

REPROLIGNUM – PARTICIPATION FORM FOR EXHIBITORS

By signing this participation form we confirm our participation as an exhibitor at the **ReproLignum**, International Trade Fair of Materials, Semifinished products, Equipment and Technology for the Wood industry which will be held in the **Arena Zagreb** from Wednesday, September 6 to Friday, September 8, 2017. and we agree with the exhibition rules specified on page 2 and 3.

EXHIBITOR DETAILS

Company name.....
 Address.....
 ZIP..... City.....
 Country..... VAT.....
 Tel.....
 Fax.....
 Contact person.....
 Mob.....
 E-mail.....
 Web.....

SELECT THE SIZE OF EXHIBITION SPACE

Exhibition spaces are modular, partitioned and typically arranged with Octanorm construction according to organizer scheme. The price does not include VAT. The price include exhibition area, partition wall work, Octanorm storage space with shelves (1 m² for booth of 20 and 40 m², – 2 m² for others), installation of carpet and sign with company name, round table and 4 chairs for 20 and 40 m² booths, 2 sets for 60, 80, 100 and 120 m² booths, info desk with stool, electricity and wireless internet consumption, setting up booth electrical box, loading and unloading equipment with forklift and the inclusion in the exhibitor catalogue with company description.

Select needed exhibition space

20 m² – (52,63 eur/m² – 1.052,60 eur).....
 40 m² – (52,63 eur/m² – 2.105,20 eur).....
 60 m² – (47,37 eur/m² – 2.842,20 eur).....
 80 m² – (47,37 eur/m² – 3.789,60 eur).....
 100 m² – (47,37 eur/m² – 4.737,00 eur).....
 120 m² – (47,37 eur/m² – 5.684,40 eur).....

Select preferred color of the booth floor carpet:

dark.....
 grey.....
 blue.....
 red.....

Enter the text for booth sign board (exhibitor name):

.....

POWER SUPPLY

Select the required electric power for the exhibition space:

Single-phase socket, power 2 kW.....
 Single-phase socket, power 3,5 kW.....
 three-phase electrical box, power 6,5 kW.....
 three-phase electrical box, power 10 kW.....
 three-phase electrical box, power 20 kW.....

FAIR DISCOUNT

Do you approve additional discounts to visitors during the fair (please circle)..... YES NO

INVITATIONS

Invitation cards are free of charge. Indicate how many invitation cards you need: pcs.

CHECK TO BE CLASSIFIED

panels.....
 solid wood.....
 fittings.....
 machines and technology.....
 fair.....
 magazine.....
 web portal.....
 other (specify).....

DEALERSHIPS

If you represent other manufacturers list them all:

.....

Place and date.....

Exhibitor sign and timber.....



International Trade Fair of Materials, Semifinished products, Equipment and Technology for the Wood industry

ARENA ZAGREB 6 – 8. 9. 2017.

TILIA^{CO}

REPROLIGNUM – EXHIBITION RULES

1. NAME AND ORGANIZER

The event is of a specialised nature and carries the name **ReproLignum**, International Trade Fair of Materials, Semifinished products, Equipment and Technology for the Wood industry, and it is subject covered by this three pages participation form. The company Tiliaco d.o.o. is organizer of the event.

2. DATES, VENUE AND TIMES

ReproLignum event will be held in the Arena Zagreb building on address Lanište 30, 10000 Zagreb and takes place from Wednesday, September 6 to Friday, September 8, 2017. September 4 and 5, 2017. is scheduled for exhibition booths arrangement and September 9, 2017 for disassembling. Arena Zagreb building will be open until late in the evening for arrangement and disassembling period, while during the fair working hours will be from 9:00 to 18:00 for visitors, and from 8:30 to 18:30 for exhibitors. Visitors can join the fair only with the invitation filled with necessary personal data or with exhibitor or organizer approval. Organizer will take over the invitation at the entrance to the fair. The visitor with the invitation can introduce other persons, but at the entrance that persons will get the invitation from the organizer and they must fill it with necessary personal data. Invitations with the stamp will not be taken by the organizer at the entrance to the fair and they are valid for entry during all days of the fair.

3. EXHIBITION BOOTHS

Exhibit spaces will be of a modular type with 20, 40, 80, 100 and 120 sqm surfaces. Exhibition booths will be partitioned and typically arranged with Octanorm construction according to organizer scheme. Price is 52,63 eur/sqm for the 20 and 40 sqm booths, while for the any other is 47,37 eur/sqm. The price does not include VAT. VAT for foreigner exhibitors will be applied under RH and EU accounting standards.

Arrangement of the booths is regulated by specific regulations of the organizer. The price includes an exhibition area, partition wall works, storage space with shelves by means of Octanorm construction, installation of carpet, sign with the company name, a table and chairs, info desk with stool, electricity and wireless internet consumption, electrical box (exhibitor of technology), loading and unloading equipment with forklift, the inclusion in the catalog of exhibitors with the company description and common keeper. Machines and technology exhibitors are eligible for the electrical connection of power up to 20 kW. On demand can be even stronger. Standard single-phase socket has power of 2 kW.

Layout of exhibitor booths is determined by the organizer and is made according to the chronological order of participation registrations.

4. PARTICIPATION VALIDITY AND PAYMENT METHOD

Deadline for submission participation form is March 1, 2017. In the case of occupancy of total exhibition space, all participation forms received after this date will be rejected. Participation form is valid when confirmation is done by exhibitor and by organizer. Advance payment of 50% must be done up to March 1, 2017. The total amount must be paid up to August 1, 2017.

