

## **TERMS OF PARTICIPATION OF THE FAIR INTERIOR 2020**

### **1. ORGANIZER**

Estonian Fairs Ltd.  
Pirita tee 28, 10127 Tallinn  
Contact: Project Manager Rano Normatova  
Phone: +372 613 7450  
E-mail: rano@fair.ee

### **2. TIME AND VENUE**

Time: 12.-14.06.2020  
Venue: Estonian Fairs Centre  
(Pirita tee 28, 10127 Tallinn)

Fair is open:

12.06	11.00 - 18.00
13.06	10.00 - 18.00
14.06	11.00 - 16.00

### **3. TIMETABLE FOR EXHIBITOR**

Assembly:	08. - 10.06	9.00 - 18.00
Exposition layout:	11.06	9.00 - 21.00
Removal of exhibits:	14.06	16.00 - 21.00
Disassembly:	15.06	10.00 - 18.00

**NB! Working in the pavilion outside the timetable is allowed according to price list presented by organizer!**

### **4. EXHIBITORS AND SUBJECT FIELDS**

**Exhibitor** can be a legal or natural person, whose services or goods belong to one of the following areas: furniture, interior decoration and design, baths and shower cabinets, saunas and swimming pools, fire places and ovens, lamps and lighting solutions, wall and floor covering materials, curtains and blinds, doors and windows, stairs and railings, interior design, design and architectural offices, professional associations and any other companies whose services or goods are connected with areas mentioned above. **Co-exhibitor** is an institution/company, who participates in the fair on the exposition stand rented by the main exhibitor and who is obligated to pay participation fee (according to article 6 of this contract). **An Exhibit** is a physical object displayed by the Exhibitor on the exposition stand rented at the 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 stand prior to the end of the official working period of the fair will be prohibited.

It is prohibited to remove exhibits from the stand before the fair is over. The Exhibitor is obliged to be present at the stand until the formal end of the exhibition. A fine of **64 EUR/hour + VAT 20%** is charged from the Exhibitors leaving the stand earlier. Exceptions are to be agreed with the Organizer in writing in advance.

### **5. PARTICIPATION**

For participation the properly filled and signed Participation contract-Application form must be returned to organizer. **Fair area final booking deadline is May 25, 2020.** Orders submitted after the deadline will be accepted according to the availability of free exhibition space.

### **6. PARTICIPATION FEE**

The non-refundable participation fee for exhibitor and co-exhibitor is **295 €**, which is to cover general advertising and administrative expenses of the fair, participant cards, wristbands and one parking card valid at the exhibitors' parking ground. Prices do not include VAT.

### **7. RENTAL OF INDOOR SPACE AND STANDARD STANDS**

#### **7.1 Indoor space (without constructions)**

##### **Standard area (open 1 alley)**

price 56 €/m<sup>2</sup>

##### **Corner booth (open 2 alleys)**

price 61 €/m<sup>2</sup>

##### **Peninsular booth (open 3 alleys)**

price 66 €/m<sup>2</sup>

##### **Island booth (open 4 alleys)**

price 72 €/m<sup>2</sup>

**Register before April 30, 2020! You will get -15% discount off from fair space rent!**

**-10% discount** off from fair space rent for clients, who have participated at least in 3 previous interior fairs (Interior 2017 - 2019). Discounts will be summarized and calculated on invoice!

For exhibitor who promotes the fair's webbanner on its webpage at least 2 weeks before the fair Interior 2020 discount **32 €** from indoor space rental

#### **7.2 Standard stand (doesn't include indoor space rental)**

##### **Standard stand rent price:**

6 - 9m <sup>2</sup>	price 32 €/m <sup>2</sup>
10 - 15m <sup>2</sup> ....	price 29 €/m <sup>2</sup>
16 - ....m <sup>2</sup> ....	price 26 €/m <sup>2</sup>

Standard stand rent includes construction, carpet, fascia board hanging, spotlights (1pc/3m<sup>2</sup>) and plug socket (220V, 1 KW) and stand building

Exhibitor is not authorized to rent or give the area or part of it to somebody else without organizer's previous written consent.

### **8. PLACEMENT OF PAVILIONS**

Orders are handled according to registration order. Organizer determines the location of exhibitors, while taking into account exhibitors wishes if possible.

The organizer assigns conclusive placement in pavilions, in consideration of exhibitor wishes for placement in the hall.

### **9. FAIR SERVICES**

Orders for fair services are registered officially on the order-forms of the organiser. Order-forms have to be filled out as required and returned to the organiser by **May 15, 2020** at the latest. Orders submitted after this deadline will be fulfilled according to the possibilities and extra 25% surcharge will be applied to the prices of construction and fair services. **During the exposition layout day and the operating period of the fair an extra 50% surcharge will be applied to the prices of construction and fair services.**

Exhibitors, who execute the construction works of the stand by themselves or with the help of some construction company, have to concord the drawings of the constructed stand, circuit diagrams and consumed electric power by **May 25, 2020** at the latest. In case an exhibitor wishes to erect a two- or three-storey stand, its plan has to be coordinated with the organizer by **May 25, 2020** at the latest. It is forbidden to erect a two- or three-storey stand or place advertisements in a way to hide other stands. Standard height of the construction elements used in stand construction works have to be 2,5 m. For higher elements organizer's previous permission is required.

### **10. SUPPLEMENT OF A CONTRACT**

An integral part of this contract is General terms and conditions for participation in exhibitions and trade fairs at the Estonian Fairs Centre ([www.sisustusmess.ee](http://www.sisustusmess.ee)).

