

GENERAL TERMS AND CONDITIONS FOR PARTICIPATION IN EXHIBITIONS AND FAIRS ORGANISED AT THE ESTONIAN FAIRS CENTRE

1. ORGANISER, EXHIBITORS AND EXHIBITS

The Organiser – Estonian Fairs Ltd or a legal or natural person organising a particular exhibition/trade fair.

The Exhibitor – a legal or natural person participating in the particular exhibition or trade fair, whose field of activity corresponds to the topic of the particular exhibition or trade fair and whose legal form of activity is in accordance with the legislature of the Republic of Estonia. In order to enrich the exhibition or trade fair exposition, offer better services to the exhibition and trade fair visitors and the Exhibitors, and provide other common goods, the Organiser is entitled to involve to the particular exhibition or trade fair institutions and enterprises whose activities are not directly connected with the topic reflected upon in the abovementioned exhibition or trade fair, yet not contravention of good business practice and the principle of equal treatment of the Exhibitors.

The Main Exhibitor – a legal or natural person accepting the general terms and conditions valid in the Estonian Fairs Centre and the terms and conditions for participation in the particular exhibition or trade fair, with whom the Organiser shall conclude an agreement for the exhibition or trade fair period for the renting out of an exposition stand and a standard stand, taking into consideration the terms and conditions for participation in the particular exhibition or trade fair and the price list of the services of the Organiser in order to provide services.

A Co-exhibitor – a legal or natural person, who participates in the exhibition or trade fair on the exposition stand hired by the Main Exhibitor, whose name has been included in the registration list, who pays the participation fee of a Co-exhibitor, whose data will be published in the exhibition or trade fair catalogue, who shall be responsible for the compliance of the general terms and conditions of the Estonian Fairs Centre and that for participation in the particular exhibition or trade fair, and to whom all the obligations of the main exhibitor shall extend.

The Main Exhibitor shall be responsible for the activities of all the Co-exhibitors taking actions on his/her stand and for the settlement of the accounts rendered to them.

An Exposition Stand is the space hired by the Exhibitor from the Organiser for the time period of the exhibition or trade fair in the pavilion of the Estonian Fairs Centre (internal room) and/or outside the pavilions (external room).

The Exposition Stand will only be rented out to the Main Exhibitor. Each Main Exhibitor shall be entitled, in concordance with the Organiser, to involve Co-exhibitors to the particular exhibition or trade fair. The Main Exhibitor shall be obliged to pay the participation fee of the Co-exhibitor for each Co-exhibitor participating in the exhibition or trade fair. The Main Exhibitor shall not be entitled to put at the disposal of third persons or sublet them the Exposition Stand provided to him/her or its parts without enlisting him/her in the registration list and submitting a prior notice to the Organiser. The Main Exhibitor shall be barred to advertise and show goods and services of companies or organisations which are not enlisted in the registration list of the particular exhibition or trade fair on his/her Exposition Stand (see Clause 10).

An Exhibit – a physical object displayed by the Exhibitor on the Exposition Stand hired at the exhibition or trade fair, on supporting structures erected on it, on the design elements, on the internal walls of the stand, or above the stand. A displaying of the Exhibits outside the boundaries of the stand or their removal from the Exposition Stand prior to the end of the official working period of the exhibition or trade fair shall be prohibited.

Estonian Fairs Ltd shall be entitled to demand the removal of such Exhibits from the Exposition Stand which pose a potential source of danger to the visitors and the other Exhibitors, disturb or complicate the activities of the other Exhibitors, mislead the visitors or are in contravention of the ethics and good business practice effective in the society.

The topic and time of each particular exhibition or trade fair to be held shall be provided for by the terms and conditions for participation in the respective exhibition or trade fair.

The working languages of the exhibitions and trade fairs taking place in the Estonian Fairs Centre shall be Estonian and English, whereat the visitors must be provided with a possibility to be informed in Estonian on all stands.

