

INSTRUCTIONS

- We expect a **completed, signed and stamped application form by post** (Turistično društvo Tržič, Trg svobode 18, 4290 Tržič) or **scanned and sent by e-mail**.
- **The arrival** of the exhibitors is possible on **friday, May 11th 2018, from 4 to 6 pm**. The exhibition sites and stands have to be prepared by 8 pm.

GENERAL TERMS AND CONDITIONS

- 1. LEAVING THE EXHIBITION SPACE** before the end of the exhibition is not permitted.
- 1. CHECKUP OF THE SELLING ITEMS** the organizer will check the selling items which have to be appropriately marked by the exhibitor. It has to be evident whether the item is a natural original, a replica or made of artificial materials.
- 2. SUITABLE LIGHTING**
Organizer will check the reflector lights, so the exhibitors are requested to use faultless reflectors.
- 3. COST AND EXPENSES FOR EXHIBITION STANDS**

-**EURO is official** currency in Slovenia. **VAT (the general tax rate 20%)** included in the price. Obligation of vat return after the service was made and in relation to the place of service.
-We are entitled to **change charged costs** for the exhibition site in case of an incorrect description of items in the application.
- 4. CANCELLATION OF EXHIBITION PLACE** order must be done in writing 5 days before the event. In other case the organizer has the right to **charge the expenses in the amount of 50%** of the value of the exhibition place rent.
- 5. ACCREDITATION CARD**
You will receive the accreditation cards on the exhibition setting. Whenever you exit or enter the exhibition setting, please always carry your card in case of checking identification.
- 6. PARKING**
The exhibitors are given the opportunity to park their vehicles in the vicinity of the exhibition hall during the exhibition.
- 7. CLEANLINESS** of the exhibition place every exhibitor should leave his/her exhibition site as clean as possible in the end of exhibition. Separation of waste is mandatory.
- 8. DATA MANAGEMENT AND GATHERING**

The participant allows the organizer data processing for the purpose of the event. Organizer protects the identity of participants in accordance with the applicable regulations. All other documents regarding the participation of the exhibitor shall be deposited with the organizer. Data gathered from the exhibitor (such as name and title of participant, his field of work and participation in event ...)

Can be used for:

- submission of promotional and informational messages to exhibitor in connection with the event by mail, email or over the phone;
- statistical processing of data;
- market research and public opinion polling;
- updating of organizers database;

9. PHOTOGRAPHY AND FILMING RIGHTS

Organizer has the right to take photos or film exhibition stands and use the material for their own account or for general use. Exhibitor waives all objections arising from copyright.

10. INSURANCE

The organizer is not responsible for any injury, loss or destruction, caused by the exhibitor.

Exhibitor is held responsible for any damage or injury, either by himself or his staff organizer.

Each exhibitor is obliged to follow instructions in the exhibition hall. If any damage occurs, the exhibitor is obliged to pay the costs of the damage.

The organizer is not liable for any damage caused to the vehicle on the parking lot near the hall.

11. DISPUTE RESOLUTION

Organizer and participants will solve disputes amicably. If settlement can not be reached, then the conflict is competent in the Court of Kranj.