### **11. PARTICIPANT CARDS**

Participant cards are issued to exhibitors according to the size of rented fair area:

...-20 m <sup>2</sup> -	5 cards
21-45 m <sup>2</sup> -	8 cards
>45 m <sup>2</sup> -	10 cards

Participant card entitles to enter fair area during assembly, exhibition and disassembly. While staying in the fair area, participant is

obligated to wear participant card. Transmission of participant card to another person is prohibited. Damaged participant card will be confiscated by organizer and the person will lose the entitlement to enter fair area.

It is possible for exhibitors to order additional participant cards for **2 €/card**. Participant card must have a name on, without the person's name the card is invalid.

## 12. PARKING CARDS

An exhibitor is provided with one parking card, which is effective during the entire time of the fair and enables free of charge parking in the parking lot of exhibitors. The price for an additional parking ticket is **15 €**. On the car parking card must be written exhibitors car registration number. One-time entrance of a vehicle to the territory of the fair costs **5 €**.

## 13. FAIR CATALOGUE

The data of companies and organizations participating at the fair, submitted to organizer by **May 10, 2020** at the latest, will be published in the fair catalogue. If an exhibitor fails to comply with the deadlines, the organizer can not guarantee the publication of the exhibitor's data in the catalogue. Organizer will also supply the price list for additional advertising.

## 14. CONDITIONS OF PAYMENT

Exhibitor is obligated to pay participation, space area and standard stand rent fees to organizer's account according to the invoice and marked date. Exhibitor can start using booked area only if the sum shown on invoice has reached organizer's account. If the exhibitor has not settled the payments by the time indicated on the invoice, the organizer reserves the right to offer the stand to another exhibitor. Organizer has right to use a sanctions according to article 15 of this contract.

All payments for additional fair services should be remitted immediately after the fair according to the invoice and marked date.

VAT Liability of EU member businesses according to the laws of the Republic of Estonia.

## 15. TERMINATION OF CONTRACT, ANNULMENT OF ORDERS

Exhibitor loses right to booked fair area when:

- exhibitor has not forwarded the order-form on time **May 15, 2020**;
- exhibitor has not paid participation fee or fair area rent on time;
- exhibitor has not started using fair area on installation day by 17.00 (unless there is a written agreement with organizers);
- exhibitor does not comply with participation conditions.

The participation fee of the fair is non-refundable. An exhibitor has the right to terminate the contract without accompanying sanctions prior to **April 25, 2020**. On termination of the contract by an exhibitor during the period of **April 25 – May 9, 2020** an exhibitor is obliged to pay the participation fee as well as 50% of the fair space and stand rental price. In case the contract is terminated by an exhibitor after **May 9, 2020** the exhibitor is obliged to pay the participation fee as well as 100% of the fair space and stand rental price.

Exhibitor is obligated to inform the organizer of annulment in written form, whereas the annulment enters into force from the moment organizer receives the written annulment.

## 16. ADVERTISING

Exhibitor has the right to use rented fair area inner walls for advertising its goods and services. Advertising for other persons and companies is forbidden. Advertising material can only be attached to rented elements with scotch-tape or/and hooks. All materials must be removed before disassembly. For usage of other advertising areas in the fair centre, an order must be submitted to the organizer. Arranging retail during the fair is forbidden, unless there is a written agreement from organizers.

## 17. ORGANIZER'S RESPONSIBILITY AND INSURANCE

Organizer is responsible for order and security during fair period at the fair area and territory with the help of its security staff. Organizer is not responsible for the damage or loss of exhibits, constructions, security of materials and equipment during fair period. Organizer is

not responsible for damage caused by reasons of force majeure. Organizer is responsible for fire safety in fair centre and territory. For use of flammable or explosive materials permission must be applied from the North-Estonian Rescue Department.

Smoking is forbidden in the fair centre, except at accordingly marked places. Organizer is not responsible for the liability of materials disseminated by exhibitors.

## 18. EXHIBITOR'S RESPONSIBILITY

Exhibitor is responsible for the fair area or exhibit material and equipment and for the damage or loss of them since delivery from organizers and until returning to organizers. Exhibitor is obligated to fixate the condition, inform of damages etc. of rented exhibits, materials and equipment to organizer at passing them over. Later claims are not accepted, possible damage or defects are considered caused by the exhibitor and are to be compensated by the exhibitor according to price list presented by organizer.

Exhibitor is obligated to hand over at the end of fair a cleaned fair area, materials and equipment.

Exhibitor's leave without informing and formal handing over of materials does not free the exhibitor of the responsibility.

Same kind of responsibility goes to exhibitor's co-exhibitors. Exhibitor is obligated to compensate any damage to inventory and supplies given for fair period by organizer.

Storing tare and packages behind the boxes is forbidden.

Exhibitor cannot disturb others with action or sound. If organizer receives from other exhibitors 3 complaints about an exhibitor during fair, organizer has the right to apply sanctions (switch off the electricity, removal from fair). Leaving on **14.06.2020 before 16.00** is forbidden.

## 19. FORCE MAJEURE

Organizer has the right to terminate or postpone the fair in case of reasons of force majeure- war, natural, governmental or other reasons. If organizing the fair is impossible of reasons of force majeure, contracts with exhibitors are terminated and advance payments are refunded. Participation fee is not refundable.

## 20. COMPLAINTS

All complaints must be presented in writing during fair period. Later complaints are not accepted. Complaints are settled generally through negotiations. If mutual agreement is not achieved all disputes are settled in Harju County Court.

## 21. GENERAL CONDITIONS

Participation contract-Application form with its supplement is handled as a contract between organizer and exhibitor. With signing the contract exhibitor or authorized person accepts participation conditions and obligations, additional directives issued by organizer, if they are connected with raising effectiveness of fair or safety.

Estonian version of participation conditions has the priority in front of other versions in case of misunderstanding or disputes.