2. BOOKING OF EXPOSITION STAND

In order to book an Exposition Stand, the Organiser shall send the Exhibitors an advertising and sales package of the particular exhibition or trade fair. The Exhibitor shall return the Organiser a filled in registration form-participation agreement forming part of the package within the deadline provided for by the terms and conditions for participation in the particular exhibition or trade fair. The Organiser shall only accept registration forms filled in as required and furnished with the signature of the authorised person of the Exhibitor.

The registration form filled in by the Exhibitor and accepted by the Organiser and its annexes shall be the agreement handling the participation in the particular exhibition or trade fair, whose performance shall be binding for the Exhibitor and the Organiser.

Upon the acceptance of the requests submitted in the registration form by the Exhibitor, the Organiser shall send the Exhibitor a written confirmation on the acceptance of the order placed in it.

3. DISPOSITION OF STANDS IN THE HALLS OF THE TRADE FAIR CENTRE

Requests for booking an Exposition Stand shall be handled in the order of their incoming. Taking into consideration the technical specifications of the place of the particular exhibition or trade fair to be held and, to the possible extent, the requests of the Exhibitor concerning the disposition of the stand, the Organiser shall determine the final disposition of the stands in the halls of the Estonian Fairs Centre. In the interests of the integrity of the exhibition and a better utilisation of the Exposition Stand, the Organiser shall be entitled, in concordance with the Exhibitor, to decrease or increase within 10% the area of the stand booked by the Exhibitor.

The Organiser shall send each Exhibitor prior to the beginning of the period the particular exhibition or trade fair to be held a drawing showing the final disposition of the stands in the halls of the Estonian Fairs Centre, indicating in it the location of the Exposition Stand or stand hired by the Exhibitor.

Estonian Fairs Ltd shall be entitled to demand the Organiser of the particular exhibition or trade fair the disposition of the stands in the halls of the Estonian Fairs Centre and the Exhibitor the erecting of his/her stand in such a way a free access to the fire-extinguishing closets and water hydrants and primary fire-extinguishing appliance is ensured.

4. PAYMENT TERMS AND CONDITIONS

The Exhibitor shall be obliged to pay the fee for participation in the particular exhibition or trade fair, the rental charge of the Exposition Stand and stand to the bank account within the time limit stipulated in the invoice submitted by the Organiser. The Exhibitor shall be entitled to use the Exposition Stand and stand hired by him/her within the time limit stipulated in the terms and conditions for participation in the particular exhibition or trade fair upon the receipts of said payments to the bank account of the Organiser.

5. TERMINATION OF AGREEMENT

In case the Exhibitor wishes to terminate the agreement on participation in the particular exhibition or trade fair concluded with the Organiser, the Exhibitor shall be obliged to submit a prior written notification on it to the Organiser. A termination of the agreement without imposing sanctions shall only be possible prior to the deadline stipulated in the terms and conditions for participation in the particular exhibition or trade fair.

The Exhibitor shall forfeit the right of use of the Exposition Stand or stand booked by him/her and the right of use of the Exposition Stand and stand shall retrocede to the Organiser in case the Exhibitor:

- has not paid the participation fee, the rental charge of the Exposition Stand or stand within the time limit set;
- has not commenced using the Exposition Stand within 24 hours prior to the opening date and time of the particular exhibition or trade fair (unless a respective agreement has been reached upon with the Organiser);
- does not adhere to the general terms and conditions for participation of the Organiser and those in the particular exhibition or trade fair.

In case the termination of the agreement takes place by the fault of the Exhibitor or other reasons, the Exhibitor shall be obliged to settle the Organiser the accounts whose payment deadlines have arrived by the moment of the termination of the agreement (rental charge of the Exposition Stand or stand, participation fee, etc.). The sums paid by the Exhibitor prior to the termination of the agreement will not be refunded.

6. EXHIBITION AND TRADE FAIR SERVICES

Orders for the exhibition or trade fair services shall be formalised in the order forms provided with, which the Organiser shall send to all the Exhibitors, if the registration forms filled in by them according to form for the rental of the Exposition Stand have reached the Organiser and whose participation in the particular exhibition or trade fair has been accepted. The order forms shall be returned to the Organiser within the deadline stipulated in the terms and conditions for participation in the particular exhibition or trade fair, whereby late orders will be fulfilled in case of possibility. Upon paying for orders placed after the deadline set, an add-on of 25% shall be applied. Upon paying for orders placed during the working period of the trade fair (incl. the exhibition day), an add-on of 50% shall be applied.

