for the equipment used;

PLANS FOR WORK

That on time (at least 10 days before the start of the project) he will prepare and deliver the GR the scale plan by placing all the elements in the hall (counters, electrical connections, plumbing connections, scaffolding, ALU structures etc.).

In the case the plan changes in less than 10 days before the project or even after partial implementation, the parties will agree on the sanctions with a contract,

In case the installation is entirely carried out by the GR, the GR shall provide the plan in scale and submit it to the CLIENT, who shall be obliged to comment on it within 3 working days.

PUBLIC EVENTS - COMPLETION OF THE PUBLISHED PROGRAM

To adhere to the publicly announced program (in terms of content and time) as stated in the contract or as published. In case of deviation from the program, the GR may charge a contractual penalty of EUR 5,000.

SAFETY AND HEALTH AT WORK AND HEALTH ASSISTANCE

To comply with the regulations of occupational safety and health.

Perform works in such a way that it does not endanger its workers, workers of other contractors and third parties.

The CLIENT must ensure that its employees and the workers of its subcontractors are informed about safe work, that they are medically fit to perform the work, that they have at their disposal personal protective equipment and appropriate work equipment and devices at their disposal.

The CLIENT has to provide the first aid and at public events and ensure the presence of a healthcare provider and provide adequate space for medical assistance (exclusive use).

FIRE PROTECTION AND SECURITY

Signing this contract, confirms that the CLIENT will be acquainted with the designation of the Fire Study for the halls which are taken over before the project.

Appointment of a responsible person for fire safety:

- the CLIENT will comply with fire safety regulations and plans and, on his own behalf and at his own expense, commission a Fire Safety Plan containing a chart showing all the equipment in the hall, all exits drawn in and the number of Security Guards and Fire Guards written down. The CLIENT orders the preparation of the Fire Safety Plan with an order form at the GR. The CLIENT undertakes to use this plan to obtain consent/permission for the event and that the number of visitors will not exceed the maximum number of visitors, as evidenced by the fire study for the hall, and in no case it will be bigger than that derived from the abstract of the Fire Order for individual hall;
- the CLIENT or the contractor must ensure that all accesses to emergency exits (evacuation routes, emergency exits, access to fire hydrants and fire extinguishers) are free, clean and marked.
- in the event of a fire hazard, the client must remove this danger or alert the Fire Guard or the Guard on duty and all others present, and prepare everything necessary for extinguishing the fire or, if necessary, start extinguishing it. In such case, the GR reserves the right to enter the venue, even in the absence of the CLIENT.

TECHNICAL REGULATIONS, STANDARDS

The CLIENT shall comply with technical regulations and standards:

- that all the equipment of the CLIENT (including the one that the CLIENT leases from third parties), and the progress of the project and all use of the equipment by the CLIENT will be in accordance with the Health and Safety at Work Act, and the Article 9 of the Rules on Health and Safety Requirements for the Use of Work Equipment;
- that all possible constructions of THE CLIENT will be atested and that they will be inspected before the event by the Security Service, which the CLIENT is obliged to order and pay for in due time. The CLIENT may also order this service from the GR;
- to allow, at the request of the GR, to inspect the layout and equipment of the Safety Engineer selected by the GR. If the Safety Engineer finds deficiencies in the CLIENT's layouts and equipment, the CLIENT has immediately to rectify these deficiencies, as required by the Safety Engineer. In the CASE that the CLIENT does not correct

the irregularities, this constitutes a serious breach of this contract. An inspection by a Security Engineer is commissioned by the GR. In the case of irregularities, the inspection shall be charged by the GR to the CLIENT, with a 20% mark-up on the net price.

AVOIDING DAMAGING OF THE GR INFRASTRUCTURE:

