

## ORDER FORM:

### TECHNICAL APPLIANCES AND EXHIBITION SPACE EQUIPMENT

**GOSPODARSKO RAZSTAVIŠČE d.o.o.**  
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Congress: **CEM 2025**  
Congress dates: **24<sup>th</sup> – 26<sup>th</sup> September 2025**  
Deadlines for orders: **27<sup>th</sup> August 2025**

After the deadline the price is treated 50% higher, but all the orders still have to be processed by 03. September 2025 the latest.

### Exhibitor details

Full name of Exhibitor

Post code and town

Street, house number

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Telephone

Country

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E-mail

Website

Booth number

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 142.60/item	_____ items
3 kW, 220 V, 16 A	EUR 232.30/item	_____ items
5 kW, 220/380 V, 3x10 A	EUR 311.70/item	_____ items
5-10 kW, 220/380 V, 3x16 A	EUR 407.10/item	_____ items
10-15 kW, 220/380 V, 3x20 A	EUR 530.00/item	_____ items
15-20 kW, 220/380 V, 3x25 A	EUR 607.20/item	_____ items
20-30 kW, 220/380 V, 3x25 A	EUR 879.80/item	_____ items

### Water supply and kitchen equipment

Water supply and kitchen equipment

Water supply EUR 94.80/item \_\_\_\_\_ items

## Internet connection

Internet connection	
Wired internet	
Basic	EUR 207.35/item _____ items
Advanced (dedicated IP)	EUR 479.24/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 299.00/item \_\_\_\_\_ items

**Manpower order form:**

Hostess (English Speaker)

on 24.9. EUR 25,00 / hour; start time: \_\_\_\_\_ end time: \_\_\_\_\_ nr. of staff: \_\_\_\_\_

on 25.9. EUR 25,00 / hour; start time: \_\_\_\_\_ end time: \_\_\_\_\_ nr. of staff: \_\_\_\_\_

on 26.9. EUR 25.00 / hour; start time: \_\_\_\_\_ end time: \_\_\_\_\_ nr. of staff: \_\_\_\_\_

### Stand cleaning (self building stands)

Stand cleaning on 23. 9. EUR 3,50 / sqm \_\_\_\_\_ stand size / sqm  
After exhibitor setup day

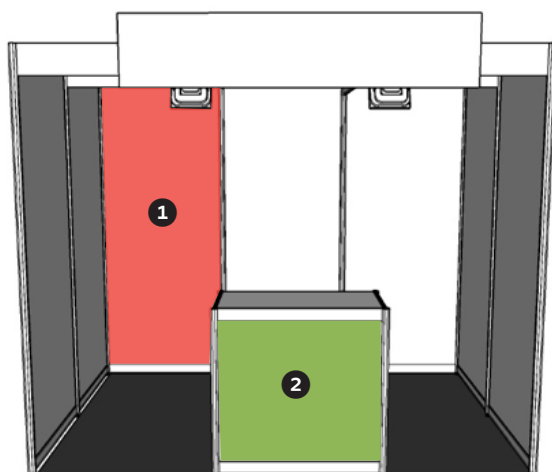
Stand cleaning on 24. 9.	EUR 3,50 / sqm	stand size / sqm
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Stand cleaning on 25. 9.	EUR 3,50 / sqm	stand size / sqm
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**Cleaning of the exhibition space during the event includes:**

- 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.



# STICKERS FOR SEPERATE PANELS

## Exhibitor booths branding (print) / OCTA WALLS

### 1. Wall

Printing of wall graphics, panel dimensions: 95 x 238 cm

(Designed materials dimension for print: 95 x 238 cm + 0,5 cm bleed).

YES NO Number of panels \_\_\_\_\_

**PRICE: 165,00 € + VAT / wall.**

### 2. Counter

a) Printing of FRONT counter graphics, dimensions: 95 x 88 cm

(Designed materials dimension for print: 95 x 88 cm + 0,5 cm bleed).

YES NO Number of counters \_\_\_\_\_

**PRICE: 115,00 € + VAT / counter.**

b) Printing of SIDE (both sides) counter graphics, dimensions: 45,5 x 88 cm

(Designed materials dimension for print: 45,5 x 88 cm + 0,5 cm bleed).

YES NO Number of counters \_\_\_\_\_

**PRICE: 156,00 € + VAT / counter (both sides).**

## STADUR / PHOTO WALL

### Exhibitor booths branding (print) / STADUR WALLS

#### 1.Walls

Printing of wall graphics, panel dimensions:

a) Left: 195.8 x 250.5 cm

**PRICE: 425,60 € + VAT / wall.**

b) Back: 295.4 x 250.5 cm

**PRICE: 630,10 € + VAT / wall.**

c) Right: 195.8 x 250.5 cm

**PRICE: 425,60 € + VAT / wall.**

#### 2. Counter

a) Printing of FRONT counter graphics, dimensions: 95 x 88 cm

(Designed materials dimension for print: 95 x 88 cm + 0,5 cm bleed).