6.1 Stand construction and design works

It is possible for the Exhibitor to order the Organiser stand construction works (incl. special design) and the respective construction and design materials. It is possible to get help and advice from the Organiser also when planning and designing the Exposition Stand.

In case the Exhibitor performs the stand construction works himself/herself or employs his/her subcontractors for that purpose, he/she shall be obliged to coordinate the stand design draft, constructions and materials to be used with Estonian Fairs Ltd [Chief Design Engineer Gunnar Kalmet, phone +372 613 7312, GSM +372 50 34 379, gunnar@fair.ee] within four weeks prior to the opening date of the particular exhibition or trade fair. The Exhibitor shall be obliged to adhere to the deadlines for mounting and dismounting works stipulated in the terms and conditions for participation in the particular exhibition or trade fair and the fire safety, occupational health and safety and work safety rules effective in the Estonian Fairs Centre.

In case if an exhibitor plans to hang any exhibits, elements of design, or advertising mediums of any weight on side walls or overhead structure of his/her stand, he/she must inform the organizer, who decides upon the necessity of installation of enforced walls or overhead constructions, about this.

The standard height of the construction elements used in stand construction works shall be 2.5 m. While using constructions exceeding the said height, an approval on behalf of the Organiser shall be required.

Upon using a visual advertising exceeding the standard height of the stand, the mounting of the advertising carrier shall be coordinated with the Organiser and it shall be located 2 m inward the stand border.

If the weight of the Exhibit exceeds a weight load of 1,000 kg/m², its disposition in the stand shall be coordinated with the Organiser. Under particularly heavy Exhibits and constructions, a ground plane shall be placed on the floor of the pavilion in order to disperse induced by the work load.

In case the Exhibitor wishes to erect a two- or three-storey stand with a special design, its plan shall be coordinated with the Organiser within 30 days prior to the commencement of the mounting works of the particular exhibition or trade fair. Upon the erection of the two- or three-storey stand, an add-on of 50% to the rental charge of the Exposition Stand under the stand shall be added for an m² of each storey following the first one. The maximum height limit of the two- or three-storey stand shall be 7.5 m, and the minimum distance of the second storey from the boundary of a neighbouring stand shall be 2 metres (unless a different agreement has been reached upon with the Organiser).

NB! The maximum height limit of the stay of the people servicing and visiting the two- or three-storey stand from the floor level of the halls of the Estonian Fairs Centre shall be 2.6 m.

The Organiser shall be entitled to terminate the construction works of the exhibition or trade fair stand, if the Exhibitor does not adhere to the requirements provided for by Clause 6.1 of the general terms and conditions for participation.

A partial or full dismounting of the stands, the removal of the Exhibits from the stand or the leave of the persons servicing the exposition from the stand prior to the end of the work period of the particular exhibition or trade fair shall not be allowed.

6.2 Electrical works

The Exhibitor may order the Organiser additional lighting of the stand and the necessary electrical connections. The Exhibitor may perform the electrical works of his/her trade fair stand himself/herself or employ his/her subcontractors for that purpose, undertaking to coordinate the current power consumed and the circuit diagram of the trade fair stand with the Organiser within four weeks prior to the particular trade fair.

Irrespective of the fact whether the Exhibitor performs the mounting works of his/her stand, by means of the subcontractor employed by him/her, or has ordered the mounting works of his/her stand from the Organiser, the Exhibitor shall be obliged to order the Organiser an electrical connection of his/her stand and pay for the provision of the connection on the basis of the price list of the Organiser.

The characteristics of the current consumed for each plug-in socket: voltage 220/380 V ±5%, frequency 50 Hz, wattage 1 kW.

The electrical equipment and materials mounted by the Exhibitor himself/herself or ordered from his/her subcontractors shall hold a conformity certificate.