- not to make any alterations or any other interventions (drilling, painting, hanging, etc.) to the walls, ceiling, floor, installations and equipment of the hall which is the subject of this contract;
- not to perform carpentry work in exhibition halls. In exceptional cases the GR allows it with simultaneous use of vacuum cleaners;
- to use only non-trace trade adhesive tape (fair's, double-sided non-trace adhesive tape / yellow adhesive tape type SI 704) Appropriate adhesive tape can be ordered on site at the GR Reception Desk at a price of 9.35 EUR/50-meter reel. In case the CLIENT or his contractors use a different adhesive and is later found out it left marks, the GR may charge the CLIENT additional cleaning or polishing the hall or its part, at the price of the GR contractor, increased by 20 %;
- not to use the services of the GR /halls and equipment, which are not provided by this contract and any additional order forms. In case the CLIENT does not follow the instructions from the previous sentence, the GR may charge him these services at a price higher than the factor 3;
- not to glue, draw or otherwise interfere with the walls of the hall, glass surfaces, facades and platforms (all within the GR). If the CLIENT does not adhere to this, he will be charged the cost of additional cleaning at the price of EUR 1.65 per m² of surface area or up to 20 % of the costs incurred for cleaning or remediation (the method of calculation is decided by the GR);
- not to hang anything at hanging points or other places in the hall, unless ordered and coordinated - approved by the GR Technical Service;
- to submit, in a timely manner, at least 14 days before the project, for the ordered hanging points, to confirm the location of the hangings and the anticipated load of the suspension to each point;
- that all the equipment used for the suspension is properly atested and certified and that all the suspended equipment will be secured secondarily;
- prior to the commencement of works, to obtain from the GR a written permission to perform particularly dangerous works or works where there is a risk of fire, or to perform works that exceed the range of the normally expected works (height structures, open flames, etc.);
- The CLIENT and his customers and subcontractors have to follow the technical instructions regarding the permissible floor load in the exhibition halls, the height and width of entryways, the power of electrical connections, water pressure, etc .;
- not to interfere with electrical, plumbing, TT and other GR installations, only the GR can perform such installations. Electrical and other installations have to be carried out in accordance with the regulations. The GR has the right to inspect the installations;
- if the CLIENT, his customers or the subcontractors do not perform the electrical installations in accordance with the regulations or fail to do so despite the warning, the connection will not be made or the terminal box will be switched off;
- not to use heaters, lamps and electric extension blocks that do not comply with current regulations and technical standards. It is forbidden to use cookers with unsecured power buttons;
- not to use sparking tools, open flames, flammable and other hazardous substances throughout the GR area (including the yard);
- the driving of delivery vans and means of transport is restricted to transport routes, the speed must not exceed 10 km/h; indoor transport is prohibited for the delivery of vans and passenger cars with internal combustion engines. The means of transport have to be equipped with warning and protective devices and markings;

WASTE SEPARATION

To separate waste and remove large rubbish. The Client is obliged to separate the waste into waste baskets located at the aisles (packaging - paper and other). The CLIENT is obliged to dispose of larger waste (waste more than 30 cm in diameter) at the GR waste Appendix and to carry out appropriate separation in the following the GRoups: **chipboard and wood; cardboard and paper; styrofoam, plastic film; bulky waste; metal waste; rolled-up rugs; packaging (plastic, cans); glass packaging and mixed waste – the rest undefined waste).** After the disassembly, the rugs have to be rolled up before leaving them at the GR waste Appendix.

In the case that the CLIENT, its subcontractors or its workers do not properly separate the waste, the GR may fine (5,000.00 € penalties) the CLIENT and transfer to it any costs of additional separating and possible inspection sanctions.

If the event is organized in a way that it is participated by several different exhibitors, where assembly and disassembly is organized by different companies and a bigger volume of waste is expected, **the organizer must order the GR separating supervision at the GR waste Appendix in advance.**

OTHER

- to retrieve all found items from the GR representative no later than 20 hours after the end of the event. The organizer is obliged to give the GR a telephone number which seekers of lost items can contact. If the CLIENT does not collect the items in a timely manner, the GR may charge an infrastructure fee of EUR 325;
- that all CLIENT's staff (including subcontractors') who enter the site will carry a proof of being accredited (badges, etc.) during the project, on the basis of which the GR can identify persons who are in the project area on behalf of the CLIENT. The GR may require the persons who do not have the credentials from the previous sentence to be removed from the project area;
- that the GR staff on duty shall be provided with an adequate number of badges to allow staff access throughout the project area;
- smoking in the halls is not allowed during the project. Likewise, disturbing alcoholic beverages to minors or drunk individuals is not allowed inside the GR. Any possession of illegal substances is also not allowed inside the GR. The CLIENT undertakes to control as far as possible the provisions of this paragraph and to prevent the unauthorized activities referred to in this paragraph. Any violations of the law that limits smoking, alcohol use and prevent the use of illegal substances shall be the sole responsibility of the CLIENT (including the payment of any inspection penalty);
- The CLIENT is responsible for all content that is the subject of any communication using the internet connections and any other equipment necessary for the use of the World Wide Web or via the Wi-Fi network while the GR internet is used by the CLIENT, its employees, subcontractors as well as visitors or customers. The GR is not responsible for any consequences that may arise or which could arise from the use of above mentioned equipment and/or the use of the World Wide Web;
- in the case of a cancellation of a public event, the CLIENT has to properly communicate this cancellation and reimburse any costs to those who have purchased the tickets;
- Reservation of rights: in case of non-payment of the pro forma invoice or invoice, the GR has the right to retain the things of the CLIENT that are in the area of GR for as long as the payment is not made. In the case of late payment of more than 30 days, the GR shall also be entitled to sell such withheld items. The same applies to things owned by the subcontractors/contractors of the organizer/exhibitor, to which the contracting partner the GR (the organizer or exhibitor) is obliged to inform his contractors / subcontractors in advance and obtain their consent. The GR is not liable for any damage to the equipment at the time of retention.

Gospodarsko razstavišče d.o.o.
Managing Director
Iztok Bričl, MSc econ.

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