YES NO Number of counters \_\_\_\_\_

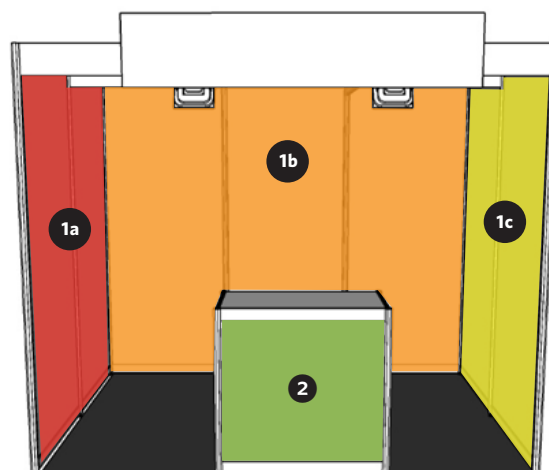
**PRICE: 115,00 € + VAT / counter.**

b) Printing of SIDE (both sides) counter graphics, dimensions: 45,5 x 88 cm

(Designed materials dimension for print: 45,5 x 88 cm + 0,5 cm bleed).

YES NO Number of counters \_\_\_\_\_

**PRICE: 156,00 € + VAT / counter (both sides).**



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.

- Deadline for sending the designed materials: **3<sup>rd</sup> September 2025**
- Designed document Form: in PDF or ADOBE ILLUSTRATOR; the files should be in curves (.pdf, .ai or .eps)

### ADDITIONAL ORDERS - EQUIPMENT CATALOGUE RENTAL:

Product Name

Catalogue Number

Quantity




Place and date:

Stamp:

Signature:

### ARTWORKS files Technical Specifications

- Print documents should be provided in raster images with minimum 250 dpi or vector format.
- 5 mm bleed should be included.
- Colour space must be CMYK.
- The documents should include embedded or traced typography or, in any case, the typography should be attached to the document.
- The document should be sent adapted to real size or, if not possible, scaled 1:5 or 1:10. The images should be included with the appropriate resolution for the actual size of the final product.
- The documents should be sent preferably in PDF format.
- A JPG image should be attached as a proof of contrast.

### COLOUR IMAGES

- CMYK. No compression for saving the file.
- Real Megabytes (don't change size or pixels in Photoshop).

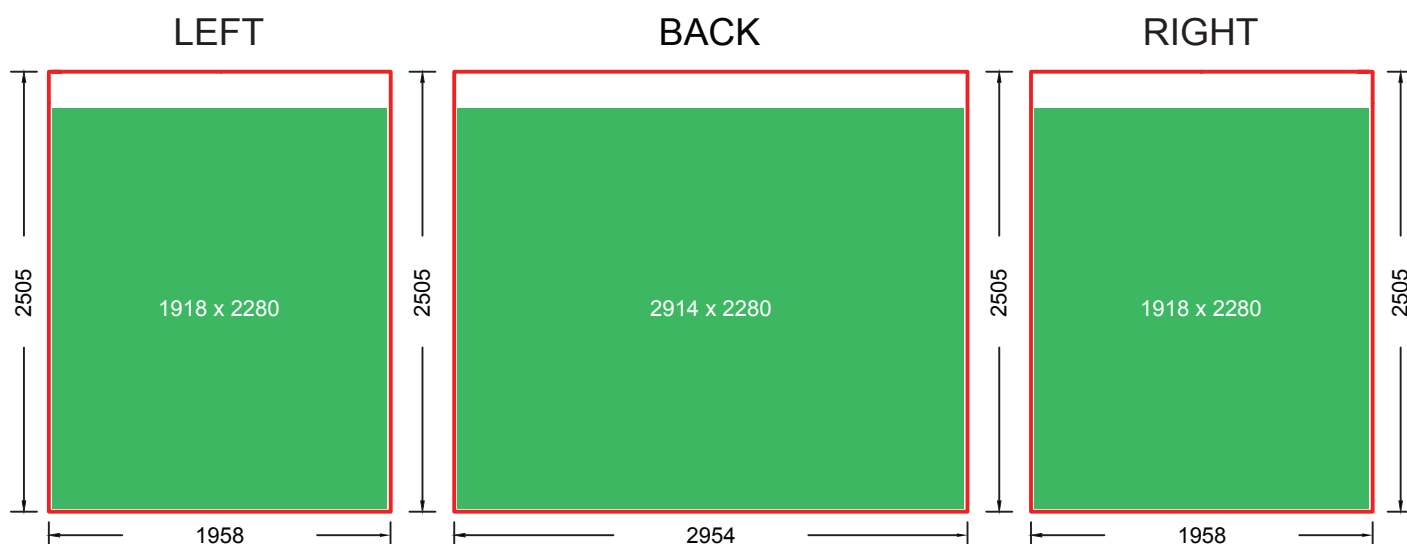
### DELIVERY OPTIONS

- WE TRANSFER
- The files should always be named including the reference of the technical file or the supports presentation provided by GR.
- If the production refers to more than one artwork, please send a plan indicating order of installation, otherwise we will understand that no specific order is preferred.

**Stadur Walls**, 2 x 3 m

Full dimension (mm)

Visible field (mm)



## Electricity power points available in the halls

### 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 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.