In case the electrical works are not performed by the Organiser, a full responsibility for the safety and quality of the electrical works performed shall be held by the Exhibitor himself/herself. A legal person performing electrical works must hold an electrical work authorisation issued by Electrical Safety Controlling Centre, which authorises the performance of electrical works within a particular sphere of competence. A natural person directly performing electrical works must hold a competence certificate for the performance of electrical works within a particular sphere of competence issued by Electrical Safety Controlling Centre.

Upon the use of current using equipment (computers, refrigerators, equipment, etc.), consuming electricity for a period 24 hours, the Organiser must be ordered a 24 h electrical connection.

The sole right to energise the power supply shall belong to Estonian Fairs Ltd.

6.3 Internet connection

6.3.1 It is possible for the Exhibitor to place an order for a wired Internet connection for his/her stand with a speed of up to 10 Mbit/s in all trade fair halls by the e-mail address of Linxtelecom Estonia OÜ: sales@linxtelecom.ee. Information: phone +372 6223360.

6.3.2 Free of charge wifi-service at the Estonian Fairs Centre is provided by Elisa Eesti AS.

6.4 Water, drainage and compressed air connections

Upon the use of water and drainage at his/her stand, the Exhibitor shall order the Organiser a water and drainage connection for the particular exhibition or trade fair period. The sole right to perform the respective connections shall belong to Estonian Fairs Ltd and the respective orders shall be fulfilled, taking into consideration the technical conditions and safety requirements of the halls of the Estonian Fairs Centre.

Upon the performance of the water and drainage connections in Hall D of the Estonian Fairs Centre, additional technical conditions and restrictions have been laid out by the Organiser. In Hall D, it is forbidden to expose aquaria and pools filled with water or to use them as design element, as well as to use flowing water in bathtubs, pools and other containers and receptacles. It is prohibited to block the water and drainage connections and utility lines leading to the exhibits and fittings in need of water and drainage connections in the form and places which disable an operational access to them.

In order to use compressed air at the stand, the Exhibitor shall place an order to the Organiser, indicating the amount of air necessary (l/min), the pressure necessary (bar) and the average load ability.

6.5 Cleaning

The Organiser shall ensure a one-time pre-opening cleaning of the stands constructed by him/her or the stand construction company, Expodesign Ltd, authorised by the Organiser, as well as the maintenance of the passageways and commonly used rooms and areas throughout the entire preparation and work period of the exhibition or trade fair.

The Exhibitor shall be responsible for the cleanliness and maintenance of his/her stand throughout the entire exhibition or trade fair period.

In case the Exhibitor has erected his/her exhibition or trade fair stand himself/herself or with the help of his/her subcontractor, the Exhibitor or his/her subcontractor shall clean his/her stand himself/herself or place an order for the respective service from the Organiser.

6.6 Service Bureau

During the exposure and work period of the particular exhibition or trade fair, a Service Bureau shall work in the halls of the Estonian Fairs Centre, where it is possible to place orders for the services enlisted in the price list of the Organiser within the limits of specified time schedule. Upon paying for the additional services performed during the exposition day(s) and the work period of the particular exhibition or trade fair, an add-on of 50% shall be applied in relation to the service prices laid out in the price list of the Organiser.

6.7 Customs, transport and dispatch services

The Exhibitor shall organise the transport of the Exhibits to the particular exhibition or trade fair and back to the place of destination at his/her own expense and be responsible for the completion of transportation and logistics services connected to all his/her Exhibits. Orders on customs and transport services can be placed to the company:

UPEX LS LLC – Piritä Street 28, 10127 Tallinn, Estonia; phone +372 6112860; GSM +372 511 9947, urmas@upex.ee.

The Exhibits sent to the particular exhibition or trade fair must be sent no earlier than within 3 days prior to the commencement of the work period of the particular exhibition or trade fair (unless a respective agreement has been reached upon with the Organiser) on the address: Estonian Fairs Centre – Piritä Street 28, 10127 Tallinn. The Exhibitor can order the Organiser storage and lifting services, informing the Organiser on their necessity within five days prior to the commencement of the work period of the particular exhibition or trade fair.