5. RIGHTS TO CHANGES AND INSURANCE

The organizer reserves the right to change major aspects of the fair till August 1, 2017. Also reserves the right to cancel the event at any time due to unfilled capacity or due to other reasons on which organizer don't have any influence. In such a case, the all advance payments will be returned to exhibitors. After signing the participation form the exhibitor may at any time cancel participation, but in that case he is obliged to pay a penalty of 10% of the basic price of the reserved exhibition space, unless the reason for cancellation is the changes of original fair aspects by the organizer.

If an exhibitor voluntarily decides to cancel participations after the advance or total amount payment than he will lose his deposit. The organizer has arranged insurance policy that covers accidental injuries of visitors and participants at the fair. Also insurance of accidental fall of machines and exhibits during loading, unloading and transporting with forklift. Theft is on exhibitors responsibility. The organizer has in good faith engaged the keeper who control the theft, but is not responsible if it happens. Exhibitors may voluntarily take out an insurance policy for exhibits and other property to ensure them from damage or theft. They can arrange that with an insurance company in the country or abroad or that can do organizer for them but exhibitor must inform organizer about that wish.

6. EXHIBITOR CATALOGUE

Catalogue of exhibitors with company description (format 10 x 21 cm) will be printed and shared to visitors for better informing about the exhibitors offer. Every exhibitor will be listed in the address section, and if he want on one whole page in the section of company description. If exhibitors graphic materials don't reach up to organizer till date determined by the organizer, exhibitor will be included only in the address section. Graphic materials must be in format specified by the organizer.

7. RULES FOR BOOTH ARRANGEMENT

- exhibitor must have approval of the organizer prior to start booth arrangement and he will get that after full valid participation form
- during booth arrangement exhibitor must not hinder or endanger other exhibitors, or cause any damage
- equipment for booth arrangement and decoration must not be left on the necessary passages
- floor drilling and similar works that cause damage to building is not permitted
- for booth arrangement, allowable are only components that are used to set or better exhibits display
- during booth arrangement exhibitor must respect each organizer warning
- the exhibitor is obliged to provide free access to fire equipment, and in case of fire it is necessary to immediately begin with extinguishing the fire with extinguisher and to call on-duty firefighter
- because of a short booth arrangement time (two days) exhibitor is obliged to arrange in advance with organizer a time for using forklift (especially relate to exhibitors of technology)
- exhibitor must do by himself connections to electrical box or a socket which have set on required booths electrician on duty. Access to electrical box must be always free
- exhibitors of technology may only use a small (fast assembly and disassembly) dust collector for exhaust requirements
- during a machine work demonstration exhibitor must taking care that wood dust, dirt and noise are within reasonable limits and do not interfere with other exhibitors. Organizer will react with warning to exhibitor in case of other exhibitors compliants. That must be respected immediately.
- exhibitor boots must be appropriate marked (sticker, sign or message) if he prohibits photographing

8. TERMS OF BEHAVIOR IN ARRANGEMENT AND DISASSEMBLING PERIOD

Exhibitor must submit to the organizer a list of people who will be present in the arrangement period and during unloading machines and equipment and during installation. This also applies to registrations of the vehicle that will deliver the machines or equipment. Based on that list, it will be done accreditation and bracelet for free pass to the exhibition hall. People with accreditation can move around only in the area of exhibition space and place for unloading. Transport vehicles (big trucks, trucks, vans ...) come to the predicted parking on the south side of the Arena. The exhibitor must respect the unloading schedule created by the organizer (date and time). The same applies for changes that may occur during loading and unloading operations. According to the unloading schedule (with the possibility of delay) the driver will be called by the organizer to approach with the vehicle to corresponding northern entrance for unloading equipment with a forklift. All equipment will be brought in exhibition hall through the two northern entrance. One entrance is designed for small trucks and transport vehicles, while the other is designed for big trucks. **Entrance for big trucks has two approaches, one of which must always be free because of safety reasons. It is necessary to take into account that the unloading from the big trucks will be done from right side of the vehicle (codriver side), and unloading at the other entrance will be done from left side (driver's side).** A representative of the exhibitor must be present during unloading. Equipment during unloading must not be left to the necessary passages. Organizer is in charge for all changes and advices. The same rules apply for disassembling period.

9. PARKING FOR VISITORS AND EXHIBITORS

During the fair, on the south side of Arena will be open free parking for all participants of the fair.

10. INSURANCE - SPECIAL WARNINGS

In the case of a machine fall or damage during unloading or loading with a forklift, it is necessary to immediately inform the organizer who will make the photos and take further necessary actions regarding insurance company and covering damages

11. PROHIBITIONS

Prohibited is:

- entrance without the approval of the organizer or without escort after closing time
- bringing materials that have an unpleasant smell, or are in any way dangerous to human health or cause hurt or damage. This includes flammable and explosive materials and goods
- using of gas, gas appliances or open flame
- disrespect all laws relating to the gathering in public places
- production of any noise or light that is hazardous to health
- playing music very loudly
- placing advertise or similar marketing tools outside the exhibition space without prior agreement or contract with the organizer (this includes hallways, entrances, parking spaces and all surrounding area that belongs to Arena Zagreb)
- bringing things during the fair that can not be carried in the hand

Failure to follow the above rules and prohibitions leads to sanctions, penalties or even exclusion exhibitor from the event.

12. ZAMP

Croatian Composers' Society (ZAMP) has the right to charge the copyrights according to applicable law and according to price list if the exhibitor at his stand publicly perform musical or theatrical works.