The Exhibitor shall be obliged to follow the timetable stipulated in the terms and conditions for participation in the particular exhibition or trade fair by the Organiser. The Exhibitor or his/her expedition company shall be obliged to dispatch the Exhibits, design constructions and other goods in his/her possession from the Estonian Fairs Centre within 2 days (Exhibits having arrived from foreign state – within 3 days) from the end day of the work period of the particular exhibition or trade fair (unless a respective agreement has been reached upon with the Organiser).

6.8 Warehousing services

The Exhibitor shall use special storage rooms provided by the Organiser for storing its tare and other packaging materials during an exhibition or fair period or put these into a warehouse owned or rented by him outside the fair centre. Storing the tare and packaging materials behind the stand is prohibited.

The packaging materials shall be brought to the stand for packing the exhibits and design materials by the end of the exhibition or fair.

6.9 Parking services

The right to use the parking lot on the territory of the fair centre during a fair or exhibition period shall be organised by Estonian Fairs Ltd who shall provide the Exhibitors with a free parking card for the period. The card provides the Exhibitor multiple access to the territory of the fair centre, allows to bring goods to the halls of the fair centre (during the period and on the conditions of a certain exhibition or a fair specified in the terms of participation) and to park in the marked parking lot of the fair centre. The license plate number of the vehicle shall be written on the parking card and the card may not be given to drivers of other vehicles. The parking card shall be presented to a person managing the traffic on the entrance to the fair centre. All drivers shall have to follow the instructions of the parking service employees of Estonian Fairs Ltd.

Additional parking cards shall be sold at the service bureau or advance by the project manager of each exhibition or fair.

Single entrance to the territory shall be based on an entrance card which has to be bought upon the entrance and gives a right to park in the unguarded parking lot of the fair centre.

Depending on the space programme of specific exhibition or fair, Estonian Fairs Ltd shall arrange the parking on the territory of the fair centre in the marked asphalt lots of the territory outside the parking lot as well.

During an exhibition or fair period, it is forbidden to park vehicles in the main square of the fair centre, near the pedestrian entrance and in places which hinder the movement of transportation or pose a risk to the life and health of the visitors.

6.10. Suspensions

The privilege of installing suspension points at the Estonian Fair Centre is held only by Estonian Fairs Ltd and its authorized co-operation partner Expodesign Ltd.

Participants and/or their authorized subcontractors are obliged to order the suspension points from the Estonian Fairs Ltd. Suspension points have to be ordered and paid by the customer to Estonian Fairs Ltd even if the Estonian Fairs Ltd has given approval that the suspension points may be installed by subcontractors.

Technical drawing of suspension points has to be approved by Estonian Fairs Ltd (Chief Constructor Gunnar Kalmet, tel. +372 6137312, tel. +372 5034379, e-mail: gunnar@fair.ee) at the latest four weeks before the opening date of the exhibition or trade fair.

Application for suspension points has to contain the following information:

* Description of the hanging object (material, weight);

* The number of suspension points;

* A schematic drawing;

Depending on the location of the suspension points in the fair halls, following capacity is available for suspension points: up to 5 kg, up to 50 kg (needs pulley for assembling), and up to 100 kg (needs pulley for assembling). Equipment used for suspension works - such as hoists, wire ropes, chains, buckles, straps, slings and other devices and components must comply with the CE requirements. Pulley tackle and hoists must be secured with a wire or chain.

Exhibitor is obliged to comply with participation terms of specific fair or exhibition, the Estonian Fair Centre's general conditions, fire safety, occupational health and safety requirements. Personnel carrying out the works, must have received special training, their tools and personal protection equipment must comply with the requirements. If the technical drawing of suspension points is not approved or works are executed not in accordance with requirements and regulations, the Estonian Fairs Ltd has the right to stop suspension works.

7. SECURITY, FIRE SAFETY AND OCCUPATIONAL SAFETY

Estonian Fairs Ltd shall ensure the protection of assets belonging to the exhibitors during fairs, exhibitions and other events organised by Estonian Fairs Ltd and shall ensure public order in the pavilions of the fair centre and its outer territory according to the security plan of the specific event and within the limits specified in the instructions drafted to secure preservation of material values and introduced to the exhibitors. Fee for the abovementioned security services by the exhibitors is included in rental tariff of the exposition space. Exhibitors can order additional paid security services within the framework of fair or exhibition, which scope and conditions of provision shall be specified in the agreement of provision of paid security service concluded between Estonian Fairs Ltd and the client.

Estonian Fairs Ltd shall provide paid security service with the forces of its own security service for the protection of assets and public order within the framework of fairs, exhibitions, conferences, concerts, sports and entertainment events organised in the fair centre by other organisers. The basis for provision of paid security service shall be the agreement of provision of paid security service concluded with the organiser and security plan agreed between the parties.

Estonian Fairs Ltd shall accept responsibility for installation and maintenance of primary fire extinguishing equipment in the fair centre. To ensure fire safety, the exhibitor commits to fill all orders from the authorised representatives of the Estonian Fairs Ltd and fire safety regulations in force in the fair centre. The use of open fire in the halls of fair centre is strictly prohibited. Smoking in the halls and stationary and temporary catering areas located inside the fair centre is forbidden. Different procedure or additional restrictions and terms may be applied upon a special agreement between Estonian Fairs Ltd and the organisers of an event if the event is closed or with restricted access.

Exhibiting flammable goods and materials is permitted only with prior written consent from the North Estonian Rescue Centre and notification given to the Estonian Fairs Ltd before bringing the goods to the fair centre and their use in the fair centre.

Storage of exhibits, package boxes and other tare, advertising materials, cleaning accessories etc in the area between back wall of exhibition stand and the wall of pavilion is strictly forbidden.

All organisers and exhibitors are obliged to follow fire safety, occupational safety and occupational health regulations in force in the fair centre of Estonian Fairs Ltd.

8. WASTE MANAGEMENT AT THE FAIR CENTRE

Putting waste outside the garbage cans is forbidden on the territory of the fair centre. Pouring lubricants, oil residues, solvents, enamels or paints into the sewer is prohibited. It is also forbidden to put inflammable or explosive substances or materials, hazardous waste, liquid waste, waste requiring special processing, e.g. batteries, containers of paint or other chemical substances, or materials used in building the stand or exhibiting the machinery or equipment (wood, chipboard, fibreboard, metal, glass, etc.) into the garbage container for mixed domestic waste. The Exhibitor or his subcontractor shall have to put all large waste produced during the construction of its stand into the garbage cans in the territory of the fair centre, which are specified for that purpose or order to the stand garbage cans from Estonian Fairs Ltd. Payment for the service shall be based on the Estonian Fairs Ltd price-list.

If the Exhibitor or its subcontractor has not put its waste to the waste containers, an invoice for cleaning works will be made according to the Estonian Fairs price list.

It is prohibited to storage exhibits and stand building materials to the stands passageways, the organizer is entitled to remove them without any notice.

The elimination of any environmental damage or pollution caused due to ignoring or violation of the waste management regulations shall be on the expense of the Exhibitor who caused the damage or pollution.

9. IDENTITY CARDS FOR PARTICIPANTS AND CONSTRUCTION WORKERS

The identity cards (wristbands) for each exhibition or fair shall be issued by the Organiser based on the size of the rented space at the day of the exhibition or fair. The cards (wristbands) must be worn in a visible place. The owners of identity cards (wristbands) shall have a right to enter exhibition halls of the fair centre where their exhibition is during the exhibition layout day, the fair period, removal of exhibits and dismounting period. The identity cards are personal and release of identity cards to others is strictly forbidden. It is also prohibited the removal of a wristband and transfer to another person. Upon release of an identity card/wristband to other persons, the Organiser or its security guard shall have a right to take the card/wristband away from its owner and it will not be returned or substituted.

The owners of construction workers' identity cards shall have a right to enter and stay in exhibition halls where their exhibition is during the exhibition layout day, removal of exhibits and dismounting period. The identity cards for construction workers shall be issued upon the request of the Exhibitor on the basis of the list of the workers up to two weeks before the beginning of the exhibition or fair from the info stand.

The cards must be filled in as required and worn in a visible place.

10. ADVERTISING AND RETAIL SALE

The Exhibitor has a right to use for advertising his exhibition space and the inside walls of the rental stand. Placing advertising material on the walls of the stands is permitted only when adhesive tape and/or hangers are used, which do not harm the walls or structures. The Exhibitor commits to use only advertising materials which promote his firm and/or business.

The advertising materials, the methods and activities must comply with the Advertising Act, the Consumer Protection Act and the Language Act of Estonia and good business principles. The Exhibitor is responsible for the ethical look of the advertising material in its stand. The Organiser shall have a right to demand removal of any advertising which violates the common ethics or gender equality, which instigates hatred against a religion or a nation and does not comply with good business practices. The use of other advertising space in the fair centre outside the stand or more than 2.5 metres above it has to be paid extra and only with agreement with the Organiser.

Presentations, concerts, fashion shows or other events taking place at the fair stand during the exhibition period have to be co-ordinated in advance with the Organiser in order to avoid disturbing other exhibitors. The presentation of audio or video programmes, concerts or the use of sound amplifiers for the purpose of advertising may not disturb the work at the neighbouring stands.

The decision of allowing retail sale shall be made by the Organiser. Organising retail sale have to be based on current legislation. Organising retail sale without Organisers approval is prohibited.

11. REGULATION OF NOISE-GENERATING ACTIVITY

When exposing noise-generating devices and using acoustic amplifier systems valid rules and regulations have to be guided. The Organiser has the right to demand from the Exhibitor the limitation of sound volume, shifting arrangement time of events and noise events and limiting the duration of events and noise events to prevent disturbing or interfering with the work of the neighbouring stands. Ignoring the limitation set by the Organiser leads to prohibiting the actions that exceed the standard level of noise in the stand.

12. ORGANISATION OF CATERING IN THE FAIR CENTRE

Catering in the fair centre is organised by Fairs Bar LLC, who has rented rooms from Estonian Fairs Ltd and operates on the 1st floor of the hall B (Blue bar) and on the 2nd floor of the hall C (fast food restaurant), where it has the exclusive right for catering and performs catering activities for the particular exhibition or fair also in the temporary selling places in the halls of the Estonian Fairs Centre.

Fairs Bar LLC organises catering of the Exhibitors during exhibition or fair period on the basis of guarantee letters, it organises business lunches and firm receptions, coffee breaks and stand service. Information and ordering – Fairs Bar LLC, phone +372 50 15 095.

Considering the character of the particular exhibition or fair, the Organisers have the right to involve other caterers in organising catering.

Using open fire for preparing food is prohibited in the halls of the Estonian Fairs Centre. The enterprise interested in organising catering is obliged to install spot ventilation that ensures the capture and exiting of the steam, gases and odours involved in cooking.

Organiser of catering is obliged to follow the fulfilment of hygiene-, sanitary- and cleanliness requirements in the catering space, including the quality and preservation of the foodstuff, cooking and serving, clothing of the attendants, continuous cleaning of the used dishes, emptying trash bins into the specified trash cans situated on the outdoor territory of the Estonian Fairs Centre, etc. Smoking in the catering places is forbidden. The organisers of the catering have the responsibility to observe the non-smoking restriction in its catering place.

13. SPECIAL TERMS

Terms that are not laid down in these general terms of participation or terms that are connected with organising particular exhibitions and fairs, their fulfilment procedures, and the responsibility resulting from the non-fulfilment or inopportune fulfilment of the terms shall be additionally co-ordinated before the arrangement of the given event.

To reduce and neutralise the unhealthy effect of the engines' exhaust gases that get into the room from the working engines of the transport vehicles – trucks and truck-mounted cranes and hydraulic hoists- that are used to install or move big or heavy showpieces, it is obligatory to use additional equipment – catchers, filters, etc. It is forbidden to use lifting transport vehicles that do not have or do not use the correspondent additional equipment in the halls of the Estonian Fairs Centre.

Performing of live music or audio recordings in fair, exhibition or other event shall bring along obligation to pay fee according to the rates specified by the Estonian Authors' Society and the Estonian Performers Association.

14. RESPONSIBILITY AND INSURANCE

14.1 Responsibilities of the Exhibitor

Exhibitor accepts responsibility for mounting and installing the exhibition and for the order of its exhibition area.

Exhibitor does not have the right to occupy the reserved exhibition area in the particular exhibition or fair before it has registered its arrival at the official representative of the Organiser or in the service bureau of the particular exhibition or fair.

Exhibitor accepts responsibility for the exhibition equipment and inventory given to it, from the moment of reception to the returning them to the organiser, after dismantling its exhibition.

Exhibitor is obliged to remove adhesive tapes, sticker- and advertisement materials installed by the Exhibitor or its Co-exhibitors. In case the Exhibitor leaves the exhibition or fair without removing sticker advertisements, it is obliged to pay the Organisers the cost for removing the aforementioned advertisements. Exhibitor is obliged to compensate the organisers the cost of inventory damaged by the Exhibitor or its Co-exhibitor in the course of removing the advertisements.

Exhibitor accepts responsibility for the actions of its employees or involved third parties and is obliged to compensate for the substantial damages caused by them.

Exhibitor accepts responsibility for damaging or losing the exhibits, constructions, etc. during the period of the particular exhibition or fair.

Exhibitor decides upon insuring its exhibits and other properties in the particular exhibition or fair period and bears the responsibility for the possible consequences of non-insuring its material properties.

14.2 Obligations of Exhibitor

Exhibitor is obliged to notify the Organiser immediately about damages done to the Organiser's property that was held by the Exhibitor at the time (including floors, walls, doors, gates, support- and bearing constructions, windows, etc. of the Fair Centre) and compensate for the damages. The loss event will be fixed in the form of an act between Exhibitor and Organiser.

Oral statements about disappearance of, or damages to, the properties shall not be taken into account and they shall not be discussed.

14.3 Responsibilities of the Organiser

Organiser accepts responsibility for the general order and safety in the halls and territory of the fair centre.

Organiser does not take responsibility for damages incurred by Force Majeure, and also by visitors, other Exhibitors and their Co-exhibitors.

Organiser accepts responsibility for variety, display, marking and working order of the firefighting equipment.

Organiser does not accept responsibility for damages or disappearance of exhibits, constructions, etc. belonging to the Exhibitor.

15. FORCE MAJEURE

Organiser has the right to cancel or postpone the preparatory work or organising particular exhibition and fair when the need for cancelling is caused by Force Majeure – act of war, activities of the nature forces, activities of the authority of the state and authorities of the government, terrorism, etc.

In case the organising of the particular exhibition or fair proves to be impossible, the Organiser terminates the Contract with the Exhibitor and returns the sums transferred by the Exhibitor. Participation fee is non-returnable and shall not be refunded.

16. SANCTIONS

In case of deliberate ignoring or violation of regulations specified in these general terms of participation the Organiser has the right to exact from the Exhibitor the fine in the amount of two participation fees of the particular exhibition or fair.

17. RAISING COMPLAINTS

All bilateral complaints between Organiser and Exhibitor shall be submitted in written form during the preparatory or working period of the particular exhibition or fair, or during some other time limit set for submission of complaints by the Organiser. Complaints submitter after that period shall not be taken into account and shall not be discussed.

The complaints shall be solved by negotiations. If the agreement is not reached, the disagreements and complaints shall be solved in Harju County Court, following the legislation of the Republic of Estonia.

18. VALIDITY OF THE CONTRACT

In signing the registration form-participation contract of the particular exhibition or fair the Exhibitors and their authorised representatives accept and commit to follow these general terms of participation, terms of participation of a particular exhibition or fair and additional instructions rendered by the Organiser.

The Estonian version of the general terms of participation of the Estonian Fairs Centre shall take precedence over other language versions, in case there are disagreements in interpreting.

Estonian Fairs Ltd has the right to alter and complement these general terms of participation. Organisers and Exhibitors shall be notified about all alterations and complements.

27.04.2016